



# Crime Online

## February 2003 Edition

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# 1 THE SERVICE

## 1.1 Contents of the Service

Crime Online is the complete online solution to the information requirements of criminal practitioners. Crime Online includes...

- News - Daily criminal law news and developments, presented online or via the e-mail alerter.
- Comment - Comment and analysis by Blackstone's Criminal Practice contributors.
- Publications - Blackstone's Criminal Practice and supporting narratives and directories.
- Monthly Update - New for 2003 regular updates to Blackstone's Criminal Practice provided by contributor Michael Hirst.
- Cases - This is split into four sections:
  - Selected All England Law Reports - Relevant criminal law cases selected from the All England Reports Database.
  - Case Alerter – Topical criminal cases, reported daily
  - Official Transcripts – A selection of transcripts of particular interest to the criminal practitioner.
  - Criminal Appeals Cases
- Legislation - A comprehensive collection of criminal statutes and SIs. Also includes Bill Tracker which details the progress of all public Bills before Parliament in the current session and is updated daily when Parliament is sitting. You are able to browse the service, search for given words, or carry out a set search to return specific information
- Links - Butterworths and Blackstone Press and useful legal links.
- Case Alerter - Links to comments on this month's cases
- Email Alerter - Have specified case details arrive on your desktop each morning

## 2 OPENING CRIME ONLINE

### 2.1 Opening Crime Online

To access the Crime Online opening screen, select Civil Procedure Online from the Butterworths Direct home page (single click). A prompt for a username and password will appear, as below.

**Please provide your user name and password in the boxes below:**

**User name:**

**Password:**

**log on**

**free trial**

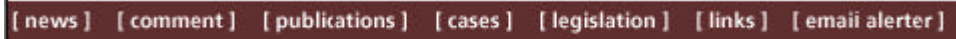
**back**

Having entered your details, left click 'log on' to access the service.

### 3 UNIQUE FEATURES

#### 3.1 Navigation Bar

From logging onto Crime Online, and loading the front page, the Navigation Bar pictured below will be seen at the top of the page. In order to access a service within Crime Online, left click once on the relevant heading.



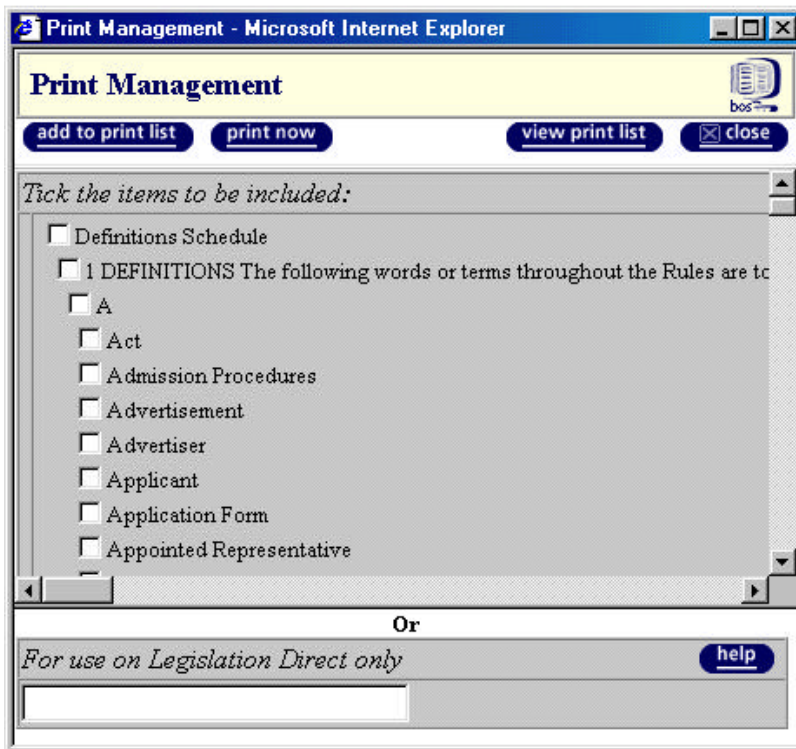
#### 3.2 Print Manager

Whole archives, or specific sections of, can be selected and collated for immediate or later printing.



The print manager button appears in the top right hand corner of some text frames. Left click this button once to load the print manager.

The Print Management window will list all the relevant printable sections and schedules from your current location.



Selecting material to print:

- To select all archives available for printing, check the box furthest to the left.
- To select individual archives for printing, check the appropriate box to the left of that heading.

To print later, left click the 'add to print list' button. To print immediately, left click the 'print now' button

### 3.3 Browsing the Archives

Having selected a heading from the Navigation Bar after a short wait, the relevant archives will be displayed.

The hierarchical content display is a powerful graphical tool that is designed to:

- Allow quick and easy navigation through a book using its content structure
- Show where in the hierarchy of the book, the text in the currently selected window is located.

The three levels are:

First level indicated by a **plus sign** - A selection of text that has sub levels and **can** be expanded

Second level indicated by a **plus sign but has been indented** - A section of text that has sub levels and **has** been expanded

**A page** - A selection of text that has no further sub levels.

#### To expand an item/open a book

First select the required item by placing the cursor on the book of the topic you wish to expand and click the mouse button once, you can do this as many times as necessary to get to the required page.

When the desired 'page' is located place the cursor on the title and click once. The title will change colour to grey and very shortly the page will open on the adjacent window.

#### To collapse the display

Place the cursor on the minus sign adjacent and click once. Placing the cursor on the main plus sign (ie. will close all the books in one.

### 3.4 E-mail Alerter

The Crime Online email update service provides tailored daily emailed updates containing the developments appearing in Crime Online. You can select the practice areas for which you wish to receive updates by selecting the relevant boxes as pictured below. The updates of your choice will appear on your desktop each morning.

- To access the E-mail Alerter left click once on 'E-mail Alerter' from the Navigation Bar.
- First, type the E-mail address into the field pictured below.

Email address:

- Next, select the topics about which you like alerts delivered to your desktop, by left clicking once on the check box to the left of the appropriate topic heading. In the example pictured below, the user would received updates on Explosives and Legal Aid.

Please send me updates on the following:

**Criminal** ▲

- Contempt of Court
- Criminal Evidence
- Criminal Law
- Criminal Law, Evidence and Procedure
- Explosives
- Juries
- Legal Aid
- Road Traffic
- Sentencing

- Finally, left click once the 'Update Subscription Information' button, pictured below.

## 4 SEARCH EXAMPLES

### 4.1 Example One

While browsing the 'Cases Archives' you require Alerts on cases involving explosives.

- Drag the cursor over the search topic to highlight and show the dropdown box. Click on Search, and the search dialogue box will be displayed.
- In the text box, type the word or phrase to be searched for, in this case 'explosives'.
- In the 'search where' area left click once on the radio button beside 'Selected part of current database', then ensure that 'Case Alerter' is highlighted.
- In the 'search how' section, where more than one word is typed into the text box for searching, specify whether to limit the search results to documents with words in the exact order by which they are typed into the text box, or alternatively widen the search results to include documents which contain the typed words in any order. However in this case only one word is being searched for, so this area will not affect the result. Leave it at its default setting.
- In the 'search through' section, leave it at the default setting.
- Click on the Search button to begin.

The results box indicates that three documents have been found matching the search criteria. Notice the articles are listed in chronological order, and underlined – they are hyperlinks. Left click on one of these hyperlinks, and after short wait the appropriate document will be displayed.

### 4.2 Example Two

Searching for the case transcript entitled 'R v Callender'

- Drag the cursor over the search topic to highlight and show the dropdown box. Click on Search, and the search dialogue box will be displayed.
- In the text box, type the word or phrase in this instance R v Callender.
- In the 'search where' area, choose 'Official Transcripts' by left clicking once on the radio button beside 'Selected parts of current database', then ensure 'Official Transcripts' is highlighted in blue.
- In the 'search how' section, where more than one word is typed into the text box for searching, specify whether to limit the search results to documents with words in the exact order by which they are typed into the text box, or alternatively widen the search results to include documents which contain the typed words in any order. However in this case only one word is being searched for, so this area will not affect the result. Leave it at its default



setting.

- In the 'search through' section, select 'Title'.
- Click on the Search button to begin.

In this case only one hit is found, and the service will take you directly to the relevant point with the Case archive.

## **5 OTHER INFORMATION**

### **5.1 Editorial**

If you have a query about the content of Crime Online, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 608 1188 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers so please feel free to contact us.

### **5.2 Technical Support**

Telephone support is available 07 00 – 00 00 GMT (Mon-Fri) and 08 00 – 00 00 (Sat-Sun)

**Tel: (44) 0845 305 0500 Fax: (44) 01483 257917**

**Email: [electronic.helpdesk@lexisnexis.co.uk](mailto:electronic.helpdesk@lexisnexis.co.uk)**

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

### **5.3 Customer Services**

Butterworths Direct Helpline is available from Monday to Friday 09 00 – 17 00  
Tel: 0845 608 1188

For calls from outside the UK: +44 (0) 1483 257726

### **5.4 Training**

To find out more about our comprehensive training courses, and to reserve a place.

Tel: (44) 0207 400 4639 Fax: 020 7400 2661

E-mail: [training@lexisnexis.co.uk](mailto:training@lexisnexis.co.uk)

