

INSOLVENCYSOURCE™

QUICK REFERENCE CARD

WestlaweCarswell

InsolvencySource™ provides one-click access to the most valued insolvency law information. It offers a wealth of content combined with powerful search tools so that you never have to wonder if there is somewhere else you should be looking.

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- 01 WHAT INFORMATION IS IN INSOLVENCYSOURCE?

 - 02 INSOLVENCYSOURCE HOME PAGE

 - 03 HOW CAN I KEEP CURRENT WITH INSOLVENCY LAW-RELATED ISSUES?

 - 04 HOW DO I FIND OR KEYCITE (NOTE UP) A CASE OR STATUTORY PROVISION BY NAME?

 - 05 HOW DO I FIND OR KEYCITE (NOTE UP) A CASE OR STATUTORY PROVISION BY CITATION?

 - 06 HOW DO I SEARCH THE VARIOUS CONTENT TYPES IN INSOLVENCYSOURCE?

 - 07 HOW CAN I FIND SIMILAR P.P.S.A. RULES IN OTHER JURISDICTIONS?

 - 08 WHAT EXPERT COMMENTARY AND POLICY DOCUMENTS ARE AVAILABLE IN INSOLVENCYSOURCE?

 - 09 HOW DO I PRINT, E-MAIL, FAX, DOWNLOAD, OR SAVE ON WestlaweCarswell?

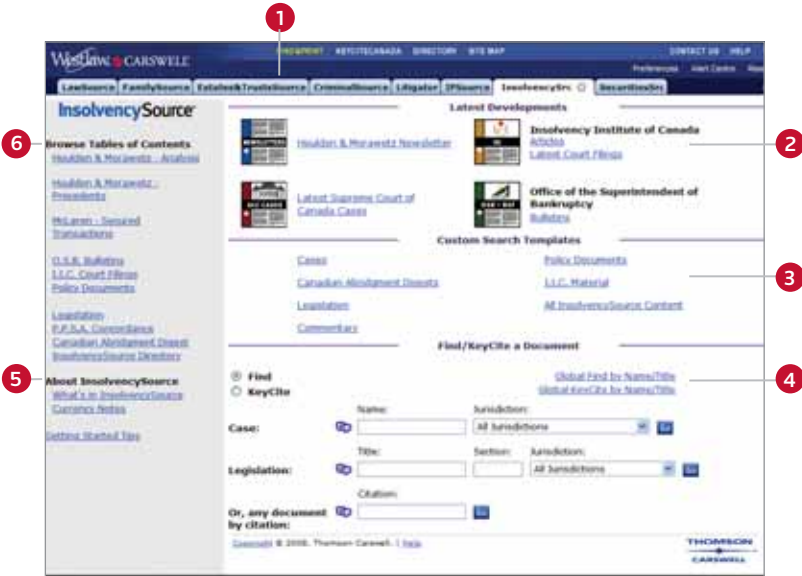
 - 10 WHERE CAN I FIND HELP?
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01 WHAT INFORMATION IS IN INSOLVENCYSOURCE?

For information on content coverage and currency, click the [What's in InsolvencySource](#) and [Currency Notes](#) links in the [About InsolvencySource](#) section in the left frame of the Home page.

02 INSOLVENCYSOURCE HOME PAGE



- 1 Home page Source tabs/
Navigation bar.
- 2 View latest Newsletter, IIC, OSB,
or SCC documents.
- 3 Search using Custom Search Templates.
- 4 Find or KeyCite (note up) cases and
legislation by name/title and
document by citation.
- 5 Review content coverage and
currency.
- 6 Browse various Tables of Contents.

03 HOW CAN I KEEP CURRENT WITH INSOLVENCY LAW-RELATED ISSUES?

Click the [Houlden & Morawetz Newsletter](#) link to view the most recent newsletter in the right frame. To view one of the previous eight newsletters, click its link in the left frame.

Click the OSB [Bulletins](#) link to view the latest document in the right frame. To view an archived document, click its hypertext link in the left frame.

Click the [Latest Supreme Court of Canada Cases](#) link to view a list of recently released SCC cases or press releases.

Click the [IIC Latest Court Filings](#) or [Articles](#) link to view recently released IIC documents.

04 HOW DO I FIND OR KEYCITE (NOTE UP) A CASE OR STATUTORY PROVISION BY NAME?

1. Click the **Find** or **KeyCite** radio button located in the **Find/KeyCite a Document** section of the Home page.
2. Enter the case name and select a jurisdiction in the **Case** section or enter the legislative title, section number and select a jurisdiction in the **Legislation** section.
3. Click the appropriate **Go**.

05 HOW DO I FIND OR KEYCITE (NOTE UP) A CASE OR STATUTORY PROVISION BY CITATION?

1. Click the **Find** or **KeyCite** radio button located in the **Find/KeyCite a Document** section of the Home page.
2. Enter the citation in the **Or, any document by citation** section.
3. Click the appropriate **Go**.

06 HOW DO I SEARCH THE VARIOUS CONTENT TYPES IN INSOLVENCYSOURCE?

1. Click an appropriate Custom Search Template on the Home page.
2. Enter search terms in the **Search full text for** box. Add Boolean connectors or use *The result must contain* drop-down list.
3. Fill in any fields (e.g. judge, court, etc.) and/or limit your results by using the selection boxes (e.g. jurisdiction, etc.), if you wish.
4. Click **Go**.

07 HOW CAN I FIND SIMILAR P.P.S.A. RULES IN OTHER JURISDICTIONS?

1. Click the **P.P.S.A. Concordance** link located in the left frame of the Home page.
2. Click the + button beside Personal Property Security Acts Table of Contents to expand it. Continue clicking the + button until you reach a document level.
3. Click a document hypertext link to retrieve the section and links to other similar sections.
4. For easier viewing click the **Maximize** button in the Link Viewer.

08 WHAT EXPERT COMMENTARY AND POLICY DOCUMENTS ARE AVAILABLE IN INSOLVENCYSOURCE?

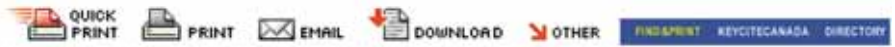
To search commentary or policy documents, click [Commentary](#) or [Policy Documents](#) in the Custom Search Template on the Home page. Use **Ctrl+Click** to select multiple publications at one time.

To browse various texts, click the appropriate Table of Contents link located in the left frame of the Home page. Click the **+** button until you reach a document level. Click the hypertext link to retrieve the document.

TIP Entries for commentary discussing a particular case or statutory provision will appear among the KeyCite Citing References on the Related Info tab for that document. They are located under Secondary Sources.

09 HOW DO I PRINT, E-MAIL, FAX, DOWNLOAD, OR SAVE ON WestlawCarswell?

WestlawCarswell offers a variety of document delivery options. Simply click the appropriate button located in the upper right corner of the right frame.



Click **QUICK PRINT** to print the current document quickly using your default format preferences.

Click **PRINT** to print your current document along with other related information at the same time; or the Result List displayed in the left frame. You may change your default formatting/print settings here.

Click **EMAIL** to e-mail your current document along with other related information at the same time or the Result List displayed in the left frame.

Click **DOWNLOAD** to download the document displayed in the right frame along with other related information at the same time or the Result List displayed in the left frame.

Click **OTHER** to fax or save a document or Result List.

Click **FIND&PRINT** to retrieve and print multiple documents. Enter up to 20 citations at a time and have them printed or downloaded together.

TIP: To print part of a document, highlight the desired text. Then, using your browser, open the **File** menu and select **Print**. In the **Print** window, choose the **Selection** radio button and then click **Print**.

10 WHERE CAN I FIND HELP?

For technical or reference support or to inquire about training, contact Carswell at:

Toll-Free: 1.800.387.5164 **In Toronto:** 416.609.3800 **Online:** www.carswell.com/email
