

Lexis[®] Library

**Lexis Library
Legislation
Quick Reference
Guide**

Inner Temple Library

Lexis[®] Library

Lexis Library provides access to the content previously available from All England Direct, Halsbury's Laws Direct, Legislation Direct and LexisNexis Professional.

Coverage:

- Full text of case reports from over 40 series of law reports including the All England Law Reports, Weekly Law Reports and Industrial Relations Law Reports
- Transcripts of all cases from the Supreme Court, House of Lords, Privy Council and Court of Appeal (Civil Division) 1980 onwards, of the Administrative Court 1983 onwards, and of selected cases from other divisions of the High Court
- Full and amended text of all UK Statutes and SIs that are in force; Scottish Acts and SIs; Church of England Measures
- An electronic version of Halsbury's Laws of England
- An electronic version of Is It In Force?
- Full text of over 80 legal journals
- Law reports and legislation from the EU
- Law reports and legislation from several Commonwealth jurisdictions, including Australia, Canada and New Zealand

Home Page

The screenshot shows the LexisLibrary Home Page. At the top, there is a navigation bar with tabs for Search, Practice Areas, and Sources. Below this is a secondary navigation bar with tabs for Home, Cases, Legislation, Commentary, Journals, Materials, Current Awareness, News, and General. The main content area is divided into several sections:

- Quick Find:** A search area with five input fields: Legislation (title & year), Case name, Journal article, Find a source, and Find a legal term. Each field has a 'Find' button. The Legislation field also includes checkboxes for 'Act' and 'SI', and radio buttons for 'All subscribed cases' and 'CaseSearch (citator)'.
- My Bookshelf:** A list of 14 legal resources, each with a 'Search' and 'Browse' link. The resources include: All England Law Reports, English Reports, European Union Cases, European Union Legislation, Halsbury's Is it in Force?, Halsbury's Laws of England, Halsbury's SI Citator, Halsbury's Statutes Citator, ICLR: Search All ICLR Sources, Irish Cases, Northern Ireland Cases, Scottish Cases, Scottish Legislation, Times Law Reports, UK Parliament Acts, and UK Statutory Instruments.
- Explore:** A section for general searching. It includes a text box for 'Search terms', a 'Search' button, and a list of checkboxes for 'Case Law', 'Legislation', 'Commentary', 'Journals', 'Bulletins', and 'Current Awareness'. There is also a 'Search tips' link.

At the bottom of the page, there is a footer with the LexisNexis logo and copyright information: 'About LexisNexis | Terms & Conditions | My ID Copyright © 2011 LexisNexis®. All rights reserved.'

Database Tabs

Along the top of the screen you will see various tabs i.e. **Cases**, **Legislation**, **Commentary** and **Journals**. By clicking on any of these you will be taken to that specific database in Lexis Library. There is also a **Sources** tab which can be used to find a specific source within Lexis Library.

This guide deals with legislation. There is another guide for searching cases on Lexis Library.

The **Journals database** enables you to search for journal articles. You can search by author, title, article citation and subjects. If LexisNexis holds the rights to a journal you will be able to view the full text. The default for searching is **All Subscribed Journal Sources** but you can also select a source from the drop down list. This list is not comprehensive. To see a full list of journals available you would need to use the **Sources** tab.

Once you are in the Journal Database, you will see a **Journals Index** option on the left of the screen. This will take you to Journals Index *Plus*. This provides a brief article summary and useful information such as journal date, citation and author in addition to full text links to the journal articles where available. Journals Index *Plus* also extracts the case law and legislative references within a journal article into useful tables and provides “status” signals on their currency. You will also be able to link directly to the full text of the cases and legislation contained in the journal article, where the full text is available.

Quick Find

Use this option if you have a reference for a specific UK case, Act, SI or journal article.

Find a source

From here you can enter the name of the source you are looking for. This can be used to find any source in Lexis Library, not just UK sources.

Find a legal term

From here you can enter a legal term and obtain information about its definition. The results will include: the definition of the term; definitions found within legislation; links to key cases that have helped to define the term; links to Halsbury’s Laws; references to Atkins Court Forms and the Encyclopaedia of Forms and Precedents.

Bookshelf

The Bookshelf lists some of the most frequently used sources on Lexis Library. You can click on browse or search and go directly to that source.

Explore

From here you can search for material on a particular subject across a range of sources. Enter the subjects in the **Search terms** box and tick the type of material you want. This will search across the whole of Lexis Library.

Acts - Methods of Searching

1. Home page

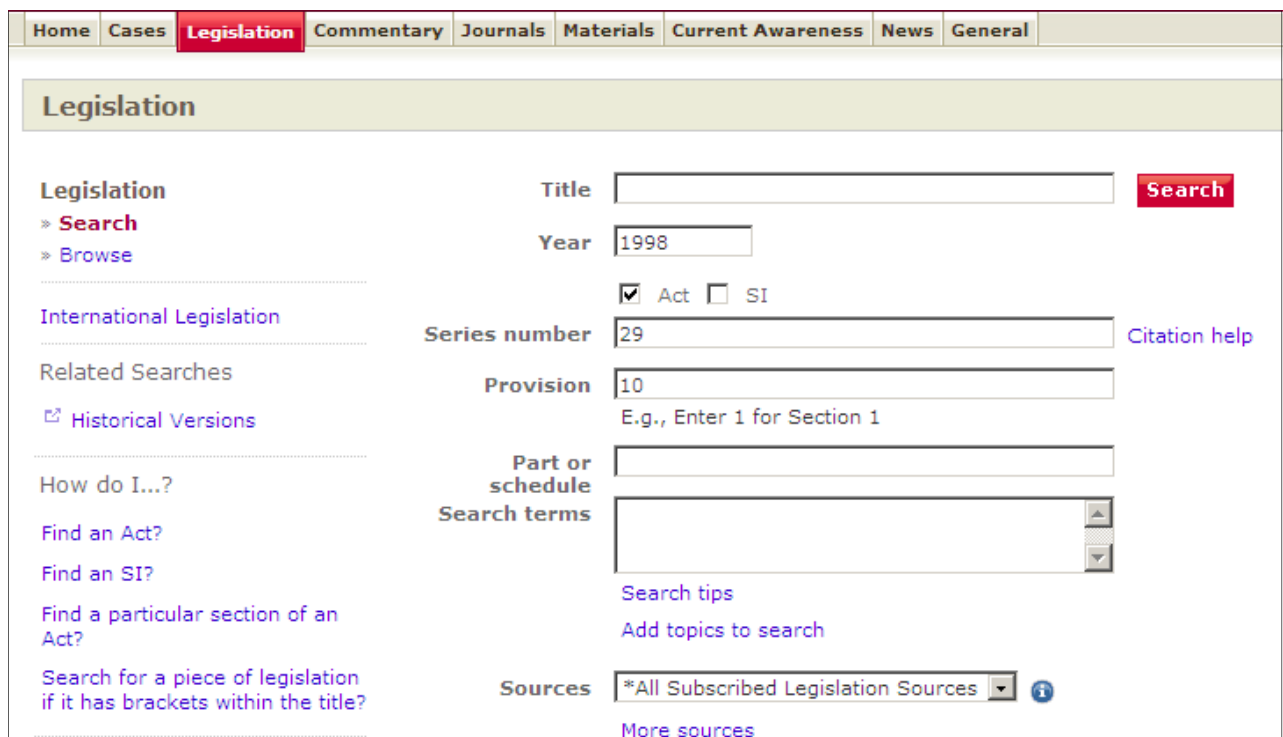
On the home page in **Quick Find** you can search for legislation by entering the title and year in the **Legislation** box. You can specify if you want an Act or SI.



The screenshot shows the 'Quick Find' search interface. At the top, there is a navigation bar with tabs: Home (selected), Cases, Legislation, Commentary, Journals, Materials, Current Awareness, News, and General. Below the navigation bar, the 'Quick Find' section is divided into several search categories, each with a 'Find' button: 'Legislation (title & year)' with a text box containing 'Data Protection Act 1998' and radio buttons for 'Act' (selected) and 'SI'; 'Case name' with two text boxes separated by 'v' and radio buttons for 'All subscribed cases' (selected) and 'CaseSearch (citor)'; 'Journal article'; and 'Find a source'. To the right of the search forms is a 'My Bookshelf' section with a list of links to various legal resources, each with a 'Search' and 'Browse' option.

2. Legislation database

Click on the **Legislation** tab at the top of the screen to get into the **Legislation database**. Here you can search for legislation in various ways. You can enter the title of the Act in the **Title** box and the year in the **Year** box. If you are looking for a specific section of an Act, you can enter this in the **Provision** box. If you only have a citation, you can enter the year in the **Year** box and the chapter number in the **Series number** box. If you want to search by subject you can enter the search terms in the **Search terms** box or you can select terms by using the **Add topics to search** option.



The screenshot shows the 'Legislation' search interface. At the top, there is a navigation bar with tabs: Home, Cases, Legislation (selected), Commentary, Journals, Materials, Current Awareness, News, and General. Below the navigation bar, the 'Legislation' section is divided into several search categories, each with a 'Search' button: 'Legislation' with a 'Search' button and links for 'Search' and 'Browse'; 'International Legislation'; 'Related Searches' with a link for 'Historical Versions'; 'How do I...?' with links for 'Find an Act?', 'Find an SI?', 'Find a particular section of an Act?', and 'Search for a piece of legislation if it has brackets within the title?'; 'Title' with a text box; 'Year' with a text box containing '1998'; 'Act' and 'SI' radio buttons; 'Series number' with a text box containing '29' and a 'Citation help' link; 'Provision' with a text box containing '10' and a note 'E.g., Enter 1 for Section 1'; 'Part or schedule' with a text box; 'Search terms' with a text box and a 'Search tips' link; 'Sources' with a dropdown menu showing '*All Subscribed Legislation Sources' and a 'More sources' link.

The default is set to **All Subscribed Legislation Sources**. You can also select a source to search from the drop down list.

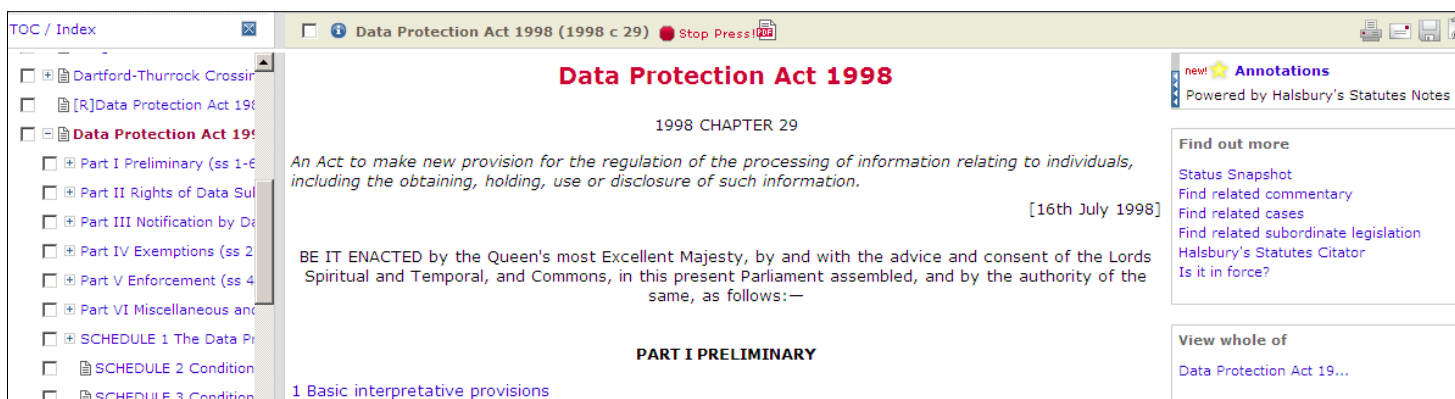
Search results for Acts

If you search for the whole Act, you will retrieve a list of hits that relate to each section of the Act.

The first hit is the enactment section. From here there are a number of options in the **Find out more** box on the right of the screen.

- Status Snapshot - this will display the current status of each section of the Act with information on commencement and amendments. Destination Tables for Acts from 1960 to 1998 will also appear here.
- Find related commentary - this will link through to sections in Halsbury's Laws that cover the same issues as the Act.
- Find related cases - this will link through to cases that discuss any sections of the Act.
- Find related subordinate legislation - this will link to SIs made under any section of the Act.
- Find related annotations - this will find annotations for the whole Act
- Halsbury's Statutes Citator - this gives details about what has happened to the Act since it was passed.
- Is it in force? - this lists each section of the Act and gives commencement information.

Above **Find out more** is an **Annotations** box. The Annotations are taken from the notes in Halsbury's Statutes and cover material such as: Parliamentary debates and explanatory notes; cases related to the legislation; subordinate legislation; words specifically defined by the legislation.



The screenshot shows a web browser window displaying the 'Data Protection Act 1998' page. The browser's address bar shows 'Data Protection Act 1998 (1998 c 29)'. The page title is 'Data Protection Act 1998' and the subtitle is '1998 CHAPTER 29'. The main text reads: 'An Act to make new provision for the regulation of the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information.' The date '[16th July 1998]' is displayed. Below this, it states: 'BE IT ENACTED by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—'. The page is divided into sections, with 'PART I PRELIMINARY' and '1 Basic interpretative provisions' visible. On the left, a table of contents (TOC) is shown, listing sections like 'Part I Preliminary (ss 1-6)', 'Part II Rights of Data Subject', etc. On the right, there is a 'Find out more' box with links: 'Status Snapshot', 'Find related commentary', 'Find related cases', 'Find related subordinate legislation', 'Halsbury's Statutes Citator', and 'Is it in force?'. Above this box is an 'Annotations' box with the text 'new! Annotations Powered by Halsbury's Statutes Notes'. Below the 'Find out more' box is a 'View whole of' box with a link to 'Data Protection Act 1998'.

Search Results for Sections of Acts

If you search for a specific section of an Act a **Find out more** box will be displayed with similar options to those described in **Search Results for Acts** but they relate to the specific section you are looking at.

There are a few differences at section level:

- Notes - after the section there will be a Notes field that provides information on commencement, amendment, derivations and destinations
- Status Snapshot - this is in the **Find out more** box. This displays the current status of the section with information on commencement and amendments. Destination and derivation information for the section will appear here for Acts from 1998 onwards.

An **Annotations** box will appear above **Find out more**. This contains notes taken from Halsbury's Statutes and these relate to the section you are viewing. The Annotations may also contain links to cases that interpret the section.

Lexis[®]Library Start Page | Sign Out | Contact Us | Help
Helpdesk: 0845 370 1234

Legislation - All Subscribed Legi... > Data Protection Act 1998 (1) > Document (1/1)

Search Practice Areas Sources Help Results

Previous Next Show Full Text Search within results Go

Hide TOC / Index 1 of 1 Next Steps Edit Search Go

Browse TOC / Index Data Protection Act 1998 (1998 c 29)

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 8 Provisor
 9 Applicati
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 10 Right t
 11 Right to
 12 Rights i
 13 Compe
 14 Rectific
 15 Jurisdic
 Part III Notific
 Part IV Exempti
 Part V Enforcem
 Part VI Miscellai
 SCHEDULE 1 Th

10 Right to prevent processing likely to cause damage or distress

(1) Subject to subsection (2), an individual is entitled at any time by notice in writing to a data controller to require the data controller at the end of such period as is reasonable in the circumstances to cease, or not to begin, processing, or processing for a specified purpose or in a specified manner, any personal data in respect of which he is the data subject, on the ground that, for specified reasons—

(a) the processing of those data or their processing for that purpose or in that manner is causing or is likely to cause substantial damage or substantial distress to him or to another, and

(b) that damage or distress is or would be unwarranted.

(2) Subsection (1) does not apply—

(a) in a case where any of the conditions in paragraphs 1 to 4 of Schedule 2 is met, or

(b) in such other cases as may be prescribed by the [Secretary of State] by order.

Annotations
Powered by Halsbury's Statutes Notes

Find out more

- Status Snapshot
- Find related commentary
- Find related cases
- Find related journals
- Find related subordinate legislation
- Halsbury's Statutes Citator
- Is it in force?

View whole of

- Data Protection Act 19...
- Part II Rights of Data...
- 10 Right to prevent pr...

Statutory Instruments - Methods of Searching

1. Home Page

On the home page via **Quick Find** you can search for an SI by entering the title and year in the **Legislation** box and selecting the SI option.

2. Legislation Database

Click on the **Legislation** tab at the top of the screen to get into the **Legislation database**. You can enter the title of the SI in the **Title** box and the year in the **Year** box. If you are looking for a specific section of an SI you can enter this in the **Provision** box. If you only have a citation, you can enter the year in the **Year** box and the SI number in the **Series number** box. If you want to search by subject you can enter the search terms in the **Search terms** box or you can select terms by using the **Add topics to search** option.

The screenshot shows the 'Legislation' search interface. At the top, there are tabs for 'Search', 'Practice Areas', and 'Sources'. Below this is a navigation bar with 'Home', 'Cases', 'Legislation' (highlighted), 'Commentary', 'Journals', 'Materials', 'Current Awareness', 'News', and 'General'. The main content area is titled 'Legislation' and contains several sections:

- Legislation**: Includes links for '» Search' and '» Browse'.
- International Legislation**: A link to explore international legislation.
- Related Searches**: Includes a link for 'Historical Versions'.
- How do I...?**: A section with links for 'Find an Act?', 'Find an SI?', 'Find a particular section of an Act?', and 'Search for a piece of legislation if it has brackets within the title?'. There is also a link for 'View tutorials'.
- Search Fields**:
 - Title**: A text input field with a red 'Search' button to its right.
 - Year**: A text input field containing '2003'.
 - Act/SI Selection**: Radio buttons for 'Act' (unchecked) and 'SI' (checked).
 - Series number**: A text input field containing '2426' with a 'Citation help' link to its right.
 - Provision**: A text input field with the example text 'E.g., Enter 1 for Section 1' below it.
 - Part or schedule**: A text input field.
 - Search terms**: A large text input field with scrollbars.
 - Sources**: A dropdown menu showing '*All Subscribed Legislation Sources' with an information icon to its right. Below it is a link for 'More sources'.

The default is set to **All Subscribed Legislation Sources**. You can also select a source to search from the drop down list.

Search Results for Statutory Instruments

If you search for the whole SI, you will retrieve a list of hits that relate to each section of the SI.

The first hit will be the preamble and enabling powers section. From here there are a number of options in the **Find out more** box on the right of the screen.

- Find related commentary - this will link to sections in Halsbury's Laws that cover the same issues as the SI
- Halsbury's SIs Citator - this gives details of what has happened to the SI since it was passed
- Find related cases - this will bring up cases that discuss any sections of the SI

If you search for a specific section of an SI the **Find out more** box will also display. This has the same options as already mentioned but these will relate to the specific section you are viewing. In addition there are **Notes** after each section which provide information on commencement and amendments.

The screenshot shows the Lexis Library interface. At the top, there is a navigation bar with 'Start Page | Sign Out | Contact Us | Help' and a Helpdesk number '0845 370 1234'. Below this is a breadcrumb trail: 'Legislation - All Subscribed Legi... > /./ > Document (1/41) > SI 2003/2426 Privacy and Electron...'. A search bar is visible with 'Search Practice Areas Sources' and a 'Results' button. The main content area is titled 'SI 2003/2426 Privacy and Electronic C...'. On the left, there is a table of contents with 15 items, including '1 Citation and comm...', '2 Interpretation', '3 Revocation of the Tel...', '4 Relationship betwe...', '5 Security of public ele...', '6 Confidentiality of con...', '7 Restrictions on the pr...', '8 Further provisions re...', '9 Itemised billing and p...', '10 Prevention of calling...', '11 Prevention of calling...', '12 Publication of inform...', '13 Co-operation of con...', '14 Restrictions on the p...', and '15 Tracing of malicious...'. The main text area displays section '4 Relationship between these Regulations and the Data Protection Act 1998' with the text: 'Nothing in these Regulations shall relieve a person of his obligations under the Data Protection Act 1998 in relation to the processing of personal data.' Below this is a 'NOTES' section with 'Initial Commencement' and 'Specified date' (11 December 2003). At the bottom, the source is identified as '[UK Parliament SIs 2000-2009]' and the date/time is 'Tuesday, November, 23, 2010, 11:13 GMT'. On the right side, there are two boxes: 'Find out more' with links for 'Find related commentary', 'Halsbury's SIs Citator', and 'Find related cases'; and 'View whole of' with a link for 'Privacy and Electronic... 4 Relationship between...'. Navigation controls like '1 of 1' and 'Back to Top' are also present.

Stop Press

Where there are pending amendments to a piece of legislation, a red **Stop Press** icon will be displayed. Click on this to see what will be affected by the amendments. The **Stop Press** icon will appear at the enactment level and at section level for Acts and at the preamble/enabling powers level and at section level for SIs.

The screenshot shows a legal database interface for the Data Protection Act 1998. At the top, there is a navigation bar with 'Search', 'Practice Areas', and 'Sources' tabs. Below this, a search bar and a 'Show Full Text' dropdown are visible. The main content area displays the title 'Data Protection Act 1998' in red, followed by '1998 CHAPTER 29'. A red 'Stop Press' icon with a PDF symbol is overlaid on the title. The text below reads: 'An Act to make new provision for the regulation of the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information.' followed by the date '[16th July 1998]'. Below this is the enacting formula: 'BE IT ENACTED by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—'. The document is divided into sections: 'PART I PRELIMINARY' (1-6) and 'PART II RIGHTS OF DATA SUBJECTS AND OTHERS' (7-8). A table of contents is visible on the left side. On the right, there are links for 'Find out more' (Status Snapshot, Find related commentary, Find related cases, Find related subordinate legislation, Find related annotations, Halsbury's Statutes Citator, Is it in force?) and 'View whole of Data Protection Act 1998'.

Viewing Full Text Documents

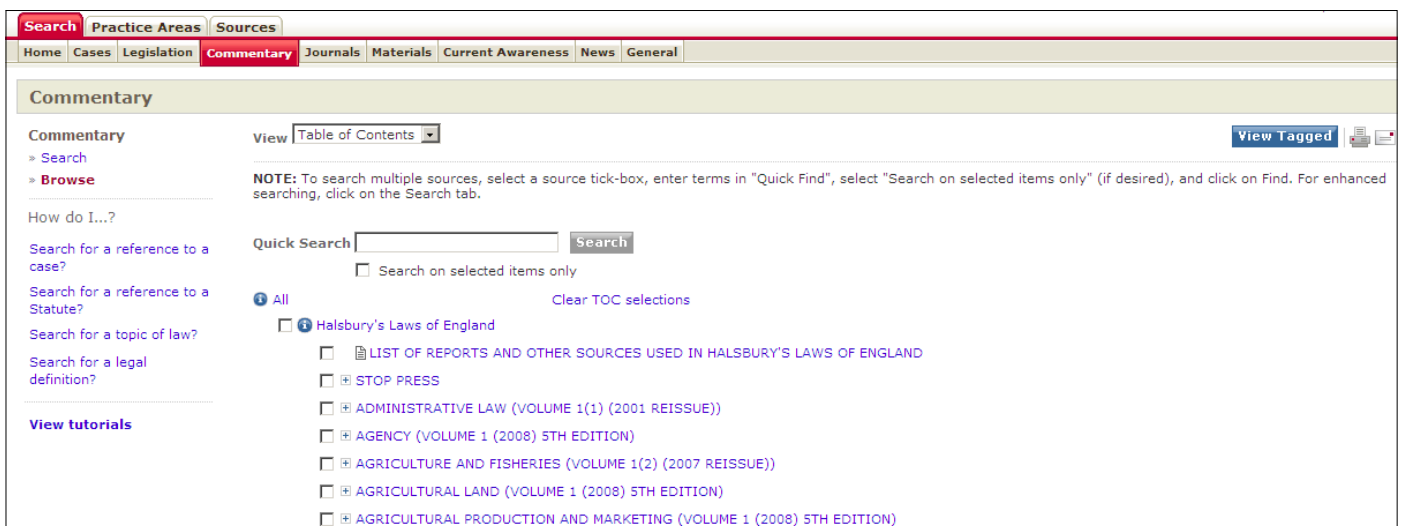
Acts - at the enactment level, there will be a PDF icon above the title. If you click this, you will see the whole Act in PDF format. Also at this level, there will be a **View whole of** link on the right of the screen. By clicking this you will see the whole of the Act. At section level, there will also be a **View whole of** link on the right of the screen for you to view the whole Act.

SIs - at the preamble and enabling powers section there will be a **View whole of** link on the right of the screen. By clicking this you will see the whole of the SI. For each section of the SI, there will also be a **View whole of** link on the right of the screen for you to view the whole SI.

Halsbury's Laws - Methods of Searching

1. Home Page

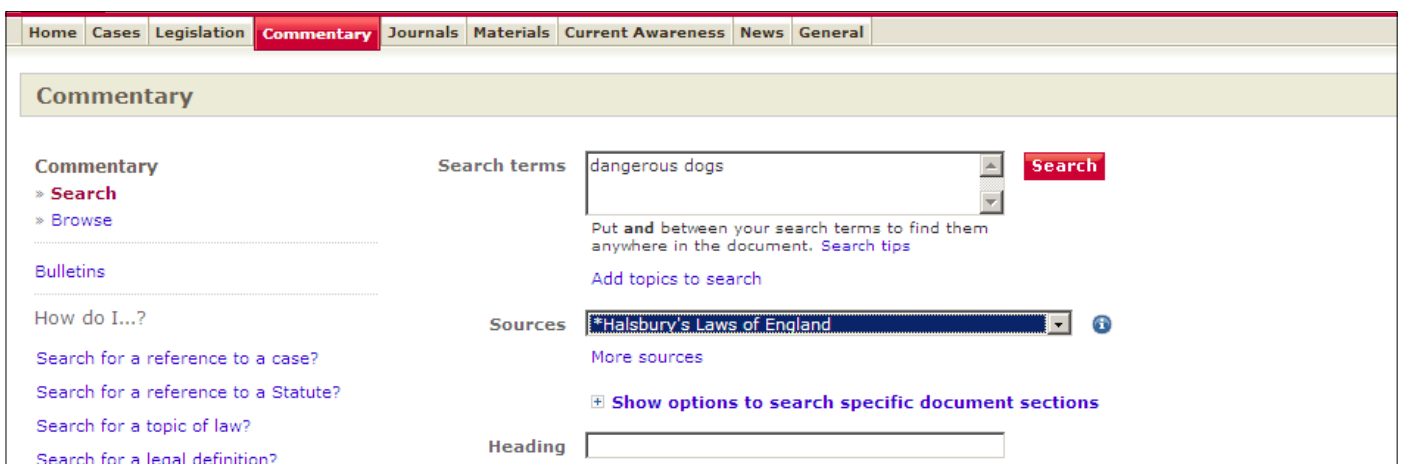
Halsbury's Laws can be selected from the Bookshelf on the right of the screen. If you select **Browse**, you will retrieve a list of the volumes in Halsbury's Laws. You can then drill down to the volume and section you need. If you select **Search** you will be taken to the search page where you can search using keywords in the **Search terms** box or you can select terms by using the **Add topics to search** option.



The screenshot shows the Halsbury's Laws website interface. At the top, there are navigation tabs: Search, Practice Areas, Sources, Home, Cases, Legislation, Commentary (selected), Journals, Materials, Current Awareness, News, and General. Below the tabs, the 'Commentary' section is active. On the left, there are links for 'Search', 'Browse', and 'View tutorials'. The main content area features a 'View' dropdown set to 'Table of Contents' and a 'View Tagged' button. A note explains how to search multiple sources. Below this is a 'Quick Search' box with a 'Search' button and a checkbox for 'Search on selected items only'. A list of sources is displayed, including 'Halsbury's Laws of England' and various volumes like 'LIST OF REPORTS AND OTHER SOURCES USED IN HALSBURY'S LAWS OF ENGLAND', 'STOP PRESS', 'ADMINISTRATIVE LAW (VOLUME 1(1) (2001 REISSUE))', 'AGENCY (VOLUME 1 (2008) 5TH EDITION)', 'AGRICULTURE AND FISHERIES (VOLUME 1(2) (2007 REISSUE))', 'AGRICULTURAL LAND (VOLUME 1 (2008) 5TH EDITION)', and 'AGRICULTURAL PRODUCTION AND MARKETING (VOLUME 1 (2008) 5TH EDITION)'. Each source has a checkbox and a plus icon.

2. Commentary Database

Click on the **Commentary** tab at the top of the screen. To search Halsbury's Laws you will need to select this option from the drop down list at the **Sources** box. You can search by subject by entering the terms in the **Search terms** box or you can select terms by using the **Add topics to search** option. You can use the **Heading** box to search across any of the headings or sub-headings used within the Halsbury's Laws volumes.



The screenshot shows the search page on the Halsbury's Laws website. The 'Commentary' tab is selected. The 'Search terms' box contains the text 'dangerous dogs'. To the right of the search terms box is a red 'Search' button. Below the search terms box, there is a note: 'Put and between your search terms to find them anywhere in the document. Search tips'. Below this note is a link 'Add topics to search'. The 'Sources' dropdown menu is open, showing '*Halsbury's Laws of England' as the selected option. Below the sources dropdown is a link 'More sources'. Below that is a link 'Show options to search specific document sections'. At the bottom, there is a 'Heading' box which is currently empty.

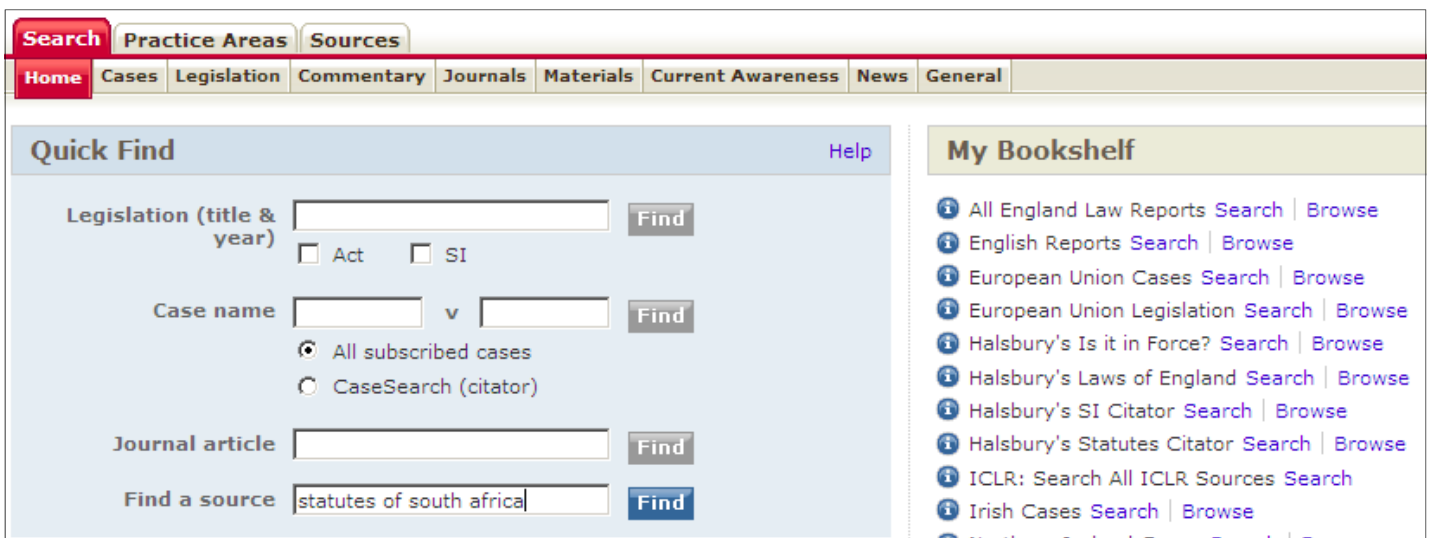
Viewing Full Text

Once you have completed your search you will retrieve a list of hits. Click on the one you wish to see. From here you can then view the whole of the section in Halsbury's Laws that deals with your subject by clicking on the **View whole of** option.

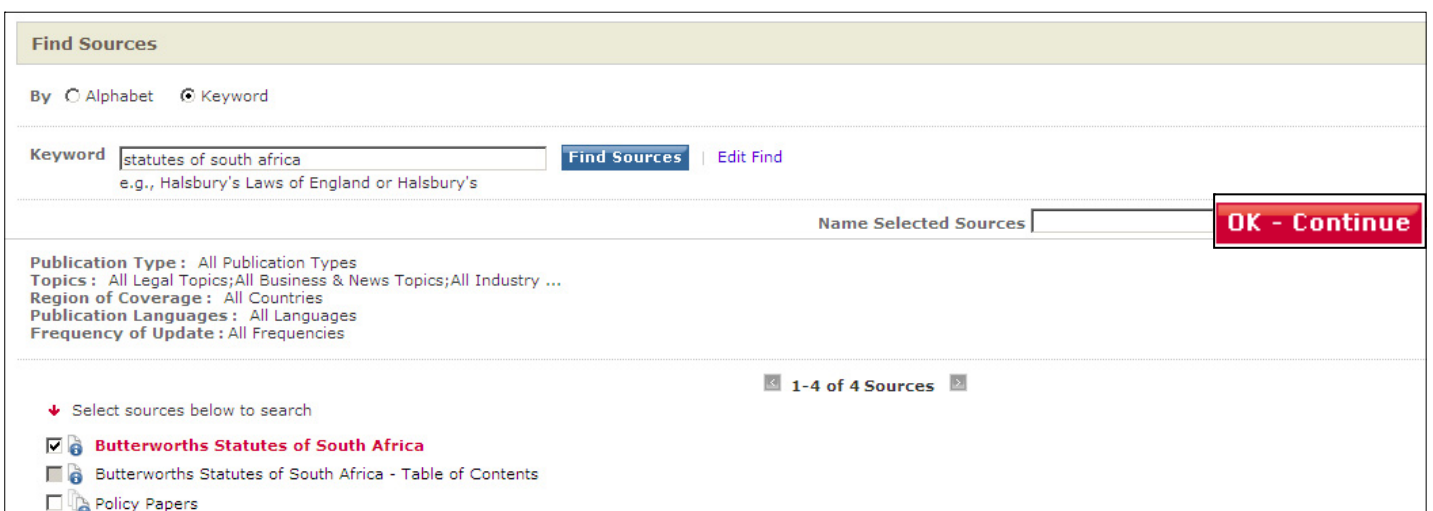
Commonwealth Material - Methods of Searching

1. Home Page

If you are looking for a specific Commonwealth source you can use the **Quick Find** box and type the title of the source in the **Find a source** box.



You will then be given a list of possible matches. Tick the box for the source you need and then click on **OK - Continue**.



2. Browse Sources

To use this option you need to click on the **Sources** tab at the top of the screen and then select the **Browse Sources** tab.

Next you should select a country from the drop down list under the **Country** option.

The screenshot shows the 'Browse Sources' interface. At the top, there are tabs for 'Search', 'Practice Areas', and 'Sources'. Below these, there are sub-tabs for 'Browse Sources' and 'Find Sources'. The main area is titled 'Browse Sources' and includes a 'Help' link. Below the title, there are filter options: '1. By' with radio buttons for 'Publication Type', 'Area of Law', 'Business & News', and 'Industry'. '2. Filter by:' includes a 'Country' dropdown menu with 'United Kingdom' selected, and a 'Topics' dropdown menu with 'All Topics' selected. A 'Trail: Publication Type' section shows a list of categories: 'Cases', 'Commentary', 'Country & Region Reports', 'Dictionaries', 'Law Bulletins', 'Legal Journals', 'News', 'Professional & Educational', and 'Reference'. A 'Key' section indicates that clicking on an icon or link leads to sources. On the right, there is a 'Find a Source' section with a search box, a 'Go' button, and a 'More Options' link. Below the filters, there is a 'Selected Sources' section with a 'Save as a Favourite' checkbox and a '00 Selected' indicator. A list of source categories is displayed, including 'Citators & Digests', 'Companies & Organisations', 'Current Awareness', 'Industries & Markets', 'Legal Indexes & Tables', 'Legislation', 'People', 'Public Records', and 'Scientific Materials'. At the bottom, there is a 'Name Selected Sources' field, a 'Save as a Favourite' checkbox, and a '00 Selected' indicator.

You will then be shown a list of different categories containing various kinds of material including cases, commentary and legislation.

The screenshot shows the 'Browse Sources' interface after selecting 'Canada' as the country. The 'Country' dropdown menu is now set to 'Canada', and the 'Topics' dropdown menu is set to 'All Topics'. The 'Trail: Publication Type' section shows a list of categories: 'Administrative Boards & Tribunals', 'Cases', 'Citators & Digests', 'Commentary', 'Companies & Organisations', 'Country & Region Reports', 'Current Awareness', 'Industries & Markets', 'Legal Indexes & Tables', 'Legislation', 'Legal Journals', 'News', 'People', 'Scientific Materials', and 'Treaties & International Agreements'. The 'Key' section indicates that clicking on an icon or link leads to sources. The 'Find a Source' section remains the same. The 'Selected Sources' section shows '00 Selected'.

By clicking into the box you need, you will be given a list of sources to choose from. Tick the items you wish to search and then click on **OK - Continue**.

Browse Sources Help

1. By Publication Type Area of Law Business & News Industry

2. Filter by: Country
Topics
Group/Single Source

Find a Source

Go
More Options

Trail: [Publication Type](#) > [Legislation](#)

3. Select a category to view sources

1-32 of 32 Sources

[Up a level]
Statutes (Statutory Codes)

Group Sources

- Alberta Statutes and Regulations
- All Subscribed Canadian Legislation Sources
- British Columbia Statutes and Regulations
- LOIS REFONDUES ET REGLEMENTS DU QUEBEC (COMBINES)
- Ontario Statutes and Regulations
- REVISED STATUTES AND REGULATIONS OF QUEBEC (COMBINED)

Single Sources

- Alberta Regulations** [\[Browse\]](#)
- Alberta Statutes [\[Browse\]](#)
- British Columbia Regulations [\[Browse\]](#)
- British Columbia Statutes [\[Browse\]](#)
- Canada Regulations [\[Browse\]](#)
- Canada Statutes [\[Browse\]](#)
- Consolidated Statutes of Ontario Table of Contents
- Lois du Québec [\[Browse\]](#)
- NAFTA Panel Review Decisions
- North American Free Trade Agreement (CA) [\[Browse\]](#)
- Ontario Regulations [\[Browse\]](#)
- Ontario Statutes [\[Browse\]](#)

Printing

Once you have found the item you wish to print, click on the **Print** icon on the right of the screen.

Fill in the appropriate boxes.

You will be shown a print dialogue box. Click on **Print**.

If you wish to print more than one item, tick the items you require and follow the same steps as above, ensuring you have selected **Tagged documents** in the **Document range box**.

Printing can be collected at the Enquiry Point and costs 10p per page.

Emailing

Once you have found the item you wish to email, click on the **Email** icon on the right of the screen.

Select the output option you require and click on **Send**.

Search Language

AND

Use AND to retrieve two or more search terms occurring within the same document

OR

Use the OR connector to find documents that contain either or both of the words
e.g. theft or burglary

!

To retrieve words with variant endings, use the root expander !
e.g. pollut! will retrieve pollution, pollute or polluted

PHRASES

To search for a phrase you do not need to use quotation marks. Just type in the phrase

w/n

This finds words and phrases within a certain number of words of each other
e.g. dismissal w/5 constructive finds dismissal within 5 words of constructive

w/s

This looks for words within the same sentence
e.g. dismissal w/s constructive will find dismissal within the same sentence as constructive

w/p

This looks for words within the same paragraph
e.g. unfair w/p dismissal will look for unfair within the same paragraph as dismissal

For more information on search operators select **Help** on the right of the screen.

