

LABOR AND EMPLOYMENT LAW LIBRARY

Quick Reference Card

<http://laborandemploymentlaw.bna.com>

4 Best Ways to Access Information

1. Indexes

Browse or Search

BNA's editorially created key-word indexes to find decisions' headnotes, as well as analysis, statutes, regulations, and other content.

2. Browse

Click links on the Home Page or [Site Map](#) to review Tables of Contents and link to information.

3. Search

BNA's new search engine allows you to search all content by single words or by complex Boolean phrases. (See reverse side.)

4. Headnote Finder

Use BNA's exclusive classification system to review all headnotes assigned to each classification number, sorted by court and date. (See reverse side.)

The screenshot shows the homepage of the Labor and Employment Law Library. At the top, there is a navigation bar with links for HOME, ABOUT, CONTACT US, SITE MAP, PREFERENCES, and HELP. Below this is the site logo and a search bar with a magnifying glass icon, a 'SEARCH' button, and links for 'Saved Searches' and 'Search History'. A 'Favorites' section is also visible. The main content area is divided into several sections: 'INDEXES' with a link to 'Topical Indexes'; 'SITE LINKS' with links for 'Analysis', 'Laws, Regulations, and Agency Documents', 'Practice Tools', 'News', and 'Library Update'; 'FIND CASES' with sub-sections for 'Search all Cases and Decisions', 'See Most Recent Cases', 'Headnote Finder', and two methods for finding classification numbers; 'SEARCH OPTIONS' with a 'Choose a Guided Search' link; 'TODAY'S HIGHLIGHTS' with several news items; 'EDITORS' PICKS' with links to specific articles; and 'FAVORITE COLLECTIONS' and 'FAVORITE DOCUMENTS' sections. A mouse cursor is pointing at the URL at the top left of the page.

For Additional Help:

- CALL BNA PLUS at 800-372-1033 from 8:30am to 7:00pm ET for free research and product support.
- E-mail BNA PLUS at bnaplus@bna.com



LABOR AND EMPLOYMENT LAW LIBRARY

Headnote Finder

To review all headnotes on a specific topic:

1. Select appropriate **subject matter outline**.
2. Select specific topic tied to a **classification number**.
3. Click **Go**.

After reviewing all headnotes, limit review:

- By **court** (this may take a few seconds)
- By **key words or phrases** in the headnotes
- By **date**

The screenshot shows the 'Headnote Finder' interface. At the top, there are navigation links: HOME, ABOUT, CONTACT US, SITE MAP, PREFERENCES, HELP. Below these are search and favorites buttons: SEARCH, Favorites, Saved Searches, and Search History. The main section is titled 'Headnote Finder' and contains the following steps:

- 1 Select your Classification Outline: (Dropdown menu)
- 2 Select your Classification Number: (Dropdown menu)
- 3 Select one or more of the following options:
 - Select a Court (Optional): (Dropdown menu)
 - Words within Headnotes (optional): (Text input field)
 - Date Restriction (optional): (Dropdown menu set to 'Unrestricted')

A 'Go' button is located at the bottom of the form.

If you need help finding the right classification number, return to the Home Page and select **Searching the Outlines** or **Browsing the Outlines**.

The screenshot shows the 'Main Search' interface. At the top, there are navigation links: HOME, ABOUT, CONTACT US, SITE MAP, PREFERENCES, HELP. Below these are search and favorites buttons: SEARCH, Favorites, Saved Searches, and Search History. The main section is titled 'Main Search' and contains the following elements:

You have chosen the following collections to search:

- CASES AND DECISIONS: Arbitration Decisions; Disabilities Cases; Fair Employment Cases; Individual Employment Rights Cases; Labor Cases; NLRB Decisions; Wages, Hours, and Leave Cases

Enter search term(s): (Text input field) [Search] [Reset]

Choose fields: (Optional) (Dropdown menu) [Add to Search]

Limit by date: (Optional) (Radio buttons) [No Date Restrictions] [From 1/12/2004 To 10/21/2004] [Search] [Reset]

To use pre-selected search fields, try the [Guided Search](#)

Search Operators pop-up window:

Operator	Definition
and (or a blank space)	and
or (or)	or
not	not
near/n	within N words
/s	in the same sentence
/p	in the same paragraph
?	replace one character
*	replace zero or more characters at the end of the term
"xxx"	phrase

Search

1. Make sure you are searching the appropriate content.
2. If not, **edit** selections.
3. Enter words or phrases.
4. Use **Search Operators**.
5. Limit searches to specific fields, if desired.
6. Restrict search by **date**, if desired.
7. Use **Guided Search**, as alternative search interface.

For Additional Help:

- **CALL BNA PLUS** at **800-372-1033** from 8:30am to 7:00pm ET for free research and product support.
- **E-mail BNA PLUS** at bnaplus@bna.com

