4 Best Ways to Access Information

1. Index
   Browse or Search
   BNA's keyword index to find decisions' headnotes.

2. Browse
   Click any of the Site Links on the Home Page to review and link to information.

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.)

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

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**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.