LexisNexis® AU Home Page

The **Home Page** is divided into two sections – **Quick Find** and **My Sources.**

Quick Find

For quick and easy searching you can use the **Quick Find** section. This gives you home-page access to a variety of common research tasks – searching for cases, commentary, legislation, journal article, form or precedent.

1. Select which field you wish to search
2. Enter your search terms in the box to the right of the field
3. Click on **Find** for your results

Alternatively**, to search** or **browse a specific publication** use the **Source by title** field – type in the publication name, click on **Find** and you will open up a search form specific to that publication.

My Sources

This is a list of titles in your subscription. You can choose to either browse or search individual titles included in **My Sources** by clicking on either **Search** or **Browse**.

Searching from the Tool Bar

Each content type on LexisNexis AU has a specifically tailored search form. For example, if you wish **to search for cases only**:

1. Click on the **Cases tab** to open a search form specific to cases
2. Fill in the appropriate search field – search terms, case name, catchwords etc
3. You can choose specific publications by clicking on the drop down in the **Sources** field and selecting the titles you want to use
4. Click on **Search** for your results

The same applies to Legislation, Commentary, Forms, Journals and Dictionaries.

General Search

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

1. Enter your **Search Terms** (1)
2. Select **Sources*** (2) in which to search and/or select a **Source Type** option e.g. Citators and Digests
3. Click **Search** (3) for your results

* It is important to note that, once this form is closed, the Sources drop-down box will revert to what was last used.

Helpline 1800 999 906   **Email** helpline@lexisnexis.com.au   www.lexisnexis.com/au/legal

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Constructing Your Search

Developing a Search

To develop a search in LexisNexis AU, enter your search term or phrase into the appropriate field e.g. *duty of care* – LexisNexis AU will search for consecutive words as phrases. Use connectors to show relationship of terms, eg *surveyor* **and** *negligent*, *contract* **or** *agree!* (truncated search), *internet* **w/p** *copyright* (within paragraph). A list of connectors appears below.

Frequently used connectors

and	Finds both terms together in the same document. Example: *professional* **and** *misconduct* finds documents that contain both the words professional and misconduct.
w/p	Finds the two terms within the same paragraph. Example: *corporations act* **w/p** *588g* finds Corporations Act in the same paragraph as 588G. NOTE: The **w/p** connector cannot be combined with the **w/n** connector.
w/s	Finds the two terms within the same sentence. Example: *professional* **w/s** *misconduct* finds professional in the same sentence as misconduct.
w/n	Finds both terms within *n* words of each other. *n* can be any number between 1 and 255. Example: *professional* **w/5** *misconduct* finds professional within five words of misconduct (either word first).
or	Links synonyms, alternative forms of expression, acronyms and so on. Example: *contract* **or** *agreement* finds either contract or agreement.
and not	Excludes documents that contain specified words or phrases. Use this connector with caution because it might exclude relevant documents. Always try to use this connector at the end of your search. Example: *murder* **and not** *manslaughter* finds the word murder anywhere in the document, but does not retrieve any documents that contain the word manslaughter anywhere in the same document.

Truncation (!) and wildcard (*) searches

Truncation	The truncation symbol **!** replaces any number of characters at the end of the word. Example: *neglig*! finds negligent, negligently, negligence and negligible.
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 use multiple wildcards in a single word.

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Remember:

- Lowercase letters will also find uppercase letters, and vice versa - unless you instruct the system to do otherwise (see below).
- 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 the truncation *child!*
- In some cases, the connector is a part of the search term, 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 phrase in inverted commas: *"Occupational Health and Safety"*
- 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 connectors they operate left to right.

More advanced operators

pre/n	Specifies that the terms must be within n words of each other. Unlike w/n, the search terms must be in the order you specify. Use this connector when the word order is important.
plural( )	Specifies you only want the plural or singular version of a word.
singular( )	Example: *singular(job) w/3 discrimination* will find job within three words of discrimination. It will only find the singular *(job)* and not the plural *(jobs)*.

The following operators specify the case of your search terms:

caps( )	Caps( ) will only find words with a mixture of upper and lower case.
allcaps( )	Allcaps( ) will only find words entirely in upper case.
nocaps( )	Nocaps( ) will only find words in lower case. Example: *allcaps(act)* will only find the *ACT* and not the word *act*.
atleastn( )	Specifies that the word must appear at least n times. Example: *atleast5(duty of care)* will find documents that mention duty of care at least 5 times.

Finding a list of connectors on LexisNexis AU

For your convenience, the **Search Tips** link is located on every search screen under the **Search Terms** box.

This will provide a list of connectors and operators available to you.

Finding Cases

> Use the form below to search your subscribed case sources. This may include case sources such as the case proportion of *CaseBase, Australian Current Law – Reporter, Australian Law Reports, Family Law Reports,* and/or *Unreported Judgments,* depending upon your subscription.

To search for a case click on the **Cases tab**, below the red line, on the Toolbar **or** select the search option for the relevant title from your list in **My Sources** on the homepage e.g. *CaseBase Cases*.

Search	Explore by Topic	Practice Areas	Source Directory	Research Manager
Home	General	**Cases**	Legislation	Commentary	Forms	Journals	Dictionaries	News and Companies

Select the **field(s**) which you are going to use in your research. For example:

- **Search Terms** (1) will search across the full text of a case source. This option is useful if you want to find cases that contain certain key words

- **Case Name** (2) will search across case names only. This option is useful if you know the name of the case you require, e.g. *hill and van erp*

- **Legislation Judicially Considered** (3) will find cases that discuss a particular piece of legislation. Type your query in this field in the following format – *Corporations Act **w/p** 588g*

- **Citation** (4) will search across case citations only. This option is useful if you know the citation of the case you require, e.g. to find (2002) 222 ALR 202, type – *222 alr 202*

Search tips

- Remember to put connectors, e.g., **and, w/p** or **w/5**, between individual words when searching for terms that are not a phrase.

- You can enter information in as many, or as few, fields as you wish. The more search options you fill in, the more specific your search will be. Begin your search with broad terms and then use the **Narrow search** option to refine your search. It can be easier to narrow a search than to construct it with all your requirements from the outset – let LexisNexis apply the connectors for you.

- If you are unable to find what you're looking for, try the following:
  - Be as broad as possible by using fewer of the search options.
  - Use the Search Terms field instead of the more specific search options.
  - Use wildcards to account for misspellings of your search terms
    - e.g., *johns*on* to account for both Johnson and Johnston.

- It is possible to get LexisNexis AU to take a search and run it on a scheduled basis. Refer to the '**Research Manager**' sheet for more information.

- Refer to the '**Working with Results**' sheet for tips on how to focus on relevant results. In Case searches you can arrange your Result Groups by **Court** and sort your results by **Relevance** or **Court.**

Toggling between CaseBase™ and Full Text Cases

If you don't find the result you require in **CaseBase**, you can change to full text searches by simply clicking on the **Cases** link on the left hand side of the screen. The search options are quite similar. In **CaseBase** you have a words and phrases option and in **Cases** *(e.g. Unreported, Australian Law Reports etc)* you have the option to search the full text of the decision and the capacity to search by representation, i.e., barrister or firm.

How do I find the Reported version of a reported case?

You can access the reported version of cases by opening the case and then clicking on the **PDF** icon to access the authorised version, scanned from the book.

Click here for the PDF version

Finding Commentary

Use this form to search your subscribed commentary sources. This may include case sources such as *Halsbury's Laws of Australia* or *Carter on Contract*, depending upon your subscription.

To search for Commentary, click on the **Commentary tab** below the red line on the Toolbar **or** select the search option for the relevant title from your list in **My Sources** on the homepage.

Search	Explore by Topic	Practice Areas	Source Directory	Research Manager
Home	General	Cases	Legislation	**Commentary**	Forms	Journals	Dictionaries	News and Companies

You can **select the source(s)** that you want to search across by clicking on the dropdown arrow in Sources (1).

Select the **field(s)** that you are going to use in your research. For example:

- **Search Terms** (2) will search across the full text of your source(s). This will search for words wherever they appear in a commentary service. Most searches can be undertaken from this box, e.g. if you want to find references to a piece of legislation simply use the following format
  – *Corporations Act and 588g*

- **Legislation Title/Part/ Section** (3) is used only for annotated services such as *Ritchie's Uniform Civil Procedure NSW* – which provides legislation with commentary directly following each section
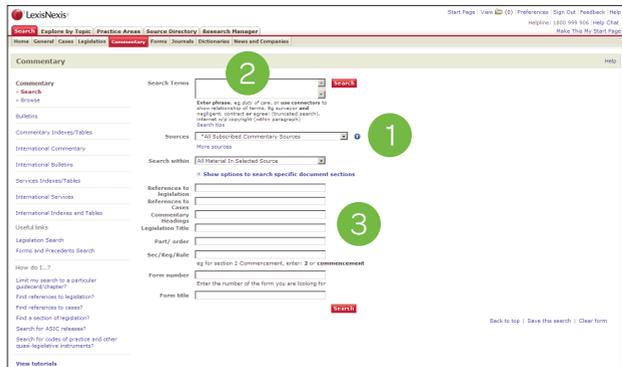
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Focussing on relevant results by using Result Groups

LexisNexis enables you to quickly locate the relevant results by using the **Results Groups** to focus on the results, while keeping the context.

Result Groups shows you which sources your results have come from and enable you to choose those most relevant to your needs.

Refer to the '**Working with Results**' sheet for tips on how to focus on relevant results. In commentary searches you can arrange your Result Groups by **Table of Contents** and sort your results by **Relevance.**

Result Groups

All Results (127)
□ **Source**
    ASTC Settlement Rules (1)
    Australian Banking & Finance Law Bulletin (newsletter) (1)
    Australian Civil Liability (newsletter) (1)
    Australian Construction Law Bulletin (newsletter) (1)
    Australian Corporate Finance Law (2)
    Australian Encyclopaedia of Forms & Precedents (50)
    Australian Encyclopaedia of Forms & Precedents Abridged (5)
    Australian Health Law Bulletin (newsletter) (1)
    Australian Immigration Law (1)
    Australian Insurance Law Bulletin (newsletter) (1)
    Australian Product Liability Reporter (newsletter) (1)
    Australian Property Law Bulletin (newsletter) (1)
    Australian Tenancy Practice & Precedents (2)
    Building Contracts Australia (5)
    Carter on Contract (13)
    Clearing Rules of SFE Clearing (1)
    Corporate Tax - Finance, Transactions, Distributions (1)
    Court Forms, Precedents & Pleadings Qld (1)
    Court Forms, Precedents & Pleadings Vic (1)
    Encyclopaedic Australian Legal Dictionary (5)
    Financial Services (1)
    Franchising Law & Practice (4)

Browsing an individual Source

Browsing allows you to open the publication by table of contents or index, much like browsing in a book. You can choose this option when selecting any publication from **My Sources** or, when you have clicked on the **Commentary Tab**, toggle from search to browse.

- Click on the **Commentary tab** (1), below the red line, on the Toolbar
- Click on **Browse** on the left hand side of the Commentary search form (2)
- Select the Source (3) you want to browse and this opens the screen you see in Figure B
- Click on the + symbol (4) beside any heading to open up each level from the table of contents
- Click on the **heading** (5) within the publication to view the contents of that section
- To browse the **Index** for a selected source, simply click on the dropdown arrow for **View** (6) after you have selected the source you want to browse.

FIGURE A

FIGURE B

Finding Forms or Precedents

Use the form below to search within your subscribed forms and precedent sources. This may include report series such as *Australian Encyclopaedia of Forms & Precedents, Court Forms, Precedents & Pleadings (NSW, QLD, VIC), Federal Civil Litigation Precedents* and *Intellectual Property Precedents,* depending upon your subscription.

To search for Forms, click on the **Forms tab**, below the red line, on the Toolbar **or** select the search option for the relevant title from your list in **My Sources** on the homepage.

Search	Explore by Topic	Practice Areas	Source Directory	Research Manager
Home	General	Cases	Legislation	Commentary	Forms	Journals	Dictionaries	News and Companies

You can select the source(s) that you want to search across by clicking on the dropdown arrow in **Sources** (1).

Select the **field(s)** which you are going to use in your research. For example:

- **Search Terms** (2) will search across the full text of your source(s). This will search for words wherever they appear in a service. Most searches can be undertaken from this box, e.g. if you want to find references to a piece of legislation simply use the following format – *Corporations Act and* 588g

- **Form Title** (3) will search across the titles of the Forms or Precedents within your source(s), e.g. *ASIC form 201* or *Summons for security for costs*

- Your sources will often contain a mix of forms, precedents, legislation and/or commentary. Selecting **Forms/Precedents Only** (4) allows you to search exclusively for forms/precedents and exclude commentary and legislation from your results.

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Focussing on relevant results using Result Groups

LexisNexis allows you to quickly locate the relevant results by using the **Results Groups** to focus on the results, while keeping the context.

This feature shows you where your search results have come from and to choose publications which are relevant to you.

You can arrange your Result Groups by **Table of Contents** and sort your results by **Relevance.**

Browsing an individual Source

Browsing allows you open the publication by Table of Contents or Index much like browsing in a book. You can choose this option when selecting any publication from **My Sources** or, when you have clicked on the **Forms Tab**, toggle from search to browse.

- Click on the **Forms** tab (1) along the red bar or select the browse option for the relevant title from your list in **My Sources** on the homepage.
- Click on **Browse** (2) on the left hand side of the search form.
- Select the **Source** (3) you want to browse – this will open the screen in Figure B.
- Click on the + symbol (4) beside any heading to open up each level of content from the table of contents.
- Click on the **heading** (5) within this publication to view the contents of that section.
- To browse the **Index** for a selected source simply click on the dropdown arrow for **View** (6) after you have selected the source you want to browse.

FIGURE A

FIGURE B

Finding Legislation

> Use the form below to search within your subscribed legislation sources. This may include sources such as *LawNow Legislation, Australian Corporation Law – Legislation,* as well as sources that include legislation such as *Bankruptcy Law and Practice.*

To search for an Act, Regulation or Rule click on the **Legislation tab**, below the red line, on the Toolbar **or** select the search option for the relevant title from your list in **My Sources** on the homepage.

Search	Explore by Topic	Practice Areas	Source Directory	Research Manager
Home	General	Cases	**Legislation**	Commentary	Forms	Journals	Dictionaries	News and Companies

You can select the source(s) that you want to search across by clicking on the dropdown arrow in **Sources** (1).

Select the **field(s)** which you are going to use in your research. For example:

- **Search Terms** (2) will search across the full text of a legislation source. This option is useful if you want to find legislation that contains certain key words.
- **Legislation Title** (3) will search for the Act or Regulation or Rule by its name, e.g. Corporations Act.
- **Sec/Reg/Rule** (4) will find the section/regulation/rule number and is used in conjunction with Legislation Title.
- **Defined Terms** (5) allows you to find words which have been defined by legislation.

Search tips

Remember to put connectors, e.g. **and, w/p** or **w/5** between individual words when searching for terms that are not a phrase.

You can enter information in as many, or as few, fields as you wish. The more search options you fill in, the more specific your search will be. For example, to find section 46 of the Trade Practices Act:

- In the box to the right of **Legislation Title** (3) type: *trade practices act*
- In the box to the right of **Sec/Reg/Rule** (4) type: *46*

Start your search with broad terms and then use the **Narrow search** option to refine your search.

It can be easier to narrow a search than to construct it with all your requirements from the outset – let LexisNexis apply the connectors for you.

If you are unable to find what you're looking for, try the following:

- Be as broad as possible by using fewer of the search options.
- Use the Search Terms field instead of one of the more specific search options.
- Use wildcards to account for misspellings of your search terms – e.g. johns*on to account for both Johnson and Johnston.

It is possible to get LexisNexis AU to take a search and run it on a scheduled basis. Refer to the '**Research Manager**' sheet for more information.

Focussing on relevant results by using Result Groups

LexisNexis allows you to quickly locate the relevant results by using the **Results Groups** to focus on the results, while keeping the context.

This feature shows you where your search results have come from and allows you to choose publications which are relevant to you.

You can arrange your Result Groups by **Table of Contents** and sort your results by **Relevance**.

Browsing an individual Source

Browsing allows you to open the publication by Table of Contents or Index, much like browsing in a book. You can choose this option when selecting any publication from **My Sources** or, when you have clicked on the **Legislation Tab,** toggle from search to browse. With *LawNow* you have a number of additional choices for browsing such as by Keyword in Title and Subject.

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.

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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 "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 with 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.

Research Manager

The **Research Manager** tab, located at the top of the Home Page, provides you with three sub tabs: **History, Saved Searches,** and **Alerts.**

History - Recording recent search activity

The History feature automatically archives recent searches and documents viewed - cases, journals, and sections of a service.

Recent Searches

Each search you run is automatically archived for seven days. The system will keep the last 100 searches. This allows you to **re-run a recent search** as originally constructed. You also have the opportunity to edit them first.

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 performed to find the document originally.

Saved Searches

The Saved Searches tab provides you with the facility to access all Saved Searches.

To save a search:

- Run (or re-run) a search
- After retrieving results, click on the drop-down next to **Next Steps**
- Select "Save Search"
- Click **Go**
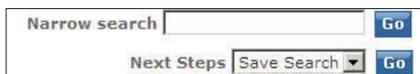
Alerts

There are two functions in the Alerts section of Research Manager: **Legal Updates** and **Scheduled Searches.**
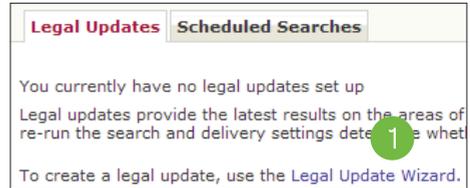
Legal Updates

The **Legal Updates** tab allows you to access the list of your current legal updates. Legal Updates notify you of new journal and newsletter issues and cases from Australian Current Law Reporter.

To set up a Legal Update

To establish legal updates follow the steps outlined in the Legal Express Update Wizard (1).

Scheduled Searches

The **Scheduled Searches** tab allows you to access the list of your current Scheduled Searches.

To set up a Scheduled Search

- Once you have run a search, click on the Create Alert icon (1) at the top right of the screen.
- Give the scheduled search a name (2).
- Select how often you want to run the search, e.g. daily, weekly, monthly (3).
- Enter an email address to specify where you want the results to be sent (4).
- Tick the box **"alert me only if there are new results"** (5).
- Choose your notification and results format preferences (6).
- Click the **Save** (7) button.
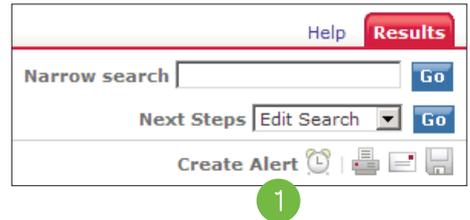
You can delete and modify alerts from within the Research Manager. You can also view the new results by clicking on the ⊞ symbol next to the alert name.