

 Practical Guidance
Quick Reference Guide



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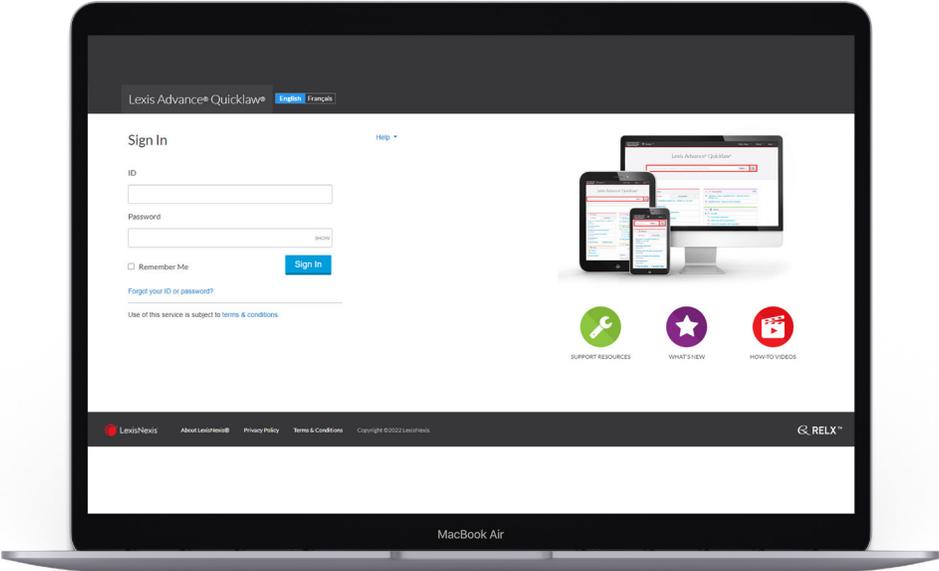
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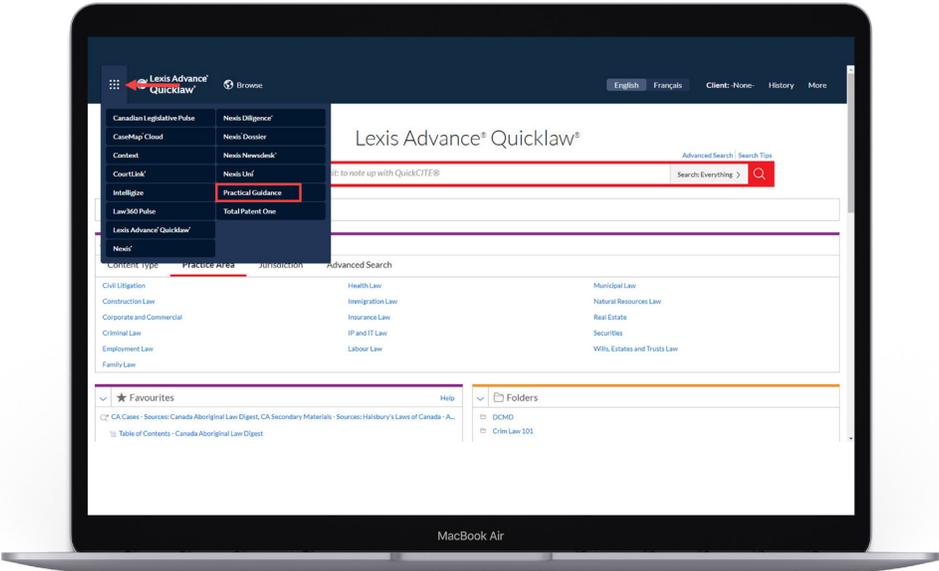
Practical Guidance is an online resource tool that is focused on providing the information you need to Advise, Negotiate & Draft with more confidence. Practical Guidance allows you to gain know-how from authoritative guidance, on-point precedents and extensive resources to help you complete your matters. Practical Guidance’s practice area modules offer broad, deep, and sophisticated guidance to help save time and work more efficiently.

DIRECT ACCESS AND SIGN-IN

To use Practical Guidance, go to the **Practical Guidance login** page and enter your user ID and Password.

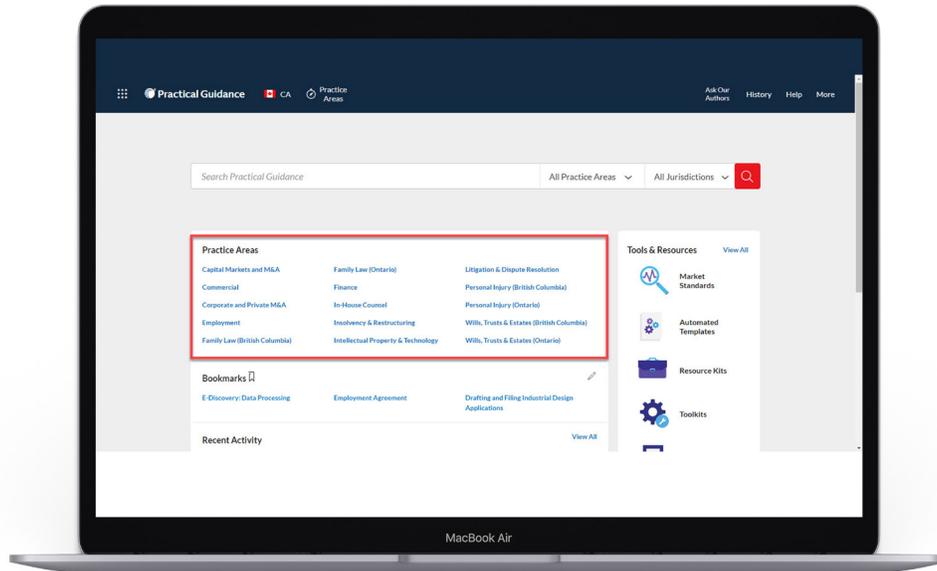


ACCESS VIA LEXIS ADVANCE QUICKLAW

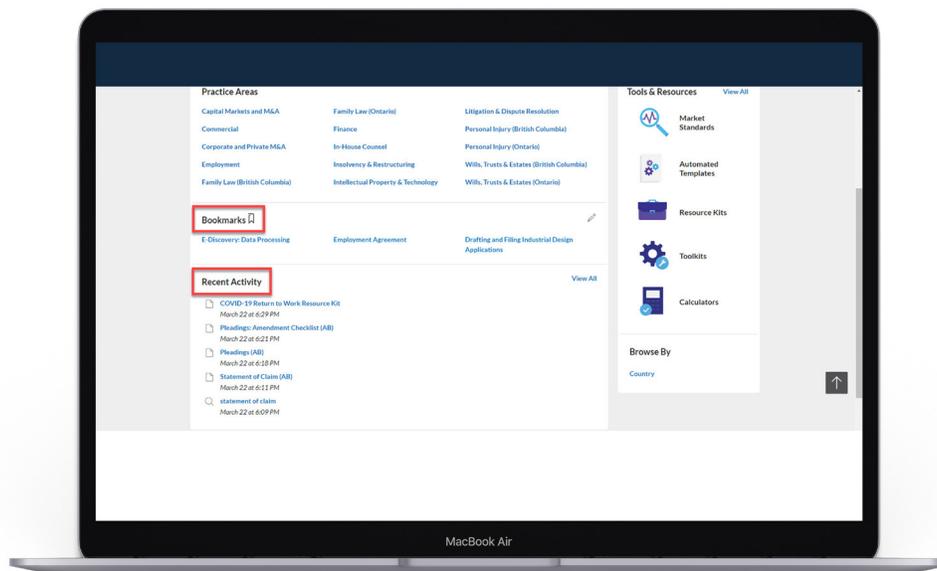


If you subscribe to both **Lexis Advance Quicklaw** and **Practical Guidance** services, you can access both products via the **product switcher**. The product switcher is the multi-square icon located in the upper left corner of the screen. To switch between products, simply click on the product switcher to reveal products you have access to, and choose the applicable product you would like to access.

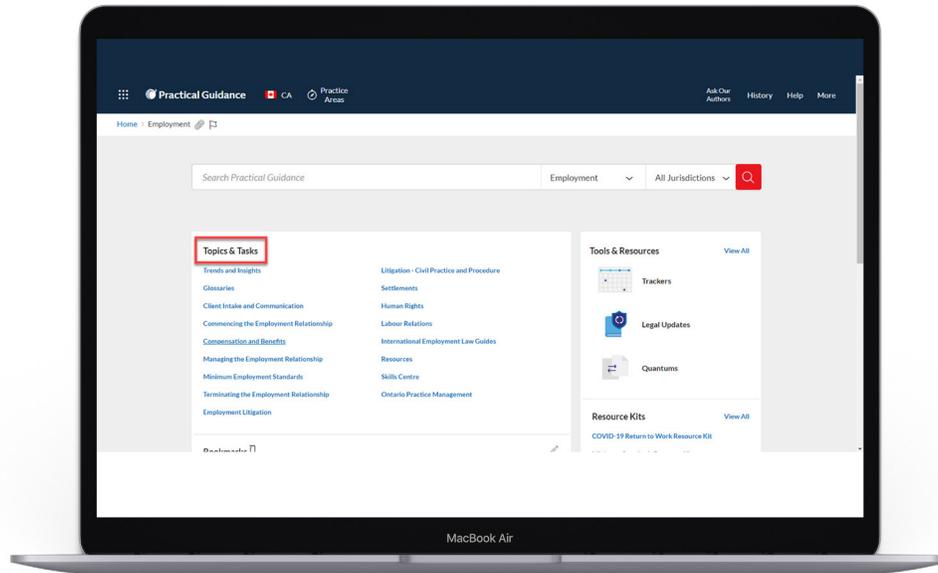
NAVIGATE BY PRACTICE AREA



Practical Guidance opens new doors to give you more control over how you navigate practice area information. Select the practice area you wish to explore.

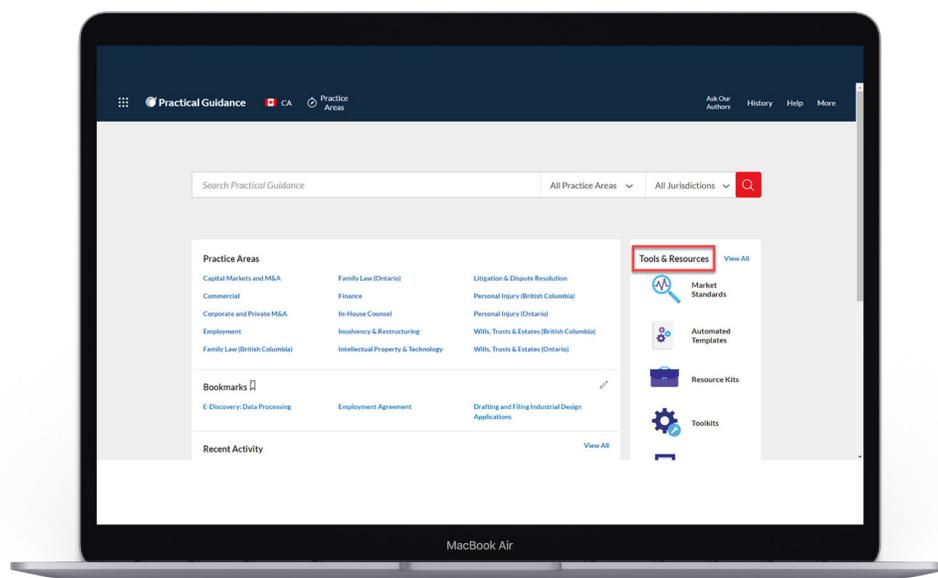


The new **Bookmarks** feature saves users time by allowing them to save documents for future reference. A user's **Recent Activity** of searches that were run and documents that were accessed is shown on the bottom part of the home page.



Topics & Tasks menu is a navigation option available for each practice area. It appears on the left side of your screen after you select your practice area.





The Tools & Resources menu provides quick links to time saving tools, including: **Market Standards**, **Automated Templates**, **Resource Kits**, **Toolkits**, **Calculators**, and more. To access the full list of Tools & Resources, click on the “View All” link.

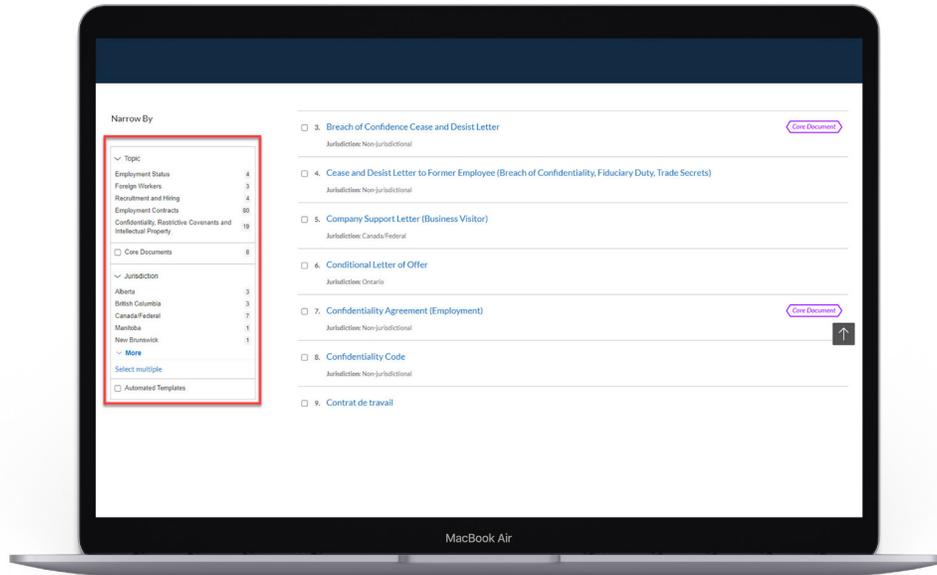
- **Market Standards** allow users to search and compare transactions, easily find precedent language, and analyze deal point trends with data visualizations.
- **Automated Templates** provide trusted, up-to-date content that come in the form of interactive interviews that can build documents based on user answers.
- **Resource Kits** pull together all the essential and related content for a specific task, so that you can complete your work more efficiently.
- **Toolkits** provide step-by-step guides to completing common processes. Each toolkit comes with a special selection of practice notes, precedents and clauses to guide you through completing the corresponding task.
- **Calculators** help with time consuming calculations relevant to a practice area. Calculators can speed up the drafting process and help ensure accuracy.



CONTENT TYPES

| | |
|---|--|
| <p>Practice Notes</p> | <p>Aimed at providing high level “how to” guidance and direction on a particular task, issue or topic that you can immediately use and apply to your matter.</p> |
| <p>Precedents</p> | <p>Provide a template which can be customized to suit your needs.</p> |
| <p>Checklists</p> | <p>Walk you through the steps to be taken in a particular matter and helps to ensure relevant information is not overlooked.</p> |
| <p>Tables, Flowcharts & Diagrams</p> | <p>Tables provide quick comparisons of legislative provisions across statutes within a jurisdiction or across multiple jurisdictions.</p> <p>Flowcharts provide a quick graphical representation of various court procedures, coupled with the statutory and regulatory provisions for easy reference.</p> |

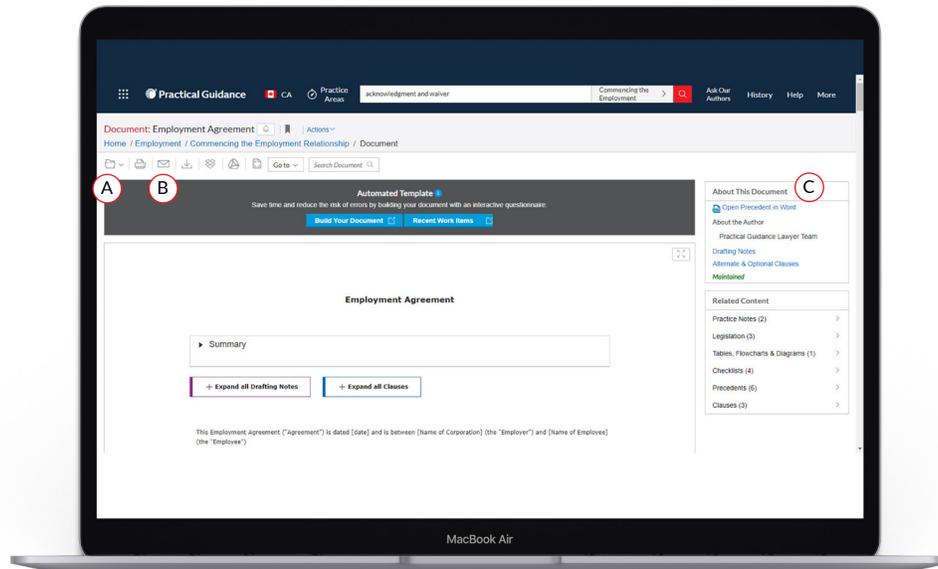
NARROW DOWN YOUR RESULTS WITH POST-SEARCH FILTERS



Look for **Narrow By** options to the left of your results page for a selection of **Post-Search Filters**. As you select the filters, updates to your results will immediately appear.



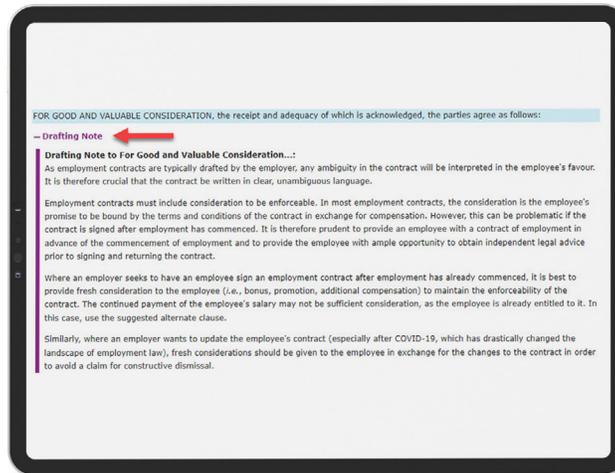
USING PRECEDENTS



Practical Guidance gives you immediate access to **Precedents**, including model documents, sample court documents, drafting notes and practical tips. **Precedents** provide a template which can be customized to suit your needs. They can be downloaded and edited within programs you use every day.

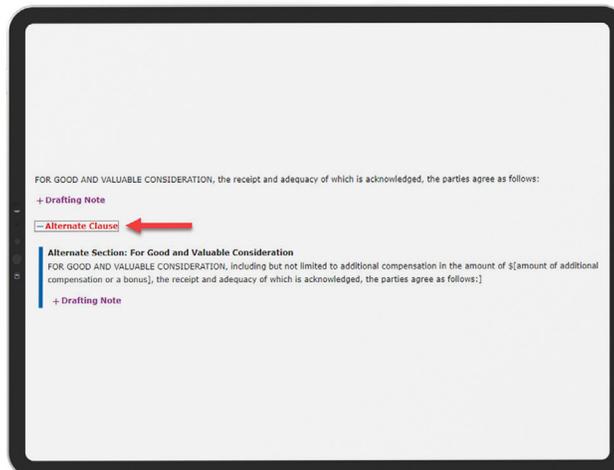
- A** **Save Precedents to a folder.** Open from the folder, draft and share with colleagues.
- B** **Print, download, email or send documents to Dropbox®.**
- C** Under **About This Document**, you can click **Open Precedent in Word** to have the precedent delivered to you in a Word format; under **About the Author**, you can see more details about who created the document; click **Drafting Notes** link to view all drafting notes as one document.

DRAFTING NOTES



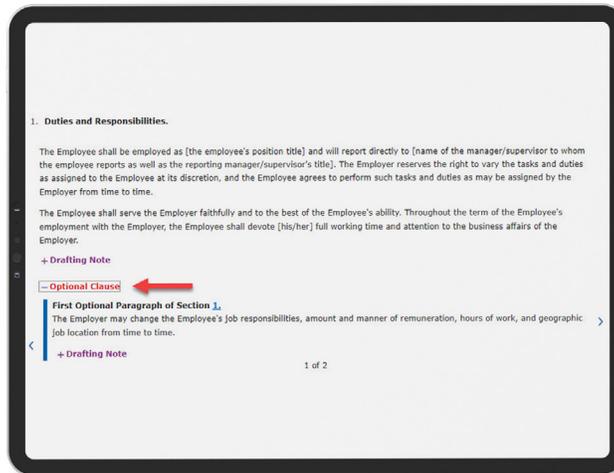
Get vital insights as you draft. The **Drafting Note** links will give you immediate access to guidance for that particular section without having to leave the document. Click on them to expand the content of the notes.

ALTERNATE CLAUSE



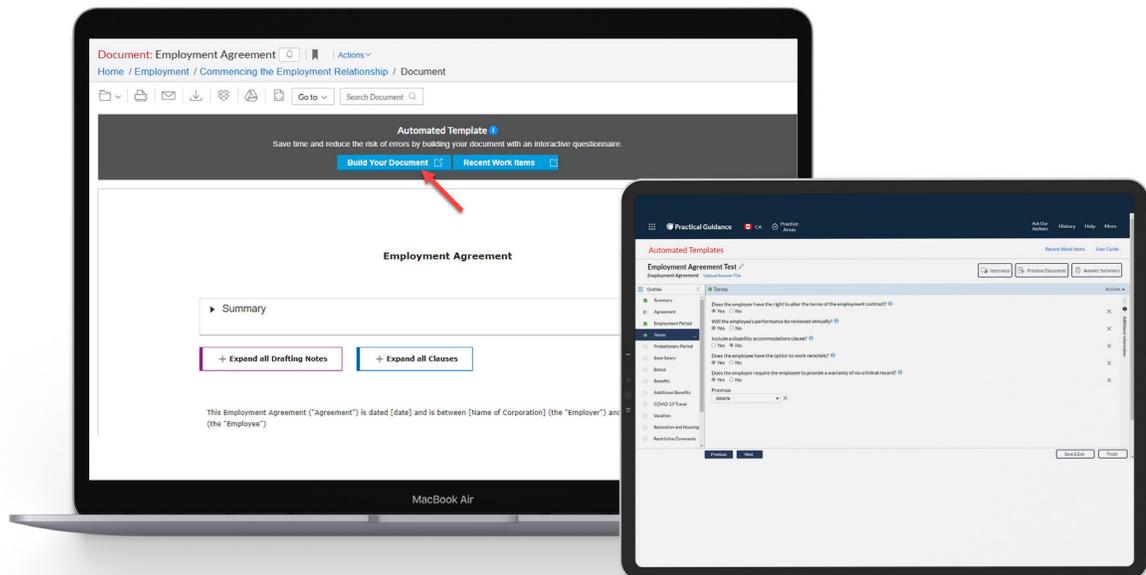
Click on **Alternate Clause** options to explore different ways to phrase your existing clauses.

OPTIONAL CLAUSE

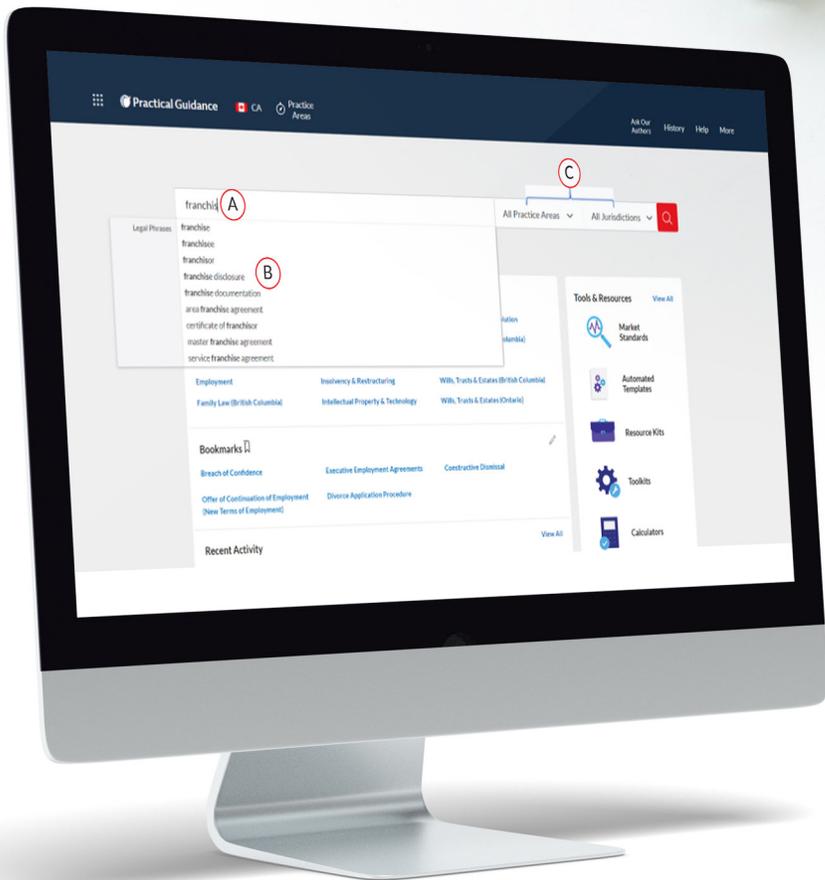


Expand the **Optional Clause** link to see additional clauses and phrasing that you might want to include in your precedent.

AUTOMATED TEMPLATES

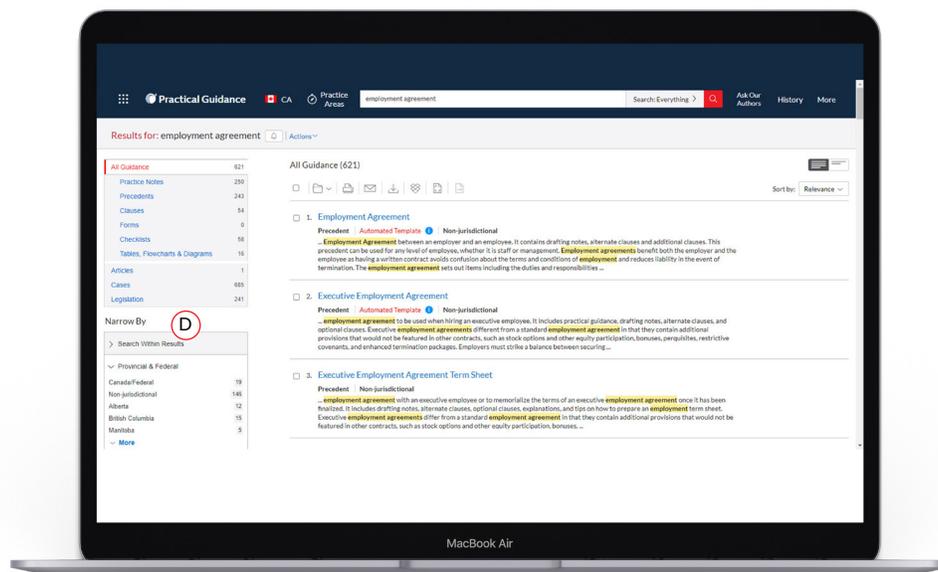


Selected precedents have the **Automated Templates** feature. This feature allows you to create high quality first drafts of documents tailored to your situation and client, by providing answers within an interactive questionnaire. Click on **Build Your Document** button to start customizing your precedent.



SEARCHING

- (A) Use the search box at the top of the screen to conduct **Keyword Searching** to locate information on a particular topic or issue.
- (B) As you type your search terms, a word wheel appears, providing you suggestions of legal words and phrases that you may click on.
- (C) Narrow your search by **Practice Area**, **Topics & Tasks**, or **Jurisdiction** by clicking on the dropdown menu to the right of the search box.



The results page will show you documents that contain your search terms.

D Narrow down your results list using the **post-search filters** under **Narrow By**.

HELP IS ALWAYS AVAILABLE

Customer Support: **1-800-387-0899**

Email: **service@lexisnexis.ca**

Learn More: **lexisnexis.ca/resources**

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 **linkedin/lexisnexis-canada**

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