

## GUIDE TO USING

### Square One - Index to CLE Publications

*Square One is licensed for use in B.C. courthouse libraries only.*

#### Scope

Contains profiles of every Continuing Legal Education Society of B.C. publication, including summaries of each book chapter and course paper, to December 31, 2001.

#### To Open the CD-ROM

- Double click on the Square One icon on the main Windows menu. Click on  [Click here to start using Square One](#)


#### To Quit the CD-ROM

- Click on **File** then click on **Exit**.

#### Currency


- Current to December 31, 2001. For Continuing Legal Education material from January 1, 2002 to the present, use **CLE Online** (please refer to the **Guide to Using CLE Online** for more information on this electronic resource).

#### To Search

- Before beginning a search, clear all tags to ensure that you do not print the results of a previous search. Click on **Clear All Tags**  on the toolbar

TO SEARCH FOR	USE	EXAMPLE
Phrase	" "	"human rights"
Two words or more	&	child & support
Alternate terms or synonyms	or	native or aboriginal
A word root with any suffix	*	negligen*
A word with one variable letter	?	wom?n
Words that are <i>n</i> words apart	" "@n	"pollution fish"@10

#### To Search for Keywords, Author or Title

- To perform a keyword search, click on the **Advanced Query** icon:  located on the toolbar. You can also conduct an **Author**, **Title** or **Subject** search by selecting the appropriate button on the toolbar:

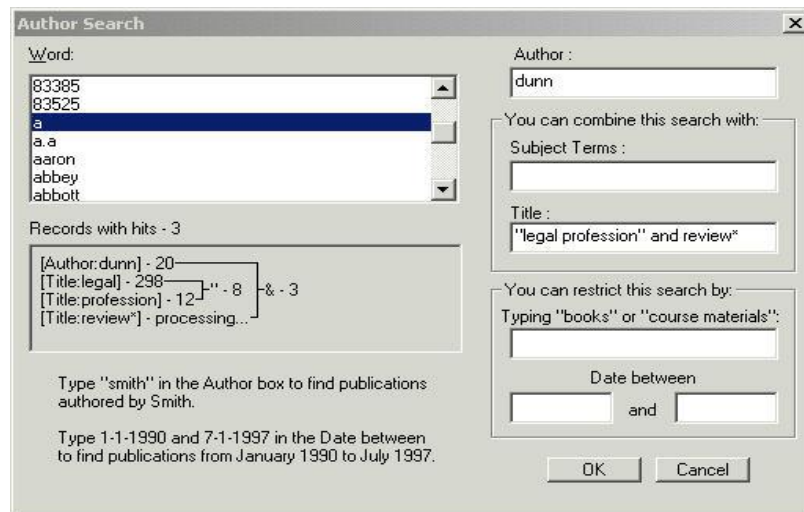
**SEARCH**


Use the buttons on the Toolbar




to search by **Subject**, **Author**, or **Title**.

- Type your search term(s). Author, Title and Subject searches can be combined in a single search. See the example below:





- Click on **OK** to view the results of your search.
- The number of records or "hits" found by your search is displayed on the bottom of the screen.
- Click on **next hit**  on the toolbar to move to the next record. The title of the publication in which the record appears is displayed at the top of the screen.

### To Browse

- To browse an alphabetical list by subject, author, title or year, click on the appropriate green browse button on the main menu:  
**BROWSE**    **Subject**   **Author**   **Title**   **Year**
- Click on the  **Quick Tips** button for further instruction.

### To Print a Record

- Click once anywhere in the text of a profile you wish to print.
- Click on "Tag Records"  on the toolbar. A red line will appear on the left hand side of the record.
- Repeat the above steps for all the profiles you wish to print.
- Click on Print  on the toolbar. Click on **Tagged Records** if it is not already selected then click on **OK**.

### To Find CLE Publications in the Library

- All CLE publications are listed in the library catalogue under the title of the course or book, not the title of each individual paper.
- Click once anywhere in the text of a profile. The title of the course or book which contains the text of the paper appears in the Reference Window at the top of the screen. In the example below, **Commercial Lending** is the title.  
 Course Materials  
 1995  
 Commercial Lending 95002  
 What banks want from their solicitors /05
- Double click on the Library Catalogue icon.
- Use the Title Keyword search to find the call number and library holdings information.

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