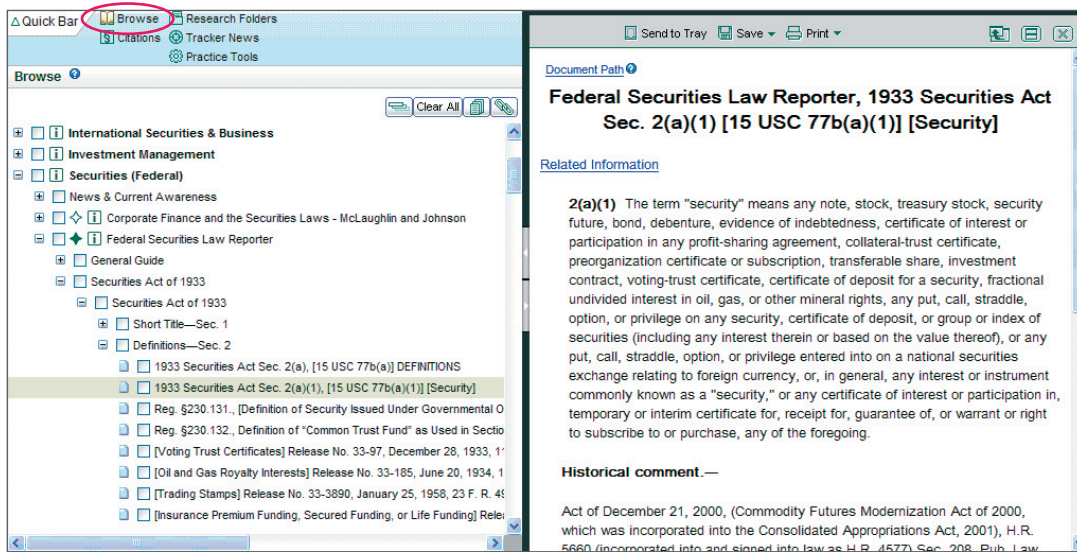


Start with what you already know about the issue!

Know a LAW SECTION or TOPIC? Browse through an expandable table of contents.

Click on Browse in the Quick Bar. Click on a main library, e.g., Securities (Federal), and continue clicking on +’s to drill into a publication and down to a document.



Know a TOPIC? Use Topic Navigator to locate material in multiple publications.

Currently only available for either Federal Tax or Securities (Federal)

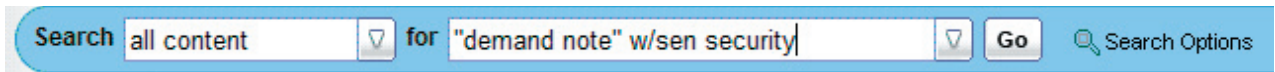


- Open Practice Tools, library topic and click on Topic Navigator
- Within Topic Navigator, scroll on the left menu and expand Topics and subtopics using the “+”
- At final subtopic a listing of publications will appear in the right window
- Expand a publication (clicking the “+”) to see links to pertinent documents
- You can also search through the Topics

Note: Lack of a green check mark indicates material is outside the scope of your subscription and unavailable.

## Know KEY WORDS? Conduct a Key Word Search.

1. Search 'all content' or use Browse to select publications or databases.  
*Note: search scope automatically changes to 'selected content' after checking items on the Browse tree.*
2. Type your search expression, using quotes to force a phrase; terms (AND, OR, NOT); and connectors (W/# or W/sen - to require words to be in proximity to each other, e.g., W/5 = within 5 words; W/sen = within same sentence (20 words).



3. *Optional:* Click **Search Options** to enable/disable the Thesaurus and/or include a date criteria in your search.
4. Click **Go** to get results.

### Tips:

- To search within the list of results, change search scope to 'within results' and type new search term(s) in the search box and click **Go**.
- Use Filters to narrow your results by Document Type, Library, Jurisdiction, etc.

## Know a CITATION? Use the Citations template.

1. Click the Citations link on the Quick Bar.
2. Expand desired menu tree containing the desired document type.
3. Enter the citation in appropriate field on the template.
4. Click **Go** button on line with the citation.