



QUICK REFERENCE GUIDE

Labour SPECTRUM

Issued May 2010

CASES AND DECISIONS SEARCH

Labour SPECTRUM Classic Edition

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Search

Search Templates

Canada Law Book

- Labour Spectrum
 - About
 - What's New This Week
 - Commentary
 - Legislation
 - Classification Schemes
 - Indices
 - Cases and Decisions

Cases and Decisions Search

Search Clear

Full/Partial Citation (e.g.) 165 L.A.C. (4th) 1

Case/Party Name

Court or Jurisdiction

Judge/Arbitrator/Member

Counsel

Dates Including and After: (e.g., June 1, 1979 or 1979)

Dates Including and Before: (e.g., May 5, 2000 or 2000)

Catchline term(s) word or phrase phrase search

Words around hits: Off

Search Clear

Search the entire collection of full-text decisions and case summaries.

- Enter search terms into the appropriate text boxes. Search by full or partial citation, case/party name, court or jurisdiction, judge/arbitrator/member, counsel, date, catchline terms, and words or phrases.

Note Up

Note Up: This button appears on the toolbar to the left of the navigation icons when a case is being viewed. Click this button to see case history and a list of citing references (where available). *This feature is available only to Classic Edition subscribers*

LEGISLATION SEARCH

The screenshot displays the 'Legislation Search' form on the Labour Spectrum Classic Edition website. The form includes a navigation menu on the left with options like 'Canada Law Book', 'Labour Spectrum', 'About', 'What's New This Week', 'Commentary', 'Legislation', 'Classification Schemes', 'Indices', and 'Cases and Decisions'. The main search area contains the following fields and options:

- Statute/Regulation Name:** A text input field.
- Jurisdiction:** A drop-down menu with a '+' icon.
- Section:** A text input field.
- Subsection:** A text input field.
- word or phrase:** A text input field.
- Search options:** Two checkboxes labeled 'or search' and 'phrase search', both with a green question mark icon.
- Words around hits:** A drop-down menu set to 'Off'.
- Buttons:** 'Search' and 'Clear' buttons.

This search template enables you to search statutes and regulations by title, section, subsection, word or phrase.

- Enter the name of the statute or regulation
- Select the appropriate jurisdiction from the drop-down menu
- Enter the section, subsection, word or phrase in the appropriate text boxes

CASE SUMMARIES TOPICAL INDEX SEARCH

The screenshot displays the 'Case Summaries Topical Index Search' form on the Labour Spectrum Classic Edition website. The form includes the same navigation menu as the previous screenshot. The main search area contains the following fields and options:

- To limit your search, check all that apply:** A list of checkboxes for various indices and decision types:
 - L.A.C. Indices
 - C.L.A.S. Index
 - D.L.R. Index - Labour Relations
 - A.C.W.S. Index - Labour Relations
 - B.C. Decisions, Labour Arbitration - Digest Catchlines
 - B.C. Labour Relations Board Decisions - Digest Catchlines
- Enter a word or phrase:** A text input field.
- Search options:** Two checkboxes labeled 'or search' and 'phrase search', both with a green question mark icon.
- Words around hits:** A drop-down menu set to 'Off'.

Search all of the **L.A.C. Indices**, the **C.L.A.S. Index**, the **D.L.R. Index**, the **A.C.W.S. Index**, the **British Columbia Decisions, Labour Arbitration** digest catchlines, the **British Columbia Labour Relations Board Decisions** digest catchlines or limit your search to a particular index.

- Select the content to be searched by checking the boxes provided in the template. If no boxes are checked the entire collection will be searched.
- Enter the term(s) in the text box provided.

COMMENTARY SEARCH

Search for words or phrases appearing in the text of **Canadian Labour Arbitration, Fourth Edition** (Brown & Beatty), **Canadian Labour Law, Second Edition** (Adams) and **Willis & Winkler on Leading Labour Cases**. You can also search by paragraph section number in Brown & Beatty and Adams. *Note: Canadian Labour Law, Second Edition and Willis & Winkler on Leading Labour Cases are available only to Classic Edition subscribers.*

- To search for term(s) anywhere in Brown & Beatty, Adams and Willis & Winkler, type the word or phrase into the text box.
- To search for term(s) in a particular authored work or works, select the Commentary to be searched by checking the boxes provided in the template. Type the word or phrase into the text box.
- To go to a specific paragraph, enter the paragraph section number in the corresponding text box.
- To search for term(s) within a specific paragraph section number, type the word or phrase and the paragraph section number into the corresponding text boxes.
- The “or search” check box option allows you to expand your search to include search results for at least one of your terms. The “phrase search” check box option will treat your search terms as a phrase.

CUSTOM CONTENT SEARCH

Search across all the content of **Labour Spectrum** (classification schemes, indices, commentary, legislation, full-text decisions and case summaries) or limit your search to specific content.

- Select the content to be searched by click on the plus sign to expand the Table of Contents on the left of the screen and then click the boxes beside the folders (if no boxes are checked the entire collection will be searched).

(Continued next page)

CUSTOM CONTENT SEARCH — Continued

- Enter search terms in the appropriate text boxes.

The text box labelled “containing **all** these words” functions as an “and” search (i.e., all of the search terms must be included in the document).

The text box labelled “and **not** containing any of these words” functions as a “not” search (i.e., none of the search terms can be included in a document).

The text box labelled “and containing **one or more** of these words” functions as an “or” search (i.e., any one or more of the search terms must be included in the document).

The text box labelled “and containing this **exact phrase**” functions as a phrase search (i.e., the search terms must appear in the document in the exact order and proximity in which they have been entered in the text box).

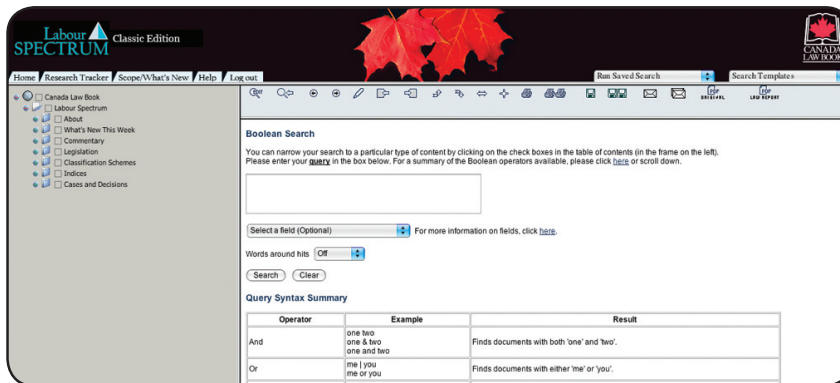
The text box labelled “and containing these words **near** (within 10 words) each other” functions as a proximity search (i.e., the search terms must appear within 10 words of each other in a document).

Search Tips:

Use “*” wildcard to represent up to 40 characters at the end of a word (e.g., investiga*).

Use “?” wildcard to represent an unknown character in a word (e.g., Sm?th).

BOOLEAN SEARCH



Search across all the content of **Labour Spectrum** (classification schemes, indices, commentary, legislation, full-text decisions and case summaries) or limit your search to specific content.

- Select the content to be searched by clicking the plus sign to expand the Table of Contents on the left of the screen and then click on the boxes beside the folders (if no boxes are checked the entire collection will be searched).
- Enter your query in the text box using the Boolean query syntax located at the bottom of the template.
- Specify where in the content your search terms should be located by using the “Select a field (Optional)” drop-down menu.

QUERY SYNTAX SUMMARY

Operator	Example	Result
And	one two one & two one and two	Finds documents with both 'one' and 'two'.
Or	me you me or you	Finds documents with either 'me' or 'you'.
Not	^him not him	Finds documents that don't contain 'him'.
Exclusive or	apples ~ oranges apples xor oranges	Finds documents with either 'apples' or 'oranges', but not both.
Phrase	"to be or not"	Finds documents with the exact phrase 'to be or not'.
Single character wildcard	wom?n th??	Finds documents with 'woman', 'women', etc., or 'this', 'that', 'them', etc.
Multiple character wildcard	a*n work*	Finds documents with 'an', 'addition', 'assign', etc., or 'work', 'works', 'working', etc.
Ordered proximity	*corporate tax law*/10	Finds documents with 'corporate', 'tax' and 'law' within 10 words, in the order given.
Unordered proximity	"technical resource acquisition"@5	Finds documents with 'technical', 'resource' and 'acquisition' within 5 words, in any order.
Stemming (word form)	run%	Finds documents with 'run', 'ran', 'runs', and 'running'.
Synonym	(e.g., theft\$, late\$)	Finds words like stealing, fraud, pilferage, former, advanced, modern, etc.

TABS

There are several useful tabs across the top of the screen, shown below:



TABLE OF CONTENTS

Click on the tab “Table of Contents” to browse through all of the content that **Labour Spectrum** has to offer.

RESEARCH TRACKER

Click on the tab “Research Tracker” to enter a client ID, billing rate and any notes for your research session.

SCOPE/WHAT'S NEW

Click on the tab “Scope/What’s New” to see information on new features and currency information.

HELP




Click on the tab “Help” for explanations, tips and information on how to use **Labour Spectrum** and for contact information for our Technical Support Team.

LOG OUT


Click on the tab “Log out” to exit **Labour Spectrum**.



PRINTING, SAVING AND EMAILING

PRINT OPTIONS




- 1) Print Document  allows you to print the document that you are currently viewing.
- 2) Print from ToC  allows you to select multiple documents from the Table of Contents and print them.
- 3) Print from Hit List  appears directly above your Hit List results and allows you to select multiple documents from the Hit List and print them.

SAVE OPTIONS

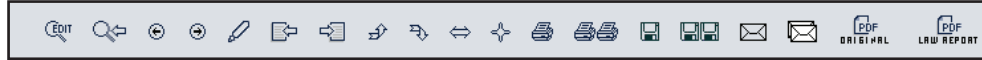
- 1) Save Document  allows you to save the document you are currently viewing.

- 2) Save from ToC  allows you to select multiple documents from the Table of Contents and save them.
- 3) Save from Hit List  appears directly above your Hit List results and allows you to select multiple documents from the Hit List and save them.

EMAIL OPTIONS

- 1) Email Document  allows you to email the document you are currently viewing.
- 2) Email from TOC  allows you to select multiple documents from the Table of Contents and email them.
- 3) Email from Hit List  appears directly above your Hit List results and allows you to select multiple documents from the Hit List and email them.

NAVIGATION ICONS



	Edit Search		Sync Contents
	Return to Hit List		Reference
	Previous Hit Doc		Print Document
	Next Hit Doc		Print from ToC
	Clear Highlights		Save Document
	Previous Doc		Save from ToC
	Next Doc		Email Document
	Previous Match		Email from ToC
	Next Match		See PDF
			See Law Report PDF

A complete list of the navigation icons and their specific functions is available on the Help page.

TECHNICAL SUPPORT

Toll-free phone support is available to electronic product subscribers. Call the Canada Law Book support helpline to get started with any CD-ROM, DVD or Internet service.

Support is available:
Mon.-Fri. 8:30 a.m. to 8:00 p.m. E.S.T.

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