

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.

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 a search bar with a magnifying glass icon and a 'SEARCH' button, along with links for 'Saved Searches' and 'Search History'. The main content area is divided into several sections: 'INDEXES' with a link to 'Topical Indexes', 'SITE LINKS' with links to '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 'Find Classification Numbers by Searching the Outlines' and 'Browsing the Outlines', 'SEARCH OPTIONS' with 'Choose the Specific Collections you wish to search' and 'Choose a Guided Search', 'TODAY'S HIGHLIGHTS' with links to 'Login to the Daily Labor Report', 'Court Finds NLRB Erred in Ordering "Detroit News" Worker Reinstated', 'With Uncertain Outcome, Senate to Begin Asbestos Debate Feb. 6', and 'Court Rebuffs FMLA Claim of Exec Citing Trauma from New York 9/11 Trip', 'EDITORS' PICKS' with links to '10th Cir. Upholds ADEA Verdict for 62-Year-Old Replaced By 57-Year-Old' and 'U.S. Transportation Dept. Updates Guidance on Exemptions for Diabetic Drivers', and 'FAVORITE COLLECTIONS' and 'FAVORITE DOCUMENTS'. A 'GETTING STARTED' section at the bottom left includes links for 'First-Time User Setup' and 'Take a Quick Tour'.

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.)

For Additional Help:

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



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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**

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

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.

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