

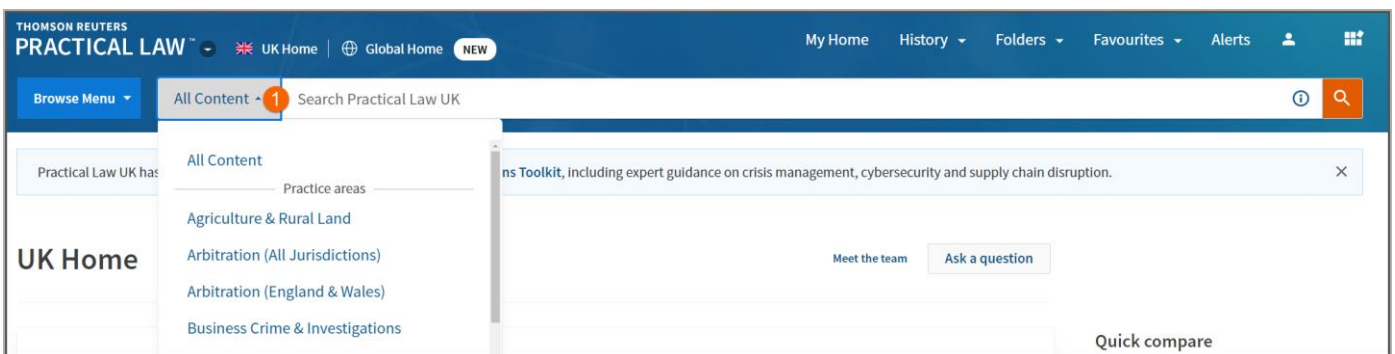
PRACTICAL LAW

How to conduct effective searches

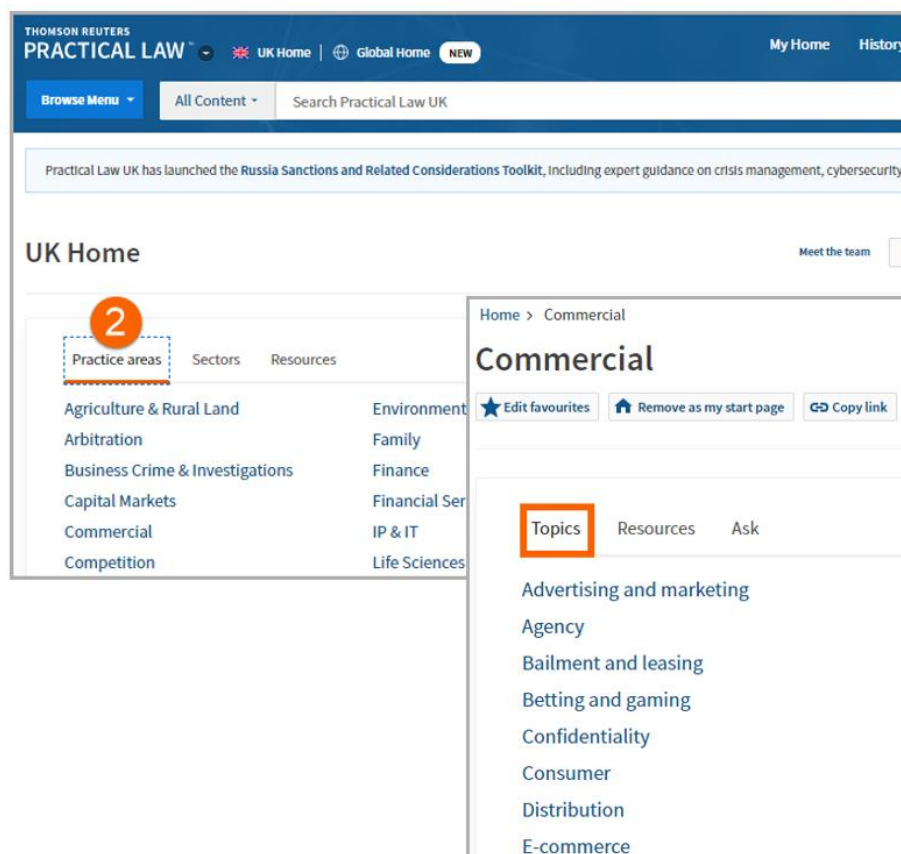
A quick reference guide on how to conduct effective searches on the Practical Law platform, including using Search Connectors and/or Field Searching to achieve more focused search results.

Searching

1. You can choose to limit your search to a particular Practice Area by using this drop-down menu, before running your search.



2. Alternatively, you can also choose to browse into a particular Practice Area, then select a particular sub-topic, before running your search.

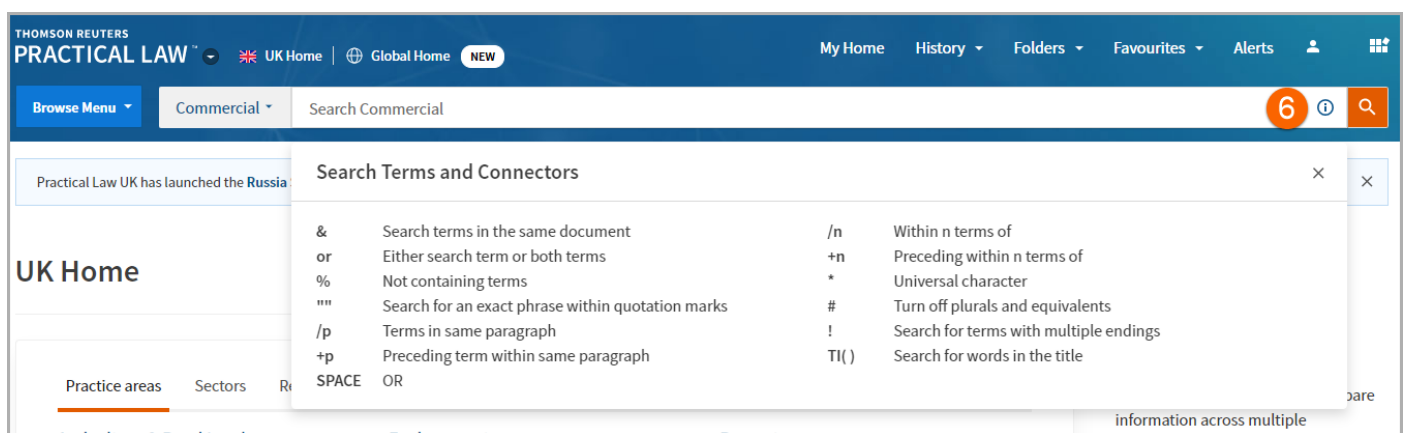


3. Now, type your search terms into the search box.

- As you start typing in your search terms, Practical Law will suggest search terms and phrases. You can choose one of the suggested searches or just finish typing your own search. All these search suggestions are taken from our indexing, document titles and successful searches run by other users. It will also recognize abbreviations, so if you type in *cva*, Practical Law will suggest *Compulsory Voluntary Arrangement*.
- Click to Search.

Search Connectors

- Clicking the “i” button to the right of the search box will display some assistance on what connectors can be used to build your search.



- Here is a list with examples of what each connector is used for:

| Connector | Used for | Example |
|-----------|---|--|
| “ ” | Searching for exact phrases | “adverse possession” |
| & | AND – look for both terms in a document | sustainable & development |
| OR | Look for either term in a document | dissolution OR divorce |
| % | BUT NOT – Documents should not include this term | freehold % unregistered |
| /p | Terms should appear in the same paragraph | agm /p notification |
| /n | Terms should appear within ‘n’ words of each other | energy /5 certificate |
| +p +n | The first term should precede the other in the same paragraph or by up to ‘n’ words | issuing +3 proceedings |
| * | Universal character | dr*nk (would look for drink, drank, drunk) |
| ! | Root expander – will look for any ending to a word | permi! (would look for permit, permits, permission, permitted) |
| # | Turn off plurals and equivalents | |

8. You can combine any of the connectors together and use brackets to create rules for the search. For example:

contract /5 term % exclusion

Will search for any document where contract(s) appears within 5 words of term(s) but the document doesn't contain the term exclusion.

(divorce or dissolution) /p (husband or spouse)

Will search for any document containing the term divorce or dissolution within the same paragraph as the terms husband or spouse.

Field Searching

9. You may want to run a refined search if you are (a) looking for something very specific, or (b) if you are retrieving too many results.
10. If this is the case, then you can use field restrictions just to search a specific part of the document (e.g. a Document title).
11. Here is a list with examples of what each field search is used for:

| Field | Used for | Example |
|-------|--|---------------------------|
| TI() | Searching for words in the title | TI(prospectus) |
| AU() | Searching for documents by a particular Author (Practical Law team or external contributor) | AU(pensions) |
| CI() | Searching for a specific document when you know the document ID | CI(1-422-4500) |
| SY() | Searching for terms in the Synopsis/Introduction | SY("compulsory purchase") |

12. You can combine field restrictions and the connectors to build powerful searches. For example:

Pension /p contribu! & AU(tax)

Will search for any document where pension(s) appears in the same paragraph as contribute or contribution(s) and is also written by someone in our Tax team.

TI(consultan!) & "third party" & ATLEAST3(exclusion)

Will search for any document where the title includes the term consultant or consultancy, it must include the term "third party", and it must also contain at least 3 instances of the term exclusion.

TI(competition % EU) & (cartel or monopoly)

Will search for any document where the title includes the term competition but not the term EU and the document contains the term cartel or monopoly.

Your Search Results

13. Having run a search, you will be taken to your results list.

The screenshot shows the Thomson Reuters Practical Law search results page for the query "adverse possession". The page features a navigation bar at the top with "PRACTICAL LAW" and "UK Home | Global Home" options. Below the navigation bar, there is a search bar containing the query "adverse possession" and a search icon. The main content area is titled "All Content (484)" and displays a list of search results. On the left side, there is a "Filter" panel with a "Select multiple" switch (17) and several filter categories: "Resource Type" (16), "Practice Area", "Jurisdiction", and "Sector". The search results list includes five items, each with a checkbox (18) and a "Relevance" dropdown (14). A "Less detail" dropdown menu (15) is visible over the results. At the bottom right of the results list, there are icons for folder, glasses, and note (19).

14. You can elect to sort results by relevance or by date order.

15. On the right-hand side of the screen is the option to Show Less/More/Most detail which will expand your results list to show how your search terms are used in the context of each Document.

16. On the left-hand side of the screen are filters to refine your results. You can click to collapse the + to see more granularity for each filter.

17. To select multiple filters at once (without the screen refreshing each time) turn on the "Select multiple" switch at the top of the filter list.

18. There are check-boxes to the left of each result. You can use these to select one or more documents to deliver or add to a folder by checking the box next to the document, and then selecting the appropriate delivery tool, found at the top right of the search results.

19. You may also see icons appearing next to your result document indicating previous actions for the document:

- The first icon (*folder*) indicates that this document has been added to a Folder.
- The second icon (*glasses*) indicates that you have viewed this document in the last 30 days.
- The third icon (*note*) indicates that this document has been annotated.