

## **QPLegaleze** User Guide

BC Laws, regulations and legal information online



QPLegaleze includes BC regulations, statutes, historical Supreme Court rules, the British Columbia Gazette and corporate registry notices. **Available in library only at all Surrey Libraries**.

## **Get Started**

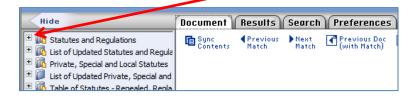
1. Click "Agree" on the QPLegaleze start page to enter the database.



2. Choose a topic from the list, or if you are unsure, click "The Complete QP Legaleze Package."



3. To browse, choose a topic from the left, and click the "+" (plus) sign to show subtopics.

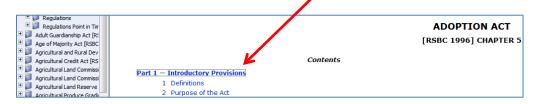


4. To view a document, click the title.

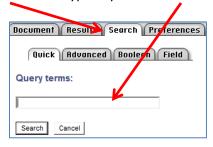


## **QPLegaleze**

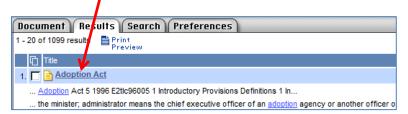
5. To view sections within a document, click on the title from the table of contents.



6. To search, click the "Search" tab. Type in your search terms (keywords) and click "Search."



7. To view a result, click the title. The search terms are highlighted in blue.



8. To go to the next result, click "Next Match." To go back, click "Previous Match." To print, click "Print Preview" and in the print preview window, click "File" and then "Print."



- 9. To start a new search, click "Clear Search" at the top of the screen. To go back to the contents list, click "Contents."

  Clear Search Contents
- 10. Remember to click "logoff" at the top left of the screen when you are done.



**Need some help with QPLegaleze?** Ask at the information desk of your local Surrey library, or view QPLegaleze's Frequently Asked Questions or Video Tutorials located on the left side of the start page.

Frequently Asked

Video Tutorials

Ouestions