

Working with Results

The Results Page

The results page will show your results, e.g. cases or commentary that match your search query. To view one of the results, simply click on any text which is blue.

Reducing the number of results displayed

There are three ways you can reduce the number of results displayed:

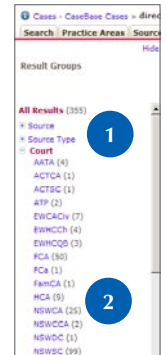
Result Groups, **Narrow Search**, or **Edit Search**.

Results Groups

You can group your results by a particular criterion and then choosing to only display results that belong to that criterion.

For example, when searching case law, you can choose to group your results by Court, and then choose to only display those results from the High Court of Australia. Choose **Court** (1) from the **Results Groups**.

Click on one of the court abbreviations to only show results from that group, e.g. High Court of Australia (2).



When searching in Commentary or Forms, grouping by **Table of Contents** is a useful way of isolating relevant results on the basis of where your results were found...



Narrow Search

You can refine your search results by using the **Narrow Search** (1) function. This allows you to search for a word or a phrase within your set of results. The Narrow Search function can be repeatedly used, on a set of results, until you arrive at a more manageable number. To use this feature, simply enter a new search term into the **Narrow Search** box and click **Go** (1).

Edit Search

LexisNexis AU enables you to return to the search form and modify your search terms, or edit your search. Adding more search terms will result in a more specific set of results. To edit a search, click on the **Go** next to **Edit Search** in the **Next Steps** field (2). This will open a new search form. Enter the term with which you want to refine your search in the Search Terms field and click Search.

Working with Results | Helpline 1800 999 906 helpline@lexisnexis.com.au

Changing the way results are displayed

View

There are different formats in which your results can be displayed. You can change the display format by using the **View** dropdown (3).

Format	Description
List	Gives basic information about search results only.
List with Catchwords	Gives basic information, as well as ten words around your search term – provides contextual information.
Expanded List (Cases search form only)	Gives basic information, as well as the catchwords of each case.

Sort

You can change the order of results using the **Sort** dropdown (4). Note that “Relevance” is always based purely on the number of occurrences of your search terms within each document.

Going back to the search form

You can go back to the search form by clicking on the Search tab. This will take you back to a blank search form. To go back to the search form to modify your existing search terms, click on the “Go” next to Edit Search (2).

Document Delivery

Printing, emailing, downloading or copying a link to your result(s)

You can **Create an Alert** (1), **Print** (2), **Email** (3), **Download** (4) or **Copy a Link** (5) to your search results by using the appropriate icons on the right hand side of the screen. You can choose which search results to print, email or download by ticking the boxes next to them.

Creating alerts

You can get the system to notify you of any future search results by clicking on **Create Alert** (1). This will get the system to re-run your search on a regular basis, and email you of new results.



Printing, Emailing or Downloading Documents

You can **print** (2), **email** (3), **download** (4) your search results by using the appropriate icons. Once you have selected a function you can choose how you'd like your document to be delivered (i.e. document range, document format, font or file extensions).

Copy the Results Link (5)

The copy the results link icon (5) will open a new window which will display a hypertext link in blue. Copying and pasting this link into an email allows people to view the results you've found from the email you send them. Note: this person must be in the same organisation.