1. Introduction to Interface

Get the right results faster and easier with our new intuitive single search interface. It enables a full search across all included library content ensuring you have a comprehensive set of results.

Easy access to check strength of authorities - CiteIT

Your Table of Contents (TOC) is still available for navigation.

With My Workspace you can access, organise and manage your research all in one place through a visual and intuitive carousel interface. Find your search history and folders easily.

Figure 1. Interface
2. Table of Contents

This frame displays on the left of your screen (see Figure 2). All publications you have subscribed to, both paying and free, are reflected in this frame. Information in the Table of Contents is arranged according to Subject Area (in alphabetical order) and the publications that you have subscribed to are categorised under the appropriate Subject Area.

![Figure 2. Table of Contents](image)

Your Library can still be navigated by hierarchy. You can view information by drilling down through the hierarchy by clicking on the plus symbol. Documents in My LexisNexis are, by default, displayed by the logical sequence of the hierarchy of the publication e.g. in an Act, clicking on a section displays only the section requested.
3. Searching for Information

What is My LexisNexis search?
You can use My LexisNexis to search your My LexisNexis library and related Web content or to check the precedential value of a citation. You can use the drop-down lists under the search box to limit search results to specific Content types.

How do I search using My LexisNexis?
To begin your legal research across all available My LexisNexis primary and secondary sources in the library, plus related content on the Web, do one of the following:

1. Enter your search terms in the search box.

2. Click Search…

Searching this way (Figure 3.2) will enable the search content to be looked for across the entire library of products subscribed to. The search option can be made more specific using the tabs below the main search frame.
Using Advanced Search, you are able to formulate a precise search. While all search options on My LexisNexis accept Boolean queries, the Advanced Search form makes use of pre-set fields for the most popular search categories such as “exact phrases” or searches for “words in proximity” to each other (see Figure 3.4).

Using the Advanced search form you may perform the most complex of searches without having to use or remember complex terminology.

Figure 3.4 Preset fields

Should you need to limit your search to a specific publication in your library (see Figure 3.5) you simply need to expand the Table of Contents (TOC) and place a tick box in the required field or publication and continue with your search.

Figure 3.5 Selecting publication source to be searched
Searching can be further focused to a specific publication (see Figure 3.6). It makes use of preset fields for the most popular search categories designed for specific information contained within a publication. You can use this field when you want to increase your search precision and limit it to Law Reports or Gazettes.

To search for a law report, you can type in the case name, part of the case name or the citation into the relevant field provided. We have typed in BK tooling into the Case Name field. Clicking search will bring up your search result.

![Figure 3.6: Law reports searching](image)
Narrowing Search within results: allows you to search within your original Search Results. Each time a set of results is returned to you, you will be able to search within the set by entering a word or phrase in the Narrow Search text box located at the top right of the Search Results page (see Figure 3.7). This finds all results which contain your narrow search query plus your original search query.

For example, if you click on “Narrow Search” after you have searched for unfair dismissal and type in “remedies”. The search results have now been narrowed to include the search term “remedies”. Note the difference in the number of hits. Click on clear all filters to clear narrow search.
4. Search Results

A search will display between 10 and 30 Search Results on each page (you have the option of selecting this display). Each Search Result returned in response to a query contains the title of the document; the document’s location and a document excerpt (see Figure 4.1).

**Document Title**
Clicking on the Document Title link will take you to the start of the document in which the hit is located.

**Document Excerpts**
Search Results include excerpts of the document searched for. The length of the document’s excerpts displayed may be adjusted; if required, the display of excerpts can be turned off. The excerpt is generated by most relevant data in the document related to search term. You will also find the size and approximate time to download of document and the document type.
For downloading and e-mail you have the option of generating the document in PDF or HTML format.

Figure 4.2
Save your research to folders

Figure 4.3

After running a search and reviewing your results, do one of the following:

<table>
<thead>
<tr>
<th>To...</th>
<th>Do This...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save one or more documents from the results list</td>
<td>Select the check box next to each document you want to save, then click the Add to folder icon at the top of your results.</td>
</tr>
<tr>
<td>Save a document from the full document view</td>
<td>While viewing the document, click the Add to folder icon at the top of your results.</td>
</tr>
</tbody>
</table>

1. In the Save to Folder form that appears, enter a title for the items you want to save.
2. Select the folder you want to add the items to, or click the New Folder icon to create a new folder.
3. Select the client name you want to associate the items with, or click New Client to add a new client name to the list of clients.
4. Add any notes about your research to the Notes box.
5. Click OK to save the items.
Save your research to folders - contd.

To retrieve your saved items, select the My Folders link from My Workspace at the top of any page or select the My Folders panel from My Workspace on the home page.

Figure 4.4
Download Result

You can download documents selected from your results list, or download a document you have open. To view your downloaded documents, click My Workspace and then History. Your document download is shown in the list of your activities (with the type Download). Click Access Documents to view it.

Figure 4.5

From your results list:
1. Select the check boxes for the documents you want to download.
2. Click the download icon ( ).
3. Complete the download form and click OK

From an open document:
1. Click the download icon ( ).
2. Complete the download form and click OK.
Navigating your Search Results

To view a document from the results click on the document title.

Figure 4.6
Documents in My LexisNexis are, by default, displayed in small sections at a time. When you click on a search result you will be taken to a section of the document containing your query term searched for. The query term will be highlighted. The highlighting may be turned off by clicking on the “Clear Highlights” function at the top of the document pane.

Clicking on a hyperlink (occurs in blue) in the document will take you either to the selected document itself or to further structural levels that will lead to the document.
Filtering Results

To make your results more specific there are 9 filter options:

- **Narrow Search:** Allows you to add additional search terms to your current search to narrow your search result.

- **Referenced Act:** Lists which Acts are referenced within your results. This enables you to filter your results to show results relating to a particular piece of legislation.
**Filtering Results – Contd.**

*Subject:* Lists all the subject areas covered in your search results. This enables you to filter your results to only show the subject areas pertinent to your query.

*Judge:* Categorises results by the judge ruling on the case, enabling you to understand how a particular judge ruled on similar matters.

*Year Published:* Displays in which year your results were published.

*Publication Source:* Shows the origin of the results, in relation to the Table of Contents. This enables you to specify if you would like to see results from only labour law reports or arbitration awards for example.

*CiteIT Signal:* Filter your results with the CiteIT Signal filter. The CiteIT Signal filter categorises results by their precedential value and allows you to limit your results to confirmed, overruled, neutral or cautionary cases.

Filtering for confirmed cases will reduce the search results to all cases with a positive precedential analysis.
Filtering Results – Contd.

More detail on the cases can be accessed by clicking the signal icon within the results.

**Region**: Displays from which provinces you results are sourced. Choose to filter your results based on their geographical location.

**Document Type**: Lists the type of document your results originate from, giving you the power to chose only the relevant documents i.e. legislation, law reports, journals.