**Navigating the Home Page**

There are six templates from which to choose, each customized to the content you are searching. Click a template name to retrieve it.

**Templates**

- **Table of Contents:** Navigate through all Criminal Spectrum content.
- **Latest SCC Cases:** Access decisions in English or French within an hour of their release by the Supreme Court of Canada. Decisions are fully searchable in the Criminal Spectrum collection within 24 hours of their release.
- **Research Tracker:** Enter a client ID, billing rate and any notes for your research session.
- **Scope/What’s New:** See information on new features, a detailed list of content and currency information.
- **Help:** Get tips on how to use Criminal Spectrum and for contact information for our Technical Support Team.
- **Logout:** Exit Criminal Spectrum.
CASE LAW SEARCH

This search template enables you to search the various case law infobases (Latest Decisions, CCCs, WCBs, Unsummarized Decisions and Civil Cases Cited in the commentary) by case citation, case name, court, judge, counsel, classification terms and keywords to retrieve cases. You can also limit your search by date. Results Lists are capped at 100 hits per infobase.

1. Click Case Law on the Home page to retrieve the template.

![Case Law Search](image)

2. Enter search terms into the appropriate fields and click Search.

**NOTE UP:** When viewing a case, click the Note Up button (Note Up) located on the toolbar, to see the case history and a list of citing references (where available).

**TIP:** You may view the case in Original PDF or Law Report PDF versions. Click the application icon (Application Icon) on the Navigation bar.

LEGISLATION SEARCH

This search template enables you to search statutes and regulations by section, subsection, word or phrase.

1. Click Legislation on the Home page to retrieve the search template.

![Legislation Search](image)
2. Enter the full name of the statute or regulation into the fields provided.
3. Select the appropriate jurisdiction from the drop-down list.
4. Enter the section, subsection, word or phrase in the appropriate fields and click **Search**.
   **NOTE:** You do not have to enter any abbreviations or punctuations into the section/subsection fields. Simply enter the number.

---

**CASE SUMMARIES TOPICAL INDEX SEARCH**

Search all of the *C.C.C. Index* (consolidated Second and Third Series) and the *W.C.B. Index*, or limit your search to a particular index.

1. Click **Case Summaries Topical Index** on the Home page to retrieve the search template.

![Case Summaries Topical Index Search](Figure 4)

2. Select the content to be searched by checking the boxes provided in the template. If no boxes are checked, the entire collection will be searched.
3. Enter the term(s) into the field provided and click **Search**.

---

**COMMENTARY SEARCH**

Search for words or phrases appearing in the text of authored works. You can also search by paragraph number or by Criminal Law Quarterly citation.

**NOTE:** Subscribers to the Premier Edition of Criminal Spectrum have access to the complete collection of authored works. Subscribers to the other editions have access to a subset of the complete collection.

1. Click **Commentary** on the Home page to retrieve the search template.
• **To search all Commentary**: Enter your word or phrase into the **Enter a word or phrase** field.

• **To search a particular authored work(s)**: Enter the word or phrase into the field provided and select the commentary by using the checkboxes.

• **To search for a specific paragraph number**: Enter the paragraph number into the paragraph number field and select the authored work by using the checkboxes.

2. **Click Search.**

**NOTE**: The “or” search checkbox allows you to expand your search to include search results containing at least one of your search terms. The **phrase search** checkbox treats your search terms as a phrase.

---

**CUSTOM CONTENT SEARCH**

This search template enables you to search the collection in its entirety or to limit your search to specific content.

![Figure 6](image)

1. **Select content to be searched** by clicking the plus button(s) to expand the Table of Contents on the left side and then click the checkbox(es) beside the folders. **NOTE**: If no boxes are checked, the entire collection will be searched.

2. **Enter search terms** into the appropriate fields and click **Search**.
TIPS:
• Select Find alternate word forms to search word stems. Example: searching for speed also finds speeding.
• The asterisk (*) wildcard represents up to 40 characters in a search. Add it to the end of a word to expand your search. Example: investigat* finds investigate, investigates, investigative, investigating, etc.
• The question mark (?) wildcard represents one unknown character in a word. Example: Sm?th finds Smith and Smyth.

BOOLEAN SEARCH

Search across all content (classification schemes, indices, cases, legislation and commentary) or limit your search to specific content.

1. Select content to be searched by clicking the plus button(s) to expand the Table of Contents on the left side and then click the checkbox(es) beside the folders.
   NOTE: If no boxes are checked, the entire collection will be searched.

2. Enter your query into the search box along with Boolean connectors. OPTIONAL: To restrict your search to one or more search fields, select one field at a time from the Select a field (Optional) drop-down list. Enter your term(s) into the field parameter. Repeat this step.

3. Click Search.

TIP: Select an option from the Words around hits drop-down list to see 3, 5, 10 or 25 words next to your search terms in the Result List. This context can help you determine whether a document is what you are looking for.
**BOOLEAN OPERATORS**

You may use any combination of the following Boolean operators to create a search.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>one two</td>
<td>Finds documents with both <em>one</em> and <em>two</em>.</td>
</tr>
<tr>
<td></td>
<td>one &amp; two</td>
<td></td>
</tr>
<tr>
<td></td>
<td>one and two</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td>me</td>
<td>you</td>
</tr>
<tr>
<td></td>
<td>me or you</td>
<td></td>
</tr>
<tr>
<td>Not</td>
<td>^him</td>
<td>Finds documents that do not contain <em>him</em>.</td>
</tr>
<tr>
<td></td>
<td>not him</td>
<td></td>
</tr>
<tr>
<td>Exclusive or</td>
<td>apples ~ oranges</td>
<td>Finding documents with either <em>apples</em> or <em>oranges</em>, but not both.</td>
</tr>
<tr>
<td></td>
<td>apples xor oranges</td>
<td></td>
</tr>
<tr>
<td>Phrase</td>
<td>“to be or not”</td>
<td>Finds documents with the exact phrase <em>to be or not</em>.</td>
</tr>
<tr>
<td>Single character wildcard</td>
<td>wom?</td>
<td>Finds documents with <em>woman</em> or <em>women</em>.</td>
</tr>
<tr>
<td>Multiple character wildcard</td>
<td>work*</td>
<td>Finds documents with <em>work</em>, <em>works</em>, <em>working</em>, etc.</td>
</tr>
<tr>
<td>Ordered proximity</td>
<td>“corporate tax law”/10</td>
<td>Finds documents where the terms <em>corporate</em>, <em>tax</em> and <em>law</em> are within 10 words of each order in this specific order.</td>
</tr>
<tr>
<td>Unordered proximity</td>
<td>“technical resources acquisition”@5</td>
<td>Finds documents where the terms <em>technical</em>, <em>resources</em> and <em>acquisition</em> are within 5 words of each other regardless of order.</td>
</tr>
<tr>
<td>Stemming (word form)</td>
<td>run%</td>
<td>Finds documents with <em>run</em>, <em>runs</em> and <em>running</em>.</td>
</tr>
<tr>
<td>Synonym</td>
<td>theft$</td>
<td>Finds alternative terms such as <em>fraud</em>, <em>stealing</em>, <em>pillage</em>.</td>
</tr>
</tbody>
</table>

**ORDER OF PROCESSING**

Connectors are processed in the following order:

   Not, Or, Xor, And, and then evaluate from left to right

Use parentheses to group terms and operators and ensure the terms are combined in the order you wish. For more information, see the online Help page.
**NAVIGATION TOOLS**

The following navigational tools are available at the top of the right frame after selecting a search template or running search. For more information, please go to online Help.

![Navigation tools](image)

**PRINT, SAVE AND EMAIL**

- Click the **Quick Print** icon located in the upper right corner to print the current document.

- Click the **Print/Save/Email** icon located in the upper right corner to access a variety of print, email and download options. Using the radio buttons and checkboxes provided, select your options and then click **Print, Save or Email**.

![Print/Save/Email options](image)
TRAINING AND SUPPORT

• **Online Help:** Click the **Help** tab on the Navigation bar to access additional information.

• **Support:** Available with your subscription:
  
  – **Technical Support:** Monday – Friday, 6:30am to 11:00pm and Saturday & Sunday, 7:30am to 8:00pm ET. Call 416.609.3800 or 1.800.387.5164 (option #2 and then #4). Email: techsupport@thomsonreuters.com
  
  – **Reference Support:** Monday – Friday, 8:30am to 9:00pm ET. Call 416.609.3800 or 1.800.387.5164 (option #3 and then #2). Email: carswell.reference@thomsonreuters.com
  
  – **Training:** Contact Customer Learning and Support, Monday – Thursday, 8:30am to 4:50pm, Friday, 8:30am – 1:10pm. Call 416.609.3800 or 1.800.387.5164 (option #3 and then #3). Email: carswell.learning@thomsonreuters.com

We are closed on Statutory Holidays.