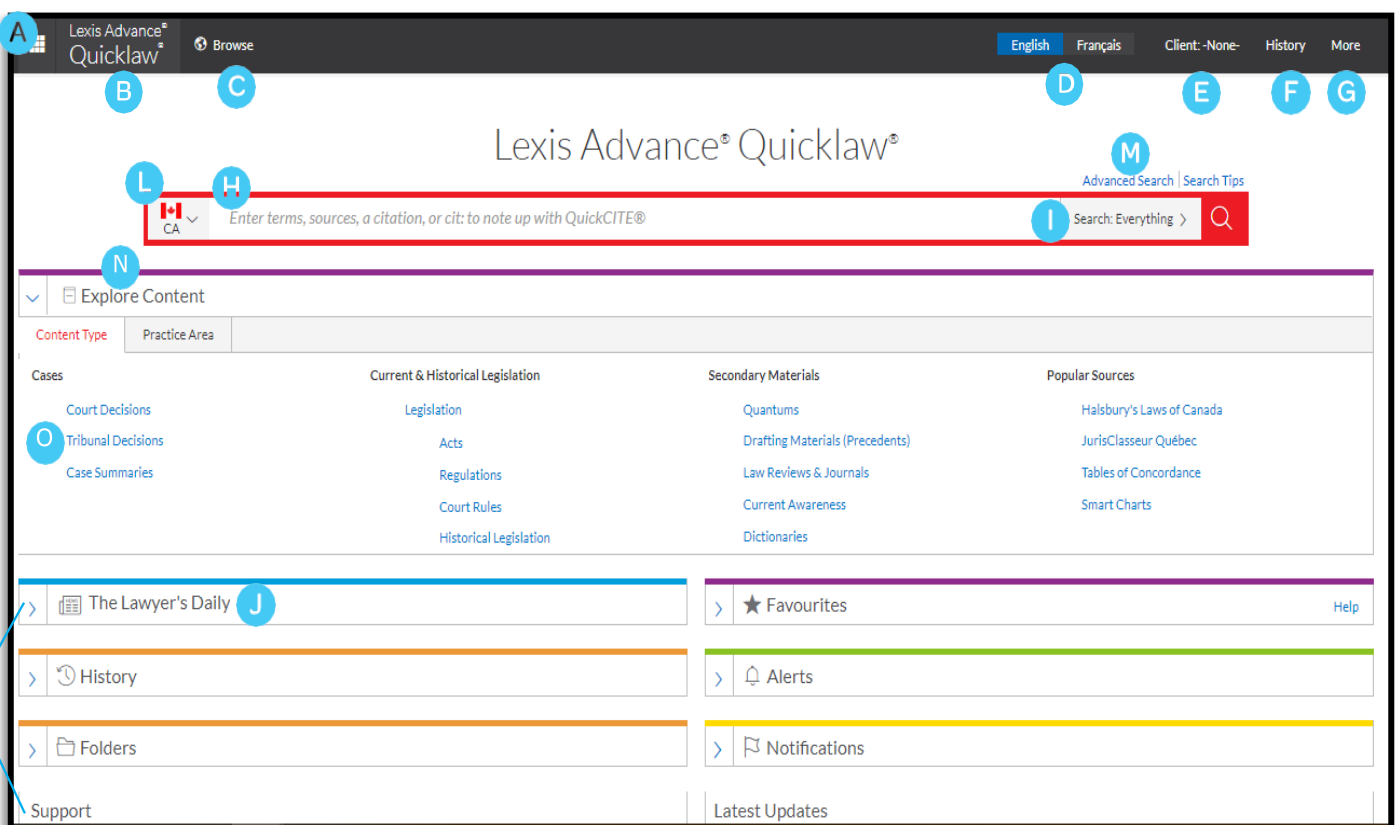


## Tip Sheet | Start Your Search: Red Search Box

When you log-in to Lexis Advance® Quicklaw®, the following landing page displays:



The screenshot shows the Lexis Advance® Quicklaw® landing page. Callout letters A through M point to various elements: A (Product Switcher), B (Lexis Advance® Quicklaw® logo), C (Browse button), D (Language selector), E (Client selector), F (History), G (More), H (Search bar), I (Search: Everything >), J (The Lawyer's Daily), K (Navigation menu), L (Country selector), M (Advanced Search | Search Tips), and N (Explore Content). A red box highlights the search bar area containing the text 'Enter terms, sources, a citation, or cit: to note up with QuickCITE®' and a search button.

- A** Use the **Product Switcher** to switch to other LexisNexis® product subscriptions.
- B** Return to this home page at any time by clicking on the Lexis Advance® Quicklaw® logo on any screen.
- C** Browse sources or legal topics. Click **Browse**, then select **Sources** or **Legal Topics**. Drill down through the hierarchy or search for specific sources or topics.

- D** Change the default language of the product to English or French.
- E** Set or change the client ID assigned to your research.
- F** View recent searches or retrieved documents. Your history is also accessible through the **History** pod below the red search box.
- G** Access Folders, Alerts, Notifications and Settings
  - Customize the settings according to your preference.
  - Fill out feedback form for comments or suggestions.
  - Access to your help files.
  - Price Guide for content accessed outside the plan.
  - Customize your User ID and Password.
  - *LexisNexis Account Centre* for administrative features.
  - Sign out of the product.
- H** Enter your search words to find sources and more! As you type, the **Red Search Box** offers suggested legal phrases, documents and sources. You can search by:
  - Natural language
  - Terms and connectors search (e.g., disability/20 alcohol!)
  - Citations (e.g., 2005scj65), to retrieve the full-text document as well as search results for that statute.
  - Partial or full source title (e.g., Copyright Board) to find a source title to add to your search or to retrieve the source's documents.
  - Case name (e.g., Demoor v. Harvey) to retrieve the full- text document as well as any search results for that case.
  - Statute name (e.g., Bridges Act) to retrieve the full-text document as well as search results for that statute.
  - NoteUp with QuickCITE® request (e.g., cit:2005 scj 65)
- I** Narrow your search results by using **pre-filters** to search by jurisdiction, content category, or practice area and topic.
- J** Get the latest legal news, analysis and current awareness online from **The Lawyer's Daily**.
- K** Get there quicker! Use these pods to manage and organize your research. The pods also offer access to Help topics and new Lexis Advance® Quicklaw® updates.
  - **Favourites** – shows your saved sources and saved filters and provides streamlined access to these important resources without having to build a search or source selection again.
  - **History** – lets you retrieve your previous searches or documents within the last 90 days.
  - **Alerts** – displays list of alerts that you have saved and indicates if updates are available. This keep you up to date on new developments without having to rerun your previous searches.
  - **Folders** – helps you save time by saving content to folders directly on the Lexis Advance Quicklaw research platform.
  - **Notifications** – displays notifications for shared items or folders (e.g., an item is shared with you or a shared document is updated) and for items delivery status

- L** **International Content:** search sources from different countries by selecting the country flag.
- M** **Advanced Search Forms** provide the ability to focus search terms to a specific document field or segment for different content types. Eg., search only in the Judge or Counsel document fields by selecting **Cases** under *Select a specific content type* to view content specific document fields.
- N** Use the **Explore Content** Pod tabs to select sources by Content Type or Practice Area.
- O** For example, to conduct a targeted Tribunal search, select **Tribunal Decisions, Jurisdiction**, and then choose the tribunal you would like to search.