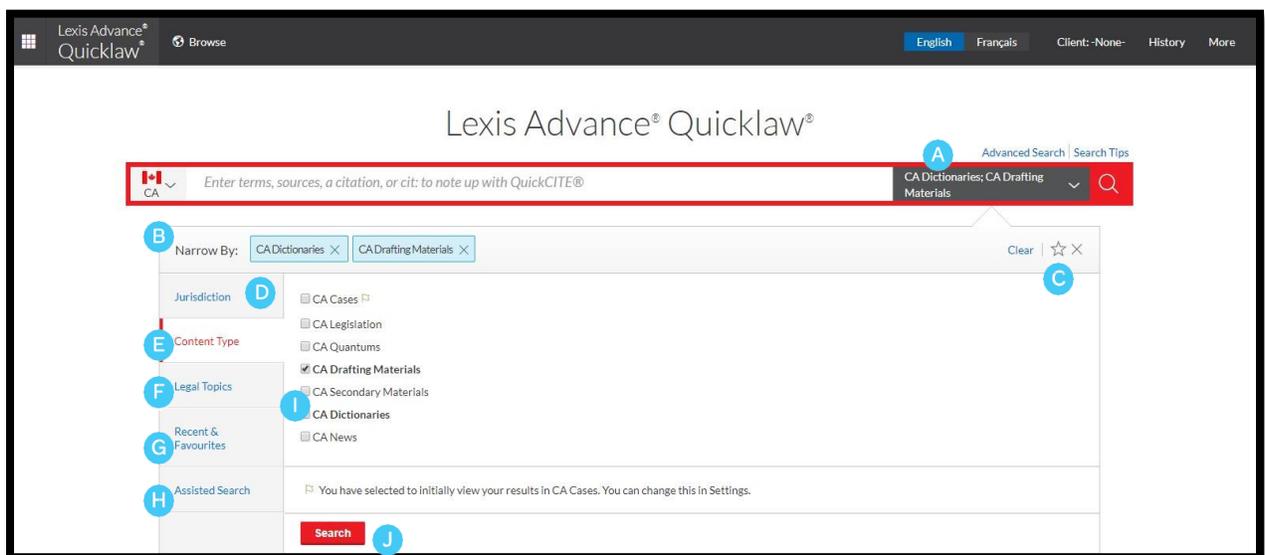


Tip Sheet | Filter Your Search

You can always filter your search results to reduce the number of documents returned after you conduct the search, but you can also save time upfront by choosing filters before you search: Jurisdiction, Content Type and/or Legal Topics. You can also add or manage your favourite sources, source combinations, recently used filter combinations or frequently used legal topics. Finally, you can get assistance developing a terms & connectors search by using the Assisted Search option.

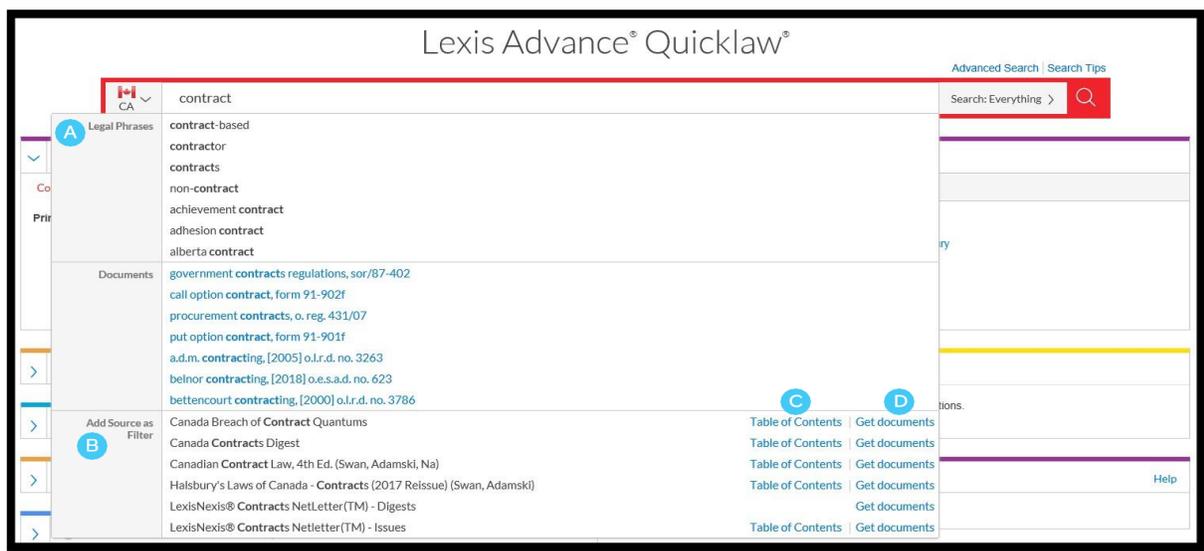


- A** Click the **Search Everything** drop-down menu to add filters. As you add, the filters box displays the number of filters you've selected.
- B** As you add filters across screens, the Narrow By box displays your filter choices. Click the **X** to delete a choice or Clear to remove all choices.

- C** Done selecting filters? You can save the combination as a favourite and re-use. Click the star icon to add it to your Favourites list.
- D** To navigate filter choices, simply select a Filter link.
- E** Category options include all content types available (e.g., choose to search cases and legislation only.)
- F** Select from more than 50 legal topics.
- G** **Recent & Favourites** options include up to 50 recent and favourite source/sources combinations, recent and favourite filter combinations, and recent and favourite legal topics selected from Browse Topics. Unsave/remove favourites by clicking on the star shaded in yellow or click on X.
- H** **Assisted Search** helps you select search commands and enables you to link to citation formats for retrieving full-text documents.
- I** **Drafting Materials and Dictionaries** allows you to quickly and easily narrow results to view documents for a specific source within the collection.
- J** Click **Search** to close the Filter Box when you've finished selecting filters.

Filtering searches within a specific source

By default, the **Red Search Box** searches everything, but it is also easy to locate and restrict your search to a specific source such as a textbook, a tribunal or a volume of Halsbury's.



If you know the source name or partial name, enter it in the Red Search Box.

- A The word wheel provides suggestions of **Legal Phrases** that you can select to auto-populate the search box and **Documents** relevant to your search terms that you can instantly view from the main landing page.
- B Select a source title to add to your search.
- C Select a source's **Table of Contents** (TOC) link to browse the TOC, search the full TOC or select specific parts of the TOC to search and/or deliver.
- D Select a source's **Get Documents** link to retrieve all available documents for that source. You can then set a Publication Alert to get source updates.