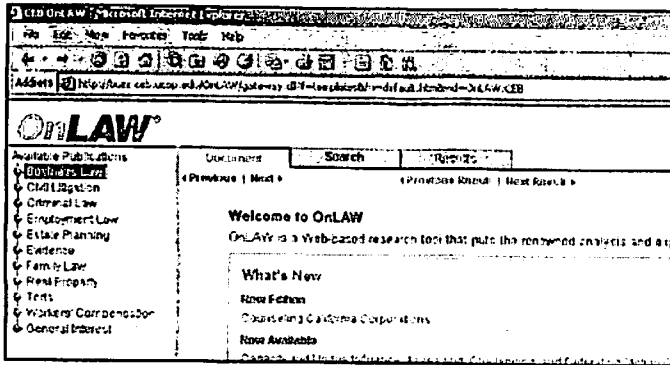


HOW TO BROWSE A TITLE OR LIBRARY

When you launch OnLAW, it will display the practice areas containing the title(s) you have purchased in the left-hand column (Available Publications).



To browse your titles:

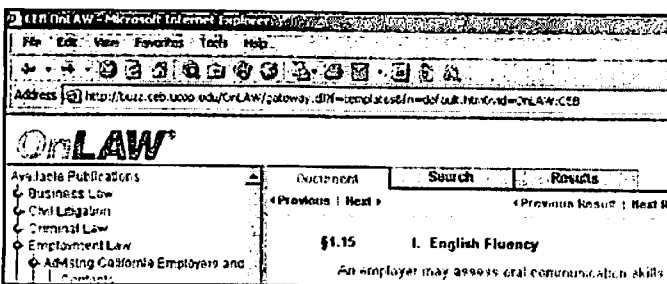
1. Go to the Available Publications, located on the left side of the screen.
2. Click on the plus sign [+] to the left of a practice area to see the available publications in that practice area.
3. Click on the plus sign [+] to the left of a publication title to see chapter titles.
4. Click on the plus sign [+] to the left of a chapter title to see the section titles.

When you find a section you want to read, click on the section and the text will display in the Document window located on the right side of the screen. Click the minus sign [-] to collapse or close each layer of the contents.

To collapse the entire listing, select Available Publications at the top of the list and click on your browser's refresh button or select View/Refresh from the dropdown menu. Refreshing the Available Publications will also clear your search.

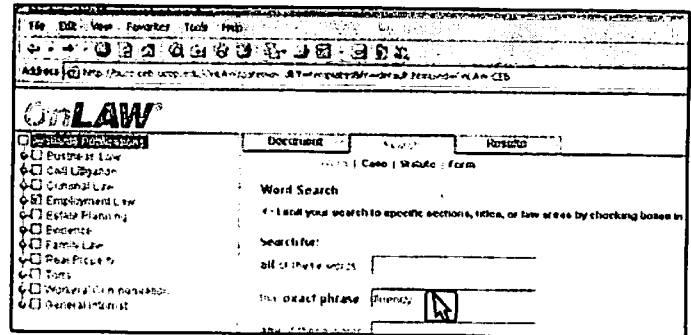
When viewing a document in the Document window:

- Click "Previous | Next" to navigate forward and back through the text.
- Use the scroll bar to move up and down through the contents.
- To see a wider view of the contents, grab the sizing bar separating the frames and drag it to the right.



Performing a search

You have a choice of four different searches:
Word | Case | Statute | Form



1. Click on the Search tab and click on the type of search you want to perform.
2. Enter your search term(s).
3. If you want to limit your search to specific sections, titles, or law areas, check boxes in the Table of Contents.
4. Choose to display your search results sorted by rank or alphabetically by law area and publication title.
5. Click the Search button and a list of documents containing your search term(s) will appear in the Results window.

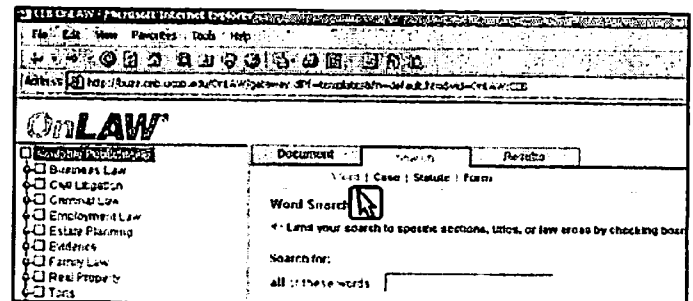
LEARN MORE ABOUT THE DIFFERENT SEARCHES

Word search

Word Search is OnLAW's default search screen.

Remember you can limit your search by checking boxes in the Table of Contents.

The search for "these words near each other" is based on the number of search terms, multiplied by 5.



Example: "marital charitable deduction" would return results where these terms are within 15 words of each other (3 words x 5 = 15).

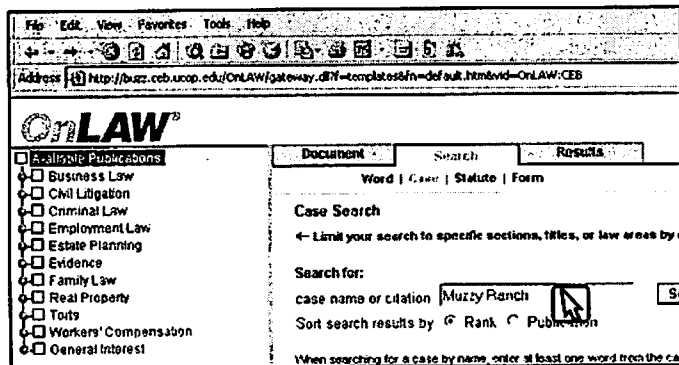
Choose to display your search results sorted by rank or alphabetically by law area and publication title. "Find all word forms" (e.g., run, running, ran) expands your results to include different forms of your search term(s).

"Find synonyms" expands your results to include synonyms for your search term(s).

Note: OnLAW search does not regard hyphenated terms as word forms (e.g., non-exempt is not a word form of nonexempt). To return results with both hyphenated and non-hyphenated forms of the word (e.g., enter both "non-exempt, nonexempt" as search terms).

Case search

The Case Search finds all instances where a case is cited in the title(s) you own (Available Publications).



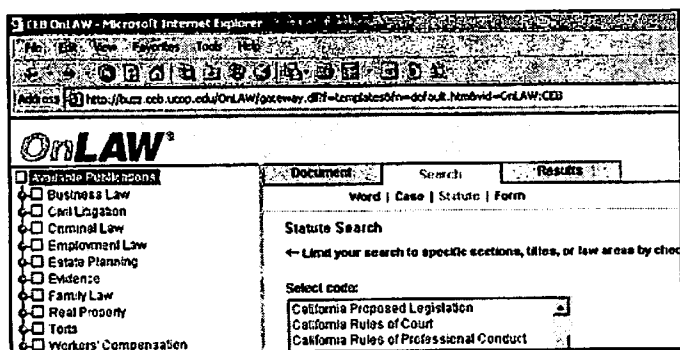
You can search by case name or citation. When searching for a case by name, you must enter at least one complete word from the case name (e.g., Smith). When searching for a case by citation, be sure to use the specific format.

Choose to display your search results sorted by rank or alphabetically by law area and publication title. Remember you can limit your search by checking boxes in the Table of Contents.

Statue search

The Statute Search finds all instances where a code section is cited in the title(s) you own (Available Publications).

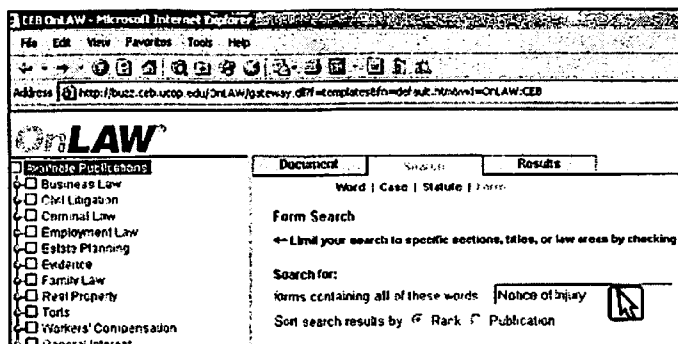
1. Select the code you want to search.
2. Enter a code section.
3. Click Search.



Choose to display your search results sorted by rank or alphabetically by law area and publication title. Remember you can limit your search by checking boxes in the Table of Contents.

Form search

A Form Search looks for attorney-drafted forms and clauses, sample agency forms, and Judicial Council forms in the titles you own.



Choose to display your search results sorted by rank or alphabetically by law area and publication title. Remember you can limit your search by checking boxes in the Table of Contents.

REVIEWING THE RESULTS LIST

At the top of the results list, you will see how many results your search returned and a reference to the search terms used.

Over on the right, you will see "Search within these results." If you wish to limit your search further, type an additional term in the box and click Go. This will "and" the additional term to your original search.

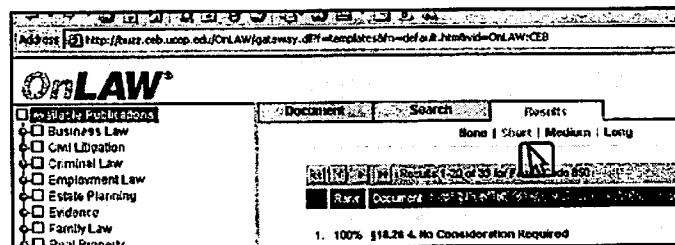
When displaying the results each result consists of:

- Section number and title of the document containing the search term (Document)
- Title of the book where the document is located (Publication)

Use the toolbar buttons to navigate forward and back through the results list.

You can control how much of the document excerpt is displayed by changing excerpts to None | Short | Medium | Long.

- None - no excerpts
- Short - display excerpts with 5 words for context
- Medium - display excerpts with 10 words for context
- Long - display excerpts with 25 words for context

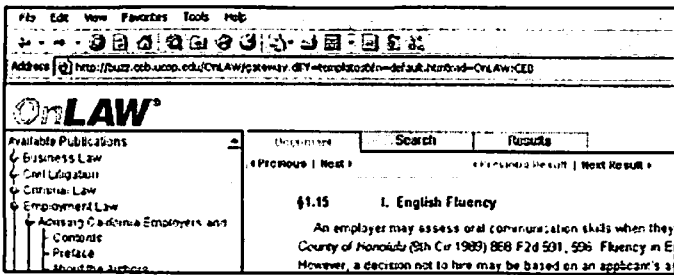


Click on a document title or bold search term to review that document.

Reviewing a result document

When you select a document from the results list, the document displays in the Document window with the search term(s) highlighted.

- » Click Previous | Next to navigate forward and back through the text.
- » Click Previous Result | Next Result to navigate to the previous or next search result in your list.



- » Click Clear Search to clear all search results, search terms, checkboxes and highlights in the document.
- » Click the Results tab to return to the results list.

Note: Search sessions time out after 60 minutes of inactivity.

Understanding the ranking of your search results

The OnLAW search engine uses relevancy to determine the ranking of documents displayed in the results list.

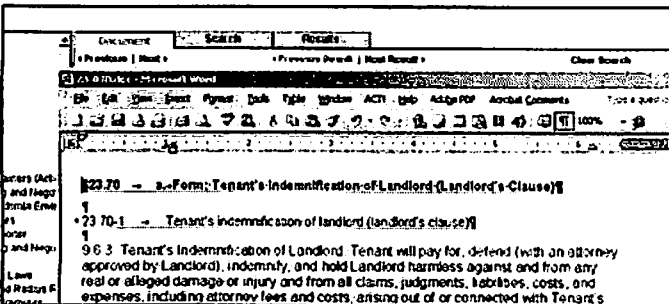
Ranking covers a range of percentages from 100% to 0%. If the document rank is 100%, it is the most relevant.

Word Search uses a combination of relevancy and Boolean commands (and, or, not, near) to determine the rank.

LINKING TO CALIFORNIA CASES AND CODES

Cases

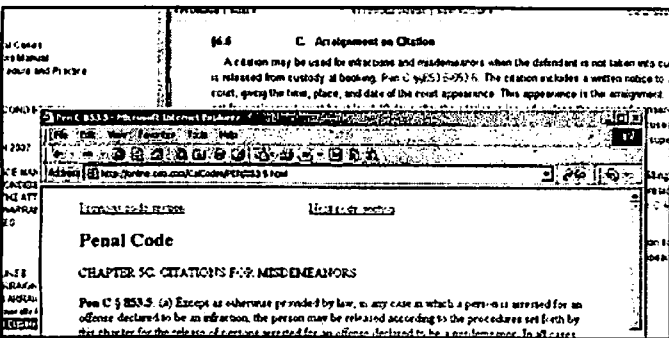
CEB provides links to California Supreme Court and appellate court cases since 1934. Click on the link in the text and a new



browser window will open to display the opinion. You can link further to any California case cited within the opinion by clicking on the citation.

Codes

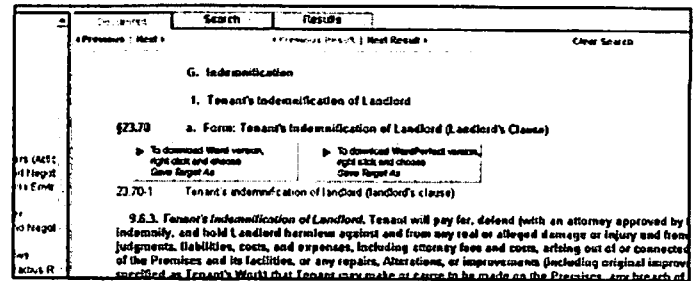
Click on the code link in the text and a new browser window will open to display the code section. You can navigate back



and forth through the code by clicking the Previous code section or Next code section.

Attorney-drafted forms

OnLAW titles include sample attorney-drafted forms, Judicial Council forms, and images such as graphs and diagrams to illustrate points discussed in the text.



Many of the attorney-drafted clauses and sample forms from the text are also available to download in Word or WordPerfect file formats so you can edit and save them on your computer.

You can also select any text displayed in the Document window and copy and paste it into your word processor.

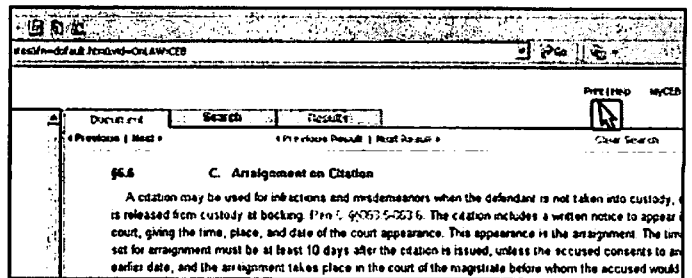
Note: Some forms (e.g., Judicial Council forms) are delivered as graphic images as opposed to text. These forms are intended to be viewed or printed and cannot be edited with a word processor.

PRINTING

OnLAW's printing feature allows you to print single or multiple documents as well as the current view in the Search and Results screens.

Printing documents

Click on Print located in the top right corner of the screen to bring up the print toolbar in the Document window.

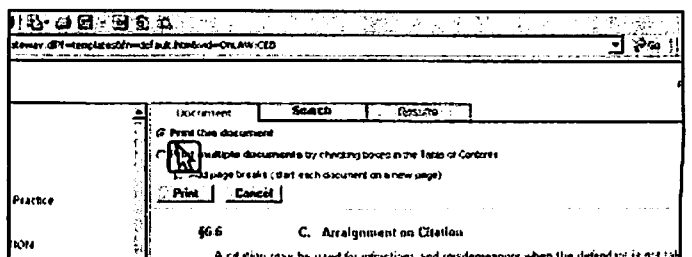


Print this documents

1. Select Print this document.
2. Click the Print button.

Print multiple documents

1. Select Print multiple documents.



2. Select the documents you want to print by checking boxes in the Table of Contents.
3. Click the Print button.

A print preview window containing the document(s) will open followed by your browser's print dialog box. Click Print on the print dialog box to print the document(s).

Printing current view

Click on Print located in the top right corner of the screen to bring up the print dialog box to print the current view of the Search or Results screen.

1. Click the Print button to bring up your browser's print dialog box.
2. Click Print on the print dialog box to print the search screen.

Printing graphic images

Some forms (e.g., Judicial Council forms) are delivered as graphic images as opposed to text. These forms are intended to be viewed or printed and cannot be edited or filled.

1. Click the print button preceding the image. The image will display followed by the print dialog box.

2. Click Print on the print dialog box.
3. Click on the title of the form in the Table of Contents to return to the normal view.

TECHNICAL SUPPORT

System Requirements

Windows® 2000/XP
 Microsoft® Internet Explorer® 6
 browser (*cookies and java enabled*)
 Internet connection

CEB Technical Support

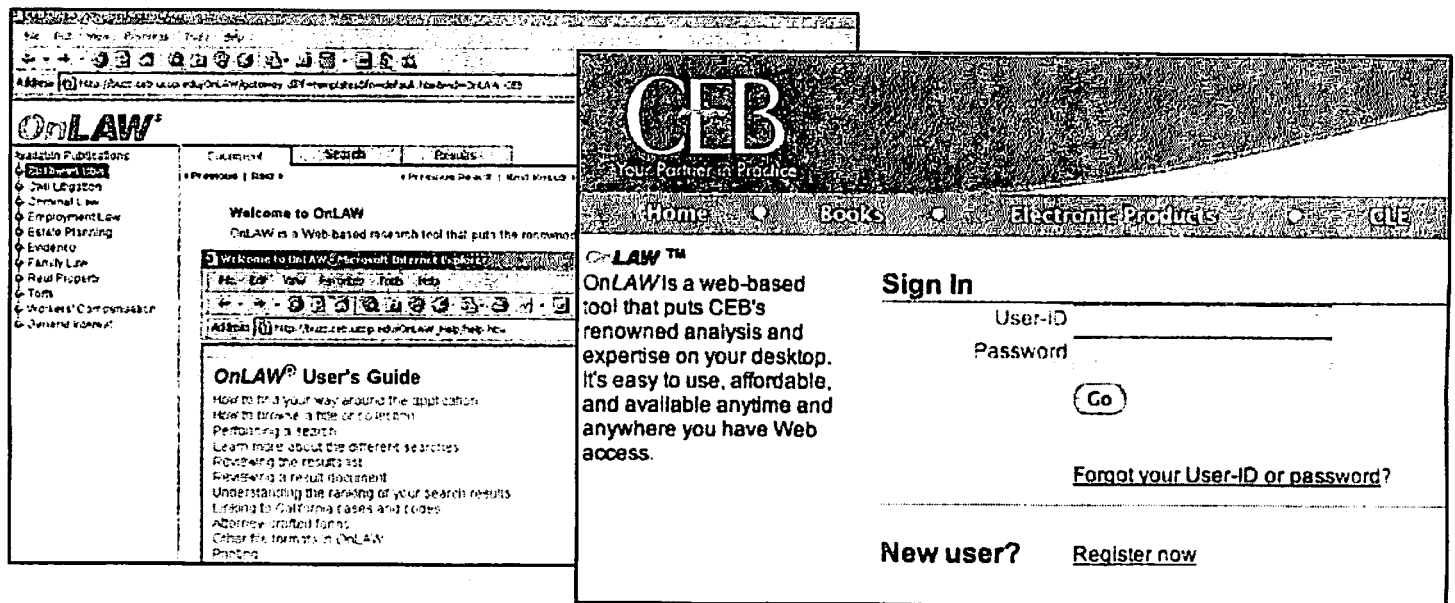
Call Technical Support if you are having technical problems or need assistance using OnLAW.

Phone: 1-800-750-9155

Hours: Monday-Friday, 7:30am to 5:00pm PST

E-mail: tech_support@ceb.ucla.edu

Visit the OnLAW support pages for up-to-date information and answers to frequently asked questions.



To order, contact your Sales Representative.

NORTHERN CALIFORNIA
BOBBY CLEMENTS: 1-800-981-1663
Bobby.Clements@ceb.ucla.edu

SILICON VALLEY/CENTRAL CA
DORIS BLACK: 1-866-850-8360
Doris.Black@ceb.ucla.edu

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Suzanne.Smith@ceb.ucla.edu

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