

LEGAL ONLINE Quick Guide

1. LOGGING ON TO LEGAL ONLINE

Go to www.thomsonreuters.com.au

1. Select Legal Online from the Service list.
2. Enter Username and Password and click **LOGIN** or IP users click [IP users click here](#).

Note: Need help with your password? Contact Digital Support on 1800 020 548.

2. LEGAL ONLINE HOMEPAGE

The Legal Online homepage features the following elements.

Choose to display the **Product List** by Content Type or Subject Type to locate a product for browsing or searching

News provides free daily access to selected **Alert24** items

Support services

3. LOCATING A PRODUCT

Use the Product List to drill down through the table of contents to locate a product to search or browse. There are two different display options to choose from – **Content Type** or **Subject Type**.

By default the products are listed under 5 main Content Types (Cases, Commentaries, Current Awareness, Encyclopaedia, Journals) the display of which will vary based on your current subscription.

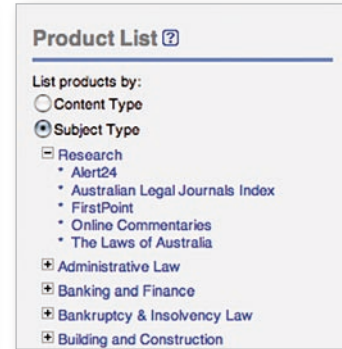
To Locate a Product

1. Select Content Type or Subject Type by clicking the relevant radio button.
2. Click the + plus sign to begin drilling down to locate a product (eg Encyclopaedia or Research).
3. Click the product title (eg The Laws of Australia) to display a search form and browseable table of contents.

Content Type



Subject Type



You may also select one of the **Content Type** links located at the top of the page. Content links provide quick access to the most frequently used products such as **FirstPoint**, **Commentaries**, **Alert24**, **The Laws of Australia** and **Australian Legal Journals Index**.



4. SEARCHING LEGAL ONLINE

With Legal Online you can choose to conduct a **multiple product** search, **free text** search and/or **field** search.

MULTIPLE PRODUCT SEARCH

On the Legal Online homepage enter your search terms into the Search box to run a free text search across the products to which you subscribe. Only products available in the new user interface that you subscribe to will be listed. These may include: FirstPoint, The Laws of Australia, Online Commentaries, and the Australian Legal Journals Index.

1. Enter search term(s) into the box (eg "proceeds of crime").
2. Deselect products you do not want to search.
3. Click Search.
4. The Search Results will display the number of documents found next to each product.
5. Click on a product title to display a hitlist.

FREE TEXT SEARCHING

Use free text searching to construct a query across all fields within a document. Enter term(s) into the free text search box and click Search to display a list of relevant documents which contain your search terms. Search term connectors may be used to specify the relationship between terms.

To conduct a Free Text Search

1. Begin by selecting one or more products from the Product List or clicking on one of the Content Type links (eg Commentaries).
2. Enter term(s) into the Free Text Search box (eg sound recording*).
3. Click Search.

Note: The default connector is AND.

The **Table of Contents** may feature some or all of the following; A-Z buttons, Find search, browseable titles and an [i] Scope button

Click to access a **Lawbook** product specific search form

To select one or more products to search click on the **Product/Titles** check list buttons

FIELD SEARCHING

All documents in Legal Online are composed of several parts called Fields. In a commentary document for example, legislation title, jurisdiction, commentary, full text legislation, case citation, case name and defined terms are each considered a separate field. Rather than search the entire document (eg free text search), you can restrict a search to one or more of these fields. Doing so is an effective method for refining a search.

5. NAVIGATING THE RESULTS

After you have run a search in Legal Online the Hitlist contains the following information and features.

In the example below the results are displayed for the search **sound recording*** in the **Law of Intellectual Property: Copyright, Design and Confidential Information** product from the Commentaries service.

Current Search is displayed at the top of the Hitlist

New Search and **Edit Search** Links

Use **Refine Search** to narrow the scope of your search (eg internet)

Edit, Tag, Print, PDF and Email tools

To Print or Tag a record from the Hitlist use the **Print** and **Go** method (See Section 9)

Click the **document title** to display

Click **Next** to browse results

6. REFINING A SEARCH

When a search retrieves too many documents use the **Refine Search** to enter an additional term or terms.

If a search did not retrieve relevant documents you can modify the search using the **Edit Search** link or the **E** button located in the top right corner of the page.

Note: To clear the search and start again click **New Search**.

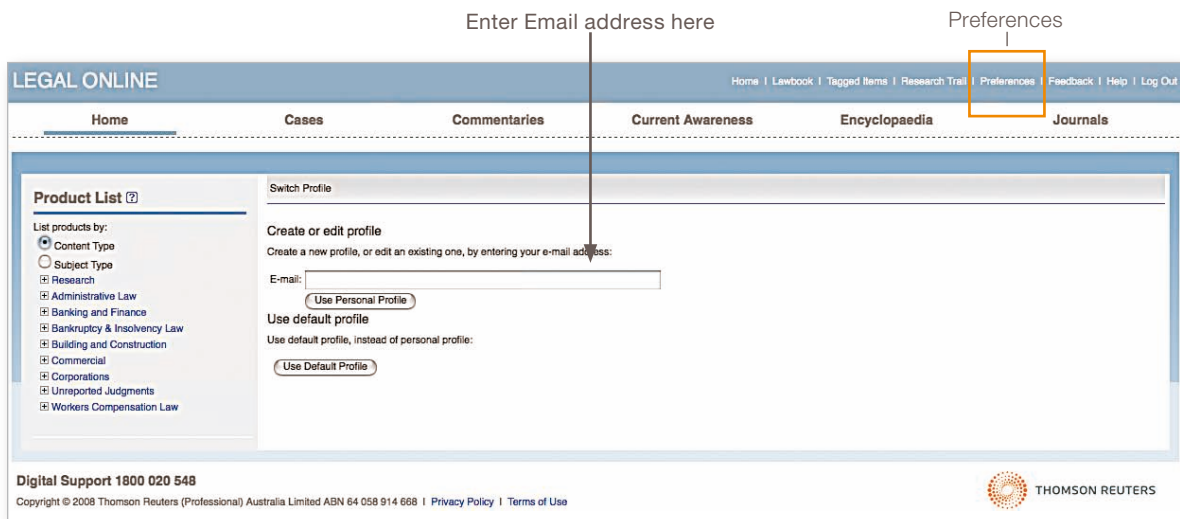
7. PREFERENCES

The Legal Online service has been designed to meet the needs of different types of users within an organisation. Individuals can configure their access using a feature called **Profile** to manage these configuration options.

Using Profile you can access your Research Trail and Tagged Items list. You can also customise your display options such as the number of results per page, set hit highlighting to single or multiple colours, select to display Austlii links to legislation, adjust the content, style and frequency of Alert24 email alerts and much more.

To setup a Profile you need to enter an email address.

1. Click **Preferences** located in the default menu bar.
2. Click **setup profile** to display the Create or Edit profile page.
3. Enter your e-mail address into the E-mail box, and click **Use Personal Profile**. This will display the Profile options.
4. Select the required options and click **Save Preferences**.



8. SAVING A SEARCH OR DOCUMENT

The **Tagged Items** link displays your saved results and saved document records. This is useful for returning to a previous list of results or to a specific document at a later date. To save you must first setup a profile (see Preferences).

TAGGING A DOCUMENT RECORD

You are able to save a document by selecting it from the hitlist or from within a document record.

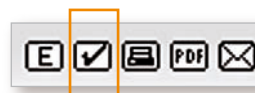
1. Place a tick in the corresponding check box(s) from the **hitlist**.
2. Select **Tag** from the drop-down list.
3. Click **Go**, this will send the document title to the Tagged Items list.



Alternatively when viewing a document record click the **Tag Item** button to send to the Tagged Items list.

TAGGING A HITLIST

From the **Hitlist** click the **Tag Results** button to send to the Tagged Items list.



TO VIEW TAGGED ITEMS

Click the Tagged Items link from the default menu bar. This will display a single unified tagged items list featuring the Legal Online services you subscribe to.

Click to view document

Click to run search

Click to sort by date tagged, content type, item title

#	Item Title	Content Type	Date Tagged
1	Search [Commentaries: Building and Construction Contracts in Australia > Variations > 4. Payment for extra works > A. Liability to pay]	Commentaries	16/12/2008 11:59
2	Mabo v Queensland (No 2)	Cases	16/12/2008 11:20
#	Result List	Content Type	Date Tagged
1	Search [Free Text: "joint ventures"]	Cases	16/12/2008 12:25
2	Search [Free Text: "joint venture"]	Cases	16/12/2008 11:32
3	Search [Free Text: "insider trading"]	Cases	4/08/2008 09:48
4	Search [Free Text: "insider trading", Title: Insurance and Income Security] - hits: 4	Encyclopaedia	1/08/2008 10:49
5	Search [Free Text: "insider trading"] - hits: 38	Commentaries	1/08/2008 10:47
6	Search [Free Text: "insider trading"] - hits: 63	Encyclopaedia	1/08/2008 10:46
7	Search [Free Text: "insider trading"]	Cases	1/08/2008 10:45
#	Book View Pages	Content Type	Date Tagged

- If you have not setup a **Profile** you will need to do this first before using the Tagging functionality. See Preferences.
- To **Print** or **Delete** items from the list place a check in the corresponding box, select Print or Delete from the drop-down menu and click Go.
- Tagged Items remain in the list until you delete them.

9. PRINTING

With Legal Online you can choose to print your search results list, a document record or multiple documents.

TO PRINT A HITLIST OR DOCUMENT RECORD

Use the Print or PDF buttons located in the top right corner to print a Hitlist or Document record (ie the screen you are currently viewing).

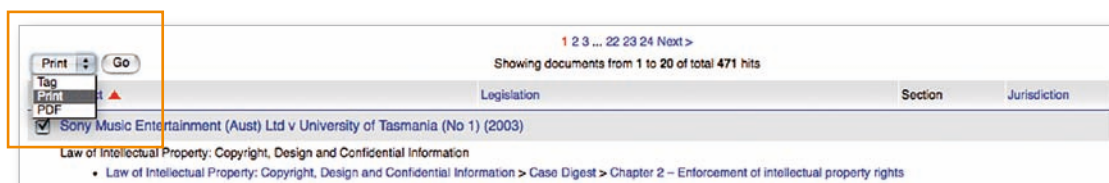
1. With the **Hitlist** or **Document Record** displayed click the **Print** or **PDF** button.
2. Select **Print** or (Open then Print for PDF).

Note: The Hitlist is set at 20 results per page. To change select the Preferences link.



PRINT AND GO

Use the **Print** and **Go** feature to print multiple document records from the "hitlist".



1. Place a tick in the corresponding check box(s) from the hitlist.
2. Select **Print**, or **PDF** from the drop-down list.
3. Click **Go**.
4. Select **Print** or (Open then Print for PDF).

Note: The full document record will be printed.

10. HELP & ASSISTANCE

Technical Support call Digital Support **1800 020 548** or Email LTA.Digital.Support@thomsonreuters.com

Training Support call **1800 020 548** or Email LRA.Trainers@thomson.com

Customer Support call **1300 304 195** or Email LTA.Service@thomsonreuters.com

LQGw-1.0 JAN2009