LexisNexis® NZ
www.lexisnexis.com/nz/legal

Navigation

Browsing a source

Note: a source is a publication accessible through LexisNexis® NZ. You will only see the sources to which you subscribe.

Accessing the Publication Tree (table of contents)

There are four ways you can access the publication tree:
- **Quick Sources** – click the **Browse** link next to the source name. (not shown)
- **Source Directory** – click the **Browse** link next to the source name. **1**
- **Content Specific Search Form** – click on the **Browse** tab at the top of the page. (not shown)
- **Document View** – the **Publication** panel appears on the left hand side of the page. **2**
  If it is not currently showing, click the **Show TOC** link on the **Publication** panel.

Navigating the Publication Tree

Note: If you sign in to LexisNexis® NZ using a password you can choose between a full or short display in the Publication Tree under Preferences.
1. Click on the **plus sign** (+) **3** beside any heading to expand the Table of contents at that point. Click on the **minus sign** (-) **4** to close that branch.
2. Navigate in this way to your chosen section.
3. When you have located the information you want, click the link on the heading to view that document. **5**

Navigating a document

Note: a document on LexisNexis® NZ usually consists of several paras of commentary grouped under a heading, several provisions of legislation, or a full case.
- Move from one document to the next using the **Document Browse** buttons. **6**
- Move to a para or section within the document by clicking on the heading in the **publication tree** (table of contents). **7**
  Note: you can widen or narrow the **Publication** panel by clicking on the **widen/narrow** link, or by clicking and dragging at the right-hand edge of the panel.
- View the material in a wider context by choosing the next heading up in the **View** drop-down. **8** This will group all the documents under the wider heading onto one screen.
  Note: this feature is not available for some sources.

Getting back to where you were

There are plenty of features on each page to help you get back to where you were.
- Click the **Start** link to return to your designated start page (the home page is the default). **9**
- Click the **Back to Browse** link to return to full screen **Publication Tree** (table of contents). **10**
- Click any point on the **Breadcrumb Trail** to return to that page. If the trail gets too long, the middle points will be replaced by **>/.../>**. Hover over this to view the rest of your trail. **11**
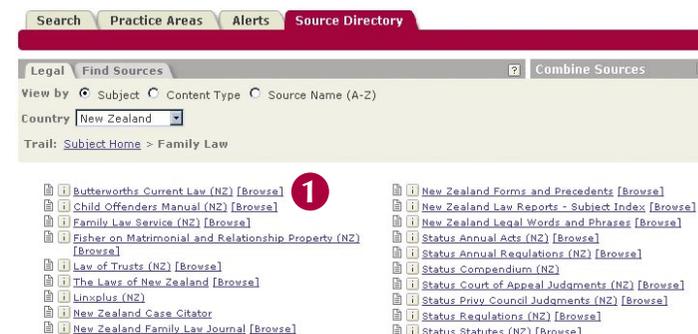
Figure 1: Source Directory

Figure 2: Publication Tree (table of contents)

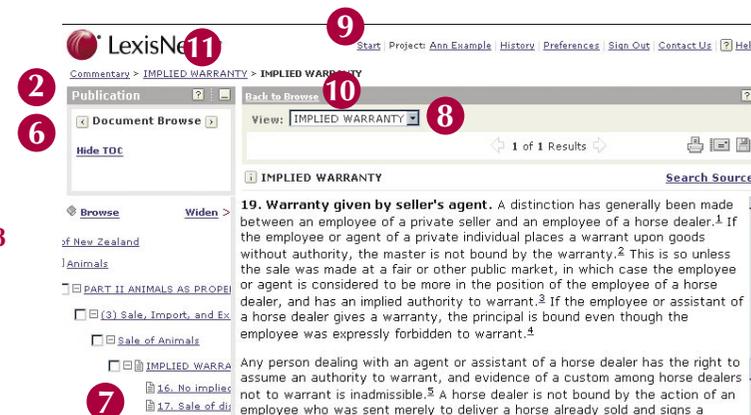Figure 3: Document View

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Navigation

Browsing search results

Results list

- Click the document title (in blue) to view that document. **1**
- Select a **View** from the drop-down menu to choose how your results are displayed. **2**
  The default view is expanded list (your search terms appear in context), but you can also choose from list, or list with catchwords (case law only).
- Select a **Results Group** from the drop-down menu to sort your results into categories. **3**
  The **Table of Contents** option is shown in this example, but you can also choose from **source** or **court** depending on what sources you have searched across.
- View the next page of results by clicking the arrows. **4** LexisNexis® NZ displays 10 results at a time by default. If you sign in with a password you can change this in your preferences to display up to 50 results at a time.
- Tick the boxes beside a result to add it to a list for **printing, emailing** or **downloading**.*5
- Click **View Tagged** to restrict you results list to the documents you have ticked. **6**
- Search within your results by typing extra terms into the **narrow search** field and clicking **Go**. **7**
- Click **Edit Search** or **New Search** to return to the search form. **8**
- Click **Save Search** to save the search or set it as an alert (only available if you sign in with a password). **9 Note:** not available on narrowed searches.

Browsing results documents

- Your search terms (**Hits**) appear in red in the text. **10**
- The **Publication Tree** shows your location in the **Table of Contents**. **11**
- Move between your **hits** using the **hit navigation buttons**. **12**
- Move between **results documents** using the **arrows**. **13**
- **Tag** a document to add it to a list for **printing, emailing** or **downloading** by ticking the box. **14**
- **Print, email** or **download** a document by clicking the appropriate button. *15
- Browse information outside your search by clicking the blue links. **16**
- Move to the next or previous document in the source (whether or not it is included in your search results) using the **document Browse** buttons. **17**
- Return to a previous point in your research by clicking on the **bread-crumb trail**. **18**
- Return to your Start page by clicking the **Start** link. **19**
- Search within your results by typing extra terms into the **narrow search** field and clicking **Go**. **20**
- Click **Edit Search** or **New Search** to return to the search form. **21**
- Click **Save Search** to save the search or set it as an **alert** (only available if you sign in with a password). **22 Note:** not available on narrowed searches.

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Figure 1: Results List

Figure 2: Results Document

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