



lexis.com® Quick Reference Guide
Basic steps in a LexisNexis® research session

Use this Guide to walk through a research session at *www.lexis.com* and familiarize yourself with the simple steps for signing in, selecting sources, retrieving documents, and delivering search results. Also learn to use *Shepard's®* Citations Service, update your results automatically with LexisNexis® Alerts, and much more.

Here's some of what's covered in this Guide:

- Finding the source you need 3 – 4
- Retrieving one or more specific documents . . . 5 – 6
- *Shepardizing™* one or more cases or statutes 6 – 7
- Searching reliable legal websites 8
- Creating different types of search requests . . . 9 – 10
- Completing search forms 10 – 11
- Viewing your search results 12 – 13
- Refining your search results 13 – 14
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- Delivering your search results 16

Signing In

1. Establish an Internet connection and go to **www.lexis.com**.
2. At the sign-in screen (shown below), enter your LexisNexis® ID or Custom ID in the **ID** box.
3. Enter your Password in the **Password** box.
4. Click **Sign In**.
5. Enter the appropriate Client ID, if prompted.

- A See product/feature announcements and other LexisNexis® news.
- B Now you can have your forgotten ID sent to you, or re-set your forgotten password.
- C Have *lexis.com*® remember your sign-in information from session to session—a great timesaver for your personal computer (not recommended for public work stations).
- D Change your password.
- E Create a Custom ID and password—such as an easy-to-remember alias or nickname (see steps below).
- F Manage your Custom IDs.

Working from the main *lexis.com*® screen

- A Click to go directly to any of the main source categories, such as Secondary Legal, Science & Technology, or Find a Person, for example.
- B With a new ID, you'll see the **All** subtab under the **Search** tab. You can add up to 17 additional subtabs from the General, Search, Practice Area, and Jurisdiction categories (just click **+ Add/Edit Subtabs** and follow the instructions).
- C Go quickly to various means of retrieving a specific document.
- D Go directly to all *Shepard's*® Citations Service options.
- E Get quick access to related LexisNexis® products and services.
- F Rerun a search from a previous session or resume interrupted research.
- G Go directly to your saved Alerts and results.
- H Perform these common research tasks right from the main screen.
- I Use this simple search method with easy source selection.
- J Get quick access to other valuable resources, including LexisNexis® Verdict & Settlement Analyzer and LexisNexis® Expert Witness Profiles.

On other screens, the right side of the screen may offer other relevant research options. For example, if you're viewing bankruptcy sources, you might see "Search by Bankruptcy Task" and "Pending Bankruptcy Legislation" sections.

Selecting Sources

Get the results you want by selecting specific sources from our unparalleled collection. (Also see “Pricing Information” section on page 4.)

Surface the Practice Area or Jurisdictional Content You Need Most by Customizing Your Subtabs

You can add Search subtabs to your main *lexis.com* page (up to 18 subtabs total). Choose from **five general subtabs** (Legal, News & Business, Public Records, Find a Source, and Quick Search), **62 practice areas** (from Accounting to Workers’ Compensation), **56 jurisdictions** (all 50 U.S. states, combined states, District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and Virgin Islands), and **three specialized search subtabs** (By Topic or Headnote, By Guided Search Form, and By Dot Command).

To add a subtab for sources or tasks you use frequently:

1. Click **+Add/Edit Subtabs** in the far-right section of the subtab bar.
2. Indicate your choices by clicking the appropriate checkboxes.
3. Click the **Next** button.
4. Customize your subtabs—change the default subtab or change the order of your subtabs—by highlighting the name of the subtab and clicking **Set as Default**, **Move Up**, or **Move Down** and clicking the **Set** button.

Recently Used Sources

The *lexis.com* service saves your most recent 20 selected sources. Just click the pull-down list in the **Recently Used Sources** section on the right side of the screen to view the last 20 sources you’ve used and make a selection.

You can retain or delete sources from this list. Click the **Edit Sources** link and then:

- To retain a source in the list, click the **checkbox** next to the source name and click the **Set** button.
- To delete a source from the list, click the **Delete** link next to the source name and click the **OK** button in the pop-up box. Then click the **Set** button.

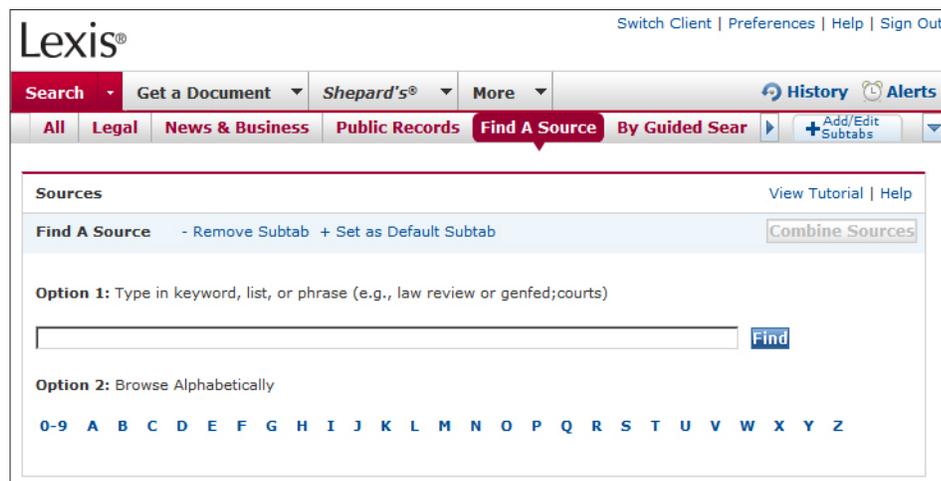
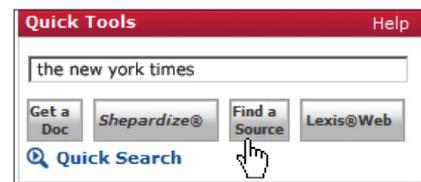
Find a Source

Find a source by using keywords

1. Enter a full or partial source name (such as *the new york times*) or a subject (such as *oil spill*) in the search box in the **Quick Tools** section on the right side of the screen (shown below).
2. Click the **Find a Source** button.
3. View the list of sources retrieved—they appear in order by relevance.
4. Click the source you wish to search (or click checkboxes and then the **Combine Sources** button to select multiple sources).

Tip:

You can also click on the pull-down menu at the **Search** tab or under Option 1 on the **Find a Source** subtab under the **Search** tab (see screen below).



Find a source by using an alphabetic list

1. Click either the **Find a Source** subtab under the **Search** tab OR the **Find a Source** button in the **Quick Tools** section on the right side of the screen (both shown above).
2. Click any of the letters displayed under **Option 2: Browse Alphabetically** (see screen above).
3. View the list of sources beginning with that letter.
4. Click the source you wish to search.

Find a source by using the source hierarchy

1. Select any general, practice-area, or jurisdictional subtab (such as *Labor & Employment*).
2. Click a source category (such as *Find Statutes & Regulations*).
3. Click the source you wish to search (such as *State Codes; Constitutions; Court Rules & ALS, Combined*).

Tips:

To select more than one source, click the checkbox next to each source name (you can move between menu pages to select sources if you wish). Then click the **Combine Sources** button. The combined source set you create will be saved in your **Recently Used Sources** list for later use. (Please see “Pricing Information” section on page 4.)

As you click through the levels of the source hierarchy, *lexis.com* creates a “trail” showing your path and displays it in the top-left section of the screen. To return to any previous level, just click on the name of that level.

Practice Area/Jurisdictional Sources

Specialized *lexis.com* practice-area or jurisdictional pages highlight relevant practice-area and jurisdictional content and tools.

Find sources relevant to a particular practice area:

1. Select the **Search** tab.
2. Select the **Legal** tab.
3. Click the **Area of Law – By Topic** link.
4. Select from 62 practice areas—Accounting to Workers’ Compensation—to view relevant sources.

Find sources relevant to a particular jurisdiction:

1. Select the **Search** tab.
2. Select the **Legal** tab.
3. Click the **States Legal – U.S.** link.
4. Select from 56 jurisdictions—50 U.S. states, the District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands, and Combined States—to view relevant sources.

Pricing Information

Depending on your subscription, some sources may be provided at a separate charge. This is indicated by a **\$** next to the source name.

To view pricing information for such a source:

- Click on the **\$** next to the source name.
- OR
- Click on the **i**, which shows you the source description, and scroll to the end.

Additional Resources (found under the More tab)

Get quick access to related products and services. Just click the **More** tab and find links to:

- **LexisNexis® Verdict & Settlement Analyzer** helps you see the likely outcome of your new case and consider the risks and opportunities so you can recommend settlement, consider trial, or perhaps pass on the matter entirely.

- **LexisNexis® Expert Witness Profiles** can help you map out your expert witness strategy. Research results are aggregated automatically into one, easy-to-scan report of graphics and analyses that uncover the important trends and warning flags in an expert’s track record—cumulative insights that conversations with colleagues can’t reveal.
- **Lexis® Transactional Advisor** provides, through more than a dozen topical and practice area centers, resources to accomplish the major stages of your work process, including assessing new matters, analyzing issues, advising clients, and acting on strategy.
- **LexisNexis® Analyzer** gives you quick, easy access to critical information about judges, attorneys, expert witnesses, arbitrators, and companies.
- **LexisNexis® Total Litigator** is designed around your workflow (early case assessment, drafting/filing/serving, discovery, legal research, gathering intelligence, trial prep, staying current), so this task-based research platform suggests appropriate resources based on the task you choose.
- **LexisNexis® Expert Research On-Demand (IDEX®)** lets you benefit from a search of more than one million revealing documents, including resumes, authored articles, jury awards, settlement amounts, depositions, full-text testimony transcripts, Daubert challenges, and more.
- **LexisNexis® Tax Center** helps you take advantage of an easy-to-use tax-specific interface that streamlines your tax research and helps you provide the most comprehensive and accurate tax advice to your clients.
- **TotalPatent™** gives you access to a comprehensive collection of patent information through a single platform that combines first-level data coverage with user-friendly design and powerful search functionality, including transparent and controllable semantic analysis.
- **Counsel Selector** lets you take advantage of the power of *martindale.com*® when you need to find lawyers or law firms.
- And more!

Setting Your Preferences

You can customize your *lexis.com* searching experience to meet your specific research needs. (See callout information on page 5.)

Preference options include the ability to choose the following (refer to screen on page 4):

- (A) Your starting location
- (B) Natural Language search options
- (C) Search editing options
- (D) Search results display options related to the FOCUS™ bar, toolbar, navigation frame, pagination, tables of contents, and more
- (E) Whether to see your search terms in context, and how many words on either side, within Cite display mode
- (F) Search history options
- (G) *Shepard's* display and document delivery

To change your preferences:

1. Click the **Preferences** link in the top-right portion of the screen to display the **Preferences** screen.
2. Select the **General** or **Shepard's®** subtab.
3. Click the appropriate checkboxes and make selections from the pull-down lists.
4. Click the **Set** button.

Tip:

You can also add Search subtabs to your main *lexis.com* page (see "Surface the Practice Area or Jurisdictional Content You Need Most by Customizing Your Subtabs" section on page 3).

Frequent Research Tasks

You can perform a number of common research tasks right from the main *lexis.com* screen.

Retrieve a Specific Document

Retrieve individual full-text documents—cases, U.S. federal and state statutes, agency decisions, law review articles, treatise sections, and more—with **Get a Document**. You can use citations, party names, or docket numbers.

Get a Document by Citation

Retrieve the full text of a case, statute, law review, treatise, etc., when you know the citation:

1. Enter the citation (*800 f2d 111*, for example) in the **Quick Tools** search box.
2. Click the **Get a Doc** button.



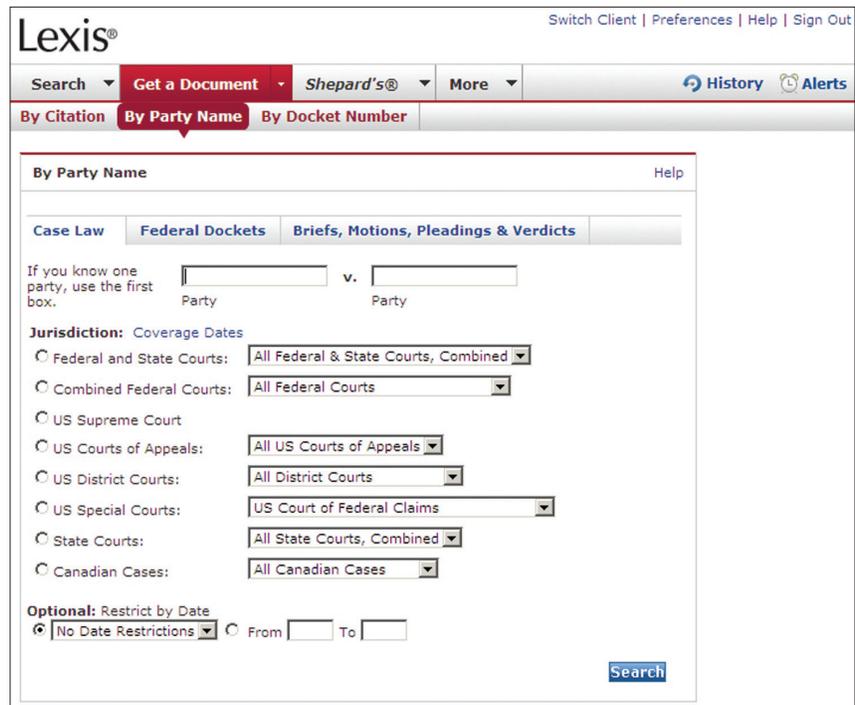
Tips:

You can also select the **Get a Document** tab and then select the **By Citation** subtab.

Within the **By Citation** subtab, you can get help with a citation format by clicking the **Citation Formats** link. Just enter a publication name or review an alphabetic list of publication names.

Get a Document by Party Name

Retrieve the full text of a case, docket, brief, etc., when you know the name of at least one party:



1. Click the pull-down menu at the **Get a Document** tab (next to the **Search** tab).
2. Select **By Party Name**.
3. Choose **Case Law**, **Federal Dockets**, or **Briefs, Motions, Pleadings & Verdicts**.
4. Enter party name(s) (*mcneil* and *economics laboratory*, for example) in the box(es).
5. Select a jurisdiction (*US Courts of Appeals*, for example), court (*7th Circuit*, for example), and/or source (and restrict by date, if you choose).
6. Click the **Search** button.

Get a Document by Docket Number

Retrieve the full text of a case, docket, brief, etc., when you know the docket number:

1. Click the pull-down menu at the **Get a Document** tab (next to the **Search** tab).
2. Select **By Docket Number**.
3. Choose **Case Law** or **Federal Dockets**.
4. Enter the docket number (*85-1332*, for example).
5. Select a jurisdiction (*US Courts of Appeals*, for example), court (*7th Circuit*, for example), and/or source (and restrict by date, if you choose).
6. Click the **Search** button.

Retrieve and Print Multiple Documents

All it takes is a single request from a single screen (shown below). Here's how:

1. Click the pull-down menu at the **Get a Document** tab.
2. Click the **Get & Print** link.
3. Enter your LexisNexis ID and password, if prompted.
4. Enter your citations.
5. Make your selections for type of document (full-text documents and/or *Shepard's* reports) and delivery (browser, printer, download, or email).
6. Click the **Get** button.

LexisNexis® Get & Print

Go to [lexis.com®](#) | [Switch Client](#) | [Sign Out](#) | [Help](#)

New Session | **Session History**

Define Your Job [Help](#)

Session: Client:

1. Enter Your Citations
(Separate citations by a hard return or semicolon.)

2. Select Report Services

- Retrieve Full Text of Citations
- Show Annotations for Statutes
- Shepardize® these Citations
- Shepard's® Report Format:
- Shepard's® Restrictions:
- Show Shepard's® Summary

[Citation Formats...](#)

3. Select Page Options

- Each Doc New Page
- Single Sided Printing **S**
- Dual Sided Printing **S**

4. Select Formatting Options

- Bold Page Numbers

5. Select Delivery Method

- Additional Delivery Methods
 - Deliver to Browser
 - Attached Printer *
 - Download *
- Email as Attachment

To: (Up to 3 recipients)

Save as Default Address

Subject:

Brief Note:

Shepardize® Documents

Is your authority still good law? Verify a case, statute section, regulation, and much more. *Shepard's* Citations Service also shows you cases and other authorities that have cited your case.

Shepardize a Single Document

1. Enter the citation (*800 f2d 111*, for example) in the **Quick Tools** box.
2. Click the **Shepardize** button.

Tip:

You can also select the **Shepard's** tab.

Shepardize Multiple Documents

All it takes is a single request from a single screen (shown at left). Here's how:

1. Click the pull-down menu at the **Shepard's** tab.
2. Click the **Get & Print** link.
3. Enter your LexisNexis ID and password, if prompted.
4. Enter your citations.
5. Make your selections for type of document (*Shepard's* reports) and delivery (browser, printer, download, or email).
6. Click the **Get** button.

Tip:

From the **Get & Print** screen (shown at left), you can retrieve and print documents and their *Shepard's* reports—all with a single request. Just follow the steps as indicated in the "Retrieve and Print Multiple Documents" and "Shepardize Multiple Documents" sections, making sure to click both the **Retrieve Full Text of Citations** and **Shepardize these Citations** links.

Read Your *Shepard's* Report

- A** *Shepard's* Signal™ indicators show that there has been strong negative treatment in either the Subsequent Appellate History or the Citing References to the *McNeil* case.
- B** The *Shepard's* Summary condenses your report and shows why your case or statute received its *Shepard's* Signal indicator.
- C** Find LexisNexis® headnote references (“HN16 (61)” means Headnote 16 of your case has been referenced 61 times in citing cases) and click to go directly to the first citing reference.
- D** Navigate within the report to vital secondary citing references, including law reviews, statutes, treatises, and court documents.
- E** Click on the citation to view the full text of the document you *Shepardized*™.
- F** *Shepard's* Table of Authorities (TOA) identifies the cases your case cited and includes *Shepard's* Signal indicators to point out the cases’ treatment by other courts.
- G** Click a pinpoint page number to go to that page with the citing reference.
- H** Click on a treatment phrase (such as “followed by”) to get a detailed definition of that phrase.
- I** Select a treatment, jurisdiction or LexisNexis headnote from the pull-down list and navigate directly to those cites.
- J** Click to display or hide your citing references’ *Shepard's* Signal indicators, pinpoint page numbers and headnote references. (Default is to display.)
- K** Click to customize your report—restrict by specific treatments, headnotes, jurisdictions or dates, or find vital points of law or fact patterns within references by using search words.
- L** Click the Legend link to see a description of the various signals that may appear in a *Shepard's* report.
- M** Click on a citing case name to retrieve that case. You’ll be positioned at the first mention of your *Shepardized* case and be able to navigate to any additional mentions of your case in that document.

Lexis® Switch Client | Preferences | Help | Sign Out

Search Get a Document **Shepard's®** More History Alerts

Shepardize: [input] GO

View: KWIC | Full 1 - 50 of 159 Total Cites

Display Options Save As Shepard's Alert® | Unrestricted | All Neg | All Pos | FOCUS™ - Restrict By

Signal: **Warning: Negative treatment is indicated** **McNeil v. Economics Laboratory, Inc., 800 F.2d 111 (TOA)**

Trail: **Unrestricted**

McNeil v. Economics Laboratory, Inc., 800 F.2d 111, 1986 U.S. App. LEXIS 29174, 41 Empl. Prac. Dec. (CCH) P36492, 41 Fair Empl. Prac. Cas. (BNA) 1789 (7th Cir. Ill. 1986)

SHEPARD'S SUMMARY HIDE

Unrestricted Shepard's Summary

No negative subsequent appellate history.

Citing References:

- Warning Analyses: **Overruled (2)**
- Cautionary Analyses: **Distinguished (6)**
- Positive Analyses: **Followed (10)**
- Neutral Analyses: **Concurring Opinion (1), Dissenting Op. (3), Explained (1)**
- Other Sources: **Law Reviews (13), Statutes (1), Treatises (12), Court Documents (21)**

LexisNexis Headnotes: HN2 (3), HN3 (7), HN4 (11), HN5 (7), HN6 (2), HN8 (5), HN9 (20), HN10 (8), HN11 (10), HN13 (12), HN14 (10), HN15 (5), HN16 (61), HN18 (14)

Show full text of headnotes

PRIOR HISTORY (2 citing references) Hide Prior History

Select for Delivery

- 1. **McNeil v. Economics Laboratory, Inc., 1985 U.S. Dist. LEXIS 22994, 41 Fair Empl. Prac. Cas. (BNA) 1774 (N.D. Ill. Jan. 30, 1985)**
- 2. **Later proceeding at:**
McNeil v. Economics Laboratory, Inc., 1985 U.S. Dist. LEXIS 18850, 41 Fair Empl. Prac. Cas. (BNA) 1779 (N.D. Ill. June 17, 1985)
- Affirmed by (CITATION YOU ENTERED):**
McNeil v. Economics Laboratory, Inc., 800 F.2d 111, 1986 U.S. App. LEXIS 29174, 41 Empl. Prac. Dec. (CCH) P36492, 41 Fair Empl. Prac. Cas. (BNA) 1789 (7th Cir. Ill. 1986)

SUBSEQUENT APPELLATE HISTORY (2 citing references) Hide Subsequent Appellate History

- 3. **Writ of certiorari denied:**
McNeil v. Economics Laboratory, Inc., 481 U.S. 1041, 107 S. Ct. 1983, 95 L. Ed. 2d 823, 1987 U.S. LEXIS 2021, 55 U.S.L.W. 3746, 42 Empl. Prac. Dec. (CCH) P36984, 43 Fair Empl. Prac. Cas. (BNA) 1056 (1987)
- 4. **Costs and fees proceeding at:**
McNeil v. Economics Laboratory, Inc., 1988 U.S. Dist. LEXIS 18590, 48 Fair Empl. Prac. Cas. (BNA) 1432 (N.D. Ill. Nov. 4, 1988)

CITING DECISIONS (108 citing decisions)

2ND CIRCUIT - U.S. DISTRICT COURTS

- 5. **Cited by:**
Buscemi v. Pepsico, Inc., 736 F. Supp. 1267, 1990 U.S. Dist. LEXIS 4233, 53 Empl. Prac. Dec. (CCH) P39906, 62 Fair Empl. Prac. Cas. (BNA) 425 (S.D.N.Y. 1990)
736 F. Supp. 1267 p.1270
- 6. **Cited by:**
Nobler v. Beth Israel Medical Center, 715 F. Supp. 570, 1989 U.S. Dist. LEXIS 6667, 50 Empl. Prac. Dec. (CCH) P39160, 55 Fair Empl. Prac. Cas. (BNA) 1531 (S.D.N.Y. 1989) LexisNexis Headnotes HN16
715 F. Supp. 570 p.573

4TH CIRCUIT - COURT OF APPEALS

- 7. **Followed by:**
Duke v. Uniroyal, Inc., 928 F.2d 1413, 1991 U.S. App. LEXIS 5171, 56 Empl. Prac. Dec. (CCH) P40676, 55 Fair Empl. Prac. Cas. (BNA) 816, 19 Fed. R. Serv. 3d (Callaghan) 259 (4th Cir. N.C. 1991) LexisNexis Headnotes HN16
928 F.2d 1413 p.1423
- 8. **Cited by:**
Gilliam v. Armtex, Inc., 820 F.2d 1387, 1987 U.S. App. LEXIS 7969, 43 Empl. Prac. Dec. (CCH) P36492, 41 Fair Empl. Prac. Cas. (BNA) 113 (4th Cir. N.C. 1987) LexisNexis Headnotes HN11
820 F.2d 1387 p.1390

4TH CIRCUIT - U.S. DISTRICT COURTS

- 9. **Cited by:**
Gries v. Zimmer, Inc., 795 F. Supp. 1379, 1992 U.S. Dist. LEXIS 8628 (W.D.N.C. 1992) LexisNexis Headnotes HN16
795 F. Supp. 1379 p.1384
- 10. **Cited by:**
Chace v. Champion Spark Plug Co., 732 F. Supp. 605, 1990 U.S. Dist. LEXIS 2663, 52 Fair Empl. Prac. Cas. (BNA) 1990 LexisNexis Headnotes HN16
732 F. Supp. 605 p.609
- 11. **Cited by:**
Chace v. Champion Spark Plug Co., 725 F. Supp. 868, 1989 U.S. Dist. LEXIS 13690, 56 Fair Empl. Prac. Cas. (BNA) 542 (D. Md. 1989) LexisNexis Headnotes HN13, HN16
725 F. Supp. 868 p.870

5TH CIRCUIT - COURT OF APPEALS

- 12. **Cited by:**
Hansard v. Pepsi-Cola Metro. Bottling Co., 865 F.2d 1461, 1989 U.S. App. LEXIS 1909, 49 Fair Empl. Prac. Cas. (BNA) 197, 27 Fed. R. Evid. Serv. (CBC) 644 (5th Cir. Tex. 1989) LexisNexis Headnotes HN16, HN18
865 F.2d 1461 p.1461

Trail | Summary | Legend Cites Total (157) 90 of 157

Search Tips

The Shepard's Signal™ Indicators

The Shepard's Signal™ indicators are integrated into case law documents and provide an immediate indication of the subsequent history and treatment of a particular case. When these codes are present, the LexisNexis® research service displays one of the following:

Note: Not every case will have a Shepard's Signal indicator.

- Warning: Negative treatment is indicated**
The red Shepard's Signal indicates that citing references in the Shepard's® Citations Service contain strong negative history or treatment of your case (for example, overruled by or reversed).
- Warning: Negative treatment is indicated for statute**
The red exclamation point Shepard's Signal indicates that citing references in the Shepard's® Citations Service contain strong negative treatment of the Shepardized™ section (for example, the section may have been found to be unconstitutional or void).

Search Web Sources (Lexis® Web)

Lexis Web is a legal-specific search engine offering free Web content from legal websites validated by LexisNexis attorney-editors. It provides powerful navigation tools to help you search for legal resources on the Web and at *lexis.com* and achieve a more productive research session. You'll get access to content from thousands of websites and millions of Web pages, including:

- Governmental agency information—federal, state, and local levels
- Informal commentary on legal issues, such as blogs specifically for lawyers and legal professionals
- General Web information about legal topics

To perform a search:

1. Enter your search words (*original work of authorship*, for example) in the **Quick Tools Search** box.



2. Click the **Lexis Web** button.

Lexis Web categorizes your search results automatically and allows you to filter by topic, practice area, jurisdiction, site type, topic, and more.

Site Type	Count
Blog	1682
Professional	2526
Government	1251
Law School	972
Organization	1603
Other	180
News	166

Related Topics	Count
Copyright Law	3282
Computer & Internet Law	2588
Real Property Law	1282
Business & Corporate Law	1247
Communications Law	1246

Tips:

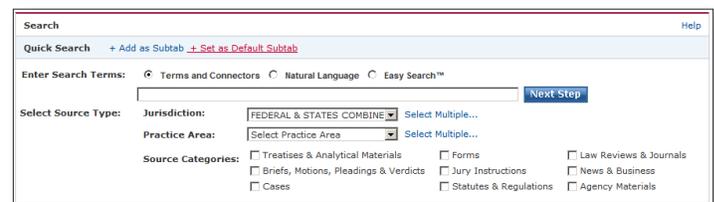
To see recommended documents from *lexis.com*, look under the *lexis.com Content* heading. Click any of the links to go to a document of interest.

You can also reach the Lexis Web option by clicking on the **More** tab near the top of the screen and then clicking on the **Lexis Web** link.

Lexis® Quick Search

It's a simple search method with easier source selection. Select jurisdictions, practice areas, and source categories and let Lexis Quick Search compile a list of relevant sources for your search:

1. Click the **Quick Search** link that appears in the **Quick Tools** section of the main *lexis.com* screen.
2. Choose the type of search you want to do—Terms and Connectors, Natural Language, or Easy Search™ and enter your search terms.
3. Select a jurisdiction from the pull-down list (if you want to choose more than one, click the **Select Multiple** link).
4. Select a practice area from the pull-down list (if you want to choose more than one, click the **Select Multiple** link).
5. Choose your source categories.
6. Click the **Next Step** button.
7. Select your sources (as many as 50) from the compiled list.
8. Click the **Search** button.



Tip:

You can add Quick Search as a search subtab, if you prefer.

You may see suggested sources that are not part of your subscription. Please see "Pricing Information" section on page 4.

General Searching

A few basic notes:

- A **term** or **word** is any series of letters or numbers with a space on either side (*contract* or *\$1,234*, for example).
- **Singular**, **possessive**, and **plural** forms are found automatically, if the plural or possessive ends with *s*, *'s*, *es*, or *ies*.
- Some common **equivalents** are found (*cal* finds *Calif* and *California*, for example).
- A **hyphen** is read as a space.
- Use the @ symbol for the section symbol used in citations (*Section 305* = @ 305 or @305).

Types of Searching

Using Terms and Connectors

Terms and Connectors searching (Boolean search logic) uses words and connectors to create phrases and concepts. Here's an example of a Terms and Connectors search: *drug /15 test! OR screen! /10 employ!*

Universal characters replace letters in your search terms:

CHARACTER	EXAMPLE	EXPLANATION
!	<i>litigat!</i> finds <i>litigation</i> , <i>litigate</i> , <i>litigator</i>	Replaces any number of letters after a word root—use only one ! per word at the end of the word
*	<i>wom*n</i> finds <i>woman</i> or <i>women</i> <i>bank***</i> finds <i>banked</i> or <i>banking</i> , but not <i>bankruptcy</i>	Replaces one letter in a word—you can use more than one * in a word, anywhere except as the first letter

Connectors establish a logical connection among search terms, operating left to right in this order:

CONNECTOR	EXAMPLE	EXPLANATION
OR	<i>doctor OR physician</i>	Finds documents containing any of the terms or phrases connected by <i>OR</i>
/n	<i>market /5 share</i>	Finds two search words in the same document within <i>n</i> words of each other (<i>n</i> = any number from 1 to 255)
/s	<i>circumstances /s mitigating</i>	Finds words in the same sentence
/p	<i>rule /p sanction</i>	Finds words in the same paragraph
AND	<i>bank! AND deregulat!</i>	Finds documents containing all terms or phrases connected by <i>AND</i>
PRE/n	<i>cable PRE/2tv OR television</i>	Finds documents in which the first word precedes the second within the specified number of words

Tip: The connectors */s* and */p* cannot be used with the connector */n*.

Precision search commands help you form even more precise search requests:

COMMAND	EXAMPLE	EXPLANATION
atleastn	<i>atleast10 (cercla)</i>	Finds documents that mention your term (<i>CERCLA</i> , for example) at least <i>n</i> times: searches for documents with significant coverage of your topic. Use any number from 1 to 255.
allcaps	<i>allcaps (aids)</i>	Finds words in all capital letters (<i>AIDS</i> and not <i>aids</i> , for example)
nocaps	<i>nocaps (aid)</i>	Finds words that include no capital letters (<i>aid</i> or <i>aids</i> , but not <i>AIDS</i> , for example)
caps	<i>caps (jobs)</i>	Finds words that are initial-capped (<i>Jobs</i> [as in <i>Steve</i>], but not <i>jobs</i> [as in <i>jobs market</i>], for example)
plural	<i>plural (jobs)</i>	Finds plural forms only (<i>Jobs</i> [as in <i>Steve</i>] and <i>jobs</i> [as in <i>jobs market</i>], but not <i>job</i> [as in <i>job creation</i>], for example)
singular	<i>singular (job) /5 discrimination</i>	Finds singular form only

Segments help you restrict your search to specific parts, or segments, of documents, such as the headline of a news article or the heading of a case:

SEGMENT	EXAMPLE	EXPLANATION
NAME	<i>name (roe AND wade)</i>	Finds all cases in which a particular person or entity was a party
WRITTENBY	<i>writtenby (scalia)</i>	Finds all decisions—majority, concurring, and dissenting—written by a particular judge
DATE	<i>date is 3/31/2005</i> <i>date bef 4/1/2005</i> <i>date aft 3/30/2005</i> <i>date aft 3/30/2005 AND date bef 7/1/2005</i>	Finds documents issued on, before, or after the specified date, or within a specified date range
HEADLINE	<i>headline (oil /5 spill!)</i>	Finds articles with your search terms in the headline

Tip: You can choose segments relevant to any source from the pull-down list on the search form. (See the “Using the Basic Search Form” section on page 10.)

Using Natural Language

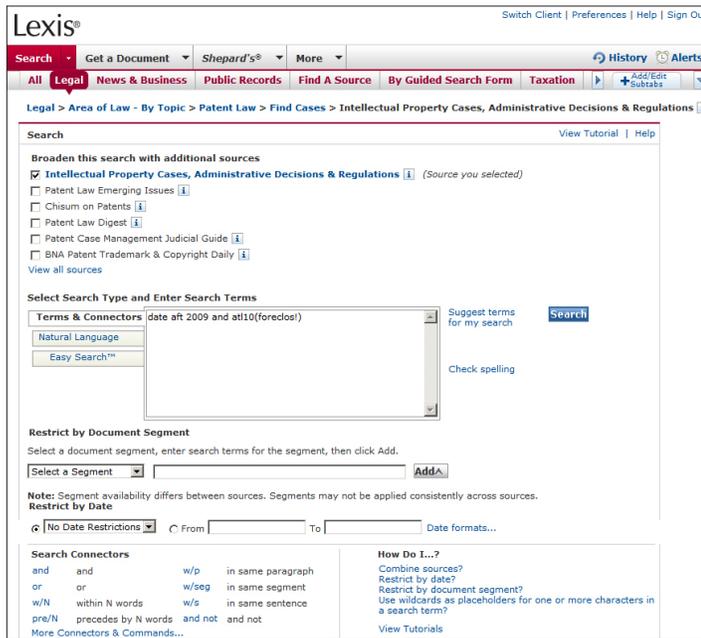
Natural Language searching uses “plain English” questions or phrases. Here’s an example of a Natural Language search: *Can employment drug screening be a contract arbitration issue?* Use Natural Language to research conceptual issues rather than specific topics or when you’re searching complex issues and are unsure of the words to use. Your search results will appear ranked by relevance.

Using Easy Search™

The Easy Search feature lets you enter search terms to run a quick search. You need not use any particular search syntax (either Terms and Connectors or Natural Language), but if you don’t, the LexisNexis services can detect which type of search to perform. You can use quotation marks for phrase searching. When you use the Easy Search feature, up to 250 documents will display in an expanded Cite view, with your search terms in bold.

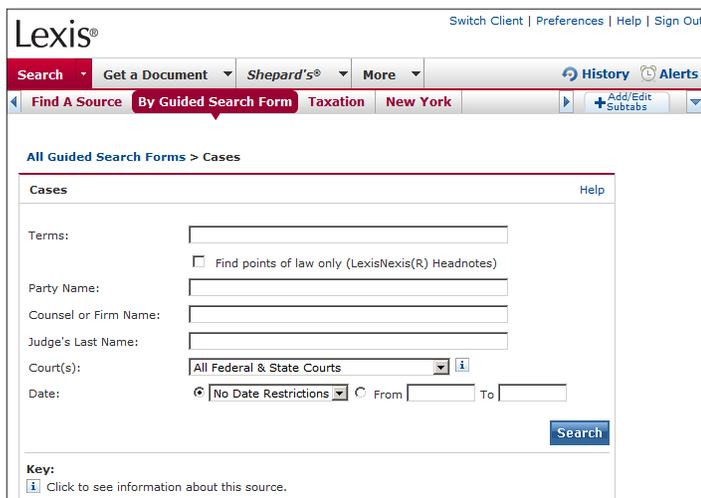
Search Forms

Using the Basic Search Form



To submit your search:

1. Select a source (or combination of sources).
2. *Optional:* Click any of the checkboxes under the “Broaden this search with additional sources” heading to choose sources related to the one(s) you selected (this option does *not* appear for every source).
3. Click the type of search you’d like to perform—either **Terms & Connectors**, **Natural Language**, or **Easy Search**.
4. Enter your search in the box (see the “Using Terms & Connectors” section on page 9 and the “Using Natural Language” section above for more details)—if you choose, you can then click the **Suggest terms for my search** link to see additional terms you may wish to incorporate.
5. Depending on the type of search you selected, you have additional options:
 - For a Terms & Connectors search, you can search for terms in specific parts, or segments, of documents and restrict by date
 - For a Natural Language search, you can specify mandatory terms and restrict by date
6. Click the **Search** button.



Using the Guided Search Form

To submit your search:

1. Select **Guided Search Form** from the pull-down list on the **Search** tab.
2. Choose the form you wish to use (such as **Cases**, **Codes**, **News**, **Company**, etc.).
3. Indicate your search requirements—each Guided Search Form may have different options, as appropriate, such as:
 - Search terms
 - Sources, as appropriate for the form you chose
 - Date restrictions
 - Area of law
 - Name(s)
4. Click the **Search** button.

LexisNexis Search by Topic or Headnote

Compile a thorough overview of any of thousands of legal topics, pinpoint relevant case annotations or build U.S. federal and state case digests.

LexisNexis Search by Topic

Need an overview on a topic or area of law? LexisNexis Search by Topic pulls together all of the relevant materials you need—cases; Matthew Bender® treatises; checklists; forms; LexisNexis® Briefs, Pleadings & Motions; and more—in one search. If the source is listed on the search form, you know your topic is discussed.

To create an overview:

1. Click the pull-down list from the **Search** tab and select the **Topic or Headnote** link.
2. Choose a topic:
 - Enter keywords (*doctrine equivalents*, for example) in the **Option 1: Find a Legal Topic** box.
 - Click the **Find** button.
 - Click your choice in the topic list (**Ordinary Skill**, for example).OR
 - Browse the 40+ topics you'll see under the **Option 2: Explore Legal Topics** box, drilling down to find the precise topic you need (for example, click **Patent Law**, expand **Infringement Actions**, expand **Doctrine of Equivalents**, expand **Elements**, and select **Ordinary Skill**).
3. Build your search by making selections under **Option 1 – Search across Sources** (see screen below):
 - **Jurisdiction**—choose federal, all states, a specific state, etc., or click the **Select Multiple** link and choose the federal/state combination that fits your needs.
 - **Sources**—click the **Select Sources** button and choose from the list of relevant materials which have been compiled based on your topic and jurisdiction.
 - **Search Terms (Optional)**—choose **Terms and Connectors** or **Natural Language** searching and add terms to refine your research.
4. Click the **Search** button.

LexisNexis Search by Headnote

Build a case digest on the fly! Choose your topic and, in one step, Search by Headnote generates a summary list of relevant and current cases on any legal issue, including emerging legal issues. And it adds in-depth case discussions on your topic.

To create a case digest:

1. Click the pull-down list from the **Search** tab and select the **Topic or Headnote** link.
2. Choose a topic:
 - Enter keywords (*doctrine of equivalents*, for example) in the **Option 1: Find a Legal Topic** box.
 - Click the **Find** button.
 - Click your choice in the topic list (**Ordinary Skill**, for example).OR
 - Browse the 40+ topics you'll see under the **Option 2: Explore Legal Topics** box, drilling down to find the precise topic you need (for example, click **Patent Law**, expand **Infringement Actions**, expand **Doctrine of Equivalents**, expand **Elements**, and select **Ordinary Skill**).
3. Build your search by making selections under **Option 2 – Search by Headnote** (see screen below):
 - Make a selection from the pull-down **Jurisdiction** list (*Patent Cases from Federal Courts*, for example).
 - Choose date restrictions (optional).
4. Click the **Retrieve All** button.

Tip:

On many lexis.com source selection screens, you can also use the **Search by Topic or Headnote** box on the right side of the screen to begin the Search by Headnote process.

The screenshot displays the LexisNexis search interface. At the top, there is a navigation bar with 'Search' selected, and tabs for 'Legal', 'News & Business', 'Public Records', 'Find A Source', 'By Guided Search Form', 'Taxation', and 'New York'. Below this, a breadcrumb trail reads 'All Topics > Patent Law > Infringement Actions > Doctrine of Equivalents > Elements'. The main content area is divided into two columns. The left column, 'Option 1 - Search across Sources', includes a search box for 'Elements', a 'Jurisdiction' dropdown menu, a 'Sources' section with a 'Select Sources...' button, and a 'Search Terms (Optional)' section with radio buttons for 'Terms and Connectors' and 'Natural Language'. The right column, 'Option 2 - Search by Headnote', includes a 'Retrieve all headnotes and additional cases on Elements' section, a 'Jurisdiction' dropdown menu, a 'Date (Optional)' section with a 'No Date Restrictions' dropdown and 'From'/'To' date fields, and a 'Retrieve All' button. A 'What's this?' section explains that this option retrieves all headnotes classified to the topic or cases that discuss the topic, even if there isn't a specific headnote. At the bottom left, there are sections for 'Search Connectors' and 'How Do I...?' with links to 'View Topic Search Tutorials'.

Viewing Your Search Results

Display Formats

- **Cite**—displays a bibliographic list of the citations.
- **KWIC™**—displays a 25-word window of text around your search words (you can change the size of the window of text by clicking the **KWIC** link, clicking the **KWIC±25** link, entering a number from 1 to 999, and clicking the **OK** button).
- **Full**—displays the full text of your document.
- **Custom**—displays only the document parts (segments) you want to view; just click the Custom link, select the segments you wish to view, and click the **OK** button.

Some highlights of what you'll see in a cite list of cases:

- A Checkboxes**—lets you select the cases you want to print, download or use for a FOCUS search.
- B Shepard's Signal indicator**—click on an indicator to *Shepardize* that case.
- C Cite List Overview**—provides a summary of the case's legal issues to help you determine quickly which documents are relevant.
- D Core Terms**—provide a snapshot view of the case.
- E Show Hits**—displays each sentence where one of your search words appears.

The screenshot shows a Lexis search result for "Campbell v. Acuff-Rose Music, No. 92-1292, SUPREME COURT OF THE UNITED STATES, 510 U.S. 569; 114 S. Ct. 1164; 127 L. Ed. 2d 500; 1994 U.S. LEXIS 2052; 62 U.S.L.W. 4169; 29 U.S.P.Q.2D (BNA) 1961; Copy. L. Rep. (CCH) P27,222; 22 Media L. Rep. 1353; 94 Cal. Daily Op. Service 1662; 94 Daily Journal DAR 2958; 7 Fla. L. Weekly Fed. S 800, November 9, 1993, Argued, March 7, 1994, Decided".

Callouts A-E highlight the following features:

- A**: Checkboxes for selecting cases.
- B**: Shepard's signal indicator.
- C**: Overview section: "OVERVIEW: In a copyright infringement action, a musical parody's commercial character was held to be only one element to be weighed in a fair use defense inquiry; such commercial character did not, in and of itself, prevent the parody from being a fair use."
- D**: Core Terms section: "CORE TERMS: parody, fair use, woman, song, pretty, copyrighted, derivative, copying, parodic, rap ..."
- E**: Show Hits section: "Denial of fair-use defense to copyright infringement suit held erroneously based on conclusions that commercial song parody (1) was presumptively unfair, ... claiming that the group's rap song, 'Pretty Woman' infringed the copyright in the ballad. The United States Supreme Court, concluding that the rap song was a parody that made fair use of the original, granted summary judgment to the defendant. COPYRIGHT AND LITERARY PROPERTY §20 EVIDENCE §343 fair use -- song parody -- presumption as to infringement -- fair use -- be determined to be a fair use. COPYRIGHT AND LITERARY PROPERTY §20 infringement -- fair use -- parody -- label -- Headnote:[9A][9B] & music ... a parody of a copyrighted song need not label the whole album, or even the particular song, a parody in order to ... under a provision of the Copyright Act of 1976 (17 USCS 107) that fair use of a copyrighted work does ... original to allow the new song to constitute a fair use, under a provision of the Copyright Act of 1976 (17 USCS 107) that the fair use of a copyrighted work does ... in light of the new song's parodic purpose and character, its ... the potential for market substitution. COPYRIGHT AND LITERARY PROPERTY §20 infringement -- fair use -- effect on market -- Headnote:[17] Under 17 USCS 107(4) ..."

Tabbed Results Sets

The screenshot shows a Lexis search result for "at10(foreclos) and for" with 914 results. The results are displayed in a tabbed format with the following categories and sources:

Category	Sources
Cases - 423	Federal Court Cases, Combined - 423
Statutes & Regulations (Legislative) - 80	CFR - Code of Federal Regulations - 3 FR - Federal Register - 51 USCS - Federal Rules Annotated - 2 United States Code Service - Titles 1 through 51 - 24
Agency Materials - 89	Federal Agency Decisions, Combined - 89
Treatises & Analytical Materials - 12	Powell on Real Property - 7 Real Estate Emerging Issues - 5
News - 314	National Law Journal - 2 New York Law Journal - 58 Real Estate Emerging Issues - 5 American Lawyer Media Pubs - 249
Company & Financial - 1	Real Estate Multi-Jurisdictional Surveys with Analysis - 1

If you combine sources, your results will appear in the form of a Summary Results page, offering up to 12 tabs by source type (such as case law, statutes, regulations, news, etc.). From the Summary Results page, you can:

- Click any tab, or any of the links in the **Category** column, to view all the results in that category.
- Click any of the links in the **Sources** column to show the results from that source.
- Rest your cursor on a tab's red arrow and a pop-up window will show you the document results types available for that tab.

For easy navigation, your results tabs stay near the top of the screen as you browse documents.

LexisNexis® Related Content

The Related Content pane brings together all the related documents for the case you're viewing so they're readily available to you—without your having to search for them. You get convenient access to additional information about the case you're viewing to enhance your understanding of: the impact of the case, the arguments to support the case, or the impact of various issues found within the case. Related Content appears in a left-side navigation pane.

The screenshot displays the LexisNexis interface. On the left, the 'Related Content' pane is visible, containing sections: Case File (A), Prior and Subsequent Proceedings (B), Filings (C), Issue Analysis (D), and Document Outline (E). The main content area shows a case document for 'Gray v. Four Oak Court Ass'n, 580 F. Supp. 2d 883'. The document includes a 'CASE SUMMARY' section with 'PROCEDURAL POSTURE' and 'LEXISNEXIS® HEADNOTES'. A 'GO' button is highlighted in the top right of the search bar area (G).

Related Content features:

- (A) The LexisNexis Related Content pane displays automatically.
- (B) The **Case File** link lets you view a list of all documents related to the case that are available at *lexis.com*.
- (C) The **Prior and Subsequent Proceedings** section helps you track the entire life cycle of the case without running separate searches.
- (D) The **Filings** section shows you motions and pleadings associated with the case.
- (E) The **Issue Analysis** section gives you access to an exclusive combination of analytical resources.
- (F) The **Outline** section allows you to navigate through sections of the case you're viewing.
- (G) As you use the forward and back arrows to view other documents in your search results, the Related Content pane updates to display related items for each document.

Refining Your Search Results

Narrow Your Search Results with the FOCUS Feature

Use the FOCUS feature to pinpoint words within your search results—even if those words were not part of your original search request. It narrows your results, delivering a subset of those documents while retaining your original search and results, and highlights your added search terms in your FOCUS results for easy viewing.

To perform a FOCUS search:

1. Review your original search results.
(NOTE: If you wish to run your FOCUS search against only selected documents in your results, indicate those documents by clicking the checkboxes on the left side of the screen and choose **Selected Documents** from the **Search Within** pull-down list near the top of the screen.)

2. Enter additional search terms in the **FOCUS™ Terms** box near the top of the screen.
3. Click the **Go** button.

The screenshot shows the LexisNexis search bar. The 'FOCUS™ Terms' field is highlighted, and the 'Go' button is visible next to it. The search bar also includes a 'Search Within' dropdown menu and a 'More' button.

To return to your original results, click the **Exit FOCUS™** link near the top of the screen.

Tips:

If you are viewing tabbed search results, you cannot select documents for a FOCUS request from the All Results tab. Select a category or a source first, then select documents.

The FOCUS feature is not available in some circumstances (in **Book Browse** mode, for example).

Find Cases with Similar LexisNexis Headnotes

Have you found an on-point decision with a relevant LexisNexis Headnote? Finding decisions with similar headnotes could help you make your case. Here's a quick way to search for them:

1. Click the **More Like This Headnote** link that appears at the end of the relevant headnote.
2. Choose a jurisdiction (the one you were just searching is the default) and restrict by date (if you wish).
3. Click the **Search** button.

The screenshot shows three search results, each with a headnote (HNS, HNG, HN7) and a 'More Like This Headnote' link. The second result's link is circled in red. The breadcrumb navigation for the second result is: Civil Procedure > Summary Judgment > Burdens of Production & Proof > Absence of Essential Element of Claim.

You'll retrieve up to 250 cases with the most closely matched headnotes or case discussions, ranked by relevance.

Updating Your Search Results

Use LexisNexis Alerts to get regular research updates without re-entering your search. Click on the **Alerts** icon in the top-right section of the screen.

LexisNexis Alerts

Follow any research issue—legal, news, legislative/political, and more—on a regular basis. You can receive updates on a monthly, weekly, business daily, or daily basis—even up to three times per day.

The screenshot shows the 'Save LexisNexis® Alert' form. It includes fields for Name, Source (Federal & State Cases, Combined - MEGA;MEGA), and Terms (foca). The Frequency is set to Daily, 1 time at 9:00 AM ET*. Delivery options include Online only (selected), Printer (700004), and Email (with a field for email address). Notification options include 'Do not include duplicate documents' (checked) and another Email field. There are 'Save' and 'Cancel' buttons at the bottom.

Once you've run your search and reviewed your results:

1. Click the **Save As Alert** link at the top of the results screen (you can save a search for update even if that search retrieved no documents) and the **Save LexisNexis® Alert** screen will appear.
2. Name your saved search.
3. Select your update frequency:
 - *Monthly* (choose date and time of day)
 - *Weekly* (choose day of week and time of day)
 - *Every business day* (choose one, two, or three times per day)
 - *Every day* (choose one, two, or three times per day)
4. Set your delivery and notification options:
 - Click the **Online only** or **Email** radio button and click the corresponding option links to indicate your preferences.
 - Select the appropriate checkboxes if you want to: be notified via email when your search does not retrieve new documents; exclude any duplicate documents; or be notified via email each time your search retrieves new documents—as opposed to a specific frequency.
5. Click the **Save** button.

Each time your search is updated, you receive only new items.

You can find a list of all your stored LexisNexis Alert searches by clicking the **Alerts** icon in the top-right section of the screen and then the **Alerts** tab. From here, you can:

- Edit a saved search.
- Update a saved search on the spot.
- Delete a saved search.
- Run a FOCUS search on the most recent search results.
- Review current and previous search results.

Shepard's Alert® Program

Get regular updates on citing authorities that could potentially affect the validity of your case and on pending or recently enacted legislation that could affect the validity of your statute.

1. Get to the **Set Up Shepard's Alert** setup screen (shown below):
 - If you're viewing a *Shepard's* report, just click on the **Save As Shepard's Alert®** link at the top of the screen.
 - Click the **Shepard's** tab near the top of the screen, enter a citation, and click the **Set up Shepard's Alert** link.
 - Click the **Alerts** icon in the top-right section of the screen, click the **Shepard's Alert** tab, enter a citation and click the **Set Up** button.
2. Name your *Shepard's* update search (the case name is the default).
3. Choose your monitoring option by clicking the radio button for:
 - *Any Change*
 - *New Negative Analysis*
 - *Custom Settings* (and click the link to indicate your preferences)
4. Select update frequency ...
 - *Monthly* (choose date)
 - *Every other week* (choose day of week)
 - *Weekly* (choose day of week)
 - *Every business day*... and set a date to end your updates.
5. Choose a delivery option by clicking the **Online Only** or **Email** radio button (click the **Email Options** link to indicate your preferences).
6. Click the **Continue** button, review your selections, and click the **Save** button to confirm.

Lexis® Switch Client | Preferences | Help | Sign Out

Search | Get a Document | Shepard's® | More | History | Alerts

Set Up Shepard's Alert® View Tutorial | Help

Citation: Gray v. Four Oak Court Ass'n, 580 F. Supp. 2d 883, 2008 U.S. Dist. LEXIS 72419 Edit ...

* Name: Gray v. Four Oak Court Ass'n (100 character limit)

Monitor This Citation For:

- Any Change
- New Negative Analysis
- Custom Settings-

Customize analysis, jurisdiction, and LexisNexis Headnotes settings

Run This Shepard's Alert:

- Business Days(M-F)
- Weekly on Sunday
- Every Other Week On Sunday
- Monthly 1st

* End Date: Sept 14th 2012

Shepard's Alert Delivery Options:

- Online Only
- Email Shepard's Alert to: Email Options...

* Entry Required

Continue Cancel

You can find a list of all your stored *Shepard's* Alert searches by clicking the **Alerts** icon and then the **Shepard's Alert** tab. From here, you can:

- Edit a saved search
- Delete a saved search
- Pause a saved search (when you're going to be on vacation, for example)
- Review current and previous search results

Continuous Alerts

Be the first to know the most recent news on clients and other hot topics. LexisNexis® Continuous Alerts powered by Factiva® delivers convenient, continuously updated news to your email from the Factiva collection of more than 10,000 authoritative sources, including *The New York Times*®, Dow Jones® and Reuters® newswires, and the Associated Press®, as well as hundreds of other influential newspapers and periodicals, 120 continuously updating wire services, and more. Only Factiva content is available in this application.

This gateway application may have fees that are outside of your general LexisNexis subscription.

New Docket Alerts and Track Existing Docket Alerts

Get regular updates on court filing activity. Contact your administrator to learn whether this is part of your subscription.

View Your Research History

It's easy to rerun a search from a previous session or resume interrupted research. Click the **History** icon in the top-right section of the screen.

The **Recent Results** tab on the **History** screen will show you your searches and results from the last 24 hours. You can:

- Sort results by date or client ID by clicking the column heading.
- View the original results of a search (or Get a Document or *Shepard's* request), at no additional charge, by clicking on the appropriate link in the **View Original Results** column.
- Rerun a search, either as is or modified, by clicking the **Re-run/Edit** link.

Tip:

You can rerun a search within 24 hours at no additional charge, even if it was one you performed using a source that's outside your subscription plan.

The **Archived Activity** tab on the **History** screen will show you your search activity (without results) from an additional 29 days. You can:

- Sort results by date or client ID by clicking the column heading
- Rerun a search, either as is or modified, by clicking the **Re-run/Edit** link

Tip:

If you rerun an archived search—one that's more than 24 hours old but less than 30 days old—that you performed within a source that's outside your subscription plan, you will incur the applicable additional charge.

Delivering Your Search Results

The following options display in the upper-right corner of each document in your results set:



Printing Your Documents

Print

1. Once you've reviewed your results, click the **Print** icon on any search results page.
2. Choose your options from the **Print Documents** pop-up—documents to print (all or selected); document display format (the default is the display you were viewing); dual-column print; use of bold, italics, and underlining; choice of font; page breaks; and more.
3. Click the **Print** button.



FAST Print

Eliminate steps in the printing process by using this shortcut.



One-time *FAST* Print setup:

1. Once you've reviewed your results, click the **FAST Print** icon on any search results page.
2. Select a LexisNexis dedicated printer or a format for your attached printer as the default.
3. Click the **Set** button.

Using *FAST* Print after initial setup:

1. In Cite view, click the **FAST Print** button and select whether to print the current page or the entire list.
2. In KWIC, Full, or Custom view, click the **FAST Print** button to print the current document immediately.

Any print options—such as dual-column printing; use of bold, italics, and underlining; font; or page breaks—that you selected previously on the **Print Documents** screen—will be the default options for *FAST* Print.

Downloading Your Documents

1. Once you've reviewed your results, click the **Download** icon on any search results page.
2. Choose your options from the **Download Documents** pop-up. You can select which documents to download (all or selected); file format; document display format (the default is the display you were viewing); use of bold, italics, and underlining; choice of font; page breaks; and more.
3. Click the **Download** button.



Emailing Your Documents

1. Once you've reviewed your results, click the **Email** icon on any search results page.
2. Choose your options from the **Email Documents** pop-up—email address (you can send to three addresses), subject line, and brief note; documents to email (all or selected); document display format (the default is the display you were viewing); use of bold, italics, and underlining; choice of font; page breaks; and more.
3. Click the **Send** button.



Faxing Your Documents

1. Once you've reviewed your results, click the **Fax** icon on any search results page.
2. Choose your options from the **Fax Documents** pop-up—"to" and "from" information, fax number, and brief note; documents to email (all or selected); document display format (the default is the display you were viewing); use of bold, italics, and underlining; choice of font; page breaks; and more.
3. Click the **Fax** button.

