



CLI CD-Rom User Manual

1. Where to Begin

- [1.1](#) Introduction
- [1.2](#) Help
- [1.3](#) Basic Definitions
- [1.4](#) The Toolbelt

2. The Front Screen

- [2.1](#) Front screen buttons
- [2.2](#) Returning to the front screen
- [2.3](#) Opening additional databases
- [2.4](#) Switching between databases
- [2.5](#) Closing a database
- [2.6](#) Jump links

3. The CLI Databases

- [3.1](#) Database information
- [3.2](#) Common features
- [3.3](#) Current Law Cases
- [3.4](#) LRDl
- [3.5](#) Legal Journals Index
- [3.6](#) Financial Journals Index
- [3.7](#) Case Citator
- [3.8](#) Legislation Citator
- [3.9](#) Indexes

4. Searching

- [4.1](#) Searching options
- [4.2](#) Search for material about ...
- [4.3](#) Search by field
- [4.4](#) Free text search
- [4.5](#) Advanced query template
- [4.6](#) Searching techniques
- [4.7](#) Viewing the results of a search

5. Printing and Copying

- [5.1](#) Tagging records
- [5.2](#) Printing
- [5.3](#) Copy and pasting
- [5.4](#) Exporting CLI records

1. Where to Begin

- [1.1](#) Introduction
- [1.2](#) Help
- [1.3](#) Basic Definitions
- [1.4](#) The Toolbelt

1.1 Introduction

This manual has been produced to provide a short and easy to understand guide to using CLI on CD-Rom. This CD-Rom is an advanced search tool and using keystrokes, menus and icons in the same manner as other Windows applications, it allows you to search for, select and view the information you require quickly and efficiently.

1.2 Help

If you require help at any time, contact the **Sweet & Maxwell Helpdesk** available 9am to 5.30pm Monday to Friday:

E-mail: techsupport@sweetandmaxwell.co.uk

Tel: +44 (0) 20 7393 7266

Fax: +44 (0) 20 7393 7945

1.3 Basic definitions

Hit—Hit is the term used for a search result. Once you have performed a search, all words or phrases that match your query are recorded as Hits.

Records—Records are the assembled areas of text that make up the product. A record is equivalent to a paragraph or section of text that is separated by a hard carriage return.

1.4 The Toolbelt

Holding your mouse pointer over a button on the Toolbelt will activate a ToolTip, giving a quick reminder of the function of that button. To activate the function, click on the button. (N.B. the active buttons on the toolbar will vary in each of the databases.)



Material Search <F9>. Allows you to search for material on a selected topic.



Go Forward <SHIFT+F6>. Replay your search/browse steps one at a time move forward one step each time you click on "Go Forward."



Fielded Search <F10>. Allows you to search the database using specific fields.



Goto Front Screen. Takes you back to the front screen of CLI



Free Text Search <F11>. Allows a free text search across the database. (LJI, FJI, LRDI and Current Law Cases only)



Opens all main databases on the CLI disc <CTRL+A>.



Clear Search. Clears the results of the current search from the document pane.



Tag Records <CTRL+T>. Select paragraphs for printing or saving by tagging them.



Previous <F4>. While browsing through the Hits retrieved by a search, move to the



Clear All Tags <SHIFT+CTRL+T>. Removes tags previously attached to records.

previous Hit.



Next <F3>. While browsing through the Hits retrieved by a search, move to the next Hit.



Export <CTRL+X>. Opens the dialogue box for exporting records.



Go Back <F5>. Retrace your search/browse steps one at a time move back one step each time you click on "Go Back".



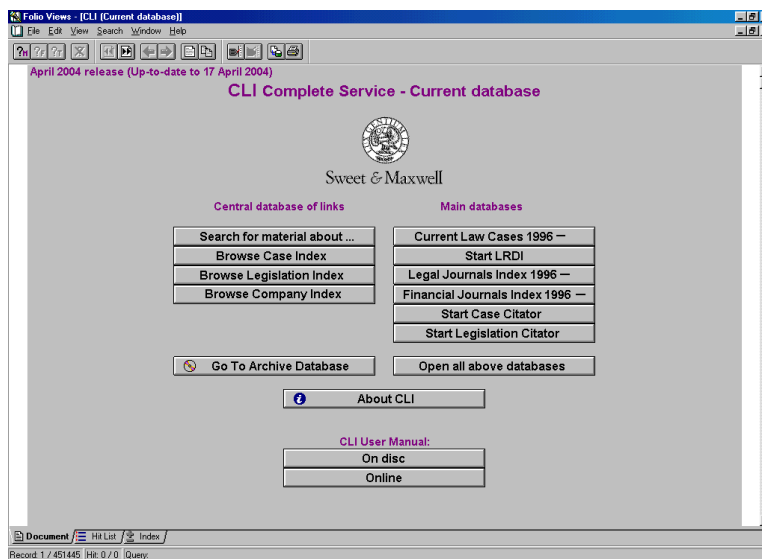
Print <CTRL+P>. Opens the Print Document dialogue box for printing the selected records.

2. The Front Screen

- [2.1](#) Front screen buttons
- [2.2](#) Returning to the front screen
- [2.3](#) Opening additional databases
- [2.4](#) Switching between databases
- [2.5](#) Closing a database
- [2.6](#) Jump links

2.1 Front screen button

The front screen is your entry point to CLI, and is the main navigation point for accessing the databases:



Clicking on a front screen button will perform the following functions.

Central database of links

<i>Search for material about ...</i>	Opens the Search for material about query template which searches the case, company and legislation indexes from the front screen.
<i>Browse Case Index</i>	Allows you to browse the Case Index alphabetically with the assistance of an alphabet bar.
<i>Browse Legislation Index</i>	Allows you to browse the Legislation Index alphabetically with the assistance of alphabet bars.
<i>Browse Company Index</i>	Allows you to browse the Company Index alphabetically with the assistance of an alphabet bar.

Main databases

<i>Current Law Cases 1996 -</i>	Opens the front screen of the Current Law Cases database.
<i>Start LRDI</i>	Opens the front screen of the LRDI database.
<i>Legal Journals Index 1996 -</i>	Opens the front screen of the LJl database.
<i>Financial Journals Index 1996 -</i>	Opens the front screen of the FJl database.
<i>Start Case Citator</i>	Opens the front screen of the Case Citator database.
<i>Start Legislation Citator</i>	Opens the front screen of the Legislation Citator database

Go To Archive Database

Opens the front screen of the Archive database

Open all above databases

Opens all six databases

About CLI

Provides details of the CLI database content.

2.2 Returning to the Front Screen

The front screen is brought up automatically in the document pane when you begin using the product each time. To return to the front screen from another place within the text:

Click on the **Front screen** button on the Toolbelt



The document pane will now show the front Screen. To return to your previous location, click on the **Go Back** (<F5>) button in the Toolbelt.



2.3 Opening additional databases

Once you have opened one of the databases, you may wish to open second or subsequent database at the same time. To do this:

Return to the Front Screen button as above and open the additional database.

2.4 Switching between databases

There are three ways to switch between the open databases:

Pressing <CTRL+TAB> will bring the next database to the front. Continue pressing the Tab button until the desired database is reached.

Select **Window, Cascade** from the Menu bar.

Select **Window** from the Menu bar and then select the name of the database you require from the list given.

2.5 Closing a database

To close a database, either:

Click on the **X** button at the top left hand corner of that database (being careful not to click on the **X** button on the top blue bar as that will close the CLI program).

Select **File, Close** from the Menu bar.

2.6 Jump Links

Within the CLI databases there are highlighted jump links which take you to other parts of the CLI service.

Blue highlighted text takes you to the relevant entry in the Case Index or Legislation Index.

Purple highlighted (**>>>citator**) takes you to the citator entry for the relevant case or legislation.

Green highlighted (**>>>digest**) takes you to the digest of that case.

In addition, links to source websites can be found in the LRDI database and links to the HMSO website can be found in the Legislation Citator.

3. The CLI Databases

- [3.1](#) Database information
- [3.2](#) Common features
- [3.3](#) Current Law Cases
- [3.4](#) LRDI
- [3.5](#) Legal Journals Index
- [3.6](#) Financial Journals Index
- [3.7](#) Case Citator
- [3.8](#) Legislation Citator
- [3.9](#) Indexes

3.1 Database information

Summary information on the complete set of CLI databases can be found by clicking the **About CLI** button on the front screen. Further information on each of the six databases can be accessed from the front screen of each database by clicking on the **More information** button - see [section 3.2.2](#).

In addition to the main databases, CLI also contains three indexes: company case and legislation. These can be browsed individually and contain links to all the references and abstracts in the databases contained on your disc(s).

3.2 Common features

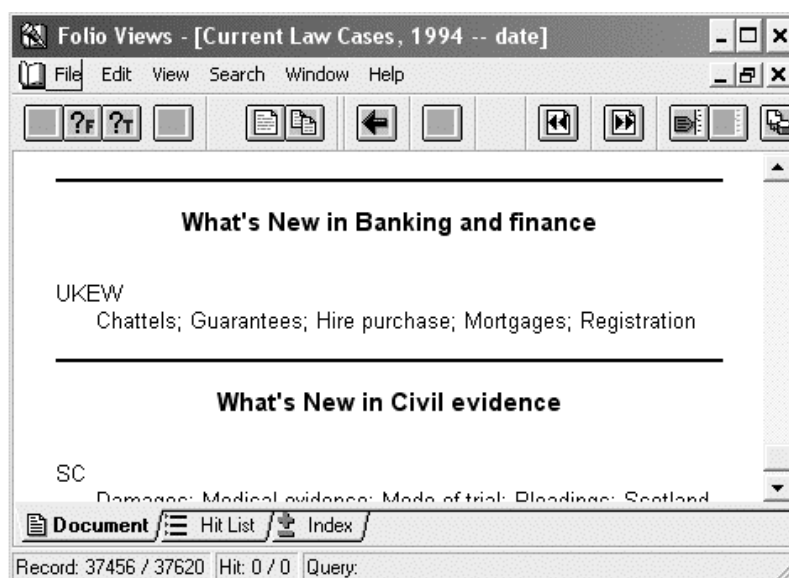
The Browse **What's new this month**, **Search by field**, **Free text search** and **More information** features are common to most of the CLI databases.

3.2.1 Browse What's new this month

Each of the CLI databases (except the citators) includes a **Browse What's new this month** feature. This is a listing by subject, in brief reference form, of all the new material added to the current month's CD-Rom. This feature enables you to view a summary for each new item in your area of specialist interest and from there to jump to the full reference of any entry you wish to view in detail.

To access the **Browse What's new this month** feature for a particular database, click on the relevant button on the front screen of each database. This opens the subject search front screen.

By clicking on the subject that you are interested in, you will be taken to a list of entries under that subject:



By clicking on the desired keyword listing you will be taken to that entry in the database. Entries in the **Browse What's new this month** database are grouped within each subject by jurisdiction.

You can return to the summary list from the full entry by clicking on the **Go Back** button on the toolbar.



By continuing to click on the **Go Back** button, you will return to the subject listing for that database.

3.2.2 More information

Information on the individual databases can be accessed from the front screen of each by clicking on the More Information button.

More information

This includes details on the content, coverage and indexing policy and a link to Sweet & Maxwell's DocDel service - see [section 3.2.3](#).

3.2.3 DocDel

DocDel is a pay-as-you-go document delivery service that can supply copies of the majority of items referenced in the Current Law Cases, Legal Journals Index and Financial Journals Index databases and some of the items in the LRDI database. More information about the DocDel service (including details of charges and ordering information) can be accessed by clicking on the DocDel link which is present on all relevant screens:



3.2.4 Search by field

A field is a specific part of a data record. Each CLI record is made up of a number of fields. For example, you may require employment as a keyword but want to ignore 'employment' in the general text. The **Search by field** tool is specifically designed for this purpose within an individual database. The **Free text search** can be used individually or over all the databases.

For information on how to use the **Search by field** function see [Part 4](#).

3.2.5 Free text search

This allows you to search across all fields using standard operators. You can also take advantage of the **Last 5 searches** and **Saved searches** features. This also allows for searching across all open databases at once. For information on how to use the **Free text search** function see [Part 4](#).

3.3 Current Law Cases

Current Law Cases is a digest of all cases reported since 1947 and covers all commercial series' of UK law reports, law reports appearing in the *Times*, *Independent*, *Guardian* and *Lloyd's List* and a selection of cases submitted *ex relatione*. Coverage extends to quantum information and Scottish Law Reports. This database also provides digests of a number of cases produced straight from transcript, so that they appear in Current Law Cases before they have been reported elsewhere.

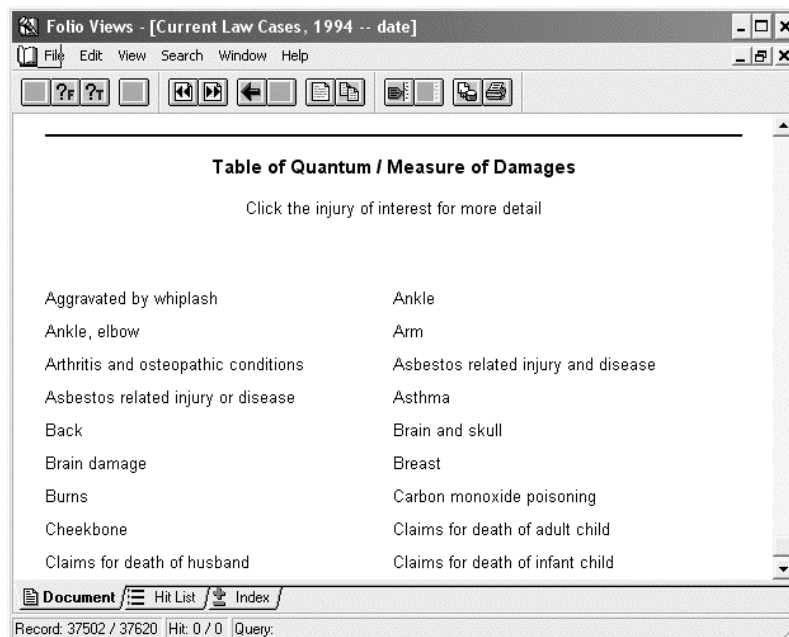
In addition to the **Browse What's new this month**, **Search by field**, **Free text search** and **More information** features – see [section 3.2](#) – Current Law Cases also incorporates a Table of quantum.

3.3.1 Table of quantum

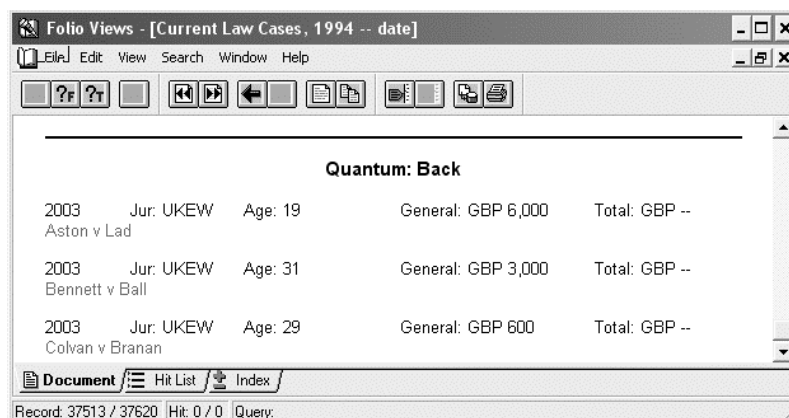
This feature is accessed by clicking on the

Browse Table of quantum

button on the front screen of Current Law Cases. The Table incorporates a list of areas of injury or medical condition. The up and down arrows on the scroll bar to the right hand side of the window can be used to scroll through the list of entries.



By clicking on the particular area of injury / medical condition you are interested in, you will be taken to a list of relevant entries listed in reverse chronological order and alphabetically by case name.



By clicking on the case name, you will be taken to the digest for that case. To return to the Table of quantum from a particular entry, click on the **Go back** button, repeating until the desired screen is accessed.



3.4 LRDI

LRDI (Legal & Regulatory Developments Index) is a ready-made index to public domain information of interest to the legal profession. The archive dates back to 1994. This database contains:

- Press comment from national and major regional newspapers on UK and EC legal developments
- Press releases from Governments Departments, regulatory bodies and professional organisations
- Parliamentary publications
- Command papers
- Bills, including their progress through Westminster, the Scottish Parliament and the Northern Ireland Assembly
- English, Welsh, Scottish and Northern Irish Statutory Instruments and Northern Irish Statutory Rules of general effect and those of local effect made under a Public Act
- White and Green Papers
- European Community legislation and proposed legislation
- Official documents, press releases and news from the European Commission, European Courts and the European Parliament
- European Commission documents (COMdocs); Documents of the Secretariat General of the European Commission (SEC)

Developments in other Member States which may be relevant in the UK
Selected publications from international organisations (from June 2000)
Practice Directions.

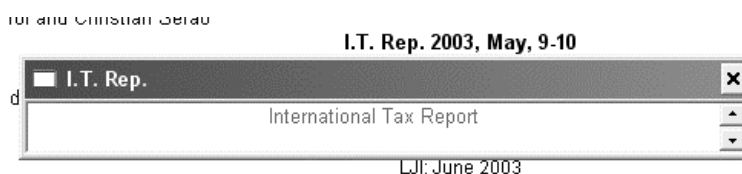
Links to the source websites are provided for many of the entries in this database (these are highlighted in blue). If you have difficulty in obtaining the full text for any of the documents listed, the DocDel team can usually help – see [section 3.2.3](#).

LRDI includes the **Browse What's new this month**, **Search by field**, **Free text search** and **More information** features – see [section 3.2](#).

3.5 Legal Journals Index

The Legal Journals Index is an index providing summaries of articles, case and legislative comments from UK legal journals. This includes entries from English language legal journals of EU law and Irish published journals. The archive dates back to 1986.

Each entry within the database contains a full reference to the journal the entry was indexed from. To identify the journal from its abbreviation in the reference simply click on the journal abbreviation and a window will pop up containing the full journal name:



By clicking on the name of the journal within the box shown above, you will be taken to the entry for that journal in the Journals database.

By clicking on the **X** button at the top right-hand corner of the journals indexed window that has just opened, you will be taken back to the LJI entry you were viewing.

In addition to the **Browse What's new this month**, **Search by field**, **Free text search** and **More information** features – see [section 3.2](#) – the Legal Journals Index provides access to the Journals Database which lists all journals indexed by Sweet and Maxwell.

3.5.1 Journals database

The Journals database can be accessed from the:

[Go to Journals database](#)

button on the front screen of the Legal Journals Index or the Financial Journals Index. You can browse the database by clicking on:

[Browse journals indexed](#)

You will be presented with an alphabet bar and the beginning of a list of journals:

Click a button to narrow on the first letter of the journal abbreviation.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

To find the required journal and accompanying information click on the first letter of the journal title on the alphabet bar and then scroll down to the relevant abbreviation.

A link to DocDel is also provided on this page, as shown below. For more details about the DocDel service

see [section 3.2.3](#).



3.6 Financial Journals Index

The Financial Journals Index is an index to the main banking, insurance, pensions and financial services journals and (from January 2002) industry specific journals. The archive dates from 1992.

In addition to the **Browse What's new this month**, **Search by field**, **Free text search** and **More information** features – see [section 3.2](#) – the Financial Journals Index provides access to the Journals Database which lists all journals indexed by Sweet and Maxwell - [section 3.5.1](#).

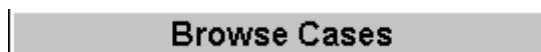
3.7 Case Citator

For the period 1947 onwards, the Case Citator is a comprehensive guide to developments in case law, allowing you to track the progress of a case through the courts, to trace its judicial history and to find out where a full judgment of the case can be located.

In addition to the **Search by field** and **More information** features – see [section 3.2](#) – the Case Citator also allows you to **Browse Cases** and contains a **Key to Court levels**.

3.7.1 Browse Cases

This function allows you to search for a case manually by alphabetical order. From the front screen of the Case Citator, click on the:



button. You will be presented with an alphabet bar and the start of an alphabetical list of cases:

Browse cases

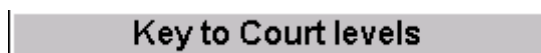
Click a button to narrow on the first letter of the case name.



Clicking on the first letter of the case name will take you a second alphabet bar and the beginning of an alphabetical list of case names for that letter. You can either scroll down to the case you are looking for or narrow the search by clicking on the second letter of the case name in the alphabet bar, which will take you the relevant part of the alphabetical list.

3.7.2 Key to Court Levels

All citations in the Case Citator are ranked and colour-coded according to the level of the court at which the hearing took place. Five levels of court are defined, in order of greatest through to least significance. The full list can be obtained by clicking on the button shown below:



The **Key to Court levels** can also be accessed from each entry in the Case Citator by clicking on the

following link in an entry:

»»key to court levels

3.8 Legislation Citator

The Legislation Citator details all changes to statutes since 1989 effected by statutes or Statutory Instruments, enabling you to identify quickly and easily whether any Act has been amended, repealed, applied or referred to by any other legislation. It also includes details of amendments and revocations made to Statutory Instruments and statutes since 1993.

Where a piece of legislation has been referred to in a case, a jump link is provided from the entry in the Legislation Citator to the appropriate entry in the Case Index. From there, you can access the Case Citator, digest of the case (if available) and any references to the case in the LJI or FJI databases.

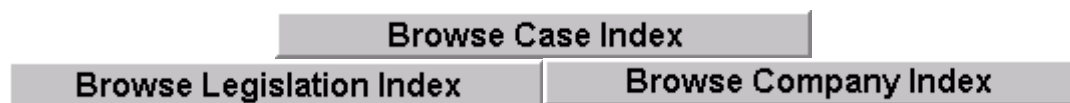
The **Search by field** and **More information** features are also available from the front screen features – see [section 3.2](#).

3.9 Indexes

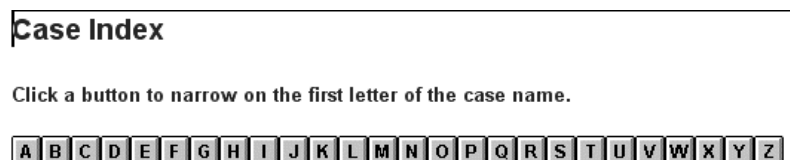
Information in all the databases is linked by three indexes: Company, Case and Legislation. These can be browsed individually and contain links to all references and abstracts in all databases.

3.9.1 Browsing the indexes

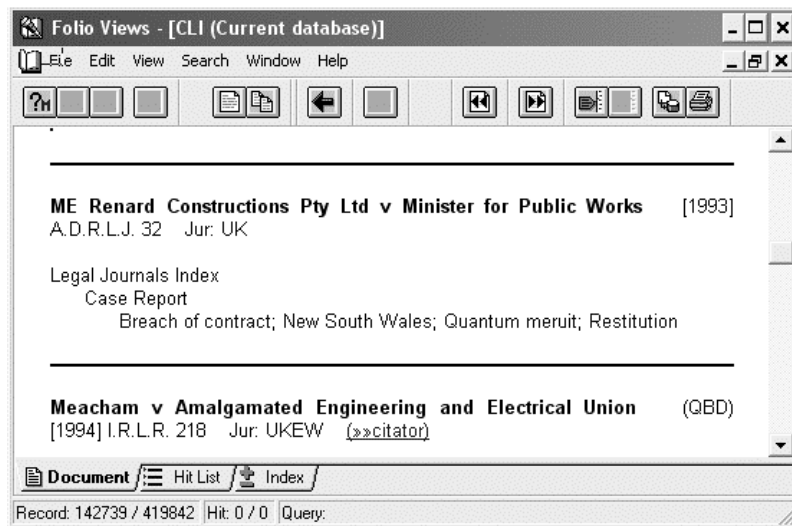
The browse feature allows you to see a list of all the times a particular case, piece of legislation or company has been referenced or abstracted in each of the databases. To browse one of the indexes, click on the relevant button on the front screen of CLI:



You will be presented with an alphabet bar and the beginning of a list of cases, legislation or companies, according to the index you chose. For example:



By clicking on the first letter of the case, legislation or company that you are interested in, you will be taken to the part of the index beginning with that letter. There you will be presented with a further alphabet bar that allows you to select the second letter of the entry you are looking for. This again takes you to a narrower part of the index. From there you can scroll down to find the entry you require using the scroll bar to the right of the window.



To return to the start of each index with its alphabet bar, click on the **Go Back** button on the toolbar:



3.9.2 Case links

The case index can also be accessed from the Case Citator by clicking on the ([>>case links](#)) highlighted text where it appears against a case reference.

4. Searching

- [4.1](#) Searching options
- [4.2](#) Search for material about ...
- [4.3](#) Search by field
- [4.4](#) Free text search
- [4.5](#) Advanced query search
- [4.6](#) Searching techniques
- [4.7](#) Viewing the results of a search

4.1 Searching options

Four types of query window are available for executing searches in CLI:

Search for material about ...
Search by field
Free text search
Advanced query search

4.2 Search for material about ...

This feature, available from the front screen of CLI, allows you to see a list of all the times a particular case, company, piece of legislation or subject has been referred to in all of the databases using the case, legislation and company indexes as a way to order the results of the search.

To begin a search, press <F9> or click on the relevant button on the front screen:

Search for material about ...

Alternatively, click on the relevant button on the toolbar:



You will be presented with a search template:

In the **Type the words to search for** text entry box simply in your chosen topic, e.g. insurance.

You can select to look for your chosen topic in one or all of the indexes by selecting or deselecting these options. The default option is for all three to be selected. Combinations can be chosen by clicking on the tick

boxes which turn the selection on or off as required.

There is also an option to limit the search by date range by selecting **All**, **This year** or **This month**. (Note: 'This year' means the last 12 months and not the current calendar year).

As you enter your search terms and make your selections, you will see those entries appear in the grey box at the bottom of the template as a query tree. The more selections you make, the more or less hits you will retrieve. The query tree enables you to track the progress of your search terms by term. If you meet any dead-ends, i.e. your search retrieves no hits, you will be able to identify at a glance the point at which your search became invalid.

Once you have entered your search terms, made your selections and checked that you have retrieved hits for your search, click on the **Search** button to view the results of your search.

The results will display as a list of entries from the indexes you selected with entries from the Case Index appearing first, followed by those from the Legislation Index and finally the Company Index. For more information on viewing the results of your search, see [section 4.7](#).

4.3 Search by field

A field is a specific part of a data record. Each CLI record is made up of a number of fields. For example, you may require 'employment' as a keyword but want to ignore 'employment' in the general text. Fields in CLI records are not individually labelled but you should be aware that if you choose, for example, to search by case, you will retrieve all occurrences of your chosen term in the case name of each reference.

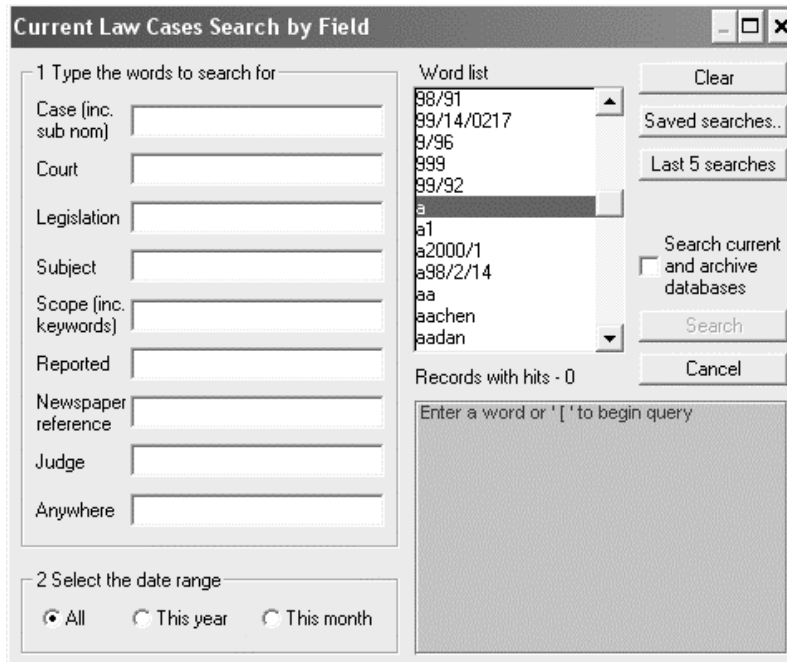
To begin a search, press <F10> or click on the relevant button on the front screen of each database.



Alternatively, click on the relevant button on the toolbar:



You will be presented with a search template specific to each database:



Each database contains different fields by which it can be searched. These are defined in the table below:

Act: Name SI: Number	This field, found only in the Legislation Citator, allows you to search by the SI number or the full or partial name of a piece of legislation.
Act: Section SI: Art./Reg.	This field, found only in the Legislation Citator, allows you to limit the search to references to a particular section, article or regulation in the Act or SI you are searching in.
Anywhere	The field allows you to search for the occurrence of any word or phrase (if surrounded by "") anywhere in the database. This is available in all the databases.
Author (inc. book auth.)	This field allows you to search for the name of the author(s) of an article or book. This is found in LJI and FJI only.
Case	This field enables you to search for any word found in the case name. This is found in all databases except the Legislation Citator.
Company	Available in LRDI and FJI for searching for references concerning or mentioning a particular company.
Court	Found in the Case Citator and Current Law Cases this enables you to search for records within the database with the same entry in the court field.
Digested	Found in the Case Citator, this field allows you to search to see if the case has been digested in the Current Law Monthly Digests or Current Law Yearbooks. Results also detail whether the case has been applied, approved, considered, distinguished, overruled or followed and gives the Current Law Yearbook paragraph number.
Entry Type	Found in LRDI, this can be used to restrict your search to press releases, articles, Commission documents, Green papers, Bills, Command Papers, etc.
Judge	Found in Current Law Cases, this field allows you to search for the name of the presiding judge or judges.
Keywords	Keywords give more detailed scope than just using the subject terms as each entry will usually have more than two keywords. One or more of the keywords pertaining to specific content are assigned to every entry in every database except those in the citators. This field enables you to search for records with particular keyword classification(s).
Legislation	This field enables you to search for all legislation in the database with the chosen search term in the title. The number or year of an SI or the year or chapter number of an act can also be entered. This field is found in all databases except the citators.
Newspaper reference	This field, found in Current Law Cases and the Case Citator, allows you to search for the name of the newspaper in which a report appeared and the date.
Reported	This field, found in Current Law Cases and the Case Citator, allows you to search for the year of the report or the series in which the report was

	cited.
Schedule	This field allows you to restrict your search to a particular schedule in the legislation you are searching for.
Scope (inc. keywords)	Found in Current Law Cases this covers recognised terms and phrases you may wish to search by such as 'failure to prevent gas emissions' or 'quantum'.
Source	Available in LJI and FJI, this allows you to search for all entries relating to a particular journal.
Subject	Every entry in Current Law Cases, LRDI, FJI and LJI has a subject heading. This field enables you to search for records with that subject classification.
Year	Found in the Legislation Citator, this field allows you to search by the year the legislation received royal assent. It is most useful to use this field in conjunction with one or more of the other fields available.

To enter a search term in a field, click in the text entry box to the right of the field name. A flashing cursor will appear allowing you to type in your search terms.

You can enter search terms in more than one field to narrow down your search. *Examples:*

- 1) To search Current Law Cases for cases before the Court of Appeal relating to changing children's names you would enter 'ca' in the **Court** field and 'change children name' in the **Scope** field.
- 2) To search Legislation Citator for any entries relating to section 8 of the Housing Act 1988, you would enter '1988' in the **Year** field, 'Housing Act' in the **Act: Name/SI: Number** field and '8' in the **Act: Section** field.

Where search terms are entered in more than one field the Boolean operator AND will combine those search terms. To use other Boolean operators, search using the **Free text search**

4.4 Free text search

This allows you combine searches in different fields with operators other than AND across all open databases.

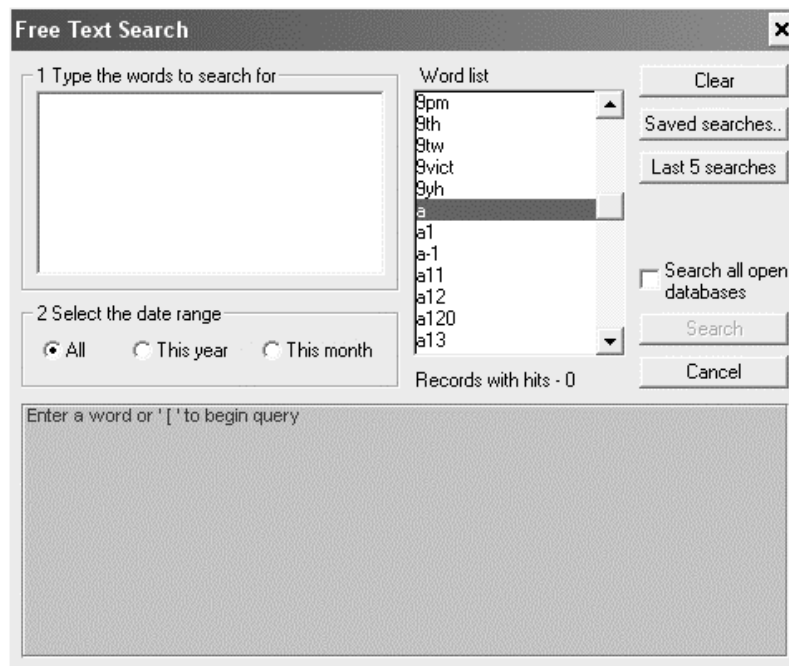
To begin a search, press <F11> or click on the relevant button on the front screen of the database you want to search:

Free text search

Alternatively, click on the relevant button on the toolbar:



You will be presented with a search template specific to each database:



In the text entry box, type in the search terms you want to find, for example, for press releases from the Department of the Environment, you could type 'press release department environment'.

You can restrict your search by selecting the date range **All**, **This year** or **This month**. (Note: 'This year' means the last 12 months and not the current calendar year).

You can also select to **Search all open databases** by ticking the available box.

Once you have entered your search terms and checked that you have retrieved hits, click on the **Search** button to view the results of your search.

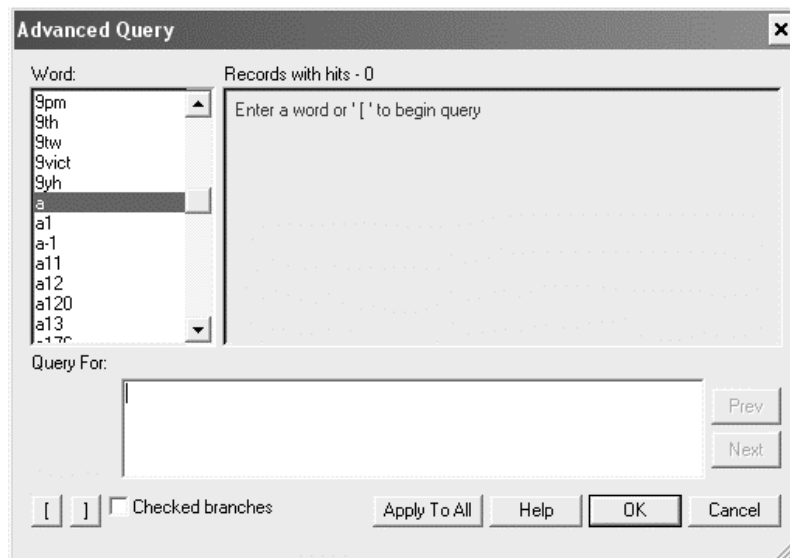
Note: Search terms are automatically combined with the Boolean operator AND. To use other operators such as OR or NOT, enter them in the text entry box. Example:

1) to search for press releases on the environment but which are not related to employment, type in 'press release environment NOT employment'.

4.5 Advanced query search

There is an additional search template available in all the CLI databases. The search template is a standard Folio Views feature and may be familiar from other Folio Views-based products.

The Folio Advanced Query window can be accessed by selecting **Search, Advanced query** from the Menu bar.



Search terms can be words or phrases, whole or truncated. You can perform proximity searches, use Boolean logic and execute field specific searches - see [section 4.6](#).

To carry out your search over all open databases, click on the **Apply to All** button. The results will appear separately in each database.

To search by field, click on the **[** button and a range of options will appear in the **Word wheel** - see [section 4.6.1](#). Double click on the field option.

A list of available fields will appear in the **Word wheel**. Double click on the required field.

A list of searchable terms within that field will appear in the **Word wheel**. Again double click on the term required and then click on the **]** button.

The results of your search will be shown in the **Records with hits** box.

This process can be repeated as often as required to narrow down your search.

4.6 Searching techniques

This section gives general information on the range of searching techniques that can be used to retrieve references from any of the databases.

4.6.1 The Word wheel

The word wheel is an accelerated browse index of all the terms in the current database. You can use the **Word wheel** to enter search terms in the search fields by double clicking on entries (you must first ensure that the field has been selected by clicking in it's text entry box).

As you type a search term into a field you will see that the closest match to that term in the **Word wheel** is highlighted in blue. You may find the **Word wheel** particularly useful as a means of identifying alternative spellings of names.

4.6.2 Running previous searches

The **Last 5 searches** facility allows you to retrieve any search from a temporary archive of the last five searches you performed.

To repeat one of your last 5 searches, click on **Last 5 searches** button as many times as required to retrieve the search you want to repeat. The terms of your previous search and the query tree for that search are automatically entered in the search template.

Click on **Search** to view the results of that search again.

4.6.3 Modifying your search

You can also use the **Last 5 searches** facility to refine the results of a previous search.

To refine the results of a previous search, click on the **Last 5 searches** button as many times as required to retrieve the search you want to modify. The terms of that search and the query tree for that search are automatically entered in the search template.

Change the search terms and parameters as required and click on the **Search** button to view the results of the modified search.

4.6.4 Saved searches

This allows you to store the searches you make and is particularly useful for storing regular subject-based current awareness searches which you run every month.

To save a search, click on the **Saved searches** button in the search template. This opens a new dialogue box. Highlight the search in the **Last 5 searches** box that you want to save by clicking on it. Click on the **Add to archive** button and that search will be placed in the saved searched archive.

Alternatively you can add all the last 5 searches to the archive using the **Add all to archive** button.

To rename the saved searches, click on the search you want to rename and then click on the **Rename search** button at the bottom of the dialogue box. A text editing box will appear allowing you to name the search as required.

To view a saved search, click on the **Saved searches** button in the main search template. Click on the search in the archive you want to repeat and click on the **Send search to form** button. The search terms for that search will be sent to the search template. To view the results, click on the **Search** button.

4.6.5 Limiting search by date

It is possible to select date ranges in all search options (**Free text search**, **Search by field** and **Search for material about ...**). To refine your results to a time period select **This year** or **This month** as the date range before clicking on **Search**. This will produce results added to the CD-Rom in the last 12 months (**This year**) or new to the current CD-Rom (**This month**).

4.6.6 Case sensitivity

Searches are not case sensitive: torts will find Torts, TORTS and torts.

4.6.7 Truncation searches

The wildcard operator for executing truncation searches in Folio Views is the asterisk (*). This type of search is valid in any of the search templates.

To perform a truncated search, type the stem of your search followed by an asterisk in the relevant text entry box. For example, type employ* to retrieve references to employ, employing, employee, employer, employment, employs.

You can also perform a truncated search where a wildcard replaces a single character rather than an indefinite number of characters using a question mark (?) in place of each character.

For women or woman, type wom?n in the text entry box.

By typing legi?????? you would retrieve legitimacy, legitimate, legitimise,. By typing legi???????? You would find legislating, legislation, legislative, legislature and legitimated.

4.6.8 Phrase searching

To search for a phrase, type your phrase in the text entry box enclosed in inverted commas (""). You can also use wildcards in phrase searches. For example, typing "contrib.* neglig*" would retrieve contributory negligence and contributorily negligent.

4.6.9 Boolean searching

It is possible to combine search terms within the **Free text search** using any of the Boolean operators: AND,

OR, XOR or NOT. By default, if you enter two or more terms in the text entry box, the terms will be combined with the Boolean operator AND. This is represented in the query tree as &.

To combine search terms with an operator other than AND, simply type the required operator in the text entry box between the search terms you wish to combine. Examples:

- 1) To retrieve references containing the phrase “social security” or the phrase “welfare state” or both, you would type: “social security” OR “welfare state” in the text entry box.
- 2) To retrieve references to the phrase “social security” but not the phrase “welfare state”, you would type: “social security” NOT “welfare state” in the text entry box.
- 3) To retrieve references to either the phrase “social security” or the phrase “welfare state” but not both, you would type: “social security” XOR “welfare state” in the text entry box.

4.6.10 Proximity searches

If you require information on sex discrimination but are unsure whether the words will appear in that order (discrimination on the grounds of sex being equally valid) you can carry out a proximity search. You can specify that the words you are searching for must be within a certain number of words of each other. Examples:

- 1) To perform a proximity search for the words in query order within four words of each other, type: “sex discrimination”/4.
- 2) To perform a proximity search for the word in any order within six words of each other, type: “**sex discrimination**”@6.

4.7 Viewing the results of a search

When you have typed in your search query and identified from the query tree that there are results to view, click on the **Search** button to go to the first record retrieved (the search terms appear as highlighted text).

You may move forward or backwards through the Hits retrieved by a search. Simply click on the



button on the Toolbelt to view the next Hit, or click on the



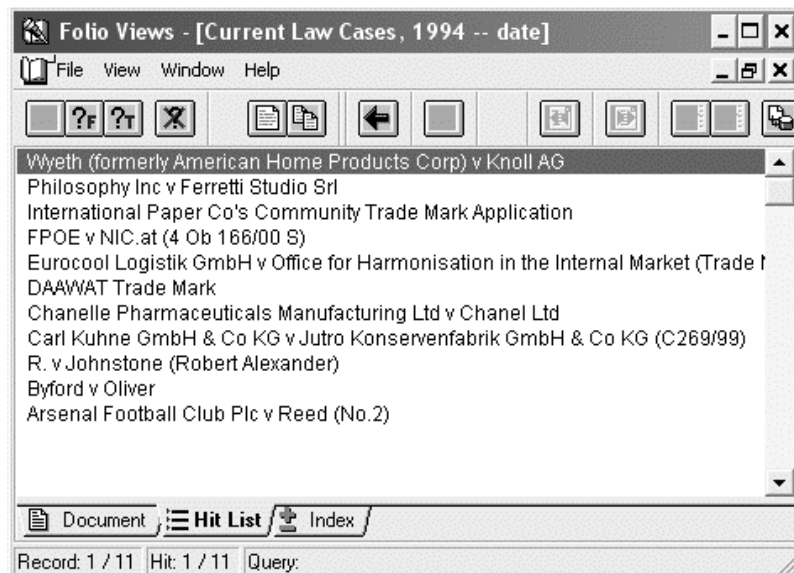
button on the Toolbelt to view the previous Hit.

At the bottom left of the screen you will see three tabs:



CLI will, by default, display the results of your search in document form.

By clicking on the second of the tabs, **Hit List**, you can view a list of hits retrieved:



To view the relevant document, click on the required entry in the list.

The third tab, **Index**, provides you with an alternative to subject searching by allowing you to search the indexes available for the open database.

5. Printing and Copying

- [5.1](#) Tagging records
- [5.2](#) Printing
- [5.3](#) Copy and paste
- [5.4](#) Exporting CLI records

5.1 Tagging records

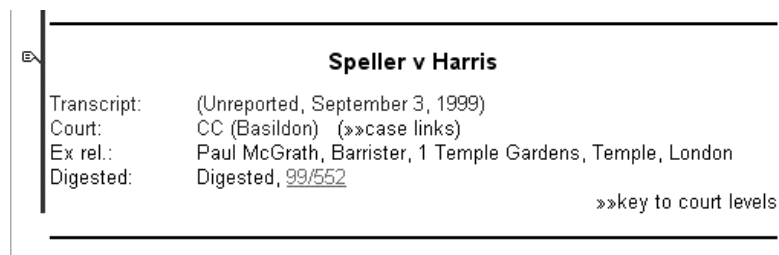
You can select records for printing by “tagging” them.

To tag a record:

- Click anywhere within the text of the record you want to tag.
- Press <CTRL+T> on the keyboard or click on the **Tag Record** tool on the toolbar:



In the window a marker appears to the left of any record that been tagged along with a bold, red vertical line running the length of the relevant record:



To clear a tag:

- Click anywhere within the text of the tagged record, and click on the **Tag Records** button on the Toolbelt again. The bold line next to that record will disappear to show that the record you are in is no longer tagged.
- To clear all of the tags click on the **Clear All Tags** button on the Toolbelt:



You can also select records for printing by highlighting them.

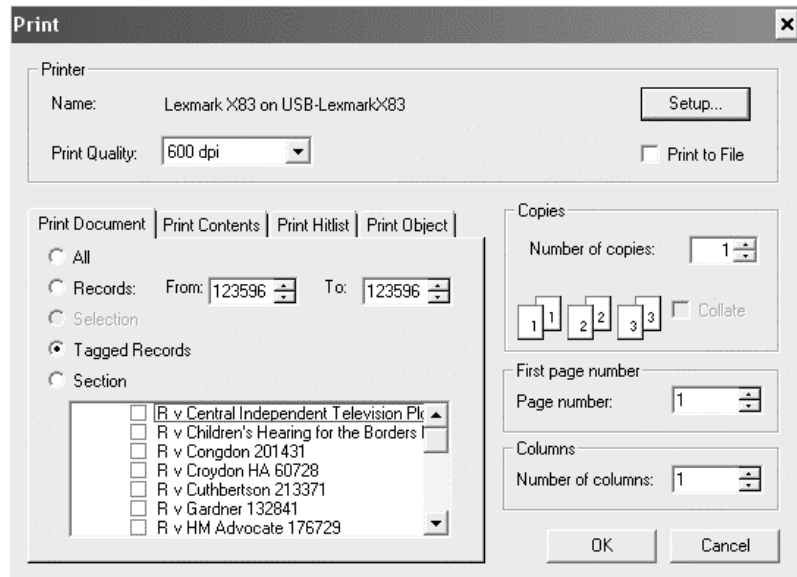
5.2 Printing

From any of the databases you can print a single record or a series of records you have tagged or highlighted. Once you have tagged or highlighted the record(s) you wish to print:

- Select **File, Print** from the Menu bar or click on the **Print** button on the Toolbelt:



A dialogue screen similar to the one below will appear:



- Ensure that the destination printer is set up correctly.
- Select the required print range by clicking in the circle to the left of the appropriate option:
 - **All** prints the entire content of the CLI database and is not recommended.
 - **Records** prints the specified range of records, identified by their record numbers. If the values in the **From** and **To** boxes are the same, then only the record you are currently viewing will be printed.
 - **Selection** prints only a highlighted record.
 - **Tagged Records** prints any records you have previously tagged – see [section 5.1](#).
 - **Section** prints all records within the section(s) selected. To select a section, click in the check box next to your chosen record(s) in the list provided.
- Click on the **OK** button to print the required text.

5.3 Copy and paste

It is possible to copy CLI records directly into a Windows-based word processor.

- Select the required record(s).
- Press <CTRL-C> to copy the text or select **Edit, Copy** from the Menu bar.
- Open your Windows-based word processor in the usual way and press <CTRL-V> to paste in the text or select **Edit, Paste** from the Menu bar.

N.B. If you copy and paste paragraphs in this way, you will lose all formatting applied to the paragraphs they are displayed in Folio Views. You will also find that some additional material (numbering) appears in the record. This can be deleted in the normal way.

5.4 Exporting CLI records

To save CLI references to a file in your chosen format:

Select **File, Export** from the menu bar, press <CTRL-X> or click on the **Export** button on the Toolbar.



Select the required drive and directory using the **Folders** and **Drives** listings.

Click in the **File name** box and type in the required filename (no more than eight characters).

Select the required format from the drop-down list in the **List files of type** box.

Select either **Tagged Records** (if records have been tagged) or **Current View** from the drop-down list in the **Export range** box. N.B. Exporting the **Entire Infobase** will save the entire database to the selected file and is not recommended.

Click on **Export** to save the required references to file.