

IPSOURCE[®]

QUICK REFERENCE CARD



IPSource[®] provides one-click access to the most valued intellectual property 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 IPSOURCE?

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

02 IPSOURCE HOME PAGE

The screenshot shows the Westlaw Canada IPSource home page. At the top, there is a navigation bar with tabs for 'Litigator', 'LawSource', 'Estates/TrustsSource', 'FamilySource', 'IPSource', and 'SecuritiesSource'. A red circle with the number 1 is placed over the 'IPSource' tab. Below the navigation bar, the page is divided into several sections. On the left, there is a sidebar with 'Browse Tables of Contents' and 'International IP Materials'. A red circle with the number 7 is placed over the 'Browse Tables of Contents' section. In the center, there is a search area with 'Find' and 'KeyCite' options. A red circle with the number 4 is placed over the search area. To the right of the search area, there are sections for 'Latest Developments' and 'Custom Search Templates'. A red circle with the number 2 is placed over the 'Latest Developments' section, and a red circle with the number 3 is placed over the 'Custom Search Templates' section. At the bottom of the page, there is a 'CARSWELL.' logo and a 'THOMSON REUTERS' logo.

- 1 Home page Source tabs/Navigation bar.
- 2 Review content coverage and currency.
- 3 View the latest Newsletters or SCC documents.
- 4 Search using Custom Search Templates.
- 5 Browse various tables of contents.
- 6 Find or KeyCite (note up) cases and legislation by name/title or any document by citation.
- 7 Link to international services.

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

Click the [Dimock Stratton's Intellectual Property Law Newsletter](#) link to view the most recent newsletter in the right frame. This newsletter is published monthly.

Click the [Mann's Technology Newsletter](#) link to view selected articles, case comments and case digests dealing with a variety of topics related to technology and intellectual property practices. This newsletter is edited by J. Fraser Mann.


You may access the previous three newsletters from the left frame. To search an archive of all newsletters, use the [Commentary & CED IP titles](#) Custom Search Template located in the right frame of the Home page.


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

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

1. Click the **Find** or **KeyCite** radio button located in the **Find/KeyCite a Document** section of the Home page.
2. **Case by name:** Enter the name of the case into the case **Name** field and select a jurisdiction from the drop-down list.
Legislation by title: Enter the statute, regulation or rule name into the **Title** field, section number into the **Section** field and select a jurisdiction from the drop-down list.
By citation: Enter the citation into the **Citation** field
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.

05 HOW DO I SEARCH THE VARIOUS CONTENT TYPES IN IPSOURCE?

1. Click a link in the **Custom Search Template** section located in the right frame of the Home page.
2. Enter search terms into 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 want.
4. Click **Go**.

06 HOW DO I SEARCH CPR DECISIONS ONLY?

1. Click the **Cases** link in the **Custom Search Templates** section of the Home page.
2. Click the **Canada Law Book cases (only)** radio button.
3. Enter search terms into the **Search full text for** box. Add Boolean connectors or use *The result must contain* drop-down list.
4. Fill in any fields and/or limit your search using the selection boxes provided, if you want.
5. Click **Go**.

TIP: To search all reported and unreported decisions, including the CPRs, click the **IPSource** radio button. This is your most complete intellectual property case law search. To search all Canadian cases, excluding the CPRs, click the **LawSource** radio button.

To see the C.P.R. Classification Scheme, click the **C.P.R. Classification** link located in the **Browse Tables of Contents** section in the left frame of the Home page.

07 HOW DO I FIND ANNOTATIONS ON A SPECIFIC STATUTORY PROVISION?

1. Click the **Annotations** link in the **Custom Search Templates** section of the Home page.
2. Select a statute from the **Legislation** drop-down list.
3. Enter the whole section number into the **Section** field.
4. Limit your search to a specific publication, if you want.
5. Click **Go**.

You may also link to annotations directly from a statutory provision. Simply click the **Annotations** link located on the **Related Info** tab.

08 HOW DO I SEARCH BLG MATERIAL?

Included in your subscription are the BLG Consolidated Intellectual Property Statutes and Regulations and Consolidated E-Commerce Statutes and Regulations.

1. Click the [Legislation and Related Materials](#) link in the **Custom Search Templates** section of the Home page.
2. De-select **Statutes and Regulations** and select **Related Materials**.
3. Enter search terms into the Search full text for box. Add Boolean connectors or use *The result must contain* drop-down list.
4. Fill in any fields and/or limit your search using the selection boxes provided, if you want.
5. Click **Go**.

09 WHAT EXPERT COMMENTARY IS AVAILABLE IN IPSOURCE?

IPSource contains an extensive collection of Carswell intellectual property, information technology and electronic commerce law commentary authored by leading practitioners.

To browse commentary, click the [Commentary](#) link located in the **Table of Contents** section in the left frame of the Home page. Select a publication by clicking the appropriate blue hypertext link. Click the **+** button to expand a heading and then click a blue document link to retrieve the full text.

To search commentary, click the [Commentary](#) link in the **Custom Search Templates** section of the Home page. To select more than one publication in the **By Publication** selection box, click the first publication and then **Ctrl+click** all other publications.

08 HOW DO I PRINT, EMAIL, DOWNLOAD, FAX OR SAVE IN IPSOURCE?

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.

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**.

11 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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