

Guide to Using LegalTrac

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Scope


This is a database which indexes major law reviews, legal newspapers, specialty law publications, bar association journals and law-related articles from general interest publications in the United States, Canada, the U.K., and Australia. Selected articles are available in full text. If the article is not available in full text, contact the Vancouver Courthouse Library at 604-660-2841 or 1-800-665-2570 for ordering information.

To Open LegalTrac


- Double click on the LegalTrac icon on the desktop.
- Click on **Proceed** to continue.

There is a limit to the number of users that can access LegalTrac at any one time. If you get a message saying "Concurrent users limit reached" please try again after waiting a few minutes.

To Quit LegalTrac

- Click on **Logout** located near the top, right side of the screen and then click on  to close.

Currency


- The currency information for the website is located on the search screens. For example, click on [Basic Search](#) or [Advanced Search](#) and the page will tell you when the website was last updated.
- For information about a specific journal, begin by clicking on  [Title List](#). Scroll down through the list of Online Databases and locate LegalTrac. You have a choice of opening the list of journals in PDF, HTML or Excel formats. The Title List includes the coverage dates for each journal and information about full-text availability.

To Search

TO SEARCH FOR	USE	EXAMPLE
An exact phrase	w1	<i>civil w1 rules</i>
Two words or more anywhere in a record	and	<i>forensic and evidence</i>
One word but not the other	not	<i>crime not murder</i>
Alternate terms or synonyms	or	<i>lawyer or barrister or solicitor</i>
A word root with any suffix	*	<i>child*</i>
A word with one variable letter	!	<i>labo!r, wom!n</i>

To Search by Keyword

EXAMPLE Find articles about landlord issues in Ontario

- Click on [Basic Search](#)
- Type your search term(s) in the **Search** box. Click on the  button.
Currently searching **LegalTrac** with 1,337,279 articles updated as recently as October 16, 2007

Basic Search

Find: 


Search for words in: Subject Keyword Entire document

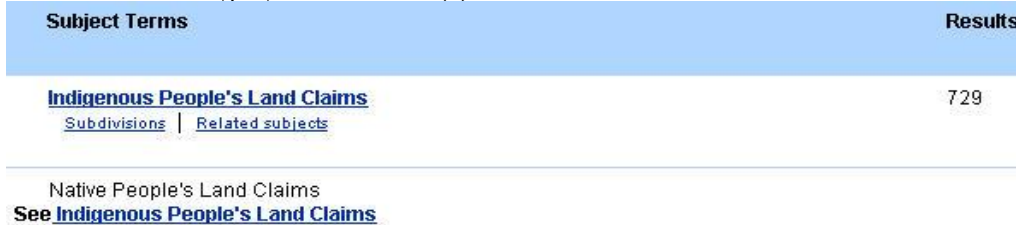
[More search options](#)

- Use the scroll bar to move through the list of displayed records.
- Click on the title of the article for a detailed view of the record (or for the full text if it is available).

To Search the Subject Guide

EXAMPLE Find subjects containing the phrase “land claims”

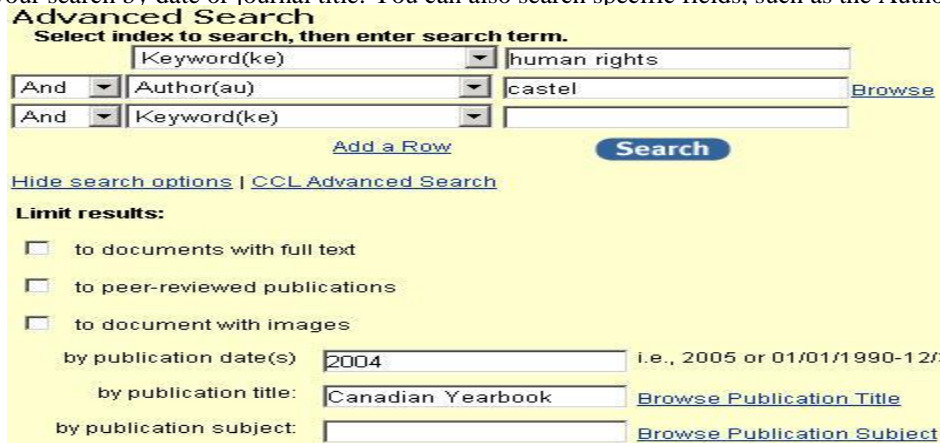
- Click on [Subject Guide Search](#) and type your search term(s) in the **Search** box. Click on the  button.




- The above image shows the results of the search. Click on the subject (Indigenous People’s Land Claims) to view the records. You can also select **Subdivisions** or **Related Subjects** to help refine your search.

Using the Advanced Search Option.





- Click on the [Advanced Search](#) option. The image below shows the options that are available when using the Advanced Search Screen.
- You can limit your search by date or journal title. You can also search specific fields, such as the Author field.



To Print or Email the Results of a Search

- Click on the small box (**Mark**) to the left of the citation you wish to print.
- Click on  [Marked Items](#), located near the top, left side of the screen. This will take you to a new screen that shows the articles that have been marked along with the following options:



- To print, click on the  [Print](#) icon. A new window will appear listing the article citations that will be printed. Click on  to print the list. When the print window pops up, click on **Print**.
- To email, click on the  [E-mail](#) icon. Fill in your email address and then click on .

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