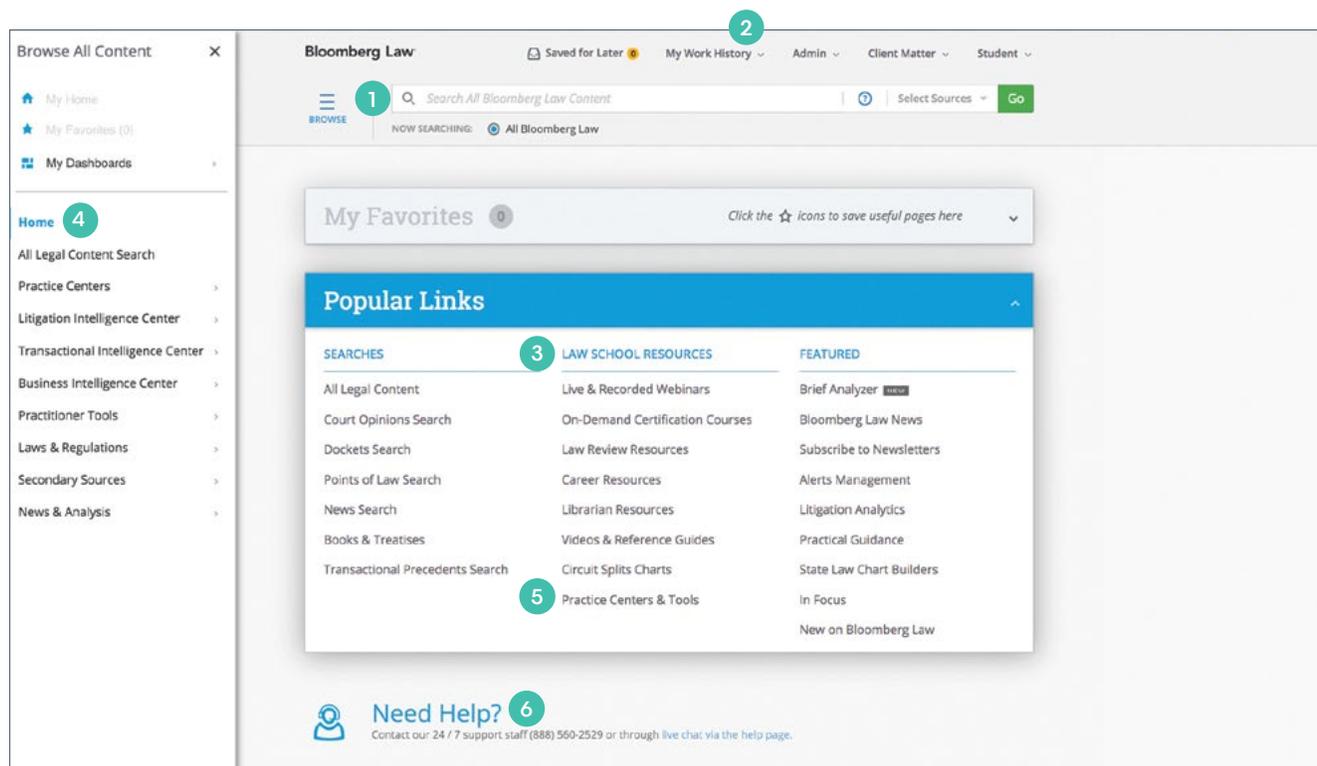


## Law Schools

### Quick Reference Card



- 1 The Bloomberg Law® Search Bar will jump-start your research by searching for legal content and helping you navigate features over all of Bloomberg Law.
- 2 Stay organized with **Workspaces**. Invite your study group, share research, upload documents, and take notes. **Work History** also allows you to manage your workflow with **Research Trail**, **Downloads**, and **Saved Searches and Alerts**.
- 3 Explore resources hand-selected to best suit your needs, including research tools, career resources, and live and recorded webinar trainings.
- 4 Click on the **Browse All Content** menu to easily access materials and tools organized by resource type. Quickly find what you need, from case law, statutes, and secondary content to news and Practical Guidance.
- 5 See a bird's-eye view of all of the resources on Bloomberg Law with the **Practice Centers & Tools** link.
- 6 Contact our **24/7 Help Desk**, staffed by legal professionals and librarians, for assistance with your research questions.

To learn more about Bloomberg law, contact your Client Service Partner, call our 24/7 Help desk at 888.560.2529, or visit our helpcenter at [help.bloomberglaw.com](http://help.bloomberglaw.com)

# Law Schools Quick Reference Card

## Find a Case on Bloomberg Law

- Have a citation? Enter it and select the citation from the drop-down menu.
- Want to view a frequently cited case? Start typing the case name, and cases related to your search will appear in the drop-down menu.
- Want to find cases with a keyword search? Enter your terms with either plain language or search operators, and press enter.
- Type “court opinion” into the Search Bar and select the **Court Opinion Search** navigation page. Run a more precise court opinion search using fields such as **Case Name, Party Name, Court, Topic, Keywords, Jurisdiction, and Judge.**

## Check Your Case With BCite

- Is your case still good law? Use our citator, BCite<sup>SM</sup>, to be confident your case is on point. A citator is a tool you use to track the history and subsequent treatment of your case; it allows you to find other cases and secondary materials that cited your case. Launch BCite from the right sidebar on every court opinion.
- Click on the **Direct History** and **Case Analysis** tabs at the top of BCite to review the treatment of your case by other courts. Filters such as **Court** and **Date** make it easy to zero in on what you need.
- Need additional relevant cases and other legal materials? Use keywords to search for relevant issues across the results on the **Citing Documents** tab, and choose a **Content Type** filter to narrow your results.
- Want updates? Choose **Create Citation Alert** on the **Citing Documents** tab to receive an email when your case is cited in subsequent cases, secondary sources, and other materials on Bloomberg Law.

## Research Statutes and Regulations

- Looking for legislative or regulatory information? Open the Browse All Content Menu, then select **Laws & Regulations.**
- Need to research case law that discusses a particular statute? Launch **Smart Code**<sup>®</sup> from the tools rail on the right of the statute or regulation.
- Need to know the latest? Use the **Legislative Resources** or **Regulatory Resources** page to find out about important topics and access relevant news.

## Learn From Trusted Secondary Sources and News

- Need to understand a legal topic? Find secondary materials throughout Bloomberg Law, including under **Secondary Sources** in the Browse All Content Menu, by typing the name of a book or treatise in the Search Bar, and in Practice Centers.
- Want to review analysis written by experts? Read thorough expert analysis in over 30 **Bloomberg Law News Channels.**
- Want the rest of the picture? Stay current with over 75,000 news sources, especially when you set an **Alert.** Use the **News Search** (on the Browse All Content Menu, under **News & Analysis**) with fields such as **Companies, People, Topics, Regions, Industries, and Sources** to locate relevant articles.

## Get Up to Speed on Transactional Law

- Have an agreement to draft? Access relevant drafting guidance and research in the **Transactional Intelligence Center**, found on the Browse All Content menu.
- Find step-by-step guidance on various transactional and drafting tasks on the **Practical Guidance** page.
- Want example language? Use the **Precedent Search** to find helpful examples.
- Need more background on a company? Use the **EDGAR Search** to find relevant SEC filings. Plus, access **Company Profiles** by running a search for a company name directly from the **Search Bar** and choosing a profile.

## Prepare for Litigation With Dockets

- Unsure how to draft a complaint or motion? Use **Docket Search** to run searches for relevant litigation materials. Narrow your research with fields including **Court, Parties, Judge, Attorney or Firm**, and other search options.
- Want to be among the first to know what happens next? Explore docket updating, alerting, and tracking.
- Find particular types of docket filings with **Docket Key**<sup>®</sup>, enabling you to quickly find examples of complaints, motions, briefs, and more.

## Keep Your Research Organized

- Want to annotate your research? Add your own notes to materials, including opinions, statutes, and news stories, with **Notepad** in the right sidebar of documents on Bloomberg Law.
- Need to find your research? Access the last six months of your research through **Research Trail** by clicking on **My Work History** found at the top of every page.
- Have a study group? Organize your research in **Workspaces** that can be shared with other students and professors at your law school. You also can upload your outlines and other files.

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