



LexisNexis user notes



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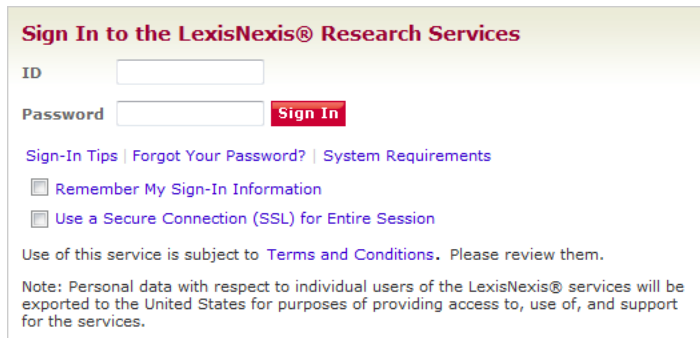
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## Where do I begin?

### Signing in to LNAU

To log in to LNAU, open your browser and navigate to [www.lexisnexis.com/au/legal](http://www.lexisnexis.com/au/legal)



**Sign In to the LexisNexis® Research Services**

ID

Password  **Sign In**

[Sign-In Tips](#) | [Forgot Your Password?](#) | [System Requirements](#)

Remember My Sign-In Information

Use a Secure Connection (SSL) for Entire Session

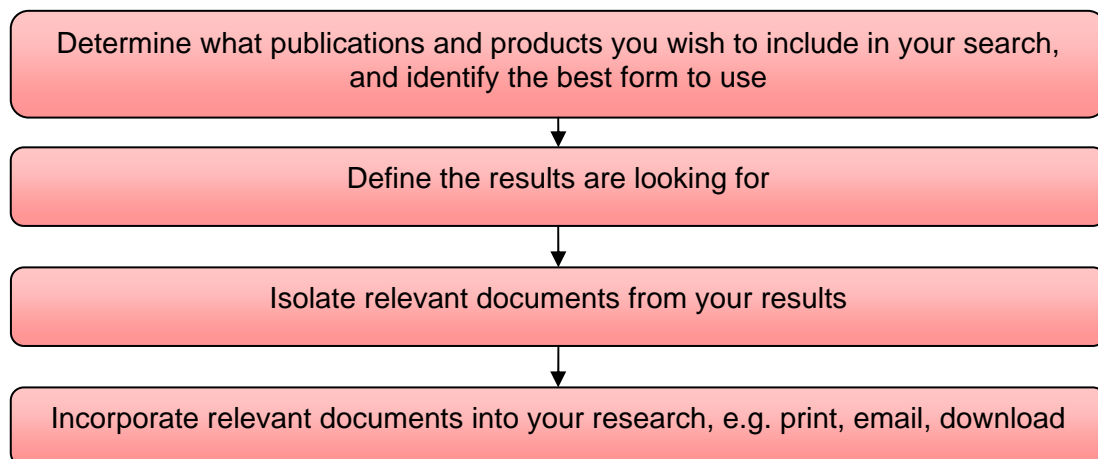
Use of this service is subject to [Terms and Conditions](#). Please review them.

Note: Personal data with respect to individual users of the LexisNexis® services will be exported to the United States for purposes of providing access to, use of, and support for the services.

Enter your sign in details, as shown in the screen above, and click 'Sign In'. You may wish to tick 'Remember My Sign-In Information', so you do not have to re-enter your details next time.

### An overview of the research process using LNAU

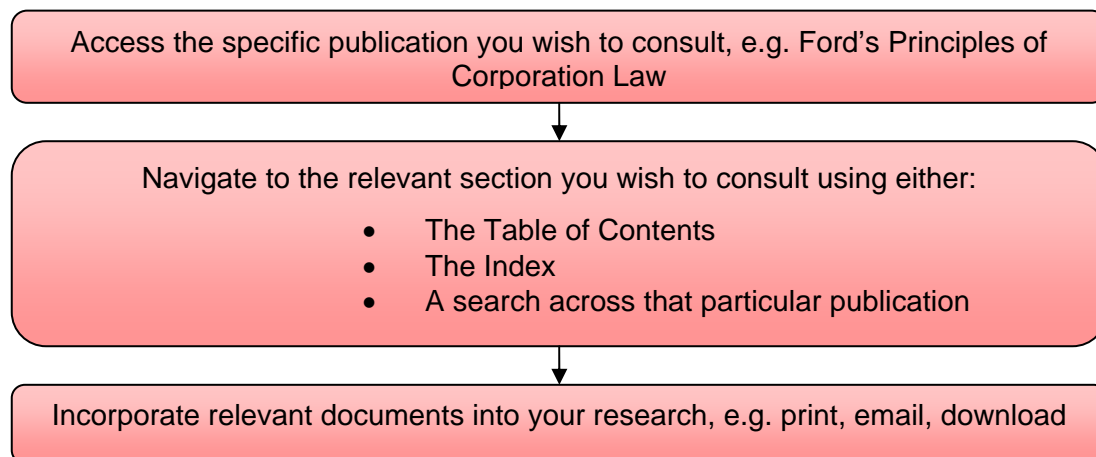
The most common method for conducting research on LNAU is to follow the path below:



### A search-based research path in LNAU

An alternate means of finding relevant information on LNAU is to consult a particular product or publication you know to be useful and relevant to your research.

In this instance, the following diagram shows the path you will probably take:



## How do I identify the best search form to use in my research?

### The Task Bar



You begin by choosing a form from the Task Bar, as indicated by the numbers in the screenshot above.

The most appropriate search form to use depends on the complexity of your research requirements:

- *“I have a straightforward search that should be quick and easy”.* In this instance you will use the Task Bar found on the Home page (1), specifically the Quick Find feature.
- *“I really have no idea where to begin – I can’t seem to find useful information anywhere”.* LNAU can conduct a search across your entire set of subscribed publications and products. To do this you need the **General** search form (2). You also need to be aware that, when you search across all subscribed sources, you will obtain a large number of results.
- *“My research task is more complex, and is not covered on the Quick Find page”.* In this instance, when you are after more flexibility and control of your search results, you will need to use one of the guided search forms. Each type of content on LNAU has a specific guided search.

For example:

- The **Cases** search form (3) addresses the requirements of researching case law.
- The **Legislation** search form (4) is dedicated to helping you find a particular piece of legislation quickly and easily.
- The **Commentary** search form (5) is useful for searching in expert commentary on various points of law, to help you find other material for your research.
- The **Forms and Precedents** search form (6) is designed specifically to help you to easily find the relevant form or precedent you need.

Each of these search forms will be fully explained after the next section on the Quick Find feature.

We also strongly recommend that you spend time ‘playing’ with each search form. This enables you to feel more confident in your search skills and maximises the benefit of having so much available to you!

## How do I use the Quick Find feature on the Home page?

Quick Find [Hide](#) [Help](#)

Case by name or citation    
 CaseBase  
 All case sources

Commentary by keyword(s)    
 All commentary  
 Headings only

Legislation by title    
and/or provision   
 ▼

Journal article by title

Form or precedent by title

Source by title

[Which sources am I searching?](#)

The **Quick Find** screen, above, enables you to perform the quick and easy searches, across all of your subscriptions, from the Home Page.

The following is a list of the research tasks available to you using the Quick Find feature:

- Find a case using just the case citation or part of the case name. To do this, use the **'Case by name or citation'** field.
  - Example: To find a case where I know the parties' names, enter *hill and van erp*, then click Find.
  - Example: To find a case where the citation is (2005) 222 ALR 202, enter *2005 222 ALR 20*, then click Find.
  - Here, you also have the choice to search in either all of your subscribed case law products or in CaseBase alone.
- Find expert commentary on a particular point of law by entering your keywords pertaining to the point of law of interest. To do this, use the **'Commentary by keyword(s)'** field.
  - Example: To find material on negligence relating to surveyors, enter *surveyor and negligence*
  - You also have the choice to determine whether you need your keywords to be found in the headings of a publication or anywhere in the text.
- Navigate to a particular piece of legislation using only the legislation title or part of the legislation title. To do this, use the **'Legislation by title'** field.
  - Example: To navigate to the Designs Act 2003, enter *designs act*

- Example: To find legislation from a particular jurisdiction: *evidence act and cth*
- To narrow the above searches, you select what you need from the drop down list - whether it be Acts, Subordinate legislation, Amendments or Miscellaneous Items.
- Legislation Judicially Considered: Enter the legislation title, or part title, in the 'Legislation by title' field, e.g. Corporations and section. Enter the regulation or rule number in the 'provision' field, e.g. 588G. Select 'Legislation Judiciary Considered' from the Sources drop down list, then click Find.
- Retrieve a journal article using the article name. To do this, use the '**Journal article by title**' field.
  - Example: To find articles on force majeure, enter *force majeure*
- Generate a list of forms and precedents on the basis of words and phrases appearing in the particular form or precedent name. To do this, use the '**Form or precedent by title**' field.
  - Example: To find the form titled Notice of Motion, enter *notice of motion*
- Navigate to a particular publication, or product, on the basis of its name. To do this, use the '**Source by title**' field.
  - Example: To find To find the commentary Cross on Evidence, enter *Cross*

### How do I use the search forms to begin my research?

There are more options available to the researcher than those found in the Quick Find feature. When you need to perform a more complex search task, you need to use one of the guided search forms.

In the following pages we will provide some examples of how you can define the results that suit your need.

Each search form is accessible by clicking on a section of the Task Bar, below the red line.

### How do I search for relevant case law using the Cases search form?



Click on the **Cases** tab to bring up the form allowing you to search across all of your case sources.

Cases

Cases  
 » Search  
 » Browse

CaseBase

CaseBase Hong Kong

Australian Current Law - Reporter

Australian and New Zealand Citator to UK Reports

Cases Indexes/Tables **4**

International Cases

International Cases (Civil Law)

International Indexes and Tables

Useful links

Latest Cases

Latest Cases Notifier

Find case reference in Commentary

Search Unreported Judgments Latest cases on www.lexisnexis.com.au

How do I...?

Scope/Coverage

Abbreviation/Subject list

Find a case when I know one or both of the parties?

Find cases on a particular topic or issue?

Find a case when I have part of the citation?

Find cases considering legislation?

[View tutorials](#)

Search Terms  **2** Search

Enter phrase, eg *duty of care*, or use connectors to show relationship of terms. Eg surveyor **and** negligent, contract **or** agree! (truncated search), internet w/p copyright (within paragraph) [Search tips](#)

Case name  **3**

To find Smith v Jones, enter: Smith **and** Jones

References to legislation  **4**

Sources **1**

+\*Unreported Judgments - All Jurisdictions

More sources

**View combined sources**

Catchwords/Summary

Citation  **5** at Page  Citation help

Judgment Date

All available dates

Jurisdiction

All Australian Jurisdictions

Commonwealth

Australian Capital Territory

New South Wales

Northern Territory

[Reset List](#)

Court  **Reset List**

Select a jurisdiction from the list above.

Judge

Representation

References to Cases

[Show options to search specific document sections](#)

Search

To perform your search:

- Select your Source(s) by clicking the drop-down arrow in the Sources field **(1)**.
- Define results by specifying the criteria. For example:
  - The Search Terms **(2)** field allows you to specify keywords that must be found anywhere within the case document.
  - The Case Name **(3)** field allows you to specify all, or part, of the case name you are looking for, e.g. enter *hill and van erp*
  - The References to Legislation **(4)** field allows you to specify that the cases in your results must refer to a particular piece of legislation, e.g. enter *Corporations Act w/p 588g*
  - The Citation **(5)** field allows you to restrict your results to contain only those that match the citation you provide, e.g., to find (2002) 222 ALR 202, type: *2002 222 alr 202*

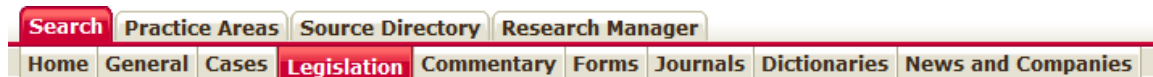
- Click on the **Search** button for your results.

### How do I find the PDF (scanned) version of a reported case?

You can access the reported versions cases by opening the case, after having searched for it, and clicking on the PDF icon circled below.



### How do I search for relevant legislation on the Legislation search form?

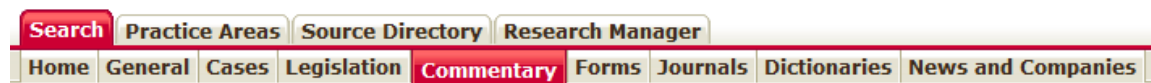


Use this form to search all of your subscribed legislation sources.

To perform your search:

- To select the Source(s) that you want to search across, click on the drop-down arrow in the Sources field (1).
- Write the specific keywords, that have to be included anywhere in the legislation, in the Search Terms (2) field.
- To restrict your search to contain only sections of legislation with your keywords in the title, e.g., enter *Corporations Act* in the Legislation Title (3) field.
- The Sec/Reg/Rule (4) field is where you specify the number of the section you are after.
- The Defined Terms (5) field is where you find words defined by legislation.
- Click on the **Search** button for your results.

## How do I search for commentary using the Commentary search form?



Click on the **Commentary** tab for the Commentary search form, shown below.

A screenshot of the LexisNexis 'Commentary' search form. The form is titled 'Commentary' and has a 'Help' link. On the left is a navigation menu with links like 'Commentary', '> Search', '> Browse', 'Bulletins', etc. The main search area contains several fields: 'Search Terms' with a 'Search' button (callout 2), 'Sources' with a drop-down arrow (callout 1), 'Search within' with a drop-down arrow, and 'References to legislation' (callout 3), 'References to Cases', 'Commentary Headings' (callout 4), 'Part/ order', 'Sec/Reg/Rule', 'Form number', and 'Form title'. A 'Search' button is at the bottom right. Below the form are links for 'Back to top', 'Save this search', and 'Clear form'. The LexisNexis logo and navigation menu are at the top.

To perform your search:

- To choose your Source(s), click on the drop-down arrow in the Sources field (1).
- Specify what keywords must be found anywhere within the commentary in the Search Terms (2) field.
- Specify what legislation must be discussed in the commentary in the References to Legislation (3) field. This is best done by entering the title of the legislation, and the section number separated by the *w/s* connector, e.g. enter *Corporations Act w/s 588g*
- The Commentary Headings (4) is where you specify words and/or phrases that must appear in the headings and sub-subheadings of the commentary in your subscription set. Using the Commentary Headings field gives you entire sections of relevant text specific to the issue you are researching.

## What function do the other tabs provide?

**Journals** – use this form to search within your journals sources. These may include sources such as the Australian Journal of Contract Law, Insurance Law Journal and the Australian Bar Review, depending upon your subscription.

**Forms and Precedents** – use this form to search within your subscribed forms and precedents sources. These may include the Encyclopaedia of Forms and Precedents, Australian Tenancy Practice and Precedents and Federal Civil Litigation Precedents, depending on your subscription. You may also use this form to search forms and precedents that appear in other sources, such as practice and procedure works and services.

**Dictionaries** – use this form to search within your subscribed dictionaries sources. These may include the Butterworth's Encyclopaedic Australian Legal Dictionary and Australian Legal Words & Phrases, depending upon your subscription.

**News & Business** – use this form to search the ABIX service, our popular news and print abstracting service.

## How do I use the General Search?



General Search is the broadest search available on LexisNexis AU. For this reason, it is best to use this search form when you are looking for something highly specific, or are searching in an unfamiliar area of law.

To create your search:

- Enter your query in the Search Terms field (1)
- Then, in the Sources\* field, choose which publications you wish to search by clicking on the arrow in the drop-down box (2)
- Click the **Search** button to perform your search

\* It is important to note that the Sources drop-down box will revert to the source that was last used.

## How do I define the results I wish to obtain?

Each search form on LexisNexis AU has a 'Search Terms' box that allows you to enter words which define your results.

To begin your search, you need to specify the words you want in your results, e.g., you might start with *contributory negligence accident* when searching for cases that mention those terms.

When entering these words into your search, you must use connectors, such as *or* and *and*, in the appropriate space between the words. Without these, LexisNexis AU will assume that you want to find each word in consecutive order, with no gaps between the words.

Inserting a connector brings our example to *contributory negligence and accident*, and this will retrieve relevant cases.

You may also wish to use other types of connectors. Using *w/p*, for example, will specify that the words must occur within the same paragraph in order to be included in the results. This brings our example to the following: *contributory negligence w/p accident*, which results in cases that mention *contributory negligence* within the same paragraph as the word *accident*.

A list of connectors is found below. These may be used not only in the 'Search Terms' fields, but anywhere in LexisNexis AU where you are required to enter text to define your results.

Connector	Example	Function	Additional Usage Notes
<i>And</i>	<i>marriage and short and duration</i>	The <i>and</i> connector finds your search terms within the same document.	As a general rule, use <i>and</i> when it doesn't matter how far apart your search words appear in a document.
<i>or</i>	<i>lawyer or counsel or attorney australia or au</i>	Use the <i>or</i> connector to find documents that contain either or both of the words or phrases linked by <i>or</i> .	Use the <i>or</i> connector to link search words that are synonyms, alternative spellings, or abbreviations.
<i>and not</i>	<i>trust and not charitable</i>	Use the <i>and not</i> connector to find documents in which a search word or phrase is not mentioned.	If you build your search using multiple connectors, and include <i>and not</i> in your search, it should be the last connector you use. Otherwise everything after the <i>and not</i> will be excluded.

<i>w/n</i>	<i>fraud w/3 tax</i>	Specifies that words must occur within <i>n</i> words of each other. Either word may occur first.	Use the <i>w/n</i> connector to find documents with search words that appear within “ <i>n</i> ” words of each other. The value of “ <i>n</i> ” can be any number up to 255. Use <i>w/n</i> to join words and phrases that express parts of a single idea or to join closely-associated ideas. You can use multiple <i>w/n</i> connectors to join several words in a proximity search.
<i>pre/n</i>	<i>pay pre/3 television</i>	Specifies that words must occur within <i>n</i> words of each other, in the order you specified.	<i>Pre/n</i> is primarily useful in situations where a different word order significantly alters meaning. For example, “ <i>summary judgment</i> ” is significantly different from “ <i>judgment summary</i> ”.
<i>w/p</i>	<i>takeover w/p hostile</i>	Use the <i>w/p</i> connector to find documents with search words that appear within the same paragraph.	<i>W/p</i> connectors cannot be used in combination with <i>w/n</i> connectors.
Truncation	<i>fraud!</i>	Use an exclamation mark (!) To find a root word plus all the words made by adding letters to the end of it.	LNAU will automatically retrieve the plurals and possessives of nouns that follow a standard pattern, and different tenses of verbs that follow standard patterns (e.g. Walk, walking, walked, but not run, running, ran). Using truncation can be difficult for finding these other suffixes.
Wildcard	<i>maximi*e</i> <i>p**rce</i>	Use an asterisk (*) to replace characters anywhere in a word, except the first character. Use one asterisk for each character you want to replace.	Use the asterisk to hold a space for variations in spelling at any point in a word. If you use asterisks at the end of a word, they do not all have to be filled, but may find up to the specified number of characters.

“...”	<i>“breaking and entering”</i>	Forces LNAU to treat your search as a phrase, and ignore the connector.	If you want to find a phrase that includes one of the connectors you can force the system to treat the connector as part of the phrase by wrapping the entire phrase in inverted commas.
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Bear in mind:

- Lowercase letters will also find uppercase letters, and vice versa, unless you instruct the system to do otherwise.
- LexisNexis AU automatically finds singular, most plural, and possessive endings for search terms, e.g. searching for *city* will also find cities, city’s and cities’.
- LexisNexis AU will not automatically find the plural form of words that end in “is” and “us”, or other irregular plural forms, e.g. bonus will not find bonuses, child will not find children. Use the *or* connector - child *or* children - or use truncation - *child!*
- In some instances you might need to use a connector in your search term, such as in Occupational Health and Safety. In order to tell the system to treat the word ‘and’ as a search term and not a connector, you will need to put the entire phrase in inverted commas: “*Occupational Health and Safety*”

A few more technical details:

- Connectors operate in the following order: *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* and *w/s* connectors with a proximity connector, e.g. *w/n*.
- To avoid confusion, it is best to use parentheses when using more than one kind of connector.

## How do I search a specific part of a document?

### Searching in specific document sections

You can set your search query to find term/s in a specific part of a document. The '+Show options to search specific document sections' option, circled below, enables you to choose only specific sections to appear in your search results.

Search within

Show options to search specific document sections

- The screen below appears when you click on the 'Show options to search specific document sections' field.

Search within

Hide options to search specific document sections

Select a section and enter terms.

Select Connector  And  Or

Search within:

Using terms:

- Click on the drop-down arrow in the **Search within** field and then choose the section relevant to your search. Only sections from your chosen source are shown. If you have selected a combined source, all the sections available in any of the individual sources will be shown.
- Enter search terms that are appropriate to the chosen section in the **Using terms** field.
- Click **Add to Search** to add your document section search criteria to the **Search Terms** field. LexisNexis AU will add an *and* or *or* in front of your terms to ensure your search returns results.

## How do I cope with a complicated search query?

### Using Parentheses to Change Connector Priority

Use parentheses to change the connector priority. It is a good idea to use parentheses when mixing connectors to ensure the correct connector priority

Example:

*terminat! w/3 (employ! or contact!)* - will find either documents mentioning employment or contact within 3 words of termination, whereas:

*(terminat! w/3 employ!) or contact!* - will find either documents mentioning termination within three words of employment, or documents mentioning contract.

### Capitalisation

To specify that all search words have capital letters use the command *allcaps*, no capital letters use *nocaps* or one or more capital letters use *caps*. Type the command followed by your search words enclosed in parentheses.

Example:

To search for documents that mention Australian Capital Territory (ACT) enter: *allcaps (act)*

### Pluralisation

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

Example:

To find documents that mention 'service of a summons', enter: *serv! /3 plural (summons)*

Example:

To limit your search to the singular form and to search for an additional item such as 'job discrimination', enter: *singular (job) /5 discriminat!*

### Frequency of Mention

To locate documents that contain in-depth discussion on a topic 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 in-depth discussion of GST, enter *atleast10 (gst)*. This search requires that 'GST' appears in every document in at least 10 times.

### Proper Names

Use the following search pattern to obtain a comprehensive result to obviate the many ways in which a proper name can be expressed: (first name or first initial w/3 last name)

Example:

To search documents referring to Mary Jones use: *(Mary or M w/3 Jones)*

## Date Restrictions

Sometimes you need to limit your searches to a particular time frame. The best way to specify a date restriction is to use the Specify Date options on a search form. However, you can also enter dates in the Search Terms field if the documents in the source you are using contain a date section.

Example:

You may want to restrict your search to find cases decided on, before or after a particular date. Because date sections involve numbers, they are "arithmetically searchable." The most effective date format is: dd/mm/yyyy and date sections use the arithmetic operators shown below:

= is equal to or is > aft greater than or after < bef less than or before

The following are examples of date restrictions.

date = 2004 or date is 2004 date > 31 December 2004 or date aft 31 december 2004 date < 1/1/1997 or date bef 01/01/2004

## After searching, how can I isolate relevant documents?

After running a search, LNAU provides many options for honing in on the precise documents you are after. This section covers four options:

1. Narrow Search
2. Grouping your results into categories
3. Changing the amount of detail about your results that is displayed
4. Changing the order in which your results are displayed

## How do I search within my results?



You can search within your results by:

1. Adding terms and/or connectors to the Narrow Search box , circled above
2. Click on 'Go'.

This will reduce your current result set to include only those that contain the additional search criteria.

## Group results into categories

Categorising your results lets you focus on those results you know to be relevant. You can to categorise your results into Result Groups.

You can refine your results according to a few criteria:

- Source
- Source Type
- Court - for case law results
- Table of Contents - for publications
- Legislation Title - for legislation results

To categorise your results into Result Groups:

1. Choose the criteria, by which you wish to group your results, in the Result Group pane (1).
2. Choose a viewing category by clicking on it. Only results belonging to that category will be displayed (2).



### Change the amount of detail displayed

Your results can be displayed in a variety of formats, which vary in the amount of detail they display.

- **List View.** Displays basic information, about the documents your search retrieved, in a numbered list.
- **List with Catchwords.** Displays list view and the catchwords which have been added to each case, when viewing cases only in your results.
- **Expanded List View.** Displays list view and the context in which your search terms were found within the document. It will display 10 words on either side of each occurrence of your search terms.
- **Document View.** Shows the entire document, one document at a time.

To change your results' view format, use the drop-down arrow in the View field shown (3) in the screen shot above.

### Change the order in which results are displayed

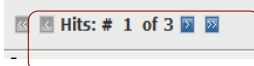
To change the order of the displayed documents, select a sort format from the Sort drop-down menu on the Results page, as shown (4) above. Sort options vary according to the type of documents in your results, but may include Reverse Chronological, Jurisdiction/Court, Relevance and Source Order.

## How do I navigate around a document I've found?

In Document View, the number of search terms, 'Hits', in the document is displayed on the bottom of each document. Click the Hits navigation buttons to move quickly from search term to search term in the document.

### Relevance and proof

[4] Evidence is information which, according to certain governing general principles of deciding issues of fact that arise for its decision. The issues in civil cases are determined by the principles of substantive law that apply to the dispute, and principles. In a criminal trial of an indictable offence, the indictment identifies the offence, that is to say, the specific offence alleged to have been committed.



## How can I quickly find a specific publication or product?

There may be times when you need to access part of a specific publication or product.


You can do this by:

- Using **My Sources** on the Home Page. You can use this for the majority of your product-specific research.
- Using **Quick Find**. This is the most convenient method for accessing a specific publication if you haven't added it to your My Sources list.
- Using the **Source Directory**. The Source Directory is useful when you wish to create a customised grouping of sources to search across on a regular basis. It may also be useful if you subscribe to an extremely large number of publications, as it provides more powerful options for locating sources than Quick Find.

### Using My Sources to access a particular publication

My Sources provides single-click access to your most frequently accessed publications or products.

You are presented with two options, beside each publication - Search or Browse.

- Click **Search** if you wish to search across that publication, e.g. to find a complete listing of every mention of a particular term, or concept, within that given publication.
- Click **Browse** if you wish to navigate through the publication as you would through a hard copy, using either the table of contents or index, where provided.
- You may also click on the  icon next to a publication to find out more about that publication, such as when the most recent service was published.

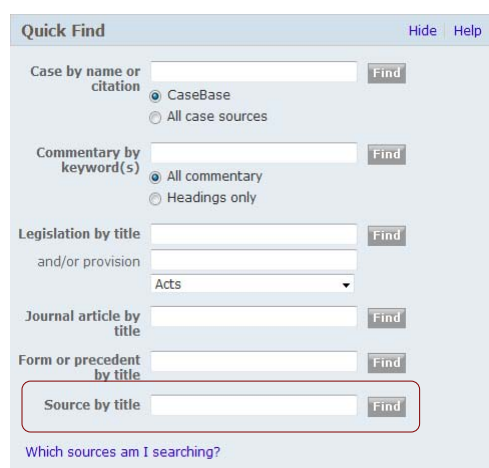


## Customising My Sources

To customise the publications appearing in the My Sources section:

1. Click on the 'Add/remove/sort sources' link beneath 'My Sources'.
2. Choose which category of publication you wish to add.
3. Select sources to add. You can select multiple sources by holding down the 'Ctrl' button on your keyboard whilst making your selections.
4. Click on the 'Add' button to add them to your My Sources list.
5. You can also change the order in which your My Sources are displayed by clicking on 'Sort Alphabetically'.
6. Click 'Done'.

## Using Quick Find to access a particular publication



You can quickly access a publication or product by entering its name into the 'Source by title' field under the Quick Find feature on the Home page.

Once you have entered part of the name of the publication you are after and clicked on Find, you will be presented with a list of publications that match the search criteria.

Click on the publication of interest, and then click on 'OK – Continue' to search in that publication. You will be taken to the most appropriate search form for searching across that particular publication.

## Using the Source Directory

The Source Directory organises and displays all sources you subscribe to. Use the Source Directory to find the source you wish to access, either through viewing lists of sources or by searching for a specific source.

To access the Source Directory, click on the Source Directory tab from any page. The Source Directory provides two main ways to locate the publication you are after:

- Browse Sources and
- Find Sources.



**Browse Sources** allows you to navigate through categorised folders of publications. It is useful if you want to look at all your sources that deal with a given area of law.

Use **Find Sources** to search for a particular publication when you know its name.

To create a customised grouping of publications using the Source Directory:

1. Use either Browse Sources or Find Sources to find a publication you wish to include in your customised grouping.
2. Click on the name of the publication to add it to your Selected Sources.
3. Repeat steps 1 and 2 until you have added all the sources you wish to include. You can remove sources at any time by click on 'Remove' next to the name of the publication in the 'Selected Sources' tray.
4. You can give your customised grouping a name under 'Name Selected Sources'
5. Ensure 'Save as a favourite' is ticked.
6. Click on 'OK – Continue'.

## How can I read a single publication as though it were the hard copy?

You can navigate a single publication by using the Table of Contents, or Index where provided, by doing one of the following:

- Access the publication by clicking on 'Browse' next to the publication name in My Sources on the Home page.
- Access the publication by entering part of the publication name in the 'Source by title' field under the Quick Find feature on the Home page and then clicking on 'Browse' next to the relevant publication in your search results.
- Access the publication using either Browse Sources or Find Sources under the Source Directory, and then click on 'Browse' next to the publication name.

### Using the Table of Contents of a publication

The Table of Contents enables you to:

- Click on the + symbol (1) next to the heading and the sub-headings appear below.
- Click on any **Heading** (2) within this publication to view that section.

### Using the Index of a publication

You can access the index of a publication from the Table of Contents view above. To browse the **Index** for a selected source, click on the drop-down arrow next to **View** (3), and select 'Index'.

View Table of Contents (3)

NOTE: To search multiple sources, select a source checkbox, enter terms in "Quick Find", select "Tagged items only" (if desired), and click Find. For enhanced searching, click the Search tab.

Quick Find [ ] Find

Search on selected items only

All

- Halebury's Laws of Australia (1)
  - 5 - Aborigine and Torres Strait Islanders
  - 10 - Administrative Law
  - About this Title
  - I INTRODUCTION
  - II ACCESS TO INFO (2)
  - III TRIBUNALS
  - IV JUDICIAL REVIEW

## Is there a way I can search across just a part of a particular publication?

You can do this by:

1. Navigating to the Table of Contents view for the publication you are interested in.
2. Navigate to the section you are interested in by using the + symbols.
3. Tick the boxes next to those sections you wish to search in.
4. Enter your search query in the 'Quick Find' box.
5. Click 'Find'.


To use the relevant search form for your search, rather than the Quick Find box, you need to switch to Search view. To do this, click on the blue 'Search' link located in the top left corner, above the Browse link.


## How can I incorporate my findings into my research?

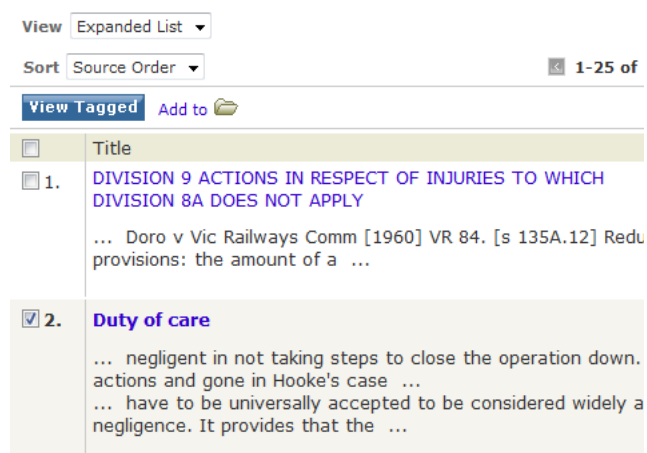
### Using the Document Delivery Folder

LNAU provides you with a Document Delivery Folder, which allows you to store documents for up to 24 hours. So, you can select various documents, over a number of searches, before having to print, email or download them.

To add documents to the Document Delivery Folder:

1. Click on the box next to those results you wish to add – a process known as 'tagging'.
2. Click on the [Add to](#)  icon to add those documents to the Document Delivery Folder.
3. Repeat steps 1 and 2 until you have completed your research session.

You can then access the documents in the Document Delivery Folder by clicking on the [View](#)  icon at the top of the screen.



The screenshot shows a search results interface. At the top, there are controls for 'View' (Expanded List) and 'Sort' (Source Order). A '1-25 of' indicator is visible. Below these are buttons for 'View Tagged' and 'Add to' with a folder icon. The results are listed in a table with a 'Title' column. Two results are shown: 1. 'DIVISION 9 ACTIONS IN RESPECT OF INJURIES TO WHICH DIVISION 8A DOES NOT APPLY' with a checkbox and a snippet starting with '... Doro v Vic Railways Comm [1960] VR 84. [s 135A.12] Redu provisions: the amount of a ...'. 2. 'Duty of care' with a checked checkbox and a snippet starting with '... negligent in not taking steps to close the operation down. actions and gone in Hooke's case ... have to be universally accepted to be considered widely a negligence. It provides that the ...'.

### Printing, emailing or downloading documents



Print, email and download icons.

When you see the icons above, you can print, email or download documents from the current view. Whenever you choose one of these options, a pop-up box will appear asking you what options you wish to choose. Options from your last action will be remembered if you use a user name and password to log into the system.

## Print Options.

**Print Documents** [Help](#)

Source:

Terms:

Printer: HTML format for attached printer

Document View:  
Full

Document Range:  
 All Documents (1 - 233)  
 Tagged Documents (4)  
 Select items  
 e.g., 1,3-5,9  
 All Documents in folder (4)  
 Remove documents after delivery

Page Options:  
 Cover Page  
Add a Brief Note:  
  
 End Page  
 Each doc on new page  
 Hide Annotations

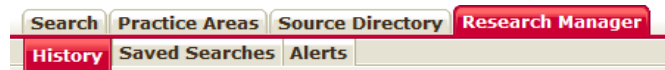
Font Options:  
Arial  
 Search Terms in Bold Type  
 Search Terms Underlined

Printing is subject to [terms and conditions](#). Please review them. The delivered items will show as activity for the Project ID that initiated the delivery.

'Tagged Documents' are those you have chosen to print, email or download. To tag a document, click on the box next to them, as seen in the screen.

## How do I find something I looked at yesterday?

LNAU conveniently keeps a log of every search you have run, and every document you have viewed. Accessing your search history is done via the **Research Manager**.



### Recent Searches

Each search you run is automatically archived for up to seven days. This allows you to re-run a recent search as originally constructed. You also have the opportunity to edit the search first.

To re-run a search, click on 'Run' next to that particular search in the Recent Searches section.

### Recent Documents

Each document you view is automatically archived for 48 hours. This allows you to retrieve any document you've viewed without having to remember what search you originally performed.

To access a recently-viewed document, click on the name of that document under Recent Searches.


## How do I get LNAU to keep me informed of recent developments in an area?

LNAU can keep you informed of recent developments by:

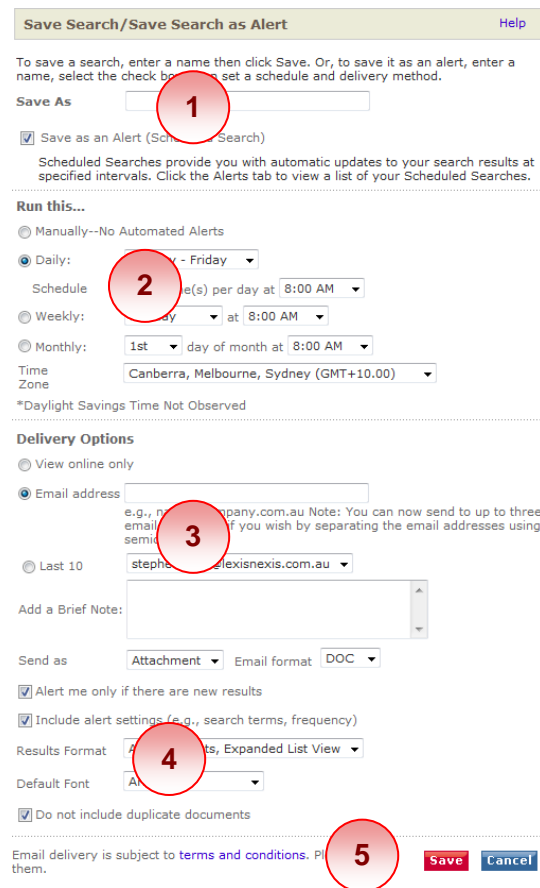
- **Scheduled Searches.** It is possible for LNAU to run searches on a regular basis and notify you of any new results that are found. This makes it possible, for example, to be emailed any new cases that match certain criteria.
- **Legal Updates.** Legal Updates are more generic, predefined scheduled searches that provide the latest results on the areas of law that matter to you. Legal Updates have a convenient Wizard process to guide you through setting up a Legal Update.

### Using Scheduled Searches - Alerts

To set up a scheduled alert:

- Run the search you wish LNAU to continue to run for you.
- Click on the **Create Alert**  icon at the top right of your screen.
- Insert your chosen title, for the scheduled search, in the Save As field (1)
- Select how frequently you want the search to run, e.g. daily, weekly, monthly (2)
- Enter an email address to specify where you want the results to be sent (3)
- Choose your notification and results format preferences (4)
- Click the Save (5) button.

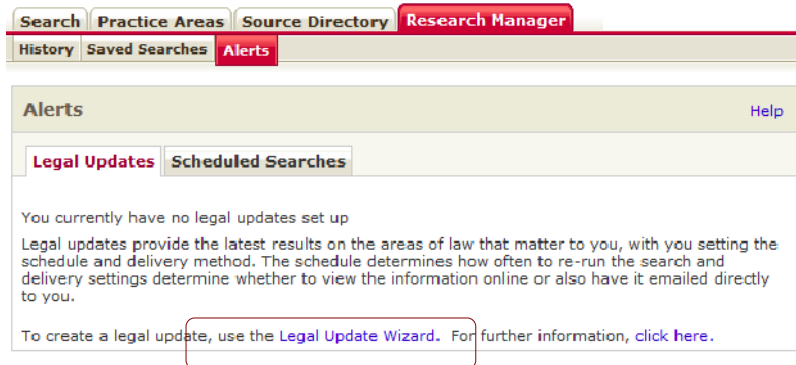
You can delete and modify alerts from the Research Manager. You can also view the results from previous alerts by clicking on the + symbol next to the alert name.



The screenshot shows the 'Save Search/Save Search as Alert' form. It includes a 'Save As' field (1), a 'Save as an Alert' checkbox, a 'Run this...' section with frequency options (Daily, Weekly, Monthly) and a 'Schedule' field (2), a 'Delivery Options' section with 'Email address' and 'Last 10' options (3), a 'Results Format' dropdown (4), and a 'Save' button (5). The form also includes a 'Time Zone' dropdown, a 'Daylight Savings Time Not Observed' note, and a 'Brief Note' field.

## Setting up a legal update

A very easy to follow Wizard helps you set up Legal Updates. You can start this wizard by clicking on the Legal Update Wizard link, shown in the screen shot below



## What options are available for customising LNAU?

### Changing the Start Page

You can specify which page/search form you want displayed when you log on to LexisNexis AU.

Example:

If your research consists primarily of case searches, you may want to have the Cases search form displayed as your 'Start Page'.

To choose your preferred start page, open it up and then click the 'Make This My Start Page' link in the upper right of the form.



### Other Preferences

You can set a variety of LexisNexis AU options by changing your Preferences. Some of the options you can set include:

- Default start page
- Default view format for your search results
- Default time zone for alerts
- The number of documents displayed at one time in your search results
- Your password can also be changed from Preferences, under 'Security Settings'

To change your preferences, click on the 'Preferences' link at the top right hand corner of your page.

**Note:** You need a user profile to be able to register your Preferences. If you do not require a user name and password to sign in to LexisNexis AU, you will not be able to change the default Preferences settings.

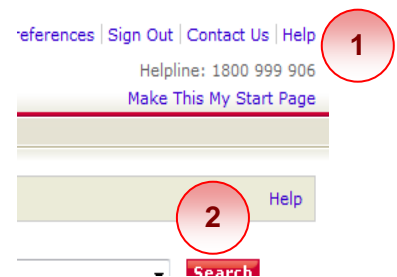
## Where can I get more help?

### Help Online

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

#### General Help

A help link is available at all times at the top right hand corner of the screen (1). This will take you to our help system, where you can access detailed help on a variety of topics.



#### Context Specific Help

Other 'Help' links are found across the platform (2). They provide help that is specific to the page on which they are located.

#### Training

Personalised training is available upon request. To book a session, click on the 'Contact Us' link on the top right hand side of the LNAU platform, and follow the links to the Training Request form.

#### Helpline

**Our Electronic Helpline is available to assist you from Monday to Friday, 8am-8pm (EST), on 1800 999 906.**