LexisNexis AU Academic User Guide

LexisNexis®

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Welcome to LexisNexis AU

LexisNexis is proud to announce the launch of our new global legal online platform.

LexisNexis AU offers significant enhancements to our existing **LexisNexis Butterworths Online** service through improved reliability and interface functionality. It saves you time by providing quick access to all your existing Australian legal content.

LexisNexis AU has been developed specifically with the Australian end-user in mind and reflects our commitment to providing easy-to-use, comprehensive and authoritative services to our customers through continuous improvement and innovation.

Key Features of LexisNexis AU

- Quick and easy access to commonly undertaken tasks e.g. find the full text of a piece of legislation.
- Shortcuts to your favourite publications from the homepage, increasing ease of access to frequently used sources of information.
- View a publication tree next to the related text (for some sources).
- Find the publication you need by searching or browsing all subscribed sources by name, subject, jurisdiction or content type.
- Greater flexibility to co-ordinate your results such as viewing the latest case searched or sorting results by date or jurisdiction.
- Enhanced printing, e-mailing and downloading functionality.

Trusted, reliable and authoritative publications for sourcing quality content

The launch of LexisNexis AU demonstrates our commitment of providing superior Australian and international content from trusted, reliable and authoritative sources.

Quality Service and Support

We constantly strive to provide you with a superior level of support. This remains unchanged.

Dedicated training is provided with your introduction to LexisNexis AU. Our User Guide offers detailed instructions so that you get optimal performance from LexisNexis AU.

As part of our ongoing support, our Customer Relations and Electronic Helpline are available to assist you from Monday to Friday, 8am-6pm (EST) and 8am-8pm respectively.

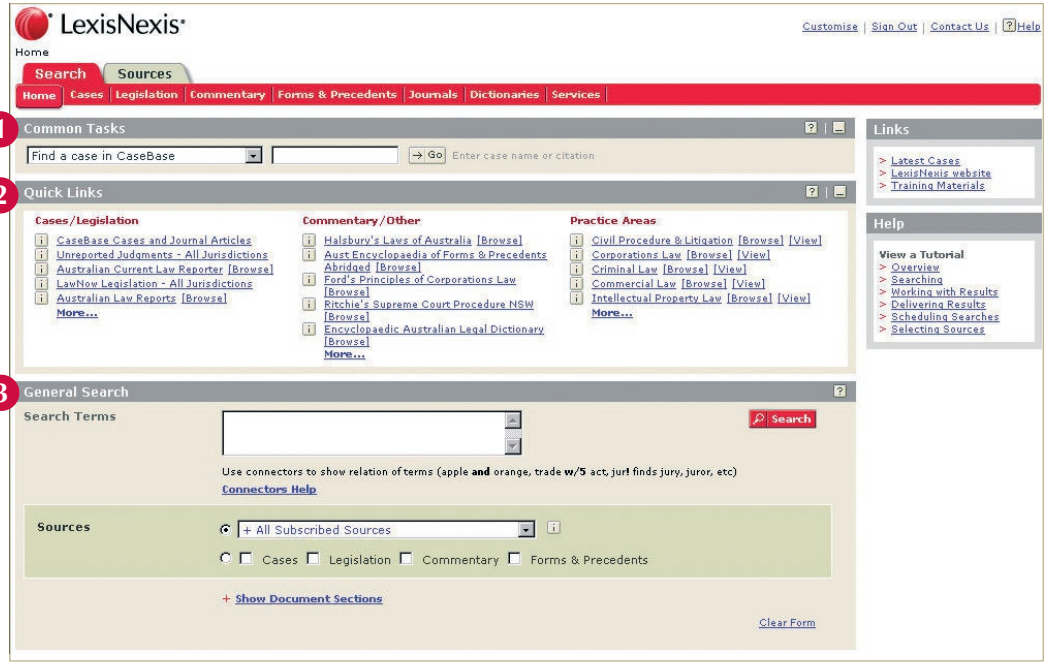
Searching

Home Page

Introduction

The Home page is divided into three principal parts:

1. Common Tasks
2. Quick Links
3. General Search



Common Tasks

From this section you can quickly and easily undertake common research tasks by **selecting** a task, **entering** your search terms and **clicking** **Go** to retrieve your search results.

1. **Select** one of the tasks from the drop-down list.
2. **Enter** your search terms.
3. Note that the help text appears to the right of the search box when you select a particular task.

The tasks that are available to you will depend upon the sources that you subscribe to.

How to:

Find a case in CaseBase

Enter a case name or citation to find the CaseBase entry for that case.

Find full text of a case

Enter a case name or citation to find the full text (reported and/or unreported) of the case you require in your cases sources.

Examples: gould AND brown; 163 ALR 270; 1999 31 ACSR 99; 1999 HCA 27; BC9903189, S140/1998

Find an Act/Regulation/Rule

Enter a legislation title to find that Act, Regulation or Rule in your legislation sources.

Example: trade practices; copyright

Find a definition of a legal term

Enter the term to find a legal definition in the Butterworths Australian Encyclopaedic Legal Dictionary and/or Australian Legal Words and Phrases.

Find legislation judicially considered

Enter the name of the legislation and/or a section number to search within CaseBase and Australian Current Law Reporter to find cases where that legislation has been judicially considered.

Example: trade practices act AND 52

Find a form/precedent

Enter a form or precedent title or number to find that form or precedent within your form and precedents sources.

Example: notice AND motion

Find amendments to legislation

Enter the title of the legislation to search within Australian Current Law - Legislation for amendments to that piece of legislation.

Example: Corporations Act 2001

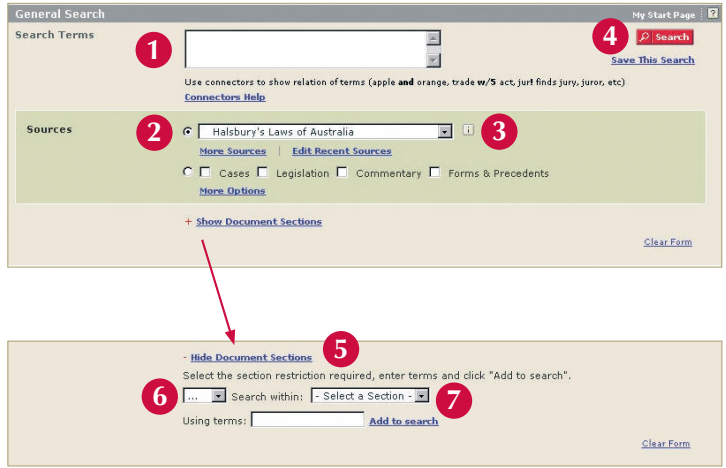
Quick Links

Use the **Quick Links** section to search or browse a source to which you subscribe. The sources are categorised by different content types. Cases and legislation sources are listed in the first column and commentary and other (eg journals, forms & precedents etc) sources in the second column. In the third column you will find practice areas (similar to the libraries links on LexisNexis Butterworths online).

1. **Click** on the source title to search that source.
2. **Click** on the word **Browse** (where available) to view the Table of Contents of that source.
3. **Click** on the word [View] next to the practice areas to see the list of sources.
4. To view further sources or practice areas **click** on the **More…** links.

General Search

Use Genera



1. **Type** your query in the **Search Terms** box. Use connectors to show relationship of terms eg AND, OR, w/5 (see page 15 for an explanation of available terms and connectors)
2. **Select** the sources you wish to search across. You can choose sources from the drop-down list, or tick the box beside a particular content type.
3. To learn more about the contents of a source, **click** the **information icon** next to the sources drop-down list.
4. **Click** **Search** to run the query.
5. You can also choose to find your search term/s in specified parts of a document by using the **Show Document Sections** option.
6. **Select** a connector from the first drop-down list (no connector, AND, or OR).
7. **Select** a document section from the **Search Within** drop-down list. Only the sections available in the source you selected are shown (if you selected a combined source, all the sections available in any of the individual sources are shown).
8. **Enter** search terms that are appropriate for the section you selected in the **Using terms** text box.
9. **Click** the **Add to search** button to add your document section search criteria to the Search Terms field. The syntax of your document section search will automatically be formulated correctly eg JUDGE (Dixon)

Note: Document sections are specific, pre-defined segments of a document through which you may target your search. For example, you may search for specific words only within the legislation title section, or a specific name only within the judge section. You may construct a search entirely out of document sections, or combine a document section search with your other search terms.

Content Specific Search Pages

LexisNexis AU offers several ways for you to search, using the content-type tabs that appear across the top of all search pages.

The Content Specific Search pages that are available are:

1. **Cases** - use this form to search all of your cases sources. Depending on your subscription, this may include Australian Law Reports, Family Law Reports, Unreported Judgments, Australian Current Law Reporter and CaseBase Cases. From this form you can also access the CaseBase search form (to search both the cases and journals components of CaseBase), as well as the Australian Current Law - Reporter, Australian and New Zealand Citator to UK Reports, Cases Indexes/Tables search forms.
2. **Legislation** - use this form to search your subscribed legislation sources. Depending upon your subscription, this may include sources such as LawNow Legislation, Australian Corporation Law - Legislation, Federal Statutes Annotations plus the legislation content of sources that contain more than one content type (ie commentary , legislation and forms etc) such as Bankruptcy Law and Practice. From this form you can also access source specific forms for Australian Current Law - Legislation, Statutes Annotations and Legislation Indexes/Tables (eg LawNow Progress of Bills information).
3. **Commentary** - use this form to search within commentary sources, or within the commentary portions of services. Depending on your subscription, this may include sources such as Halsbury's Laws of Australia, Cross on Evidence, and Ford's Principles of Corporations Law.
4. **Journals** - use this form to search within your journals sources. Depending upon your subscription, this may include sources such as the Australian Journal of Contract Law, Insurance Law Journal and the Australian Bar Review.
5. **Forms and Precedents** - use this form to search within your subscribed forms and precedents sources. Depending on your subscription, this may include the Australian Encyclopaedia of Forms and Precedents, Australian Tenancy Practice and Precedents and Federal Civil Litigation Precedents. You may also use this form to search forms and precedents that appear in other sources, such as practice and procedure works and services.
6. **Dictionaries** - use this form to search within your subscribed dictionaries sources. Depending upon your subscription, this will include the Butterworths Encyclopaedic Australian Legal Dictionary and Australian Legal Words & Phrases. From this form you can also access Australian Dictionary Tables search form.
7. **Services** - use this form to search within your subscribed services sources. These are sources that contain more than one content type, ie they may contain two or more of the following content types: commentary, legislation, forms & precedents, cases. Depending upon your subscription, this may include sources such as Practice and Procedure - High Court - Federal Court, Federal Criminal Law, Bankruptcy Law and Practice and Immigration Law.

Each search page has similarities, but each section is designed to search a particular type of content

For example: when using the Services page, you have the following options for searching:

1. **Search Terms**

   Enter your search terms, using connectors to show the relationship between the terms. See **Terms and Connectors** (page 17) for more information.

2. Note: you can also click **Connectors Help** to find information on entering search terms and connectors.

3. **Sources**

   Select a source from your most recently used or favourite sources, or click **More Sources** to go to the Sources tab to select from all available sources within this search form.
   To learn more about the contents of a source, click the **information icon** to the right of the source menu. This will explain the available document sections, currency information, coverage/span and source overview etc.

4. **Search Within**

   Select the type of content that you wish to search across within your selected source/s. The choices will depend on the content type you are searching. You may choose to search across all the material in the source or choose a subset that may include Legislation, Commentary or Forms/Precedents.

5. **Search**

   To begin your search, click the **Search** button.

6. **Content specific search options**

   These search options are designed to find references within a particular content type. For example, the Cases search page will offer the option to search for words appearing in the case name or the Catchwords, while a Commentary search allows you to search for words in Commentary headings or where cases or legislation are referred to.

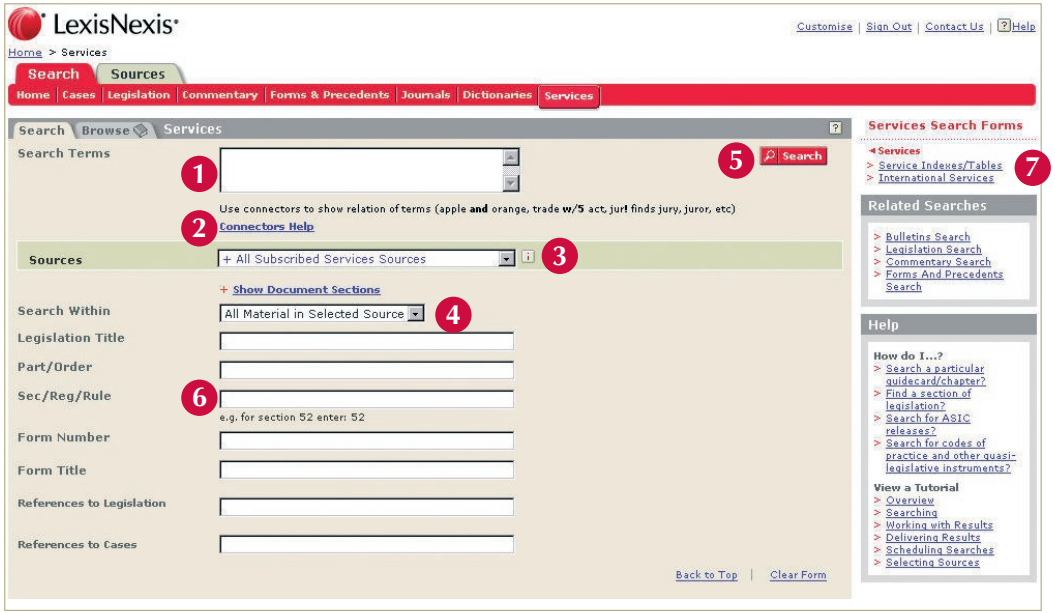
   Example:
   Headings - find words that appear in headings only.
   Sec/Reg/Rule - find a particular section, rule or regulation.
   References to Cases/Legislation - find references in the commentary.
   Form Number/Form Title - find a form or precedent by number or title.

7. **Searching a source's index or table**

   Click on the Service Index/Tables link in the top right hand corner to be taken to the Index/Tables search form.

8. **Search within particular document sections**

   Click on **Show Document Sections** to reveal this section of the search form.
   The document sections that appear in the Select a Section drop-down list will be customised to search the content type you have selected.



Sources tab

Locating your sources to search or browse

The Sourc□
find the source you wish to access, either through viewing lists of sources or by searching for a specific source.

To Access the Sources tab

1. **Click** the **Sources tab** from any page.
   Or
2. To reveal more sources from within a **Search** form, **click** the **More Sources** link next to the source selector.

There are two ways to use the Sources tab: **click** the **Browse** tab and explore the Sources tab or **click** the **Find Sources** tab and enter a word or words to find sources with those words in the title.

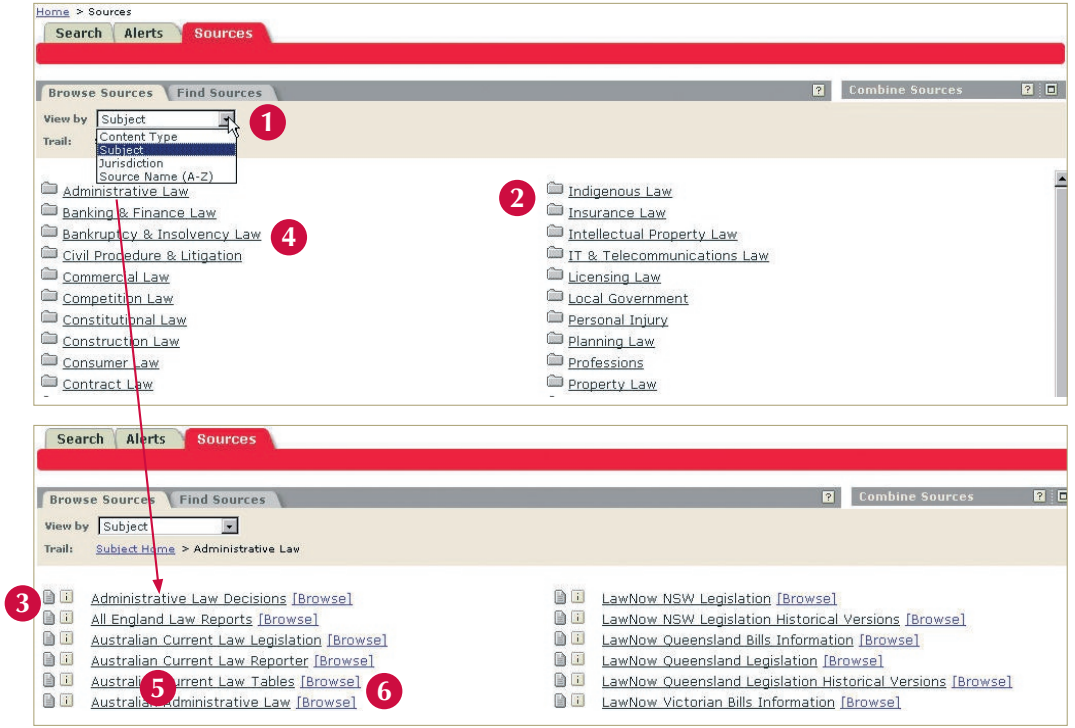
Browsing Sources

You can view your sources in the directory either alphabetically by name, by jurisdiction, by content type or by subject.

1. **Select** the relevant option from the drop-down list at the top of the page.
2. Large category folders indicate a group of sources. Click the title of the folder to browse those sources. Sources are indicated by a **document icon**.
3. Click any **information icon** beside a source title to learn more about the source.

To explore sources:

4. **Click** the category name for your area of interest to the right of the **folder icon** to navigate further down into the category.
5. When you have identified a source in which you want to search, **click** the source name, indicated with a **document icon**, to go to a search form.
6. **Click** the **Browse** link to the right of a source to navigate into the Table of Contents.

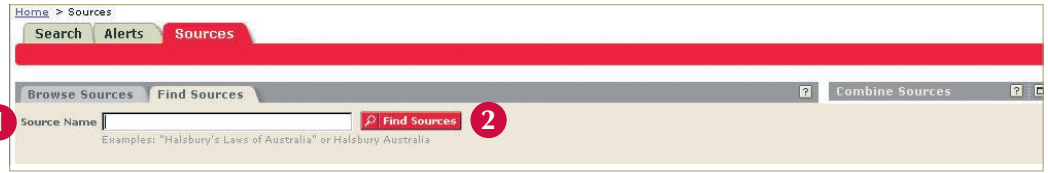


Finding Sources

Use the Find Sources tab when you know the specific source that you want to search or browse.

1. **Type** the name of the source, or words contained in the name of the source, in the text box next to **Source Name** eg Halsburys
2. **Click** **Find Sources**.

Note: You cannot use Boolean connectors (AND, OR, NOT) or universal characters (!, *) when entering a source in the Find Sources field.



Combining Sources (searching across more than one source)

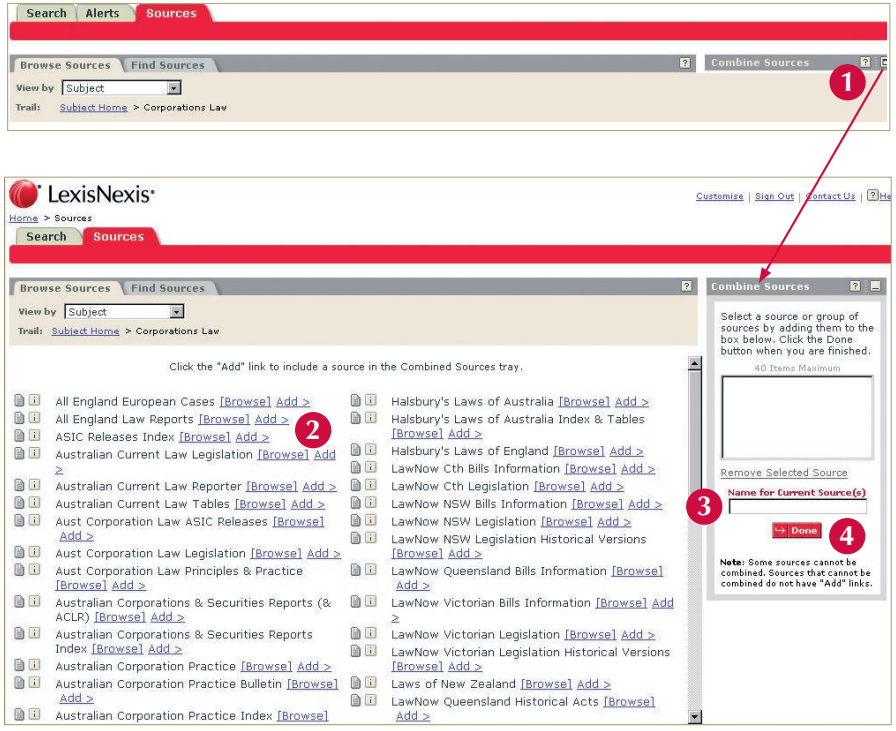
Use this feature to allow you to search across two or more sources at one time eg you may wish to combine Australian Corporations Law Principles and Practice and Ford's Principles of Corporations Law.

1. While on the **Sources** tab, **click** the **Combine Sources "maximise" icon** in the right hand side of the screen.
2. In the main **Sources** screen, **click** any **Add** link next to a publication or source to add that to your **Combined Sources** list.
3. **Choose** a name for your combined source.
4. **Click** **Done** when you are finished selecting sources. Your combined source will appear in the **Search** form's source list.

Note: Your combined source will not appear as an item in the Sources tab. It will appear in the source menu on your current search page only.

You can minimise this form at any time by clicking the **minimise icon**. Any contents in the **Combined Sources** list will be lost if you close the form without clicking **Done**.

Note: Some sources might not be able to be combined at all. If there is no **Add** link next to a source, you cannot combine it with others.



Terms & Connectors

Words

Words are the basic units of a search. A word is a single character or group of characters, alphabetic or numeric, with a space on either side.

Examples:

McPherson	one searchable word
s198	one searchable word
s 198	two searchable words

A hyphen is treated as a space, so a hyphenated word is seen as two words.

Examples:

email	one word
e-mail	two words
e mail	two words

Phrases

Consecutive words are assumed as a phrase. You must use a connector to separate words that you wish to find in the same part of a document.

Examples:

contributory negligence	finds the phrase “contributory negligence”
contributory AND negligence	finds separate occurrences of the words “contributory” and “negligence”

Plurals

Using the singular word form will retrieve the singular, plural, and possessive forms of most words.

Example:

city would find **city, cities, city’s,** and **cities’**

The system will not automatically find the plural form of words that end in “us” or “is”, or other irregular plural forms.

Examples:
bonus would not find **bonuses**
child would not find **children**

Note: Use the OR connector in these instances, for example child OR children, or use a wildcard.

Connectors

The **AND** connector finds your search terms within the same document.

Example:

assault **AND** robbery	finds the words “assault” and “robbery”
armed robbery **AND** weapon	finds the phrase “armed robbery” and the word “weapon”

Use the **OR** connector to find documents that contain either or both of the words or phrases linked by OR.

Example:

lawyer **OR** counsel	finds the words “lawyer” or the word “counsel,” or both
takeover **OR** take over	finds the words “takeover” or the phrase “take over,” or both

Use the **W/N** connector to find documents with search words that appear within “n” words of each other. The value of “n” can be any number up to 255. Either word may appear first.

Example:

fraud **W/3** taxation	finds “fraud” within three words of “taxation”
airport **W/5** noise **W/5** abat!	finds “airport” within five words of “noise” and then some form of the word “abate” within five words of either “airport” or “noise”

Use the **W/P** connector to find documents with search words that appear within the same paragraph.

Example:

rule 11 **W/P** sanction	finds “rule 11” within the same paragraph as “sanction”
take over **OR** takeover **W/P** hostile	finds “take over” or “takeover” within the same paragraph as “hostile”

Use the **PRE/N** connector to find documents in which the first search word precedes the second by no more than the stated number of words.

Example:

pay **PRE/3** television finds documents in which “pay” precedes “television” by three or fewer words

Use the **AND NOT** connector to find documents in which a search word or phrase is to be excluded.

Example:

trust **AND NOT** charitable finds documents where the word “trust” occurs but the word “charitable” does not

Use the **NOT W/N** connector to find documents in which the first search word is found and where the second word need not be in the document, but if it is, it cannot be within ‘n’ words of the first word.

Example:

assault **NOT W/2** sexual finds “assault” but not if it occurs within two words of “sexual”, excluding references to sexual assault.

Connector Order and Priority

Connectors operate in the following order of priority:

- **OR**
- **W/N, PRE/N, NOT W/N**
- **W/P**
- **AND**
- **AND NOT**

If you use two or more of the same connector, they operate left to right. If the “n” (number) connectors have different numbers, the smallest number is operated first. You cannot use the W/P connector with a proximity connector (e.g. W/N).

Changing Connector Priority

To change the connector priority, use parentheses. Connectors inside parentheses have priority over, or operate before, connectors outside parentheses.

Example:

bankrupt! W/25 discharg! AND (student OR college OR education W/5 loan)

Prioritises as: (student OR college OR education W/5 loan) AND (bankrupt! W/25 discharg!)

Precision Search Commands

In addition to connectors, there are several commands you can use to add precision to your searching.

Capitalisation

To specify that all search words have capital letters (ALLCAPS), no capital letters (NOCAPS), or one or more capital letters (CAPS), type the command followed by your search words enclosed in parentheses.

Example:

To search for documents that mention acquired immune deficiency syndrome (AIDS)

ENTER: **acquired immun! OR allcaps (aids)**

To search for mentions of an aid:

ENTER: **nocaps (aid)**

To search for Aid as a title with the first letter capitalised:

ENTER: **caps (aid)**

Pluralisation

There may be times when you want only the plural or singular form of a word.

Example:

To find documents that mention service of a summons

ENTER: **serv! w/3 plural (summons)**

To limit your search to the singular form and to search for an additional item such as job discrimination

ENTER: **singular (job) w/5 discriminat!**

At Least

To locate documents that contain an in-depth discussion on a topic rather than just a mention, you can specify that a word or certain words must appear at least so many times in a document.

Example:

To find documents that contain an in-depth discussion of GST, the Goods and Services Tax

ENTER: atleast10 (gst)

This search requires GST to appear in every document at least 10 times.

Note: You can use any number from 1 to 255 with the AT LEAST command.

Date Restrictions

For sources that include date information (eg cases, journal articles), you have a number of options to restrict your search results to specific time periods.

Predefined date ranges can be selected from the drop-down list (eg Today, Previous Week, Previous Month, Previous Year etc).

You may also use the second drop-down list to specify more exact dates or date ranges. For example:

Previous	Select up to a hundred previous days, weeks, months or years
From	Select a specific date range, eg From 1 Jan 2003 to 30 June 2003
Is	Select an exact date, eg Jul 24 2003
Before	eg Before 31 Dec 2002
After	Use this option to specify that your results should be after a specific date, eg After Jan 2003

Truncation (!) and wildcard (*) searches

The truncation (!)

The truncation (!) replaces any number of characters at the end of the word.

Example:

neglig! finds “negligent,” “negligence” and “negligible”.

Note: Words that work best with ! are those that are unique in their truncated form. For example, if you search for fir! (thinking that you wanted to find “fired,” “firing,” or “fires”), your results will also include “first,” “firm,” and so on.

The wildcard (*)

The wildcard (*) replaces a single character at any point in a word.

Example:

maximi*e finds both “maximise” and “maximize”.

The wildcard (*) is particularly useful if you are unsure of the spelling of a particular word or name. You can also use multiple wildcards in a single word.

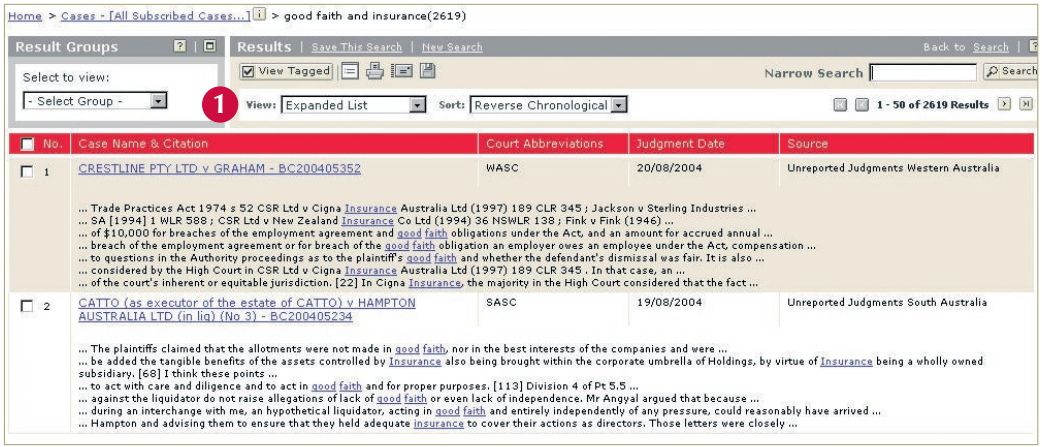
Example:

sm*th finds both the “smith” and “smyth” spellings of the name.

Results

View formats

1. You can look at your search results in several different view formats, available through the **View** drop-down list on the **Results** form.



List View

- Displays basic information about the documents your search retrieved in a numbered list.
- Click the **Document Title** to view the full text of the document. Check the box next to the title to tag the document for viewing or delivery.
- **Court** and **Judgment Date** will be included in search results from Cases sources.

Expanded List View

- Displays the same information as in **List View** for each document, plus your search terms in context, surrounded by up to 10 words on either side.

List with Catchwords view

(for Cases sources only)

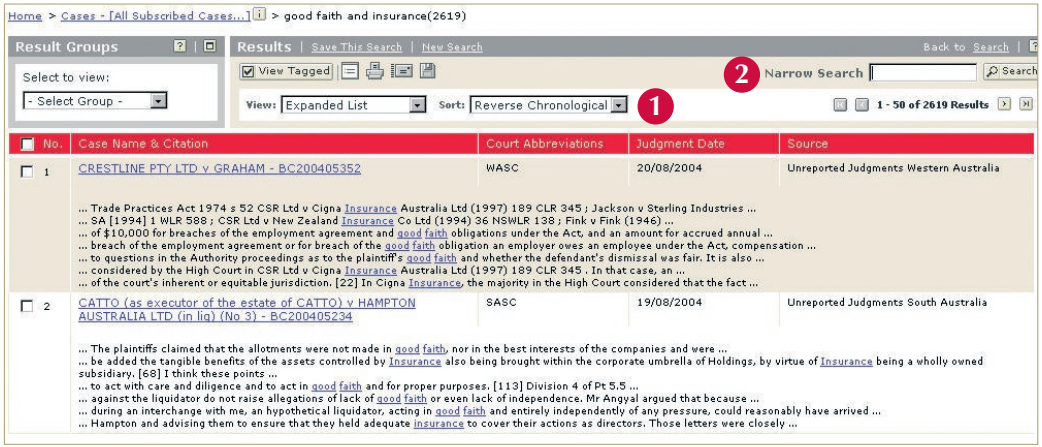
- Displays the same information as the **List View** for each document plus the catchwords of the case (where available).

Sorting Search Results

1. To change the order of the displayed documents, select a sort format from the **Sort** drop-down list on the **Results** page. Sort options vary according to the type of documents in your results, but may include **Reverse Chronological** (ie most recent case first), **Jurisdiction/Court, Relevance** and **Source Order** among others.

Narrowing Search Results

2. Search within your results by adding terms and/or connectors to the **Narrow Search** box and click on **Search**.

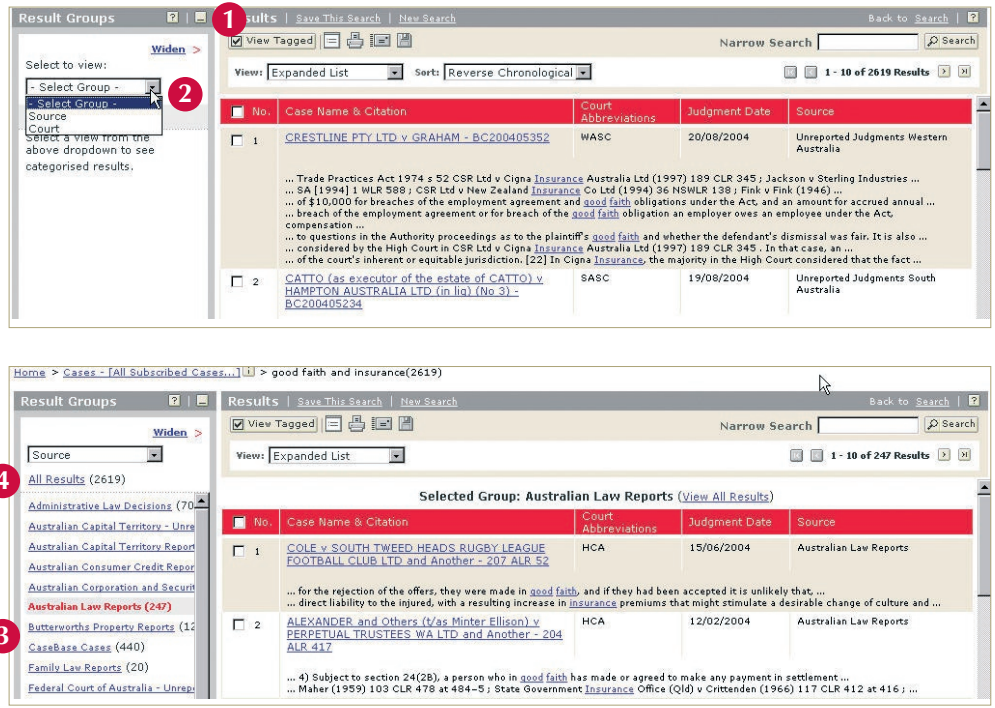


Result Groups

Use the **Result Groups** form to display a specific category of documents within your search results. For example, you may want to view the list of results from a specific source or from a particular jurisdiction/court. The available result groups vary depending on the content of your search results.

Note: The Result Groups form is available when viewing your results in the List, Expanded List, or Expanded List with Catchwords views only.

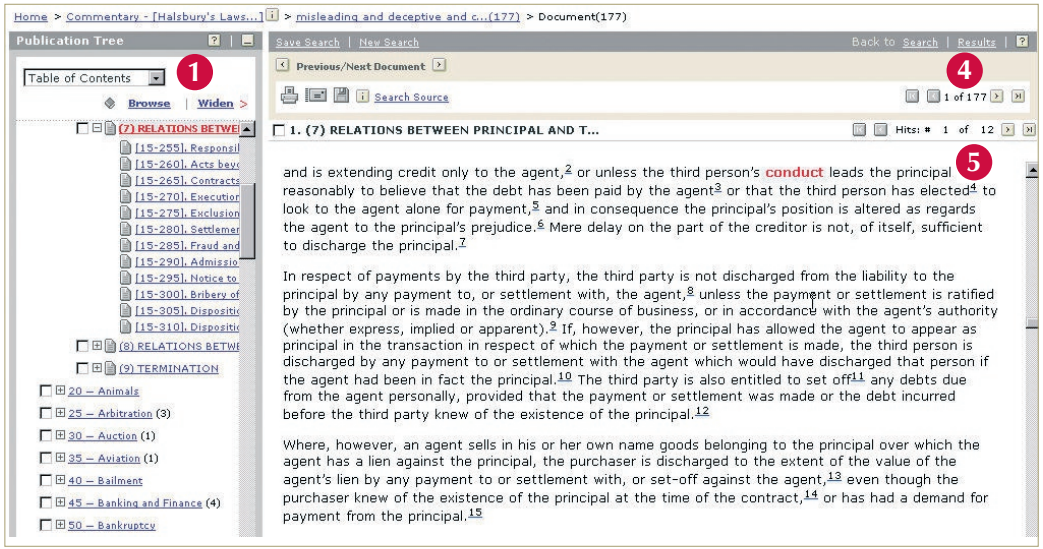
1. Ensure that the **Result Groups** form is maximised .
2. **Click** on the drop-down list to select how you would like your results grouped. Depending upon the sources you have searched, the groups may include source, court and legislation title.
3. **Click** a category name to view that list of results in the results page (right frame). The display includes the number of documents in each category. Each category or sub-category provides a filtered view of the original results list so that only those results within that category or sub-category are displayed in the results page.
4. **Click** the **All Results** link at the top of the Result Group display to return to the original results list.



Document View

Viewing Specific Sections of a Publication

1. In **Document View**, you can use the **Publication Tree** to display a document's location within a source. For example, if you are viewing a particular section of a statute, the **Publication Tree** displays the table of contents for the entire statute, showing the names of the sections before and after the one you are viewing. Items displayed on the **Publication Tree** form are linked so you can quickly view other sections of the publication.
2. In addition to using the **Publication tree** to navigate through your source you can click on the **Next document** icons



3. If a document is available in PDF format (eg cases in Australian Law Reports, legislation in LawNow), the PDF link is available next to the document title.

Navigating Through Your Results

4. Use the following navigation buttons to move quickly through your results list, or through a set of documents in **Document View**. They appear on the right side of the **Results** or **Document** form.

   They do not appear if your search retrieves only one document or one page of results.

   - **Click** to view the first page or document of your results.
   - **Click** to view the previous page or document of your results.
   - **Click** to view the next page or document of your results.
   - **Click** to view the last page or document of your results.

Note: Numbers representing the number of pages in your results list appear at the bottom of each page of results. The numbers are links that you can use to move to a specific results list page.

Moving though Hits Within a Document

5. In Document View, the number of search terms (“hits”) in the document is displayed on the upper right of each document. Click the Hits navigation buttons to move quickly from search term to search term in the document:

   - **Click** to view the first search term in the document.
   - **Click** to view the previous search term in the document.
   - **Click** to view the next search term in the document.
   - **Click** to view the last search term in the document.

Note: If the **Publication Tree** is closed, click the **maximise icon** to open it. The **Table of Contents** for the source containing the document you are viewing appears, with the document highlighted.

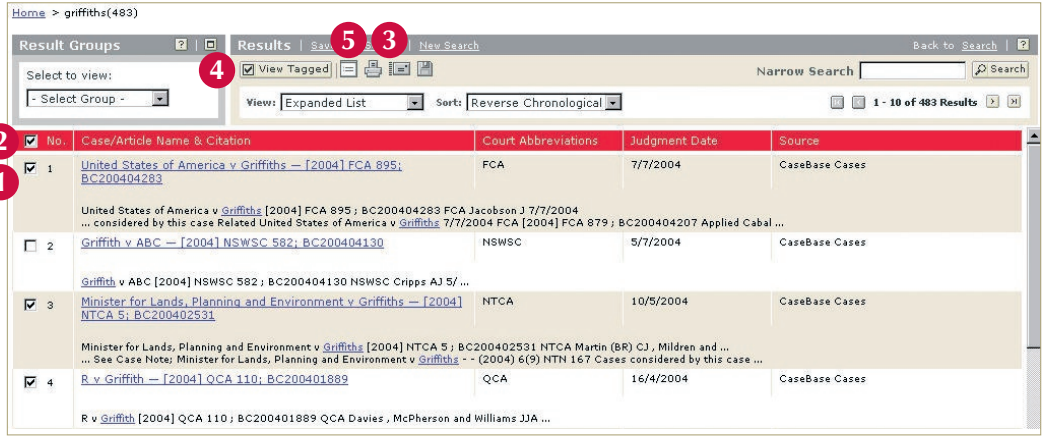
Tagging Documents

You can select□
documents 1, 6 and 10 in your results, you can later print just those tagged documents.

1. To tag a document, check the box next to the document's title.
2. To tag all documents on a particular page of a results list, check the box on the far left of the red bar above the results.
3. To print, email, or download tagged documents, click the appropriate delivery icon on the **Results** or **Document** form.

On the delivery form that appears, you'll see the document numbers you tagged displayed in the **Selected Items** box under **Document Range**.

4. To view only tagged documents in **List, Expanded List** or **List with Catchwords** view, tag your documents, select the view, and click the **View Tagged** button.
5. To view only tagged documents in **Document View**, tag your documents and click the **View icon** .



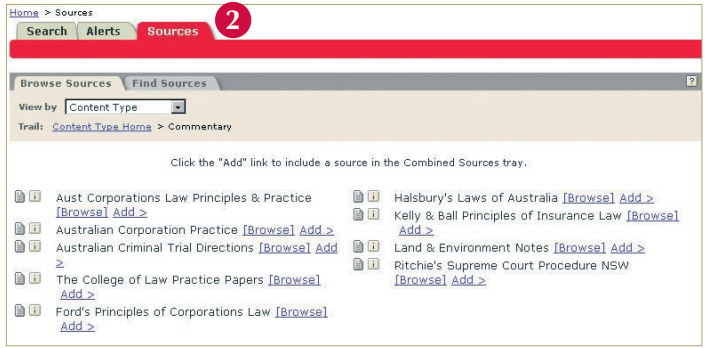
Browsing

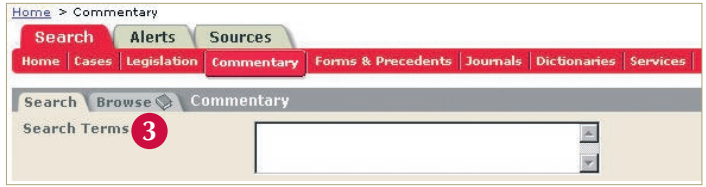
Accessing the Table of Contents of a Source

There are three ways you can access the Table of Contents of a source.

1. From **Quick Links**
   Click the word Browse beside a source title.
2. From **Sources**
   Click the **Sources** tab. Navigate the Sources tab (see page 12) to your desired source, and click on the **Browse** link beside the source title.
3. From a **Content Specific Search Page**
   Click on the **Browse** tab at the top of the page. From the list of subscribed sources of that content type, **click** on the name of the source you want to browse.

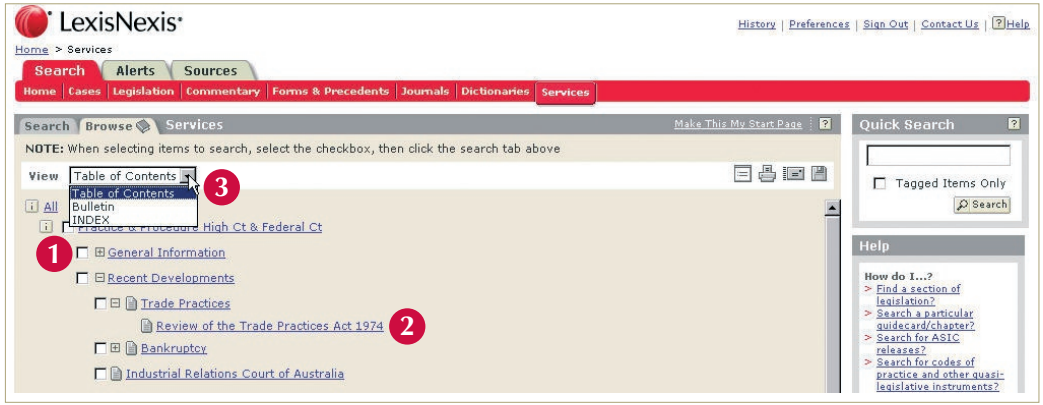
Note: from the Table of Contents you can also access the Index and Bulletins of a source (where available)





The Table of Contents

1. **Click** the **plus sign (+)** to drill down through a source to find the information you require.
2. **Click** the title of a document to access the text.
3. To view the table of contents for the **index** or **bulletin** for your source, **click** on the **View** drop-down list.

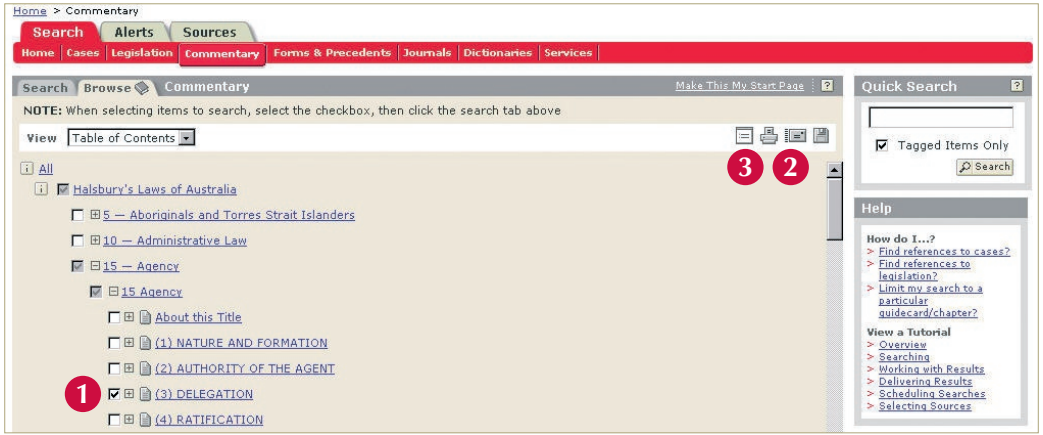


Tagging Documents While Browsing for delivery or viewing

You can select
or view only those tagged sections at a later stage.

Note: You
source, you'll see a message warning that if you continue, the tagged items in the first source will be lost.

1. To tag a document or branch, check the box next to the document or branch title.
2. To pri
   document numbers you tagged displayed in the **Selected Items** box under **Document Range**.
3. To view tagged documents or sections in the **Document View**, click the **Document View icon**



Using the Browse and tagging functions to search across parts of a source

You can use the browse function to limit your search to particular guide cards, chapters, or parts of a source.

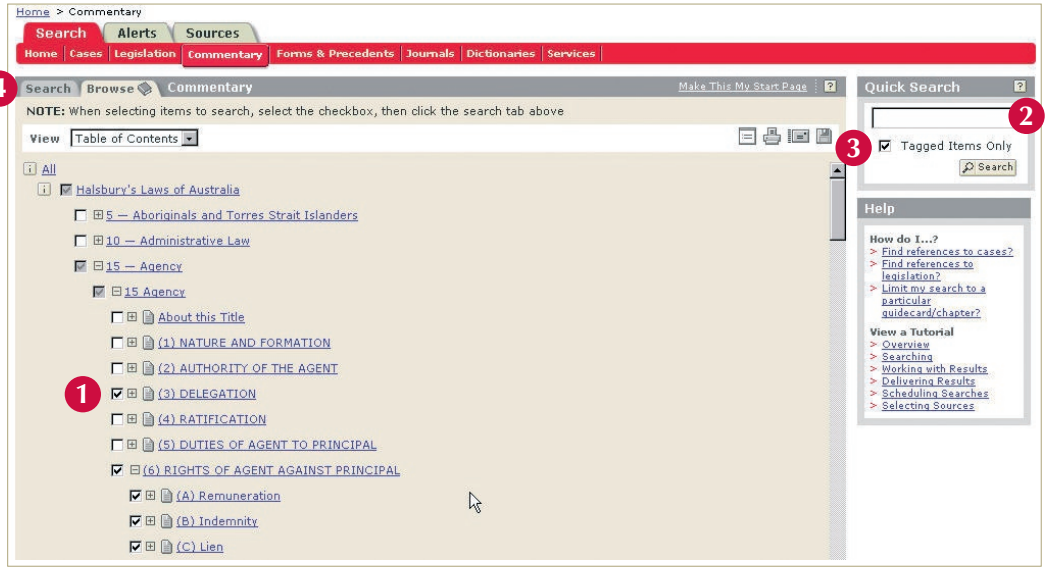
Quick Search

1. Tag the documents you wish to search across in the table of contents. To tag a document or branch, check the box next to the document or branch title.
2. Enter your search terms in the **Quick Search** box in the top right hand corner of the screen.
3. Ensure that the **Tagged Items Only** box is checked before running the search.

Full Search

Tag the documents you wish to search across in the table of contents as per above.

4. Click the **Search** tab at the top of the form to use the full range of options in searching those items that you have tagged.
5. The search form will now contain an additional box showing the sections of the source you wish to search across.


Home > Commentary
Search
Alerts
Sources
Home
Cases
Legislation
Commentary
Forms & Precedents
Journals
Dictionaries
Services
4
Search
Browse
Commentary
Make This My Start Page
NOTE: When selecting items to search, select the checkbox, then click the search tab above
View
Table of Contents
All
Halsbury's Laws of Australia
5 — Aboriginals and Torres Strait Islanders
10 — Administrative Law
15 — Agency
15 Agency
About this Title
(1) NATURE AND FORMATION
(2) AUTHORITY OF THE AGENT
1
(3) DELEGATION
(4) RATIFICATION
(5) DUTIES OF AGENT TO PRINCIPAL
(6) RIGHTS OF AGENT AGAINST PRINCIPAL
(A) Remuneration
(B) Indemnity
(C) Lien
Quick Search
2
3
Tagged Items Only
Search
Help
How do I...?
Find references to cases?
Find references to legislation?
Limit my search to a particular guidecard/chapter?
View a Tutorial
Overview
Searching
Working with Results
Delivering Results
Scheduling Searches
Selecting Sources

Home > Commentary
Search
Alerts
Sources
Home
Cases
Legislation
Commentary
Forms & Precedents
Journals
Dictionaries
Services
Search
Browse
Commentary
Make This My Start Page
Search Terms
Search
Save This Search
Use connectors to show relation of terms (apple and orange, trade w/5 act, jur! finds jury, juror, etc)
Connectors Help
Selected Items
5
(3) DELEGATION
(6) RIGHTS OF AGENT AGAINST PRINCIPAL
(A) Remuneration
(B) Indemnity
Edit Items
Clear Items
Search on selected items only
Sources
Halsbury's Laws of Australia
More Sources
Edit Sources
Commentary Search Forms
Commentary
Bulletins
Commentary Indexes/Tables
Related Searches
Legislation Search
Forms And Precedents Search
Services Search
History
Recent Searches
Recent Documents

Delivery

Document Delivery

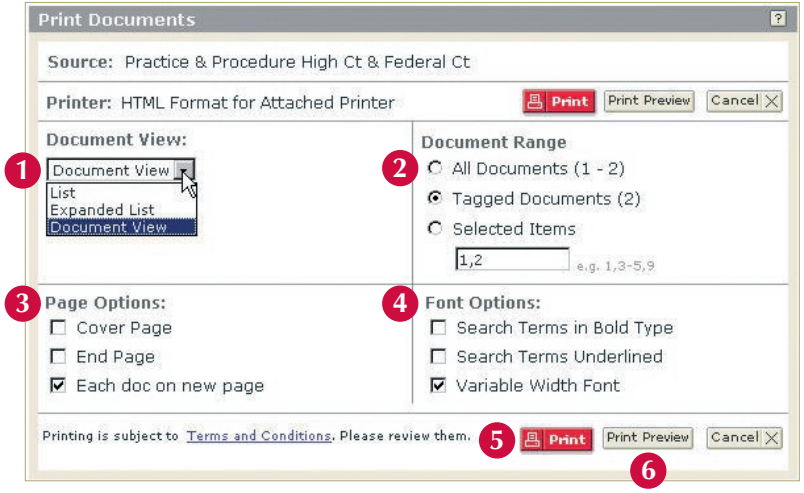
From your search results or from the Table of Contents, select documents to print, email or download by **checking** the boxes that appear to the left of the document title. You can select up to 200 documents in a single delivery session.

In the upper left corner of your results page or browse page, click the icon for the selected delivery method you want to use: **Print**, **Download** or **Email** .

Provide the information on the form that appears. (Click the **question mark icon** ? on the form for more information about completing it).

Printing Documents

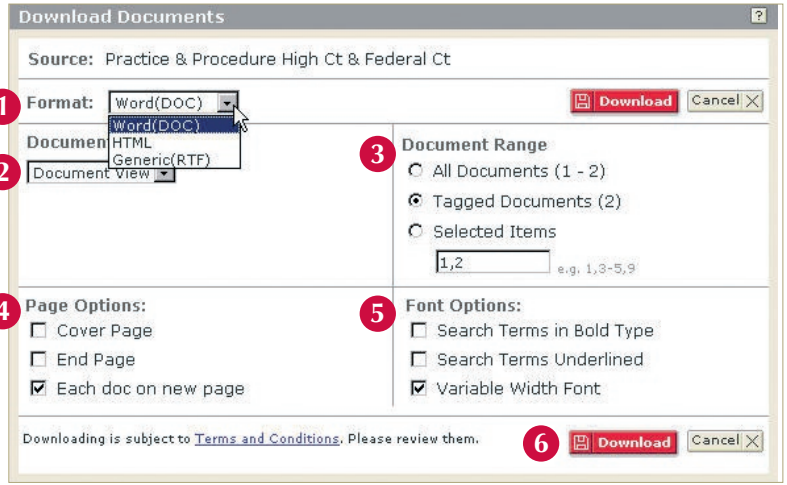
1. **Select** the **Document View** format - choose to print the full text of selected documents or choose to print the list of your results.
2. **Select** the **Document Range** - print the current document only, print all documents, or print selected or tagged documents.
3. **Select** **Page Options**, such as beginning each document on a new printed page.
4. **Select** the **Font Options**.
5. **Click** **Print** Print to deliver your results.
6. **Click** **Print Preview** Print Preview to display the text from the documents you intend to print.

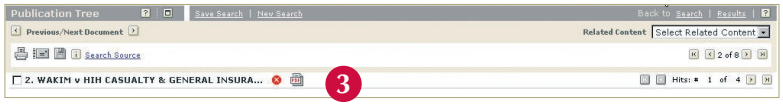


Downloading Documents

1. Choose the download **Format** - download in Microsoft Word, HTML, or Generic (RTF).
2. **Select** the **Document View** format - choose to print the full text of selected documents or choose to print the list of your results.
3. **Select** the **Document Range** - print the current document only, print all documents, or print selected or tagged documents.
4. **Select** **Page Options**, such as beginning each document on a new printed page.
5. **Select** the **Font Options**.
6. **Click** **Download** Download to deliver your results.

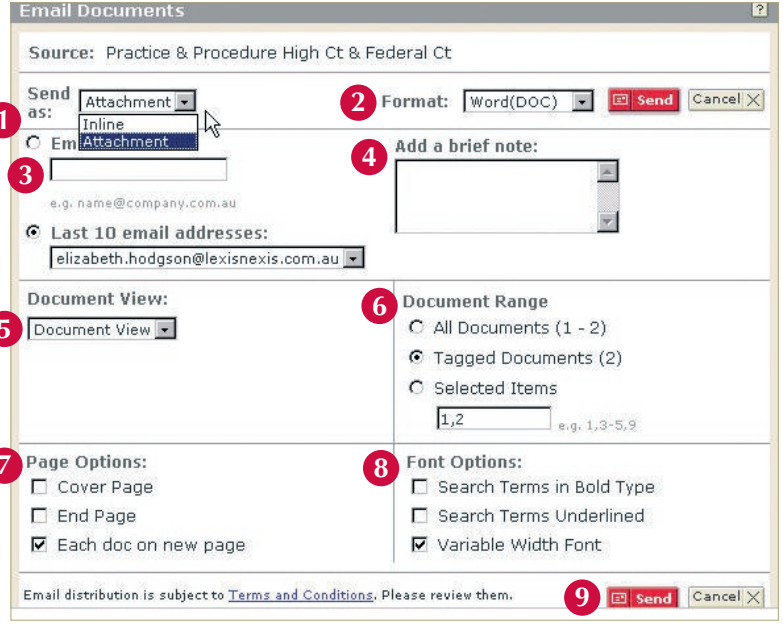
Note: If a document is available in PDF format (eg cases in Australian Law Reports, legislation in LawNow), the PDF link is available next to the document title.





Emailing Documents

1. Choose whether to deliver the documents as inline text or as an attachment.
2. Choose the **Format** of the email attachment containing your documents - Microsoft Word, HTML or Generic (RTF).
3. **Enter** the desired email address.
4. Choose to **Add a brief note** to accompany the email. This step is not compulsory in completing the email request.
5. **Select** the **Document View** - choose to email the full text of selected documents or choose to email the list of your results.
6. **Select** the **Document Range** - email all documents or tagged documents only.
7. **Select** your **Page Options**.
8. **Select** your **Font Options**.
9. **Click** **Send** Send to deliver your results.



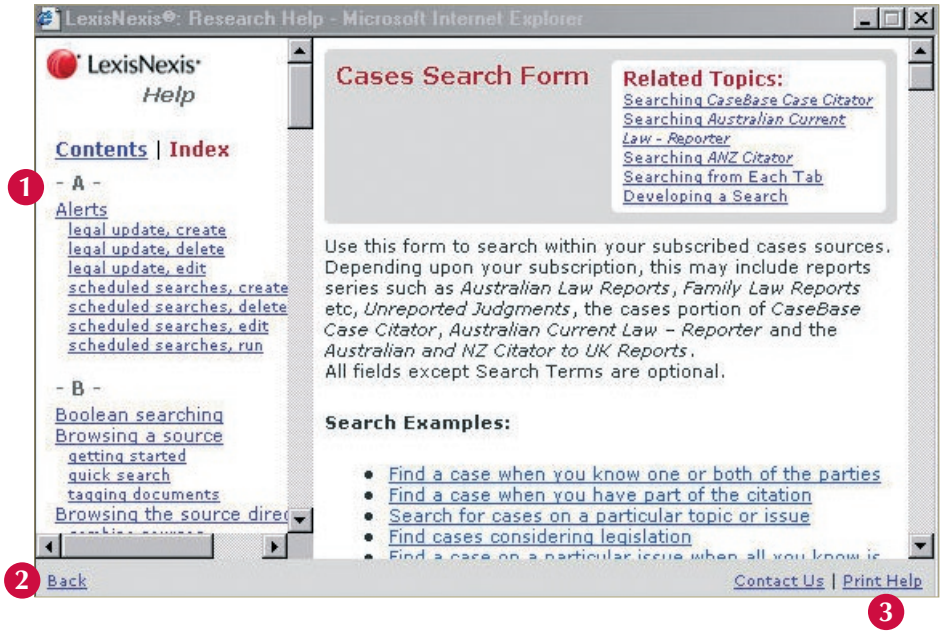
Help

Two sources of help are available to assist you in using this product.

General Help

You can access general help for each page by clicking **Help** on the LexisNexis AU system's top navigation bar. Once inside Help:

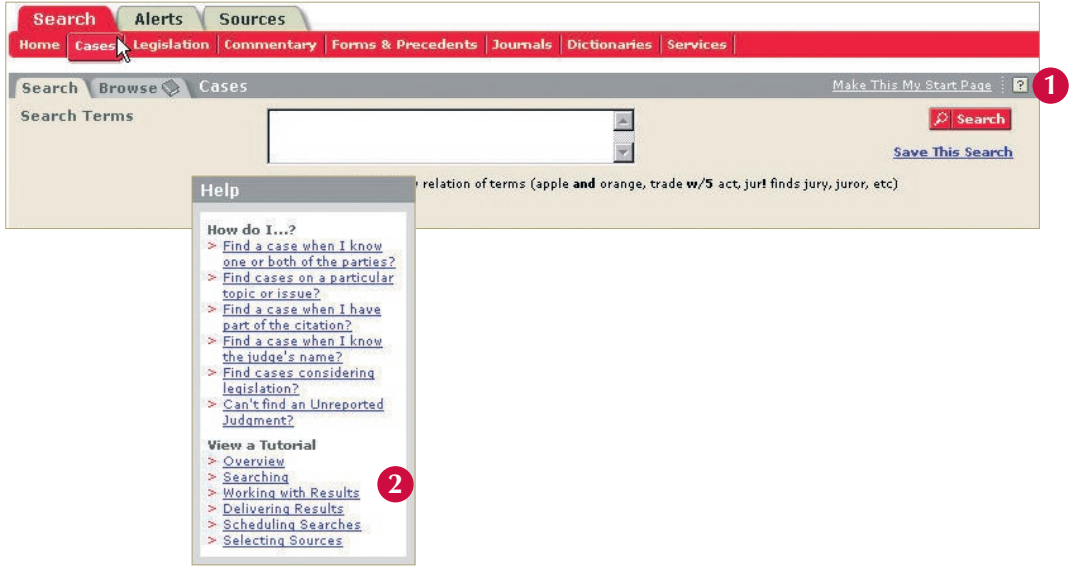
1. Navigate using the table of contents and index, located on the left-hand side, to find other areas of interest.
2. Click the **Back** link in the bottom frame to return to a previous section.
3. Click the **Print Help** link to print the Help contents you are currently viewing.



Form Tips

Detailed help is available for every form (such as Cases Search, Preferences, and so forth).

1. Access form help by **clicking** the **question mark icon** ? in the upper right corner of any form.
2. **Click** on any of the links in the **Help** panel to the right side of the search form.



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