

Researching With PCLaw

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About Researching in PCLaw

PCLaw™ gives you the ability to combine the time and expense tracking features of PCLaw with the extensive capabilities of LexisNexis® research services, including Quicklaw®, along with a variety of other legal services and articles.

Through PCLaw, you interact directly with research websites that you select. Use your existing subscriptions to Lexis.com and Quicklaw.com. PCLaw keeps track of your searches and stores the information, including URLs, time spent, and costs incurred.

The Matter Manager and Document Manager Research tabs allow you to access your search history quickly. The Research Listing is available on the Reports menu. A new Quick Tab provides easy access to many of the most popular Lexis sites, many of them at no charge.

Selecting Research Settings for the Firm

Pull-down Menu:	Options > System Settings > Research tab
Quick Step:	General Setup > System Settings > Research tab

To access any research features through PCLaw, the research option must be enabled in System Settings. Select the URLs to your most used research sites to provide the default settings for each workstation.

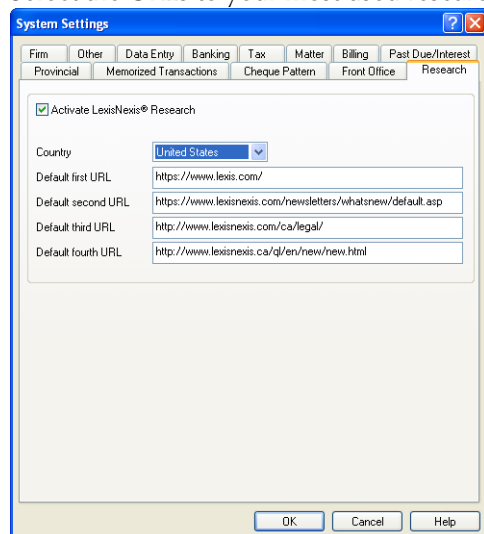


Exhibit 1. The Research tab in Options > System Settings

Activate LexisNexis® Research: Check to enable the research features in PCLaw.

Country: Accept or change the country for research. PCLaw populates this field with the default country for the set of books, but you can select the default web sites for 9 countries:



PCLaw subsequently populates the URL fields with the most popular research Lexis research sites for that country.

Default # URL: Accept or change the URLs for any one of the default research sites provided by PCLaw.

Tip: Research sites can also be customized by workstation using workstation settings.

OK: Click to save your settings and return to the PCLaw desktop.

Selecting Workstation Settings

Pull-down Menu:	Options > Workstation Settings > Research tab
Quick Step:	General Setup > Workstation Settings > Research tab

You can create separate research settings for each workstation in your office, including to choose to charge time and/or expense when doing research.

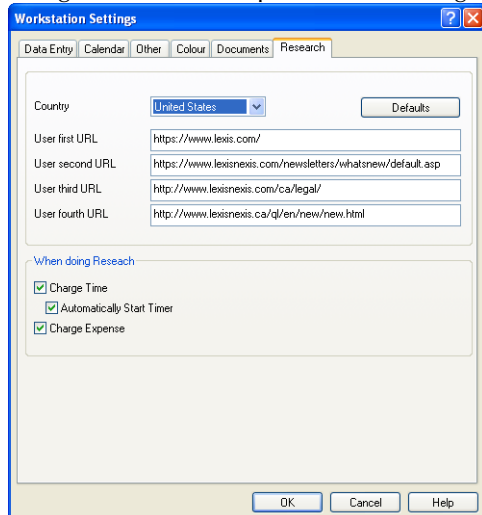


Exhibit 2. The Research tab of Options > Workstation Settings

Country: Accept or change the country for research for this workstation. PCLaw populates this fields with the default selected on the Research tab of System Settings, but you can select the default web sites for 9 countries.

PCLaw subsequently populates the URL fields with the most popular research Lexis research sites for that country.

Defaults: Select to restore the default settings as selected in System Settings.

Default # URL: Accept or change the URLs for the workstation for any one of the default research sites.

Four Lexis icons are included on the PCLaw toolbar in Internet Explorer, one for each URL.

The site selected on User First URL opens automatically when clicking the LexisNexis Research icon on the main toolbar in PCLaw or selecting LexisNexis Research on the File > Document pull-down menu.

Charge Time: Check to charge the time spent for your searches to the matter. The PCLaw toolbar must be enabled to track research time.

Automatically Start Timer: Check to have the timer begin automatically when conducting research.

Charge Expense: Check to charge the cost of your searches to the matter.

OK: Click to save your selections.

Enabling PCLaw Toolbar in Internet Explorer

Pull-down Menu:	Options > Connection Settings > Connection Settings tab
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In order to track time when performing research, the PCLaw toolbar must be enabled in Internet Explorer.

1. Check **Use This Set of Books when Connecting with Other Programs**.
2. Check **Enable Connection with Internet Explorer**.
3. Click the **Internet Explorer** tab.
4. Select in the **Lawyer** box, a default timekeeper when posting time from Internet Explorer.
5. Select in the **Task Code** box, a default task code.
6. Select in the small **Explanation** box, an explanation code or type an extended explanation.
7. Select in the **Actions to perform when the** area, what you want PCLaw to do respectfully when the PCLaw Timer is stopped, the browser is closed, or there is a workstation failure.

Cancel the entry – To cancel the Web Timer entry, select this option.

Delay post the entry – To delay post of the Web Timer entry, select this option.

Post the entry – To post the Web Timer entry, select this option.

Review the entry – To review the PCLaw Timer entry, select this option.

8. Check **Confirm Action** for PCLaw to prompt you before the action before it is performed.
9. Click **OK** to save your settings and return to the PCLaw desktop.

Tip: Refer to the document PCLaw Timers in the Practice Management Document Library at <http://support.lexisnexis.com/ltps/> for more detail on using the PCLaw Timer in Internet Explorer.

Research Quick Step Tab

Quick Step:	Research tab
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A new Research Quick tab is added to PCLaw to provide you quick and easy access to some of the best LexisNexis research sites and free articles. The Help Panel displays an in depth description of the service. Click the Quick Step icon to open the web page.

Reviewing Research History

You can view existing saved research items by matter, search type, description keywords and even which PCLaw user created the research entry using the Research tab in Document Manager. The Matter Manager Research tab lists research items for the matter, allowing your to add or modify previously saved material. Additionally, you can run the Research Listing to view all the entries in a specific date range and enjoy the different sort options. All options allow you to drill down on an entry to view its detail.

Matter Manager

Pull-down Menu:	File > Matter Manager > Research tab
Quick Step:	Matter Manager task button > Research tab

The Research tab lists research items that are associated with the matter. To access the Research tab, the user must be assigned rights to the Research Listing.

Add: Click to add an item to the list that has been saved to the workstation or network.

Change: Click to change the properties of the highlighted research item.

Remove: Click to delete the highlighted item.

Document Manager

Pull-down Menu:	File > Document Manager > Research tab
Quick Step:	Practice Management > Document Manager > Research tab

The Document Manager Research tab displays all research saved to PCLaw. Use the tab parameters to restrict the research items listed. Click the Add button to open the User first URL on the Workstation Settings > Research tab.

Matter: Select the matter nickname to list research for that matter.

User: Select the user nickname(s) to list research by one or more users who performed the search.

Description Contains: Type to text to list only research displaying that text in the research description.

Select: Click to display the material matching the selected parameters.

Change: Click to change the highlighted research item.

Remove: Click to delete the highlighted item.

Load Last: Click to load the settings from the last Document Manager session.

Research Listing

Pull-down Menu:	Reports > Research Listing
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The Research Listing displays research items performed and saved in PCLaw. The report can be produced by matter, client, lawyer, user, or research type. Text contained in the general description cab also be referenced. Items can be sorted by matter, research date, or entry order.