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Section 1  Browsing and Navigating

1.1 The Screen Components

Juta NXT 4.6 has subtle differences from the previous version.

Figure 1 demonstrates the landing page of the Jutastat 4.6 online platform:

1. **Toolbar.** Using the toolbar you can perform searches and other actions to refine your searches like switching views, opening search results page and other basic actions.

2. **Search Area:** Using the Search area of the site you can perform simple searches (using input box and Search button), clear search results (using Clear button), select search form (using search form selector), or return to the previous page using Back button.

3. **Table of Contents:** Using the Table of Contents you can navigate through content.

4. **Document Viewing Area:** Using the Document Viewing area you can view the documents that you select from the table of contents or from the results of a search. The document viewing area takes up the majority of the space on the Jutastat system.

Figure 1

The Figure above highlights the four key areas of the Jutastat online platform.
Section 1  Browsing and Navigating

Browsing and viewing information

There are two ways of accessing documents contained in publications:

- Navigating the TOC Pane
- using the Document viewing area

Using the TOC Area

Also known as the Site Hierarchy and contains a list of publications subscribed to, listed alphabetically.

Navigation is possible by clicking on the + sign in the TOC this will expand and collapse the hierarchy to view all the publications or sections or extracts available.

Use this to scroll and drill down the TOC to view the list of contents available.

1.2 TOC Pane

Document Links

Using Hyperlinks in the Document Pane

Clicking on a hyperlink in the Document viewing area links you to related documents like case annotations, footnotes, amended legislation etc.
### Section 1  Browsing and Navigating

#### 1.2 Toolbar – View Tabs

**Figure 4**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contents</strong></td>
<td>Button hides or shows Table of Contents area and is used to switch between different screen views</td>
</tr>
<tr>
<td><strong>Document</strong></td>
<td>Button opens the current displayed document</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>Button displays the last selected search form.</td>
</tr>
<tr>
<td><strong>Results</strong></td>
<td>Button shows the search results</td>
</tr>
<tr>
<td><strong>Select View</strong></td>
<td>Button opens the Select View page that allows you to select individual documents (or part(s) of a publication) you wish to view in a single view</td>
</tr>
<tr>
<td><strong>Print/Export</strong></td>
<td>Button allows you to select either a single or multiple document(s) you wish to print or save</td>
</tr>
<tr>
<td><strong>Settings</strong></td>
<td>Button allows you to customise the system to work with the device or system you are using like your phone or tablet</td>
</tr>
<tr>
<td><strong>Email it</strong></td>
<td>Button is used to send a link of the content you wish to share and the recipient must have access to Jutastat to view the content of the link</td>
</tr>
<tr>
<td><strong>Feedback</strong></td>
<td>Button is used to send us feedback on the system or content to Juta &amp; Co.</td>
</tr>
</tbody>
</table>

1. **Help** button opens application help
Section 1  Browsing and Navigating

1.3 System Settings

Settings button opens the setting page that allows you to customize the NXT site for yourself navigate this section and optimize the settings for your pc, lap top, tablet and cell phone

TIP: activate the mixed mode setting and automatically sync to contents sections this will allow you to toggle between 3 screens Document only, TOC only and Document and TOC together using the contents button explained in figure 4.

Figure 5
Section 2  Performing Searches

Searching for specific content comprises of these steps:

- Performing the search
- Viewing the list of search results
- Viewing the document linked to the results
- Refining your search results
- Saving and printing of results

2.1 Search Forms

The Contents of this pane is found above the Document viewing area and contains the Search Forms in a drop-down field.

Types of Search Forms

There are ten different Search Forms available and each of these will be discussed outlining its purpose and function. Forms can be categorized as follows:

1) General Search Form- this search form is used to conduct a broad search of all the databases you are subscribed to

2) Search Forms- all purpose forms for all users: Advanced and Boolean templates.
   - Allows for flexibility in search through all or specified publications for specific matches.
   - Matches to words / keywords typed in search form.
   - TOC check- boxes appear; restrict the search by ticking on specific publications.
Section 2 Performing Searches

3) Customized Search Forms- specified to the publications subscribed to:
   - This format focuses the search and retrieves the exact information more readily
   - TOC check-boxes appear; restrict the search by ticking on specific publications.

4) Pre-selecting databases- Click next to the database you would like to conduct your search in a tick will appear next to the database, this will reduce the amount of results you find and reduce your research time significantly since your searches will now be targeted and not board

a) General Search Forms

Advanced Search

- Uses pre-defined fields to allow for flexible search across all or specified publications.
- Matches to words using search terms and refines the search through the ordering of words,
- words forming phrases, proximity of words, and words stemming from or synonyms.
- Search results may be across a wide range of publications and duplications may occur.

Advanced Search

You can search a subset of the site by choosing sections in the table of contents (in the frame on the left).

Search for documents...

containing all these words:

- Matches to search terms occurring anywhere, at random order, and within any context

and not containing any of these words:

- Matches will exclude contexts where these words occur together with the search terms.

and containing one or more of these words:

- Matches will add contexts containing these words and the initial search terms.

and containing this exact phrase:

- Matches to the exact order and the specific words forming a phrase.

and containing these words near each other:

- Matches to initial search terms and these particular words occurring within proximity.
Section 2  Performing Searches

- Find alternate word forms (stemming)
- Find synonyms (thesaurus)

Select one of both of these options

Show document excerpts in the results list

- Short  Medium  Long

- Provides option of short, Medium and Long excerpts of results

Search  Cancel

- Begins search or cancels search

Purpose and Functions of the Advanced Search

This search can be used when/ with;

- The general search terms are known either specifically or even vaguely.
- Further clarity is sought about the context where the search terms occur.
- The view to scan across several publications and to refine search further.
Section 2  Performing Searches

Boolean Search

- Use a single field wherein the query search terms can be typed in.
- Standard Boolean Operators are used to construct search.
- Search results may be across a wide range of publications and duplications may occur.

Screen Layout

Boolean Search
You can search a subset of the site by choosing sections in the table of contents (in the frame on the left).
Query terms:

Show document excerpts in the results list
- Short
- Medium
- Long

Search Syntax Summary

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>one two one &amp; two one and two</td>
<td>Finds documents with both 'one' and 'two'.</td>
</tr>
<tr>
<td>Or</td>
<td>me</td>
<td>you me or you</td>
</tr>
<tr>
<td>Not</td>
<td>*him not him</td>
<td>Finds documents that don't contain 'him'.</td>
</tr>
<tr>
<td>Exclusive or</td>
<td>apples ~ oranges apples xor oranges</td>
<td>Finds documents with either 'apples' or 'oranges', but not both.</td>
</tr>
<tr>
<td>Phrase</td>
<td>&quot;to be or not&quot;</td>
<td>Finds documents with the exact phrase 'to be or not'.</td>
</tr>
<tr>
<td>Single character wildcard</td>
<td>wom?n th??</td>
<td>Finds documents with 'woman', 'women', etc., or 'this', 'that', 'them', etc.</td>
</tr>
<tr>
<td>Multiple character wildcard</td>
<td>a^n work*</td>
<td>Finds documents with 'an', 'addition', 'assign', etc., or 'work', 'works', 'working', etc.</td>
</tr>
<tr>
<td>Ordered proximity</td>
<td>&quot;corporate tax law&quot;*10</td>
<td>Finds documents with 'corporate', 'tax' and 'law' within 10 words, in the order given.</td>
</tr>
<tr>
<td>Unordered proximity</td>
<td>&quot;technical resource acquisition&quot;*5</td>
<td>Finds documents with 'technical', 'resource' and 'acquisition' within 5 words, in any order.</td>
</tr>
<tr>
<td>Stemming (word form)</td>
<td>run%</td>
<td>Finds documents with 'run', 'ran', 'runs', and 'running'.</td>
</tr>
<tr>
<td>Synonym</td>
<td>alert$</td>
<td>Finds documents with 'alert', 'active', 'aware', 'quick', etc.</td>
</tr>
</tbody>
</table>
Section 2  Performing Searches

b) Customized search forms (specific to certain products/publications)

Acts Search

- Search for Acts by Name, by Act Number, Year and Section Number

Screen Layout

Search for Acts by Name or Number and Year, optionally Section Number

Important: Select the publication(s) or part(s) of the publication(s) you wish to search by checking the relevant checkboxes in the table of contents (the frame on the left). If you do not choose a publication, searching will occur across all publications and may display duplicate results.

Enter the name of the Act you wish to view:

Act Name: [Example: Skills Development Act]

OR

Enter the Number and Year of the Act or optionally the Section Number you wish to view:


Select Acts or with Prelex

Information accessible

- View full act + chapters + sections+ schedule of repeal of law and transitional provisions+ Date of Commencement, Amendments and Regulations

Source Publication in TOC:

- Statutes and Regulations, Wette van Suid Africa, Compilations (Library), any specific publications wherein content linked to statutes is referred to, and collection of articles covering certain legal issues.
Section 2 Performing Searches

Journal Search

- Search for Journal articles by Title, Author or find a page within a specific year

Screen Layout

**Journals Search**

*Important*: Select the publication(s) or part(s) of the publication(s) you wish to search by checking the relevant checkbox(es) in the table of contents (the frame on the left). If you do not choose a publication, searching will occur across all publications and may display duplicate results.

Enter the title of the Article, Book Review or Notes you wish to view.

- **Title**: 
  - Freedom of expression and the regulation of broadcasting

Enter the name of the Author you wish to view.

- **Author**: 
  - Daniel Matan Pretorius

Enter the Year and Page number you wish to view.

- **Year**:
  - 2008

- **Page**:
  - 14

[Search]  [Cancel]  [Help]

Information accessible

- Works by a specific author that challenges the legal role-players to reconsider the law and legal reasoning.
- Topics or a publication which creates debate between legal theory and practice.
- Expert opinions on implementation of legislation.

Source Publication in TOC:

- Juta’s online journals
- Juta’s Electronic Journals
- Library or referenced material e.g. The Labour Library within the Industrial Law Journal
Section 2 Performing Searches

Government Gazette Search

- Search the Gazettes by Gazette Number, Month and Year of Issue or
- Different Notice types by Notice Number and Year of issue.

Screen Layout

Search for Government Gazettes

Important: Select the publication(s) or part(s) of the publication(s) you wish to search by checking the relevant checkbox(es) in the table of contents (the frame on the left). If you do not choose a publication, searching will occur across all publications and may display duplicate results.

Enter the Number and Type of Gazette you wish to view:

- Government Gazettes
- Regulation Gazettes

Gazette Number: [ ] e.g. 27488 or 8210

OR

Enter the Month and Year of the Gazette you wish to view:

Month: [ ] Year: [ ] e.g. January 2004

OR

Enter the Notice Number and the Year of the Notice you wish to view:

Number: [ ] Year: [ ] e.g. 54 2004

Search Cancel

Information Accessible

- Gazettes and Regulation gazettes lists;
  e.g. GG No 27468- Vol 478- 6April 2005- (Regulation Gazette No 8210)
- Can view the PROCLAMATION of the gazette (detail of what was declared/proclaimed)
- Can view the LEGAL NOTICES- may contain Case No: 2003/2328

Source Publication in TOC:

- Government Gazettes of SA
Section 2  Performing Searches

Law Report Search

- **Law Reports** contain cases of Law (tried and assed) that have been reported.
- Search Law Reports by Case Name, Case Number, Citation, Counsel, Division, Judges Name, Hearing or Judgment Date and Headnotes and Flynotes.

Screen Layout

**Search for Cases: By Fields**

*Important: Select the publication(s) or part(s) of the publication(s) you want to search by checking the relevant checkbox(es) in the table of contents (the frame on the left). If you do not choose a publication, searching will count across all publications and may display duplicate results.*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Name</td>
<td>Parties involved in the case X v Y</td>
</tr>
<tr>
<td>Citation Number</td>
<td>Every case is followed by a <strong>citation number</strong> e.g. 2007 (6) SA 96 (CC) Van der merwe v Road Accident Fund 2007 (1) SA 176 (C)</td>
</tr>
<tr>
<td>Flynote</td>
<td>Keywords / terms of law that were challenged; statutory distinctions, provisions of the law (both inclusions and exclusions), rights, issues and enquiries.</td>
</tr>
<tr>
<td>Headnote</td>
<td>Summary of what went down in case: <strong>Held further,</strong> ...lists points</td>
</tr>
</tbody>
</table>
Section 2   Performing Searches

Information Accessible

Case reporting format contains the following;

- **Summary**: the essence/gist and the legal points that were considered.
- **Judgment**: what was judicially considered;
- The legal reasoning behind the case,
- How it was assessed and the judgment decision taken,
- What was the claim instituted or the /allegations,
- Issues of the case/merits of the aspects under assessment/arguments presented.
- **Reported Cases**: cases reported/alluded to and referenced by both parties representation
- **Statutes considered**: legislation that set the president and influenced the judgment taken
- **Case Information**: what goes on record and how the judgment was handed down
- **Cases considered**: other reported cases that we link via annotations

Source Publication in TOC:

- Daily Law Reports
- Juta’s consolidated Case Digest
- Can be linked to any other product where the particular case is referred to.
- Within other products as ‘Extracts of the Law’.
Section 2  Performing Searches

Provincial Legislation Search

- Search is across the Legislation for the 9 provinces
- By Number and Year or by Title and restricting the search to either English or Afrikaans information.

Screen Layout

Provincial Legislation Search

*Important*: Select the publication(s) or part(s) of the publication(s) you wish to search by checking the relevant checkbox(es) in the table of contents (the frame on the left). If you do not choose a publication, searching will occur across all publications and may display duplicate results.

Enter the options of the Provincial Legislation you wish to view:
- Assigned Act / Opgedraagde Wette
- Provincial Act / Provinciale Wette
- Ordinance / Ordonnanse
- Related Legislation / Verbandhouende Wetgewing

Number: [ ]  Year: [ ]  e.g.: 11 1993

- English
- Afrikaans

- Regulation / Regulasie
- Related Notice / Verbandhouende Kennisgewing
- Standard Bylaw / Standaard Verordening

Title: [ ]  e.g.: Heritage Resources

English ✓ Afrikaans
Search  Cancel
Help
Section 2  Performing Searches

Information Accessible

- Provincial Legislation per province
- Provincial Acts
- Ordinances assigned to the province
- Ordinances not reproduced
- National Legislation assigned to the province
- Regulations
- Related Notices
- Standard by-laws
- Related National Legislation, Notices and White Papers

Source Publication in TOC

- Provincial Legislation
Section 2  Performing Searches

2.2  Viewing the list of Search Results

- The Document Viewing Pane displays results of searches.
- The results forming the closest match, to your search criteria, will be at the top of the list.
- There are 20 results displayed per search results page.

<table>
<thead>
<tr>
<th>Title</th>
<th>Parent Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLISHER’S NOTE TO REVISION SERVICE 31, 2013</td>
<td>Corporate Library/SOUTH AFRICAN CORPORATE BUSINESS ADMINISTRATION/CHAPTE...</td>
</tr>
<tr>
<td>8.4.2.6 Duration and Revocation</td>
<td>Corporate Library/SOUTH AFRICAN CORPORATE BUSINESS ADMINISTRATION/CHAPTE...</td>
</tr>
<tr>
<td>8.4.4 Termination of Power of Attorney</td>
<td>Corporate Library/SOUTH AFRICAN CORPORATE BUSINESS ADMINISTRATION/CHAPTE...</td>
</tr>
<tr>
<td>14.1 Introduction</td>
<td>Corporate Library/SOUTH AFRICAN CORPORATE BUSINESS ADMINISTRATION/CHAPTE...</td>
</tr>
</tbody>
</table>

Document Excerpt – option of Short, Medium or Long document excerpt that displays the surrounding context information for the search.

Title Path - Click on the title column of the search result to view the document.

Parent Path – indicates the path of where this result appears in the TOC (site hierarchy).
Section 2  Performing Searches

### 2.3 Document Navigation tools

Document controls buttons to navigate through information

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sync</td>
<td>Synchronizes the document in the Document pane and matches with the source product / publication within the TOC (site hierarchy) which will be highlighted in blue. Use with the Select View and Print/Export Tabs. Searches are synchronized between the Document Pane and the source document in the TOC.</td>
</tr>
<tr>
<td>Previous Doc</td>
<td>Opens up the previous document in the TOC for the current search</td>
</tr>
<tr>
<td>Next Doc</td>
<td>Opens up the next document listed in the TOC for the current search</td>
</tr>
<tr>
<td>Previous Match</td>
<td>Finds the previous occurrence of the search keywords/terms used in the current document.</td>
</tr>
<tr>
<td>Next Match</td>
<td>Finds the next occurrence of the search keywords/terms used in the current document.</td>
</tr>
<tr>
<td>Highlights</td>
<td>Click this to clear the highlighted texts in the current document</td>
</tr>
<tr>
<td>Previous Hit Doc</td>
<td>Opens the previous document in the Results List generated using current search terms</td>
</tr>
<tr>
<td>Next Hit Doc</td>
<td>Opens the next document in the Results List generated using the current search terms</td>
</tr>
</tbody>
</table>
Section 2  Performing Searches

2.4 Refining search results

There are two ways of refining your search results.

a) Before submitting your search - By default the application will search across all publications as some content may be duplicated across other publications. Use the TOC check-boxes to avoid duplication and select the specific publications.

b) After receiving search results - Search Within Results
After submitting a search, you can narrow the results further by supplying additional search terms. The new search terms will be applied to the existing search results, thereby progressively refined by supplying additional search terms.

Clear Search

- Clears the screen before the next search and once the search criteria has changed.
- Removes search results and search term(s) highlighting across the entire site.
Section 3 Printing and Exporting

3.1 Printing Documents

After you have located the documents(s) you require, you can make a hard copy or Save the information.

**Printing Options | Exporting Options**

Select the document(s) you wish to print, then click the "Continue" button:

- Print the current document
- Print multiple documents selected in the table of contents
- Add page breaks (start each document on a new page)
- Include document source path?

Printing

**Current document**
- You may print/export the current document displayed in the document pane.

**Multiple documents**
- To print/export multiple documents either from the same publication or different publications. Check boxes will be displayed next to each entry in the TOC.

**Page Breaks (when printing)**
- Website information is represented as a single continuous document.
- If you would like to view each document on a separate page in print, check this box.

**Source Path**
- Include document source path?
  - By default this checkbox is checked, and the source path of the document will appear at the top of the screen/page of information. Uncheck the box to disable the option.

**Continue Print**
- The requested document(s) will be retrieved from the system and the internet browser **Print dialog** will be displayed. Then click the OK button to send the document to the printer.

**Note**
- Do not use the browser Print function as the custom Print/Export tab provides all the necessary functionality within the Juta Law Online Publications solution.
3.2 Exporting Documents

Select the exporting option and tick the choice of content or multiple documents.

Exported Document

- Click on File, then Save As and supply a descriptive File name
Section 3  Printing and Exporting

- **Save As Type** – This information could be saved as a hyper Text Markup Language (HTML) file or a Webpage Complete or as a MHTML (shown below).

Select Web Archive, single file this will save in a MHTML format which is easily opened on windows based PC's
# Section 3  Printing and Exporting

**Save As Type**  
**Save Document Type**

Save as type will save the document by either retaining or losing its original formatting. The document will be in a non-editable format and retain the applications it was created in.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Save as Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Web Page Complete (html)" /></td>
<td><strong>Web Page Complete (html)</strong> - save in Desktop: this will save as a Folder and an HTML doc; the formatting is retained.</td>
</tr>
<tr>
<td><img src="image" alt="Web Archive single file (mht)" /></td>
<td><strong>Web Archive single file (mht)</strong> - save in Desktop, My Documents or in a specific Folder, and the formatting is retained.</td>
</tr>
<tr>
<td><img src="image" alt="Webpage HTML only" /></td>
<td><strong>Webpage HTML only</strong> - save in Desktop, My Documents or in a specific Folder, and the formatting is lost.</td>
</tr>
</tbody>
</table>

**Editable Document in Desktop**

<table>
<thead>
<tr>
<th>Desktop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right click, select Open With and select MS Word.</td>
</tr>
<tr>
<td><strong>To Save copy</strong></td>
</tr>
<tr>
<td>Click File (top left corner), select Save As then select Word Doc Type in File Name and Save As</td>
</tr>
</tbody>
</table>

**Editable Document in My Documents**

<table>
<thead>
<tr>
<th>My Documents/Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left click on the exported Folder-to highlight Click on File (top left corner) Select Open with and select MS Word.</td>
</tr>
<tr>
<td><strong>To Save a copy</strong></td>
</tr>
<tr>
<td>Click File (top left corner), select Save As then select Word doc Type in File Name and Save As</td>
</tr>
</tbody>
</table>

**Email**  
- this saved document can be emailed and an attachment.
Section 4 Contact Numbers

4.1 Important contact numbers:

Clint Ohlson
Email: cohlon@juta.co.za
Tel. 078 097 4777

Jutastat
User helpdesk
Email: lawsupport@juta.co.za
Tel. 0861 025 025