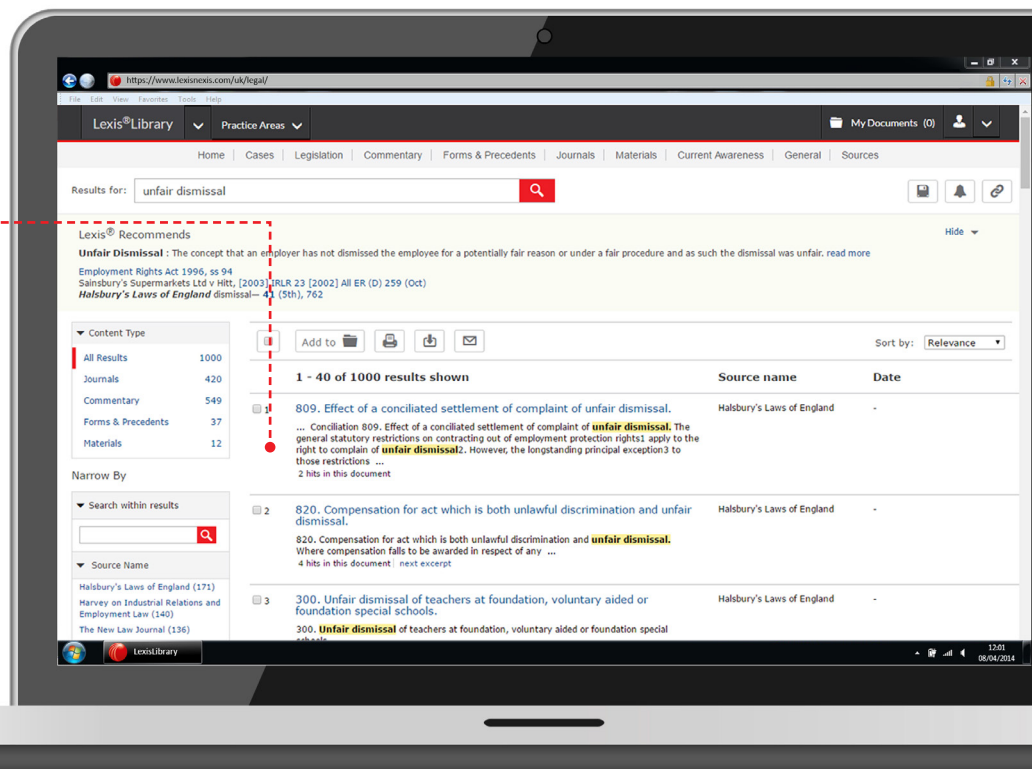


Lexis® Library Working with Results

When searching for information on LexisLibrary it is helpful to know ways of filtering the results returned. Filtering effectively will save you time and effort as well as helping you find the correct documents quickly.

Once you have run a search on LexisLibrary you will see a list of results.



LexisRecommends

At the top of your search, you'll find *LexisRecommends* – our helpful LexisLibrary assistant that tries to suggest what the search engine thinks you may be searching for. LexisRecommends provides useful definitions and links to key legislation, case law and commentary.

Lexis® Recommends Hide ▾

Unfair Dismissal : The concept that an employer has not dismissed the employee for a potentially fair reason or under a fair procedure and as such the dismissal was unfair. [read more](#)

Lexis Recommends:
[Employment Rights Act 1996, ss 94](#)
[Sainsbury's Supermarkets Ltd v Hitt, \[2003\] IRLR 23 \[2002\] All ER \(D\) 259 \(Oct\)](#)
[Halsbury's Laws of England dismissal— 41 \(5th\), 762](#)

The results view lists the heading of the result, the name of the source and the date.

The search results show you a brief summary of the text that matches your keywords. Matched keywords are highlighted in yellow. If there is more than one “hit” in the document you can cycle through the “hits” by clicking on the “next excerpt” and “previous excerpt” links.

You can quickly refine a large list of results by using the filters on the left-hand side of the screen.

If you have used the *Explore* box to perform your search, you will have the option to filter your results by *Content Type*. Results will also be displayed from Lexis@PSL, the Practical Guidance resource (subscription dependent), giving you a single method to search both LexisLibrary and LexisPSL. This filter allows you to exclude any content types that you did not intend to find, leaving you with a subset of relevant results. Searching using the *Quick Find*, the *source specific search forms* or a *specific source* will not show the content type filters as the filtering will already have been applied.

You can also narrow down your existing list of results by using the *Search Within Results* box, using connectors between any words which are not part of a phrase (see ‘LexisLibrary Connectors Guide’). This filter will only search the existing list of results – it will not search beyond what has already been returned. It is an effective way of quickly reducing the number of results displayed and improving their relevance. You can clear this filter’s effect by clicking on the *Undo* link that appears.

The results can also be narrowed down by choosing to only see matches from a particular source or table of contents. Using this filter you can pick the source that you find most authoritative and exclude all other results.

You can also narrow the search results by means of a LexisLibrary wide *taxonomy of topics*. Each result, regardless of document type will have topic tags that describe its content. You can use these topics to view only the content that you require. You can move back up the taxonomy of topics to undo any filters applied here.

Content Type	
All Results	1000
Lexis@PSL	99
Journals	380
Commentary	566
Forms & Precedents	68
Materials	5

Search within results	
<input type="text"/>	<input type="button" value="Go"/>

Source Name	
Harvey on Industrial Relations and Employment Law (127)	
The New Law Journal (114)	
Law Society Gazette (63)	
LexisPSL Employment Practical Guidance (58)	
Tolley's Employment Law Newsletter (53)	
Show all 73 Source Names	

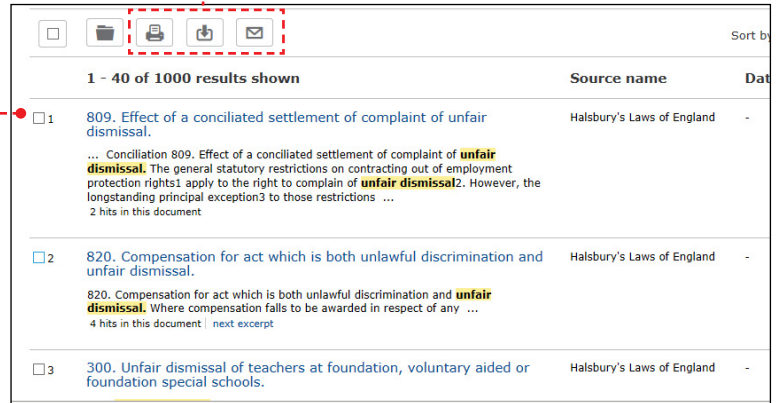
Topics	
Employment & Labour Law (115)	
Civil Procedure & Administration of Justice (100)	
Criminal Procedure (44)	
Health Law (39)	
Criminal Law & Disposition of Offenders (31)	
Show all 35 Topics	

To view a result, simply click on the blue title and it will display the result as a full document in the document view.

Delivering Documents

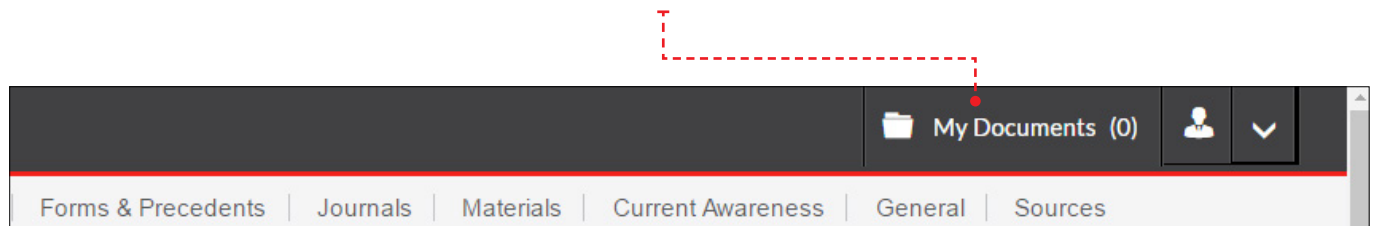
You can print, download or email single or multiple documents directly from the results page by ticking the box by the side of the desired result(s) and then using the icons at the top of the list.

Once you have selected the documents you wish to deliver, choose one of the delivery methods to *print*, *download* or *email* your selections.





You can also add your ticked results to the 'My Documents' storage folder by clicking on the folder button. 


The 'My Documents' folder can be found at the top of the screen in the red bar. Documents will stay in this folder for 30 days and can be reviewed and then delivered directly from this folder at a later date.



Saving searches, creating a search alert and linking to a search

Your current list of search results can be saved – doing so allows you to bring back a refreshed set of results at any point in the future. To save your results, click the *Save This Search*  and follow the instructions. The search can be re-run from within the 'saved searches' area of the 'History Tab' at the top of the page.

The *Create An Alert*  allows you to turn the current set of search criteria into a daily, weekly or monthly email update. Clicking on the icon will launch the update wizard where you can specify the name of the alert, the frequency of delivery and confirm the search parameters. The search will re-run at the selected frequency and email you if any new results are found.

The *Link To This Search*  allows you to create a shareable link that you can send to your colleagues via email or instant messenger. When they click on the shared link the search will re-run over updated content and return an up to date set of results.

Visit our website www.help.lexisnexis.co.uk
or follow us on Twitter [@LNResources](https://twitter.com/LNResources)
Helpdesk number: **0845 370 1234** (Calls cost 7p/min)

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