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4. Select a practice area from the pull-down list (if you want to choose more than one, click the Select Multiple link).
5. Choose your source categories.
6. Click the Next Step button.
7. Select your sources (as many as 50) from the compiled list.
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(FOCUS™ feature)

The FOCUS feature:

- Narrows your results by adding terms and searching some or all documents from your original results.
- Delivers a subset of results while retaining original search and results.
- Highlights your added search terms in results for easy viewing.

To use:

1. View search results.
2. Type additional terms in FOCUS terms box at top of page (using terms and connectors).
3. Click Go.

To return to original results, click Exit FOCUS.

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Print

Print one or more documents with custom formatting.

1. Click the Print icon (see above) and use the print form to print one or more documents and customize delivery format.
2. Print multiple documents at one time. Click the open checkbox beside each document you want to print; then click the Print icon and complete the print form.

For a printer-friendly view, click the printer-friendly format icon.

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1. Click the Download icon (see above) as you view your search results. Complete the download form.
2. Click Download again.

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2. Click Send.

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2. Click Send.

Constructing a Search with Terms and Connectors

- A term or word is any series of letters or numbers with a space on either side (e.g., contract or $1,234).
- Singular, possessive and plural forms are automatically found (e.g., word ends with s, 's, es, ies).
- Some common equivalents are found (e.g., col finds Column and Colonnade).
- A hyphen is read as a space; a hyphenated word is read as two words.
- A space is read as a space.
- Use the @ symbol for the section symbol used in citations (e.g., Section 305 = @ 305 or 6 @ 305).
- Exclamation Point: Replaces any number of letters after a word root. Use only one ! per word at the end (e.g., rigid! finds rigor, rigid, rigor, rigidity).
- Asterisk: Replaces one letter. You can use more than one * in a word, anywhere except as the first letter (e.g., wom*n finds woman or women, bank* finds banked or banking but not bankrupt).

Connectors establish a logical connection among search terms, operating left to right in this order:

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>ABBREVIATION</th>
<th>EXAMPLE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>OR</td>
<td>doctor OR physician</td>
<td>Finds documents containing any of the terms or phrases connected by OR.</td>
</tr>
<tr>
<td>/n</td>
<td>/</td>
<td>market /share</td>
<td>Finds two search words in same document within n words of each other (1 = any number, 1-255).</td>
</tr>
<tr>
<td>/s</td>
<td>/</td>
<td>circumstances / mitigating</td>
<td>Finds words in same sentence.</td>
</tr>
<tr>
<td>/p</td>
<td>/</td>
<td>rule /4 pension</td>
<td>Finds words in same paragraph.</td>
</tr>
<tr>
<td>AND</td>
<td>AND</td>
<td>bank AND deregulate</td>
<td>Finds documents containing all terms or phrases connected by AND.</td>
</tr>
</tbody>
</table>

For more connector options, see the tips offered with the lexis.com Search Form.

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