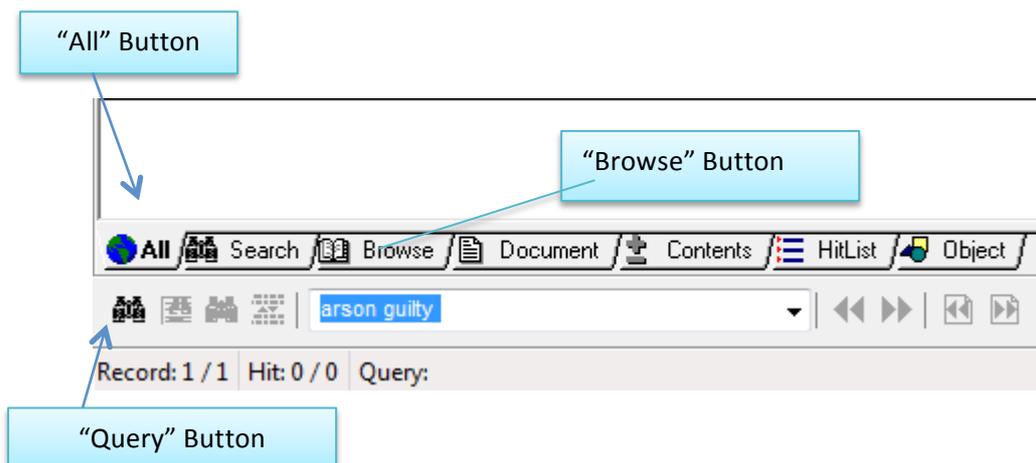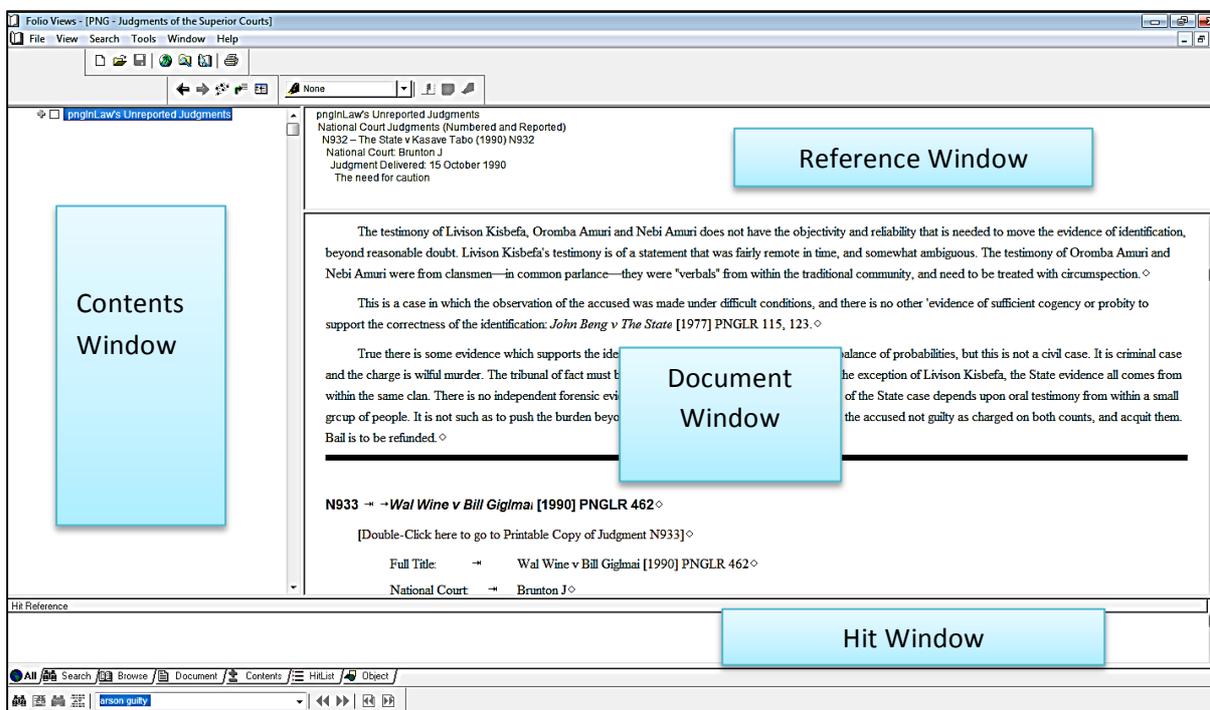# 1. How do I do a simple search?

The following searches are performed in the Judgments database [not printable] or pg_cases.nfo.

1. Turn either the "All" Button or the "Browse" Button on before searching (whichever is preferred). This will give a quick overview of the search, and facilitates navigation through search results.
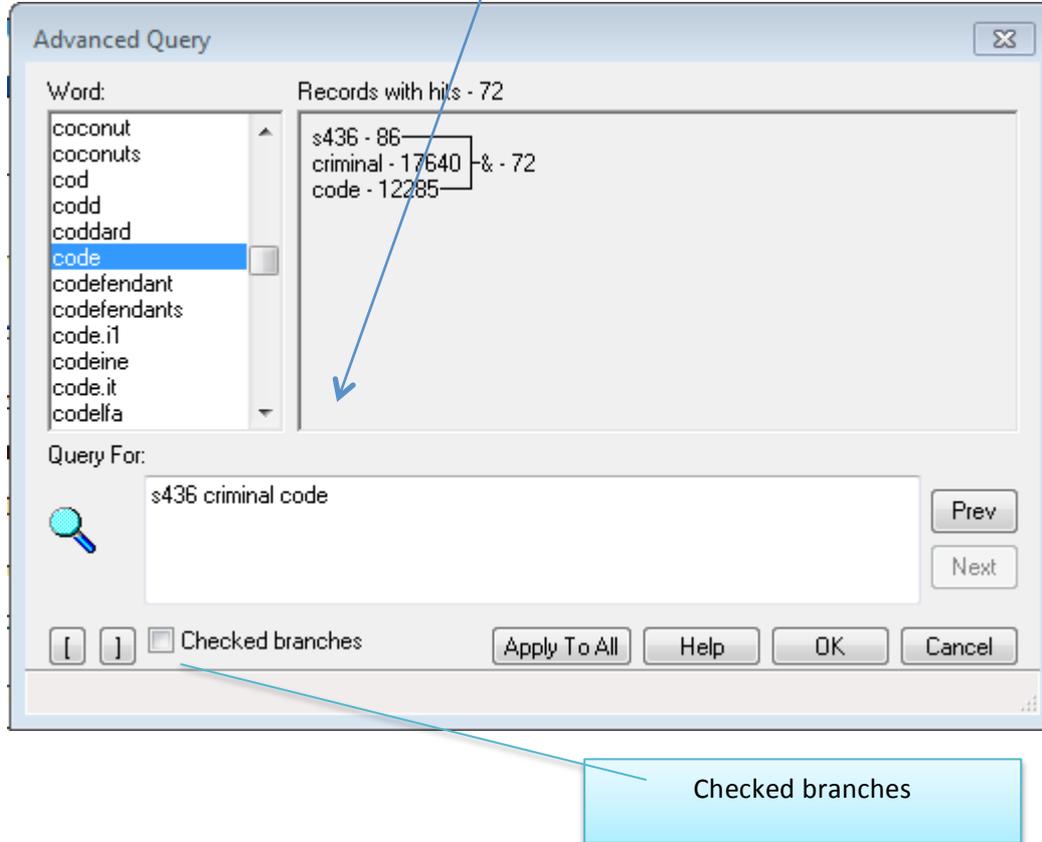

First familiarise yourself with the Windows underneath.

2. Press the "Query" Button. This will open the Advanced Query Template.
   This template is used for most searches. Only use other templates when you need to do so.

3. Search for the words s436 Criminal Code. Enter these words in the search template as shown. This search will find all judgments that have the words *s436* and *Criminal Code* **in the same paragraph.**

(For searches bringing up words over different paragraphs, but in the same judgment, see FAQ No 2.)

Checked branches

Make sure the box called Checked Branches is *NOT* ticked, unless the search needs to be limited to the checked branch (branches) only.

4. Press OK. In this example there are 72 hits.

Please note:
- The number does not need to be 72.The amount of hits will change with each new update we bring out.
- We have edited most judgments in this database, to facilitate searches eg. searching for sections.

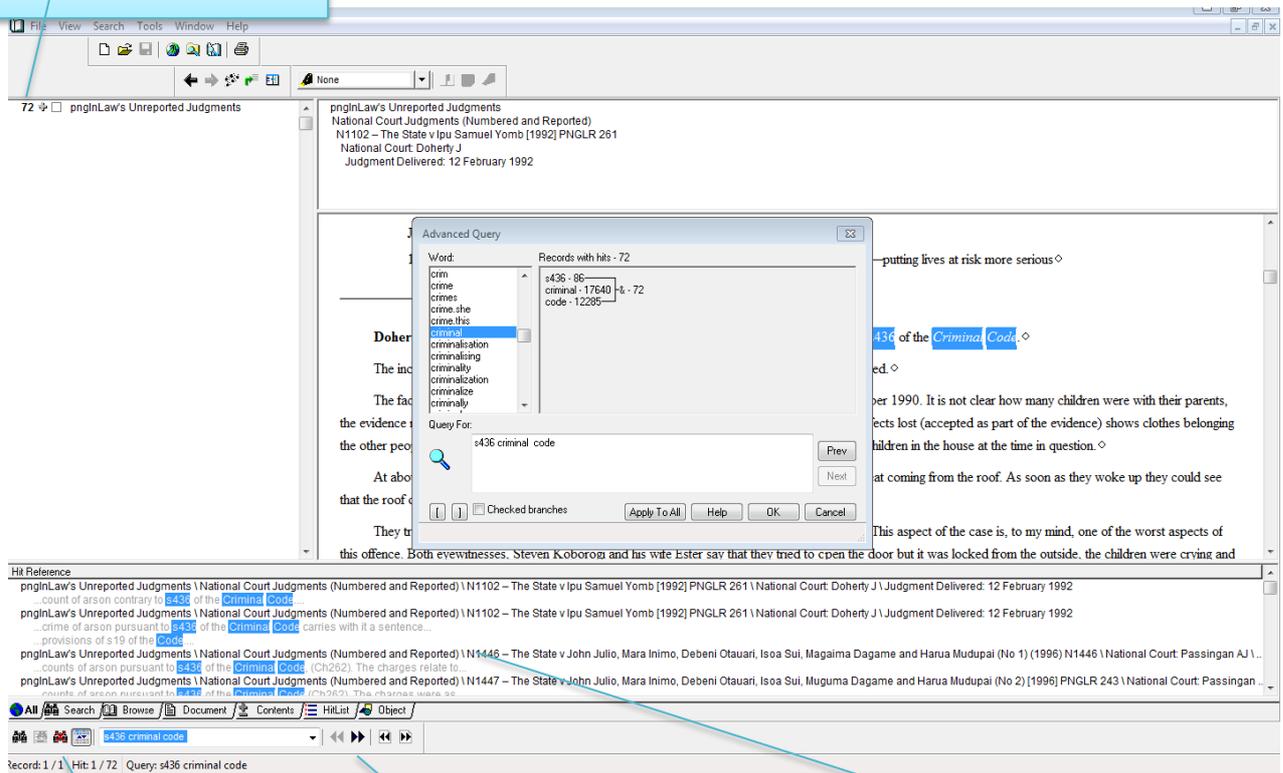The Contents Window shows the results of this search (see picture next page).

Click the plus signs to see where these hits are located, and scroll through the Contents Window to see the judgments with hits.

To read a hit in context double click the judgment in the Contents Window. The judgment you selected will open in the Document Window.

Place your cursor in the Document Window and click the "Next Hit" Button repeatedly to go through the next few hits.

Keep an eye on the Reference Window to see where you are located in the database.

The callout labels in the screenshot: **Search Results**, **Undo Query**, **Next Hit**, **Hit List**

The Hit List shows words around hits. Scroll through them and keep an eye on the judgment number in the list to know where you are. Double clicking a hit will bring this hit up in the Document Window.

Click the "Undo Query" Button to undo your search

Other Searches

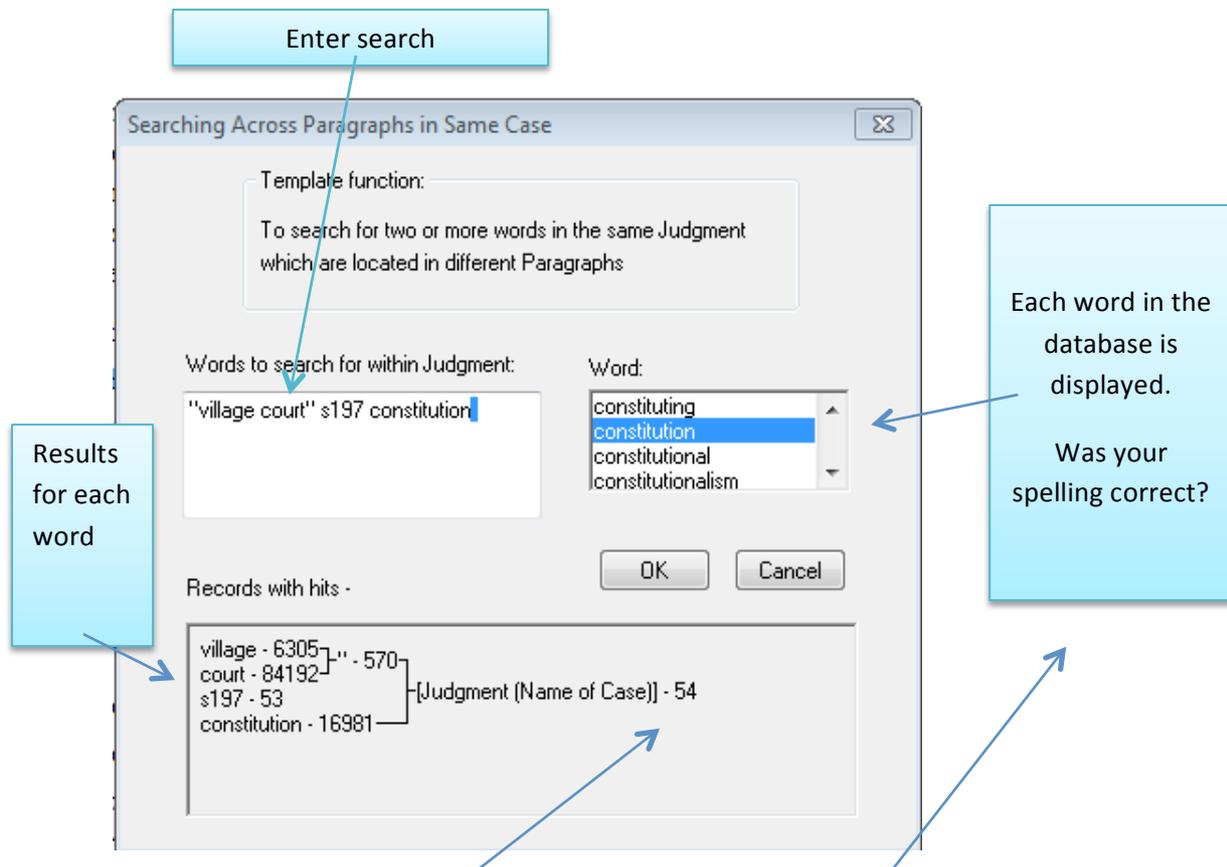Another simple and handy search to know is the phrase search.

> To understand this search, search for lack of evidence and "lack of evidence" (quotation marks place the words of the search next to each other, and in that order). The result of these two searches will be vastly different.

For more complicated searches, eg Boolean searches, see the *Folio helpline* in the top menu.
Select the following:

> Help – Contents – Searching – Advanced Searches

2. How do I search for more than one word, not in the same sentence, but in the same judgment?

1. Go to the top menu and select Search. Select the Search Template at the bottom called "Search across two or more Paragraphs in Same Judgment".
2. Enter the words "village court" s197 constitution.

Enter search

Each word in the database is displayed.

Was your spelling correct?

Results for each word

There are 54 results for this search (it does not matter if the number is different in your database)

This particular search will find each judgment that has the words "village court" and "s197" and "Constitution" in it, but these words could be anywhere in the judgment.

Searching for the same words through the normal search template, using the normal Query Button, is vastly different. It results in 0 hits. The reason for this is that the normal search template looks for words in the same paragraph (sentence).

3. My search should have more results – what is wrong?

- Are you in the correct database?
- Is "Checked Branches" in the search template clicked? Unclick it. (also unclick branches in the Contents Window)
- Are the correct windows turned on? ("Browse" or "All")
- Was your spelling correct?