

Justis 5 – Quick Start Guide

1) Installation

The Justis 5 software needs to be installed on your computer before you can search any of the CD-ROM databases. Load the software CD-ROM into the CD drive of your computer, and the installation program should start automatically. If it does not, then use My Computer to locate the setup.exe file on the CD-ROM, and double-click it.

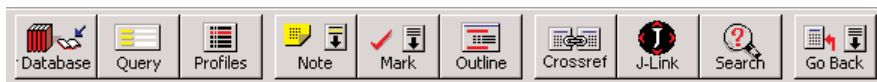
2) Starting the Justis 5 program

Double-click the JUSTIS 5 icon on your Windows desktop, or click JUSTIS 5 in the Context group in your Programs menu.



3) Toolbar

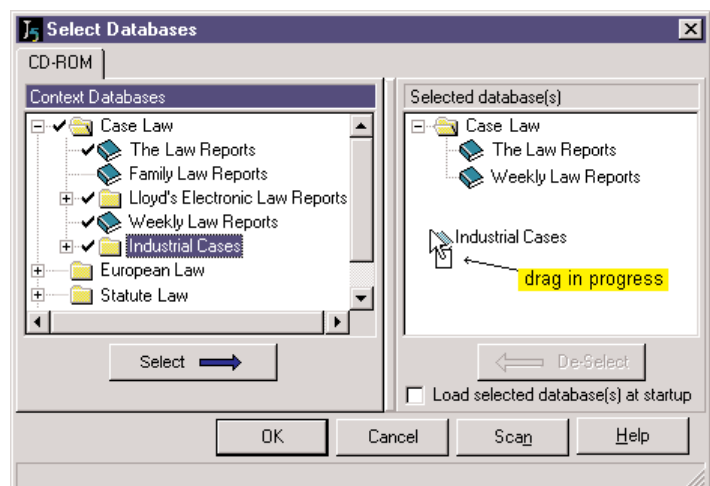
Across the top of the Justis 5 window you will see a toolbar that contains buttons appropriate to the screen that you are using. When you start the program, there is only one button visible, because you must begin by selecting a database.



4) Selecting a database

The Select Databases screen shows all of the databases that are available for Justis 5, but you can only search the ones to which you subscribe. In order to search a database, the disk must be in your CD drive (or copied to your hard disk or to a network drive).

Initially, only categories such as Case Law are shown. Click a + sign to reveal the databases within a category. Click and drag the database that you want to search, and it will appear in the right-hand pane. You can select more than one database.



Click OK to go to the Query screen.

5) Searching on the Query screen

The Query screen provide 4 tabs for locating documents in your chosen database:

- Contents – browse a list of documents by year and volume, then double-click one to display the full text;
- Quick – search one of the most popular fields, or use J-Link to search for a reference;
- Form – enter terms in any of the fields, optionally using operators (Boolean, proximity and date) and wild cards, then press Enter to start the search;
- General – enter your own query string of any complexity, optionally using operators, wild cards and field names, then press Enter to start the search.

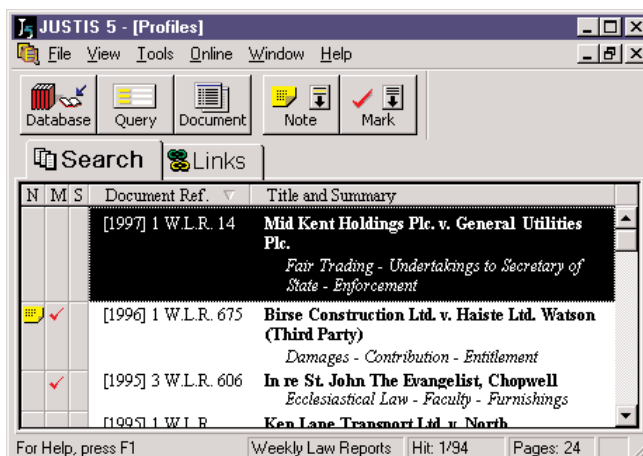
The results of your search will be displayed on the Profiles screen as a list of document references and titles. If your search finds only one document, then the Profiles screen is bypassed and the document will be displayed on the Document screen.

6) Viewing results on the Profiles screen

The references and titles of the documents found by your search are shown as a list, which can be scrolled if there are more documents than will fit on the screen.

Click the title bar of the reference column to reverse the order in which documents are displayed.

To the left of the reference, there are 3 columns. Click in the first column to add a note to a document. Click in the second column to mark a document. The third column displays an "R" if the document is a repealed statute.



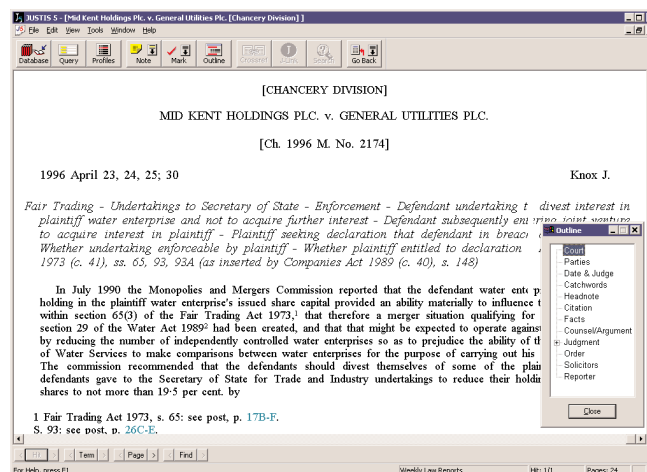
Double-click a reference or a title to view the full text of the document on the Document screen.

7) Viewing a document on the Document screen

You can jump to a particular field in a document by clicking the Outline button in the toolbar and then clicking the name of the field in the floating Outline window.

You can find the term that you searched for by clicking the arrows on either side of the Term button at the bottom left of the Justis 5 window. The other buttons in this location let you jump to the next or previous retrieved document, jump to the next or previous page, or search within the document.

You can print documents, save copies of them on your hard disk, copy and paste selected text into your word processor, add your own notes, highlight significant passages, and add a marker. Printouts from Justis 5 are normally acceptable in court.



8) Cross-referencing

While you are viewing a document, there is a Crossref button on the toolbar.

If you are viewing a case report, clicking this button will display lists of cases that cite or are cited by the one you are viewing.

If you are viewing a UK or European statute, clicking this button will display lists of documents that amend, that are amended by, or that implement the one you are viewing.

9) J-Link

J-Link attempts to recognise a string of characters as a publication reference, and then search for and display the appropriate document. It can recognise many variations in reference formats. You can use J-Link from the Quick Search screen, by typing in a reference. If you see a reference on the Document screen (and it is not already a link), select it with your mouse and then click the J-Link button on the toolbar.

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