**Quick Start Card**

**Practice Area Dashboard**

**HISTORY**
Access documents and searches from prior research.

**FOLDERS**
Organize your research findings in folders.

**SEARCH TIPS**
Use operators, connectors and wildcards in searches.

**PRACTICE TOOLS**
Compare topics across jurisdictions, perform calculations, navigate to topics, etc.

**CUSTOMIZE**
Select which items you want to see, within each group, on your dashboard.

**NEWS HEADLINES**
Receive breaking news alerts plus a daily report of court decisions and legislative and regulatory developments.

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**VitalLaw™**
my.vitallaw.com

**Customer Support**
M-F 8AM-6PM CST
1-866-529-6600

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[www.wolterskluwerlr.com/training/](http://www.wolterskluwerlr.com/training/)
Quick Start Card

**Search Results**

- **FILTERS**
  - Refine search results by Document type, Court, Jurisdiction and more.

- **RECORD KEEPING OPTIONS**
  - Select documents to Add (Folders or Favorites), Print, Email, Download.

- **OPEN IN NEW TAB**
  - Check the box to view a document in a new browser tab.

- **SAVED ITEMS**
  - View your saved searches, notes & highlights, and favorites.

- **SORT BY**
  - Arrange search results by Relevance, Date, or Document type.

- **COLOR-CODED RESULTS**
  - Find document types quickly and easily.

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Document View

**DOCUENT PANEL**
Click each icon for additional options.

- **CONTENTS**
Browse through contents in publication order.

- **INFORMATION**
Details about the document, including Source, Citations, Version, Jurisdiction, etc.

- **FOOTNOTES**
Quickly access all document footnotes without scrolling.

- **HISTORY**
View amendment details for selected laws and regulations plus Citator for tax cases and rulings.

**RESULTS**
Move to the previous or next document in the search results list.

**HIGHLIGHT SEARCH TERMS**
Turn search term highlights off or on and navigate through terms using arrow buttons.

**CONTENTS**
View the previous or next document in the Contents menu.

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