



## Help – Frequently Asked Questions

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Have suggestions for improving this FAQ? Let us know!

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## Where do I start?

From the opening screen (Start Page), you can do any of the following:

- Use the "Google-like" search box to search the statutes, court rules and New Mexico case law by key words.
- Click on one of the Power Searches for either guided natural language searching in all databases, or for using more advanced search syntax in all databases.
- Select a Targeted Search (lower left-hand box) – specially designed and customized search forms for the NMSA, NMRA, NMAC, New Mexico and Federal cases.
- Get a document by citation (lower middle box) – find specific statutes, rules and cases by citation; or find a case citation to update your case research.
- Browse documents using the TOC on the left-hand side of the screen.
- Search national case law using the link in the Resources box.

## What are the functions of the various buttons on the Document Toolbar?



The Document Toolbar is displayed whenever a document is showing (Document View or Doc/Results View). The various buttons are described below:

**Sync Contents** – Expands the TOC on the left to show you the location or context of the current document.

**Prev Hit** – Takes you to the previous highlighted search match within the current document.

**Next Hit** – Takes you to the next highlighted search match within the current document.

**Clear Highlights** – Removes the highlighting from the search matches in the current document.

**Find Similar** – Finds documents similar to the one you are currently viewing.

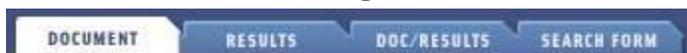
**Reference** – Opens a popup window showing the title and path (location/context) of the current document.

**Print** – Prints the current document. (Initiates your browser's print dialog, setting the active frame to be the document window.)

**Prev Doc** – Displays the previous document listed in the Results View.

**Next Doc** – Displays the next document listed in the Results View.

## How can I take advantage of the View Tabs?



Not only do the View Tabs indicate what you are looking at, but they are a helpful navigational tool.

**Document** – When this tab is active, you are looking at one of the hundreds of thousands of searchable documents on this site. If this tab is not active, click on it to retrieve the last document you were viewing.

**Results** – When this tab is active, you are looking at list of results from your most recent search. If this tab is not active, click on it to return to your most recent search results.

**Doc/Results** – Click on this tab to view a split screen with the current document at the top and the results list below.

**Search Form** – When this tab is active, you are looking at one of the many targeted or customized search forms designed for this site. When you are viewing a search form, the TOC no longer is a navigational tool, but an optional tool for selecting the scope or domain of your search. When this tab is not active, click on it to return to the last search form that you used.

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## What is the purpose of the TOC on the left-hand side of the screen?

**Drill Down** – If you know what document you are looking for and in what database it is found, the TOC is useful for stepping down through the various levels of headings and structure to locate your document.

**Headings with Hits** – After a search, the TOC displays hit numbers before each level or heading, outlining how your matches are spread out through the several databases. If your Options (click on the Options button) are set to hide headings that have no hits, then the TOC will display a navigable list of only those levels or headings that have matches. Some find this even more useful than the results list.

**Sync Contents** – Expands the TOC to show the location or context of the current document. This is not only useful as a point of reference, but can help you find similar documents located nearby in the data set, such as additional court rules in the same rule set, or additional session laws in the same chapter.

**Search Scope** – When you are using a search form, the TOC becomes an optional tool for narrowing the scope of your search. Use the check boxes by each level or heading to identify what areas you wish to search.

Searching

## What is the difference between the “Google-like” search box and the Power Search called “Search All Databases”?

The “Google-like” search box on the Start Page gives you a kick start for some of the more common types of searches used on this site. Use the radio buttons on the left to choose to search New Mexico statutes and court rules, or to search New Mexico case law, or to search both together. Click on the “Search All Databases” link in the Power Searches box to search all other databases on this site. Note that the advanced search syntax listed on the “Search All Databases” search form can also be used in the “Google-like” search box on the Start Page.

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## How do I see words around hits?

After you have done a search, in the top right-hand corner of the Results View, you will find a drop-down called “Document Excerpts”, currently set to “Off”. To see words around hits in your results list (your matches in context), change this option to “short” (five words before and after each hit), “medium” (ten words before and after each hit), or “long” (twenty-five words before and after each hit).

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## What does “Find Similar” mean and how does it work?

The “Find Similar” feature conducts a relevance-ranked search to pull up documents similar to the one(s) you have selected. It compares the “vocabulary” of one document to another, looking for such things as the frequency of unique terms or phrases in the document. You may use this feature in one of two ways:

**Based on a single document** – If you are currently viewing a document, click on “Find Similar” in the Document Toolbar to pull up a list of documents similar to the one you are currently viewing.

**Based on a selection of documents** – If you are looking at a results list from a prior search, you may select several documents to be considered as similar to what you are looking for. You may also select several documents to be considered unlike what you are looking for. Use the checkboxes to the left of each hit. Click once (green checkmark) to indicate similar. Click a second time (red X) to indicate not similar. Then click “Find Similar” at the top center of the Results View.

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## How do I save a search? How long is it saved? How do I tell which databases were searched in a saved search?

If you have executed a search that you are satisfied you would like to use again, you may save it for later use. In the lower left-hand corner of the Results View, you will find an option to save your search (scroll down if you don’t see it). Give your search a name (the more descriptive the better) and click “Save”. As soon as your search is saved, you will notice a new “Saved Searches” drop-down box at the top of the screen in the red

banner, which you can use at any time to pull up a previously-saved search.

Saved searches are associated with your user name and will be available to you and only you each time you log in. They can be removed or renamed using "Manage Saved Searches" (also at the bottom of the Results View) but they cannot be edited. If you want to remember specific details about the search, such as which databases were searched, it might be helpful to include some indication in the name you give it when you first save your search.

The query is saved until you delete it in "Manage Saved Searches".

The saved search is automatically updated when you retrieve a saved search! It is the query that is saved and not the results set. If new documents are added to the site that match the criteria of your saved search, they will be added to your results list.

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## **How do I retrieve subsequent history of a case?**

Use the "Find Case Citations" search form to pull up all documents that cite a particular case. Go to the Start Page, find and click on "Find Case Citations" in the lower-middle box. The default search scope is New Mexico courts, but you can use the radio buttons to include federal courts, NMSA, and NMAC as possible citators.

**Navigation**

## **How do I navigate from one hit in the results list to the next? From one document to the next?**

Click on "Next Hit" or "Prev Hit" in the Document Toolbar to move between highlighted matches within the same document. Click on "Next Doc" or "Prev Doc" to move between documents in the Results View.

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## **I am lost in the content. How do I find where I am?**

Click on "Reference" in the Document Toolbar. This opens a popup window showing you the database and "path" (hierarchical location) of your document. You may also use "Sync Contents" to expand the TOC to your document location.

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## **How do I get to the top of a case (or other document)?**

If you find yourself in the middle of a case and wish to jump to the beginning, you can use the scroll bar to slide back to the top. Or you can use the Windows shortcut key CTRL+Home to jump to the top. First click in the document so that your browser knows the Document View is the active frame. (This does not cancel your search – hits are still highlighted in the document and you can still return to the Results View.)

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## **When do I use the left arrow versus Start Page or Search Form tab?**

You can always use the left arrow or back button in your browser to go back to the previous web page. But you can also use the View Tabs and Start Page button to save yourself a few steps. For example, if you have done a search and have opened up a number of documents in the results list, and now wish to return to the search form where you executed your search, simply click on the Search Form tab. Or, if you have conducted a search, opened up a document, followed some hypertext links, used the TOC to navigate elsewhere, and now wish to go back to the original results list, click on the Results tab. Click on the Start Page at any time to return to the opening screen where you can select a new search.

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## **What is the difference between Clear Search and Start Page?**

Clear Search empties the Results View and resets the TOC so that no hit numbers are showing. Start Page takes you back to the opening screen without clearing your previous search.

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## **What is Sync Contents and when do I use it?**

Sync Contents expands the TOC to show the location or context of the current document. This is not only useful as a point of reference, but can help you find similar documents located nearby in the data set, such as additional court rules in the same rule set, or additional session laws in the same chapter.

## **Printing, Copy and Paste**

### **How do I print a results list?**

You must first click somewhere in the results list (but not on a link) to let your browser know that the Results View is the active frame. Then use your browser's print option to print the results list. If you are looking at a split screen (Doc/Results View) do NOT use the print button in the document toolbar because it will set the Document as the active frame. You can only print the results that are currently listed in the results window (20 at a time). Click "Next" to view and print the next 20, etc.

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### **When I print, I get what looks like a screen shot, with the banner, toolbar and TOC. How do I print my chosen document in its entirety?**

Most browsers distinguish between printing the entire web page as laid out on the screen (screen-shot mode) versus printing the contents of the selected or active frame. You want to print the contents of the document frame. Click in the document frame first to make it the active frame (or click on the print button on the Document Toolbar instead of the browser's print button). Check your browser's print settings carefully before you print to ensure that it is set to print the contents of the active or selected frame.

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### **How do I print a document with the citation? How do I copy and paste material with the citation?**

When printing an entire case, statute or rule, simply be sure to be at the top of the document before clicking on the print button on the Document Toolbar. When copying an entire case, statute or rule into your word processor, be sure to copy from the beginning of the document where the citation is to the end of the document before pasting into your word processor.

To copy and paste selected text or document excerpts with the citation, there are two steps to follow: (1) copy the citation found in the Reference Window in the Document Toolbar, or in the document itself, and paste it in your word processor, and (2) copy the document excerpts and paste them into your word processor. Some browsers, such as Firefox, allow you to select multiple blocks of text before printing or copying.