

Working with Results

The Results Page

The results page shows you documents, e.g. cases or forms that answer your search query. Each row, in the results table, will represent a different document. To view one of the resulting documents, simply click on any text which is blue and underlined.

Reducing the number of results displayed

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

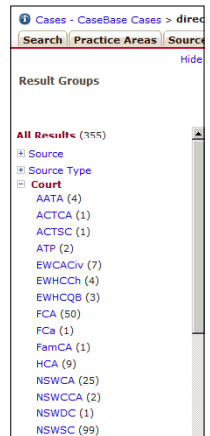
Result Groups, **Narrow Search**, or **Edit Search**.

A. Results Groups

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

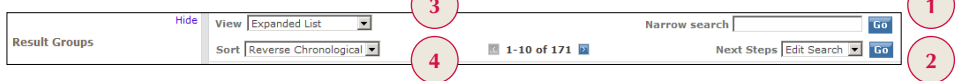
For example, when searching case law, you can choose to group your results by Court, and then choose to only display those results from the High Court of Australia.

1. Choose **Court** from the **Results Groups**.
2. Click on one of the court abbreviations to only show results from that group.



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

B. Narrow Search



You can further refine your search results by using the **Narrow Search** 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 of documents. To use this feature, simply enter a new search term into the **Narrow Search** box and click **Go** (1).

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C. Edit Search

A final alternative is to return to the search form and modify your search terms. Adding more search terms will result in a more specific set of results. Doing this is referred to as editing your search.

To edit a search, click on the **Go** next to **Edit Search** in the **Next Steps** field (2).

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 sort order of results using the **Sort** dropdown (4). Note that 'Relevance' is based purely on the number of times your search terms occur in 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 modify your existing search terms, click on the 'Go' next to Edit Search (2).

Document Delivery

Printing, emailing, downloading

You can **Print** (6), **Email** (7) or **Download** (8) your search results at any time 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 to the left of them.

Creating alerts

You can get the system to notify you of any future search results by clicking on **Create Alert** (5). This will get the system to re-run your search on a regular basis, and email you of any new results.

