# Practical Law Canada

# Overview

Welcome to this overview tutorial for Practical Law Canada.

**Getting Started**

To sign in to Practical Law Canada, go to: ca.practicallaw.thomsonreuters.com.

Select the Sign in link. Enter your OnePass credentials into the fields provided and select Sign In.

The Practical Law Canada home page appears.

Quicky and easily find resources you are looking for by using our intuitive search bar, or alternatively browse content by practice area or resource type.

Access your favourites and recent history and update your personal settings.

To access global content, select the Global Content widget. Quickly access recently viewed documents so that you can pick up where you left off.

View the latest Legal Updates authored by Practical Law Canada team of Lawyer-Editors.

Sign up for monthly email newsletters from the practice areas of your choice.

Switch between UK, US, China, Australia and Global websites by using the Open Regions arrow.

**Finding Resources**

Find resources you are looking for by browisng, or alternatively, by doing a Search.

Use the main Browse menu, which is always visible at the top of the screen, to navigate to anywhere on Practical Law Canada.  You can browse content by Practice Area or by Resource Type.

You can also browse content by selecting the Practice Area tab or Resource tab which appears in the main navigation pane.

You can also find the resources you need quickly and easily by using the search bar located at the top of the screen.

Search ALL Content or limit your search to a specific practice area by using the drop-down menu before submitting your search.

It is important to remember that the What's Market Database (deal summaries and what's market practice analysis) is **excluded** from ALL Content searches. To conduct search of What's Market, select the What's Market Resource type.

By default, when you enter search terms, Practical Law Canada automatically adds the AND command between the words, meaning it will return a result that contains all the terms you have entered. When you enter a term in the singular, Practical Law Canada automatically searches for the plural as well. If you wish to turn this rule off and only search for the singular, then place the hashtag in front of the search term. For example, hashtag property will only search for the term property and not properties.

You can use search connectors and field options to enable you to run detailed searches. You can combine any connectors and fields to build your search.

Enter your search for instance asset purchase agreement into the search bar located at the top of the screen and select the search button. A search result list page will then display all your search results.

The search results page is designed to make it easy to pinpoint the content you need. Filters include resource type, practice area and jurisdiction.

Select filters that you wish to apply to your results. For example, if you want to refine your results to Practice Notes only, select Practice Notes under the heading Resource Type in the list of filters.

The checkboxes next to the selected filters show at a glance which filters you have applied. You can select as many combinations of filters at one time as you like. When you select the Apply filters button, the search results will narrow to reflect those filters you have selected. You can easily remove individual filters by de-selecting the filters and selecting the Apply Filters button again.

You are also able to easily refine the level of detail displayed in your search results by using the **Detail** drop-down option. Change the amount of detail you wish to see for each document.

Icons, which appear both in your result list and in your history, indicate whether you have annotated a document or previously viewed it within the last 30 days.

You can easily print, download or email results from the search list by selecting the resources you want using the checkbox and then chosing the action you wish to take.

If you are emailing results from a search result list, you will be presented with the option to email a list of search result items, or your selected documents as whole documents. They can be delivered as a single merged file, or as separate resources within a zip file.

If you are printing resources from a search result list, you will be presented with the option to print a list of search results items, or whole documents.

If you are downloading resources from a search results list, you will be presented with the option to download a list of search result items, or whole documents as a single merged file, or as separate resources within a zip file.

Once you have selected a document from your search result list, using the the navigational arrows, you can easily cycle through to the next or previous document in your search results list; use the Return to List to go back to your results list.

**Document Display**

Once a resource has been selected from the search results list, you will see your search terms highlighted throughout. You can turn this feature off by deselecting the box at the top of the page.

All resources reflect the Resource Title and author. The abstract beneath the resource title provides a quick outline of what the resource covers.

On the right side of the document, you are able to view the status of the document. The Maintained icon, resource type and jurisdiction information is visible to the right of every document.

The Related Content button links you directly to a list of related resources and document history located at the bottom of the document.

On the far right hand side of the document there are various delivery options.

You can email, print and download a document; annotate the document; show and hide all annotations in the document; open the document in Microsoft Word, and show and hide drafting notes.

Many documents have a table of contents. This allows you to to quickly navigate to sections within the resource. You can also close it to expand the view of the resource.

The document title, section and Related Content button remain visible at the top of the document as you scroll down.

**Deliver and Share Resources**

You can easily email, print or download resources by selecting the email/print or download icon. All have a basic and advanced option.

You are provided with the option to include search terms, drafting notes, the Table of Contents, annotations and more in Microsoft Word, PDF, RTF formats.

If you wish to download a clear, ready-to-use precedent of a Standard Document or Clause in word format, select the Open in Word icon.

**Personalization**

You can save your practice area page or topic page as a favourite for quick and easy access. When viewing a page, simply select the **star** icon next to the title to add that page to your favourites.

Access, delete and organize your favourites pages from anywhere on the site by selecting the **Favourites** link located in the top right-hand corner of the screen.

**Recent History**

You can easily pick up where you left off with quick access to your recent history. You can view your recent history on the right side of the Home Page.

You can also view your activity across all Practical Law Canada by selecting the **View All** button from the main page, or view your in-depth history from anywhere on the site by selecting the **History** link located in the top right corner of the screen.

Here you can further refine your history based on whether you have viewed a resource or performed a search applying a multitude of date range options.

**Annotations**

You can easily annotate a resource with notes relevant to your firm or organisation and share them with your colleagues. To add an annotation, click on the Annotation icon.

A yellow bordered editable text box appears at the top of the document. Enter your annotation in the box and select Save once you have finished. Should you wish to share this annotaiton with others in your firm or organisation, select the Share with contacts option below the text box.

You can also annotate or highlight sections of the text within a document. Should you wish to create annotations at particular pinpoints within document, you can do so by selecting a piece of text, using the left side button of your mouse. As soon you release your mouse, a pop up box appears. From here you have various options: to add a note, to highlight the seclected text or to copy with or without reference.

If you have annotated a resource, a number will appear next to the annotation icon. The number will correspond with the number of annotations you have created.

If you wish to delete an annotation, simply open the annotation, click anywhere on the annotation text, and select the X and then the Close link to delete the annotation.

**What's Market**

To visit the What's Market home page, select What's Market listed under the Resources tab or under Resources in the Browse Menu.

You can also access What's Market by selecting the What's Market link which appears under the main navigation pane in the section entitled Featured. With What's Market, you can browse or search for publicly filed deals.

Please note that What's Market is only accessible to those who have a subscription to our Corporate & Securities or Finance module. Your access is dependent upon the module to which you subscribe.

The What's Market home page consists of two tabs:  Market Practice Analysis which is created by Practical Law Canada in-house teams of Lawyer-Editors, and  Summaries which contains our continuously updated database of publicly filed deals related to three Practice Areas.

Not that our Market Practice Analysis tab contains our market trend analysis resources related to these Practice Areas. You can browse or search these resources.

To compare deals, start by selecting a deal type.

On the deal type page, use the filters on the left to refine your search results. You are able to access both Canadian and American deal summaries; therefore, it is important to select the jurisidiction of the deal summaries you wish to compare.

You can select multiple filters at one time. Use the checkboxes to select the filters you wish to apply and then select Apply filters to see the deal search result page.

Next, select the deal summaries you wish to compare or select the Select all option and then the Compare button.

On the comparison table, you can select the terms you wish to compare for those by using the options on the left.

You can export the comparison to Microsoft Word or Excel by email or print. Once exported, the comparison will appear as an editable table.

To view the full summary of the deal, which sets out its key features, select its name. The summary and can be exported into Microsoft Word, PDF, RTF, or Excel via email or download.

Select the links in the summary to access the public documents and relevant Practical Law Canada resources.

We hope that you have found this overview tutorial for Practical Law Canada helpful. Thank you for joining us today.

For assistance using Practical Law Canada select the User Guides link located at the bottom of any Practical Law Canada page to access other Practical Law Canada tutorials and Quick Reference Cards or select the Request Training link to register for a training Webinar facilitated by one of our Learning Consultants.