

Lexis Advance[®]

RESEARCH QUICK GUIDE *for Law School*



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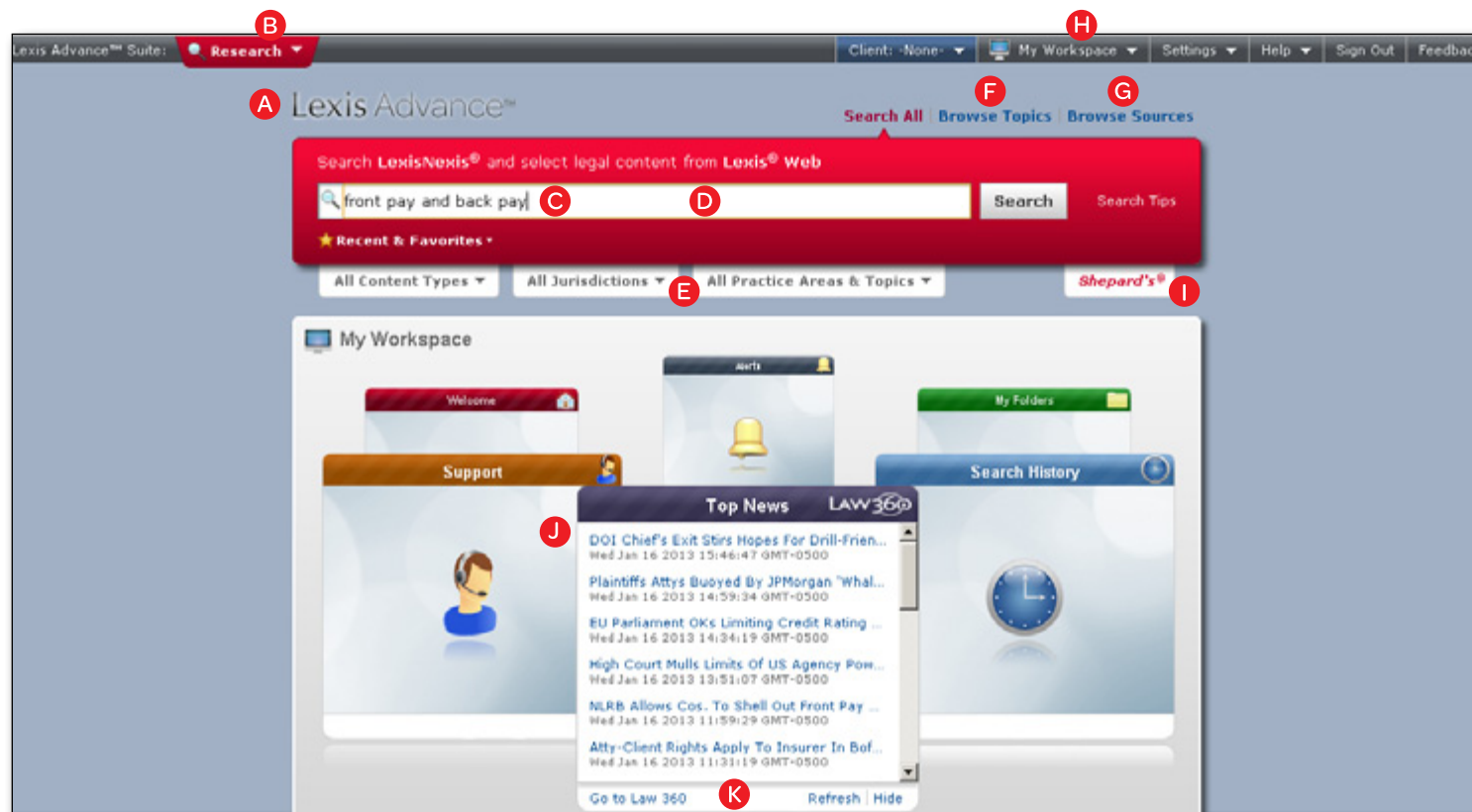
The Lexis Advance® Research Quick Guide makes legal research easier. Quickly learn how to use Lexis Advance features to get to better research results faster.



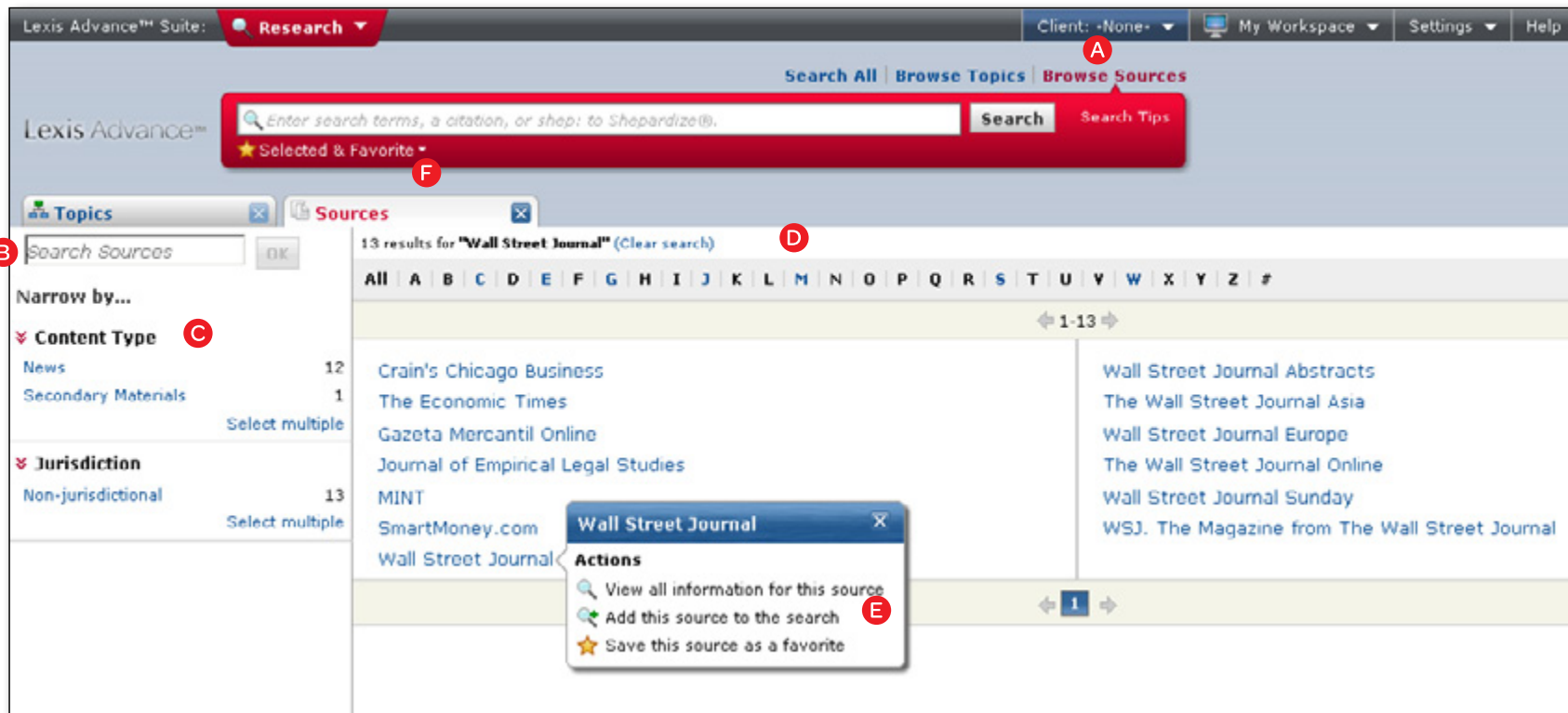
Learn more in person and online ...

The LexisNexis® Law School Home Page, lexisnexus.com/lawschool, has a wealth of information to make you an efficient researcher. Use the Training Calendar to sign up for *free* on-campus training, link to videos, download additional PDFs and much more.





- A** **Return to this home page.** Click the **Lexis Advance** logo on any screen page.
- B** **Find more products** such as LexisNexis® Verdict & Settlement Analyzer or LexisNexis® Profile Suite. Launch a product from the Experience Bar and utilize features such as Work Folders, Alerts and History for those products too.
- C** **Enter your search words**—no source selection needed. (Even get suggestions as you type.) Then click **Search**.
- D** **Enter a citation or popular statute name** to retrieve the full-text document as well as search results for that citation.
- E** **Filter your search** by content, jurisdiction, and/or practice area or topic. Or search broadly here, then filter your results from the results page.
- F** **Browse or search legal topics.** Click [Browse Topics](#). Drill down through the legal topic hierarchy or search for topics.
- G** **Browse sources** allows you [find specific sources](#) and save them as favorites.
- H** **Navigate easily.** These pull-down boxes display on most Lexis Advance screens. Use My Workspace to go to Work folders, Research History and Alerts in one step. Use Settings to change search preferences.
- I** **Request a Shepard's® report.** Click this tab to populate the search box with *shep*:. Enter your citation and click **Search**.
- J** **Fast access to what you're working on.** Just click a My Workspace carousel panel. Move to vital work—your Alerts, your recent searches, your Work Folders—as well as helpful resources like top news from Law360® and Customer Support information.
- K** **View Current Law360® Legal News.** Click a link and move to a Law360 window.



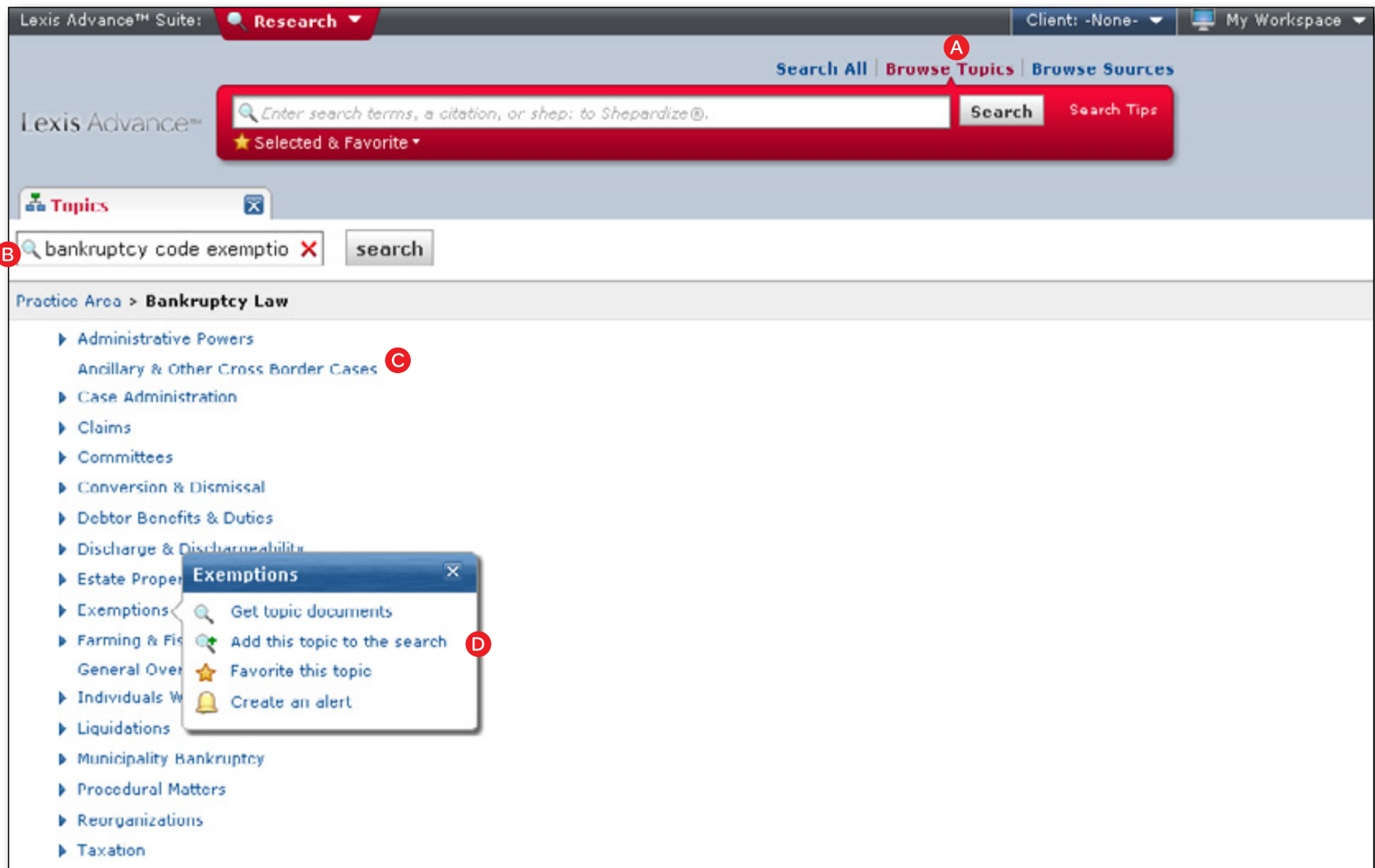
- A** Search for specific sources or browse through available Lexis Advance sources. Click **Browse Sources** above the red search box.
- B** Enter a title or partial title. A source wheel suggests sources as you type.
- C** Filter sources by content types and jurisdictions. Find what you need more quickly by selecting filters, e.g., California, then News.
- D** Refine sources alphabetically. Use this bar first to select a letter. Then add content and jurisdiction filters.

- E** Click a source link and you can:
 - View source details such as coverage dates
 - Add the source to your search
 - Save it as a favorite
- F** Search favorites and combine sources. After saving sources as favorites, click **Browse Sources**, then **Selected & Favorite**. Choose the sources you wish to search. Click **Close**. (Also save favorites from search results, including sources, topics and post-search filters.)



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- A** Open the Lexis Advance legal topic hierarchy. Click **Browse Topics**.
- B** Search for specific topics. Enter your search words and click **search**.
- C** Browse levels of the legal topic hierarchy. Click a Practice Area link. Select a topic or use the arrows to open additional levels.

- D** Use your topic in your research! Once you choose a topic, you can:
- Add it to a search (and add your own search words)
 - Create an alert on the topic
 - Save it as a Favorite
 - View Lexis Advance search results on this topic, i.e., relevant cases, legislation, news, dockets, etc.
 - Some topics give you access to Topic Summary Reports that offer seminal cases and statutes, secondary sources, details on burden of proof, etc.

A See the top results for each content type. Click the [Snapshot](#) subtab.

B **Filter results!** Further narrow your search results fast. Filters vary by source type, e.g., cases can be filtered by date, attorney/law firm, judge, etc. Select and remove multiple filters. Save favorite filter combinations.

C **Search within results.** Refine your results by adding search words not covered in the post-filter options.

D **Save to a Work Folder.** Check the box next to the document title and click the Work Folder icon. Select a [work folder](#) and click **OK**.

E **Print, download or email** without opening documents. Check the box next to document titles and click the appropriate icon. Printing is free on LexisNexis printers.

F **Create a printable page** of your results.

G **Set up an Alert** for your search.

H **Navigate among research tasks.** The anchor tabs show the tasks you've opened— documents, searches, *Shepard's* reports, research history, Work Folders, etc. Done with a task? Close its tab.

I **Sort documents.** Default is by relevance. Use this pull-down box to re-sort by date, jurisdiction, etc. Or click the column headers to sort.

J **Keep track of documents viewed.** The binoculars icon marks documents you viewed over the last 30 days. Hover on the icon to see the last review date.

K **Determine relevance.** See your search terms in context to help you determine which documents are on point.

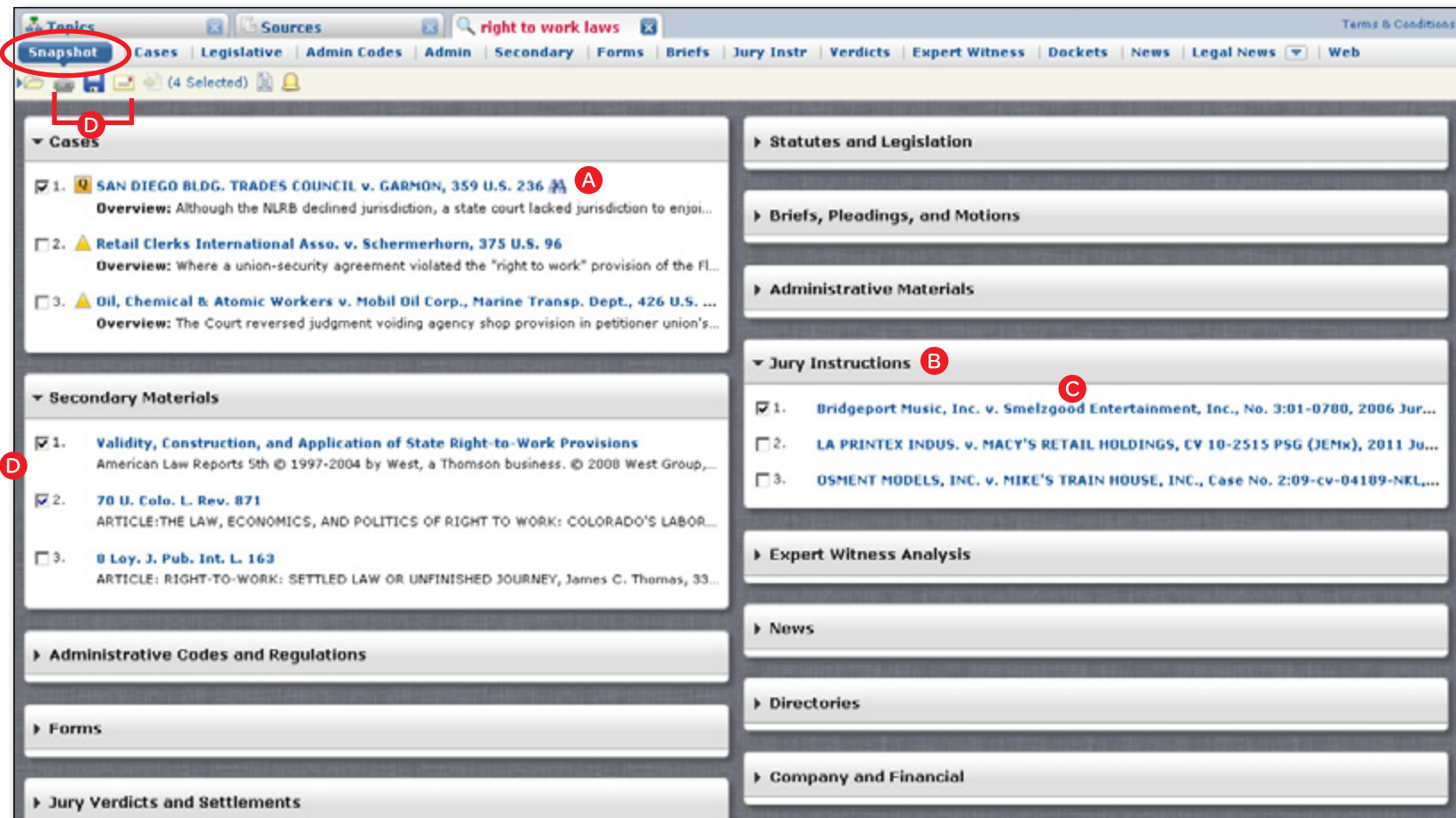


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VIEWING THE MOST RELEVANT SEARCH RESULTS (SNAPSHOT VIEW)

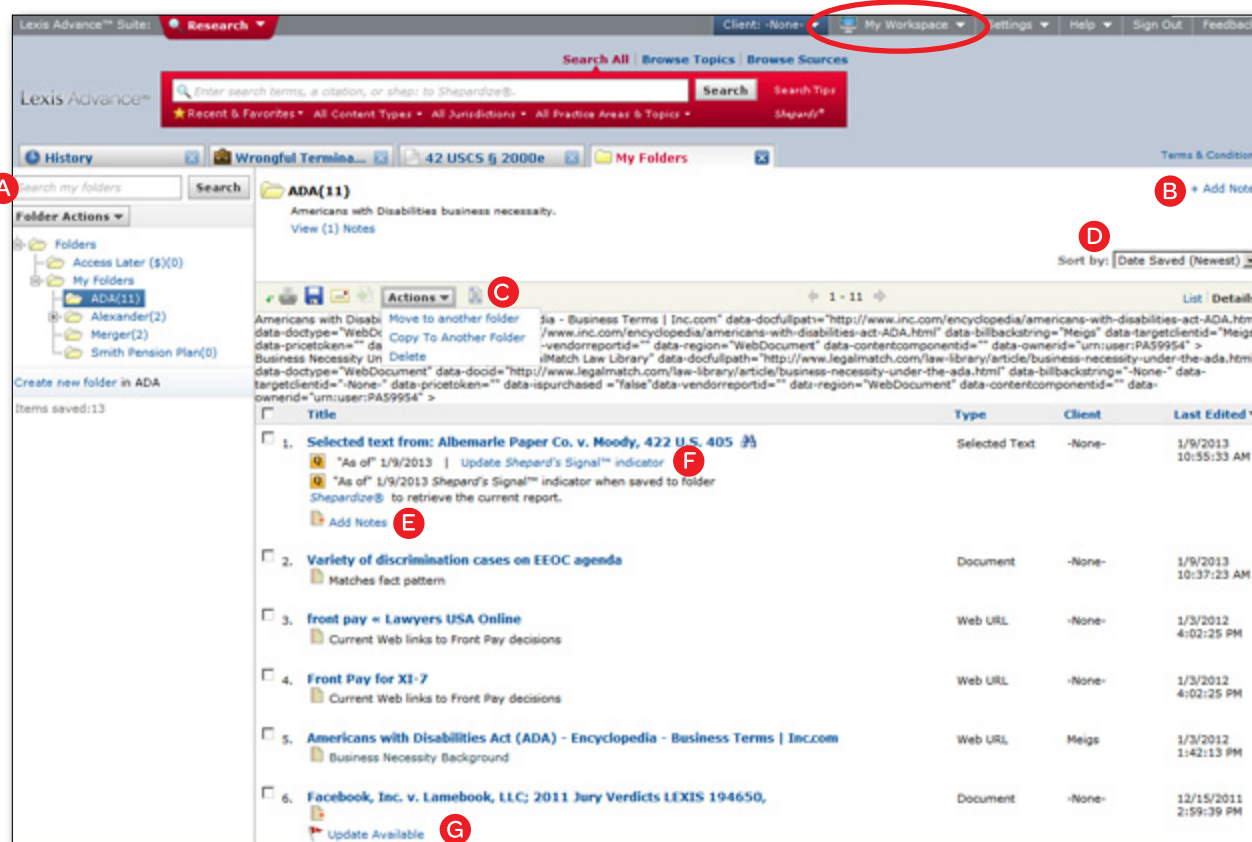
View the most relevant documents retrieved in your search—in one screen—with the Snapshot View. Save even more time by using the Snapshot View to deliver documents for delivery to Work Folders or to colleagues via email, print, etc.



- A** View the top three results by relevance. In the **Snapshot** view, the first four content types display automatically.
- B** Click a **content type** to view the top three results for that content type. Click the down arrow next to the content type to close the view.

- C** Click a **document link** to move to the full-text document.
- D** Deliver documents across content types. It's fast. Check the boxes of the document you want and click the **print**, **email** or **download** icon.

To open Work Folders, use the green My Folder panel in My Workspace. Or Click **My Workspace** and **My Folders**. **Save more than full-text documents.** Copy and save selected document text, search results lists, searches from Research History, Web links, Topic Summary Reports, etc., as well as Research Maps and PDFs from other LexisNexis products like LexisNexis Verdict & Settlement Analyzer. **Subscription documents stay in Work Folders** until you remove them.



A Move, copy or delete folders. Click **Folder Actions**. Also **download** the folder, **rename** it or update all **Shepard's Signal™** indicators.

B Add folder notes. Click and add up to 4,000 characters. You can hide or view these notes.

C Move, copy or delete folder documents. Check the box next to the document and click **Actions**.

D Organize folder documents. Re-sort by newest documents, relevance and more.

E Annotate saved items. Click **Add Notes** and add reminders, important findings, etc.

Or, annotate and highlight before you save! As you review full-text documents, highlight text. Options for Selected Text include adding an annotation to the document or highlighting it. Includes link to full-text cases page.

F Ensure documents are good law. See when a document was checked via **Shepard's**. Update if needed.

G Get notified of updates. Documents you store in Work Folders are flagged when updates are available so you can retrieve them.

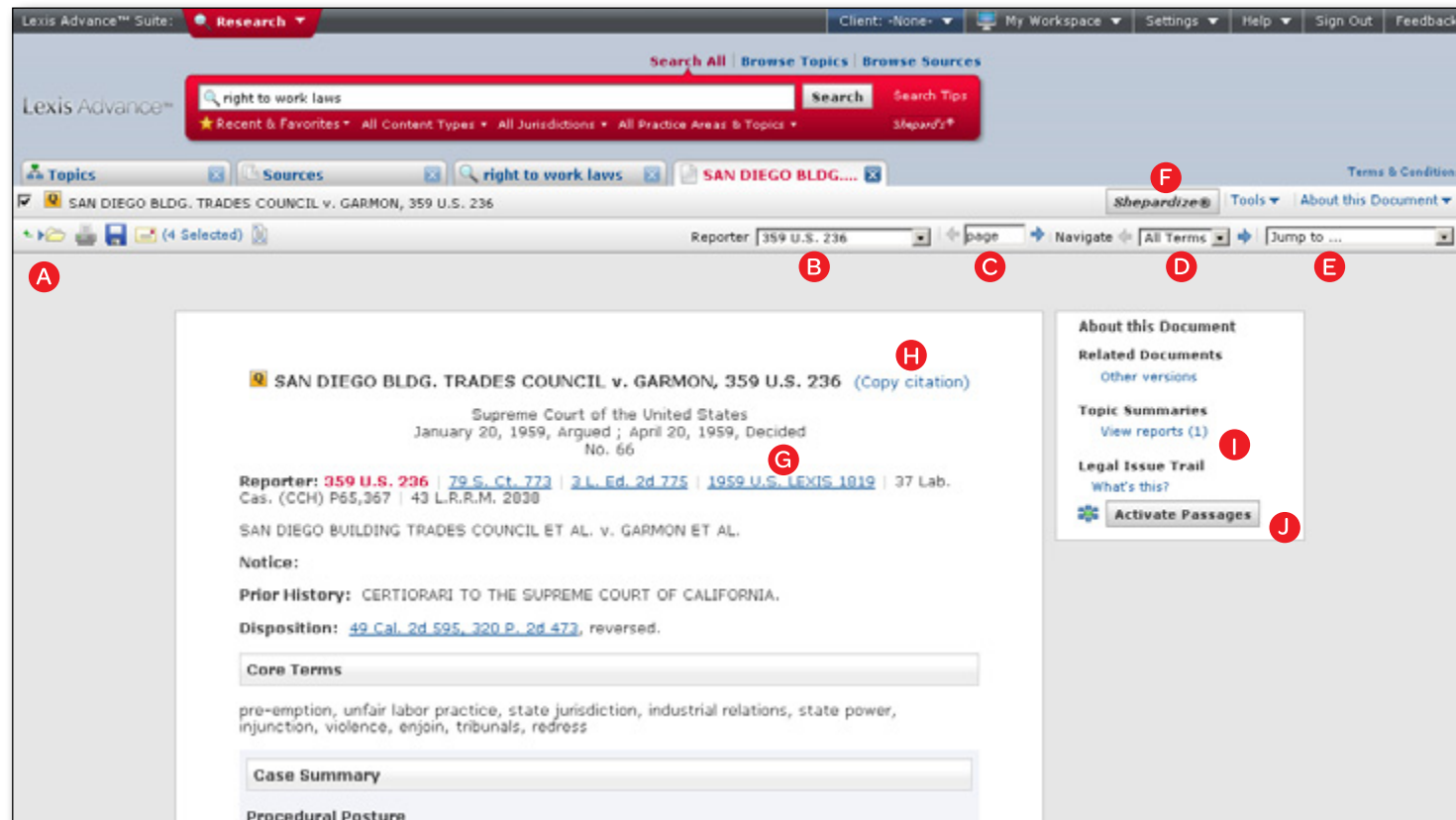


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VIEWING FULL-TEXT CASE DOCUMENTS

When you view a full-text case, you also have access to other vital case materials available through Lexis Advance, e.g., the original case via PDF, related briefs, pleadings and motions for cases, topic summary reports, etc.



- A** Save the document to a Work Folder.
- B** Change pagination. Select a reporter from the reporter pull-down box.
- C** Move to a specific reporter page. Enter the number, e.g., 408, and click the arrow.
- D** Navigate among search terms. Select a search term and click the arrows.
- E** Move to a specific document segment. Select from the pull-down box. Also find **Top of Document** for quick return.
- F** [Shepardize®](#) the case.
- G** Link to full-text documents cited. Just click the link.
- H** Copy the full case citation for use in your work. Includes parallel citations. Adds a link back to the full-text case.
- I** Come up to speed on legal topics. Find **seminal cases and statutes**, secondary sources and details on burden of proof, review standards and more, for legal topics covered. Also find **Topic Summary** briefcase icons in your case's LexisNexis® headnotes.
- J** Check the **Legal Issue Trail™**. Find cases that cite to your case as well as cases cited by this case—for a specific legal issue or point of law. Click **Activate Passages**. Select the highlighted case passage that represents your issue. **Legal Issue Trail** opens in a new window.

ent argued the cause for respondents. With him on the brief was James W. Archer.

ll and Thomas E. Harris filed a brief for the American Federation of Labor and Industrial Organizations, as amicus curiae, urging reversal.

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JUSTICE FRANK

before us for th

ng unions and respondents, co-partners in the busine

California. Respondents began an action in the Super

John Marshall Harlan Tips

Court:
US Appeals Ct., 2nd Circuit; US Tax Ct.; US Supreme Ct.

State:
U.S. Federal

[Search for John Marshall Harlan \(judge\)](#)

K Get profiles on judges, attorneys, expert witnesses and companies mentioned in your case. Click the underlined name. You can also search across Lexis Advance for more information, such as the entity's other cases.

and administration. Thus, judicial concern has necessarily focused on the nature of the activities which the States have sought to regulate, rather than on the method of regulation adopted. **HN2** When the exercise of state power over a particular area of activity threatened interference with the clearly indicated policy of industrial relations, it has been judicially necessary to preclude the States from acting. **1** However, due regard for the presuppositions of our embracing federal system, including the principle of diffusion of power not as a matter of doctrinaire localism but as a promoter of democracy, has required us not to find withdrawal from the States of power to regulate where the activity regulated was a merely peripheral concern of the Labor Management Relations Act. See *International [244] Assn. of Machinists v. Gonzales*, 356 U.S. 617. Or where the regulate in local feeling and responsibility that, in the absence could not infer that Congress had deprived the S

LEdHN[9] [9] HN3 When it is clear or may fair State purports to regulate are protected by § 7 constitute an unfair labor practice under § 8, due that state jurisdiction must yield. To leave the S the central aim of federal regulation involves too asserted by Congress and requirements imposed by state law. Nor has it mattered whether the

o deeply rooted al direction, we

Les which a Act, or ent requires so plainly within ween power

Copy text to clipboard

Save clip to folder

Search using selected text

Create annotation

Highlight document

- L** Highlight—and use—vital text. When you highlight text, an **Options for Selected Text** box displays. You can:
- Annotate and/or save the text to a Work Folder.
 - Copy the text and paste into your work—with citations and a link to the full text included.
 - Search with the selected text.
 - Highlight the text. You can highlight important passages throughout the document—using different colors—then save it to your Work Folder.



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The screenshot displays the Lexis Advance Suite interface for the Shepard's Citations Service. The search term 'right to work laws' is entered in the search bar. The results are organized into tabs: Appellate History (9), Citing Decisions (3695), and Table of Authorities (24). The 'Citing Decisions' tab is selected, showing a list of cases. The first case is 'Bldg. & Constr. Trades Council v. Associated Builders & Contrs.', which is cited by 507 U.S. 218, 113 S. Ct. 1190, 122 L. Ed. 2d 565, 1993 U.S. LEXIS 1948, 61 U.S.L.W. 4221, 7 Fla. L. Weekly Fed. S 55, 93 Cal. Daily Op. Service 1652, 93 D.A.R. 2999, 142 L.R.R.M. (BNA) 2649, 124 Lab. Cas. (CCH) P10564. The case is marked with a yellow flag (F) and a red flag (E). The second case is 'Fort Halifax Packing Co. v. Coyne', cited by 482 U.S. 1, 107 S. Ct. 2211, 96 L. Ed. 2d 1, 1987 U.S. LEXIS 2363, 55 U.S.L.W. 4699, 8 Employee Benefits Cas. (BNA) 1729, 2 I.E.R. Cas. (BNA) 134, 125 L.R.R.M. (BNA) 2455, 106 Lab. Cas. (CCH) P55729, 28 Wage & Hour Cas. (BNA) 89. This case is also marked with a yellow flag (F) and a red flag (E). The interface includes a 'Narrow by...' section on the left with filters for Analysis, Questioned, Caution, Positive, Neutral, and Court. The 'Table of Authorities' tab is also visible, showing a list of cases cited by the selected case.

A Find appellate or subsequent history fast. *Shepard's* reports are divided into four tabs: **appellate history**, subsequent **citing decisions**, **secondary sources** and **Table of Authorities**. See the number of references in each up front.

B Table of Authorities shows the cases your case cited as well as the legal relevance and weight these cases currently have.

C See treatment indicators up front. *Shepard's Signal* indicators show subsequent treatment at a glance.

D Get an overview of subsequent history fast. In addition to the *Shepard's Signal*, find a one-sentence description.

E Review subsequent history by citing reference. Get flag colors and short descriptions for each reference.

F Determine how in-depth the citing case discusses the case you originally *Shepardized*™. The **Depth of Discussion** bars show you quickly.

G Filter citing references to get to vital cases faster. Refine by specific editorial analyses, headnotes, jurisdictions or time frame. Even search for specific words within your results.

Lexis Advance™ Suite: **Research** Client: -None- My Workspace Settings Help Sign Out Feedback

Search All Browse Topics Browse Sources

Lexis Advance™ right to work laws Search Search Tips

Recent & Favorites All Content Types All Jurisdictions All Practice Areas & Topics Shepard's®

Topics Sources right to work laws SAN DIEGO BLDG.... San Diego Bldg. Tr...

A Appellate History (9) Citing Decisions (3695) Citing Law Reviews, Treatises... (1960) Table of Authorities (24)

Shepard's® **U** San Diego Bldg. Trades Council v. Garmon, 359 U.S. 236, 79 S. Ct. 773, 3 L. Ed. 2d 775, 1959 U.S. LEXIS 1819, 1959 Am. Lab. Cas. 485, 11 Ct. Dec. Relating N.L.R.A. 217, 43 L.R.R.M. (BNA) 2030, 37 Lab. Cas. (CCH) P65367(U.S.,1959)

B List Map No subsequent appellate history. Prior history available.

C Legend Show

D Vacated by San Diego Bldg. Trades Council v. Garmon, 353 U.S. 26 (1957) U.S. Actions Open Document show in list

U.S. SUPREME COURT

FEDERAL INTERMEDIATE COURT OF APPEALS

FEDERAL TRIAL COURT

FEDERAL ADMINISTRATIVE AGENCY

STATE HIGH COURT

Superseded by On remand at Supplemental opini... Overruled in part...

Motion denied by Rehearing denied by Vacated by Reversed by

A View the History List. Click the **Appellate History** subtab. The List is the default view.

B View the history in a graphical map. Click the Appellate History subtab, then click **Map**. (Map view is shown.)

C See what each map icon means. Click **Legend**. For example, the star labels the citation you *Shepardized*.

D Review vital cases in the appellate history. Click a map icon. Then you can go to the full-text document or the reference in the List view.



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Citing References Grid—Rarely are cases overruled totally. Points of law within cases may continue to be cited across many jurisdictions. This grid shows you that quickly and effectively.

The screenshot shows the Lexis Advance interface. At the top, there's a search bar with 'right to work laws' entered. Below the search bar, there are tabs for 'Topics', 'Sources', and 'Citing Decisions (3695)'. The 'Citing Decisions' tab is selected. Below the tabs, there's a case summary for 'San Diego Bldg. Trades Council v. Garmon, 359 U.S. 236, 79 S. Ct. 773, 3 L. Ed. 2d 775, 1959 U.S. LEXIS 1819, 1959 Am. Lab. Cas. 485, 11 Ct. Dec. Relating N.L.R.A. 217, 43 L.R.R.M. (BNA) 2838, 37 Lab. Cas. (CCH) P65367(U.S.,1959)'. Below the case summary, there are two buttons: 'List' and 'Grid'. The 'Grid' button is selected. Below the buttons, there's a message: 'No subsequent appellate history. Prior history available.' Below the message, there's a 'Legend' icon. Below the legend, there's a text box explaining the grid: 'The complete set of citing decisions is graphically depicted in the two grids below. When you select an individual item (a cell, row label, or column label), you will go to the List view with Narrow by selections displayed. Note that: 1) any prior Narrow by selections will be replaced and 2) some citing decisions contain multiple phrases, so the total of the numbers displayed by a column label may not match the number available for that label.' Below the text box, there's a title: 'Citing Decisions: Analysis By Court'. Below the title, there's a grid showing the analysis by court. The grid has rows for 'Warning (0)', 'Questioned (2)', 'Caution (177)', 'Positive (343)', 'Neutral (309)', and 'Cited By (3112)'. The columns represent different courts and jurisdictions, including 'Supreme Court (130)', '1st Circuit (137)', '2nd Circuit (279)', '3rd Circuit (171)', '4th Circuit (103)', '5th Circuit (109)', '6th Circuit (222)', '7th Circuit (257)', '8th Circuit (132)', '9th Circuit (292)', '10th Circuit (52)', '11th Circuit (80)', 'D.C. Circuit (49)', 'Agency Dec. (93)', 'N.L.R.B. (126)', 'Rail Reg. Ct. (1)', 'Federal Decisions (481)', 'Alabama (16)', 'Alaska (9)', 'Arkansas (2)', 'Arizona (10)', 'California (179)', and 'Colorado (16)'. The grid cells contain numbers representing the count of citing decisions. For example, in the 'Caution' row, the counts are: 11, 8, 28, 12, 6, 4, 18, 23, 12, 24, 1, 1, 2, 2, 1, 4, 4, 1. In the 'Positive' row, the counts are: 7, 23, 35, 17, 10, 18, 29, 21, 25, 27, 10, 9, 8, 1, 4, 27, 1, 1, 1. In the 'Neutral' row, the counts are: 37, 7, 12, 10, 12, 3, 10, 11, 3, 15, 4, 3, 4, 5, 60, 24, 4, 1, 10, 1. In the 'Cited By' row, the counts are: 75, 99, 204, 132, 74, 84, 165, 202, 92, 226, 47, 67, 35, 85, 53, 1, 426, 12, 7, 2, 9, 156, 13.

- A** View the citing list. Click the **Citing Decisions** subtab. List is the default view.
- B** Get the big picture in a graphical grid. Click **Grid**. (Grid view is shown.)

- C** Go to vital references in one step. Click a grid box and move to those cases in the List view.
- D** Set an Alert for changes. Click the **Gold Bell** icon and request negative analysis, any change or specific changes.

View research history for the past 90 days. Searches, document views, *Shepard's* reports, document delivery, Web page views, topic summaries, etc., are recorded. You can view your research history in a List view or as a graphical research map. Get interrupted during research? Pick up where you left off quickly by going to your Research History. And go back to your Research History to save useful searches to your Work Folders.

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Search All Browse Topics Browse Sources

Enter search terms, a citation, or shep: to Shepardize®. Search Search Tips

Recent & Favorites All Content Types All Jurisdictions All Practice Areas & Topics Shepard's®

albemarle paper co. v. moody, 422 u.s. 405 History

157 activities in History Sort by Date Saved (Newest)

Search History Search

Narrow by...

Date

Today 5

Yesterday 24

Saturday 23

01/16/2013 2

01/14/2013 15

More Select Multiple

Type

Document View 65

Legal Search 52

Shepard's® Search 9

Web Search 9

Web page View 6

More Select Multiple

Matter

-None- 153

Simpson 4

Select Multiple

Title	Type	Client	Time & Date
1. {Judge:Ed. D. Burger}	Entity Search	-None-	01/23/2013 10:24:54 AM
2. Albemarle Paper Co. v. Moody, 422 U.S. 405	Document View	-None-	01/23/2013 10:24:35 AM
3. albemarle paper co. v. moody, 422 u.s. 405	Legal Search	-None-	01/23/2013 10:24:26 AM
4. SAN DIEGO BLDG. TRADES COUNCIL v. GARMON, 359 U.S. 236	Document View	-None-	01/23/2013 09:17:05 AM
5. right to work laws	Legal Search	-None-	01/23/2013 09:16:51 AM
6. 42 USCS § 2000e	Document View	-None-	01/22/2013 02:29:56 PM
7. Topic Summary: Wrongful Termination	Topic Summary	-None-	01/22/2013 02:29:15 PM
8. Topic Summary: Wrongful Termination	Topic Summary	-None-	01/22/2013 02:27:26 PM
9. Albemarle Paper Co. v. Moody, 422 U.S. 405	Document View	-None-	01/22/2013 02:27:07 PM

The List view shows all activity and is the default view.

A Open Research History. Click **My Workspace** and select **History**. Or choose a list view, a graphical map or one of your last 10 tasks. Also open Search History from your **My Workspace** carousel.

B View past research by date(s). Select a date from the left filtering pane. Only dates with research are shown. Also review by date range.

C Filter research history by task type. See Alerts created, emails sent, Web searches, legal searches, etc.

D View prior research by assignment. Just select the designation you provided as a "client" for your research assignment from the filtering pane.

E Set display preferences. The List view can also display 10, 25 or 50 items at a time.



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This is a graphical representation of the list activity.

- A** Get a step-by-step graphical depiction of your prior research. Click **Map** to identify explored versus unexplored paths, allowing you to uncover other relevant results.
- B** Filter your map. Filter by date, etc.—just like the List view.
- C** Rerun or save your work. Click a map icon and choose to rerun your search or save a search to a Work Folder. Even create an Alert.

- D** Compare 2 – 3 search results to find common documents—and perhaps expand your research. Click search icons in the map and choose the compare links. Then go to **Compare Search Results** and click **Find**. Your results open in a new window.
- E** Find similar relevant documents. Click document icons in your map then choose the compare links (not shown). Then go to **Find Similar Documents** and click **Find**. This is a fast way to compare relevant documents to find more, including ones you may not have reviewed yet.



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