1. **CONSTRUCT A KEYWORD SEARCH USING CONNECTORS**
   - Understand the problem and identify the issues.
   - Brainstorm to find the best keywords.
   - Put together your search – Click the View connectors... link on each search form:
     - Identify exact phrases (these can be entered as is).
     - Add connectors (e.g., AND, /p, /n).
     - Expand your words (e.g., OR, !, *).
   - Start basic and broad, then use the Narrow search box in the upper right-hand corner of the results screen.

2. **SEARCH SECONDARY SOURCES** – Click the Commentary search subtab:
   - **A. Halsbury’s® Laws of Canada** – This encyclopedia contains the black-letter statement of the law.
   - **B. All Canadian Legal Journals** – This source (also available under the Journals subtab) contains full texts of academic journals.
   - **C. All Canadian Legal Literature Indexes** – This source contains indexes to research papers, journals and texts.
   - **D. Canadian Legal Words & Phrases** – This source contains definitions of major legal words and phrases.
   - **E. Dictionaries** – This source contains the full text of Barron’s Canadian Law Dictionary, 6th Ed.

3. **SEARCH LEGISLATION** – Click the Legislation search subtab, fill out search fields and click the Search button:
   - **A. Note up legislation** – Click the Note up with QuickCITE link.
   - **B. View a different version if necessary** – Select Versioning from the drop-down list.
   - **C. View more than just one section** – Click the link to the desired section in the View More box.
4. **SEARCH PRIMARY SOURCES** — Click the Court Cases search subtab:
   A. *The Canada Digest* — Click the *The Canada Digest* link and then the + symbols to drill down by topic.
   B. Case law — Enter search terms and click the Search button.
   C. *QuickCITE®* Case Citator — Click the link and enter search information.

Other ways to note up cases include the following:
D. From within a case — Click the Note up with *QuickCITE* link in the upper left-hand corner.
E. From the Home search subtab — Enter the citation in the Note up with *QuickCITE* box and click the Go button.

5. **SEARCH INTERNATIONAL SOURCES** — Click the International search subtab:
   A. Enter search terms and click the Search button, or
   B. Choose from additional search forms in the left-hand panel.

6. **USE THE TOOLS ON THE RESULTS SCREEN**
   A. Do a quick scan of your cases — Change the View to display List with keywords or Search terms in context.
   B. Narrow your search — Enter more search terms in the Narrow search box and click the Go button.
   C. Pull out groups of cases — Click a category from the Result Groups in the left-hand panel.
   D. Change the order of your list — Change to Sort by relevance, date, court, jurisdiction or source order.
   E. Document delivery — Create an alert; print, email or download documents; or copy results link.
   F. Delivery Documents to Cloud Service — download up to 500 of your documents into your Dropbox or Google Drive account.

7. **TRAINING** — Help is only a few clicks away. Visit [www.lexisnexis.ca](http://www.lexisnexis.ca) and click Training in the Support drop-down list at the top of the page. Find web-based and instructor-led training information, training demos and training materials.