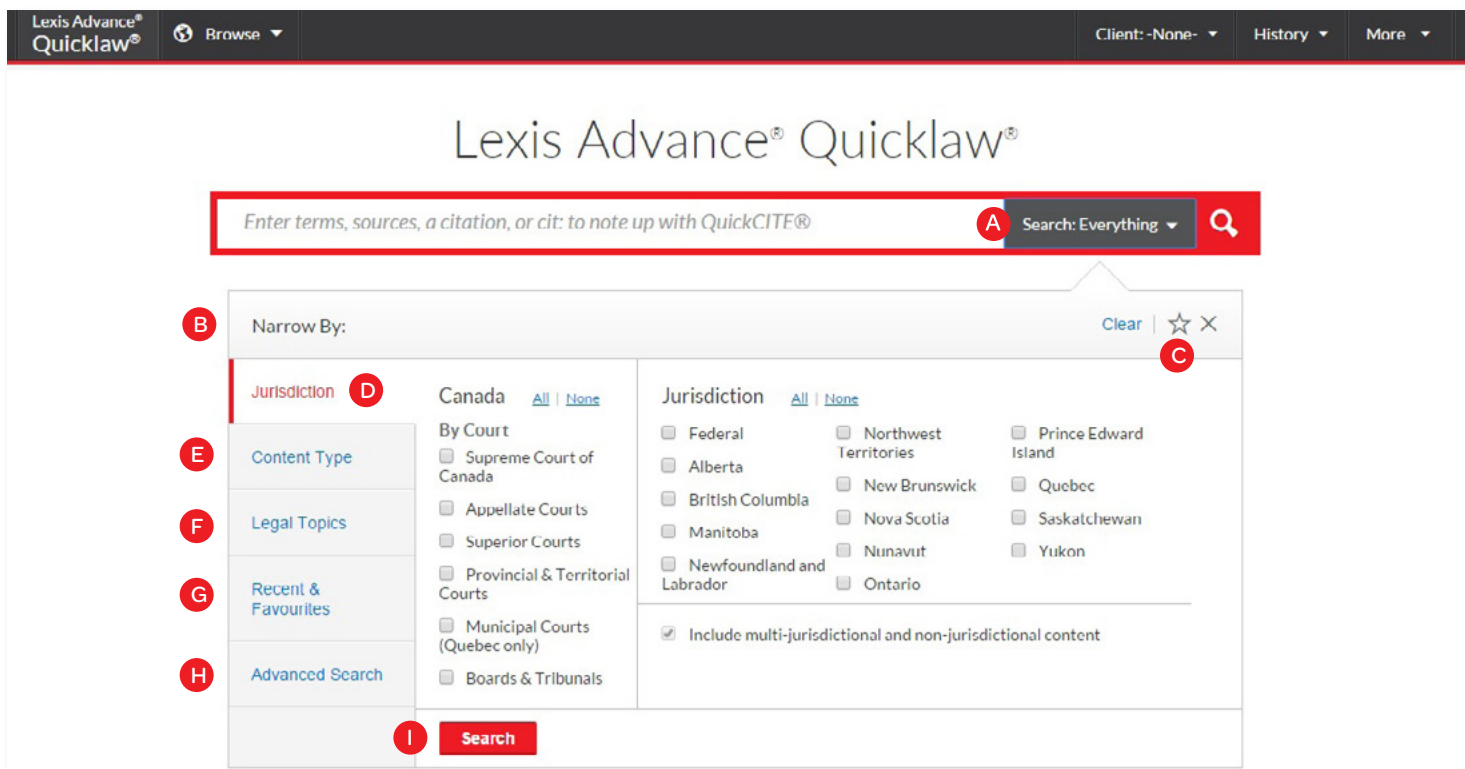


Filter: Refine Your Search And Save Time

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



- A** Click the Search 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** Finished selecting filters? You can save the combination as a favourite and re-use. Click the star to add it to your Favorites list.
- D** To navigate filter choices, simply select a Filter link.
- E** Category options include all content types available (e.g., choose to search legislative sources and cases only).
- F** Options include more than 40 legal topics.
- G** Recent & Favourites options include up to 50 recent and favourite sources/source combinations, recent and favourite filter combinations, and recent and favourite legal topics selected from Browse Topics.
- H** Advanced Search helps you select search commands and enables you to link to citation formats for retrieving full-text documents.
- I** Click Search to close the Filter box when you've finished selecting filters.