

PRACTICAL LAW UK

Tips for Searching

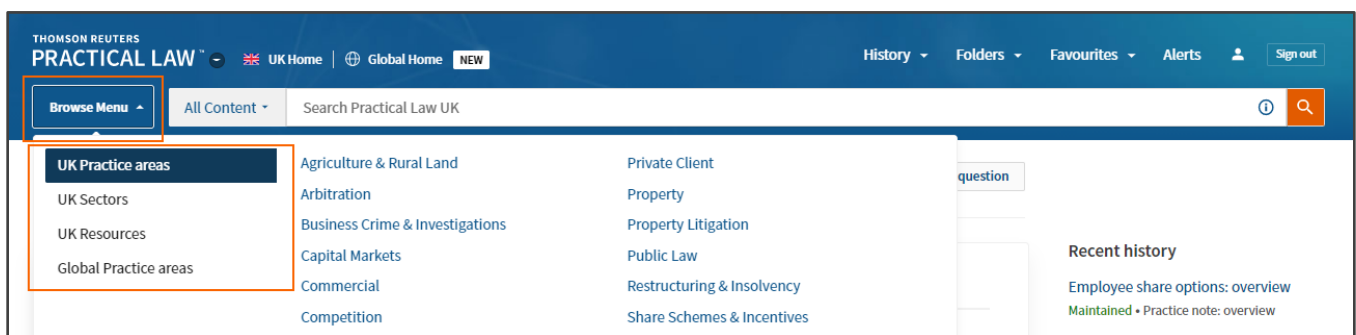
Searching on Thomson Reuters Practical Law™ is a useful way to find helpful resources.

Search

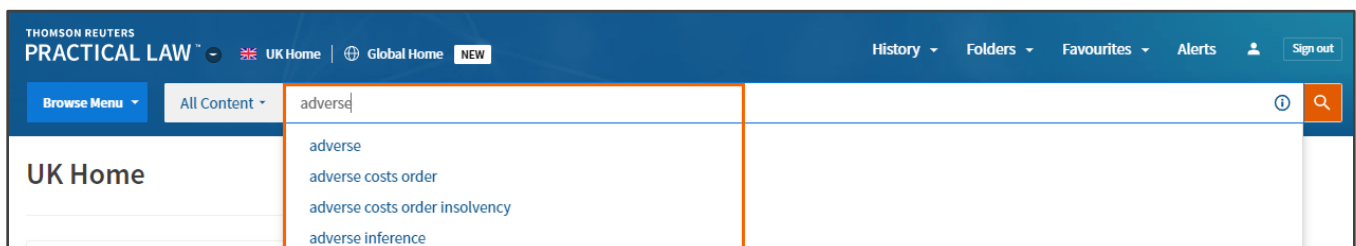
Start your search from the search bar, which appears on every page of Practical Law.



You can choose to limit your search to a particular Practice Area by using the drop-down menu, or by browsing into a Practice Area before running a search.



As you start typing 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 of 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*.



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.



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
/s	Terms should appear in the same sentence	mediation /s clause
/p	Terms should appear in the same paragraph	agm /p notification
/n	Terms should appear within 'n' words of each other	energy /5 certificate
+s +p +n	The first term should precede the other in the same sentence, 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	perm! (would look for permit, permits, permission, permitted)

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 term husband or spouse.

Field Searching

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. Use the field restrictions just to search a specific part of the document (e.g. just a Document title). Combine field restrictions and the connectors to build a powerful search.

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")
ATLEASTn()	Your terms must appear at least 'n' times within the document	ATLEAST4(localism)

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.

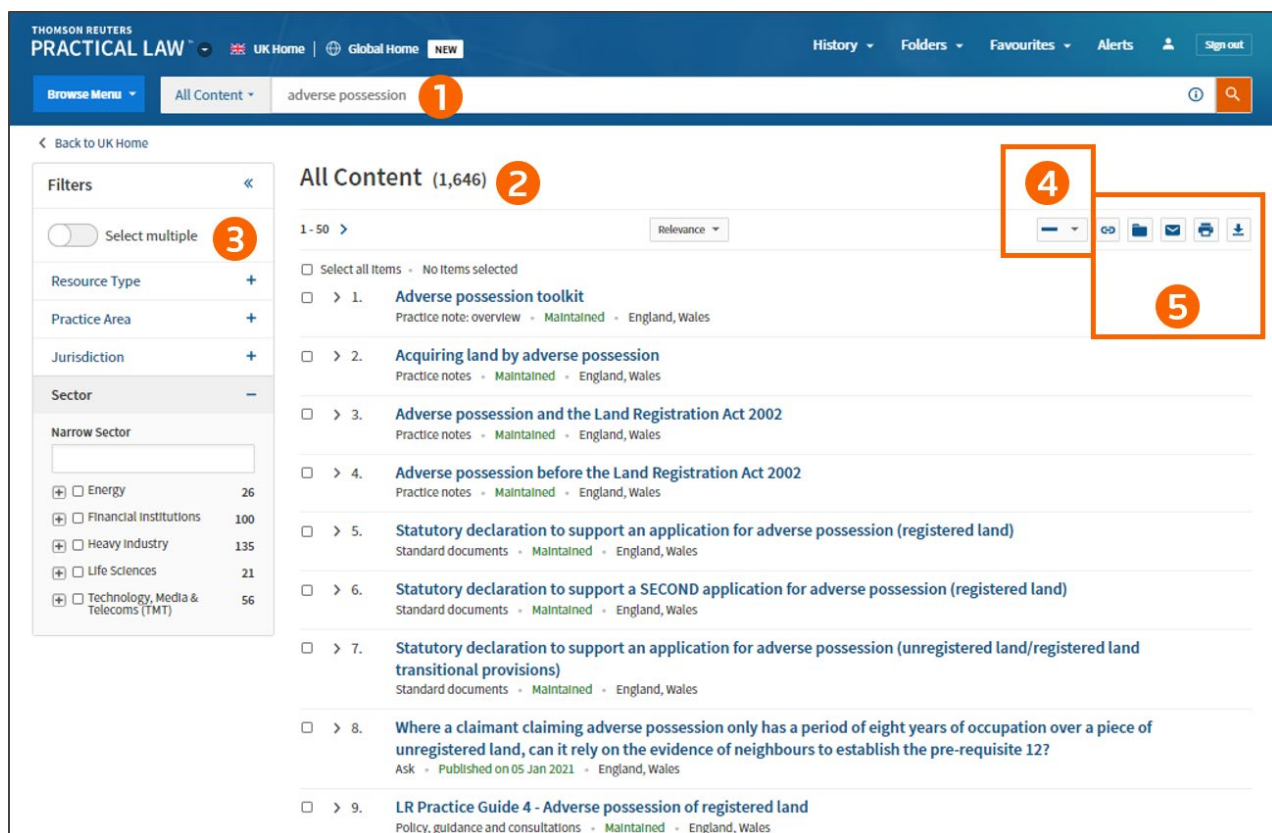
TI(competition % EU) & (cartel or monopoly)

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.

Refine Your Search Results

Search results appear in the main window and display the title, type of resource, relevant jurisdiction(s), and maintenance status or publication date for each item.

1. Alter your search terms, by adding/amending/removing terms from the search bar and clicking search again.
2. The total number of results retrieved.
3. Click the + symbol to see more granularity for each filter. To select multiple filters at once (without the screen refreshing each time) use the Select multiple switch at the top of the list.
4. At the top 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.
5. 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 folders by checking the boxes and then selecting the appropriate icon.



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

1. The folder icon indicates that this document has been added to a Folder.
2. The glasses icon indicates that you have viewed this document in the last 30 days.
3. The document icon indicates that this document has been annotated



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