

Practical Law Canada

Getting Started

Browsing Content

On the Practical Law Canada Home page you can browse for content relevant to a specific Practice Area or Resource.

You can save any Practice Area or Topic page as a "Favourite" simply by selecting the star icon (★).

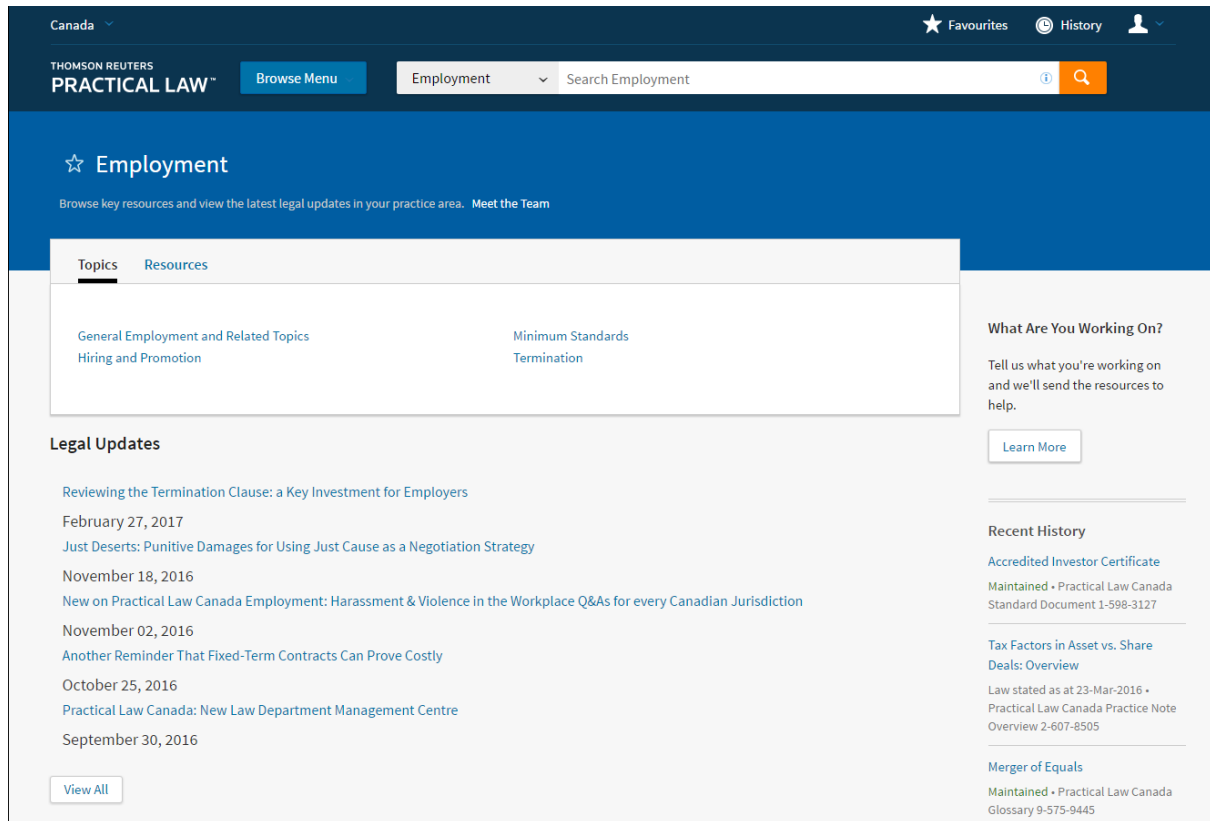


Figure 1: Sample topic page

Searching for Content

1. Search

You can limit your search to a specific Practice Area by using the drop-down list before submitting your search. Alternatively, you can search All Content.

2. Connectors

Use the following connectors to run more powerful searches:

| Connector | Definition |
|-----------|---|
| & | Search terms in the same document. |
| OR | Either search term or both terms. |
| % | Not containing terms. |
| " " | Terms appear in the same order as in quotation marks. |
| /p | Terms in the same paragraph. |
| * | Universal Character. |

You can find this full list of connectors by selecting the  icon next to the search button.

3. Field Searching

Limit your search to particular parts of the document or apply rules to your search terms.

| Connector | Definition |
|------------|---|
| TI() | Just search the title of documents. Put the words or phrases you are looking for between the brackets, e.g. <i>TI(cohabitation)</i> or <i>TI("statutory declaration")</i> |
| ATLEASTn() | Specify how many times your terms or phrases must appear in the document, e.g. <i>ATLEAST5("minority shareholder")</i> |

Refine your results list

If you select to view a document from your search results list, you can now easily go back to your list of documents/search results; you can quickly jump to the previous or next document/result in a list by using the arrows to the sides of the document.

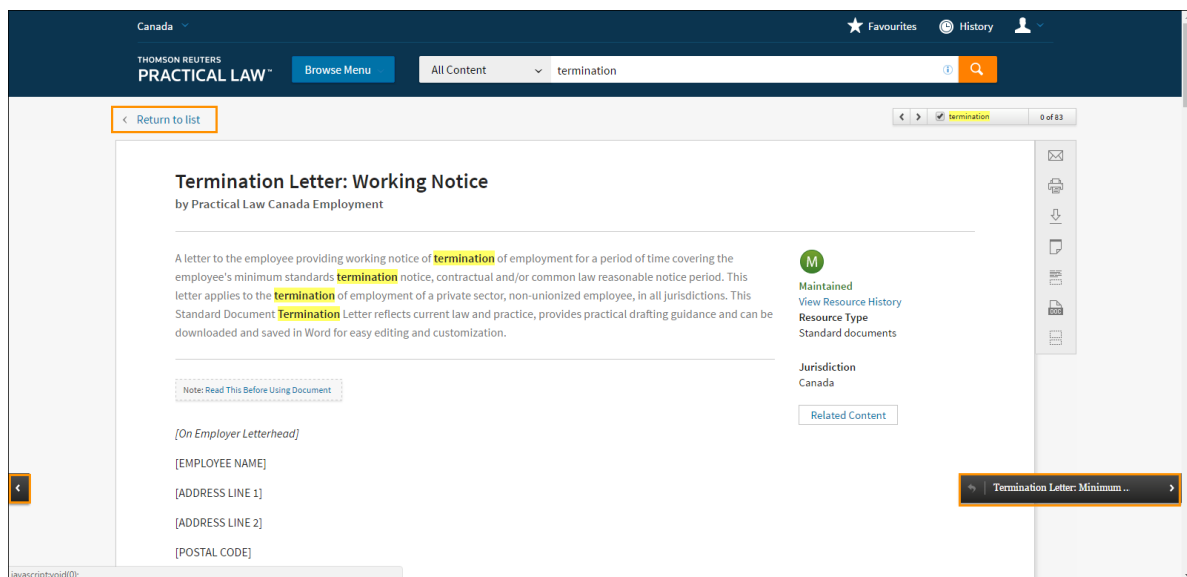


Figure 2: Sample document with navigation arrows

When running a search, you can apply more detailed filters (simply select the + to see sub-types or topics.) You can apply more than one filter under each heading.

| Resource Type | |
|--|----|
| <input checked="" type="checkbox"/> Practice Notes | 52 |
| <input checked="" type="checkbox"/> Standard Documents and Clauses | 55 |
| <input type="checkbox"/> Checklists | 21 |
| <input type="checkbox"/> Toolkits | 6 |
| <input checked="" type="checkbox"/> Legal Updates | 12 |
| <input checked="" type="checkbox"/> Articles | 2 |
| <input type="checkbox"/> Glossary | 3 |
| <input type="checkbox"/> Provincial Q&A | 18 |

| Practice Area | |
|--|----|
| Employment | |
| <input type="checkbox"/> Employment Law Fundamentals | 6 |
| <input type="checkbox"/> General Employment and Related Topics | 31 |
| <input type="checkbox"/> Hiring and Promotion | 48 |
| <input type="checkbox"/> Minimum Standards | 40 |
| <input type="checkbox"/> Termination | 70 |

| Jurisdiction | |
|--|-----|
| <input checked="" type="checkbox"/> Canada | 193 |

Figure 3: Filters

You can also use the link at the top to select multiple filters for each result. The link at the top right will provide more or less detail for your search results.

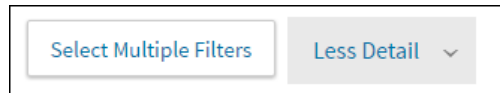


Figure 4: Select Multiple Filters / Less Detail

Viewing and Using Document

The **Table of Contents** for documents displays on the left and remains static as you scroll/jump through the document. You can close it by selecting the **x**.

Resource History and **Related Content** are located at the bottom of the document and you can use the links on the right to quickly access these.

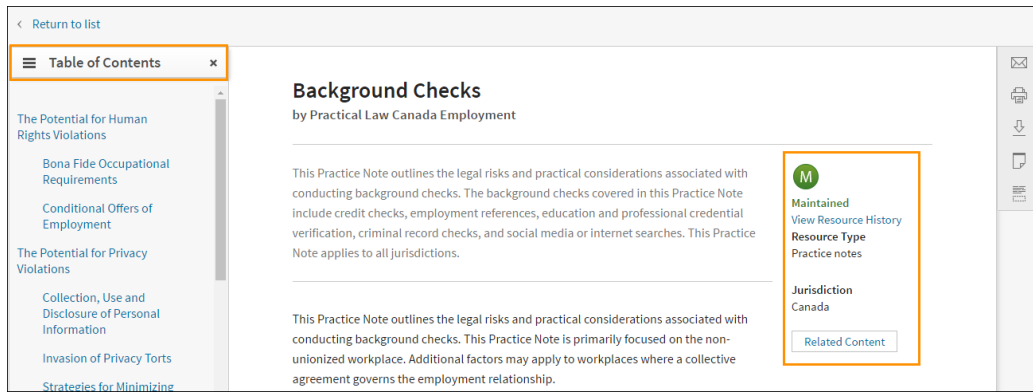







Figure 5: Document showing Table of Contents, Resource History and Related Content links

Your document delivery/personal options are in icon format along the right-hand side.

-  Email this document
-  Print this document
-  Download this document
-  Add an annotation
-  Show/Hide annotation

You have a number of delivery options available (print, download or email) and can also choose from a range of formatting options.

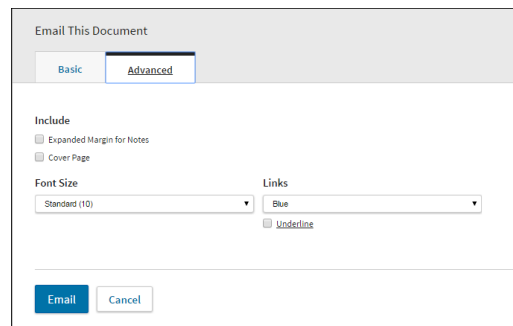


Figure 6: Email This Document options

Annotations

You can add annotations and highlights to any document. Simply select the annotation icon on the right when viewing a document to add an annotation at the top of the document, or at a particular pin point within a document, or highlight text by selecting and dragging to get a pop-up box enabling you to:

- Add an Annotation
- Highlight this extract
- Copy with/without reference (to your clipboard)

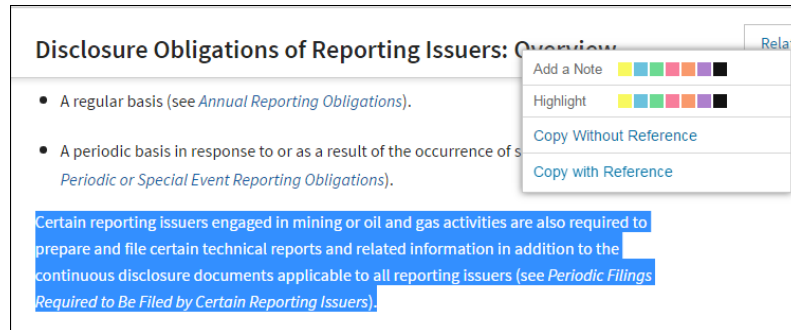


Figure 7: Add an Annotation (Note) option

Where can I find help?

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