

## Quick Start Card

### Practice Area Dashboard

The screenshot shows the VitalLaw Practice Area Dashboard for 'SECURITIES - FEDERAL & INTERNATIONAL'. The search bar contains 'securities based swap agreement'. The dashboard is divided into several sections: 'FEDERAL' (with sub-sections like 'TREATISES & EXPLANATIONS', 'ACTS & STATUTES', 'SEC & CFTC MATERIALS', and 'SEC FORMS'), 'SEARCH RBSOURCEFILINGS', and 'PRACTICE TOOLS'. Callouts provide instructions for various search features:

- GLOBAL SEARCH**: Search the entire practice area including explanations, laws, tools, etc. for keywords or citations.
- SEARCH SHORTCUT**: Hover your cursor over an item and click the magnifier to focus your search on that publication.
- CITATION SEARCH**: Use fill-in-the-blank fields customized to match the practice area.
- SEARCH TIPS**: Learn about using connectors and operators in your search expressions.
- CITATION LOOKUP**: (Tax only) Enter citations directly. Click the question mark icon for a list of citation formats.

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### Search Results

**SEARCH INFO**  
View pre- and post-search selections as well as synonyms applied.

**QUICK ANSWER**  
Read a brief definition of common search expressions.

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

**SAVE THIS SEARCH**  
Store the keywords, pre- and post-search selections and scope to rerun again later.

**SORT BY**  
Arrange search results by Relevance, Most Recent or Document Type.

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

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

The screenshot shows the VitalLaw search results interface. At the top, there's a search bar with 'say on pay' entered and a search button. Below the search bar, there are navigation tabs: Home, SECURITIES - FEDERAL & INTERNATIONAL, Laws & Regulations, Practical Content, Titles, Favorites, History, Folders, Saved Items, and News. A search bar below the tabs shows 'say on pay' and 'Search here within the 1,880 results for "say on pay"'. On the left side, there's a 'FILTER RESULTS' panel with sections for TOPICS (Governance & Compliance, Litigation & Enforcement Issues, Transactions & Activities) and DOCUMENT TYPE (Treatises, Explanations and Annotations, News and Blogs). Below that are sections for TREATISE TITLE, GOVERNING ACTS, COURT, JURISDICTION, ISSUING BODY, and ENTITY & ROLE. The main search results area shows '2,335 results for "say on pay"'. There are buttons for 'SHARE THIS SEARCH' and 'SAVE THIS SEARCH'. A 'SORT BY' dropdown menu is open, showing options: Relevance (selected), Most Recent on Top, Oldest on Top, and Document Type. The search results list includes: 1. Say-on-Pay Vote (Regulation of Securities: SEC Answer Book - Levy); 2. Raising Capital: Private Placement Forms & Techniques - Brown and Max, FORM 1.130, BYLAW REQUIRING ANNUAL APPROVAL OF EXECUTIVE COMPENSATION (SAY ON PAY); 3. Federal Securities Law Reporter, Reg. §240.14a-8. Shareholder proposals. Securities and Exchange Commission; 4. Federal Securities Law Reporter, 2010 Dodd-Frank Act Sec. 951, SHAREHOLDER VOTE ON EXECUTIVE COMPENSATION DISCLOSURES. [15 USC 78n-1]; 5. SEC Tracker Archive 2005 through 2010, 2010-198 Oct. 18, 2010 SEC Proposes Rules on "Say on Pay" and Proxy Vote Reporting, (Oct. 19, 2010). Issued October 19, 2010.

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### Refining the Search

**SEARCH WITHIN**  
When viewing a document, *Search Within* limits the scope to the current database.

**APPLY THESAURUS**  
Look for terms similar to your search expression. Uncheck the box to turn off this feature.

**SEARCH SHORTCUT**  
Hover over a Contents item and click the search magnifier to focus a search on a single document, a subtitle, subsection, or sections.

The screenshot displays the VitalLaw interface for the '2010 Dodd-Frank Act Sec. 951, SHAREHOLDER VOTE ON EXECUTIVE COMPENSATION DISCLOSURES'. The interface includes a top navigation bar with 'Home', 'SECURITIES - FEDERAL & INTERNATIONAL', and various tool icons. A 'Search Within' dialog box is open, showing a search for '2010 Dodd-Frank Act Sec. 951, SHAREHOLDER VOTE ON EXECUTIVE COMPENSATION DISCLOSURES'. The dialog includes a search input field, a 'Search Within' button, and a list of search results with checkboxes. The 'Apply Thesaurus' checkbox is checked. The main content area shows the document text, and the left sidebar shows a table of contents with a magnifying glass icon over a specific item.

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### Connectors and Operators

Singular and plural word forms, as well as synonyms, are automatically included in a search. VitalLaw recognizes most typos and searches for the correct word.

Connectors	
<b>Space</b>	A space between terms is automatically interpreted as 'and' connector.
<b>And &amp;</b>	Retrieves both search terms. <b>Example:</b> <i>whistleblower and anti-retaliation</i>
<b>Or  </b>	Retrieves either or both search terms. <b>Example:</b> <i>child or dependent</i> finds documents containing 'child' or 'dependent' or both. <b>Example:</b> <i>false   misleading</i>
<b>Not -</b>	Used to retrieve documents that contain the first term only if the second term does not appear. <b>Example:</b> <i>RICO not Puerto</i> - finds RICO documents that do not include 'Puerto Rico.' <b>Example:</b> <i>deed not revocation</i> <b>Example:</b> <i>Title: (loss seligman - fundamentals)</i> finds the <i>Securities Regulation</i> treatise but not the <i>Fundamentals of Securities Regulation</i> treatise, both by Loss, Seligman and Paredes.
<b>w/#</b>	Specifies the proximity of search terms. <b>Example:</b> <i>spoofing w/5 futures</i> - finds 'spoofing' within 5 words of 'futures' regardless of which word occurs first.
<b>p/#</b>	Specifies the order of search terms. <b>Example:</b> <i>spoofing p/5 futures</i> - finds 'spoofing' where it precedes 'futures' by up to 5 words.
Universal Characters	
<b>"..."</b>	Finds the exact phrase. <b>Example:</b> <i>"intervening rights"</i> <b>Example:</b> <i>"search and seizure"</i> finds documents including the phrase but does not use 'and' as a connector.
<b>*</b>	Use * to take the place of multiple characters. <b>Example:</b> <i>a*ment</i> finds amendment, agreement, assignment, argument, etc.
<b>?</b>	Substitute ? for a single character. Note: Using ? prevents synonyms from being included in your search. <b>Example:</b> <i>advis?r</i> finds either advisor or adviser.
Search Operators	
<b>Author:</b>	Finds documents authored by specific person(s). <b>Example:</b> <i>Author: (Hamilton or Romanek) and say on pay</i>
<b>Doctype:</b>	Finds cases, regulations, and other document types by source. <b>Example:</b> <i>Doctype: Cases and Title: Young Reves</i>
<b>State:</b>	Identifies documents from a specific state. Note: Use full state name, not abbreviations. <b>Example:</b> <i>State: California &amp; partnership.</i>
<b>Title:</b>	Restricts search terms to the title of a document only. <b>Example:</b> <i>Title: Halliburton</i> <b>Example:</b> <i>Title: Federal Securities Law Reporter and crowdfunding</i>
Date Restrictions	
<b>On</b>	<b>Example:</b> <i>proxy on June 2010</i> finds documents with date in month of June 2010
<b>Before</b>	<b>Example:</b> <i>proxy before March 31, 2015</i> finds documents with date up to March 30, 2015
<b>After</b>	<b>Example:</b> <i>proxy after 12/31/2013</i> finds documents with date from 1/1/2014 on.
<b>From ...To</b>	<b>Example:</b> <i>proxy from July 1, 2010 to October 31, 2013</i> finds documents within a specific date range.