

CIVIL PROCEDURE CD



CD QUICK REFERENCE CARD

This quick reference card is intended to be an aide-memoire, giving you brief pointers on browsing and searching in the Civil Procedure CD and the Civil Procedure Forms CD. A full user manual can be accessed within your CD.

[ADOBE FORMS - see inside for details](#)

SWEET & MAXWELL

PROBLEM SOLVING

If you have any queries relating to the *Civil Procedure* CD or the *Civil Procedure Forms* CD, please consult the User Guide, which is located under HELP, or contact the **Helpdesk** on 0845 850 9355 or email sweetandmaxwell.techsupport@thomson.com

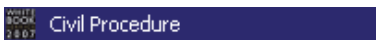
INSTALLATION

- ◆ To begin the installation, place the CD-ROM in your CD-ROM drive. The CD-ROM will automatically begin the installation within 5 - 10 seconds.
- ◆ Alternatively, or if you have Windows Vista, place the CD-ROM in your CD-ROM drive. Click on the "Start" button, select "Run" and type d:\setup, into the text box, where d is the letter corresponding to your CD-ROM drive. If you have Windows 7 you will need to browse to the CD-ROM drive via windows explorer and double click the setup.exe file.
- ◆ The *Civil Procedure* Setup program will begin, presenting you with a number of installation options. If you are not sure which of the options is best for your requirements, or you need help with the on-screen installation instructions, please contact the Helpdesk.
- ◆ You will have the option to install Adobe Reader 9 which will enable you to open all forms presented in PDF format, as well as edit and save the most commonly used forms, using Adobe functionality.

BASICS

Starting your CD

At your Windows 2000/2003/XP/Vista and Windows 7 32/64Bit desktop, click on the "Start" button, choose "Programs", followed by the "Sweet & Maxwell" program group, and then select:



or



Onscreen help

Select "Help", "Contents", to view the onscreen User Guide.

Quitting your CD

To quit using the *Civil Procedure* CD or the *Civil Procedure Forms* CD select "File", "Exit" from the Menu bar or press <CTRL-F4>.

Returning to the front screen

To return to the front screen from another place within the CD: **click** on the



button on the *Toolbelt* or press <ALT-HOME>.

THE TOOLBELT

The following tools are available from the *Toolbelt*. Each tool may be activated by clicking on the appropriate button **or** by pressing the keys listed next to each tool description in the list below.



Go to Top (ALT-HOME). Go directly to the start of the part of the product you are in.



Back (F6). Retrace your search/browse steps one at a time —move back one step each time you click on Back.



Forward (SHIFT+ F6). Replay your search/browse steps one at a time — move forward one step each time you click on Forward.



Previous Search Result (SHIFT+F4). While browsing the Hits retrieved by a search, move to the previous Hit.



Next Search Result (F4). While browsing the Hits retrieved by a search, move to the next Hit.



Search (F3). Search for words or phrases across the active database



Clear Search (F5). Clear your results of your last search.



Tag Text (CTRL+T). Mark a paragraph for printing or for future reference.



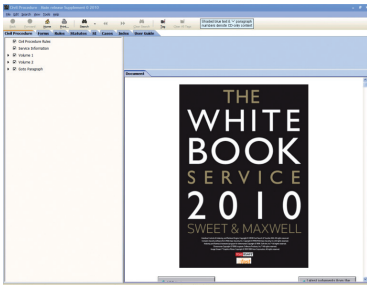
Launch the Print Dialog (CTRL+P). Open the Print Document dialogue box for printing the text.

BROWSING

- ◆ There are several options for browsing through the *Civil Procedure* CD. You can browse the full text of the product using the left-hand Contents pane, or you can browse the tables of Rules, Statutes, Cases, forms or S.I.s or the index by using the database tabs at the top of the screen in conjunction with the left-hand Contents pane.
- ◆ The *Civil Procedure Forms* CD can be browsed using the left-hand Contents pane or by the Index using the database tabs at the top of the screen.

Browsing using the Contents pane

A complete list of the contents of your CD is displayed in the Contents pane in the left hand pane. You can expand (or collapse) the list of contents:



- ◆ To view the list in more detail, click on the arrow sign to the left of each heading, or use the right hand button on your mouse and select Expand From Here/Everything.
- ◆ To collapse the Table of Contents click on the arrow sign to the left of the relevant heading, or use the right hand button on your mouse and select Collapse From Here/Everything.
- ◆ To go to the section of the CD you are interested in from the Contents pane, **double-click** on the text of the heading.
- ◆ To find a particular paragraph within the product, collapse the Table of Contents as described above and then click on the arrow sign next to the heading Paragraph.

Browsing the tables and index

- ◆ To browse the tables of Rules, Statutes, Cases or S.I.s or the index, on the *Civil Procedure* CD select the relevant table from the database tabs at the top of the screen.

- ◆ On the *Civil Procedure Forms* CD you can browse the Forms Index by selecting the Index tab at the top of the screen.
- ◆ Browse in the tables or index using the contents pane as described above.

PRINTING

- ◆ Ensure that the destination printer is set up correctly.
- ◆ To print from your CD: select “File”, “Print” from the Menu bar or click on the



button on the *Toolbelt* or **click** the right-hand button on your mouse and select Print.

- ◆ Select the required option from the print dialogue box (Document, Selection, Tagged Documents, and **click** on the Print button.

SEARCHING

Searches are available from the Search button on the *Toolbelt*:



To search for words or phrases in the full text of the *Civil Procedure* CD or to search by Form name or number:

- ◆ Select the Civil Procedure or Forms database from the Tabs at the top of the screen.
- ◆ Click on the search button then select the Search tab in the search dialogue box. Enter your search word(s) or phrase or Form number in the query box, check the query tree to verify there are Hits and click on the search button.
- ◆ A list of Hits will appear in the right hand pane under a separate ‘Search Results’ tab. To select a Hit double click on the entry in the hit list. This links to the search button under the ‘Document’ tab. You may move forwards or backwards between the two tabs.



You may move forwards or backwards through the list of references retrieved by a search. Simply click on the



button on the *Toolbelt* to view the next occurrence, or **click** on the



button on the *Toolbelt* to view the previous occurrence.

You can:

Restrict your search by document type (Civil Procedure CD only).

Select a search term from the Word List.

Retrieve your last 5 searches

Archive search terms for later retrieval.

Within the search function it is also possible to search using the following restrictions:

Any words

This search retrieves paragraphs containing any of the words entered into the search dialog box.

All words

This search retrieves paragraphs containing all of the words entered into the search dialog box.

Exact phrase

This search retrieves paragraphs containing the exact phrase entered into the search dialog box.

Search the tables or index

You can search the tables or index by selecting the relevant database from the tabs at the top of the screen and opening the search dialogue box.

Clear search

Click on the

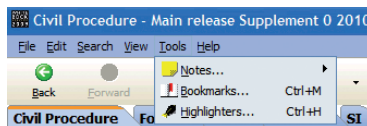


Clear Search button on the tool belt to clear the results of your last search.

For more information on searching techniques and search terms, please refer to the on-screen help by clicking on "Help", "Contents".

FUNCTIONALITY

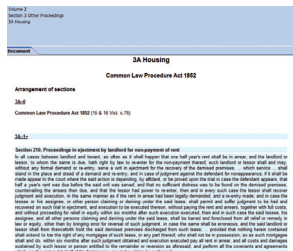
The following functionality is available on the *Civil Procedure* CD [it is not available on the *Forms* CD] via the Menu – Notes, Bookmarks and Highlighter. Click on 'Tools' followed by 'Notes', 'Bookmark' or 'Highlighter' and follow the relevant instructions. Please refer to the onscreen user notes for more information.



ADDITIONAL CONTENT ON CD

The *Civil Procedure* CD carries additional research materials, available only on the CD and *White Book on Westlaw UK*. These materials are not available in print. On the CD they can be found within Volume Two.

The CD-only content is denoted as such by light-blue shading of the text. Relevant paragraph numbers are tagged with a '+'.



Relevant paragraph numbers that link to CD-only content in the tables, index, statutes and statutory instruments are also shaded light blue.



The same applies to paragraph numbers within the Go To Paragraph function.

FORMS

Forms are available on both CDs in multiple formats – RTF and PDF.

- Browse or search to find the form you require.
- Click on the name of the form where it appears as a coloured link. This will automatically open Word or Adobe Reader and display the form, from where it can be edited, printed, and saved where possible.

All forms are available as RTF, which can be saved directly to your PC. Many are also available as PDF.

NEW PDF FORMS

The most widely used forms are available as savable PDFs (using Adobe Reader 9). These forms can be edited and saved directly to your PC. This allows you to return to edit a previously saved form. These forms also allow extra functionality, such as 'sticky notes' and the ability to attach documents. Some functionality, such as 'Text Edits', does not work within the fillable fields. For full details, please refer to the Adobe onscreen 'Help' pages.

All other PDF files on the CD can be edited and printed as standard.

Adobe Reader 9

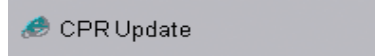
We recommend that you install Reader 9 in order to use fully the functionality of the rights-enabled Adobe forms. These forms can work on older versions of Adobe Reader, but some issues or missing functionality (such as inability to save) may result.

Machine spec

There are minimum Adobe Reader 9 system requirements. Please see the onscreen CD user guide for details.

ALERTER SERVICES

On the Home Page of the CD you will see these buttons:

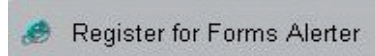


Clicking on this button will take you to the most recent version of the CPR on the Sweet and Maxwell website. Any amendments to the Part or Practice Direction made since the release of the CD will be indicated in red.

When you enter the Sweet and Maxwell website a tab will appear on the toolbar so it is possible to re-enter the website with ease when viewing other parts of the product.



Clicking on this button will take you to the Judgments page on the HMCS website, from where you can link to Court of Appeal and House of Lords Judgments.



The *White Book* Forms Alerter Service is an email service which will notify of any changes to Forms since publication of the latest Civil Procedure update. Click on this button to register for this service. New and amended forms will be available for downloading via <http://www.sweetandmaxwell.co.uk/whitebook>. You will need to enter your password to view the *White Book* Updating Service. Your password is printed in the prelims to Volume 1 of *Civil Procedure*.

Note: It is suggested you close your Web Browser before you click another link, as each link will open a fresh version of the Browser.

NETWORKING THE CD

You should only install *Civil Procedure* for networked use if you have purchased the required number of network user licences. If you require network user licences (which are purchased extra to the CD & Print pack) please contact your Account Manager or call Customer Services on 0845 600 9355.

For instructions on installing the network CD, please refer to the on-CD user guide. Existing subscribers to the network CD should note that changes have been made to the installers to incorporate different registry keys and a new dll. Please refer to the on-CD user guide or contact the Sweet & Maxwell Helpdesk on 0845 850 9355 (email: sweetandmaxwell.techsupport@thomson.com).

Please contact Sweet & Maxwell's Helpdesk for
further assistance if required:

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