

CEB OnLAW® Pro:

Getting Started

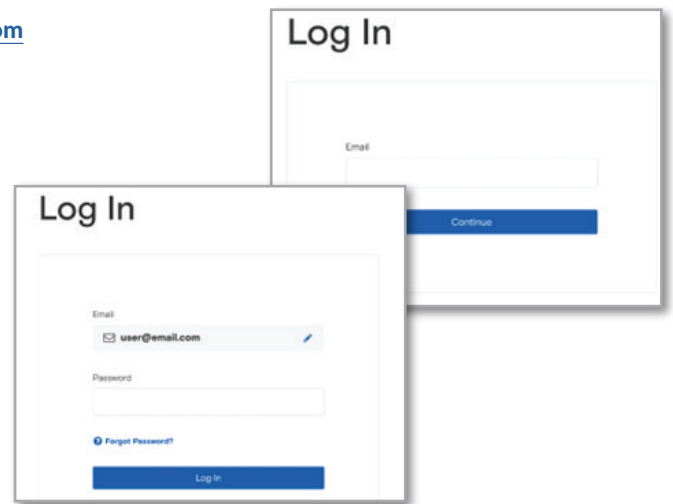
Logging In

- Click on <https://research.ceb.com/> to **log in** or go to www.ceb.com and click **log in** located in the top right corner.
- Enter your email and click **Continue**.
Enter your password and click **Log In**.


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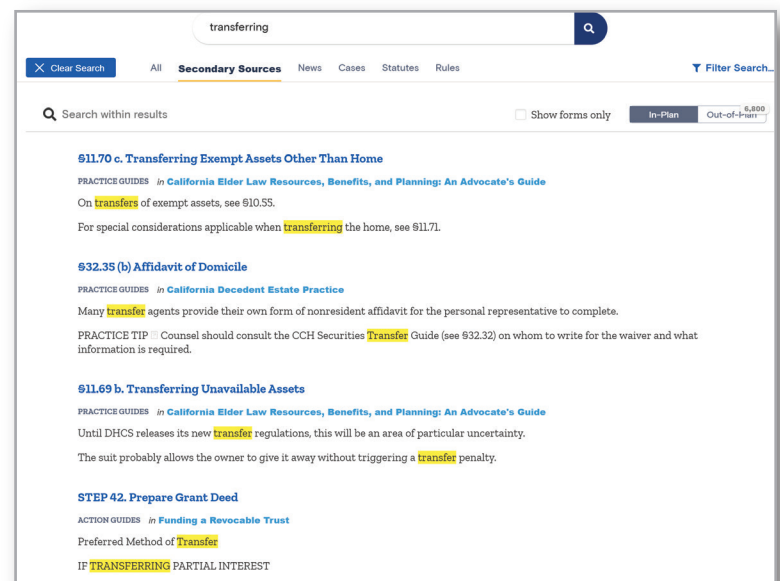
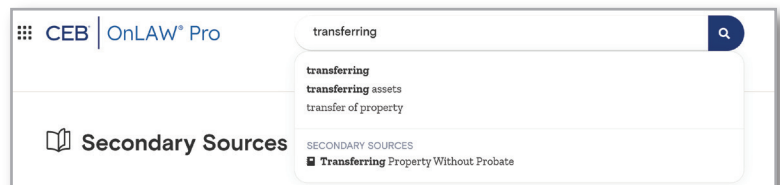
Bookmark this page for easy access.



Using OnLAW Pro

- Use the central search bar to jump right into your research using keywords or natural language.
- Start typing to see a list of suggested searches and content.
- Click the search icon  or click enter to see the full list of results.
- The **All** tab will show you the top 3 results from each content type. Click on each content tab to view all results related to the search.

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Accessing a Title in OnLAW Pro

- From the homepage, click **Secondary Sources**.
- **Browse practice areas.** Some titles appear under multiple areas to make them easier to find.

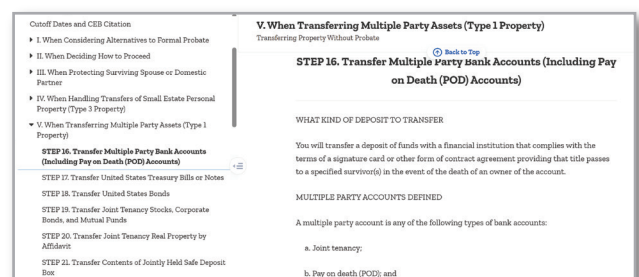
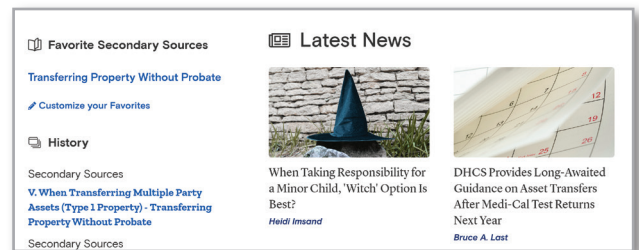
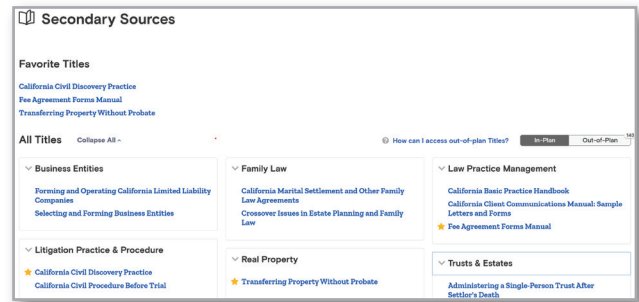
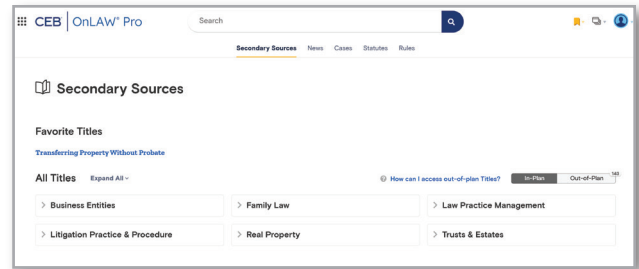
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- **Expand all practice areas** to view all available titles, or expand one practice area at a time if you know generally what you're looking for.


- **Favorite frequently used titles:** Hover over a title and click the ★ icon. Favorites appear at the top of your Secondary Sources page and on your homepage.
- To remove a title from your Favorites, hover over the favorited title, then click on the red delete icon that appears to the left.

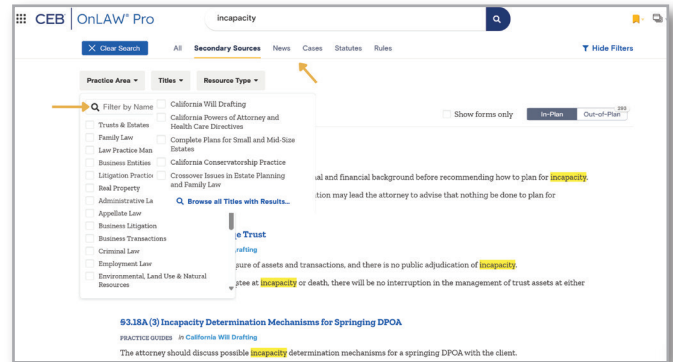
- Click a title to open it and use the **Table of Contents** to find a specific chapter or section.

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Searching and Filtering

- To **Search Within Results**, enter a keyword or natural language into the search bar and click on the **search icon**  or hit enter.
- Go to a specific content type results page using the tabs under the search bar.
- To **search within results with a keyword**, enter additional key terms in the “Search within results” text box at the top of the list of results, then hit enter.
- To **filter your search results**, click **Filter Search** to the right of the content tabs. Each content type has a unique set of filters that will appear.




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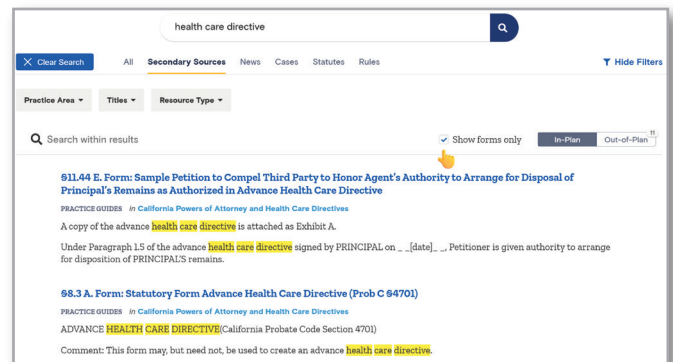


Filters used to narrow one list of results will not carry over to any other content type list of results, switching between content tabs resets and clears all filters.

Forms Search

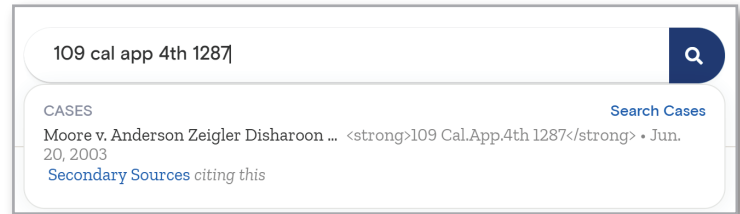
- Enter a keyword or natural language into the search bar and click on the search icon  or hit enter.
- Go to the Secondary Sources list of search results and check **“Show forms only”** in the upper right corner above the results.
- Click **Filter Search** to further narrow the results by practice area, titles, or resource type.

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Case and Statute Search

- **Cases:** Enter the name of the case or the citation in any format in the search bar. As you start typing, matching cases will surface below the bar in real time.
- Click on the case citation to be taken to the case text.
- Click on **Secondary Sources citing this** to view the list of all sources citing the case.
- **Statutes:** Enter the full name of the code or a common abbreviation. Access the statute text or go directly to the list of cases and secondary sources citing to the statute.
- See the citing cases and cross-referenced secondary sources when viewing the statute text. Narrow your view using the filters on the left.

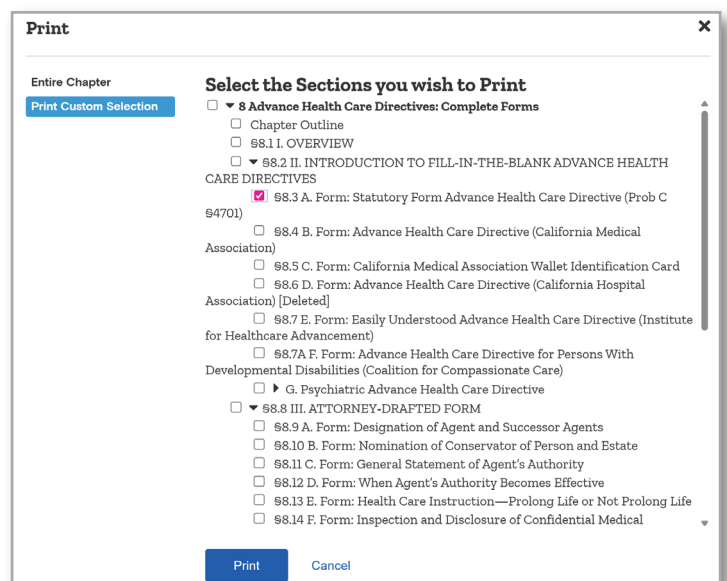
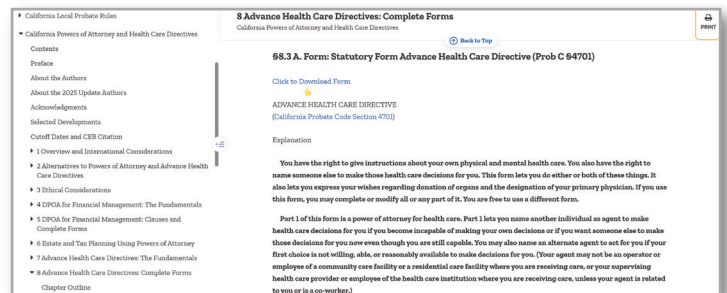


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Printing and Downloading

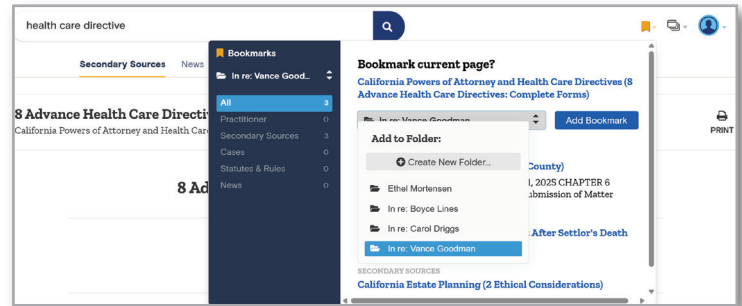
- To download a form, click **“Click to Download Form.”** The download will automatically be saved to your computer downloads folder.
- To print, click the print icon in the top right corner. For secondary sources, you will have the option to print the entire chapter or print a custom selection.

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Bookmarking Content

- At the top of any page, click on the gold bookmark icon . Click the gray drop down menu to select an existing folder or create a new one.
- Once the folder has been selected, click **Add Bookmark**.
- OnLAW Pro allows you to bookmark all content including primary law, news, and secondary sources.
- To access bookmarked content, use the same gold bookmark icon at the top of the screen. Navigate between existing folders to find saved content using the drop-down menu on the left.

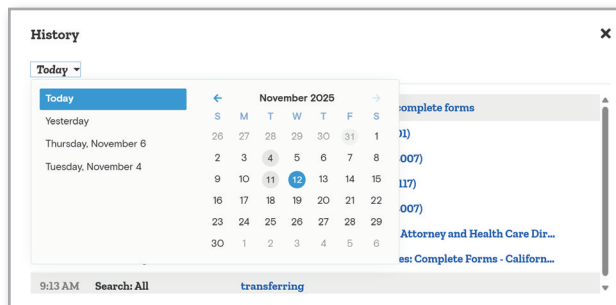
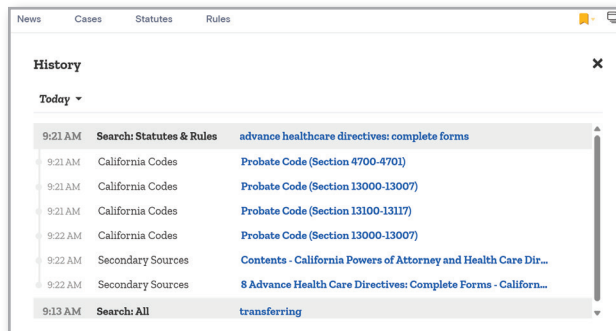


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Accessing Your History

- To view your full search, view, and browsing history, click the History icon in the upper right corner of any page, next to the bookmark icon.
- Click **Today** in your search history window to reveal the calendar and navigate to a specific date.

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Favorite Secondary Sources

[Transferring Property Without Probate](#)

[Customize your Favorites](#)

History

Secondary Sources

[8 Advance Health Care Directives: Complete Forms - California Powers of Attorney and Health Care Directives](#)

Secondary Sources

[Contents - California Powers of Attorney and Health Care Directives](#)

California Codes

[Probate Code \(Section 13000-13007\)](#)

California Codes

[Probate Code \(Section 13100-13117\)](#)

California Codes

[Probate Code \(Section 13000-13007\)](#)

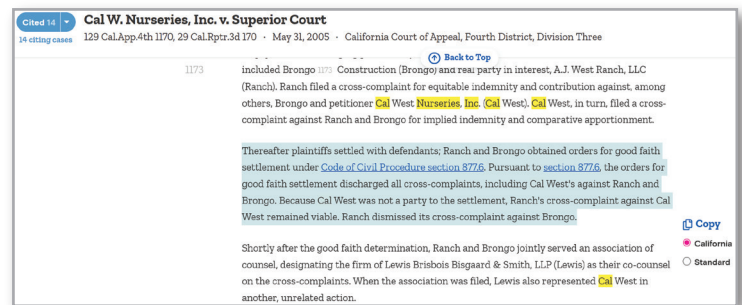
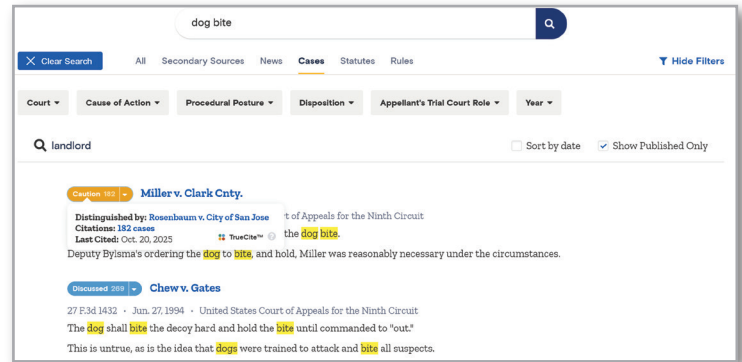
[View all history](#)

TrueCite™ Case Citator

- TrueCite is CEB's attorney-reviewed case citator that is updated daily to ensure all cases are marked with the right treatment and nuance.
- Click on a treatment to see why it was flagged and when it was last cited.

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- To copy a citation, highlight the relevant text and select between California style or Standard Bluebook style.
- Click **Copy** and paste the text into your document or email with the correct citation format.



For the citation to copy with the highlighted text, you must click **Copy** above your selected style. Using a keyboard shortcut will only include the text, and not the citation. Pasting the properly copied text with citation can be completed with a keyboard shortcut.