WestlawNext CANADA

Quick Tips

Find or KeyCite (Note up)

To find or note up any case, statute, rule or regulation, by name or citation, select the Find button located next to the search box at the top of the screen. Enter your information into the appropriate fields and then select the Search button ( ).

Note: You can search only one item at a time. To automatically open this template each time you sign in to WestlawNext Canada select the Open at log in checkbox located in the lower right corner.

Browse or Search

Search Broadly and Filter to Specific Content Type

Run a plain language or terms and connectors search using the search box. Select a content type from the View section on the left side. Filter options for narrowing your search to a specific content type appear below the View section. Select your option(s) and then select Apply Filters.

If the search does not contain any recognized Boolean connectors (ex: /p, /s %, +20) the search will default to plain language. AND, OR or a phrase within quotation marks will not trigger a Boolean search. Example: “unlawful assembly” or groups of three or more on street or sidewalk.

Trigger a Terms and Connectors Search

Use recognized Boolean connectors (ex: /p, /s %, +20) or enter the Advanced command (ADV:) into the search box. Examples: burden +s proof prov! or ADV: picketing and (mall “shopping centre”)

Using the Advanced Search Template

Select the content type you want to search from the home page (ex. Cases and Decisions) and then select the Advanced link located next to the Search button. Enter your search terms into the fields provided and then select the Search button. Note: You may use Boolean connectors in this template.
Browse a Table of Contents

Select the content type you want to browse from the Browse section of the home page. Click through each heading until you retrieve the document you want. You can select content to search at any point when you are browsing. Example: Canadian Abridgment Digests

Working Within Your Source Subscription

Select the source tab to which you subscribe in the My Subscriptions section of the home page. Enter your search terms into the search box to search all content for that specialty. Alternatively, select a specific category you want to search or browse to access its Table of Contents or custom search template. Example: Criminal Source

Efficiency Tools

Return to Prior Research

Select History at the top of any page to view a list of the most recent documents you have viewed and searches you have run. Your research history is saved for one year and KeyCite flags are automatically updated.

Print or Deliver Documents

To deliver a document, select the arrow next to the delivery icon and choose Email, Print, Download or Kindle from the menu.

Use Folders to Organize and Share Research

Store documents and snippets of text in project folders, then share the research in folders with co-workers and colleagues. KeyCite flags are automatically updated in documents saved to folders. Once you have viewed and saved a document to a folder, you can access it for a year at no charge.

Document icons

WestlawNext Canada utilizes a variety of document icons. They are:

- Previously viewed: 📚 Indicates that you’ve viewed the document within the last 30 days.
- Added to folder: 📁 Indicates that you have added the document to a folder.
- Annotation: 📝 indicates that you have added a note to the document.
- Annotation in Folder: 📁 Add a note to a document within a folder.
- KeyCite: 📚, 📚, 📚, 📚 A variety of icons appear to indicate the status of the case or statutory provision.
- Memos: 📝 Indicates the case has associated legal memos.
- Court Documents: 📜Indicates the case has associated court documents (motions, facta and pleadings).

Need Help?

- Product Support: Included with your subscription. Call: 1-800-387-5164 or 416-609-3800 (Toronto).
  - Technical: Weekdays: 7:00am – 9:00pm (ET). OnePass and Log in Issues: 24/7
    - Email: TechSupport.LegalTaxCanada@tr.com
  - Research: Weekdays: 8:30am – 5:00pm (ET), excluding holidays
    - Email: ResearchSupport.LegalTaxCanada@tr.com
- Within WestlawNext Canada:
  - Select the Live Chat link located at the bottom of any page for immediate research support.
  - Select the Help link located at the top of any page or look for the Need Help/Training? section located on the source-specific pages to access our Customer Learning Centre (http://learning.thomsonreuters.ca) where you will find Quick Reference Cards/Guides and video tutorials or sign up for a live public webinar facilitated by a Certified Professional Learning Consultant.