



# QUICK REFERENCE GUIDE

## Briefcase Edition



Labour  
SPECTRUM

January 2011

### BROWN & BEATTY: CANADIAN LABOUR ARBITRATION SEARCH

The Brown and Beatty: Canadian Labour Arbitration Search template (Query Template 1) enables you to search for words or phrases appearing in the text of Canadian Labour Arbitration, Fourth Edition (Brown & Beatty). You can also search by paragraph number.

- To search for term(s) anywhere in Brown & Beatty, click the “Template 1” button on the upper tool bar. Type the word(s) or phrase that you want to search for (i.e., “unlawful walkout”). Choose OK.
- To go to a specific paragraph, click the “Template 1” button on the upper tool bar and then type the paragraph number of the section you wish to review in the “paragraph reference” text box (i.e., 1:4000). Choose OK.

## L.A.C. AND C.L.A.S. CITATION SEARCH

The L.A.C. and C.L.A.S. Citation Search template (Query Template 2) allows you to search by L.A.C. citation or C.L.A.S. citation.

- To search by L.A.C. citation or C.L.A.S. citation, click the “Template 2” button on the upper tool bar. Type the L.A.C. citation or C.L.A.S. citation in the appropriate boxes. Choose OK.

## L.A.C. AND C.L.A.S. CASE NAME SEARCH WITH DATE AND ARBITRATOR

The L.A.C. and C.L.A.S. Case Name Search with Date and Arbitrator template (Query Template 3) allows you to search by employer name or union name.

- To search by L.A.C. and C.L.A.S. Case Name, click the “Template 3” button on the upper tool. Select where you wish to search: L.A.C., C.L.A.S. or both. Type the employer name or union name in the “party name” text box. Choose OK.
- If you wish to restrict your search to a specific arbitrator, jurisdiction and/or date, enter the information in the appropriate text boxes. Choose OK.

## L.A.C. AND C.L.A.S. CATCHLINES SEARCH WITH DATE AND JURISDICTION

The L.A.C. and C.L.A.S. Catchlines Search with Date and Jurisdiction template (Query Template 4) enables you to search by topic.

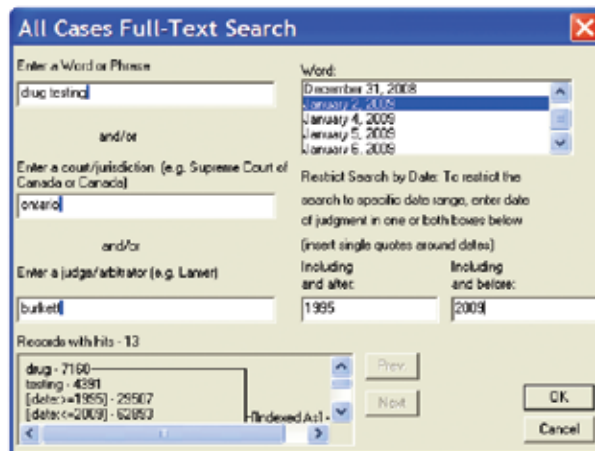
- To search by L.A.C. and C.L.A.S. Catchlines, click the “Template 4” button on the upper tool bar. Select where you wish to search: L.A.C. indices, C.L.A.S. index or both. Type the topic you wish to search for (i.e., “drug testing”) in the “Word or Phrase” text box. If you wish to restrict your search to a specific jurisdiction and/or date, enter the information in the appropriate text boxes. Choose OK.

## L.A.C. FULL-TEXT SEARCH WITH DATE, JURISDICTION AND ARBITRATOR

The L.A.C. Full-Text Case Search with Date, Jurisdiction and Arbitrator template (Query Template 5) allows you to search for words or phrases appearing in the L.A.C. full-text decisions.

- To search the full text of L.A.C. cases, click the “Template 5” button on the upper tool bar. Type the word(s) or phrase that you want to search for (i.e., “unlawful strike”) in the “Word or Phrase” text box. To restrict your search, add the jurisdiction/court, arbitrator/judge and date information in the appropriate text boxes. Choose OK.

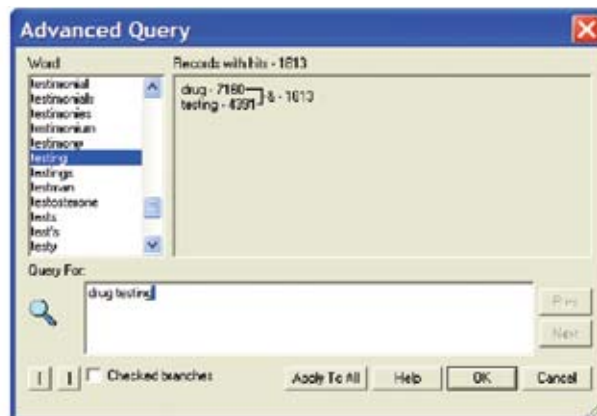
## ALL CASES FULL TEXT SEARCH




The All Cases Full Text Search template (Query Template 6) allows you to search for words or phrases appearing in the full text of all decisions on Labour Spectrum Briefcase Edition.

- To search the full text of all cases, click “Template 6” on the upper tool bar. Type the word(s) or phrase that you want to search for (i.e., “drug testing”) in the “Word or Phrase” text box. To restrict your search, add the jurisdiction/court, arbitrator/judge and/or date information in the appropriate text boxes. Choose OK.


## ADVANCED QUERY





To formulate a detailed search using Boolean logic, you can use the Advanced Query template. To access this template, click on the binocular icon  located on the bottom left corner of your screen, or type F2 on your keyboard.


- Search using Boolean operators, proximity operators, and scope limitations. You can search the entire infobase, or limit your search by checking the check boxes in the Table of Contents before selecting the Advanced Query template. For information on how to construct an Advanced Query, simply click on the button marked “Help” at the bottom of the search template.


## PRINTING OPTIONS



**To print an entire case:** Click anywhere within the case. Select Print Case from the Tools menu or click on the PRINT CASE button  on the upper toolbar. The Print Case dialog will appear. Choose PRINT and the entire case will be printed.

**To print a small selection:** Hold and drag the cursor to block the amount of text you wish to print. Select Print from the File menu or click on the PRINT button  on the upper toolbar. The Print dialog will appear. Make sure that Selection is selected in the PRINT DOCUMENT tab and choose OK. The selection will be printed.

**To print a large selection:** Click the cursor at the beginning of the selection you wish to print. Hold down the SHIFT key and keep it held down while you Page down (use the PGDN key) to the end of the selection. The entire selection will now be blocked. Select Print from the File menu or click on the PRINT button  on the upper toolbar. The Print dialog will appear. Make sure that Selection is selected in the PRINT DOCUMENT tab and choose OK. The selection will be printed.

**To print a section of the infobase:** Select Print from the File menu or click on the PRINT button  on the upper toolbar. Choose Section from the PRINT DOCUMENT tab in the Print dialog. Expand the branches to find the sections that you wish to print. Check the boxes directly left of those headings and choose OK. Those sections will be printed.

**To print Records with Hits:** After obtaining your query results, select Records with Hits from the View menu. Select Print from the File menu or click on the PRINT button  on the upper toolbar. Select All from the PRINT DOCUMENT tab in the print dialog. Choose OK. All records with hits will be printed.

**To print Tagged Records:** Tag records in the infobase by clicking on the TAG RECORDS button  on the upper toolbar. Select Print from the File menu or click on the PRINT button  on the upper toolbar. Select Tagged Records from the PRINT DOCUMENT tab in the print dialog. Choose OK. All tagged records will be printed.

**To print Reference Pane (Inline Headings):** Select Options from the Tools menu. Click on the PRINT tab and check Inline Headings. Specify the inline heading font type and size in the Inline Heading Font box. Choose OK to activate. The inline headings option has now been set for printing. The Reference pane will appear before each record on the printed page.

## LABOUR SPECTRUM BRIEFCASE EDITION - C.L.A.S. SUMMARIES WITH FULL-TEXT DECISIONS ON THE WEB

More than 50,000 summaries published since 1986 have been included on the CD. The summaries contain a link to a fully searchable Web version of the summary and the full-text decision. As a subscriber to Labour Spectrum Briefcase Edition, you can supplement your CD research on our Web site at no additional charge. All issues of Labour Arbitration Cases (L.A.C.) and Canadian Labour Arbitration Summaries (C.L.A.S.) which have been published subsequent to the release of this CD-ROM are available for full-text searching. If you subscribe to the Internet version of Labour Spectrum, updates can be found within that service.

## UPDATES ON THE WORLD WIDE WEB

As a subscriber to Labour Spectrum Briefcase Edition, you can supplement your CD research on our Web site at no additional charge. All issues of Labour Arbitration Cases (L.A.C.) and Canadian Labour Arbitration Summaries (C.L.A.S.) which have been published subsequent to the release of this CD-ROM are available for full-text searching. If you subscribe to the Internet version of Labour Spectrum, updates can be found within that service.

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### TRAINING

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