

## Tip Sheet | Restricting Your Search to a Specific Source

### How to Restrict Your Search to a Specific Source

1. Enter the name of the Source you would like to restrict your search to in the Red Search Box.
2. Click the title of the source to add the source as a filter.



3. The Source Title now appears in place of Search Everything in the Red Search Box.



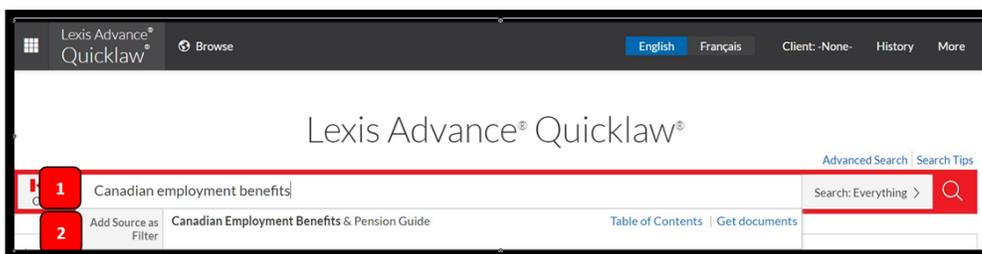
4. Enter the terms you would like to search for in the Red Search Box.



5. Click the red magnifying glass to run a search within the source that you added as a filter.

## Combining Sources

1. Enter the name of the Source you would like to view documents for in the Red Search Box.
2. Click the Source Title to add the source as a filter to your search.



3. The Source Title now appears in place of Search Everything in the Red Search Box.



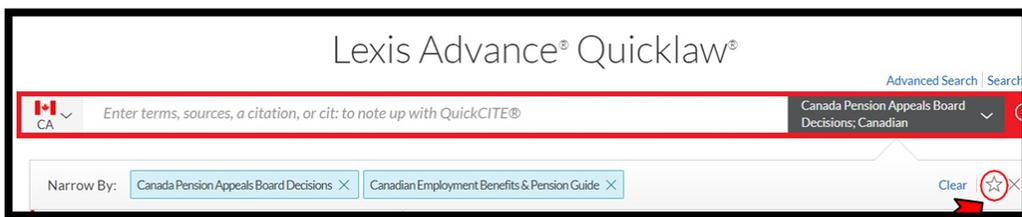
4. To add a second source, enter the name of the second source you would like to view documents for in the Red Search Box.
5. Click the Source Title to add the source as a filter for your search.



- In the Red Search Box, click the source titles you have just added.



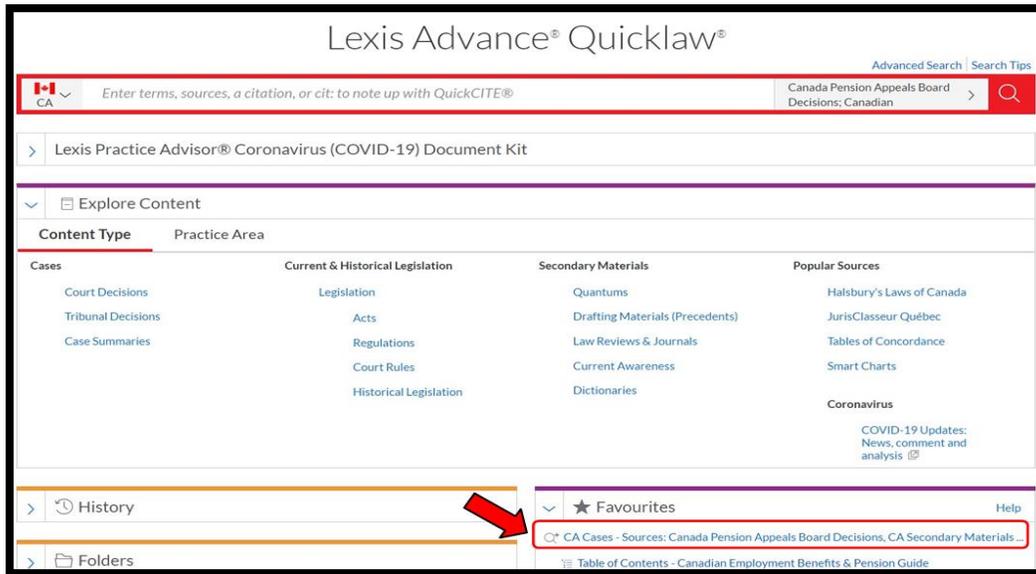
- A box with additional filter appears. To the far right you will see a star, simply click the star to add these combined sources to your Favorites pod.



- A message will appear at the top of the screen indicating that the sources you selected have been added a favorite.

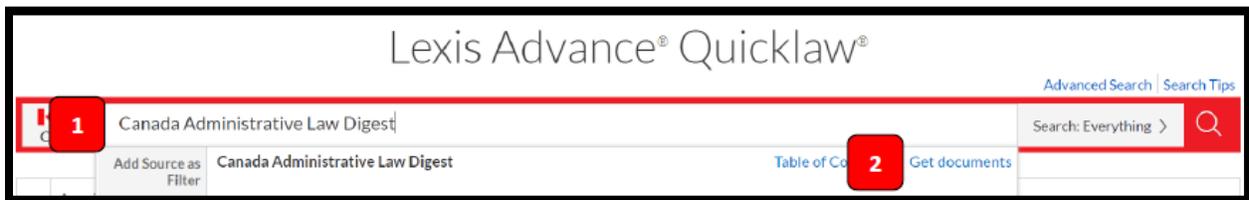


- For future use, simply select the combined group source from your Favorites pod to search.

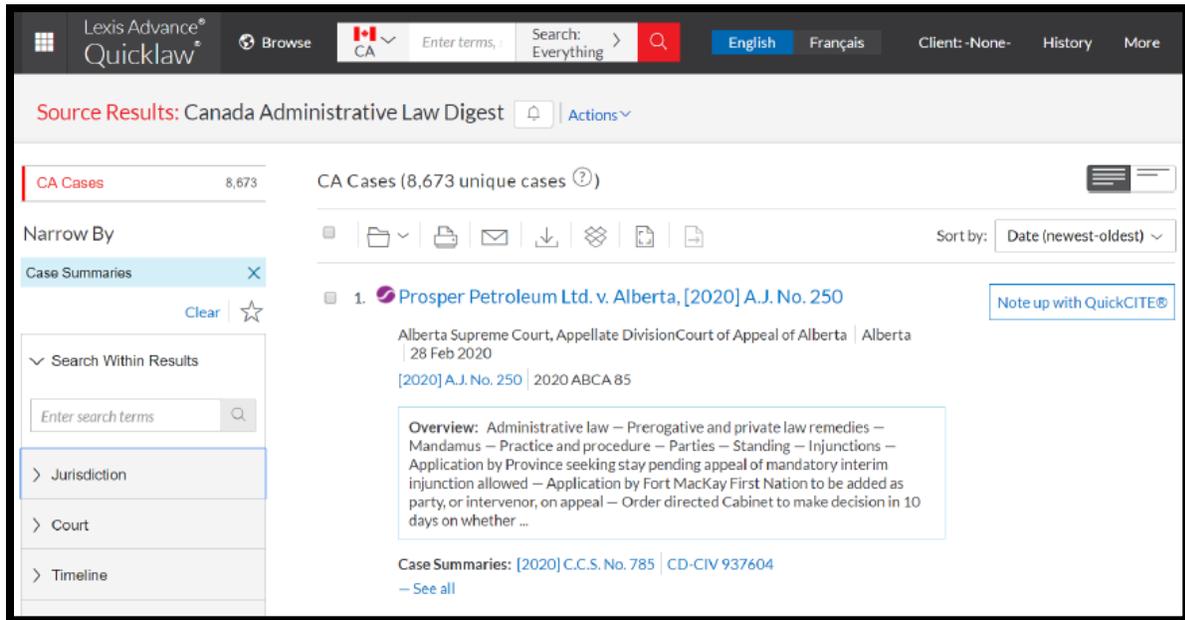


## Viewing Documents for a Particular Source

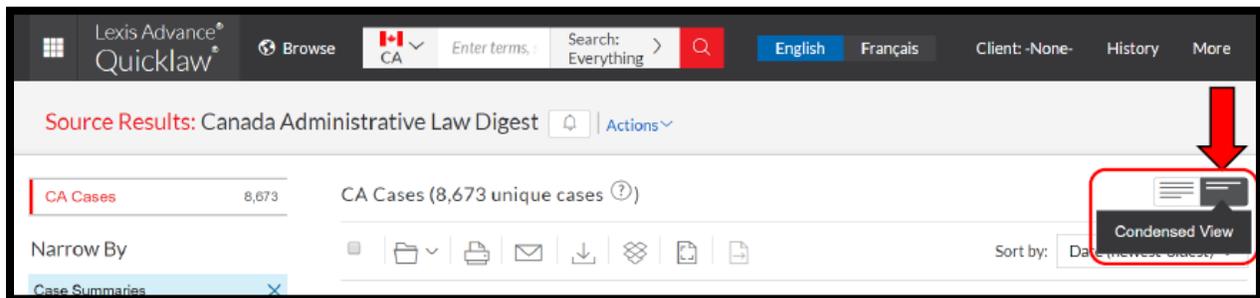
1. Enter the name of source you would like to view documents for in the Red Search Box.
2. Select **Get Documents**.



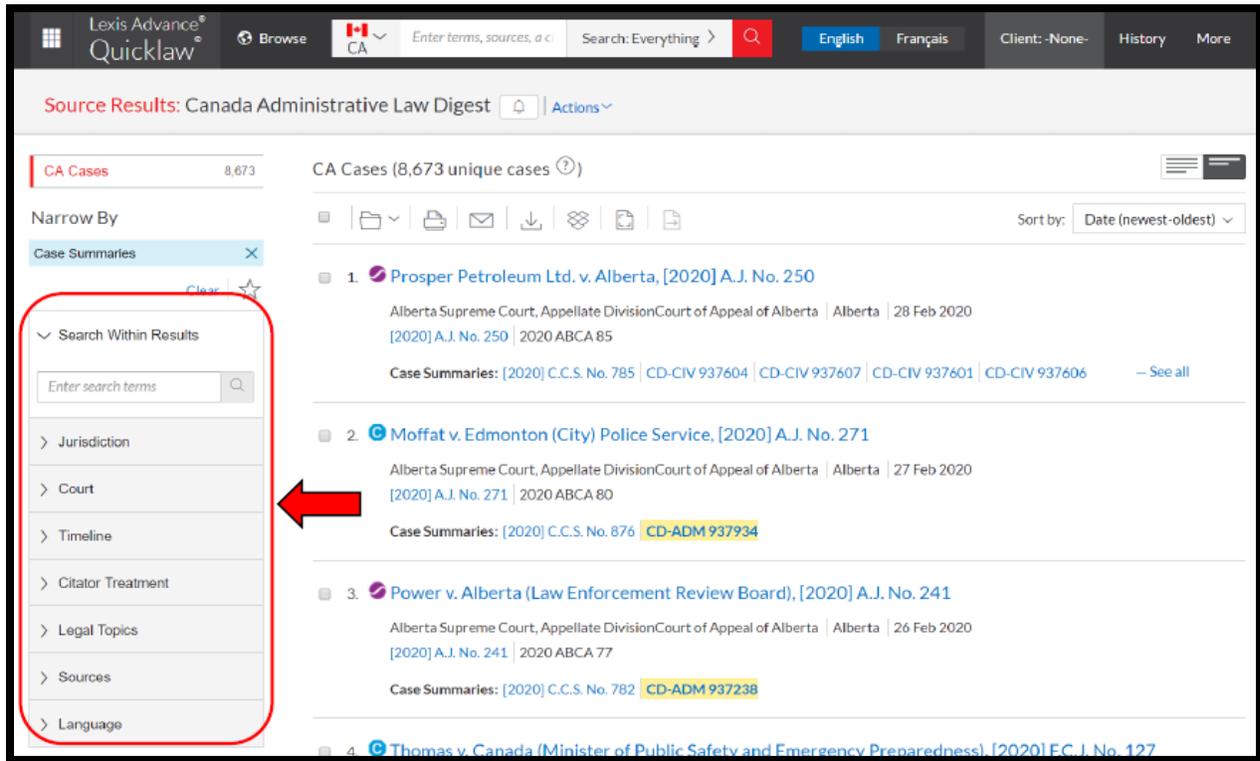
3. Lexis Advance Quicklaw retrieves documents for a particular source.



- To condense your list and view more documents while browsing the selected source, simply select the **Condensed View** option in the top right corner of the screen.



- Use the *Narrow By* options on the left side of the screen to Search Within Results (source), or to select a specific jurisdiction, court, time period, topic and more.



The screenshot shows the Lexis Advance Quicklaw interface. The search results are for 'Canada Administrative Law Digest' with 8,673 unique cases. The left sidebar is titled 'Narrow By' and includes a 'Search Within Results' section with a search input field and a list of filters: Jurisdiction, Court, Timeline, Citator Treatment, Legal Topics, Sources, and Language. A red box highlights the 'Search Within Results' section, and a red arrow points to the 'Court' filter. The main results area shows a list of cases, including 'Prosper Petroleum Ltd. v. Alberta, [2020] A.J. No. 250', 'Moffat v. Edmonton (City) Police Service, [2020] A.J. No. 271', and 'Power v. Alberta (Law Enforcement Review Board), [2020] A.J. No. 241'. Each case entry includes the court name, date, and a list of case summaries.