

Guide to Using Lawyers Weekly

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Scope

The electronic version of *The Lawyers Weekly* contains stories, columns, editorials and letters found in the print publication from May 1991. It also contains all case digests from May 1986.

To Open the CD-ROM

- Double click on *The Lawyers Weekly* icon on the desktop and click on **Enter**



To Quit the CD-ROM

- Click on **File** and then **Exit**, or click on the **Close**  button


Currency

- The general release date of the CD-ROM is on the first screen. If you want to know the exact dates and volumes included in *The Lawyers Weekly* CD-ROM, double click on the release number on the first screen.

To Search


- Before beginning a search clear all tags to ensure that you do not print the results of a previous search.
- To clear all tags, lick on the **Clear Tags**  button. If you hit the **Clear Tags** by mistake hit **F4** to return to the beginning of your search results.
- To perform a keyword search, click on the **Advanced Query** icon  located on the toolbar. The **Advanced Query** template searches the entire *Lawyers Weekly* CD-ROM.
- The table below provides examples of search queries using Boolean operators.

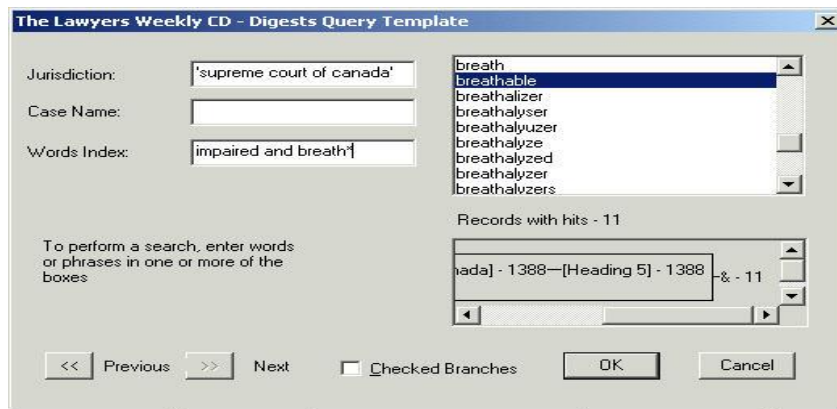
TO SEARCH FOR	USE	EXAMPLE
Phrase	" "	"conflict of interest"
Two words or more	&	fisheries & pollution
Alternate terms or synonyms	Or	"class action" or "class proceedings"
A word root with any suffix	*	environment*
A word with one variable letter	?	wom?n
Words that are <i>n</i> words apart	" "@n	"source deduction"@10

- Type in your search terms using the Boolean operators in the above table to create relationships between the search terms.
- Click on **OK** to view the results of your search.
- The number of records with "hits" found by your search is displayed on the bottom of the screen.
- Click on **Next Hit**  button to move to the next record.

To Search for Case Digests

EXAMPLE:: Find Supreme Court of Canada cases dealing with impaired driving and breath samples.

- Click on the **Template 1**  button.
- Fill in the appropriate fields with your search terms using Boolean operators (see example below)

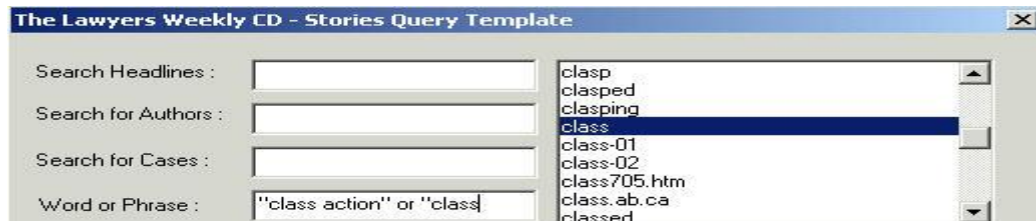


- To specify the Jurisdiction, click in the **Jurisdiction** field and a list will appear in the right hand window. Make your selection by double clicking on the particular jurisdiction you wish to narrow your search by.
- Click on **OK** to view the results of your search.
- The number of records with “hits” found by your search is displayed on the bottom of the screen.
- Click on **Next Hit** button to move to the next record.

To Search for Stories

Example: Find any articles or commentary on class actions

- Click on the **Template 2** button.
- Fill in the appropriate fields with your search terms. **EXAMPLE:** "class action" or "class proceedings".



- Click on **OK** to view the results of your search.
- The number of records with "hits" found by your search is displayed on the bottom of the screen.
- Click on the "Next Hit" button to move to the next record.

To Search for Stories When You Have a Citation from *The Lawyers Weekly*

- Begin by clicking on **Contents** at the bottom of the screen. Double click on the plus sign [+] beside “The Lawyers Weekly CD”. Select the year by double clicking on the [+] beside year. Follow the same steps to select the month and issue.
- Double click on the [+] next to **Headlines** to take you to the list of headlines in that issue.
- Double click on the headline to move to the article.

To Print Stories or Digests

- When you have chosen a story or digest, place the cursor at the beginning of the story or digest. Click on the **Tag** button to mark the whole item for printing. A red line down the left hand side will indicate what will be printed. Continue tagging stories or digests in this way.
- Click on **File** then click on **Print**. Click on **Tagged Records** if it is not already selected. Click on **OK**.

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