

SECURITIESOURCE®

QUICK REFERENCE CARD



SecuritiesSource® provides one-click access to the most valued securities 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 SECURITIESOURCE?

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

02 SECURITIESOURCE HOME PAGE

The screenshot shows the Westlaw Canada SecuritiesSource homepage. The page is organized into several sections, with numbered callouts (1-9) highlighting key features:

- 1** Ontario Securities Commission (OSC) Bulletin and archive.
- 2** Home page Source tabs/Navigation bar.
- 3** Securities Commissions (Ontario, British Columbia, Alberta, Manitoba, New Brunswick, Nova Scotia, Saskatchewan, Newfoundland & Labrador, Northwest Territories, Nunavut, Prince Edward Island, Quebec, Yukon).
- 4** Exchanges (Toronto Stock Exchange, TSX Venture Exchange, Bourse de Montreal, ICE Futures Canada).
- 5** Securities Law & Practice - Borden Ladner Gervais LLP.
- 6** Westlaw Business - LIVEDGAR - SEDAR.
- 7** U.S. Databases (U.S. Federal Statutes & Regulations, Securities Releases, Invest Securities Law Series, SEC Issuance, Interpretive & Exemptive Letters, Securities Law Reviews, Books & Journals, Thomson Financial News).
- 8** Decisions/Rulings (Search Decisions/Rulings).
- 9** Legislation (Search Legislation and Securities Commissions Materials).

1 View the latest OSC Bulletin and archive. Read OSC Perspectives, a quarterly providing updates on OSC developments.

4 Quickly retrieve Exchange and Self-Regulatory Association information.

7 Access a wide range of U.S. securities materials through Westlaw.

2 Home page Source tabs/Navigation bar.

5 Quickly access Canada's preminent securities law service, Securities Law & Practice by BLG LLP.

8 Use the Custom Search Template to search for decisions/rulings by subject or keyword.

3 Instantly get to Commission materials (Rules, Policies, Notices, etc.) for each jurisdiction.

6 Access LIVEDGAR-SEDAR information through Westlaw Business.

9 Go directly to the Securities Act or Regulation for each jurisdiction or find a parallel section in another jurisdiction by using the concordance.

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

- View the latest Bulletin or summary from the various Securities commissions, available in the left and right frames.
- Read the [Securities Newsletter](#) edited by Jeffrey A. Read. The newsletter provides expert analysis of current developments in Canadian securities law as well as highlights of important new case law, rulings and legislation. Click the [Securities Newsletter](#) link located in the left frame to retrieve the newsletter. The most recent newsletter is displayed in the right frame with previous issues listed in the left frame. To open a previous issue, click its document hypertext link.
- Read [OSC Perspectives](#), a quarterly providing updates on OSC developments. Click the [OSC Perspectives](#) link in the left frame to retrieve the publication.

04 HOW DO I FIND THE LATEST OSC BULLETIN?

1. Click the [OSC Bulletin & Insider Reports](#) link in the left frame.
2. Click the [here](#) link located in the right frame to view the latest bulletin in full text, starting with the Table of Contents. The links in the Table of Contents provide quick access to a specific section of the Bulletin.

05 HOW DO I FIND RULES, INSTRUMENTS, POLICIES, NOTICES AND OTHER SECURITIES COMMISSION DOCUMENTS?

1. Click a link in the [Securities Commissions](#) section of the Home page to retrieve a Table of Contents to related materials for a specific jurisdiction.
2. Click the **+** button to drill down to the document you require and click the appropriate hypertext link to retrieve it.

06 HOW DO I FIND A SECTION OF THE SECURITIES ACT?

1. Click the [Find a Document](#) link in the [Find/KeyCite](#) section in the left frame.
 2. Enter all or part of the title in the Canadian Legislation **Title** field, the section (provision) number into the **Section** field and choose the appropriate Jurisdiction from the drop-down list.
 3. Click **Go**.
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07 HOW DO I FIND A DECISION OR RULING?

1. Click the [Find a Document](#) link in the **Find/KeyCite** section in the left frame.
2. Enter all or part of the case name into the Canadian Case Law **Name** field and choose the appropriate Jurisdiction from the drop-down list.
3. Click **Go**.

08 HOW DO I FIND A DOCUMENT BY CITATION?

1. Click the [Find a Document](#) link in the **Find/KeyCite** section in the left frame.
2. Enter the citation into the **Find this document by citation** field in the left frame.
3. Click **Go**.

09 HOW CAN I CONDUCT A TOPICAL KEYWORD SEARCH?

1. Click the appropriate Custom Search Template link in the right frame of the Home page. Template links appear at the bottom of each section and are identified by a magnifying glass icon.
2. Enter search terms into the **Search full text for** box. Add connectors or use *The results must contain* drop-down list. Fill in any fields you want, e.g. Judge, Court, Jurisdiction, etc.
3. Click **Go**.

TIP: After the search, use *Locate in Result* in the left frame to search within the current search results. *Locate in Result* may significantly reduce your result list.

10 HOW DO I KEYCITE (NOTE UP) A DOCUMENT BY NAME OR CITATION?

1. Click the [KeyCite a Document](#) link in the **Find/KeyCite** section in the left frame.
2. **Legislation by name:** Click the [KeyCite by Name/Title](#) link located in the left frame. Enter all or part of the title into the Canadian Legislation **Title** field, the section (provision) number into the **Section** field and choose the appropriate Jurisdiction from the drop-down list.
Decisions by name: Click the [KeyCite by Name/Title](#) link located in the left frame. Enter all or part of the case name into the Canadian Case Law **Name** field and choose the appropriate Jurisdiction from the drop-down list.
By citation: Enter the citation into the **KeyCite this citation** field in the left frame.
3. Click **Go**.

KeyCite® Canada: KeyCiting a document involves retrieving the appellate (full) history of a case, plus all citing references of a case, statute, regulation or rule, including judicial treatments and secondary sources. Documents receive one treatment flag/icon only and their definitions are as follows:

- ▶ A **red flag** warns that the case may not be good law; that the decision has been reversed, or has not been followed within the same jurisdiction or by the Supreme Court of Canada.
- ▶ A **yellow flag** warns that the decision has some negative history or treatment, but has not been reversed or overruled. It is also displayed if a treatment has been recently added, and has not yet been editorially analyzed.
- H** A **blue H** indicates that the decision has some direct history but it is not known to be negative.
- C** A **green C** indicates that the decision has no direct history, but there are treating cases or other citing references to the decision. *For statutes, regulations and rules* the green C indicates that there are cases or other citing references to the provision.

KeyCite Canada is accessible from:

- Links on the **Related Info** tab when viewing your results (Full History, Direct History (Graphical View) and Citing References).
- The Home page.
- The Westlaw Canada Navigation bar.

11 HOW DO I FIND PARALLEL SECURITIES ACT SECTIONS BY SUBJECT ACROSS JURISDICTIONS?

1. Click the **Securities Act Concordance** link in the **Table of Contents** section in the left frame, or in the **Legislation** section of the right frame.
2. The Table of Contents appears. Click the **+** button next to the heading until you reach a document level.
3. Click the blue hypertext link to retrieve a document containing similar provisions in other jurisdictions.

TIP: Links for the concordance table are also available from the bottom of a section of the Securities Act or within its citing references list.

12 HOW DO I FIND COMMENTARY ON CANADIAN SECURITIES LAW AND REGULATIONS?

SecuritesSource contains *Securities Law and Practice, 3rd Edition*, by Borden Ladner Gervais LLP. This publication annotates the Ontario Securities Act (with convenient references to similar provisions in British Columbia, Alberta and Quebec) by providing commentary on the practical application of each section, the effect of administrative rulings and regulations, and interpretation of similar statutory provisions by Canadian and U.S. courts. You can access the publication through a Table of Contents or Custom Search Template available in the **Securities Law & Practice** section in the right frame of the Home page

13 HOW DO I PRINT, E-MAIL, DOWNLOAD, FAX OR SAVE IN SECURITIESOURCE?

Click the appropriate button located in the upper right corner of the right frame.



- Click **Quick Print** to print the current document only, using your default format preferences.
- If you want to deliver your current document along with other related information at the same time or you want to change your default formatting settings, click **Print, Email** or **Download**.
- Click **Other** to fax or save the current document.



- Click **Find & Print** on the Navigation bar to retrieve and print multiple documents. Enter up to 20 citations at a time and have them printed or downloaded together.

14 WHERE CAN I FIND HELP?

- Review online tutorials to quickly learn about specific functionality or content. Go to: www.westlawcanada.com/support/emodules
- Use online help or download reference materials from the **Help Centre** located in the **SITE MAP** on the Navigation Bar or go to: www.westlawcanada.com/support/reference
- Click the **Tip** icons for context-sensitive tips and examples.
- Contact our Reference Support or Technical Support Teams, 24 hours a day, 7 days a week, by phone: 1-800-387-5164 or 416-609-3800 or e-mail: carswell.reference@thomsonreuters.com or carswell.techsupport@thomsonreuters.com
- Contact our Customer Learning Team to book a complimentary training session. Phone: 1-800-387-5164 or 416-609-3800 or e-mail: carswell.learning@thomsonreuters.com

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