JUSTIS 5

User Manual

JUSTIS
PUBLISHING

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1. Introduction

JUSTIS 5 is the latest version of the JUSTIS full-text search software from Justis Publishing Limited. Justis Publishing is the leading UK electronic publisher of UK and European legal and governmental databases, publishing a range of CD-ROM and Internet products. JUSTIS 5 incorporates a full-text retrieval engine licensed from Fulcrum Technologies Inc. and Justis Publishing's own development – J-Link, a dynamic document linking engine. JUSTIS 5 allows the end-user to search across databases and across different CD-ROMs, and even to simultaneously search databases on CD-ROM drives and databases downloaded to a local or networked hard disk. With J-Link facilitating cross-referencing across the same range, JUSTIS 5 offers the user a single fully-integrated interface for a wide range of electronic titles.

JUSTIS 5 allows you to create queries using different options suitable for users with any level of experience. You can edit queries, browse indexes and create your own dictionary of search terms.

You can switch freely between any JUSTIS 5 databases during a single search session without reloading the interface software, making it easy to share search strategies and compare results.

Once you have retrieved a document, you have a wide range of navigation facilities, and you can mark documents and add your own notes. A scroll bar on the side of the screen shows your relative position within the document. Comprehensive printing and downloading facilities allow you to store or print hit references, complete documents or extracts from documents.

The look and feel of JUSTIS 5 was developed after Context Limited (as Justis Publishing was thenknown) was invited by the Incorporated Council of Law Reporting for England and Wales to develop a CD-ROM version of The Law Reports. Covering 130 years of case law, the fundamental importance of this product to the legal profession required a fresh approach. A major independent study of the way the legal profession would use an electronic version of the leading case law series was commissioned by the Council and was undertaken by the Law Technology Centre at Warwick University. The result of this study, together with feedback from the large body of users of Justis Publishing's other case law series, led to the development of JUSTIS/LR. This software has now been further developed into JUSTIS 5 for use with the full range of UK and EU products.

1.1 How to Use This Manual

This manual includes detailed information on the functionality and layout of the JUSTIS 5 software. You may not need to use all of the functions on offer. If you are in a hurry to start searching a database and the JUSTIS 5 software is already installed, you should read the following sections first:

4.1 Selecting a Database

6.2 Performing a Quick Search

10.1 Viewing Profiles

11.1 Navigating Within a Document

14.1 Marking Documents

Or, if you already know how to select the database(s) you want to search, Section 3 offers a very quick tutorial.

The JUSTIS 5 software is used for a whole range of CD-ROM databases. This user manual covers the functions of the software rather than the database contents. Descriptions of the databases and the fields that they contain, plus tips on searching each database, are provided in the User Guides that form part of the on-screen Help files.

You can get detailed help displayed on your screen at any time while using JUSTIS 5 by pressing the **F1** key on your keyboard or by selecting **Contents & Index** from the **Help** menu on the menu bar. Additional materials and training are available from the Training Team in the Customer Relations Department at Justis Publishing.

1.2 JUSTIS 5 Software and Terminology

JUSTIS 5 contains a search screen from which you may select one of three screens to carry out a search: **Quick Search**, **Form Search** and **General Search** screens. You can also browse through the documents in a database on the **Contents** screen (*See Supplement Section 1*).

Once a search has been completed you can display the results on the **Profiles screen**, and then display a complete retrieved document on the **Document screen**. These screens are introduced in detail in the following sections.

1.2.1 Definition of Terms

Button	A fundamental part of Microsoft Windows, buttons are found in most windows, screens, dialog boxes and message boxes, often carrying a label or picture to indicate their function. When clicked, they cause a function to be performed. May be grouped together on a toolbar or button bar.
Database	A file that contains the documents found in a product.
Dialog Box	Dialog boxes are windows within JUSTIS 5 that contain elements such as buttons and text boxes that allow you to supply instructions or information to the program.
Field Names	Provide you with rapid access to salient portions of each document. Field names vary depending on the database, and are listed by the **Outline** button on the toolbar of the Document screen.
Hit	A term used to describe retrieved documents resulting from a search. For example, a Search Query may result in 20 Hits. The Profiles screen displays a profile of each Hit.
J-Link	A dynamic document linking feature which enables you to link to referenced documents. J-Link interprets information such as publication reference, title or case name, and, where possible, displays the relevant document.
Menu bar	The bar containing a series of words or commands (e.g. File, Edit, View, Tools, Window, Help) at the top of each screen. When you click on these words a drop-down menu is displayed offering further options.
Message Box	Message boxes are small windows within the JUSTIS 5 program that provide you with relevant information.
Operator	A general term for any device used to relate (or exclude) terms in a query. JUSTIS 5 uses Boolean operators and others to narrow or broaden searches by combining or excluding disparate information.
Profile	A summary of a document retrieved after performing a search. It contains salient information on a document to help identify it, i.e. document reference, title and summary.
Search Query	The term(s) you use to look for relevant documents, together with any connecting operators such as AND, OR or NOT.
Search Session	From the point that you start JUSTIS 5 to the time that you exit. You can undertake any number of searches within one session.
Search Terms	Individual words used within a Search Query. The specified terms are displayed in blue in the retrieved document.

Toolbar	The row of pictorial buttons displayed just below the Menu Bar on the JUSTIS 5 screens. The buttons enable you to carry out specific functions, e.g. select a database, go to profiles, go to document.
Wild card	A special character that is used to represent one or more actual characters in a Search Term. Allows you to easily search for all words that start with the same letters, or for singular and plural versions of a word, or for British and American forms.

2. Installing JUSTIS 5

2.1 System Requirements

	Minimum	*Recommended*
Processor	Pentium P 100	Pentium II P300 or faster
RAM	16 MB	128 MB
Operating System	Windows 95 or Windows NT 4	Windows 2000 or Windows XP
Disk space	75 MB (for software)	100 MB (for software)
CD drive	Double speed	Quad speed or faster

2.2 Installation

If you are using Windows 2000 or Windows XP, we strongly recommend using JUSTIS 5.31; if you have an earlier version, please contact the Help Desk and request a new software CD-ROM.

The JUSTIS 5 software is normally supplied on a white CD-ROM. Insert the software CD-ROM disc into the CD drive of your computer. If the Setup program does not start automatically:

1) Click the **Start** button on the Windows Task Bar
2) Click **Run...**
3) Type **d:\setup** (where d is the letter of your CD drive)
4) Click **OK**

You are now presented with the JUSTIS 5 Setup screen. Follow the on-screen instructions to carry out the installation. If you need assistance, please do not hesitate to call the Justis Publishing Help Desk (Se***e Section 18***).

3. Quick Tutorial

This tutorial is the briefest possible explanation of how to use the JUSTIS 5 software. We highly recommend that you read this User Manual in its entirety to get the best use from your investment in JUSTIS 5 CD-ROM services.

1) Double-click the JUSTIS 5 icon on your desktop (if you opted for one during Setup), or else click the **Start** button on the Windows Taskbar, point to **Programs** and then to **Context**, and then click the JUSTIS 5 icon to start the program.

   You are presented with the **Select Databases** dialog box.

2) Click on a product or database in the left pane and then click the **Select** button. Click **OK** to start your search session. (***See Sections 4.1 and 4.2 for more details.***)

3) On the **Quick Search** screen, click the first of the available buttons, e.g. Parties, Title or Heading. In the dialog box that appears, type a word that is likely to appear in the database. For example you could type:

   shipping
   health
   crime
   pollution

4) Click the **Search** button (or press ***Enter*** on your keyboard). A box appears on your screen counting the number of documents your query has found.

5) If no documents are found, click again on the first button in the Quick Search screen and try typing in a different word. If a very large number of documents is being found, click the **Cancel** button to stop the search.

6) To display the results of your search, click the **Yes** button. To display the results with the oldest record first, click the check box in the Search dialog box before you click **Yes**.

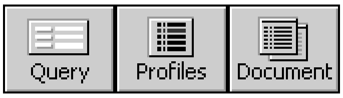
7) The Search screen is replaced by the **Profiles screen**, with a list of references displayed. (***See Section 10 for details on viewing profiles.***)

8) Select one of the references by double-clicking it with your mouse (or by clicking it once and pressing Enter on your keyboard).

9) The Profiles screen is replaced by the **Document screen**. (***See Section 11 for details on viewing a document.***)

10) To save or print this document, click the **File** menu, select either **Export...** or **Print...**, and follow the on-screen instructions.

11) Use the buttons on the toolbar near the top of your screen to move back and forth through the Query, Profiles and Document screens.



Press the **F1** key on your keyboard (or select **Contents & Index** on the **Help** menu) at any time to see the on-screen Help.

4. Choosing Databases

After starting JUSTIS 5 you will see a copyright message followed by the **Select Databases** dialog box. The left-hand window displays a full list of the CD-ROM products currently available from Justis Publishing. If the database selection menu has been customised, only products and databases marked as available (with a tick) can be selected. When JUSTIS 5 is installed for the first time, no ticks are displayed, and any database can be selected. If you wish to avoid the confusion that can result from trying to select an unavailable database, you can customise your menu by marking the products to which you subscribe. (***see Section 15.3 Databases Options for instructions.***)

4.1 Selecting a Database

The **Select Databases** dialog box displays a number of icons to assist in selecting a database.

Icon	*Name*	*Definition*
📁	Folder	A range of related databases. This can be either one product, e.g. English CELEX, or a collection of products, e.g. Case Law.
📕	Database	An individual searchable database held within a folder. This can be either a single product, e.g. The Times Law Reports, or one of a number of databases contained in one product, e.g. the Legislation database in CELEX.

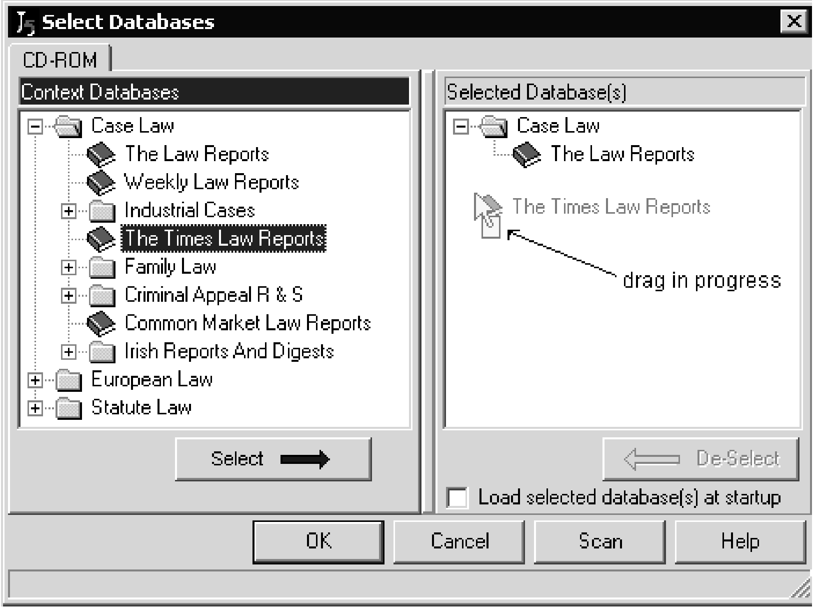
To display the CD-ROM databases:

1) Click the CD-ROM tab.

2) Double-click an appropriate folder (or click the '+' symbol to the left of a folder).

This will display all the databases held within that folder, in a tree-like structure.

You can view the User Guide for a database, even if you do not subscribe to it, by clicking it and then pressing the **F1** key on your keyboard.


Select Databases
CD-ROM
Context Databases
Case Law
The Law Reports
Weekly Law Reports
Industrial Cases
The Times Law Reports
Family Law
Criminal Appeal R & S
Common Market Law Reports
Irish Reports And Digests
European Law
Statute Law
Select
Selected Database(s)
Case Law
The Law Reports
The Times Law Reports
drag in progress
De-Select
☐ Load selected database(s) at startup
OK
Cancel
Scan
Help

There are three different ways to select a database:

- Click the desired database to highlight it, then click the **Select** button at the bottom of the **Context Databases** window.

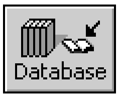
- Or double-click the desired database.
- Or click the desired database and, keeping your mouse button depressed, drag and drop the database icon into the **Selected Database(s)** window.

The selected database will now appear along with its parent folder in the **Selected Database(s)** window.

You can select as many of the databases to which you subscribe as you wish. Click **OK** when you have selected the database(s) you wish to search.

After a copyright message, you will see the **Search screen** (***see Section 6***). To return to the **Select Databases** dialog box at any time:

- Click the **Database** button on the **Toolbar**.
- Or select **Databases...** on the **View** menu.



4.2 Scanning for Databases

If you take out a subscription to a further Justis Publishing product, you need to update JUSTIS 5 so that it is aware of the additional database. This is especially necessary if the CD-ROMs are accessed over a network or if the contents of a CD-ROM have been copied (using the Transfer utility - ***see Section 17.4***) to a hard disk accessible over a network.

1) Mark your new database(s) as available (***see Section 16.3***).
2) Click the **Scan** button in the **Select Databases** dialog box.
3) In the **Database Manager – [Scan]** dialog box that appears, type the location of the new databases, using either the DOS convention or the Universal Naming Convention (UNC), and then click **OK.** For example:

```
\\SERVER\CDROM_3
\\SERVER\PROGRAMS\JUSTIS
H:\
```

Alternatively, JUSTIS 5 will scan all available drives if you click **OK** without specifying a drive.

4.3 Loading Selected Databases at Startup

You can customise JUSTIS 5 to automatically load selected databases at start up, to save you having to select databases every time you run the software. This is especially useful if you only subscribe to one JUSTIS 5 title or if you normally search the same selection of databases.

1) In the **Select Databases** dialog box, select the database(s) you wish to have loaded automatically on start up.
2) Click the **Load selected database(s) at startup** check box at the bottom of the **Select Databases** dialog box.
3) Click **OK**.

The next time you start JUSTIS 5, your selected database(s) will be loaded automatically and you will be presented with the Query screen. To subsequently change your selection, click the **Database** button on the toolbar.

4.4 Selecting Multiple Databases

A key aspect of the JUSTIS 5 software is its ability to search across more than one database at a time. This is especially useful when searching related databases, e.g. Legislation and Proposals in CELEX, or Weekly Law Reports, The Law Reports and Family Law Reports.

To select and search multiple databases, you must have simultaneous access to the databases from more than one CD drive, across a network, or from your hard disk.

To select multiple databases:

1) Return to the **Select Databases** dialog box by clicking the **Database** button on the toolbar.
2) Double-click the desired folders to display the databases they contain.
3) Select one or more databases, either by double-clicking or by clicking on the database and then clicking the **Select** button.

To select a folder and all the databases it contains:

1) Click a folder.
2) Click the **Select** button.

The databases and/or folders you have selected will appear in the **Selected Database(s)** window. There is no restriction on the number or combination of databases and folders you may select. However, combining different folders, or databases from different folders, may restrict your Search screen options (s***ee Section 6)***.

If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the databases that you have selected.

4.5 Changing Databases During a Session

After searching your current selection of databases, you may wish to change that selection.

1) Return to the **Select Databases** dialog box by clicking the **Database** button on the toolbar.
2) In the **Selected Database(s)** window, highlight any databases or folders you no longer wish to search and then click the **Remove** button. (You can also drag and drop them back into the **Context Databases** window.)
3) Select new databases or folders, either by double-clicking, or by clicking on them and then clicking the **Select** button.
4) Click **OK**.

5. Searching Tools

JUSTIS 5 provides a full-text retrieval engine. This means that you can look for words or phrases, anywhere in any document, in any databases you have available to you. Before using the **Quick**, **Form** or **General** search screens, it is useful to understand the underlying search tools and techniques that are available.

5.1 Search Operators

The JUSTIS 5 search language provides a powerful way to control how the words or phrases being searched for (also known as the search terms) are interpreted. Operators are used to combine and exclude search terms. Wild cards are used to allow for different spellings of terms. Parentheses organise the query logically.

The various operators can be used with most of the search options.

Operators are shown on screen in blue, to distinguish them from your search terms

5.1.1 Boolean Operators

Boolean operators combine and exclude terms in a particular way. The three operators are ***and***, ***not*** and ***or***. Each can be represented by a symbol that works in the same way.

Operator	*Example*	*Meaning*	*Symbol*
and	***A and B***	Documents must contain both A and B.	**&**
not	***A not B***	Documents must contain A and must not contain B.	**!**
or	***A or B***	Documents can contain either A or B or both.	**|**

And and ***not*** are useful if you need to narrow a search.

Or widens a search so must be used with care.

If any of the words in your search query appear in blue, this shows you that they are operators; you need to enclose the term in double quotation marks, for example “***health and safety***”.

5.1.2 Wild cards

Wild cards are used in place of characters in a word.

Wild card	*Meaning*	*Example*
*****	Any number of characters at the end of a word	liab***** finds liability, liabilities, liable, etc.
?	Any single character anywhere in a word	Compl**?**ment finds compliment and complement.
-	A space, no space or a hyphen	Data**-**base finds data base, database and data-base.

Wild cards can save you having to enter a number of different spellings of the same word. The * wild card is particularly useful for plurals, however it does broaden the search and should be used with care. If you search using the Form Search or General Search screens, you can use the **Word Index** instead to select alternative spellings of words with a common root (***see Sections 7.3 and 8.3 for more information***).

5.1.3 Parentheses

Parentheses organise the whole query logically. For example, a search for:

air ***and (***pollution ***or*** emission***)***

finds documents where the terms ***air*** and either ***pollution*** or ***emission*** are present. Without parentheses, JUSTIS 5 would find documents featuring both ***air*** and ***pollution*** plus documents featuring ***emission*** on its own.

5.1.4 Phrase Searching

When searching for a phrase you can simply type in the whole phrase and JUSTIS 5 will locate it, for example:

air pollution

professional negligence

When you search for a phrase containing a word or symbol that functions as a Boolean, proximity or date operator, such as ***duty of care*** or ***health and safety***, behind the scenes it is automatically changed to a proximity search (***see below***). For example, a search for:

duty of care

is treated as if you had typed:

duty within 2 before care

It is not normally possible to search for a phrase that starts or ends with an operator.

5.1.5 Proximity Searching

Although the ***and*** operator ensures two terms exist within a document, it does not specify any relationship between them. Proximity operators determine the maximum distance between two terms.

Example	***Meaning***
A ***within*** 25 ***of*** B	A must be within 25 characters of B.
A ***within*** 40 ***after*** B	A must be within 40 characters of B, and must be after B.
A ***within*** 10 ***before*** B	A must be within 10 characters of B, and must be before B
A ***near*** B	A must be within 40 characters of B. It is the same as A ***within*** 40 ***of*** B

Proximity operators are very useful when searching for phrases, especially when a document may have been translated from another language. For example, ***product liability*** may have been translated as ***liability for the product***. To find all mentions of the phrase, you should for example search for:

product ***near*** liability

In the English language, 25 characters is approximately 5 words. Use any number of characters you wish, although 10, 25 and 50 are the most common.

The ***near*** operator is fixed at 40 characters.

Some common distance requirements for use in proximity searches are shown below. For greater distances, use a simple ***and*** search rather than a proximity search.

Proximity Equivalents	*Characters*
Within 1 or 2 words	10
Within 5 words	25
Within 10 words (1 sentence)	50
Within a long sentence	100
Within 1 to 3 paragraphs	500

5.1.6 Date Operators

Some JUSTIS 5 databases contain date information in a special format that allows you to search for a range of dates; consult the User Guides in the on-screen Help to see which fields can be searched using date operators.

The DATE operators are:

Operator	*Symbol*	*Definition*
AFTER	**>**	After the date
BEFORE	**<**	Before the date
ON	**=**	On the date
FROM		Range start (use with TO)
TO		Range end (use with FROM)

Dates must normally be searched for within a specific date field, e.g. the Pub field (publication date) in CELEX or the Year field in UK Statutes. If you were looking for documents within a range of dates, your search would look like:

Date[from 1 Jan 1997 ***to*** 30 Jun 1997***]***

Date[after 1/3/96***]***

Year[from 1996 ***to*** 1997***]***

You can type a date for searching in a number of different formats.

Format	*Example*
dd/mm/yy	25/11/97
dd/mm/yyyy	25/11/1997
dd mmm yy	25 nov 97
dd mmm yyyy	25 nov 1997
dd mmmm yyyy	25 november 1997
mmm dd yy	nov 25 97
mmm dd yyyy	nov 25 1997
mmmm dd yyyy	november 25 1997
yyyymmdd	19971125

Names of months can be in full, or 3-letter abbreviations (with or without a full stop), with or without an initial capital. Dates that begin with the names of months can optionally have a comma after the day.

You can combine DATE field searches with other types of searches, for example in the General Search screen:

pension ***and*** age ***and DATE[after*** 25/11/94***]***

FORM[regulation***] and DATE[from*** 1 jan 96 ***to*** 31 dec 97***]***

Specified ranges are inclusive, i.e. the search will include the FROM and TO dates.

5.2 Fields

All the information in a JUSTIS 5 database is contained in ***fields***. One field contains a particular type of information that is held in an individual section or paragraph of a document. In a free text search, JUSTIS 5 normally searches every word in the database, regardless of any field those words are in. Fields may be used to limit a search to particular groups and types of document. This gives your searching more precision.

When you search using an option from the **Quick Search** screen (***see Section 6***) you are often running a field search, e.g. the Parties button performs a search on only the Parties field of a database.

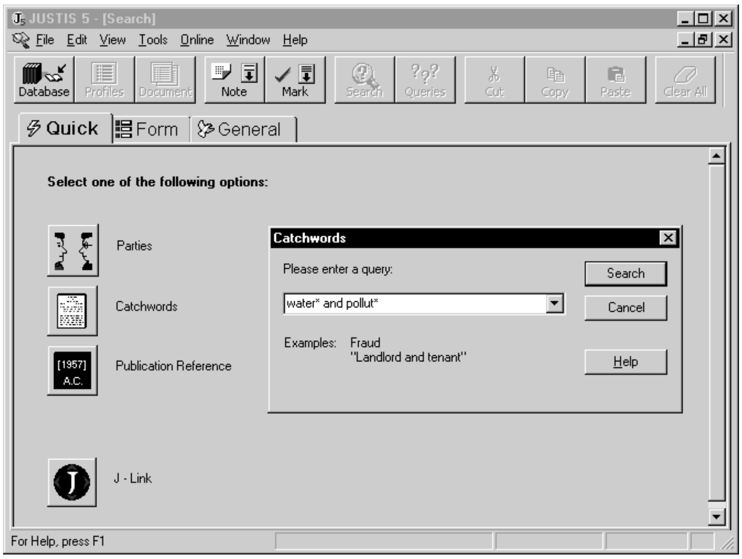
The sections on the **Form Search** screen (***Section 7.1***) and the **General Search** screen (***Section 8.2***) show you how you can use these fields to make your search more specific. You will also use fields when you use the **Outline** button (***Section 11.1.4***).

5.3 Indexes

Each field has an index of all of the words it contains, and you can view this index and select terms from it to include in your query. Selecting words from an index can be more precise than using wild cards (***see Section 5.1.2***), because you can be sure that you are not including any irrelevant words. The index includes a frequency count for each word, so that you can assess the importance of each word (***see Sections 7.3 and 8.3***).

6. Quick Search Screen

After selecting a database (***see Section 4***) you are presented with the **Search screen**. Here you can select one of three search options: **Quick**, **Form** or **General** searching. The first of these, and the one you are normally presented with, is **Quick Search**.


JUSTIS 5 - [Search]
File
Edit
View
Tools
Online
Window
Help
Database
Profiles
Document
Note
Mark
Search
Queries
Cut
Copy
Paste
Clear All
Quick
Form
General
Parties
Catchwords
[1957] A.C.
Publication Reference
J - Link
Catchwords
Search
Cancel
Help
For Help, press F1

Select one of the following options:

Please enter a query: water* and pollut*

Examples: Fraud
"Landlord and tenant"

As the name suggests, this screen is designed to allow quick and relatively simple searching on a selection of the most useful fields in your selected database(s). You can use search operators when performing some quick searches, but you will only be searching in one field of the database, as indicated by the name of the **Quick Search button** e.g. Document Number, Parties or Title.

> ***NOTE: If you have selected multiple databases that do not use compatible fields, you will not be able to use the Quick Search screen. Instead you will be presented with the General Search screen only (see Section 8).***

6.1 Quick Search Buttons

By clicking the buttons on the **Quick Search** screen, you bring up a dialog box where you can enter your search term(s). Each time you type a search term and click the adjacent **Search** button, JUSTIS 5 carries out a search in the relevant field of your selected database(s).

6.1.1 Different Buttons with Different Databases

The fields in databases vary depending on the type of information in the database. Not all of the JUSTIS 5 databases share common fields and so the **Quick Search buttons** vary depending upon which database(s) you select.

For example, if you select The Law Reports, Industrial Cases Reports or Weekly Law Reports, you are offered the choice of Parties, Catchwords, Publication Reference or J-Link (as these three databases are all case reporting series they share common fields). If you select UK Statutes, you are offered the choice of Title, Reference or J-Link.

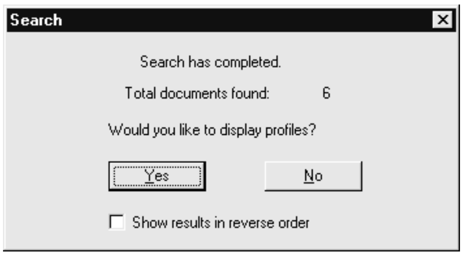
6.2 Performing a Quick Search

To search using a quick searching option:

1) From the Search screen, click the **Quick Search button** you wish to use.
2) Type the word, phrase or reference you wish to search for. If your phrase contains operators, surround it with quotation marks (s***ee Section 5.1.4 for more details***). Proper nouns do not need an initial upper case letter; the software is not case sensitive.
3) Click the adjacent **Search** button.

JUSTIS 5 tells you how many documents it has found (i.e. the number of ***hits***) in the Search message box.

- Click **Yes** to view the profiles of these documents on the **Profiles screen** (***see Section 9)***. If you have searched multiple databases, the profiles from each database will be grouped together.
- Click **No** to refine your search query and run another search.



Search has completed.

Total documents found: 6

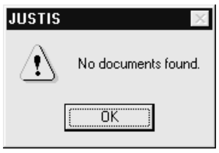
Would you like to display profiles?

☐ Show results in reverse order

You can reverse the default order of display (for most databases this is chronological order) by clicking the **Show results in reverse order** check box.

- To view the whole document for one of the profiles, double-click the profile.
- To return to the **Quick Search** screen, click the **Query** button on the toolbar.

If no documents are found that match your search query, you are presented with the following message box:



No documents found.

6.2.1 Publication Reference Button

The Publication Reference button in case law databases is useful for finding a specific document. Type the reference, click the **Search** button, and JUSTIS 5 will locate the document.

You do not need to include all the punctuation when you enter the reference. For example, the case reference ***1946 ac 278*** is found just as easily as ***[1946] A.C. 278***. However, you cannot use operators or wild cards as you can with the other options - you must enter one complete reference. If you do not know the complete reference, you will have to use the Form Search screen (***see Section 7***).

6.2.2 Re-Using a Query

JUSTIS 5 keeps a record of all the searches (also known as ***search queries***) you use. This can be useful if you wish to use a query again.

To re-use a search query:

1) Click the **Quick Search button** you wish to use.
2) Click the **down arrow** next to the text box.
3) Select a search from the list.
4) Modify the search if necessary, and then click the **Search** button.

This record of searches is separate from the Query History used for searches from the Form Search and General Search screens (***see Sections 7.5 and 8.4***).

6.3 J-Link Button

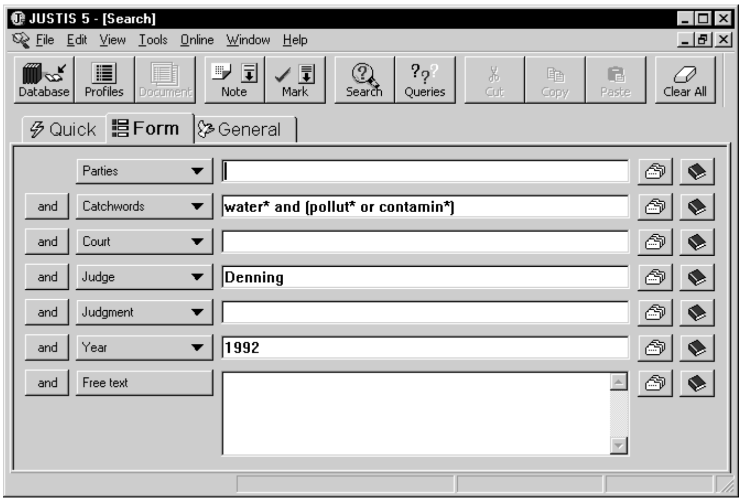
The **J-Link** button is present on the Quick Search screen for all of the databases, and allows you to search for documents in any of the available JUSTIS 5 products, even if the databases have not been selected.

Type in a publication reference, a document number or the colloquial term for a document, and then click the adjacent **Search** button. JUSTIS 5 will analyse your request, decide which database to access, and (if successful) display a list of the matching documents on the Profiles screen. If only one document matches your request, it will be displayed on the Document screen. If the required database is not accessible on your computer system, you will be prompted to insert the CD-ROM.

The recognised colloquial terms include the names of European laws and treaties, for example Maastricht Treaty, First Banking Directive and Trade Mark Directive. You can use these terms instead of trying to remember a publication reference. For a list of the recognised terms, look up Colloquial terms in the on-screen Help.

7. Form Search Screen

The Form Search option is a way of undertaking more advanced searches on a database than are possible using the Quick Search buttons. It is accessed from the **Query screen** by clicking the **Form tab**. The Form Search screen comprises a series of text boxes in which you can enter your search queries. Each text box represents a field, apart from the last text box which is for free text searching and allows you to search for words or phrases anywhere within a document.



Parties:

and Catchwords: water* and (pollut* or contamin*)

and Court:

and Judge: Denning

and Judgment:

and Year: 1992

and Free text:

> ***NOTE: If you have selected multiple databases that do not use compatible fields, you will not be able to use the Form Search screen. Instead you will be presented with the General Search screen only (see Section 8).***

7.1 More About Fields

Fields can be used to limit a search to particular parts of documents and can make your search more precise.

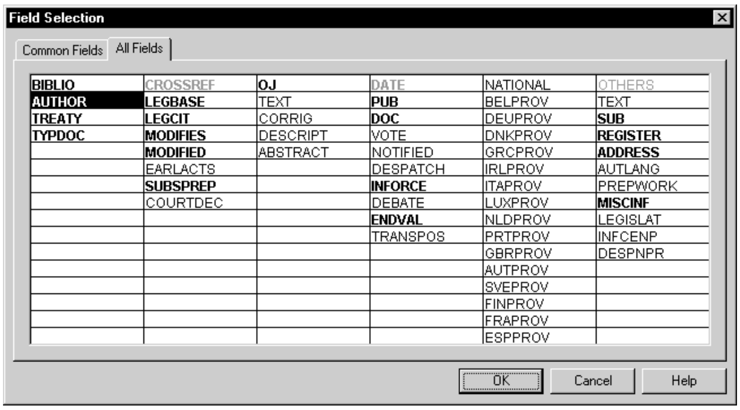
Form Search allows you to search for terms in a number of fields within a document, in contrast to the simple searches on the Quick Search screen where you search in one specified field.

Each product, and often individual databases within a product, has different fields associated with it.

To see a list of all the fields for a database that are not already shown on the Form:

1) In the Query screen, click the Form tab to go to the Form Search screen.
2) Click one of the field name buttons and the **Field Selection** dialog box will open; click the **All Fields** tab to display all of the fields in that database that are not in use on the form. If you have more than one database open, the **Common Fields** tab will show you the fields that are common to all of the selected databases and that are not in use on the form; the All Fields tab includes these fields and shows them in bold.

For example:



BIBLIO	CROSSREF	**OJ**	DATE	NATIONAL	OTHERS
AUTHOR	**LEGBASE**	TEXT	**PUB**	BELPROV	TEXT
TREATY	**LEGCIT**	CORRIG	**DOC**	DEUPROV	**SUB**
TYPDOC	**MODIFIES**	DESCRIPT	VOTE	DNKPROV	**REGISTER**
	MODIFIED	ABSTRACT	NOTIFIED	GRCPROV	**ADDRESS**
	EARLACTS		DESPATCH	IRLPROV	AUTLANG
	SUBSPREP		**INFORCE**	ITAPROV	PREPWORK
	COURTDEC		DEBATE	LUXPROV	**MISCINF**
			ENDVAL	NLDPROV	LEGISLAT
			TRANSPOS	PRTPROV	INFCENP
				GBRPROV	DESPNPR
				AUTPROV	
				SVEPROV	
				FINPROV	
				FRAPROV	
				ESPPROV	

You can choose to search in one field only, or in a combination of fields. All of the search operators are applicable, as is the use of parentheses to specify logic, and the use of quotation marks when your phrase contains an operator. (***See Section 5 for more details of these techniques.***)

The operators to the left of the fields may be toggled between ***and, or*** or ***not*** by clicking on the operator button.

7.1.1 Changing the Field Selection

For each database, there is a default selection of fields in the Form Search screen. If you wish to search in a field that is not one of the displayed fields, you can change a field that you do not need:

1) On the **Form Search** screen, click the field button you wish to change (any of the buttons that carry a field name and a black down arrow).
2) In the **Field Selection** dialog box, click the new field or group you wish to select and then click **OK**. The name of the new field will be displayed on the field button.

If you select fields that are not common to all of the databases you are searching, then your results will be limited to only those databases where the field occurs.

7.1.2 Selecting Field Groups

The “All Fields” and “Common Fields” tabs in the Field Selection window displays field names either in one list or in a series of columns, depending on your chosen databases. Where there is a series of columns, each will be headed by a group name in a yellow box. By selecting the group name, you can search all of the fields in the column. For example, by selecting the OJ group name in the Legislation database of CELEX you will search the ABSTRACT, DESCRIPT, TEXT and CORRIG fields.

7.1.3 Searching Using a Combination of Fields

Once you have selected the desired combination of fields you can perform a search. Type the words or phrases you wish to search for (including any search operators) in the appropriate fields. You do not need to enter a search term in every field.

Example 1

In The Law Reports, type the following queries into the fields indicated.

PARTIES: financ***** ***or*** invest*****
CATCHWORDS: arbitration
COURT: queen’s

Click the **Search** button on the toolbar.

The above search will look for cases in the Queen's Bench Division, where the names of the parties include any words that start with ***financ*** or ***invest*** and the Catchwords section includes the word ***arbitration***. Other fields will be ignored.

Example 2

In the Legislation database of CELEX, enter the following queries into the fields indicated, and then click the **Search** button on the toolbar.

TITLE: health ***not*** workplace
FORM: decision

The above search will look for Decisions in which the title includes the word ***health*** but not the word ***workplace***.

7.1.4 Free Text Searching

You may wish to search for terms throughout an entire document; this is called free text searching. The last text box on the Form Search screen is for free text searching.

This method of searching is broader than searching for a term in a field, as JUSTIS will find any occurrence of the search term anywhere within a document. It will generally produce more hits than field searching, but is often a good starting point before trying a more specific search.

Example

In Weekly Law Reports, type the following search query in the **Free Text** box of the Form Search screen, and then click the **Search** button on the toolbar.

FREE TEXT: race ***within*** 10 ***of*** discrimination

This search will find any document where the word ***race*** appears within 10 characters of the word ***discrimination***, either before or after it.

As with searching fields, you can include any search operators in your search query.

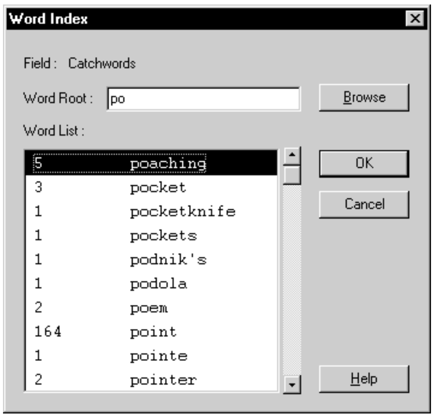
7.2 Executing your Search

After entering your search terms and operators in the appropriate fields, click the **Search** button on the toolbar. The **Search** message box will display the number of hits your search has found.

- Click **Yes** to view the profiles.
- Click **No** to return to the Form to refine your search. Use the **Clear All** button on the toolbar to start a new search.

7.3 Word Index

Each field has an Index, which can be accessed by clicking the first of the buttons to the right of the text box. The index contains all of the words that appear in that field, and gives an indication of the number of times that a word occurs. You can select search terms from the indexes to ensure that your search query includes all the possible variants of your search term, including any alternative spellings. You can also see when the * wild card would result in further words that you do not want.



Field : Catchwords

Word Root : po

Word List :

```
5       poaching
3       pocket
1       pocketknife
1       pockets
1       podnik's
1       podola
2       poem
164     point
1       pointe
2       pointer
```

The Word Index window shows the name of the field associated with the index. There is also a text box to enter a word root. A word root can be all or part of a word, but must not include a wild card. The index will display all those words in the field that start with the letters you entered. A short word root, such as a single letter, will supply a long list of words, while a longer root will narrow down the number of words shown in the list.

1) On the Form Search screen, click the **Index** button associated with a field.
2) Type the root of the word you wish to search for in the **Word Root** text box, and then click the **Browse** button. Do not use wild cards.
3) Click the word you require from the **Word List** window, and then click **OK**. Your selected word will be added to the text box for the field you have chosen.

The number to the left of the word in the index shows the number of times it appears in that field.

To transfer a range of words to the field text box:

1) Click each word you require from the **Word List** window, while holding down the **Ctrl** key on your keyboard.
2) Click **OK**.

This is particularly useful when several spelling alternatives are shown for what is clearly a single topic. If you transfer a range of words from the index in this manner, JUSTIS 5 will automatically add the ***OR*** operator between the terms in the text box for the field. This means that JUSTIS 5 will look for documents containing any of the words selected from the index, for example:

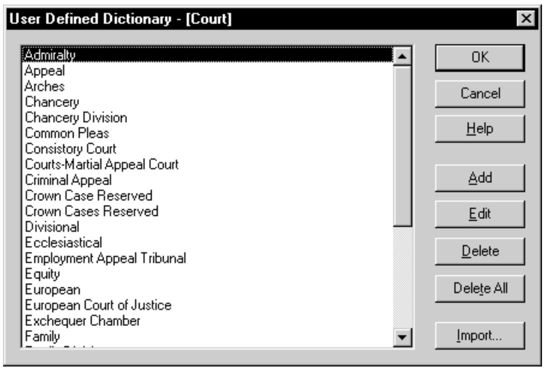
access ***OR*** accessible ***OR*** accessibility ***OR*** accessing

7.4 User Defined Dictionary

For each field there is a User Defined Dictionary that enables you to build a list of your frequently used words and phrases. Some products already have pre-loaded entries in the dictionary, for example the Court field in The Law Reports and some of the other case law products.

The **Dictionary** button has a book symbol on it, and is to the right of the fields.

- Click the **Dictionary** button to bring up the **User Defined Dictionary** window, showing any existing terms for that field.



Admiralty
Appeal
Arches
Chancery
Chancery Division
Common Pleas
Consistory Court
Courts-Martial Appeal Court
Criminal Appeal
Crown Case Reserved
Crown Cases Reserved
Divisional
Ecclesiastical
Employment Appeal Tribunal
Equity
European
European Court of Justice
Exchequer Chamber
Family

To insert a word or phrase from the User Defined Dictionary into a field:

1) Select the appropriate dictionary for a field.
2) Click the word or phrase you wish to insert.
3) Click **OK**.

The selected word or phrase will automatically appear in the text box for that field.

To add an entry to the user defined dictionary:

1) Click the **Add** button to bring up the **Editing Phrase** window, and type the word or phrase you wish to add.
2) Click **OK**.

JUSTIS 5 will insert the new entry into the dictionary, in alphabetical order.

In the User Defined Dictionary window you can edit entries, delete selected entries or delete all entries, using the **Edit**, **Delete** and **Delete All** buttons.

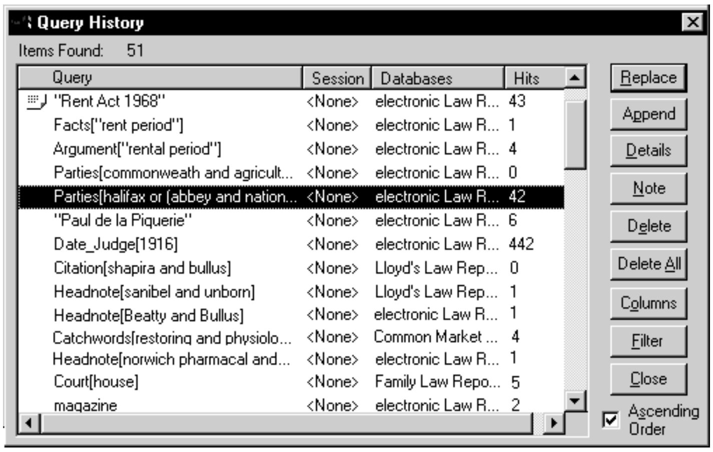
You can import dictionary terms from a text file using the **Import** button.

7.5 Form Search Query History

As you run searches, a copy of each one is kept in the Query History. This forms a library of searches that you have carried out in JUSTIS 5 and displays details of the search terms and fields searched, the session name, the database searched and the number of hits the search produced.

To view the Query History:

- Click the **Queries** button on the toolbar to open the **Query History**:



Items Found: 51

Query	Session	Databases	Hits
"Rent Act 1968"	<None>	electronic Law R...	43
Facts["rent period"]	<None>	electronic Law R...	1
Argument["rental period"]	<None>	electronic Law R...	4
Parties[commonweath and agricult...	<None>	electronic Law R...	0
Parties[halifax or (abbey and nation...	<None>	electronic Law R...	42
"Paul de la Piquerie"	<None>	electronic Law R...	6
Date_Judge[1916]	<None>	electronic Law R...	442
Citation[shapira and bullus]	<None>	Lloyd's Law Rep...	0
Headnote[sanibel and unborn]	<None>	Lloyd's Law Rep...	1
Headnote[Beatty and Bullus]	<None>	electronic Law R...	1
Catchwords[restoring and physiolo...	<None>	Common Market ...	4
Headnote[norwich pharmacal and...	<None>	electronic Law R...	1
Court[house]	<None>	Family Law Repo...	5
magazine	<None>	electronic Law R...	2

You can re-run searches from the Query History on the currently selected database(s):

1) Click the search query you wish to re-run, to highlight it.

2) Click the **Replace** button, to replace any existing search query with the one you have chosen.
3) Click the **Search** button on the toolbar.

To see the full details of a search query:

1) Click a search query to highlight it.
2) Click the **Details** button.

The **Query Details** window will display the date of the query, the number of hits, the database(s) the query was performed on and the full text of the query including fields.

To add a note to a search query:

1) Click the query you wish to annotate, to highlight it.
2) Click the **Note** button.
3) Type your note in the **Query Note** dialog box.
4) Click **OK**.

A yellow note marker will appear to the left of the query in the Query History window. To view or edit a note, repeat this process.

You can manage the list of queries in various ways:

- To remove selected search queries or all search queries, click the **Delete** or **Delete All** buttons.
- To remove a note, click the **Note** button and then click the **Remove** button in the **Query Note** dialog box.

You can choose which columns to display, and in which order they appear:

- Click the **Columns** button to choose which of the six possible columns you wish to display, and their order left to right.
- Click the **Ascending Order** check box to list queries with the oldest query shown first (the default order is with the most recent query first).

You can show or suppress items in the history:

- Click the **Filter** button to restrict the queries that are displayed to those that meet certain criteria, such as session code, database, date range, or words from the query or query note.

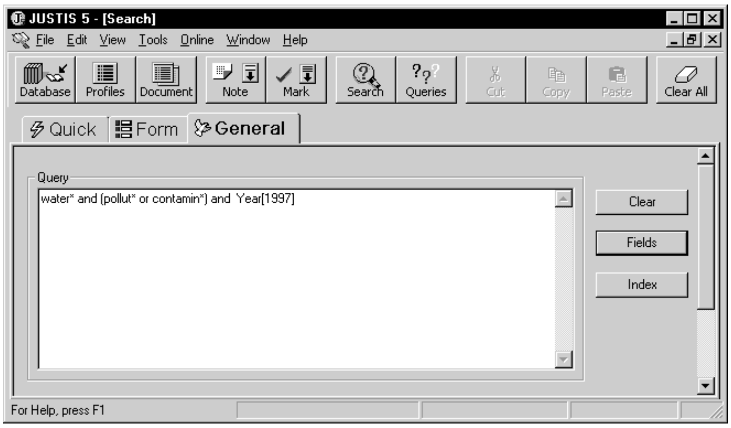
If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the columns, order and filters that you have selected.

The Query History stores searches carried out on the Form Search and General Search screens; it does not store searches from the Quick Search screen.

You can lock the History, so that new searches are not added, and you can choose whether to keep the History between sessions; ***see Section 15.2.6***.

8. General Search Screen

The General Search screen offers a way of performing both quick and complex searches. You can include more fields in your search query than are represented on the Form Search screen, and you can set up more complex queries than are possible on the Form Search screen. To view the General Search screen, click the **General** tab on the **Query screen**.



water* and (pollut* or contamin*) and Year[1997]

8.1 Entering a General Search

To perform a free text search, i.e. to look for your search term anywhere within a document:

1) In the **General Search** screen, type a search term in the **Query** text box, for example try any of the following:

   pollution

   Trade Descriptions Act

   personal ***near*** injury

2) Click the **Search** button on the toolbar to initiate the search.

The **Search** message box displays the number of hits your search has found.

- Click **Yes** to view the profiles.
- Click **No** to return to General Search to refine your search. Use the **Clear All** button on the toolbar to start a new search.

8.2 Including Fields

When you enter a search query in the text box on the General Search screen without specifying a field, JUSTIS 5 will search for the words in the selected database(s), regardless of the field that they might be in. Limiting your search to particular fields gives your search more precision. (If you have selected databases that do not use compatible fields, then you will not be able to use fields or the Fields button.)

1) To see the fields available, click the **Fields** button on the General Search screen. A list of fields will be displayed in the **Field Selection** dialog box. You can get Help on a field by clicking it and then pressing the **F1** key on your keyboard.
2) To search in a specific field, either double-click the field name or click the field name and then click **OK**.
3) The name of the field will be displayed in the text box and the cursor will be positioned inside the square brackets immediately after the name.

4) Type simple or complex queries inside the square brackets, for example try one of the following:

   TITLE[insurance ***or*** assurance***]***

   DOCNUM[370L0220***]***

   SUB[agriculture ***not (***beef ***or*** meat***)]***

5) If you wish to search for further terms, but not within that particular field, move the cursor outside the brackets and add the additional terms, for example:

   GROUP[PQ***] and*** income tax*******

   FORM[directive***] and (***meat ***near*** health***)***

   HEADNOTE[mens rae***] and (***manslaughter ***or*** murder***)***

6) It is possible to search in more than one field at a time, for example:

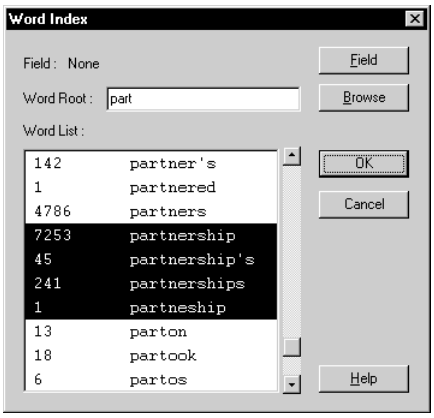
   TITLE[dairy ***or*** milk***] and FORM[***directive***]***

When searching products or databases that share common fields (e.g. Weekly Law Reports and Family Law Reports, or CELEX Legislation and Proposals), the Field Selection dialog box displays the fields for all of the selected databases. Fields that are common to all of the selected databases appear on the **Common Fields** tab. A complete list of fields appears on the **All Fields** tab, with common fields shown in bold. If you select fields that are not common to all of the databases that you have selected, then your results will be limited to only that database where the field occurs.

8.3 Word Index

As with the Form Search screen, there is an ***Index*** feature. This allows you to view an alphabetical list of words that occur within either the whole of the database(s) that you are searching, or in certain fields of the databases.

1) Click the **Index** button on the General Search screen to display the **Word Index** dialog box.



Field : None

Word Root : part

Word List :

```
142      partner's
1        partnered
4786     partners
7253     partnership
45       partnership's
241      partnerships
1        partneship
13       parton
18       partook
6        partos
```

2) Initially, the word "None" appears against Field, so that the complete index for the database(s) will be used. If you want to select the index for one field, click the **Field** button, click one of the displayed fields from the **Field Selection** dialog box, and then click **OK**.

3) Type in your selection in the **Word Root** text box (do not include wild cards) and then click **OK**. A list of words starting with the word root you entered is displayed in the **Word List** text box.

4) Select the word you wish to be entered in the Query text box and then click **OK**. You can select more than one word by clicking them while holding down the **Ctrl** key on your keyboard.

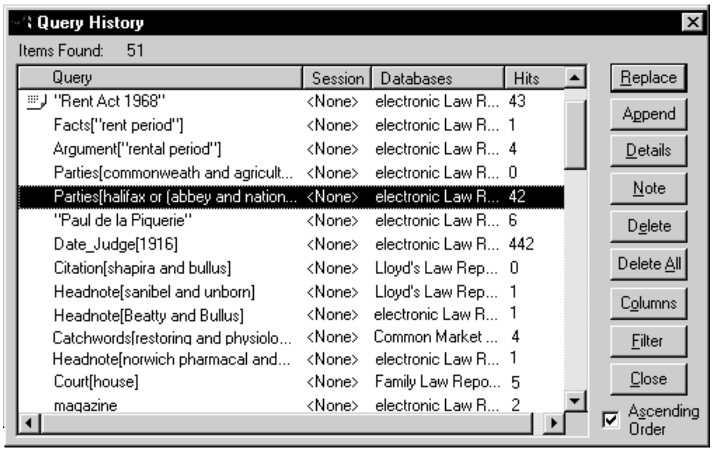
The name of the selected field together with the index entry will be entered into the Query text box.

8.4 General Search Query History

As you run searches, a copy of each one is kept in the Query History. This forms a library of searches that you have carried out in JUSTIS 5 and displays details of the search terms and fields searched, the session name, the database(s) searched and the number of hits the search produced.

To view the Query History:

- Click the **Queries** button on the toolbar.



Items Found: 51

Query	Session	Databases	Hits
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Facts["rent period"]	<None>	electronic Law R...	1
Argument["rental period"]	<None>	electronic Law R...	4
Parties[commonweath and agricult...	<None>	electronic Law R...	0
Parties[halifax or (abbey and nation...	<None>	electronic Law R...	42
"Paul de la Piquerie"	<None>	electronic Law R...	6
Date_Judge[1916]	<None>	electronic Law R...	442
Citation[shapira and bullus]	<None>	Lloyd's Law Rep...	0
Headnote[sanibel and unborn]	<None>	Lloyd's Law Rep...	1
Headnote[Beatty and Bullus]	<None>	electronic Law R...	1
Catchwords[restoring and physiolo...	<None>	Common Market ...	4
Headnote[norwich pharmacal and...	<None>	electronic Law R...	1
Court[house]	<None>	Family Law Repo...	5
magazine	<None>	electronic Law R...	2

You can re-run searches from the Query History on the currently selected database(s):

1) Click the search query you wish to re-run, to highlight it.
2) Click the **Replace** button, to replace any existing search query with the one you have chosen, or click the **Append** button to add your chosen query to the end of the one on the General screen.
3) Click the **Search** button on the toolbar.

To see the full details of a search query:

1) Click a query to highlight it.
2) Click the **Details** button.

The **Query Details** window will display the date of the query, the number of hits, the database(s) the query was performed on and the full text of the query including fields.

To add a note to a search query:

1) Click the query you wish to annotate, to highlight it.
2) Click the **Note** button.
3) Type your note in the **Query Note** dialog box, and then click **OK**.

A yellow note marker will appear to the left of the query in the Query History window. To view or edit a note, repeat this process.

You can manage the list of queries in various ways:

- To remove selected search queries or all search queries, click the **Delete** or **Delete All** button.
- To remove a note, click the **Note** button and then click the **Remove** button in the **Query Note** dialog box.

You can choose which columns to display, and in which order they appear:

- Click the **Columns** button to choose which of the six possible columns you wish to display, and their order left to right.
- Click the **Ascending Order** check box to list queries with the oldest query shown first (the default order is with the most recent query first).

You can show or suppress items in the history:

- Click the **Filter** button to restrict the queries that are displayed to those that meet certain criteria, such as session code, database, date range, or words from the query or query note.

If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the columns, order and filters that you have selected.

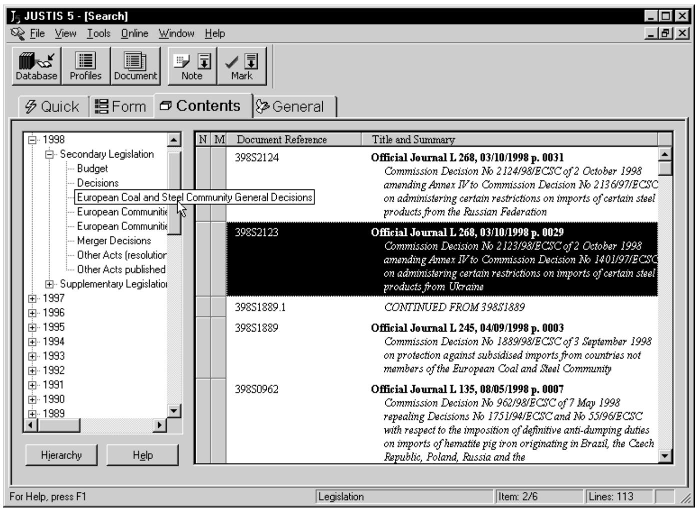
The Query History stores searches carried out on the General Search and Form Search screens; it does not store searches from the Quick Search screen.

You can lock the History, so that new searches are not added, and you can choose whether to keep the History between sessions; ***see Section 14.2.6***.

9. Contents Screen

The third tab on the Search screen allows you to browse the records in a database and select the records you wish to view.

The Contents screen allows you to locate records in a database by browsing through an expandable hierarchical display of up to three levels. This is a convenient way of looking at the most recent records, or looking for documents of a particular type. To see the Contents screen, click the **Contents tab** on the **Search screen**. If you have selected multiple databases and they do not use compatible fields, then the Contents tab will not be visible and you can only use a General Search to find documents.


JUSTIS 5 - [Search]
File
View
Tools
Online
Window
Help
Database
Profiles
Document
Note
Mark
Quick
Form
Contents
General
1998
Secondary Legislation
Budget
Decisions
European Coal and Steel Community General Decisions
European Communiti
European Communiti
Merger Decisions
Other Acts (resolutior
Other Acts published
Supplementary Legislatior
1997
1996
1995
1994
1993
1992
1991
1990
1989
Hierarchy
Help
For Help, press F1
Legislation
Item: 2/6
Lines: 113

N	M	Document Reference	Title and Summary
		398S2124	**Official Journal L 268, 03/10/1998 p. 0031** *Commission Decision No 2124/98/ECSC of 2 October 1998 amending Annex IV to Commission Decision No 2136/97/ECSC on administering certain restrictions on imports of certain steel products from the Russian Federation*
		398S2123	**Official Journal L 268, 03/10/1998 p. 0029** *Commission Decision No 2123/98/ECSC of 2 October 1998 amending Annex IV to Commission Decision No 1401/97/ECS on administering certain restrictions on imports of certain steel products from Ukraine*
		398S1889.1	*CONTINUED FROM 398S1889*
		398S1889	**Official Journal L 245, 04/09/1998 p. 0003** *Commission Decision No 1889/98/ECSC of 3 September 1998 on protection against subsidised imports from countries not members of the European Coal and Steel Community*
		398S0962	**Official Journal L 135, 08/05/1998 p. 0007** *Commission Decision No 962/98/ECSC of 7 May 1998 repealing Decisions No 1751/94/ECSC and No 55/96/ECSC with respect to the imposition of definitive anti-dumping duties on imports of hematite pig iron originating in Brazil, the Czech Republic, Poland, Russia and the*

When you select a database and then open the Contents screen, you will see only the top level of the hierarchy (this is often a list of years), with profiles displayed for the first item. To expand the hierarchy so that you can see other levels and select a profile:

1) Click a plus sign (or double-click a term) to see the next level.
2) When you get to the terms at the lowest level (i.e. ones that do not have either plus or minus signs), click a term to display a scrollable list of profiles in the right-hand pane. If you click on a term that is not at the lowest level, you will not see a list of profiles.
3) Scroll through the list of profiles, and double-click one to display the full text on the Document screen.

While using the Contents screen you can

- Click a minus sign (or double-click the adjacent term) to show fewer levels.
- Add notes to a document by clicking in the N column to the left of a profile, in exactly the same way as adding a note from the Profiles screen.
- Mark documents by clicking in the M column to the left of a profile, in exactly the same way as marking a document on the Profiles screen.

9.1 Customising the Hierarchy

You can change the way in which the hierarchy is arranged. Click the **Hierarchy** button to see a list of the available categories.

- Move a category up or down either by dragging it with your mouse, or by clicking it and then clicking the **Up** or **Down** button.
- Remove a category either by dragging from the Selected list to the Remaining list, or

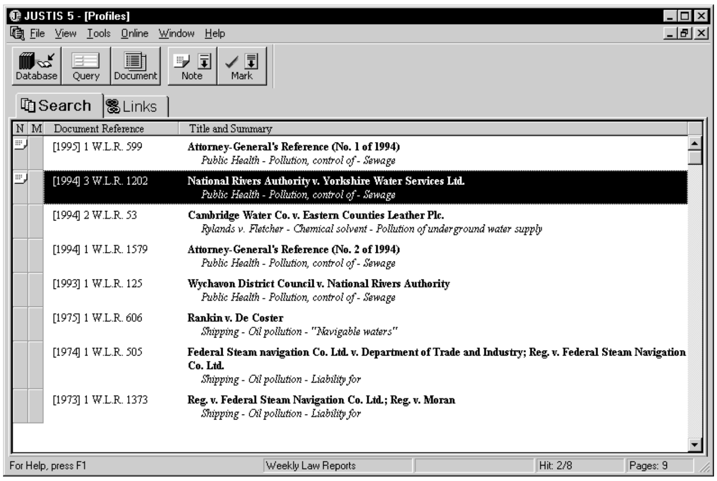
by clicking it and then clicking the **Remove** button.

- Return a category to the Selected list either by dragging it with your mouse, or by clicking it and then clicking the **Add** button.
- Click **OK** when you have arranged the categories as you want them. If you decide not to make any changes, then click the Cancel button.

If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the way in which you have arranged the hierarchy.

10. Profiles Screen

After you have completed a search query, be it a Quick, Form or General search, you are presented with the Search tab of the **Profiles screen**. If you have used a link (***see Section 12***), you will see the Links tab. Profiles usually consist of the document's number or publication reference, title, heading or case name, and a few keywords or catchwords that relate to the content of the document. (If your search found only one document, it will be displayed on the Document screen; click the **Profiles** button on the toolbar if you want to see the profile.)



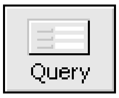
N	M	Document Reference	Title and Summary
		[1995] 1 W.L.R. 599	**Attorney-General's Reference (No. 1 of 1994)** *Public Health - Pollution, control of - Sewage*
		[1994] 3 W.L.R. 1202	**National Rivers Authority v. Yorkshire Water Services Ltd.** *Public Health - Pollution, control of - Sewage*
		[1994] 2 W.L.R. 53	**Cambridge Water Co. v. Eastern Counties Leather Plc.** *Rylands v. Fletcher - Chemical solvent - Pollution of underground water supply*
		[1994] 1 W.L.R. 1579	**Attorney-General's Reference (No. 2 of 1994)** *Public Health - Pollution, control of - Sewage*
		[1993] 1 W.L.R. 125	**Wychavon District Council v. National Rivers Authority** *Public Health - Pollution, control of - Sewage*
		[1975] 1 W.L.R. 606	**Rankin v. De Coster** *Shipping - Oil pollution - "Navigable waters"*
		[1974] 1 W.L.R. 505	**Federal Steam navigation Co. Ltd. v. Department of Trade and Industry; Reg. v. Federal Steam Navigation Co. Ltd.** *Shipping - Oil pollution - Liability for*
		[1973] 1 W.L.R. 1373	**Reg. v. Federal Steam Navigation Co. Ltd.; Reg. v. Moran** *Shipping - Oil pollution - Liability for*

10.1 Viewing Profiles

Profiles are a good way to identify the most relevant retrieved documents, and normally display the most recent document first. You can display profiles in reverse order by clicking the **Display in reverse order** check box in the Search message box which displays the number of hits your search has found.

If you have searched more than one database, the profiles from each database will be grouped together.

You can return to the **Search screen** at any time by clicking the **Query** button on the toolbar.



The Document button will remain greyed out (not active) until a document has been opened.

You can move through the list of profiles if the list is too long to fit on the Profiles screen:

- Click the arrows at the ends of the scroll bar to move slowly through the list.
- Or move the scroll box by pointing and keeping the mouse button depressed, and then dragging the box up or down to move quickly through the list.
- Or use the PgUp, PgDn or arrow keys on your keyboard.

To select a profile so that you can mark it (***see Section 14.1***) or add a note (***see Section 13***):

- Click once on a profile in the list. The document profile will then appear as white text on a black background.

10.1.1 Number of Hits and Pages

There are sets of numbers at the bottom of the Profiles screen. The **Hit** numbers display which hit number is selected and the total number of hits your search query has found. The **Pages** or **Lines** number shows the number of pages or lines in the highlighted profile.

10.2 Viewing documents

After reviewing the profiles, double-click one in order to view the whole document on the Document screen (***see Section 11***).

10.3 Printing

From the **Profiles screen** you can print either the profiles or the text of the documents. If you want to print the text of more than one document, then it is quicker to do so from this screen; you can only print one document at a time from the **Document screen**.

If you want to print only one profile or its text:

1a) Click once on the relevant profile.

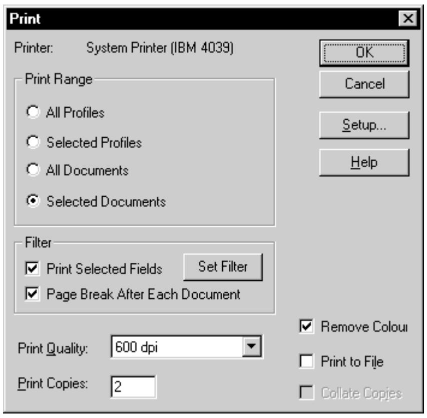
To select several profiles for printing:

1b) While holding down the **Ctrl** key on your keyboard, click on the profiles to be selected.

Then:

2) Click the **File** menu at the top of the screen.

3) Click **Print...** to display the Print dialog box:



Printer: System Printer (IBM 4039)

Print Range
○ All Profiles
○ Selected Profiles
○ All Documents
● Selected Documents

Filter
☑ Print Selected Fields
☑ Page Break After Each Document

Print Quality: 600 dpi
Print Copies: 2

☑ Remove Colou
☐ Print to File
☐ Collate Copies

The **Print Range** options give you a choice of:

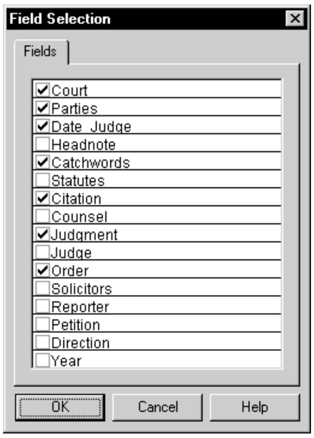
All Profiles - prints the profiles for all of the documents resulting from your search.

Selected Profiles - prints the profiles that you have selected.

All Documents - prints the text of every document listed on the Profiles screen. Please note that, depending on the number of hits and the length of the documents involved, this process may take a very long time.

Selected Documents - prints the text of every document you have selected.

If you choose to print all or selected documents, then you can set a filter to print only the fields that you want, by clicking to check the **Print Selected Fields** box and then clicking **Set Filter** to open the **Field Selection** dialog box:



☑ Court
☑ Parties
☑ Date Judge
☐ Headnote
☑ Catchwords
☐ Statutes
☑ Citation
☐ Counsel
☑ Judgment
☐ Judge
☑ Order
☐ Solicitors
☐ Reporter
☐ Petition
☐ Direction
☐ Year

If you have selected more than one database, you will be prompted to select a database before you can set a field filter. You can set a different field filter for each database.

To see on-screen Help for the fields you are selecting, click a field and then press the **F1** key on your keyboard. Select all the fields you require, and then click **OK**.

4) After selecting the options you require, click **OK** to send your records to the printer.

If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the options that you have selected.

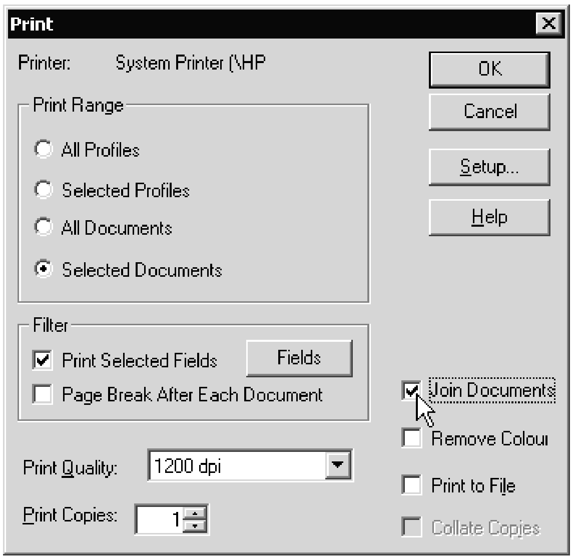
10.3.1 Printing complete Acts of Parliament

When you print documents from the Profiles screen, there is a “Join Documents” option.

This feature is designed for use with the UK Statutes database, and allows a complete Act of Parliament (or selected sections or schedules) to be printed as though it was a single document.

It is also useful for printing one or a few fields from each of several documents in many other databases.

To retrieve all of the documents that constitute an Act, either select the Act on the Contents Screen, or search for its title in the Title field on the Form Search screen.



Printer: System Printer (\HP

○ All Profiles
○ Selected Profiles
○ All Documents
● Selected Documents

☑ Print Selected Fields
☐ Page Break After Each Document

Print Quality: 1200 dpi
Print Copies: 1

☑ Join Documents
☐ Remove Colour
☐ Print to File
☐ Collate Copies

10.4 Exporting

From the **Profiles screen** you can export profiles to ASCII files and documents to ASCII or RTF files. If you wish to export the text of more than one document, then it is quicker to do so from this screen; you can only export one document at a time from the **Document screen**.

If you wish to export only one profile or its text:

1a) Click once on the relevant profile.

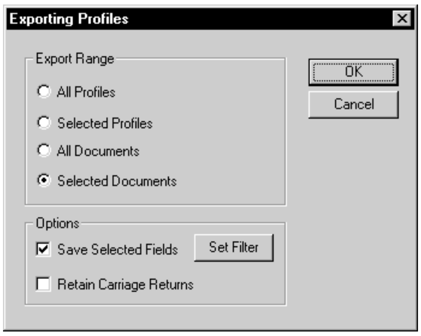
To select several profiles for exporting:

1b) While holding down the **Ctrl** key on your keyboard, click on the profiles to be selected.

Then:

2) Click the **File** menu at the top of the screen.

3) Click **Export...** to display the Exporting Profiles dialog box:



○ All Profiles
○ Selected Profiles
○ All Documents
● Selected Documents

☑ Save Selected Fields
☐ Retain Carriage Returns

The **Export Range** options give you a choice of:

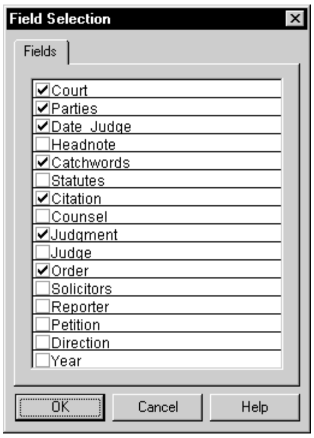
All Profiles - exports the profiles for all of the documents resulting from your search.

Selected Profiles - exports the profiles that you have selected.

All Documents - exports the text of every document listed on the Profiles screen.

Selected Documents - exports the text of every document you have selected.

If you choose to export all or selected documents, then you can set a filter to export only the fields that you want.



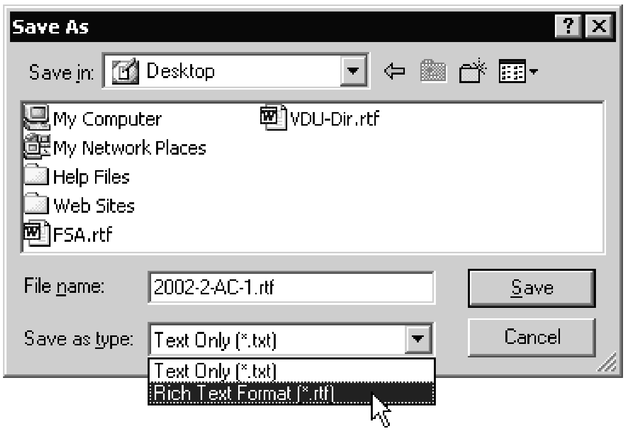
☑ Court
☑ Parties
☑ Date_Judge
☐ Headnote
☑ Catchwords
☐ Statutes
☑ Citation
☐ Counsel
☑ Judgment
☐ Judge
☑ Order
☐ Solicitors
☐ Reporter
☐ Petition
☐ Direction
☐ Year

If you have selected more than one database, you will be prompted to select a database before you can set a field filter. You can set a different field filter for each database.

To see on-screen Help for the fields you are selecting, click a field and then press the **F1** key on your keyboard. Select all the fields you require, and then click **OK**.

If you want the exported documents to retain the layout displayed on screen, click the ***Retain Carriage Returns*** option. If you want the document to format normally in a word processor, do not click this option.

4) Click **OK** to bring up the **Save As** dialog box.



File name: 2002-2-AC-1.rtf

Save as type: Text Only (*.txt)

5) Enter the file name, and select a drive and directory to export the document to. By default, the file is saved in the TEMP directory on your hard disk, e.g. c:\temp or c:\windows\temp. The system administrator can set a fixed export directory (s***ee Section 15.2.1***).

   If you want to save one or more documents as RTF files, type a file name (including a .rtf extension), click the black down arrow opposite **Save as type**, and click Rich Text Format (*.rtf).

6) Click **Save**.

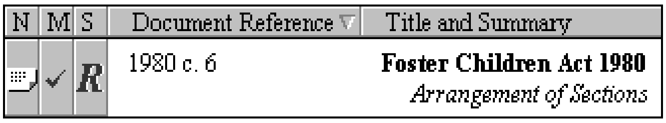
JUSTIS 5 will now save the exported records, either as a plain text file (.txt), or as a Rich Text Format (.rtf) file complete with formatting and ready for use in your word processor.

If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the options that you have selected.

The default number of whole documents that can be exported in a session is 50. The system administrator can change this limit to any number from 1 to 500 (***see Section 15.2.2***).

10.5 Indicators

At the left of the Profiles screen, there are 3 columns of indicators.



N	M	S	Document Reference	Title and Summary
	✓	*R*	1980 c. 6	**Foster Children Act 1980** *Arrangement of Sections*

The first column, marked “N”, allows you to view or edit a note; ***see Section 13***.

The second column, marked “M”, allows you to mark or unmark a document; ***see Section 14.1***.

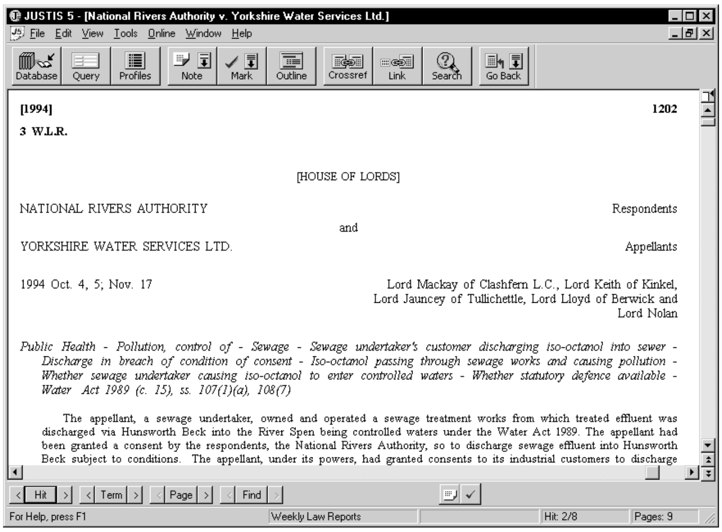
The third column, marked “S”, shows the status of a document. When viewing the results of a search in the UK Statutes database, you can tell which Acts, sections and schedules have been repealed because there will be a large red “***R***” next to them.

11. Document Screen

After performing a search on the Query screen (***see Section 6***) and viewing the profiles of your results (hits) on the Profiles screen (***see Section 10***), you can view the full document on the Document screen.

- On the Profiles screen, either double-click a document profile, or click it once to select it and then press the Enter key on your keyboard.

The Document screen will appear showing the text of your selected document:


JUSTIS 5 - [National Rivers Authority v. Yorkshire Water Services Ltd.]
File
Edit
View
Tools
Online
Window
Help
Database
Query
Profiles
Note
Mark
Outline
Crossref
Link
Search
Go Back
Hit
Term
Page
Find
For Help, press F1
Weekly Law Reports
Hit: 2/8
Pages: 9

[1994] **1202**

3 W.L.R.

[HOUSE OF LORDS]

NATIONAL RIVERS AUTHORITY Respondents

and

YORKSHIRE WATER SERVICES LTD. Appellants

1994 Oct. 4, 5; Nov. 17

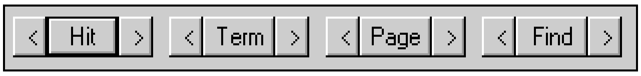
Lord Mackay of Clashfern L.C., Lord Keith of Kinkel,
Lord Jauncey of Tullichettle, Lord Lloyd of Berwick and
Lord Nolan

Public Health - Pollution, control of - Sewage - Sewage undertaker's customer discharging iso-octanol into sewer - Discharge in breach of condition of consent - Iso-octanol passing through sewage works and causing pollution - Whether sewage undertaker causing iso-octanol to enter controlled waters - Whether statutory defence available - Water Act 1989 (c. 15), ss. 107(1)(a), 108(7)

The appellant, a sewage undertaker, owned and operated a sewage treatment works from which treated effluent was discharged via Hunsworth Beck into the River Spen being controlled waters under the Water Act 1989. The appellant had been granted a consent by the respondents, the National Rivers Authority, so to discharge sewage effluent into Hunsworth Beck subject to conditions. The appellant, under its powers, had granted consents to its industrial customers to discharge

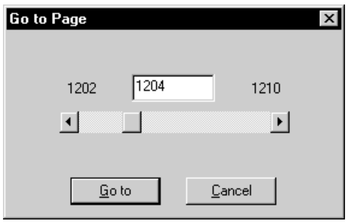
11.1 Navigating Within a Document

There are various ways of navigating around a document when viewing it in the Document screen. The tools used are the four buttons with arrows located on the Navigation Bar at the bottom of the Document screen, the scroll bar on the right of the Document screen and the Outline button on the toolbar.


Hit
Term
Page
Find

11.1.1 Page Button and Scroll Bar

You can scroll through the document page by page by using the arrows on either side of the **Page** button at the bottom of the Document screen. If you click the **Page** button itself, the **Go to Page** window is displayed.

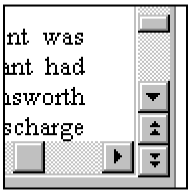

Go to Page
1202
1204
1210
Go to
Cancel

The numbers on either side of the scroll bar indicate the page range of the current document. For documents from databases that are the electronic equivalent of printed publications, for example the Weekly Law Reports, the page numbers are the same as those in the original publication. You can move to different pages in a number of different ways:

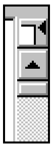
- In the text box, type the page number you wish to view (it must be within the displayed range) and then click **Go to**.

- Or click the arrows at either end of the scroll bar to increase or decrease the page number in the text box, and then click **Go to**.
- Or click on the scroll box in the scroll bar, then hold down your mouse button and drag the scroll box to change the page number displayed in the text box. Click **Go to** to open the displayed page number.

Alternatively, you can use the scroll bar at the right side of the screen:



- Click the single arrows to move up and down within the document a few lines at a time.
- Or click the double arrows at the bottom right of the document window to move through the document one page at a time.
- Or click and drag the scroll box in the scroll bar with your mouse; release the mouse button when the required page number is displayed in the small yellow box alongside the scroll bar.



- At the top of the scroll bar is a **Top of page** button. Click this to return to the top of your current page. This is especially useful for databases where each page has two columns.

Should you need to adjust the document horizontally, use the horizontal scroll bar at the bottom of the document screen in the same way as the vertical scroll bar.

11.1.2 Finding the Search Term

The **Term** button enables you to jump quickly to each occurrence of any of the terms used in your search query. This becomes more important when you are looking for words that do not appear at the top of the document.

- Click the right or left arrow of the **Term** button until you find a term.

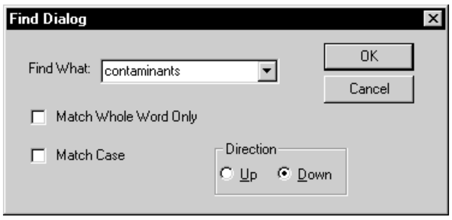
The Term feature will only locate search terms within the field(s) upon which you performed your search. For example, if you searched for ***liability*** in the Catchwords field of a case report, the Term facility will find only those instances of the word ***liability*** that appear in the Catchwords. Consequently all other occurrences of the search term do not appear in blue. A free text search for a word or phrase will result in every occurrence of the search term being located by the Term facility and appearing in blue throughout the document.

- Click the word **Term** rather than on the arrows to open a window showing your search terms. This is just a reminder; you cannot edit the query.

11.1.3 Finding a Word

You can search the current document for words that you did not use in your search query:

1) Click the **Find** button to open the Find Dialog:



Find What: contaminants

☐ Match Whole Word Only

☐ Match Case

Direction: ○ Up ● Down

2) In the **Find What** text box, type the word or text string to be found, and indicate whether the whole word should be matched, whether the case should be matched, and in which direction to search through the document. You cannot use wild cards or operators.

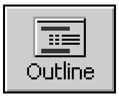
3) Click **OK** to find the word you have entered.

You can click the down arrow to the right of the text box to display a list of previous words or phrases you have entered. Once a part-word, word or phrase has been found, you can use the left and right arrows to either side of the Find button to look for further occurrences.

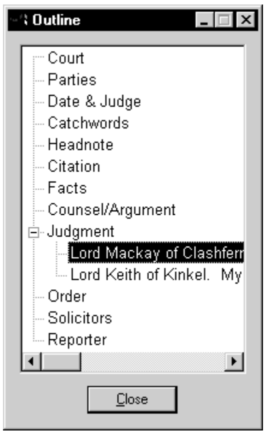
The **Cancel** button will close the **Find Dialog** window.

11.1.4 Outline

If you wish to move quickly to a specific part of a document, such as the Headnote of a case report or the Modified field for the Legislation database in CELEX, then you can use the **Outline** button on the toolbar. The Outline lists only those fields that are present in the document, not all those that are used in the database.



1) Click the **Outline** button on the toolbar to bring up the **Outline**:


Outline
Court
Parties
Date & Judge
Catchwords
Headnote
Citation
Facts
Counsel/Argument
Judgment
Lord Mackay of Clashfern
Lord Keith of Kinkel. My
Order
Solicitors
Reporter
Close

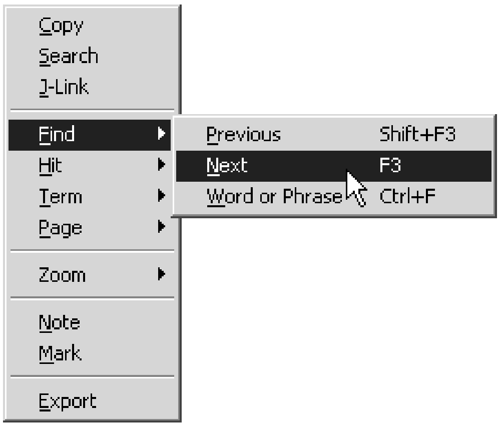
2) Click the field you wish to jump to, and that part of the document will be displayed. Alternatively, use the arrow keys on your keyboard to move up or down the list.

You can close the Outline, or move it to one side to use again by clicking and dragging its title bar. You can leave the Outline open while using the scroll bars or the buttons on the Navigation Bar.

If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the position and size of the Outline.

11.1.5 Navigating Using the Right Mouse Button

Clicking with the right mouse button while the cursor is over text in the Document screen will display a pop-up menu. You can use this menu to perform many of the functions of the menu and toolbar, e.g. find a word, mark a document or enlarge the text of a document.


Copy
Search
J-Link
Find
Hit
Term
Page
Zoom
Note
Mark
Export
Previous Shift+F3
Next F3
Word or Phrase Ctrl+F

11.2 Viewing the Next Hit

After viewing a document on the Document screen, you may want to view the next hit from the list of profiles. To do this you do ***not*** have to go back to the Profiles screen.

- Click the right arrow beside the **Hit** button near the bottom of the screen to go to the next hit in the list of profiles, or click the left arrow to look at the previous hit.

The left and right arrows become greyed out and inoperable if you are at the beginning or end of the profile list, or if there is only one hit.

To select a specific hit in the list of profiles:

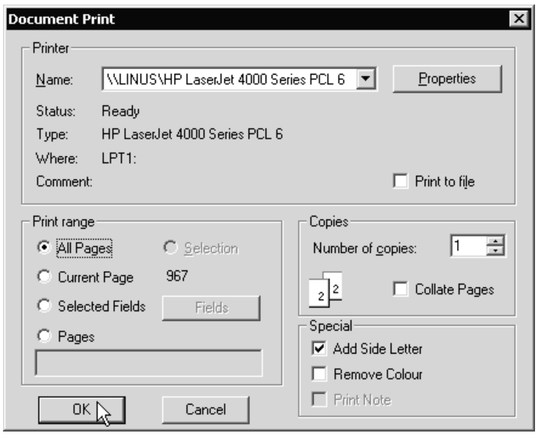
1) Click the **Hit** button itself.
2) Click the left and right arrows at either end of the scroll bar to increase or decrease the hit number (you can also enter a value yourself or slide the marker of the slide bar).
3) Click the **Go To** button.

The document you selected will then be displayed on the Document screen.

11.3 Printing Documents

Once you have opened a document, you can print the whole document, selected pages, or a block of text that you have selected with your mouse.

1) Click **File** on the menu bar, and select **Print...** to open the **Document Print** dialog box. (Alternatively press **Ctrl+P** on your keyboard.)



Document Print

Printer

Name: \\LINUS\HP LaserJet 4000 Series PCL 6

Status: Ready

Type: HP LaserJet 4000 Series PCL 6

Where: LPT1:

Comment:

☐ Print to file

Print range

● All Pages

○ Selection

○ Current Page 967

○ Selected Fields

○ Pages

Copies

Number of copies: 1

☐ Collate Pages

Special

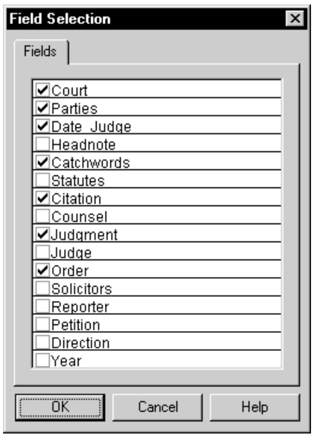
☑ Add Side Letter

☐ Remove Colour

☐ Print Note

2) If necessary, change the printer by clicking the down arrow on the right of the printer name text box and selecting an alternative. To change the printer properties, click the **Properties** button.
3) Select the **Print range** you wish to print by clicking ***All Pages***, ***Current Page***, ***Pages*** or ***Selected Fields***. When you click Current Page, a text box appears telling you which page is the current one. If you select Pages, a text box will open in which you can type the numbers of the pages you wish to print. If you have selected text in the document, JUSTIS 5 will offer you an extra option, ***Selection***, which prints only your selected text.

   To print only the fields that you want, click to select the **Selected Fields** option and then click the **Fields** button to open the **Field Selection** dialog box:



☑ Court
☑ Parties
☑ Date_Judge
☐ Headnote
☑ Catchwords
☐ Statutes
☑ Citation
☐ Counsel
☑ Judgment
☐ Judge
☑ Order
☐ Solicitors
☐ Reporter
☐ Petition
☐ Direction
☐ Year

To see on-screen Help for the fields you are selecting, click a field and then press the **F1** key on your keyboard. Select all the fields you require, and then click **OK**.

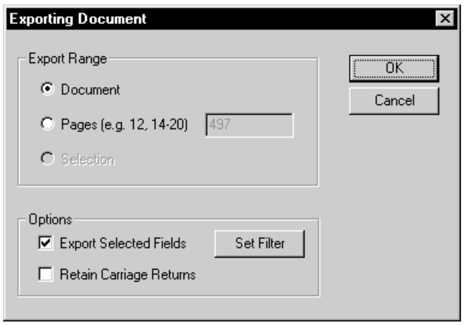
4) Enter the number of copies you wish to print by using the arrows on the right of the **Number of copies** text box, or alternatively type in the number of copies you require.
5) If appropriate, click the check boxes for the options to print to file, collate copies, add side letters, or remove any colour from links, search terms and text that you have highlighted.
6) Click **OK** to print your document or part document.

If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the options that you have selected.

11.4 Exporting Documents

Exporting a document allows you to save the text of the document as an ASCII or RTF file, either to your hard disk or to a floppy disk. You can print the whole document, selected pages, or a block of text that you have selected with your mouse.

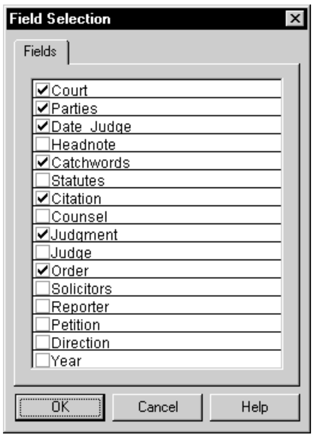
1) Click **File** on the menu bar, and select **Export...** to bring up the **Exporting Document** dialog box.



Export Range
● Document
○ Pages (e.g. 12, 14-20) 497
○ Selection

Options
☑ Export Selected Fields
☐ Retain Carriage Returns

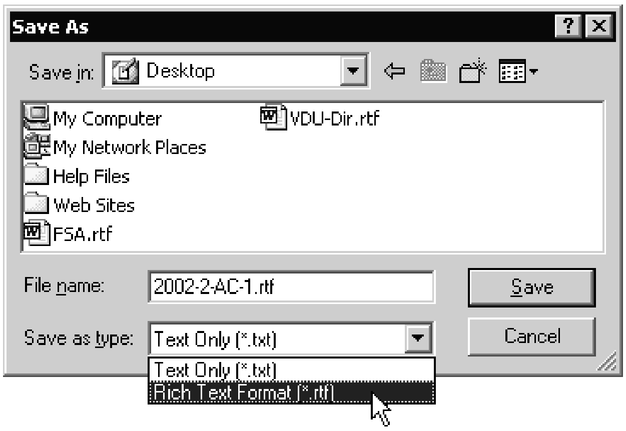
2) Click the appropriate **Export Range**: ***Document***, ***Pages*** or ***Selection***. If you click the ***Pages*** option, you must then enter the numbers of the pages you wish to print. By default, JUSTIS 5 will enter the number of the current page in the Pages text box.
3) If you want to export only certain fields, click the **Export Selected Fields** option and then click the **Set Filter** button to open the **Field Selection** dialog box where you can choose the fields you want. To see on-screen Help for a particular field, click it and then press the **F1** key on your keyboard.



☑ Court
☑ Parties
☑ Date_Judge
☐ Headnote
☑ Catchwords
☐ Statutes
☑ Citation
☐ Counsel
☑ Judgment
☐ Judge
☑ Order
☐ Solicitors
☐ Reporter
☐ Petition
☐ Direction
☐ Year

Select the fields you require, and then click **OK**.

4) If you want the exported document to retain the layout displayed on screen, click the **Retain Carriage Returns** option. If you want the document to format normally in a word processor, do not click this option.
5) Click **OK** to bring up the **Save As** window.



File name: 2002-2-AC-1.rtf

Save as type: Text Only (*.txt)

6) Enter the file name, and select a drive and directory to export the document to. By default, the file will be saved in the TEMP directory on your hard disk, e.g. c:\temp or c:\windows\temp. The system administrator can set a fixed export directory (s***ee Section 14.2.1***).
7) Enter the file name, and select a drive and directory to export the document to. By default, the file is saved in the TEMP directory on your hard disk, e.g. c:\temp or c:\windows\temp. The system administrator can set a fixed export directory (s***ee Section 14.2.1***).

   If you want to save the documents as an RTF file, type a file name (including a .rtf extension), click the black down arrow opposite **Save as type**, and click Rich Text Format (*.rtf).
8) Click **Save**.

JUSTIS 5 will now save the exported record, either as a plain text file (.txt), or as a Rich Text Format (.rtf) file complete with formatting and ready for use in your word processor.

If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the options that you have selected.

The default number of whole documents that can be exported in a session is 50. The system administrator can change this limit to any number from 1 to 500 (***see Section 15.2.2***).

11.5 Copying and Pasting Text

Text from a document can be copied and pasted into another Windows application, such as a word processor.

1) While holding down the left mouse button, slowly drag the mouse over a section of text to select it.
2) Click **Edit** on the menu bar and then select **Copy**. (Alternatively, press **Ctrl**+**C** on your keyboard.)
3) Switch to the appropriate Windows application, e.g. Word, WordPerfect or WordPro.
4) Place the cursor where you wish the copied text to appear, click **Edit** on the menu bar, and select **Paste**. (Alternatively, press **Ctrl+V** on your keyboard.)

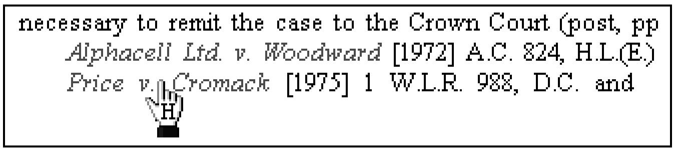
12. Linking and Cross Referencing

One of the most powerful features of JUSTIS 5 is the ability to link from the current document to other documents to which reference is made, not only in the same database but in other databases too.

If a link could take you to more than one document, profiles of the documents will be displayed on the Links tab of the Profiles screen (***see Section 10***), so that you can choose which document to view.

12.1 Hypertext Links in Case Reports

Hypertext links occur in the headnote of case reports e.g. Weekly Law Reports and Family Law Reports. They are references to other cases that are cited in the headnote of the case report you are currently viewing. They appear in red italics and when the cursor is placed over the link it changes to a hand symbol containing ‘H’.


necessary to remit the case to the Crown Court (post, pp
Alphacell Ltd. v. Woodward [1972] A.C. 824, H.L.(E.)
Price v. Cromack [1975] 1 W.L.R. 988, D.C. and

If you click the hypertext link, JUSTIS 5 will locate and open the referenced document, provided that you subscribe to the database in which the document is located. For example, if in Family Law Reports you click a hypertext link to a case report in The Law Reports, JUSTIS 5 will open the referenced case report in The Law Reports.

To go to the Headnote section of a case report, use the **Outline** button (***see Section 11.1.4***) on the toolbar and select **Headnote**.

Quite often a case cited in the Headnote of a case report includes references from a number of different case reporting series. For example:

Whitworth Street Estates (Manchester) Ltd. v. James Miller & Partners Ltd. [1970] A.C. 583; [1970] 2 W.L.R. 728; [1970] 1 All E.R. 796, H.L.(E.)

Where there is a reference to more than one JUSTIS 5 product, you are presented with a list of profiles on the Links tab of the Profiles screen (***see Section 10***). Double-click a profile to display the document. You can choose which databases should be available for linking (s***ee Section 15.1.1***).

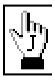
12.2 Case Names in Case Reports

In case report databases, cases referred to outside the Headnote appear in black italics or small capitals. Links to these references use a slightly different technology called **J-Link**.

In addition to J-Link, case names have been prepared so that when you pass the cursor over a case reference outside of the Headnote, it changes to a hand symbol containing the letter ‘***J***’.

The method for linking to a case name is the same as linking to a red hypertext link.

1) Click the **Outline** button on the toolbar and select a field, e.g. **Citation** or **Judgment**.
2) Move the cursor over a case reference to change it to the J hand symbol.
3) Click the case reference.



JUSTIS 5 will retrieve and display the full text of the case report.

If a match cannot be found, J-Link will give you an appropriate explanatory message.

If you select a link to a case report in a database to which you subscribe but which is not in your CD-ROM drive, and which has not been transferred to a local or networked hard disk, you will be prompted to load the appropriate CD-ROM.

12.2.1 Linking from Footnotes

Sometimes, particularly in older case reports, cases are cited in a footnote that gives the publication reference. To link to a case reference in a footnote:

1) Hold down the left mouse button and drag over the footnote reference number to select it. For example, select [1953] 1 W.L.R. 1241.
2) Click the **J-Link** button on the toolbar.

The document will be displayed.

To view a footnote:

1) Move the cursor over the footnote reference number to change the cursor to a hand symbol containing an ‘f’ indicating a footnote link.
2) Click the footnote reference number to display the **Footnote** dialog box containing the publication reference of the cited case.

It is not possible to use the J-Link button with a reference in the Footnote dialog box. However, you can select and copy the reference with your mouse, and then use the J-Link button on the Quick Search screen (***see Section 6.3***).

12.3 Links to Page References in Case Reports

In addition to the links that refer to other cases, there are page references that refer to other sections of the current case. These are in green text, and the cursor changes to a hand symbol containing a ‘P’ when placed over the reference.

1) Move the cursor over a green number so that it changes to a hand with a P.
2) Click on the green text to jump to the referenced page.

You will be taken directly to the referenced page and section of the current case report.

12.4 Linking to Non-Case Law Databases

J-Link also operates in JUSTIS 5 products other than case reports, but in a slightly different way.

For example, you are looking at a directive in CELEX and the implementation measures list a reference to a Statutory Instrument. By using J-Link you can retrieve the full text of that SI, assuming that you subscribe to the UK Statutory Instruments CD-ROM.

Examples of how the J-Link function can help you link between documents:

CELEX Proposal	to	resulting CELEX Directive
CELEX Directive	to	Statutory Instrument
CELEX Proposal	to	full text in Official Journal C
OJ C Proposal	to	Directive in CELEX
EC Reference	to	full text in CELEX

12.4.1 How to Use J-Link Within a Document

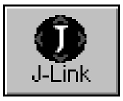
While viewing a document:

1) Drag the cursor with your mouse to select the reference you wish to find. The reference may be something like this:

Commission Directive No. 77/80/EEC

or it may be expressed as:

The First Banking Directive



2) Click the **J-Link** button on the toolbar to link to the referenced document.

12.4.2 Unsuccessful or Ambiguous Links

Situations when J-Link will fail to automatically retrieve a document are listed below. Where J-Link does not take you immediately to the document you require, a message box will be displayed informing you why the J-Link operation failed.

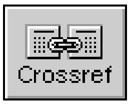
- J-Link recognises the reference but cannot find the document, perhaps because it is in a database that is not in your CD drive and has not been transferred to a local or networked hard disk.
  The Database Manager dialog box is displayed. This prompts you to load the appropriate CD-ROM in the CD drive. If you are accessing databases across a network, click the **Scan** button and enter the location of the database on the network.
- The reference you have selected can be linked to more than one document.
  For example, a case may have been recorded in The Law Reports, Family Law Reports and Weekly Law Reports. The profiles (including the document reference, the title and the first three catchwords) of the documents that can be linked to from the highlighted reference are displayed on the Links tab of the Profiles screen. Select the document you wish to link to, and press the Enter key on your keyboard. (***See also Link Preferences in Sections 15.1.1 and 15.1.2.***)
- J-Link does not recognise the text you have selected.
  A message box appears telling you ***'No expression which can be treated as a link was identified.'***. This could mean that you have not selected the whole of the reference.
- The document is not available.
  A message box appears telling you ***'Link to publication reference could not be made. (Could be unavailable series, or invalid year or volume number.)'***. This indicates that the series is not available (e.g. All England Law Reports), or that the series is available but not the particular year or volume number.

12.5 Cross Referencing

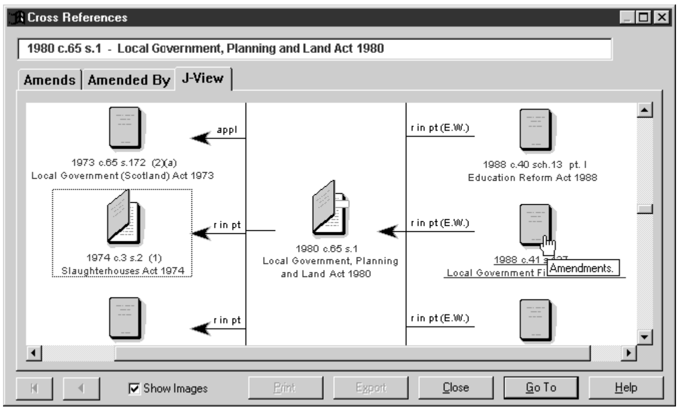
In the case reporting series, **Crossref** provides links to preceding and subsequent cases that may have a bearing on the case you are currently viewing. Preceding cases are cases cited in the Headnote of your currently viewed case report. Subsequent cases are those cases that cite your currently viewed case in their Headnote.

In the statute law and European law series, Crossref provides links to preceding and subsequent documents that amend, implement, are amended by or are implemented by the current document.

While viewing a document:



1) Click the **Crossref** button on the toolbar to bring up the **Cross References** dialog box. (If the button is greyed out, there are no related documents.)


1980 c.65 s.1 - Local Government, Planning and Land Act 1980

Cross References
Amends
Amended By
J-View
appl
1973 c.65 s.172 (2)(a)
Local Government (Scotland) Act 1973
r in pt
1974 c.3 s.2 (1)
Slaughterhouses Act 1974
r in pt
1980 c.65 s.1
Local Government, Planning and Land Act 1980
r in pt (E.W.)
1988 c.40 sch.13 pt. I
Education Reform Act 1988
r in pt (E.W.)
1988 c.41
Local Government Fi
Amendments.
r in pt (E.W.)
☑ Show Images
Print
Export
Close
Go To
Help

2a) In case law series, click the **J-View**, **Preceding** or **Subsequent** tab to view the profiles of relevant cases.

2b) In statute law and European law series, click the **J-View**, **Amends** or **Amended By** tab to view the profiles of relevant documents.

3) Click a relevant profile, and then click the **Go to** button to display the referenced case.

The **J-View** tab provides a graphical representation of both preceding and subsequent documents. The document that is open on the Document screen is indicated by an open book with a yellow bookmark; its details are also shown in a text box near the top of the Cross Reference dialog box. You can navigate in this display without having to view the complete documents.

- Point to a book or text (using your mouse) to see a popup with a few keywords describing the content of the document.
- Click once on a book or text to make that document the central one in the display, with its preceding and subsequent documents on either side. The text for documents that you have not viewed is blue; the text for viewed documents is purple.
- Click **Show images** to remove the tick if you want to hide the book icons so that you can see more information. This happens automatically if there is a very large number of links.
- Double-click a book or text (or click once and then click the **Go To** button) to display that document on the Document screen and close J-View.

You can use the navigation buttons to go back through the trail of documents; the left button takes you back directly to the original document, and the right button takes you back one step at a time.

When you open a document from J-View, it becomes the current document, but the document that was previously displayed remains open; you can choose between open documents by using the **Window** menu.

The Preceding, Subsequent, Amends and Amended By tabs provide the same information in a text version.

If you select ***Save program state on exit*** in Admin Preferences (***see Section 15.2.8***), JUSTIS 5 will remember the position and size of the Cross References dialog box.

12.6 Document Trail and Go Back

During the course of your research you may wish to return to a previously opened document. Even if you view, link to or search for other documents, a trail of every document viewed is recorded throughout your current search session. You can quickly return to the previously opened document, or you can select a document from a list of all those previously viewed during the current session.

To return to the previously opened document:

- Click the document with the red arrow on the **Go Back** button on the toolbar. The previously opened document will be displayed.

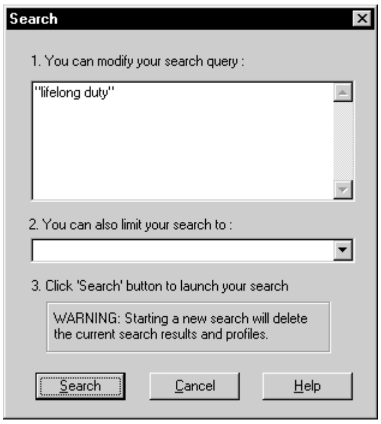
To return to a document opened earlier in a session:

1) Click the down arrow on the **Go Back** button on the toolbar.
2) In the **Trail** of all the documents you have viewed, find the one you wish to return to, and click it to select it.
3) Click the **Go to** button.

12.7 Searching from Within a Document

While reading a document, you may find a word or phrase that is particularly relevant. If you wish to search for other documents in the same database that contain the same phrase then you can do this from within the document.

1) Drag with your mouse over a phrase within the text of a document to selec
2) Click the **Search** button on the toolbar, to open the Search dialog box:



Search

1. You can modify your search query :

"lifelong duty"

2. You can also limit your search to :

3. Click 'Search' button to launch your search

WARNING: Starting a new search will delete the current search results and profiles.

The Search dialog box gives you the chance to modify the search term(s), and to limit the search to a particular field; click the down arrow to select from a scrollable list of fields.

3) Once you have refined your search as necessary, click the **Search** button. A new list of profiles (***see Section 10***) will be displayed.

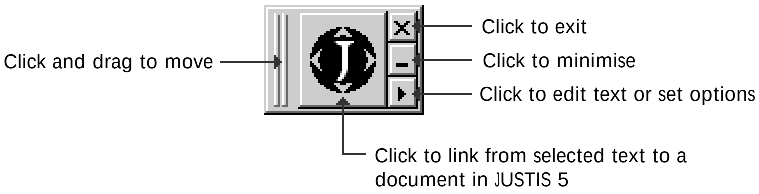
Searches carried out in this way are recorded in the Query History (***see Sections 7.5 and 8.4***).

> ***NOTE: When performing a search from within a document, your previous list of profiles will be replaced by the new search profiles. You cannot return to your previous profiles list without re-running your original search.***

12.8 Floating J-Link

Floating J-Link utility is a small Windows application that you can leave running in the background while you are using a database, a word processor, an encyclopaedia, a Web browser, an electronic book, or almost any application or file that includes references to UK or European Union legal or official documents that are included in one of the Justis databases.

An icon for the program is installed in the Context group on the Programs menu that appears when you click the Start button.


Click and drag to move
Click to exit
Click to minimise
Click to edit text or set options
Click to link from selected text to a document in JUSTIS 5

All you have to do is select a reference and then click the big button in the Floating J-Link icon. It will then analyse the selected reference, and if it recognises something it will start JUSTIS 5, locate the appropriate document in any of the available databases, and display it for you.

Floating J-Link utilises J-Link, a technology developed by Justis Publishing for recognising a string of characters as a reference to a document, and then locating the document in one of the Justis 5 databases and displaying it. If more than one document matches the reference, then a list of profiles is displayed.

Floating J-Link can only work with applications that allow text to be selected, using either the keyboard or a mouse, and copied to the Windows Clipboard. Applications that append extra data (such as a copyright notice) to the copied text may not be suitable for use with the floating J-Link icon.

When you use Floating J-Link to start JUSTIS 5, the normal start-up routine is by-passed and a database is not selected. Because of this, the Query button on the toolbar is greyed out and cannot be used. If you want to continue searching within JUSTIS 5, please select a database.

Floating J-Link can recognise case report references (not case names), CELEX document numbers, EU Directives, EU Regulations, EU COM DOCS, common names of EU treaties and some EU legislation, European Court case numbers, Statutory Instrument numbers, and Acts of Parliament.

13. Working with Notes

If you wish to annotate a particular document you can use the **Note** feature. Notes can be attached to a document and/or to individual pages of a document. They do not become part of the document, but they are retained until you delete them.

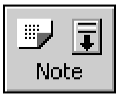
The system administrator can disable the Note function (***see Section 15.2.3***).

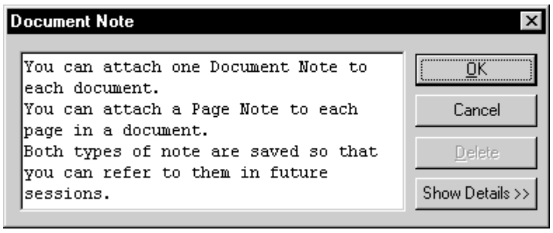
13.1 Adding a Document Note

13.1.1 Adding a Document Note from the Profiles Screen

To add a note that applies to a whole document, from the Profiles screen:

1) Select the profile to which you wish to add the document note by clicking it once.
2) Click the **yellow note** on the **Note** button on the toolbar.
3) In the **Document Note** window that appears, type your note.





You can attach one Document Note to each document.
You can attach a Page Note to each page in a document.
Both types of note are saved so that you can refer to them in future sessions.

4) Click **OK**.

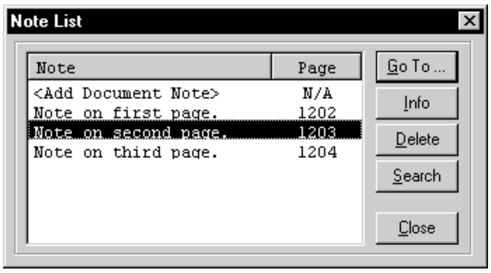
A yellow note marker will appear alongside the profile of the document in the left-hand column marked **N**.

Notes added to documents from the **Profiles screen** refer to the whole document. To add a note to a particular page, you need to open the document on the Document Screen.

13.1.2 Adding a Document Note from the Document Screen

To add a note that applies to the whole document while the document is open on the Document screen:

1) Click the **down arrow** on the **Note** button on the toolbar (or select ***Note List*** on the ***View*** menu) to open the Note List.



Note	Page
<Add Document Note>	N/A
Note on first page.	1202
Note on second page.	1203
Note on third page.	1204

2) In the **Note List** dialog box, click the **Add** button (or double-click <Add Document Note>) to open the **Document Note** dialog box.
3) Type in your note.
4) Click **OK**.

A yellow note marker will appear on the Navigation Bar near the bottom of the screen.

13.2 Adding a Page Note

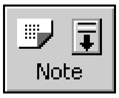
You can add notes to as many pages as you wish within a document, but only one note per page, and only from the Document screen:

1) View the page to which you wish to add a note.
2) Click the **yellow note** on the **Note** button on the toolbar (or select ***Note*** on the ***Tools*** menu).
3) In the **Page Note** dialog box, type your note and then click **OK**.

A yellow note marker will appear on the Navigation Bar near the bottom of the screen.

13.3 Viewing or Editing a Note

To view or edit a document note:



- On the **Profiles screen**, click the **yellow note** on the **Note** button on the toolbar (or select ***Note*** on the ***Tools*** menu).
- On the **Document screen**, click the **down arrow** on the **Note** button on the toolbar (or select ***Note List...*** on the ***View*** menu, or click the ***yellow note*** on the ***Navigation Bar***), and then select the **Document note**.

To view or edit the page note on the current page:

- Click the **yellow note** on the **Note** button on the toolbar.

To view or edit any page note from the Profiles or Document screen:

1) Open the **Note List** by clicking the **down arrow** on the **Note** button on the toolbar, or select ***Note List...*** on the ***View*** menu. (You can also click the yellow note to the left of the profile.)
2) Click the note you wish to view or edit.
3) Click the **Info** button to open the note.

You can also view a document note using this procedure.

To open a document at the page to which a note is attached:

1) On the **Note List**, click the appropriate note.
2) Click the **Go To...** button.

13.4 Deleting a Note

To delete a document or page note from either the Profiles screen or the Document screen.

1) Click the **down arrow** on the **Note** button on the toolbar (or select ***Note List...*** on the ***View*** menu) to open the **Note List**.
2) Click the note you wish to delete.
3) Click the **Delete** button to delete the note.

13.5 Information Stored with a Note

Notes not only carry the text that you have entered, but also detailed information about the document to which the note is attached, the date the note was made, and (for page notes) the appropriate page number. To see information about the document:

1) Click the **down arrow** on the **Note** button on the toolbar (or select ***Note List...*** on the ***View*** menu) to open the **Note List**.

2) Click any note.

3) Click the **Info** button to open the note.

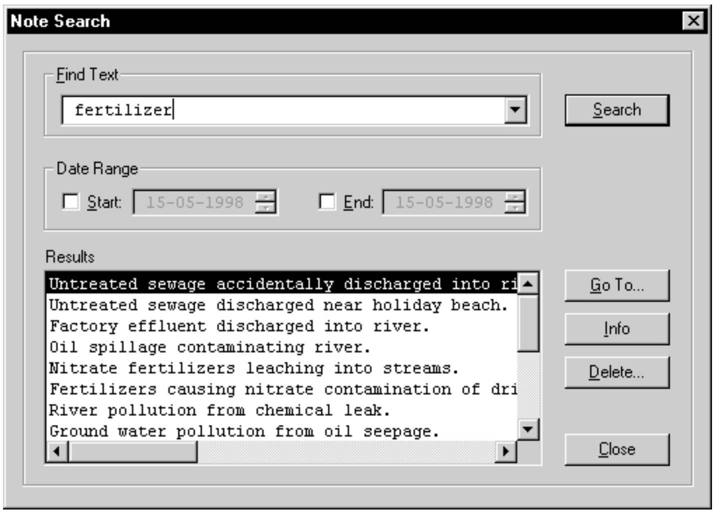
4) Click the **Show Details >>** button.

13.6 Searching for Notes

You can search for a Note that you have added to one or more documents, from either the Profiles screen or the Document screen:

1) Click the **down arrow** on the **Note** button on the toolbar (or select ***Note List...*** on the ***View*** menu) to open the **Note List**.

2) Click the **Search** button in the Note List (not the one on the toolbar) to open the **Note Search** dialog box.



Find Text: fertilizer

Date Range

☐ Start: 15-05-1998 ☐ End: 15-05-1998

Results

```
Untreated sewage accidentally discharged into ri
Untreated sewage discharged near holiday beach.
Factory effluent discharged into river.
Oil spillage contaminating river.
Nitrate fertilizers leaching into streams.
Fertilizers causing nitrate contamination of dri
River pollution from chemical leak.
Ground water pollution from oil seepage.
```

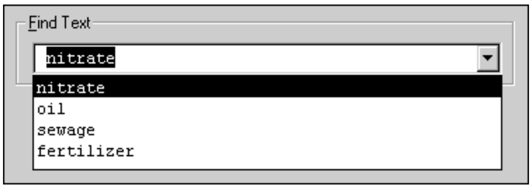
3) In the **Find Text** box, type a word or phrase you wish to search for amongst the notes you have made, and click the adjacent **Search** button (not the one on the toolbar). Please note that you cannot use search operators or wild cards.

4) The notes that contain the search term you entered in the **Find Text** box will be displayed in the **Results** window.

5) Click one of the notes in the **Results** window, and then click the **Go To...** button to open the document associated with that note. JUSTIS 5 will locate the document regardless of the database you are currently in, and prompt you to load the CD-ROM if necessary.

JUSTIS 5 keeps a list of the searches that you perform on the **Note Search** screen, so that you can re-use them at a later date:

1) Click the down arrow at the right hand side of the **Find Text** box. A list of previous note searches will appear:



Find Text: nitrate

```
nitrate
oil
sewage
fertilizer
```

2) Click a previous note search and it will automatically be inserted into the **Find Text** box.

3) Click the **Search** button to re-run the note search.

You can delete notes from the Note Search dialog box by clicking the **Delete** button; you then have a choice of deleting the selected note, or all notes, or notes entered before a particular date.

You can edit notes by clicking the **Info** button. You can open a document at the page to which the selected note is attached by clicking the **Go To...** button.

14. Marking and Highlighting Documents

14.1 Marking Documents

The **Mark** feature enables you to mark a document for future reference within your current searching session. The mark will be removed when you exit JUSTIS 5. The marks take the form of a red tick that is visible near the bottom of the Document screen and to the left of the Profiles screen.

14.1.1 Marking Documents on the Profiles Screen

To mark a document from the **Profiles screen** and add it to the list of marked documents:

1) Click a document profile to select it.
2) Click the **red tick** on the **Mark** button on the toolbar. Alternatively, click in the column headed **M**, to the left of the profile.

A red tick will appear alongside the profile. Repeat the same process to remove the mark.

14.1.2 Marking a Document on the Document Screen

To mark a document from the Document screen and add it to the list of marked documents:

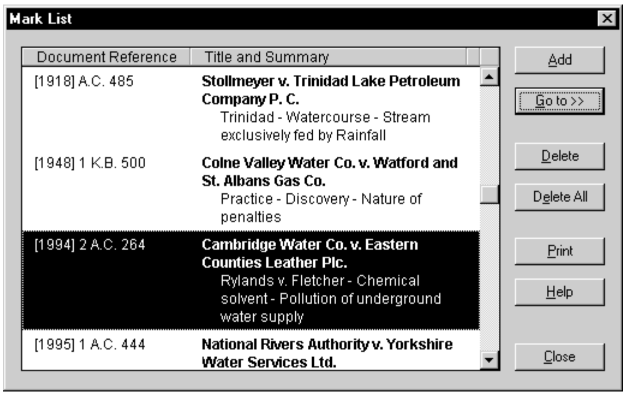
- Click the **red tick** on the **Mark** button on the toolbar.
- Or select **Mark/Unmark** on the **Tools** menu.

A red tick will appear on the Navigation Bar near the bottom of the screen. Unlike a Note, a Mark is attached to the whole document rather than a single page. Marks only remain attached to a document during one session. Once you exit JUSTIS 5, all marks created within that session are erased.

14.1.3 List of Marked Documents

You can view a list of profiles of the documents that you have marked during your current session, by clicking the **down arrow** on the **Mark** button on the toolbar. Alternatively, select ***Mark List...*** on the ***View*** menu. This can be done from either the Profiles screen or the Document screen.

The **Mark List** dialog box will be displayed:



Document Reference	Title and Summary
[1918] A.C. 485	**Stollmeyer v. Trinidad Lake Petroleum Company P. C.** Trinidad - Watercourse - Stream exclusively fed by Rainfall
[1948] 1 K.B. 500	**Colne Valley Water Co. v. Watford and St. Albans Gas Co.** Practice - Discovery - Nature of penalties
[1994] 2 A.C. 264	**Cambridge Water Co. v. Eastern Counties Leather Plc.** Rylands v. Fletcher - Chemical solvent - Pollution of underground water supply
[1995] 1 A.C. 444	**National Rivers Authority v. Yorkshire Water Services Ltd.**

From this dialog box you can:

- Print the documents in the Mark List by clicking the **Print** button. This gives you options to print either profiles or complete documents, and to print all records on the Mark List or only those you select. To select multiple records, hold down the ***Ctrl*** key on your keyboard while you click them. If you choose to print complete documents, you can set a filter to print only the fields you require.

- Delete a selected document from the Mark List, by clicking the **Delete** button, or delete all documents from the Mark List by clicking the **Delete All** button.
- View a document on the Document screen, by selecting its profile in the Mark List and then clicking the **Go to >>** button.
- Add the document you are currently viewing on the Document screen (or the one highlighted on the Profiles screen) to the Mark List, by clicking the **Add** button.

14.2 Highlighting Text in Documents

You can highlight in colour any part of a document that is displayed on the Document screen, so that you can easily spot relevant passages. Highlights are attached to the documents and stored, so that they are visible every time the document is viewed, in the current or future sessions.

The system administrator can prevent all users from using highlighting (***see Section 14.2.4***).

14.2.1 Adding Highlighting

To highlight text, select **Highlight** from the **Edit** menu; the cursor will change to a hand holding a marker pen. Hold down your mouse button and drag it over the text you wish to highlight.

If you have a colour printer, you can print the coloured highlights. There is an option to remove colour during printing.

14.2.2 Removing Highlighting

To erase a highlight, select **Erase Highlight** from the **Edit** menu; the cursor will change to the shape of an eraser. Click anywhere within a highlighted area to erase the highlight.

14.2.3 Selecting a Colour for Highlighting

You can choose the colour in which to highlight text. Select **Highlighter Colour** from the **Edit** menu, then click the colour that you want in the **Color picker** and click **OK**. You can define a custom colour if you wish.

Choosing a new colour does not change the colour of existing highlights, so you can use more than one highlight colour within a document.

15. Preferences

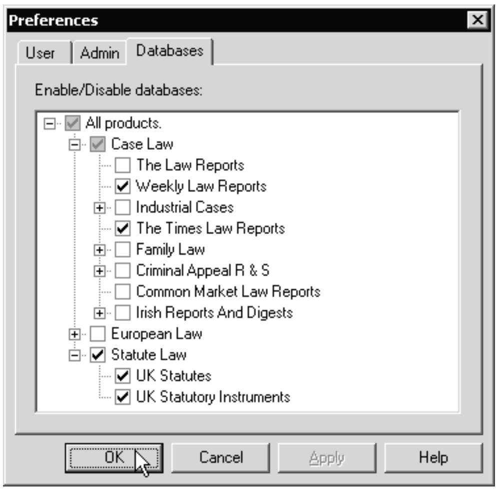
Some of the features and functionality of the JUSTIS 5 software can be controlled and customised by the user. This facility enables:

- System administrators to control the use of JUSTIS 5 databases in a networked/public environment.
- End users to control the operation of the software based on the project in hand or subscriptions to JUSTIS 5 products.
- End users to set personal preferences as to how the software should function.

To change preference settings:

- Select **Tools** from the menu bar, followed by **Preferences**.

This will display the **Preferences** dialog box.



Enable/Disable databases:

- ☑ All products.
  - ☑ Case Law
    - ☐ The Law Reports
    - ☑ Weekly Law Reports
    - ☐ Industrial Cases
    - ☑ The Times Law Reports
    - ☐ Family Law
    - ☐ Criminal Appeal R & S
    - ☐ Common Market Law Reports
    - ☐ Irish Reports And Digests
  - ☐ European Law
  - ☑ Statute Law
    - ☑ UK Statutes
    - ☑ UK Statutory Instruments

It contains three tabs:

User	These options can be set or changed by the end user at any time.
Admin	These options are intended for the system administrator. They can be password protected if it is necessary to prevent end users from changing any of these settings.
Databases	These settings are intended for the system administrator. They allow the available Justis 5 products to be specified. Products that are not marked as available here cannot be selected, and links to records in these products will not be available.

15.1 User Preferences

15.1.1 Enable/Disable Links

Some hypertext links result in more than one possible destination. For example, if you are viewing a case report in The Law Reports and click a citation, the case name may be followed by references to that case in The Law Reports, Weekly Law Reports and Family Law Reports. For example:

Besterman, decd., In re (1981) 3 F.L.R. 255; [1984] Ch. 458; [1984] 3 W.L.R. 280; [1984] 2 All E.R. 656, C.A**.**

If all three JUSTIS 5 products are available, JUSTIS 5 will display profiles of the three documents on the Links tab of the Profiles screen, so that you can choose which document to display. However, for a particular project you may wish to exclude one product from the list as it may not be appropriate. The section entitled ***Enable/Disable links*** can be used to indicate the products and databases from which references are to be included in the lists.

In the above example, if you disable links to Weekly Law Reports, the link will result in the display of only LR and FLR references. The reference to WLR will not be displayed.

1) Click **Tools** on the menu bar, and then select **Preferences**.
2) On the **User** tab of the Preferences dialog box, click in the check boxes in the **Enable/Disable links** section to add or remove a tick next to the products or individual databases. A tick enables links to that product or database.

NOTE: If you have customised your CD-ROM menu and marked some databases as unavailable, the links will be automatically disabled (see Section 15.3).

Some databases are available in more than one language, and you can choose to enable or disable links for each language version.

15.1.2 Combining LR and WLR

The cases in volumes 2 and 3 of the printed version of Weekly Law Reports are eventually included in The Law Reports, with the addition of the argument. Therefore, these cases will appear twice in a search that combines The Law Reports and Weekly Law Reports databases. This duplication can be avoided by excluding volumes 2 and 3 of WLR when these two databases are combined.

1) Click **Tools** on the menu bar, and then select **Preferences**.
2) On the **User** tab of the **Preferences** dialog box, click on ***Exclude Weekly Law Reports Vol. 2,3 when searching eLR and WLR together***.

This will eliminate the duplication of cases in the results of a search on the combined The Law Reports and Weekly Law Reports databases.

NOTE: If you exclude Weekly Law Reports Vol. 2 and 3 when searching LR and WLR together, you will also not locate any recent Vol. 2 and 3 cases not yet included in The Law Reports.

15.2 Admin Preferences

15.2.1 Export Directory

JUSTIS 5 documents and profiles can be exported as ASCII or RTF files (***see Sections 10.4 and 11.4***). The system administrator can specify where these files should be kept, using the **Export Directory** option.

1) Select **Tools** on the menu bar, followed by **Preferences**.
2) In the **Preferences** dialog box, click the **Admin** tab and enter the directory destination in the **Export Directory** text box.
3) Click the button to the right of the text box to browse and select a directory if necessary.

For example, the system administrator in a library may choose to force all exported files to be saved on ***A:\***, to avoid filling up the hard disk with users' files.

15.2.2 Export Limit

You can export documents from JUSTIS 5 not only from the Document screen but also from the Profiles screen. On the Profiles screen, you have the option of exporting just the profiles displayed or the complete documents represented by the profiles.

Exporting the full documents from the Profiles screen could be very time consuming and could require a large amount of hard disk space, especially if the number of hits involved is high. The system administrator can use the option ***Export Limit (Documents)*** to limit the number of full documents exported in each session.

1) Click **Tools** on the menu bar, and then select **Preferences**.
2) In the **Preferences** dialog box, click the **Admin** tab.
3) In **Export Limit (Documents)**, enter the maximum number of documents that you wish to be downloaded in one session.

The default limit is 50 documents, and the system administrator can set a limit from 1 to 500.

15.2.3 Disable Notes

All the notes (***see Section 13***) which are attached to documents are kept until you delete them. If the same environment is being used by more than one user (e.g. a stand-alone computer in a library), it may not be desirable for one user's notes to be available to other users. In such circumstances the option to disable notes can be used to prevent users from adding notes to documents.

1) Click **Tools** on the menu bar, and then select **Preferences**.
2) In the **Preferences** dialog box, click the **Admin** tab.
3) Click **Disable Notes** in the **Document Options** section to produce a tick in the check box.

15.2.4 Disable Highlighting

All the highlights (***see Section 14.2***) which are applied to documents are kept until you delete them. If the same environment is being used by more than one user (e.g. a stand-alone computer in a library), it may not be desirable for one user's highlighting to be visible to other users. In such circumstances the option to disable highlighting can be used to prevent users from adding highlighting to documents.

1) Click **Tools** on the menu bar, and then select **Preferences**.
2) In the **Preferences** dialog box, click the **Admin** tab.
3) Click **Disable Highlighting** in the **Document Options** section to produce a tick in the check box.

15.2.5 Password Protection

The above settings can be protected by a password in order to prevent other users from changing them.

1) Click **Tools** on the menu bar, and then select **Preferences**.
2) In the **Preferences** dialog box, click the **Admin** tab.
3) Click **Password protect admin settings** to produce a tick in the check box.
4) If no password has been set, click the **Set Password** button and enter a new password.

If a password has been set, clicking the Admin tab will display a prompt for the password, which must be entered correctly before the dialog box can be displayed.

15.2.6 Query History Options

The Query History (***see Sections 7.5 and 8.4***) keeps a record of the searches that you make on the Form Search screen and the General Search screen.

The first option is "Update History". When this option is selected, new searches are added to the History; this is the default. When it is not selected, the History is frozen, and no new searches are added.

The second option is "Delete History on exit". The default setting is not selected, so that the History is kept when you exit JUSTIS 5. If you do not want to keep the History, select this option and the History will be deleted when you exit JUSTIS 5.

15.2.7 Miscellaneous Options

The only option in this group is "Group Selection Warning". In the Select Databases dialog box (***see Section 4.1***), it is possible to select an entire group of databases (e.g. Case Law) to search. This will prompt you for the location of any databases to which you do not have access. Selecting this option makes a warning appear if you select an entire group.

15.2.8 Save Program State on Exit

When this option is selected, JUSTIS 5 will remember the settings that you have selected during a session, so that they will still be in effect the next time you use the program. The settings that are remembered include:

- Selected databases (including none selected). (***see Section 4.4***)
- User preferences.
- Query History columns, filter and sort order. (***see Sections 7.5 and 8.4***)
- Contents Screen hierarchies (***see Section 9.1***)
- Print options such as Page Break After Each Document and Add Side Letter. (***see Sections 10.3 and 11.3***)
- Export options such as Retain carriage returns. (***see Sections 10.4 and 11.4***)
- Position and size of the Outline (***see Section 11.1.4***), Query History and Cross References (***see Section 12.5***) dialog boxes.

If you want to set up JUSTIS 5 so that it always starts with your preferred settings, but does not remember changes made during a session:

1 Select 'Save program state on exit'.

2 Adjust the various settings to suit your preferences.

3 Exit the program so that the settings are saved.

4 Start JUSTIS 5 and un-select 'Save program state on exit'.

5 Exit the program.

Now when you start JUSTIS 5, make changes and exit the program, your preferred settings will be retained.

If your computer is used by several users, and you do not want them to be able to change the remembered settings, then the System Administrator can protect all of the settings on the Admin tab with a password (***see Section 15.2.5***).

15.3 Databases Preferences

Clicking the **Databases** tab on the **Preferences** dialog box displays a list of all of the current CD-ROM products and databases from Justis Publishing. If you leave the settings as they were when you first installed JUSTIS 5, you will be able to select any combination of databases and products from the Select Databases dialog box (***see Section 4***).

In small organisations, everyone will probably know to which Justis Publishing products they subscribe, so it is not necessary to alter the original settings.

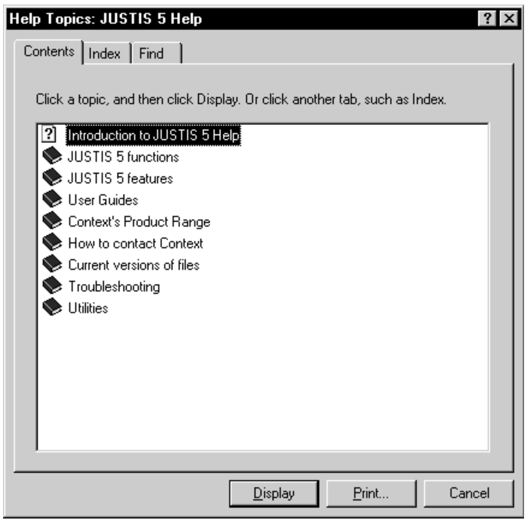
However, in large organisations where many users do not know to which Justis Publishing products they subscribe, confusion can arise when users find that they cannot search some databases that are present in the list of available databases.

The settings on this tab allow a system administrator to mark the databases to which their organisation subscribes. Once this has been done, the marked databases will be indicated by a tick in the Select Databases dialog box, and it is not possible for users to select any other databases.

16. On-Screen Help

The JUSTIS 5 software includes an extensive on-screen Help system that is available from almost any point in the program and that usually provides Help relevant to the feature or function you are using.

The Contents for the Help system is available by selecting **Contents & Index** on the **Help** menu to display the 3-tab Help Topics. If it is not already on top, click the **Contents tab**.


Help Topics: JUSTIS 5 Help
Contents
Index
Find
Introduction to JUSTIS 5 Help
JUSTIS 5 functions
JUSTIS 5 features
User Guides
Context's Product Range
How to contact Context
Current versions of files
Troubleshooting
Utilities
Display
Print...
Cancel

Click a topic, and then click Display. Or click another tab, such as Index.

The Contents tab displays a collapsible outline of the JUSTIS 5 Help files that are installed on your computer. Double-click a closed book to expand its contents. Double-click an open book to close it. Double-click a page with a question mark to display that topic.

The Index tab displays, and allows you to search for, the predefined index terms in all of the installed JUSTIS 5 Help files.

The Find tab allows you to carry out a free text search on any word(s) in the text of any or all of the installed JUSTIS 5 Help files. The first time you use it, an index needs to be created on your hard disk, and this can take a few minutes. Depending on the options you choose, the index can be as large as 4Mb.

For detailed instructions on using Help, click **Using Help** on the **Help** menu, to see Microsoft's instructions on Help.

16.1 Help on Databases

While you are using the Select Database(s) dialog box (***see Section 4***), you can get Help on any database or product (even if you do not subscribe to it) by clicking it and then pressing the **F1** key on your keyboard.

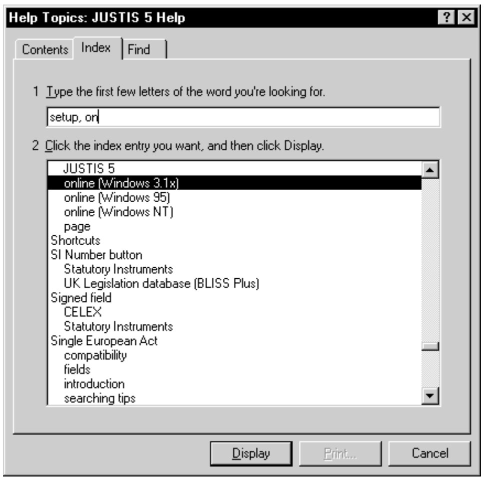
This will open the appropriate User Guide. You can also consult the User Guides by selecting one from the Contents tab in Help Topics, or by clicking the Index tab and searching for the name of the database.

16.2 Help on Fields

When you are presented with a list of fields, for example if you click a field button on the Form Search screen or click Set Filter while preparing to export or print records, you can usually get Help on an individual field by clicking it once and then pressing the **F1** key on your keyboard.

16.3 Searching for Help

You can search the predefined index terms to look for Help on any aspect of the JUSTIS 5 software or the JUSTIS 5 range of databases. From the JUSTIS 5 program, click the **Help** menu, then **Contents & Index**, and then the **Index tab**. Type in the first few letters of a word, and the closest matching index terms will be displayed. Double-click an index term to see the Help topic.



1 Type the first few letters of the word you're looking for.

setup, on

2 Click the index entry you want, and then click Display.

- JUSTIS 5
- online (Windows 3.1x)
- online (Windows 95)
- online (Windows NT)
- page

Shortcuts

SI Number button
- Statutory Instruments
- UK Legislation database (BLISS Plus)

Signed field
- CELEX
- Statutory Instruments

Single European Act
- compatibility
- fields
- introduction
- searching tips

If the Help system is already open, click the **Index button** on the button bar to open the **Index tab**.

16.4 Context Sensitive Help

Most of the screens and dialog boxes in the JUSTIS 5 software have a specific Help topic that explains what they are for and how to use them. If there is a **Help** button, clicking it will display the appropriate Help topic. If there is no Help button, pressing the **F1** key on your keyboard will normally display the appropriate topic. However, if there is a list of databases or fields displayed, you may get Help on the selected database or field.

17 Utility Programs

In addition to the main program, JUSTIS 5 includes a few utilities that you may occasionally need to use.

17.1 Check Utility

The Check utility interrogates some of the files that are used by JUSTIS 5 and produces a list of their version numbers. This information can assist the Justis Publishing Help Desk in diagnosing obscure problems.

If you need to use the program, its default location is:

c:\context\justis\bin\check.exe.

Double-click the program name or the icon in Windows Explorer (or File Manager) to start it, then click **Check Version** on the **File** menu. A file called check.log will be prepared, stored in your temp directory, and displayed on your screen using Notepad.

17.2 Import Utility

The Import utility allows you to keep Query History files produced under JUSTIS Windows or JUSTIS/LR (the predecessors of JUSTIS 5) when you upgrade to JUSTIS 5.

If you need to use the program, its default location is:

c:\context\justis\bin\import.exe.

Double-click the program name or the icon in Windows Explorer (or File Manager) to start it, then:

1) Click the **File** menu, and then the **Import JUSTIS Queries...** item.
2) Select the directory where your Query files are stored (the default is c:\justis).
3) Select a Query file, and click the **Open** button.

The program will convert your stored queries to the new format, and add them to the Query History (***see Sections 7.5 and 8.4***) in JUSTIS 5.

17.3 License Utility

The License utility is installed when you install the JUSTIS 5 software, but is only needed if you subscribe to The Law Reports or Irish Reports and Digests. When you start an unregistered copy of either of these products, you will see a flashing warning message in the status bar.

To register, click the **Start** button, then point to **Programs**, then to **Context**, and then click the **License** icon. This will display the Reference for your installation.

Telephone or e-mail the Justis Publishing Help Desk (***see Section 18***) and tell them your Reference. Type in the password that they give you, and click OK to register your copy of the database.

NOTE: If you delete and re-install the software on the same computer, or if you want to use it on a different stand-alone computer, you will need to obtain a new password.

You can also register from within the JUSTIS 5 program when you select either The Law Reports or Irish Reports and Digests.

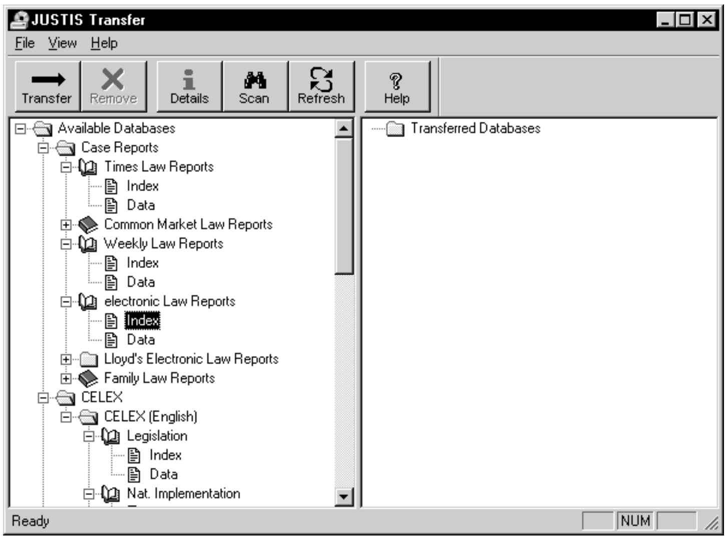
17.4 Transfer Utility

You can use the Transfer utility to copy one or more databases from CD-ROM onto the hard disk in your computer or on a network server. This will make accessing the data much faster, and will also allow you to have data from more than one CD-ROM available simultaneously if (like most people) you have only one CD drive in your computer. The utility will also make the required adjustments to the JUSTIS 5 settings, making the transferred database(s) available and recognisable to the software.

For all databases except The Law Reports, you must transfer both the data and the indexes.

17.4.1 Starting the Transfer Utility

To start the Transfer utility, click the **Start** button, then point to **Programs**, then to **Context**, and then click the **Transfer** icon. It will show you a list of all the JUSTIS 5 products it can find.


JUSTIS Transfer
File View Help
Transfer
Remove
Details
Scan
Refresh
Help
Available Databases
Case Reports
Times Law Reports
Index
Data
Common Market Law Reports
Weekly Law Reports
Index
Data
electronic Law Reports
Index
Data
Lloyd's Electronic Law Reports
Family Law Reports
CELEX
CELEX (English)
Legislation
Index
Data
Nat. Implementation
Transferred Databases
Ready
NUM

The left-hand pane shows an expandable list of all of the products and databases that are available to be transferred; the right-hand pane shows the ones that have already been transferred. A plus, a closed folder or a closed book icon indicates that more detail is available; click the plus icon or double-click the closed icon. A minus, an open folder or an open book icon indicates that no more detail is available; click the minus icon or double-click the open icon to show less detail.

17.4.2 Obtaining Details of Indexes and Data

To obtain information about the size and location of an item, click the required Index or Data item and then click the **Details** button on the toolbar. Alternatively, right-click the required item.

17.4.3 Transferring Indexes or Data to a Hard Disk

To transfer indexes, data, databases or groups, either click the appropriate icon and then the **Transfer** button, or hold down the left mouse button and drag the icon to the right-hand pane. Confirm the details of the item, and then specify a drive and directory. You can use the same directory for any number of databases.

For all databases except The Law Reports, you must transfer both the data and the indexes.

The transferred item will disappear from the Available section and appear in the Transferred section. This can take from a few seconds to several minutes, depending on the speed of your CD drive and the quantity of data.

It is possible to transfer the Index and Data components separately and to different destinations, which can be useful if you do not have enough space on one disk.

17.4.4 Refreshing the Product Display

The Transfer utility maintains a list of locations (CD drives, mapped network drives and UNC paths) in which a JUSTIS 5 product has been found. When you run the Transfer utility it searches known locations for available JUSTIS 5 products, and displays the list in the Available Databases section. If the available products/CD-ROMs change, e.g. you replace the Index disc of *e*LR with the Data disc, click the **Refresh** button on the toolbar to update the list.

17.4.5 Scanning for New Locations

To make the Transfer utility search for new locations for JUSTIS 5 products, for example, if a new product has been added to a network or an existing product has been moved to a location not previously used by JUSTIS 5, click the **Scan** button on the toolbar.

If you know the new location, enter the details, such as the drive letter or the UNC path, and click **OK**. If you do not know the new location, leave the text box empty and click OK; all the mapped drives will be scanned.

You can click the down arrow to select from a scrollable list of all the known locations of JUSTIS 5 products on your system, and then click OK to start the scan.

17.4.6 Removing Transferred Indexes and Data

To remove transferred files from your hard disk, click the required item, and then click the **Remove** button on the toolbar. Alternatively, click the item, hold down the left mouse button, drag the item to the left hand section, and release the button.

The selected item will disappear from the Transferred section, and, if the item is found on an available CD-ROM, it will appear in the Available area.

Do NOT try to remove transferred files from your hard disk by deleting them; it is not easy to know which ones to delete, and you will upset the list of locations that JUSTIS 5 maintains.

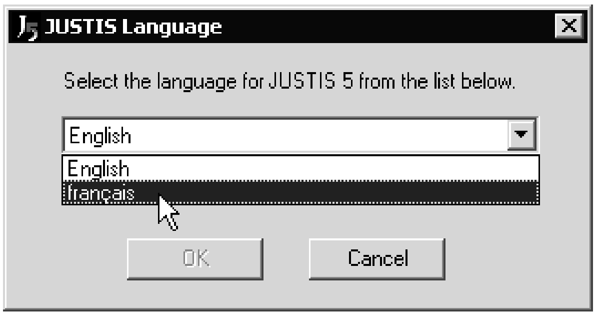
17.5 Localisation and Language utility

The JUSTIS 5 Setup program allows you to select the language for the textual elements of the interface. The Setup program detects the language setting of your Windows installation and offers an appropriate choice, but you can select an alternative.

This does not change the language used in records in the JUSTIS 5 databases.

After installation, you can use the Language utility to switch from one language to the other.

Click the Windows Start menu, then Programs, then Context, and click **Language**.



JUSTIS Language

Select the language for JUSTIS 5 from the list below.

English

1) Click the black down arrow so that the list of languages appears.
2) Click the language that you want to use.
3) Click OK.

18. Getting in Touch with Justis Publishing

You can get in touch with Justis Publishing for Help Desk, sales, training or other enquiries at:

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Facsimile: 020 7267 1133 (00 44 20 7267 1133 from outside UK)

e-mail: ***helpdesk@justis.com*** for more help
sales@justis.com for sales and general enquiries
training@justis.com for training enquiries
customerservices@justis.com for account enquiries

WWW http://www.justis.com

Office hours are 09:00 to 17:30 Monday to Friday.

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Your Notes

Your Notes

Your Notes