


▶ **To open a publication from within the program**

- 1 From the *LexisNexis CD* main window, open the Content Selector by clicking the **Content Selector** button () in the main toolbar.

Tip: You can also open the Content Selector by clicking the **LexisNexis** menu and choosing **Content Selector**.

- 2 Follow steps 2 and 3 outlined under “To open a publication upon first launching the program,” preceding.


Navigating and Viewing Content from the Table of Contents

- 1 Expand or collapse the table of contents hierarchy until the entry for the desired content is displayed.
- 2 Display the desired content in the Document pane by double-clicking the corresponding entry in the table of contents.

Running a Search Using the Advanced Query Window

- 1 Open one or more publications that you want to search (see “Opening Publications” earlier in this guide).

Tip: If you are planning to search only one publication, you can elect to limit your search to only selected divisions of that publication. To do so, you must indicate those divisions in the table of contents before opening the Advanced Query window.

- 2 Open the Advanced Query window by clicking the **Advanced Query** button () in the toolbar.

Tip: You can also open the Advanced Query window by pressing the **F2** key or clicking the **Search** menu and choosing **Advanced Query**.

- 3 In the Query For field, type your query.

Note: For additional information on formulating a query, please refer to the User's Guide or Online Help file.

- 4 Apply your search as appropriate:
 - If you are searching only the active publication, click the **OK** button.
 - *OR* –
 - If you are searching all open publications, click the **Apply to All** button.

Note: For information on viewing search results, see the Online Help or User's Guide.

Running a Search Using a Query Template

- 1 Open the publication that you want to search (see “Opening Publications” earlier in this guide).

Tip: You can elect to limit your search to only selected divisions of a publication. To do so, you must indicate those divisions in the table of contents before opening the query template.

- 2 Open the desired query template by clicking the **Search** menu and choosing the corresponding name from the bottom of the menu.
- 3 In the desired query input field(s), type your query.

Note: For additional information on formulating a query, please refer to the Online Help or User's Guide.

- 4 Activate the search by clicking the **OK** button.

Note: For information on viewing search results, see the Online Help or User's Guide.