

Self-Paced Learning Module – Outline

Lexis Advance® Quicklaw®

	TOPIC	TRAINING VIDEOS and TIP SHEETS	ESTIMATED TIME
1	Getting Started <ul style="list-style-type: none"> i. Login for the first time and set your preferences. 	<ul style="list-style-type: none"> i. First Time Sign-In and Settings – Video 	2.5 minutes
2	Search Basics <ul style="list-style-type: none"> i. Review the <i>Start Your Search: Red Search Box</i> tip sheet to learn how to begin searching using the intuitive red search box. ii. Learn how to filter your search results to reduce the number of documents returned after you conduct the search. iii. Review the video on <i>Natural Language Searching</i> to better understand how it works. iv. Learn how to use connectors to define the relationship between your search terms. 	<ul style="list-style-type: none"> i. Start Your Search: Red Search Box – Tip Sheet ii. Filter Your Search – Tip Sheet Viewing and Filtering Results - Video Pre-Search Filters - Video iii. Natural Language Searching – Video iv. Boolean Searching - Video Performing Terms and Connectors searches (Boolean Searching) 	3 minutes 4 minutes 4 minutes 2 minutes 1.5 minutes 3 minutes 2 minutes 5 minutes
3	Advanced Search (Segment Searching) <ul style="list-style-type: none"> i. Understand how to use <i>Advanced Search</i> to perform segment searches (e.g. all cases heard by a certain judge). ii. Link to a document that contains different options for segment searching 	<ul style="list-style-type: none"> i. Segment Searching - Video ii. Document Segment Searching – List of Segments by Content Category – Tip Sheet 	2 minutes 5 minutes
4	Browse/Search Sources and Topics <ul style="list-style-type: none"> i. Use the comprehensive Topic Hierarchy to find cases and secondary materials indexed by legal concept. ii. Learn how to use the Browse pull-down. iii. Learn how to use the word wheel and find sources. 	<ul style="list-style-type: none"> i. Topics - Video ii. Browsing Sources and Topics – Tip Sheet iii. Word Wheel and Finding Sources - Video 	4 minutes 5 minutes 3 minutes
5	Explore Content <ul style="list-style-type: none"> i. Learn how the <i>Explore Content Pod</i> can help you locate the many resources available on Lexis Advance Quicklaw. ii. Review the <i>Explore Content Pod</i> tip sheet. 	<ul style="list-style-type: none"> i. Explore Content Pod: 2020 Redesign – Video ii. Explore Content Pod – Tip Sheet 	3 minutes 3 minutes
6	Searching Case Law and Legislation <ul style="list-style-type: none"> i. Review these videos to learn more about searching case law. ii. Review this video know how to search for legislation. 	<ul style="list-style-type: none"> i. Searching Case Law - Video ii. Searching Legislative Sources - Video 	5 minutes 3 minutes

7	International Content i. Review this video to learn the basics about searching case law and secondary materials from international jurisdictions.	i. Searching International Content - Video	3 minutes
8	Noting Up with QuickCITE i. Review this video to understand how to use QuickCite to note up case law and legislation. ii. Review the <i>Note Up with QuickCITE</i> tip sheet.	i. QuickCITE - Video ii. Noting Up with QuickCITE	5 minutes 3 minutes
9	Tools (Highlighting and Annotating) i. Review this video to learn how to highlight and annotate text. ii. Review the video on <i>Copy Cite</i> to learn how you can easily copy citations and text.	i. Highlighting and Annotating - Video ii. Copy Citation - Video	2 minutes 2 minutes
10	Alerts i. Review this video to learn how to set up Alerts to be notified of new documents so you can stay up to date without having to rerun your previous searches. ii. Review the <i>Alerts</i> tip sheet.	i. Alerts - Video ii. Get Updates: Create and View Alerts	2 minutes 3 minutes
11	History i. Review this video and learn how to access your history. ii. Review the <i>History: Use/View the Map</i> tip sheet.	i. History - Video ii. History: Use/View the Map – tip sheet	2 minutes 3 minutes
12	Delivering Documents and Using Folders i. Review this video to know the various ways of delivering your documents. ii. Review the <i>Deliver: Print, Download and Email</i> tip sheet. iii. Learn how to save documents to your folders and share them with your colleagues. iv. Review the <i>Folders</i> tip sheet.	i. Delivering Documents - Video ii. Deliver: Print, Download and Email - Tip Sheet iii. Folders - Video iv. Folders – Tip Sheet	2 minutes 3 minutes 4 minutes 3 minutes