

# At-A-Glance

## GUIDE TO COST-EFFECTIVE RESEARCH

### TEN TIPS FOR CONTROLLING COSTS WITH LEXISNEXIS™

1. View adjacent code sections for free with the Book Browse feature.
2. Review previous search results for no charge with the History feature.
3. Narrow search results with the FOCUS™ feature.
4. Use citations to get full-text documents with Get a Document. For multiple citations, use Get & Print.
5. Reduce review time with LexisNexis Case Summaries and Headnotes.
6. Move quickly through codes, analytical treatises and other structured materials with enhanced navigational tools.
7. Find and validate your case in one step with the *Shepard's*® Citations Service.
8. Check and correct all citations in a single document with CheckCite™.
9. Print for free to your attached printer.
10. Select the right source and ID.

### 1. The Book Browse feature

Use the Book Browse option to view preceding and succeeding code sections of a statute title without running a new search request.

After viewing the results of your search,

1. Click **Book Browse** at the top of the page of a displayed code section.
2. Click the **Next** or **Previous** arrows at the top of the page to navigate forward or backward in documents.

To leave Book Browse, click on **BOOK BROWSE** at the top of the page and you will return to the section you were originally viewing.

### 2. The History feature\*

Your *lexis.com* searches are saved automatically in the History log until 2 AM, Eastern time. You can quickly retrieve results of a previous search at no additional charge\*:

1. Click on **History** in the upper right corner of the *lexis.com*® screen.
2. Click on the underlined name of a search request to retrieve results.

Note: If new material is added to a source since you last viewed results, your search results will increase when you rerun a saved search request.

\* There is no additional charge when a Transactional ID is used.

### 3. The FOCUS™ feature

The FOCUS feature narrows your search results without changing your original search request, for no additional charge. When you use FOCUS, you are searching for terms not in your original search request. Think big for your initial search, then use FOCUS to zero in for free on the specifics of your research. After viewing the results of your original search,

1. Click **FOCUS** at the top of the page.
2. Type your additional terms in the open field of the FOCUS template.
3. Click **FOCUS**.
4. View results.

### 4. Get a Document

The Get a Document search option lets you quickly get the full text of a document—case law, law review article, Public Law, statute—when you know the required information for that particular document; e.g., party names, citation, or docket number.

1. Sign on to LexisNexis at *www.lexis.com*.
2. Click the **Get a Document** tab.
3. Click on the **Citation**, **Party Name**, or **Docket Number** tab appropriate for the information.
4. Type the required information and/or click the required boxes to select.
5. Click **Get** (for Citation) or click **Search** (for Party Name or Docket Number) to submit your search request.

Use LexisNexis **Get & Print** to retrieve multiple documents using their citations or to retrieve multiple *Shepard's* Citations reports.

1. Sign on to LexisNexis at *www.lexis.com*.
2. Click **Shepard's— Check a Citation**, and click the **Get & Print** link on the template.
3. Type your ID and password.
4. Identify the research session.
5. Type one or multiple citations in the open field. Use the hard return key or semicolons to separate citations.
6. Select a **Report Format**.
7. Select a **Delivery Format**.
8. Click **Get**.



## 5. LexisNexis Case Summaries and Headnotes

LexisNexis Case Summaries, available exclusively in LexisNexis case law documents, present three informative sections: Procedural Posture, Overview, and Outcome. These concise, targeted synopses of cases, written by our trained case law editors, provide you with a snapshot of a case law decision without reading the entire case.

LexisNexis Headnotes are the key legal points of a case drawn directly from the language of the court and selected by a team of LexisNexis legal editors. Core Concepts let you link to relevant text within your case, to other relevant documents, and to LexisNexis Search Advisor for a more in-depth search on your topic. Now, you can easily review the main points of a case—online or offline.

## 6. Enhanced navigational tools

When you are searching in codes, analytical treatises and other structured materials, you have the option of running a full-text search or clicking through the table of contents (TOC). The TOC approach provides several features to help you review documents and return to the TOC quickly and easily:

- **Expandable/collapsible hierarchy**—click the + to expand the TOC or click the - to collapse it
- **TOC display**—view link lets you return to the TOC from the text of a document
- **Trail links**—jump to a particular TOC level with one of the links that show your hierarchical path
- **Floating cite assistant**—rest your cursor on a page for more than four seconds and the cite for the section you're viewing will display

## 7. The Shepard's® Citations Service

The *Shepard's* Citations Service, the most respected validation tool, helps you quickly identify on-point cases, law review articles, and statutory code sections. Narrow your *Shepard's* results with Custom Restrictions and the FOCUS search, and then link to other on-point cases and documents.

## 8. CheckCite™

Only CheckCite utilizes *Shepard's*, the world's most respected citator service to verify the citations in your document, and then generate a summary report that tags problem citations for immediate attention. For example, CheckCite can tell you that the correct parallel cite is 543 A.D. 2d 321 rather than 543 A. 2d 321, or that the year of the decision you cited is 1989 instead of 1998.

## 9. Your attached printer

Printing from your browser to your attached printer is always free. Simply click the Print button on your browser.

## 10. The right source and the right ID

Pick your source based on the information you need. Smaller sources are less expensive than larger ones, thus making a difference in the cost of your search. For example, if you need to search recent news articles, choose *News Group File, Most Recent 60 Days* rather than *News Group File, All*.

If you have both a Transactional and an Hourly ID, you need to know when to use each.

**Transactional ID:** Time is not an issue. Charges are assessed by each search. Use a Transactional ID when you want to stay online reviewing research results.

**Hourly ID:** The number of searches is not an issue. Charges are assessed by time spent online. Use an Hourly ID when you want to run a significant number of searches but will not be spending much time online reviewing results.

**Don't forget LexisNexis Customer Service!**  
Whenever you need help, it's available—  
24 hours a day 7 days a week at 1-800-543-6862.

