



LEXIS LIBRARY LEGISLATION

Quick Reference Guide



Coverage:

- Full text of case reports from over 40 series of law reports including the All England Law Reports and Industrial Relations Law Reports
- From 1997 comprehensive coverage of judgments from Supreme Court, House of Lords, Privy Council, Court of Appeal (Civil & Criminal Divisions) and all divisions of the High Court. Coverage is less comprehensive before 1997.
- Full and amended text of all UK Statutes and SIs that are in force, Scottish Acts and SIs and Church of England Measures
- An electronic version of Halsbury's Laws of England
- An electronic version of Is It In Force?
- An electronic version of Atkin's Court Forms and Encyclopaedia of Forms & Precedents
- 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 Lexis Library Home Page. At the top, there is a navigation bar with 'Lexis®Library' and 'Practice Areas' dropdown menus, and 'My Documents (0)' and 'Sign Out' links. Below this is a secondary navigation bar with tabs for 'Home', 'Cases', 'Legislation', 'Commentary', 'Forms & Precedents', 'Journals', 'Materials', 'Current Awareness', 'News', 'General', and 'Sources'. The main content area features a search bar with 'Filters' and 'Search Lexis®Library' text, and a red search button. On the left, there is a 'Find a Title...' section with a 'Help' link and several search options: 'Legislation' (with 'Act' and 'SI' checkboxes), 'Case name or citation', 'Journal article', 'Form or precedent', and 'Find a source'. Below this is a 'Glossary' section with a search box and a 'Find' button. On the right, there is a 'My Bookshelf' section listing various legal resources with icons and links to 'Browse' and 'Search': 'All England Law Reports', 'Atkin's Court Forms', 'Encyclopaedia of Forms and Precedents', 'EU Cases', 'EU Legislation', 'Halsbury's Is it in Force?', 'Halsbury's Laws of England', and 'Halsbury's SI Citator'. A 'View more' link is at the bottom of the bookshelf.

Database Tabs

Along the top of the screen you will see various tabs e.g. **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.

Quick Find

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

Within Quick Find there is also a **Find a source** option.

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.

Glossary

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 Atkin's 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 to go directly to that source. Click on **View more** to see the full list.

Searching across the whole database

There is a search box underneath the database tabs. This will search across the whole of Lexis Library.

Acts - Methods of Searching

1. Home Page

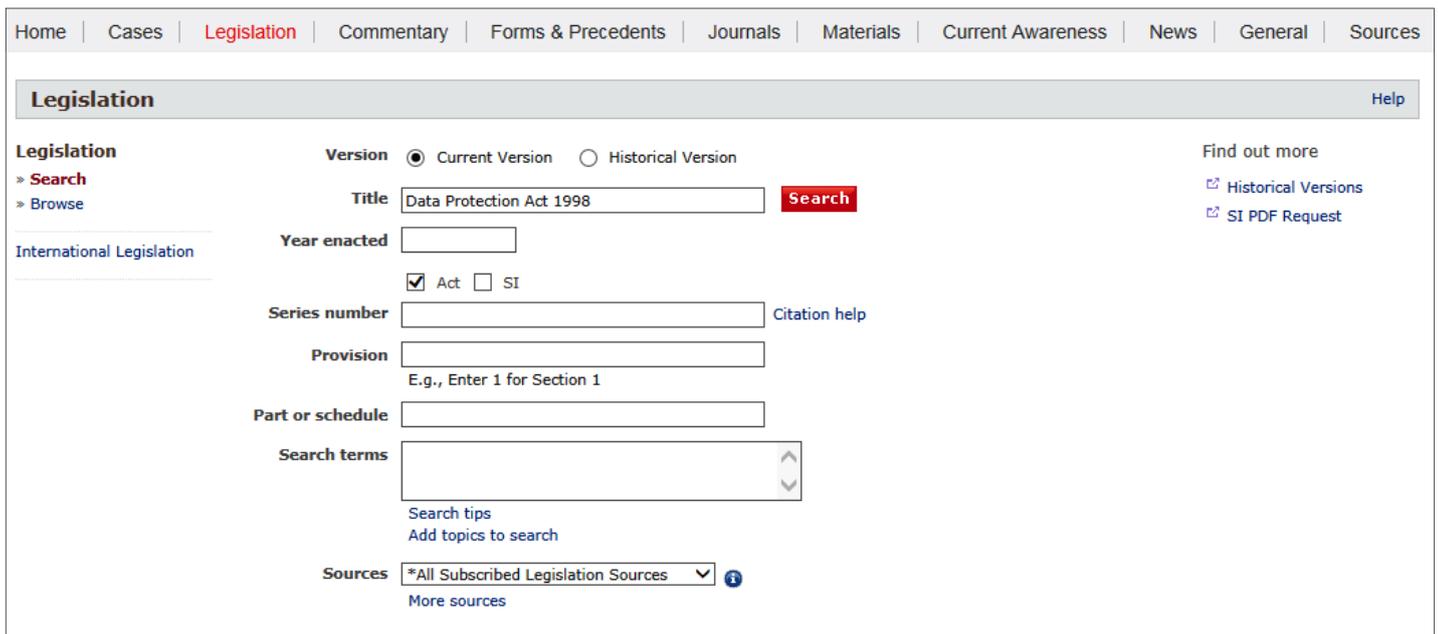
On the home page in **Find a Title...** you can search for legislation by entering the title and year in the **Legislation** box. You can specify if you want an Act or SI.

Find a Title...

Legislation	<input type="text" value="Data Protection Act 1998"/>	<input type="button" value="x"/>	<input type="button" value="Find"/>	
	<input checked="" type="checkbox"/> Act	<input type="checkbox"/> SI		
Case name or citation	<input type="text"/>	v	<input type="text"/>	<input type="button" value="Find"/>
Journal article	<input type="text"/>		<input type="button" value="Find"/>	
Form or precedent	<input type="text"/>		<input type="button" value="Find"/>	
Find a source	<input type="text"/>		<input type="button" value="Find"/>	

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 links: Home, Cases, Legislation (highlighted), Commentary, Forms & Precedents, Journals, Materials, Current Awareness, News, General, and Sources. Below this is a 'Legislation' header with a 'Help' link. The main search area includes a 'Version' section with radio buttons for 'Current Version' (selected) and 'Historical Version'. There are several input fields: 'Title' (containing 'Data Protection Act 1998'), 'Year enacted', 'Series number', 'Provision' (with a hint 'E.g., Enter 1 for Section 1'), and 'Part or schedule'. A 'Search terms' field is also present. A 'Sources' dropdown menu is set to '*All Subscribed Legislation Sources'. On the right, there is a 'Find out more' section with links for 'Historical Versions' and 'SI PDF Request'. A 'Search' button is located next to the Title field.

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.

- Commentary - this will link through to sections in commentary sources that cover the same issues as the Act.
- Cases - this will link through to cases that discuss any sections of the Act.
- Journals - this will link to articles that discuss the Act as a whole.
- Subordinate Legislation - this will link to SIs made under any section of the 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.

Within the **Find out more** box there is a Halsbury's Annotations option. 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. Halsbury's Annotations are also indicated by a yellow speech bubble by the text of the Act.

Data Protection Act 1998

1998 CHAPTER 29

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.

[16th July 1998]
 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:—

PART I PRELIMINARY

[1 Basic interpretative provisions](#)

[2 Sensitive personal data](#)

[3 The special purposes](#)

[4 The data protection principles](#)

[5 Application of Act](#)

[6 The Commissioner . . .](#)

PART II RIGHTS OF DATA SUBJECTS AND OTHERS

[7 Right of access to personal data](#)

Other formats available ▾

[Data Protection Act 1998 \(1998 c 29\)](#)

[Request historical version](#)

Find out more ▾

[Status Snapshot](#)

▶ [Commentary \(803\)](#)

▶ [Cases \(637\)](#)

▶ [Journals \(833\)](#)

▶ [Subordinate Legislation \(32\)](#)

[Halsbury's Annotations](#)

▶ [Halsbury's Statutes Citator \(2\)](#)

[Is it in force?](#)

Document information ▾

Data Protection Act 1998

Date made: [16th July 1998]

Location ▾

UK Parliament Acts > D > DA-DG >
 Data Protection Act 1998 (1998 c 29)

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 within the **Find out more** box and also as a yellow speech bubble by the text of the section. 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 and to subordinate legislation made under the section.

 **10 Right to prevent processing likely to cause damage or distress** Change view:  

[Previous](#) | [Next](#) | [View whole: Arrangement | Act | Part II Rights of Data Subjects and Others \(ss 7-15\)](#)

[Add](#)     Highlights

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.

(3) The data controller must within twenty-one days of receiving a notice under subsection (1) ("the data subject notice") give the individual who gave it a written notice—

Versions

Current Historical

Other formats available 

 [Request historical version](#)

Find out more 

Status Snapshot

- ▶ [Commentary \(42\)](#)
- ▶ [Cases \(19\)](#)
- ▶ [Journals \(15\)](#)

[Halsbury's Annotations](#)

[Halsbury's Statutes Citor](#)

[Is it in force?](#)

Document information 

Data Protection Act 1998

Date made: 16/07/1998

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 displays the 'Legislation' search interface. At the top, a navigation bar includes links for Home, Cases, Legislation (highlighted), Commentary, Forms & Precedents, Journals, Materials, Current Awareness, News, General, and Sources. Below this, the 'Legislation' section features a 'Help' link and a 'Find out more' section with links for 'Historical Versions' and 'SI PDF Request'. The main search area includes a 'Version' selector with 'Current Version' selected and 'Historical Version' as an option. Search fields include 'Title' with a 'Search' button, 'Year enacted' (set to 2003), 'Series number' (set to 2426) with a 'Citation help' link, 'Provision' (with a hint: 'E.g., Enter 1 for Section 1'), and 'Part or schedule'. A 'Search terms' field is accompanied by 'Search tips' and 'Add topics to search' links. At the bottom, the 'Sources' dropdown is set to '*All Subscribed Legislation Sources' with 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 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.

- Commentary - this will link to sections in commentary sources which cover the same issues as the SI
- Journals - this will link to articles that refer to the SI
- Cases - this will bring up cases that discuss any sections of the SI
- Halsbury's SIs Citator - this gives details of what has happened to the SI since it was passed

If you are viewing a specific section of an SI the **Find out more** box provides you with the same options already mentioned but relating only to that section. In addition there are **Notes** after each section which provide information on commencement and amendments.

4 Relationship between these Regulations and the Data Protection Act 1998

Change view:  

[Previous](#) | [Next](#) | [View whole: Arrangement | SI](#)

4 Relationship between these Regulations and the Data Protection Act 1998

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.

NOTES

Initial Commencement
Specified date

Specified date: 11 December 2003: see reg 1.

[Back to Top](#)

Other formats available ▾

[Request historical version](#)

Find out more ▾

▶ [Commentary \(2\)](#)
[Halsbury's SIs Citator](#)

Document information ▾

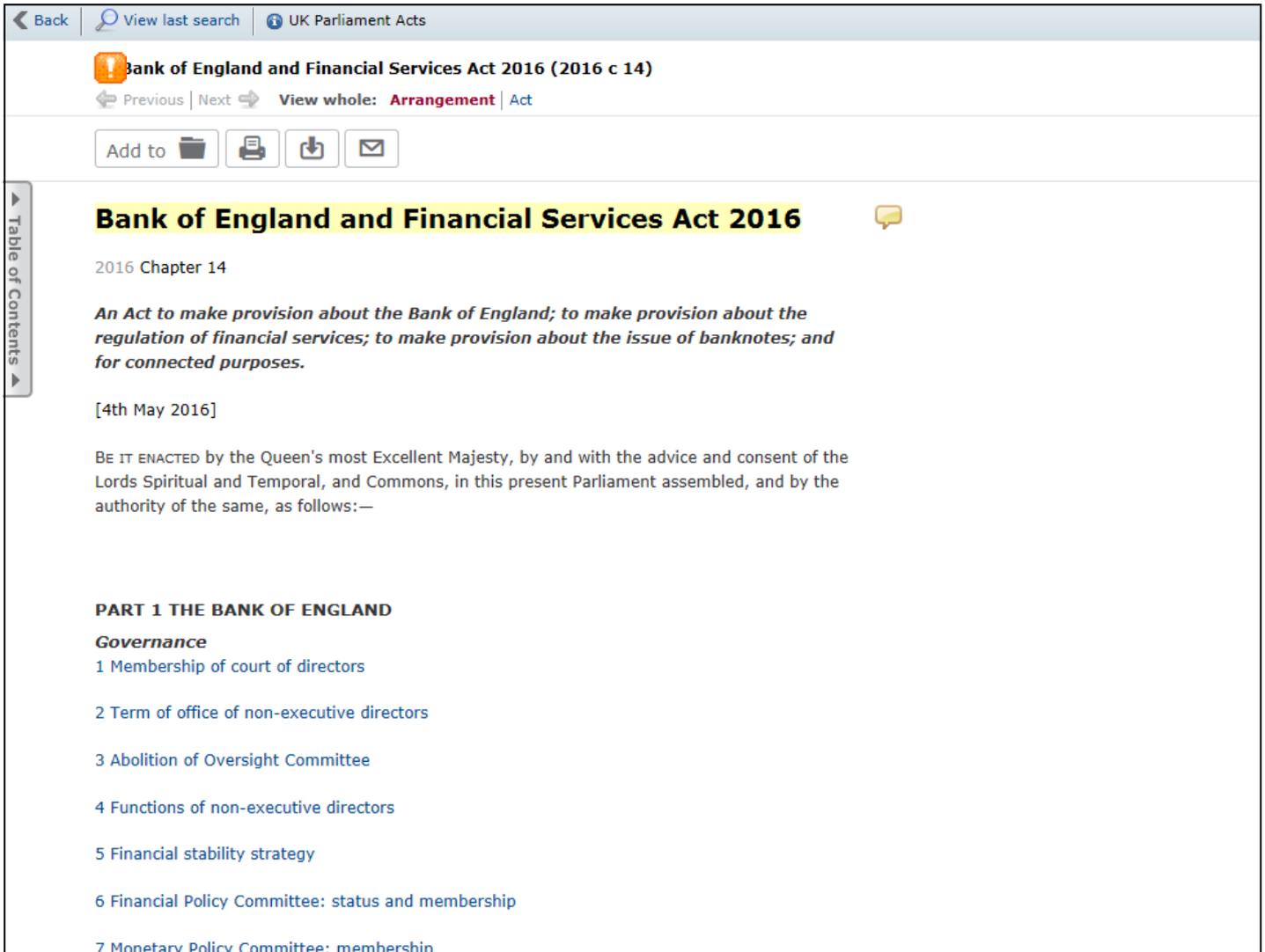
Privacy and Electronic Communications (EC Directive) Regulations 2003
Date made: 18/09/2003

Location ▾

UK Parliament SIs 2000-2009 > 2003 > 2401-2450 > Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426) > 4 Relationship between these

Warning Icon

Where there are pending amendments to a piece of legislation, a **Warning** icon will be displayed.



The screenshot shows a web browser interface for the UK Parliament Acts website. At the top, there is a navigation bar with 'Back', 'View last search', and 'UK Parliament Acts'. Below this, the title 'Bank of England and Financial Services Act 2016 (2016 c 14)' is displayed, accompanied by a yellow warning icon. Navigation links for 'Previous', 'Next', and 'View whole: Arrangement | Act' are visible. A toolbar contains icons for 'Add to', printing, downloading, and emailing. On the left, a 'Table of Contents' sidebar is partially visible. The main content area features the title 'Bank of England and Financial Services Act 2016' with a yellow warning icon, followed by '2016 Chapter 14' and the act's purpose: 'An Act to make provision about the Bank of England; to make provision about the regulation of financial services; to make provision about the issue of banknotes; and for connected purposes.' The date '[4th May 2016]' is shown below. The text begins with '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 structure includes 'PART 1 THE BANK OF ENGLAND' and 'Governance' with a list of sections: 1 Membership of court of directors, 2 Term of office of non-executive directors, 3 Abolition of Oversight Committee, 4 Functions of non-executive directors, 5 Financial stability strategy, 6 Financial Policy Committee: status and membership, and 7 Monetary Policy Committee: membership.

Viewing Full Text Documents

Acts - at the enactment level, there will be a PDF icon above the **Find out more** box. If you click this, you will see the whole Act in PDF format. At section level, there will also be a **View whole** link at the top of the screen for you to view the whole Act.

SI - at the preamble and enacting powers section and at the section level of the SI, there will be a **View whole** link at the top of the screen for you to view the whole SI.

Halsbury's Laws - Methods of Searching

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 enter 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 is a navigation bar with links: Home | Cases | Legislation | **Commentary** | Forms & Precedents | Journals | Materials | Current Awareness | News | General | Sources. Below this is a sub-header for 'Commentary' with a 'Help' link. The main content area is titled 'Commentary' and includes a 'View' dropdown menu set to 'Table of Contents'. There are buttons for 'View Tagged', a printer icon, a download icon, an email icon, and a 'Share link' button. A 'NOTE' states: 'To search multiple sources, select a source tick-box, enter terms in "Quick Find", select "Search on selected items only" (if desired), and click on Find. For enhanced searching, click on the Search tab.' Below the note is a 'Quick Search' input field with a 'Search' button and a checkbox for 'Search on selected items only'. There are also links for 'Show me how to...?' and 'Clear TOC selections'. A list of topics is shown, each with a checkbox and a plus icon:

- Halsbury's Laws of England**
 - LIST OF REPORTS AND OTHER SOURCES USED IN HALSBURY'S LAWS OF ENGLAND
 - STOP PRESS
 - AGENCY (VOLUME 1 (2008))
 - AGRICULTURAL LAND (VOLUME 1 (2008))
 - AGRICULTURAL PRODUCTION AND MARKETING (VOLUME 1 (2008))
 - AIR LAW (VOLUME 2 (2008))
 - ANIMALS (VOLUME 2 (2008))
 - ARBITRATION (VOLUME 2 (2008))
 - ARMED CONFLICT AND EMERGENCY (VOLUME 3 (2011))
 - ARMED FORCES (VOLUME 3 (2011))
 - AUCTION (VOLUME 4 (2011))
 - BAILMENT AND PLEDGE (VOLUME 4 (2011))
 - BANKRUPTCY AND INDIVIDUAL INSOLVENCY (VOLUME 5 (2013))
 - BOUNDARIES (VOLUME 4 (2011))
 - BRITISH NATIONALITY (VOLUME 4 (2011))
 - BROADCASTING (VOLUME 4 (2011))
 - BUILDING (VOLUME 6 (2011))
 - BUILDING CONTRACTS (VOLUME 6 (2011))

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** option.

Commonwealth Material - Methods of Searching

1. Home Page

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

Find a Title... Help

Legislation
 Act SI

Case name or citation v

Journal article

Form or precedent

Find a source

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

[Browse Sources](#) | [Find Sources](#)

Find Sources Help

By Alphabet Keyword

Keyword | [Edit Find](#)
e.g., Halsbury's Laws of England or Halsbury's

Name Selected Sources Save as a Favourite **01**

Publication Type : All Publication Types
Topics : All Legal Topics;All Business & News Topics;All Industry ...
Region of Coverage : All Countries
Publication Languages : All Languages
Frequency of Update : All Frequencies

< 1-25 of 25 Sources >

↓ Select sources below to search

- Canada Statutes** [\[Browse\]](#)
- Canada Statutes - Prior Consolidation (R.S.C. 1970)* [\[Browse\]](#)
- Canada Repealed Statutes [\[Browse\]](#)
- Canada Annual Statutes [\[Browse\]](#)
- Canada Criminal Law Statutes [\[Browse\]](#)
- Ontario Statutes [\[Browse\]](#)
- Quebec Statutes [\[Browse\]](#)
- Yukon Statutes [\[Browse\]](#)
- Alberta Statutes [\[Browse\]](#)
- Manitoba Statutes [\[Browse\]](#)

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 is a navigation bar with tabs: Home, Cases, Legislation, Commentary, Forms & Precedents, Journals, Materials, Current Awareness, News, General, and Sources. Below this, there are two sub-tabs: 'Browse Sources' (active) and 'Find Sources'. The main content area is titled 'Browse Sources' and includes a 'Help' link. It features three main sections: 1. 'By' with radio buttons for 'Publication Type', 'Area of Law', 'Business & News', and 'Industry'. 2. 'Filter by:' with dropdown menus for 'Country' (set to 'United Kingdom'), 'Topics' (set to 'All Topics'), and 'All Regions'. 3. 'Trail: Publication Type' with a list of categories including Administrative Materials, Citators & Digests, Companies & Organisations, Country & Region, Custom Sources, Forms & Precedents, Law Bulletins, Legal Indexes & Tables, Legislation, Materials, People, Public Records, and Treaties & International Agreements. A 'Find a Source' box is visible on the right with a search input and a 'Go' button. At the bottom, there is a 'Key' section indicating that a folder icon represents a link to see the folder's sources.

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 with the following details: 1. 'By' section with radio buttons for 'Publication Type' (selected), 'Area of Law', 'Business & News', and 'Industry'. 2. 'Filter by:' section with dropdown menus for 'Country' (set to 'Canada'), 'Topics' (set to 'All Topics'), and 'All Regions'. 3. 'Trail: Publication Type' section with a list of categories: Administrative Boards & Tribunals, Citators & Digests, Companies & Organisations, Dictionaries, Industries & Markets, Legal Journals, Treaties & International Agreements, Cases, Commentary, Current Awareness, Forms & Precedents, Legal Indexes & Tables, and Legislation. 4. A 'Name Selected Sources' field and a 'Save as a Favourite' checkbox (checked) with '00 Selected' and a 'View' link. 5. A 'Help' link in the top right corner.

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 | Find Sources

Browse Sources [Help](#)

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

2. Filter by: Country All Regions

Topics

Group/Single Source

Name Selected Sources Save as a Favourite 01

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

<input type="checkbox"/> Alberta Employment Standards Awards Index*	<input type="checkbox"/> Bulletin LexisNexis® Responsabilité civile - Résumés
<input type="checkbox"/> Alberta Employment Standards Umpire Decisions	<input type="checkbox"/> Bulletin LexisNexis® Santé et sécurité au travail - Résumés
<input type="checkbox"/> Alberta Energy and Utilities Board Decisions*	<input type="checkbox"/> Canada Aboriginal Law Digest [Browse]
<input type="checkbox"/> Alberta Energy Regulator Decisions (f/k/a the Alberta Energy Resources Conservation Board)	<input type="checkbox"/> Canada Administrative Law Digest [Browse]
<input type="checkbox"/> Alberta Environmental Appeal Board Decisions	<input type="checkbox"/> Canada Agricultural Review Tribunal Decisions
<input type="checkbox"/> Alberta Grievance Arbitration Awards	<input type="checkbox"/> Canada Alternative Dispute Resolution Digest [Browse]
<input type="checkbox"/> Alberta Grievance Arbitration Awards Index*	<input type="checkbox"/> Canada Banking and Finance Law Digest [Browse]
<input type="checkbox"/> Alberta Information and Privacy Commissioner Orders and Reports	<input type="checkbox"/> Canada Bankruptcy and Insolvency Law Digest [Browse]
<input checked="" type="checkbox"/> Alberta Judgments	<input type="checkbox"/> Canada Civil Evidence Digest [Browse]
<input type="checkbox"/> Alberta Labour Relations Board Decisions Index*	<input type="checkbox"/> Canada Civil Procedure Digest [Browse]
<input type="checkbox"/> Alberta Labour Relations Board Reports	<input type="checkbox"/> Canada Commercial Law Digest [Browse]
<input type="checkbox"/> Alberta Metis Settlements Appeal Tribunal Decisions	<input type="checkbox"/> Canada Competition Tribunal Decisions
<input type="checkbox"/> Alberta Municipal Government Board Orders	<input type="checkbox"/> Canada Conflict of Laws Digest [Browse]
<input type="checkbox"/> Alberta Securities Commission Decisions	<input type="checkbox"/> Canada Constitutional Law Digest [Browse]
<input type="checkbox"/> Alberta Utilities Commission Decisions	<input type="checkbox"/> Canada Construction Law Digest [Browse]
<input type="checkbox"/> Belzil NetLetter(TM) on Creditors' Rights - Digests*	<input type="checkbox"/> Canada Contracts Digest [Browse]
<input type="checkbox"/> Bottom Line digests	<input type="checkbox"/> Canada Copyright Board Decisions

Printing

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

Fill in the appropriate boxes.

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

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 top left 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 bottom right of the screen.