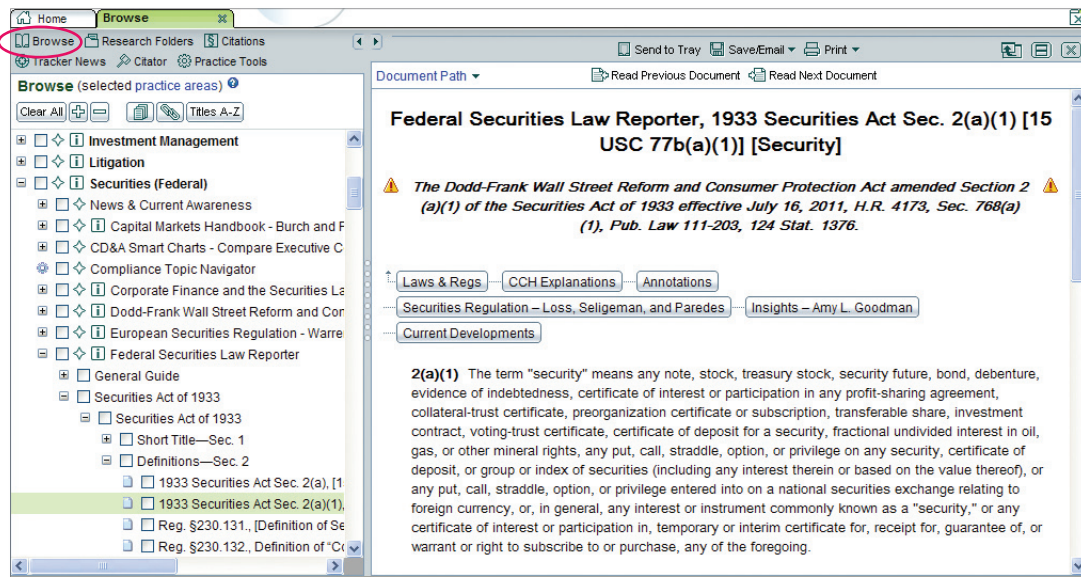


Start with what you already know about the issue!

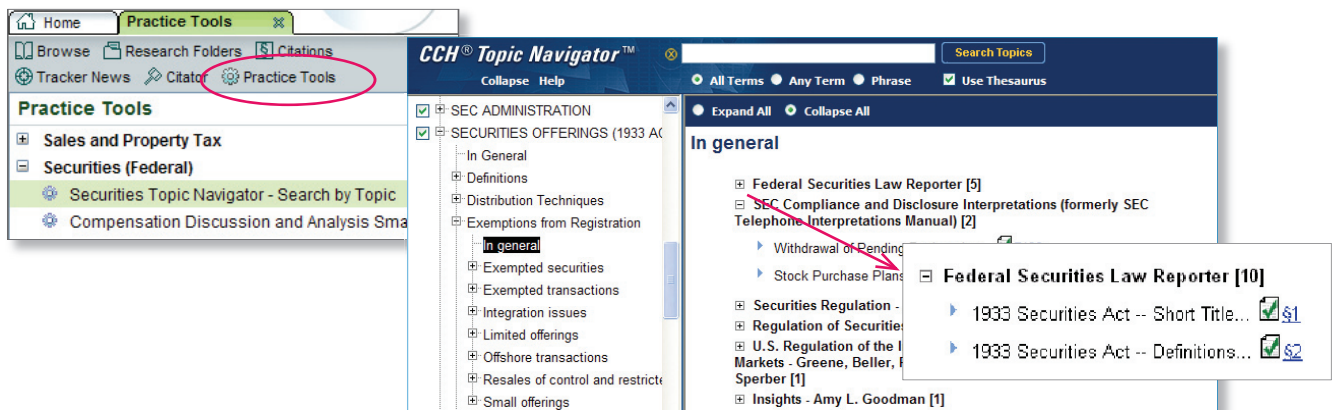
Know a LAW SECTION or TOPIC? Browse through an expandable table of contents.

Click on **Browse** in the tool 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)

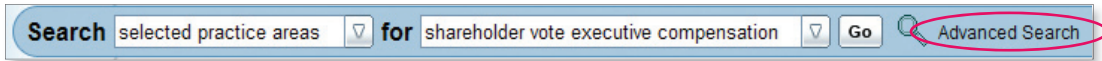


- Open the Practice Tools menu, select either Securities (Federal) or Federal Tax and click on the Topic Navigator topic
- Within Topic Navigator, scroll on the left menu and expand Topics and subtopics using the “+”
- At the final subtopic, a listing of publications will appear in the right window
- 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 "selected practice areas") or use Browse to select databases.
Note: search scope automatically changes to "selected content" after checking items on the browse tree.
2. Type your search expression with space interpreted as implicit "AND"; logical operators (AND, OR, NOT); proximity connectors (W/#, P/# - within or preceded by # terms); or quotes to force a phrase.



3. *Optional:* Click **Advanced Search** to enable/disable the Thesaurus or set Jurisdiction, Court and/or Date.
4. Click **Go** to get results.

Tips:

- To search within a results list, change search scope to "within results," enter 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 tool bar.
2. Expand Find by Citation menu tree containing desired document type and click on publication topic.
3. Enter the citation in appropriate field on the template.
4. Click **Go** button on line with the citation.