

Tip Sheet | Favourites

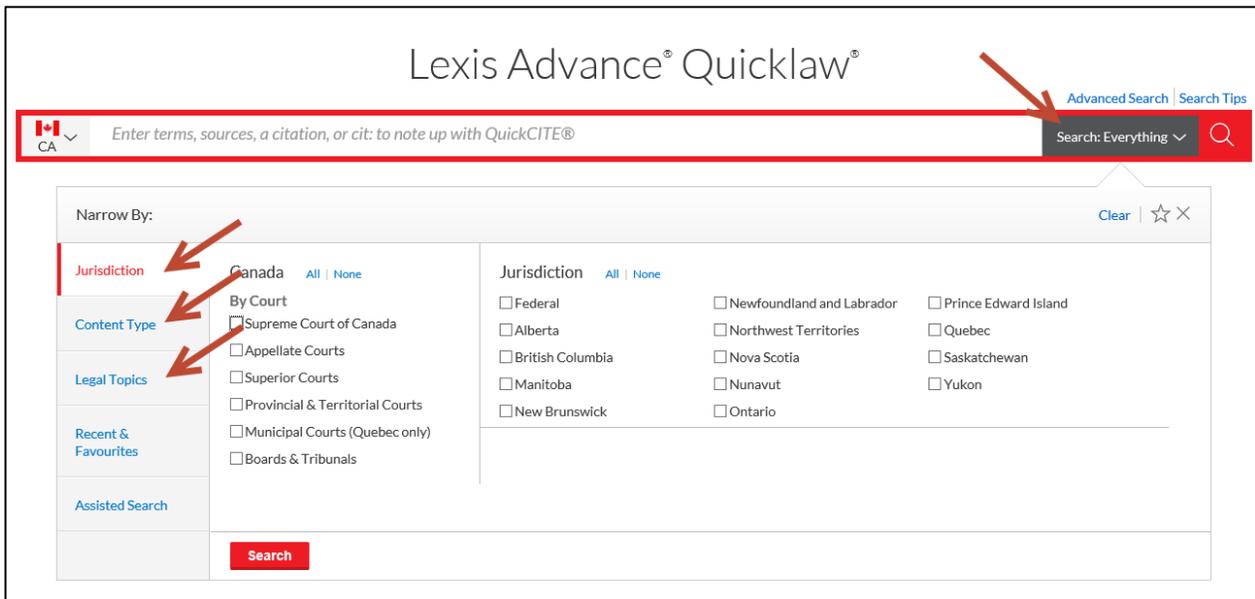
A **Favourite** is a filter or set of filters you have applied to a search or a results list, then saved for use with future searches. Applying filters to searches limit the searches to the specific areas defined by the filters. They enable you to create searches that yield only results important to your research. Filters can be any of the following:

- Jurisdictions, Content Types, and/or Legal Topics
- Sources
- Topics

ADDING FAVOURITES

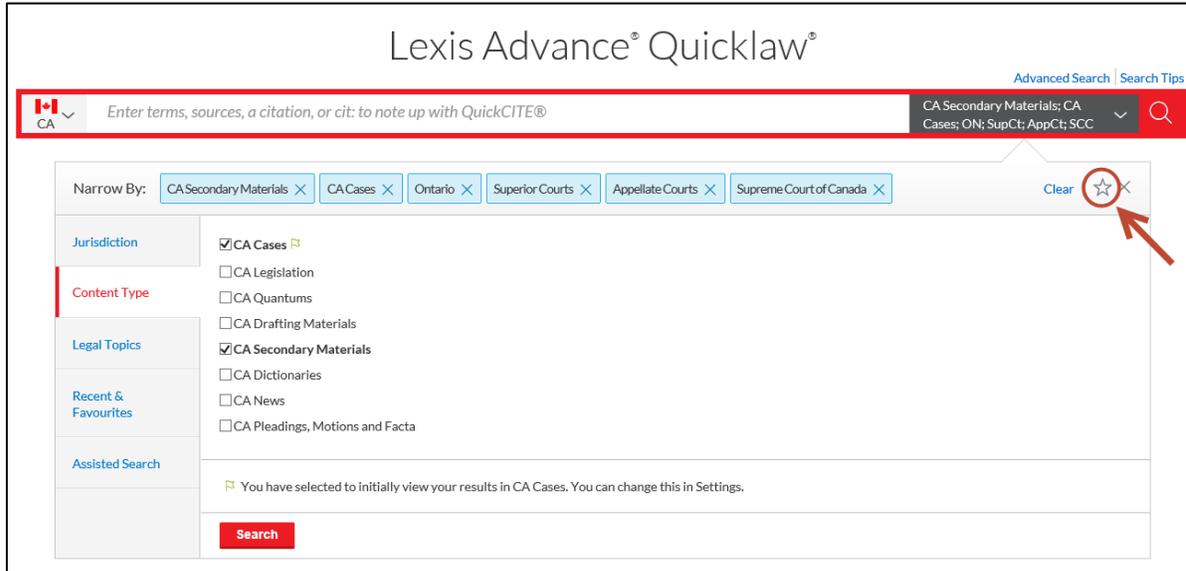
A. Jurisdictions, Content Types, and/or Legal Topics (Pre-search Filters)

Click on the **Search Everything** button at the right edge of the search box to view the list of pre-search filters. Select a filter by ticking the checkbox beside it.

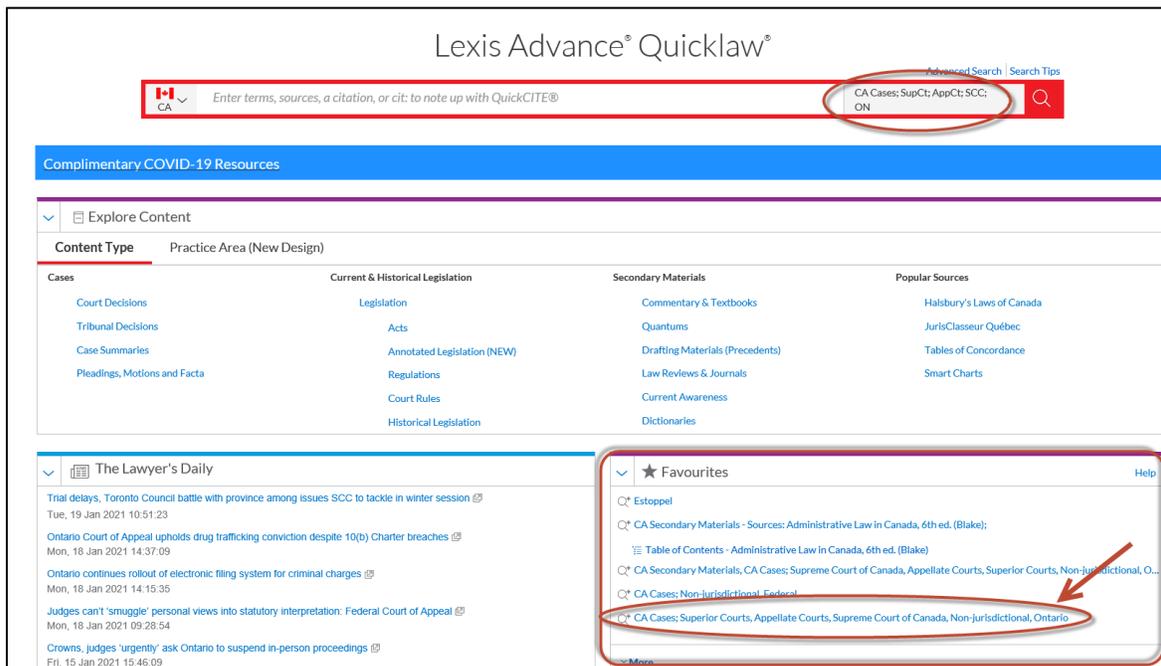


The screenshot displays the Lexis Advance® Quicklaw® search interface. At the top, the search bar contains the text "Enter terms, sources, a citation, or cit: to note up with QuickCITE®". To the right of the search bar is a dropdown menu labeled "Search: Everything" with a magnifying glass icon. Below the search bar, the "Narrow By:" section is visible, featuring a sidebar with filter categories: "Jurisdiction", "Content Type", "Legal Topics", "Recent & Favourites", and "Assisted Search". The "Jurisdiction" filter is expanded, showing a list of checkboxes for various Canadian jurisdictions: Federal, Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon. Red arrows point to the "Search Everything" button and the "Jurisdiction" filter category in the sidebar. A "Search" button is located at the bottom of the filter panel.

After selecting the filters that you wish to add, click on the **Star** icon on the right side of the window to save the set of filters as a **favourite**.

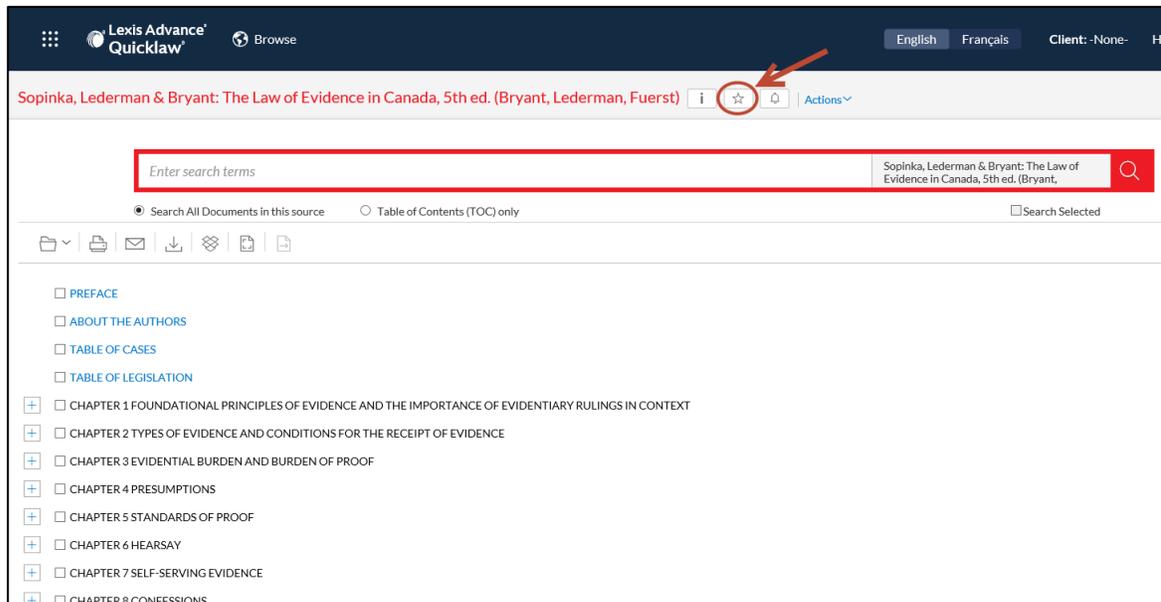


Your favourites will be listed under the **Favourites pod** found in the main landing page of Lexis Advance Quicklaw. Click on an item in the Favourites pod to quickly add it as a filter in the red search box.



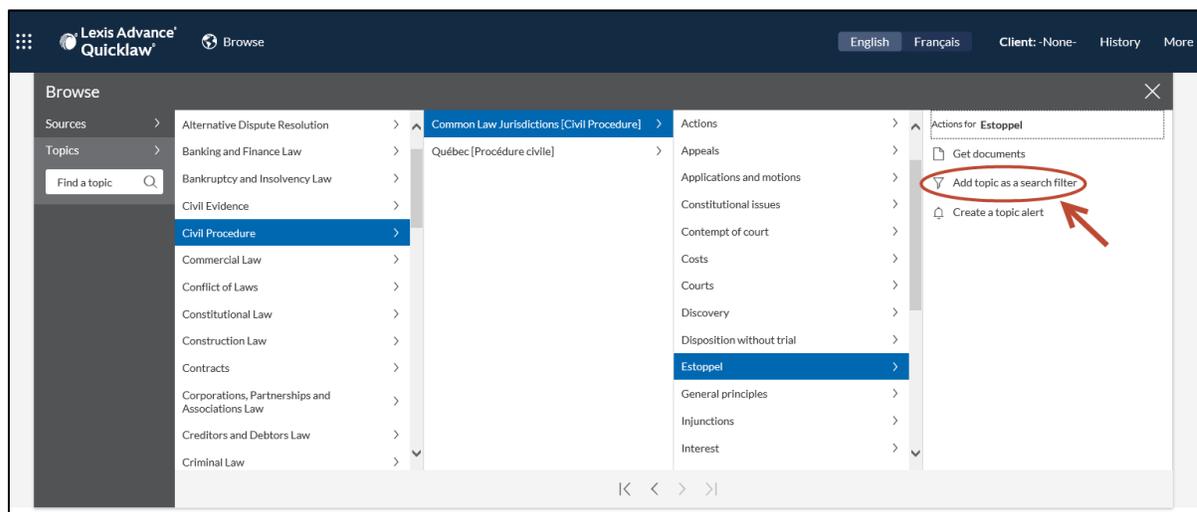
B. Sources

From the *Table of Contents* page of a particular source, click the **Star** icon right next to the title to save it as a favourite. Later, you can access the link from your *Favourites pod* on the main landing page to either quickly access the table of contents or add the source as a filter in the search box.

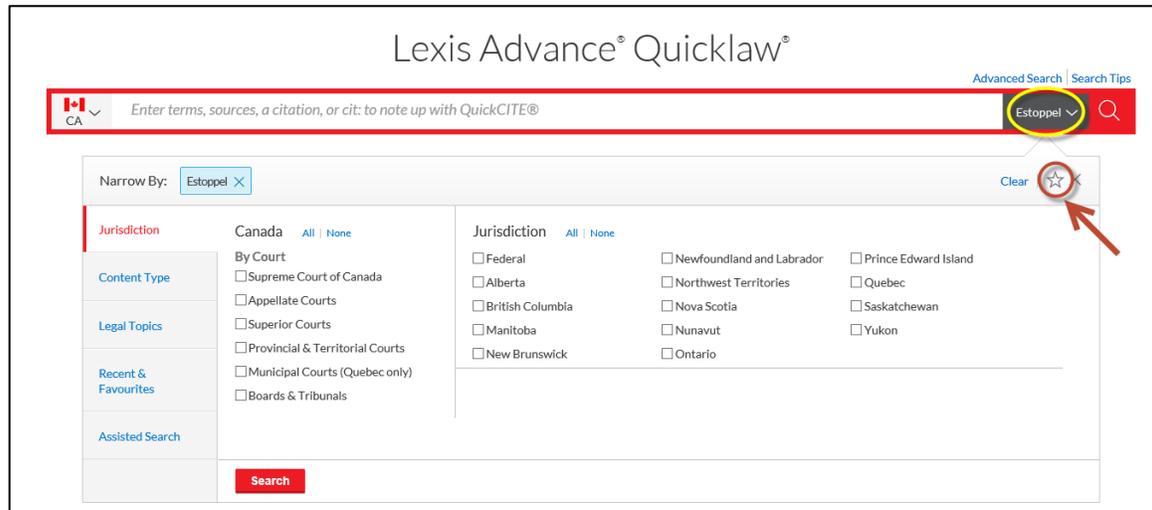


C. Topics

You can apply topics as search filters by selecting the **Browse** button at the top of the page and selecting **Topics**. After selecting a particular topic/subtopic, click "**Add topic as a search filter**" to add the topic as a filter in the main search box.

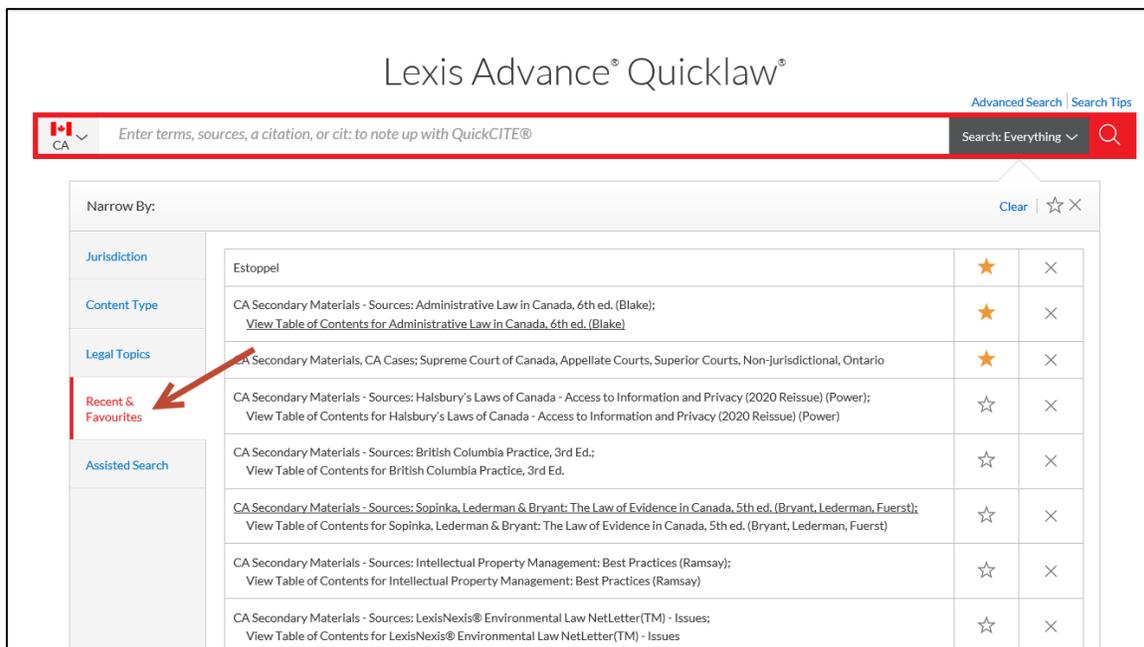


Once added as a filter, click the dropdown arrow to the right of the search box then click on the **Star** icon to save the topic as a **favourite**.



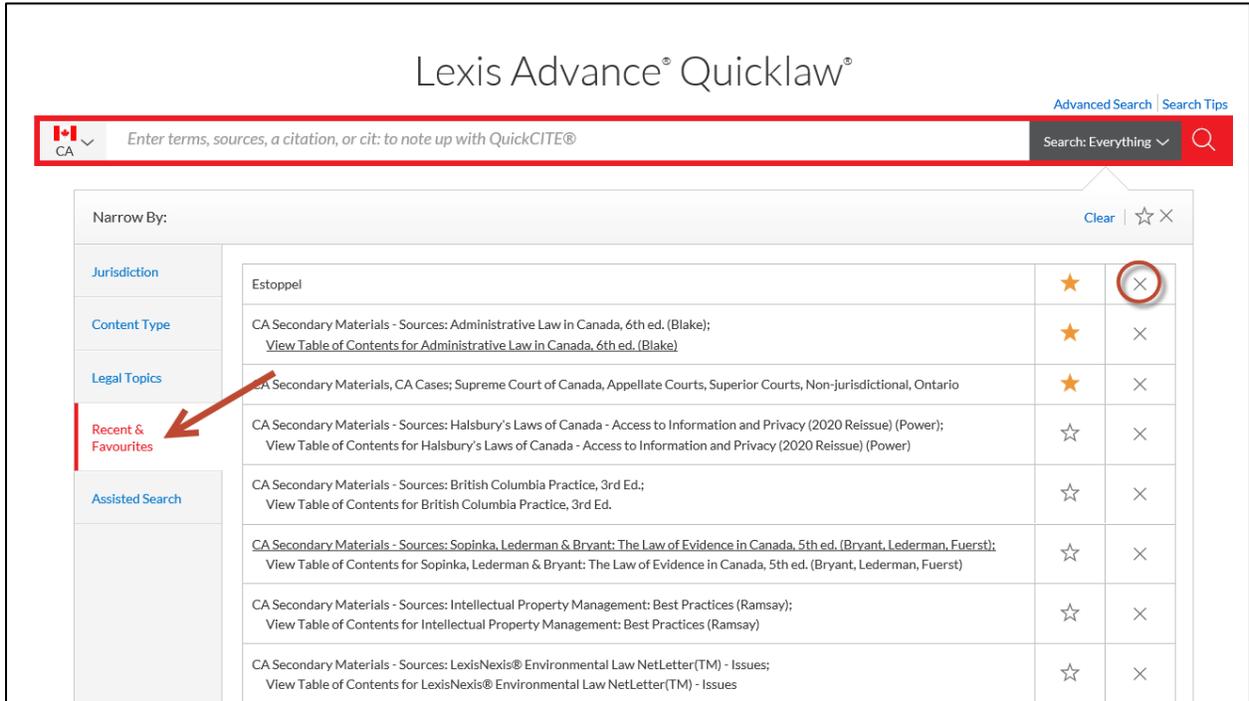
REMOVING FAVOURITES

After you select one or more search filters, apply them to a search, and generate a set of results, Lexis Advance Quicklaw automatically adds the filters to the **Recent & Favourites** list, where you can select them for use in later searches. A filter remains on the list until you remove it or until the list contains 50 filters. After the list contains 50 filters, each additional filter added to it replaces the oldest filter. You can prevent any filter from being automatically removed, however, by marking it as a favourite.



You can remove any filter from the list at any time.

1. Select the **Search Everything** button at the right edge of the search box.
2. In the left margin of the box that appears, select **Recent & Favourites**. The list of recent & favourite filters appears.
3. Click the **Delete icon (X)** to the right of the filter name.



The screenshot shows the Lexis Advance Quicklaw interface. At the top, there is a search bar with a red border containing a Canadian flag icon, a search input field with the placeholder text "Enter terms, sources, a citation, or cit: to note up with QuickCITE®", and a search button labeled "Search: Everything" with a magnifying glass icon. Below the search bar, there is a "Narrow By:" section with a "Clear" button and star/favorite icons. The "Narrow By:" section is divided into several categories: "Jurisdiction", "Content Type", "Legal Topics", "Recent & Favourites", and "Assisted Search". The "Recent & Favourites" section is highlighted with a red arrow. It contains a list of search results, each with a star icon and a delete icon (X) to its right. The delete icon for the first result, "Estoppel", is circled in red. The search results include various legal materials such as "CA Secondary Materials - Sources: Administrative Law in Canada, 6th ed. (Blake)", "CA Secondary Materials, CA Cases; Supreme Court of Canada, Appellate Courts, Superior Courts, Non-jurisdictional, Ontario", and "CA Secondary Materials - Sources: Halsbury's Laws of Canada - Access to Information and Privacy (2020 Reissue) (Power)".

For any questions or additional assistance, please contact our **Customer Service team** at 1-800-387-0899 (Monday – Friday: 7:00 AM – 11:00 PM ET, Saturday – Sunday: 9:00 AM – 11:00 PM ET) or write to us at service@lexisnexis.ca.

To arrange a training session, please contact your designated **Product Adoption and Learning Specialist** or email us at training@lexisnexis.ca.