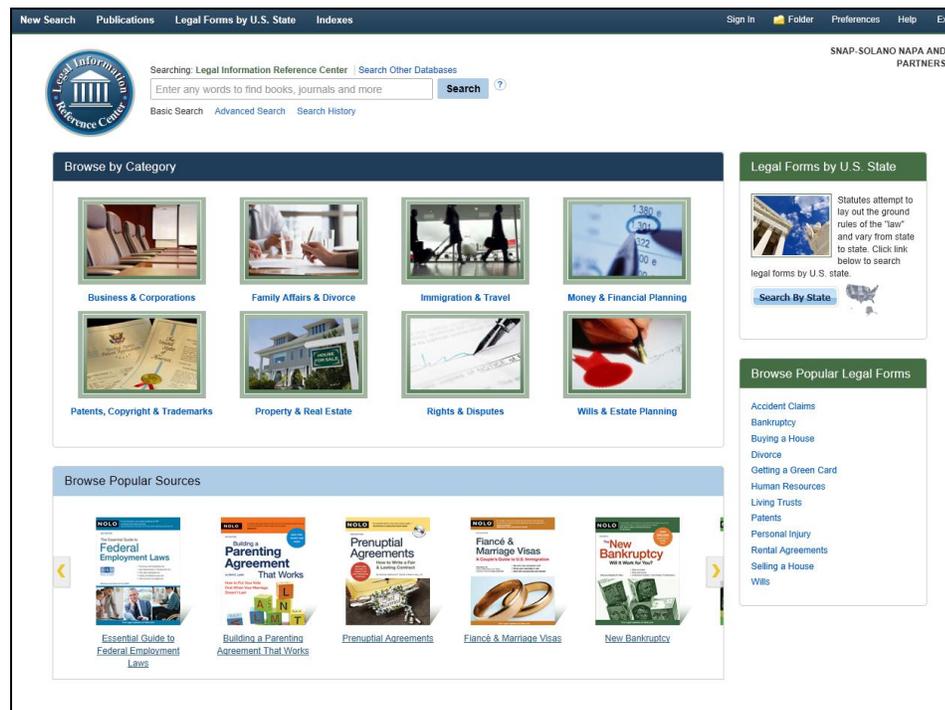# Legal Information Reference Center
(Nolo Press Database): Basic Guide

Logging into the database:

- To access Legal Information Reference Center, go to www.solanolibrary.com.

- Click on "Databases A-Z" under RESEARCH.

- Choose Legal Information Reference Center.

- Log in with your library card number.
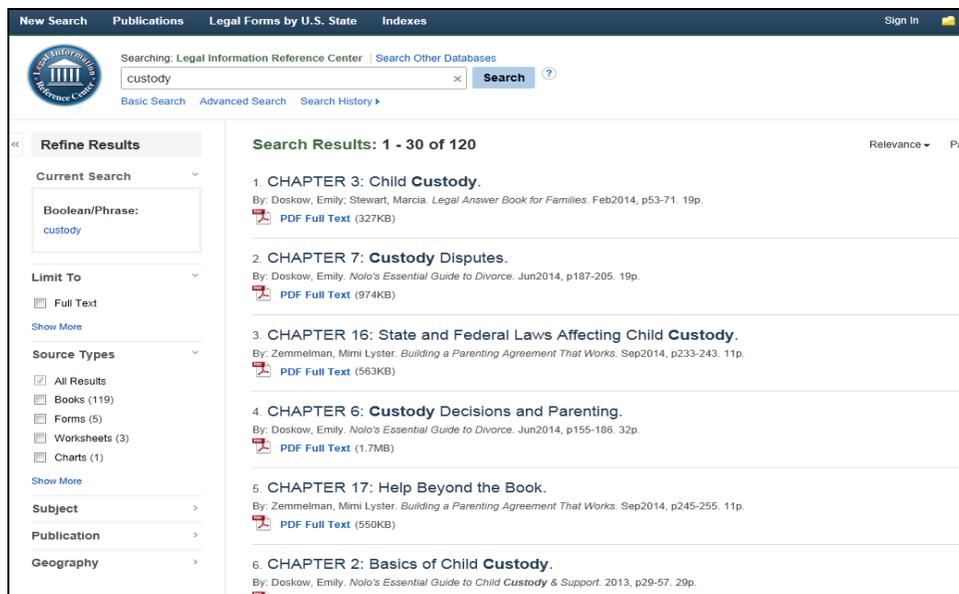
- You will then see the search interface:


Searching through the Database:

- You can search through Legal Information Reference Center by entering the key terms in the search interface. After doing so, click on "Search."
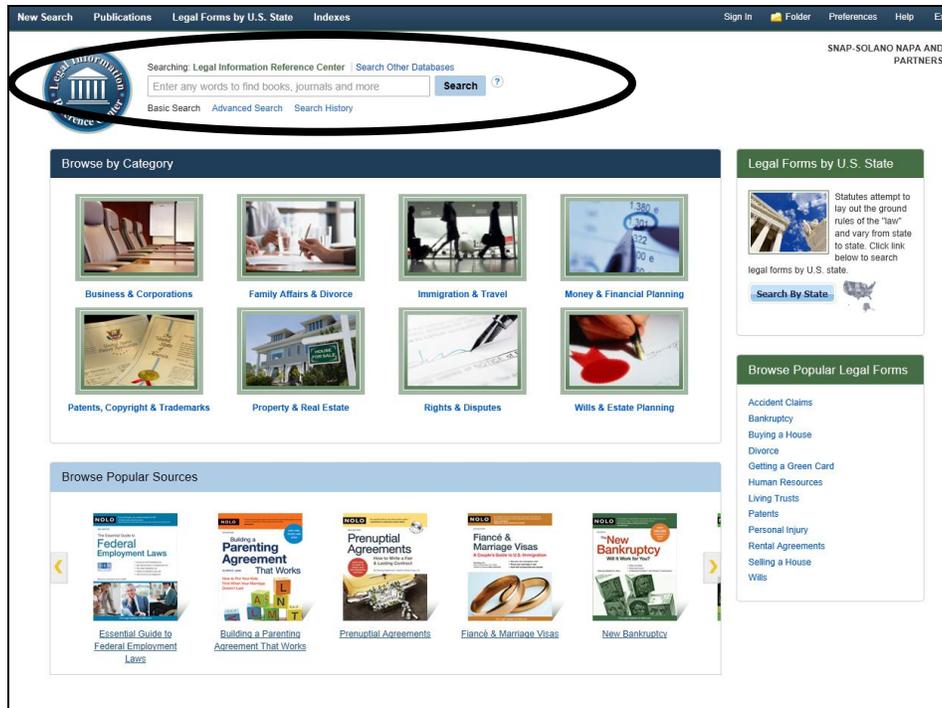
- You will then see a listing of choices. For the example below, I used the keyword "custody."

- Click on the headings to find out more information. To actually read the material, click on the "PDF Full Text" link.

- You can also search for materials by category. To do so, click on any of the icons displayed in the middle of the page.
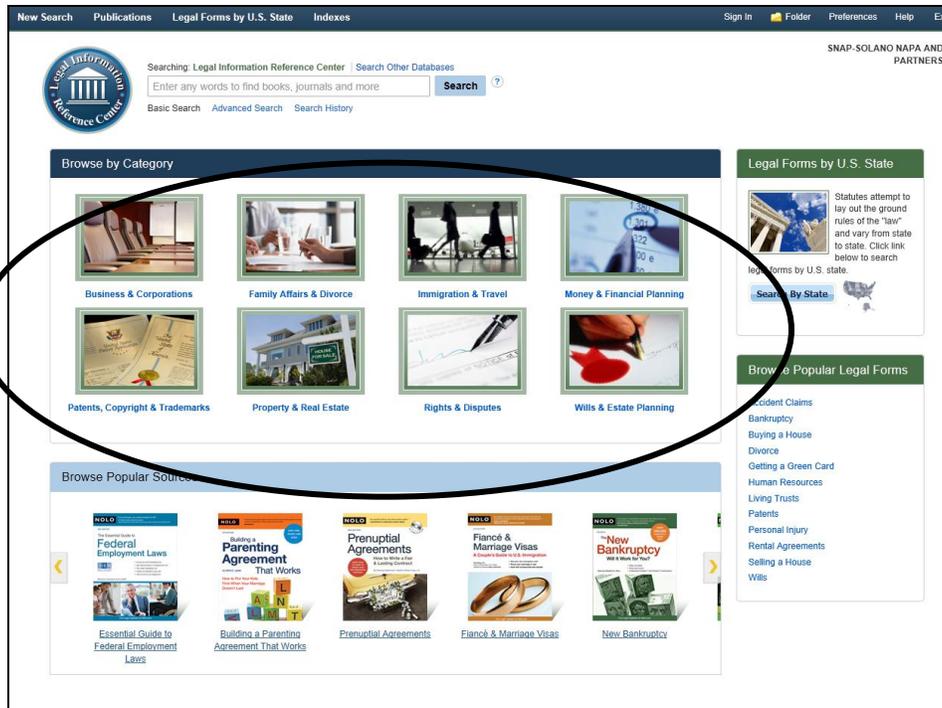
- If you are unsure of what legal category to search through, you can also search by the most popular sources. To do so, click on any of the icons on the bottom of the page.
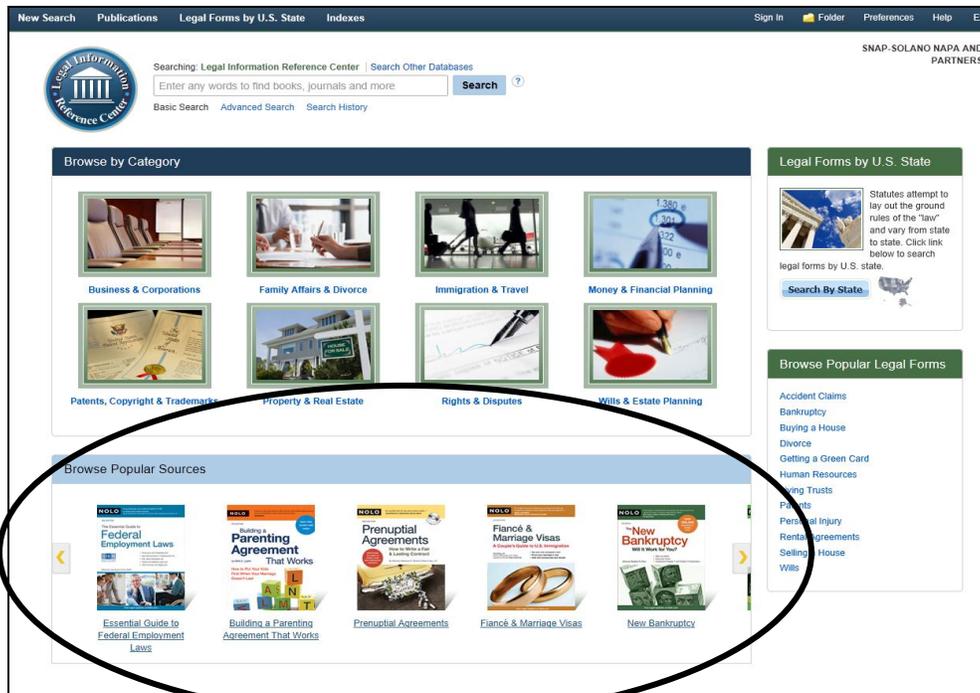
Search for a Legal Form:

- If you have an idea of what form you need, and what legal category it falls within, you can search under "Browse Legal Forms" category.

- For an example, I clicked on "Personal Injury." The following list was produced:

- To view the form's description, click on the heading. If you want to skip to directly to the form or worksheet, click on the PDF icon in the gray area.

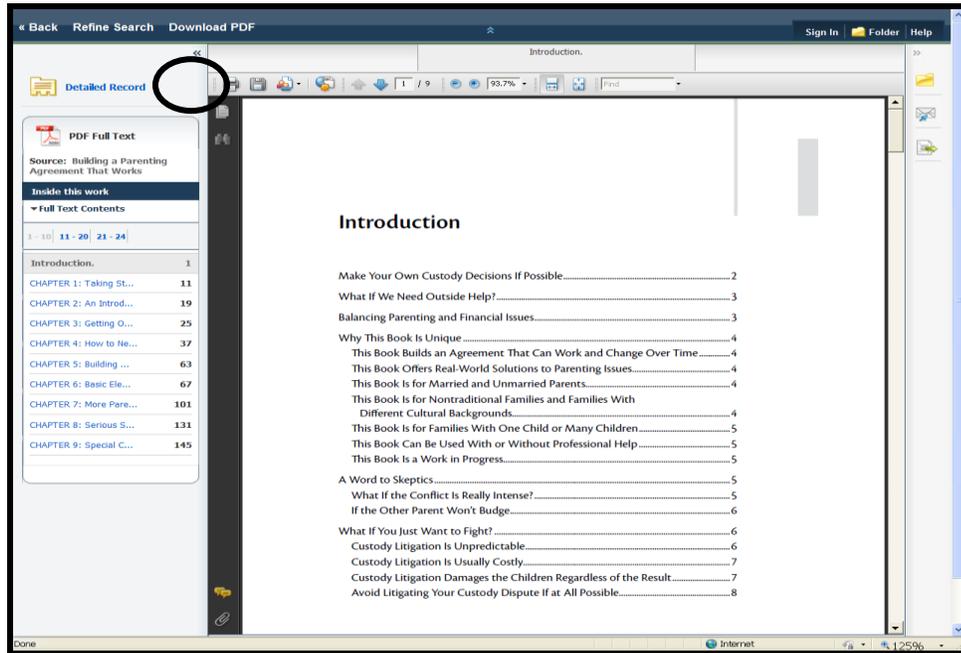*Multimedia Options (Emailing / Printing / Saving)*:

- You can email any information to yourself by clicking on the email icon (represented by an envelope). You have this ability even if you open the PDF attachment.
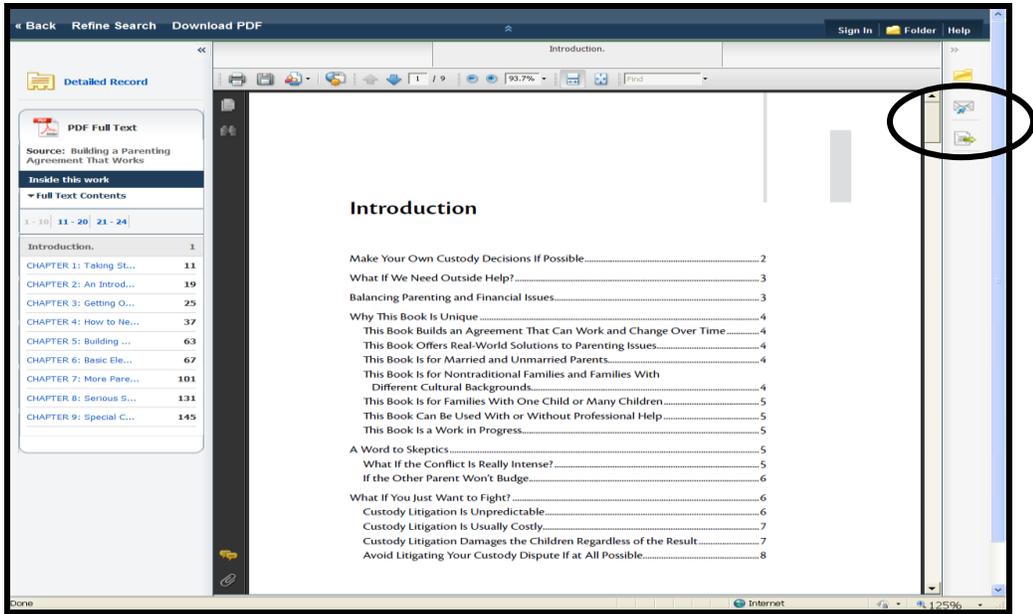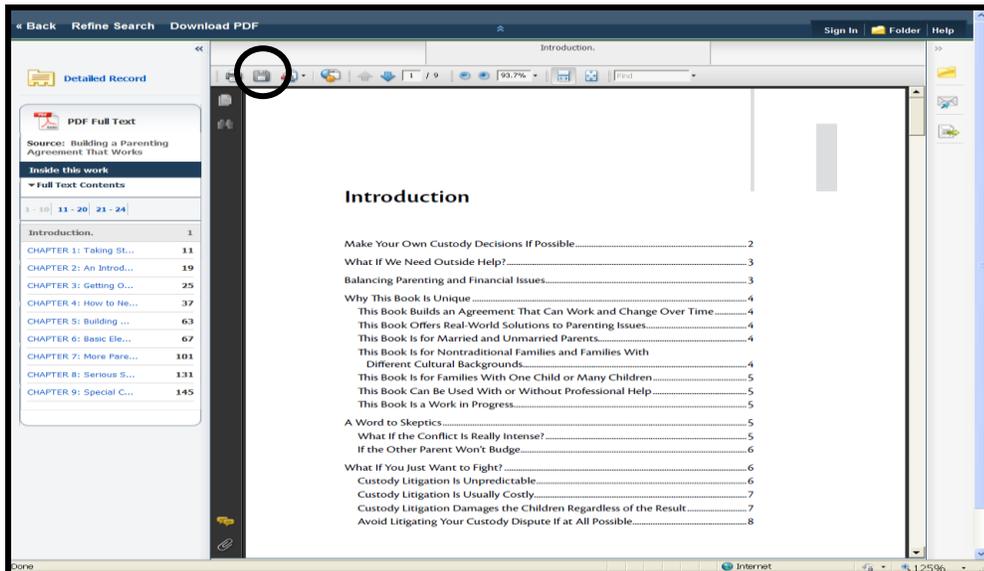

- You will be prompted to enter your email address.
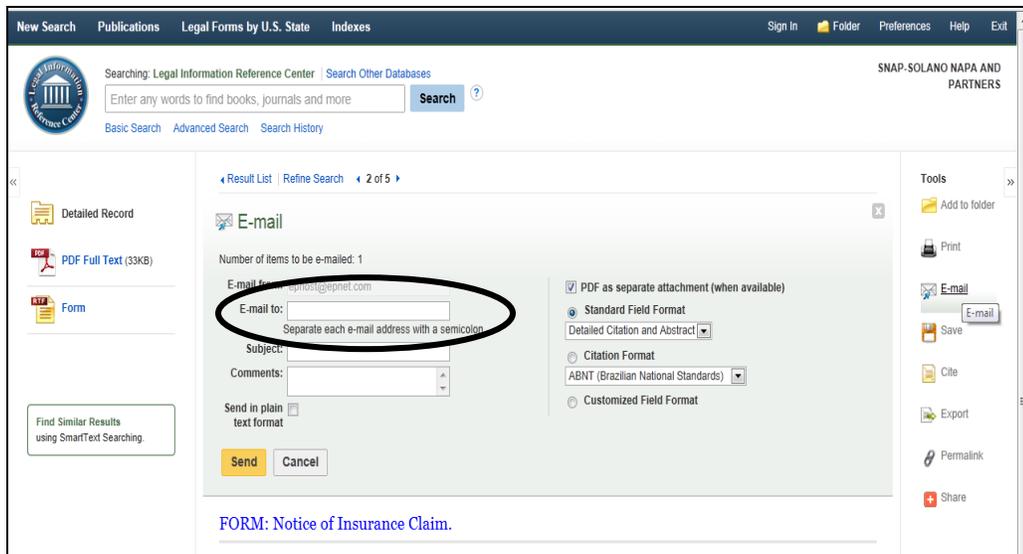
- To print something, simply click on the printer icon.

- To save a copy to "My Documents" or to your desktop, click on the save icon represented by a floppy disk:

- You can then give the PDF file a name (i.e., "Introduction"), and save it directly to your desktop or "My Documents." Click "Save" to complete the transaction.