

MEDIA LAW REPORTER

Quick Reference Card

<http://medialaw.bna.com>

4 Best Ways to Access Information

1. Index

Browse or Search

BNA's keyword index to find decisions' headnotes.

The screenshot shows the Media Law Reporter website interface. At the top, there is a navigation bar with links for HOME, ABOUT, CONTACT US, SITE MAP, FAVORITES, PREFERENCES, and HELP. Below this is a search bar with a 'Quick Search' input field and a 'Go' button. To the right of the search bar are links for 'Search Tips', 'Search History', and 'Saved Searches'. Below the search bar are 'More Search Options' including 'Advanced Search', 'Guided Search', and 'Find a Case'. The main content area is divided into several sections: 'INDEX' with a 'Typical Index' link and a 'Search Index' button; 'FIND CASES' with sub-sections for 'Find a Case by Citation', 'Search all Cases and Decisions', 'See Most Recent Cases', 'Headnote Finder', 'Find Classification Numbers by Searching the Outline', and 'Find Classification Numbers by Browsing the Outline'; 'NEWS NOTES' with a link to 'Courts, Press Grapple With Technology, Definition of Journalist' and a 'See all News Notes' button; 'EDITORS' PICKS' with a link to 'High Court Sidesteps Constitutional Issues in Wisconsin PSC - Pension Exclusion Policy' and another link to 'CDA Shields Yahoo! Inc. from Negligence, Not Contract, Claim Over Failure to Remove Content'; and 'FAVORITE DOCUMENTS' with a message that no favorites have been selected and a link to 'view the Help file'. On the left side, there is a 'SITE LINKS' section with links for 'Updates', 'News Notes', and 'GETTING STARTED'. The 'GETTING STARTED' section includes phone support information, text size options, and a list of links for 'First-Time User Setup', 'Take a Quick Tour', 'Frequently Asked Questions', 'Instructor-Led Training Options', 'Quick Reference Card', 'Training and Support', and 'Sign up for E-mail Highlights'. A mouse cursor is pointing at the URL bar at the top left of the page.

3. Search

BNA's 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.)

2. Browse

Click any of the [Site Links](#) on the Home Page to review and link to information.



MEDIA LAW REPORTER

Headnote Finder

To review all headnotes on a specific topic:

1. Select specific topic tied to a **classification number**.
2. Click **Go**.

After reviewing all headnotes, limit review:

- By **court**
- 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 Outline** or **Browsing the Outline** or **Topical Index**.

The screenshot shows the 'Media Law Reporter Headnote Finder' page. It features a search form with the following elements: a 'Select your Classification Number' dropdown menu, a 'Select one or more of the following options' section with a 'Select a Court (Optional)' dropdown, a 'Words within Headnotes (optional)' text input field, and a 'Date Restriction (optional)' dropdown menu. A 'Go' button is located at the bottom right of the form. The page header includes navigation links like 'HOME', 'ABOUT', 'CONTACT US', 'SITE MAP', 'PREFERENCES', and 'HELP'.

The screenshot shows the 'Media Law Reporter Advanced Search' page. It includes a search form with the following elements: a 'You are searching:' section with a dropdown menu set to 'CASES AND DECISIONS: Media Law Reporter Cases', an 'Enter search term(s):' text input field, a 'Choose fields: (Optional)' section with a 'Choose a field' dropdown and an 'Add to Search' button, and a 'Limit by date: (Optional)' section with radio buttons for 'No Date Restrictions' and 'From'/'To' date pickers. A 'Search Operators' table is also visible. The page header includes navigation links like 'HOME', 'ABOUT', 'CONTACT US', 'SITE MAP', 'PREFERENCES', and 'HELP'.

| Operator | Definition |
|--|--|
| and (or a blank space) | and |
| or (or) | or |
| not | not |
| within N words | within N words |
| in the same sentence | in the same sentence |
| replace one character | replace one character |
| replace zero or more characters at the end of the term | replace zero or more characters at the end of the term |
| "xxx" | phrase |

Advanced 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.



COMPLIMENTARY RESEARCH & PRODUCT SUPPORT

Call BNA Training & Product Support at 1-800-372-1033, option 5 - 8:30 AM - 7:00 PM ET or e-mail training@bna.com