Jutastat
e-publications

NXT 4.9
USER GUIDE
Revised: March 2017

www.jutalaw.co.za
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Browsing and Navigating

1.1 The Screen Components

Figure 1 demonstrates the landing page of the Jutastat NXT 4.9 online platform:

1. **Toolbar:** Using the toolbar you can switch views, perform searches, open the search results page and perform other actions.

2. **Search Tools:** Using the Search tools of the site you can conduct searches using customised search forms (using the "Choose Advanced Search Form(s)" drop-down list), perform simple searches (using input box and Search button) as well as clear search results (using the Clear button).

3. **Table of Contents:** Using the Table of Contents you can navigate through the publications. Also use the Table of Contents to make a selection for Searches, Select View, Printing and Exporting functions.

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.

The figure above highlights the four key areas of the Jutastat online platform.
1.2 Toolbar – View Tabs

**Contents** button hides or shows Table of Contents area and is used to switch between different screen views.

**Document** button opens the last (or previous) displayed document.

**Search** button displays the last selected search form.

**Results** button shows the search results.

**Select View** button opens the Select View page that allows you to select individual documents (or part(s) of a publication or from multiple publications) you wish to view as a single document. A maximum of 500 documents can be selected.

**Print/Export** button allows you to select either a single or multiple document(s) you wish to print or save. A maximum of 500 documents can be selected.

**Settings** button allows you to customise the Jutastat Table of Contents behavior as well as select the optimum viewing mode for your PC, laptop, tablet or cell phone.

**What’s New** button takes you to a page which lists all updated publications. The publications are listed in chronological order limited to the last 5 days of updates. If a publication contains its own “What’s new” page, the link to the page is next to the publication’s title. This page will also list system enhancements on an ongoing basis.

**Email it** button is used to send a link of the content you wish to share. The recipient must have access to Jutastat to view the content of the link.

**Feedback** button is used to send feedback on Jutastat online platform or content to Juta and Company.

**Help** button opens Jutastat help.

1.3 Browsing and Viewing Information

You can get to the content you wish to view by:

- Navigating the Table of Contents pane.
- Using the Document viewing area.
Using the Table of Contents pane

Also known as the **Site Hierarchy**. The Table of Contents pane contains a list of all the publications you are subscribed to, listed alphabetically.

You can navigate the Table of Contents by clicking on the ▼ icon which expands the hierarchy, allowing you to view and select the different parts of the publication available. Clicking the ▲ icon will collapse the hierarchy.

Use this to expand and scroll though the Table of Contents to view the list of content available.

**Table of Contents pane**

![Figure 3](image)

**Document Links**

**Using Hyperlinks in the Document View Pane**

![Figure 4](image)

Clicking on a hyperlink in the Document viewing area links you to related documents like case annotations, footnotes, amended legislation etc.
1.4 System Settings

The **Settings** button opens the settings page which allows you to customize the NXT 4.9 site for your PC, laptop, tablet or cell phone.

**TIP:** activate the mixed mode setting this will allow you to toggle between 3 screens **Document only**, **Table of Contents only** and **Document and Table of Contents** together using the contents button explained in figure 2 above.

Activate the mixed mode setting for a better view mode. The mixed mode setting allows you to toggle between 3 different screen options: **Document only**, **Table of Contents** only or **Document and Table of Contents**.

You can switch between the 3 screen views by clicking the Contents button in the Toolbar.

![Figure 5](image)

Once the desired settings have been selected, Save the settings then refresh the browser for the modified settings to take effect.
1.5 Navigational tips (The following navigational tips are limited to the Juta’s Statutes of South Africa and Juta’s Regulations of South Africa publications)

Acts

View full Act: Clicking on this link (as shown in Figure 6) will show the full Act in one document view and with the message You are currently viewing the full Act, will be displayed as shown in Figure 7. It is important to note that for larger Acts (e.g. Income Tax Act 58 of 1962), the application will take a longer time to load the file. Viewing the full Act also gives you access to the following options: “Print full Act” and “Export full Act”, this is explained below.

Print full Act: By clicking on the link as shown in Figure 8, you can print the full Act.

Export Full Act: Depending on which browser you are using, clicking on this link will either open the Act in a new tab or in a pop-up box, you can then save this information in *.html format by right-clicking within the browser page or box and selecting “Save Page As”. See Figure 10.
Browsing and Navigating

**Regulations under this Act:** The link to the Regulations under the Act as shown in Figure 11, will display a full list of regulations under the Act within Juta’s Regulations of South Africa, as shown in Figure 12. From this list, you can link directly to the relevant Regulation required.

**Figure 11**

<table>
<thead>
<tr>
<th>also amended</th>
<th>by</th>
<th>with effect from</th>
<th>refer to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protection of Personal Information</td>
<td>Act 4 of 2013</td>
<td>a date to be proclaimed - see PENDLEX</td>
<td>s. 115 of Act 4 of 2013</td>
</tr>
</tbody>
</table>

**Regulations under this Act — Legislation Judicially Considered**

**Figure 12**

<table>
<thead>
<tr>
<th>National Credit Act 34 of 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notice Name</strong></td>
</tr>
<tr>
<td>National Credit Regulations, 2006</td>
</tr>
<tr>
<td>Determination of Thresholds</td>
</tr>
<tr>
<td>Prescribed Time Frame for Free Credit Records, and Determination of Application and Registration Fees</td>
</tr>
</tbody>
</table>

**Legislation Judicially Considered:** Clicking on this link as shown in Figure 11, will take you to a list of sections of the Act judicially considered as shown in Figure 13.

**Figure 13**

<table>
<thead>
<tr>
<th>Act 34 of 2005 - National Credit Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
</tr>
<tr>
<td>--</td>
</tr>
<tr>
<td>--</td>
</tr>
<tr>
<td>--</td>
</tr>
<tr>
<td>s. 1</td>
</tr>
<tr>
<td>s. 1 av ‘credit provider’</td>
</tr>
</tbody>
</table>
Regulations

**Download full notice:** Clicking this link will result in the notice being downloaded as an *.html file.

**Note:** A very small percentage of notices are very large and cannot be displayed as a single document within the NXT application, these notices have been compressed and are available to download and view.

**Figure 14**

*National Credit Regulations, 2006*

[Download full notice] — [Link to Act] — [Link to Regulation List]

**Published under**

GN R489 in GG 28864 of 31 May 2006

**Link to Act:** Takes you to the start of the Act.

**Link to Regulation List:** Clicking this link will take the user to a full list of regulations under the Act (see Figure 12).
2. Performing Searches

Use the following steps to search for specific content:

- Perform a search.
- View the list of search results.
- View the document linked to the results.
- Refine your search results.
- Clear search results.

2.1 Search Forms

The Search tools can be found above the Document viewing area and contains the Search Forms in a drop-down field.

Types of Search Forms

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

1) **General Search Form** (default option) – this search form is used to conduct a broad search of all the publications you are subscribed to by typing search terms into the general search field.

2) **Search Forms** – all-purpose forms for all users:

   - **Advanced and Boolean search forms**
     - Allows for flexibility in search through all or specified publications for specific matches.
     - Matches to words/keywords typed in search form.
     - **Check-boxes** appear in the Table of Contents when a search form is selected. Use the check-boxes to restrict the search by selecting only the publications you want to search within (See box 4 in Figure 15).

3) **Customized Search Forms** – specific to the publications you are subscribed to:
   - This format focuses the search and retrieves the exact information more readily.
Performing Searches

- **Check-boxes** appear in the Table of Contents when a search form is selected. Use the check-boxes to restrict the search by selecting only the publications you want to search within (See box 4 in Figure 15).

4) **Pre-selecting publications** – Click next to the publication in which you would like to conduct your search, a tick will appear next to the publication. This will reduce the amount of results you find and reduce your research time significantly since your searches will now be targeted to specific publications.

a) **General Search Forms**

Advanced Search

- Uses pre-defined fields to allow for flexible searching 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.

**Figure 16**

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...

- Matches to search terms occurring anywhere, at random order, and within any context
- Matches will exclude contexts where these words occur together with the search terms
- Matches will add contexts containing these words and the initial search terms
- Matches to the exact order and the specific words forming a phrase
- Matches to initial search terms and these particular words occurring within proximity

Select one or both of these options

Provides option of Short, Medium and Long excerpts of results

Begins search or cancels search
Performing Searches

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.
- To scan across several publications and to refine search further.

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.

Figure 17

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</td>
<td>Finds documents with both 'one' and 'two'.</td>
</tr>
<tr>
<td></td>
<td>one &amp; two</td>
<td></td>
</tr>
<tr>
<td></td>
<td>one and two</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td>me</td>
<td>you</td>
</tr>
<tr>
<td></td>
<td>me or you</td>
<td></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</td>
<td>Finds documents with either 'apples' or 'oranges', but not both.</td>
</tr>
<tr>
<td></td>
<td>apples xor oranges</td>
<td></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>
</tbody>
</table>
| Single character wildcard| wom??n th??                      | Finds documents with 'woman', 'women', etc., or 'this', 'that', 'them', etc.
| Multiple character wildcard| a*n work*                       | Finds documents with 'an', 'addition', 'assign', etc., or 'work', 'works', 'working', etc.
| Ordered proximity       | "corporate tax law"/10          | Finds documents with 'corporate', 'tax' and 'law' within 10 words, in the order given.
| Unordered proximity     | "technical resource acquisition"@5 | Finds documents with 'technical', 'resource' and 'acquisition' within 5 words, in any order.
| Stemming (word form)    | run%                            | Finds documents with 'run', 'ran', 'runs', and 'running'.               |
| Synonym                 | alert$                           | Finds documents with 'alert', 'active', 'aware', 'quick', etc.          |
b) Customized Search Form(s) (specific to certain publications)

Acts Search

- Search for an Act by Name or Act number and Year. Optionally search for a section number combined with the Act number and Year.

**Figure 18**

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

- **Important:** By default, this search template will search across the Statutes and Regulations of South Africa. A preselection has been made in the Statutes Products table below, modify the selection based on your requirements. The search results will be limited to your subscription.

Alternatively, should you wish to search for information contained in products other than those listed in the Statutes Products table, then unselect all entries in the Statutes Products table and then 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).

1. Statutes Products (all 3 listed below)
   - Statutes of South Africa
   - Wette van Suid-Afrika
   - Regulations of South Africa

**Enter the name of the Act you wish to view:**

- Act Name: __________ eg. Skills Development Act

**Enter the number and year of the Act and optionally the section number you wish to view:**

- Act Number: __________ Act Year: __________ Section: __________ eg. 58 1962 5

1. Acts (current legislation)
2. Prelex (amended or repealed legislation)

**Information accessible**

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

**Source Publication in Table of Contents:**

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

Journal Search
• Search for Journal articles by title or by a specific author or by year and page number.

Figure 19

Journals Search

Important: By default this search template will search across Juta’s Electronic Law Journals. A preselection has been made in the Journal Products table below, modify the selection based on your requirements. The search results will be limited to your subscription.

Alternatively, should you wish to search for information contained in products other than those listed in the Journal Products table, then unselect all entries in the Journal Products table and then 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).

All Journals are pre-selected. Click here to de-select all, then select Journals individually versus searching through all

<table>
<thead>
<tr>
<th>Journal Products (all 9 listed below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acta Jundica</td>
</tr>
<tr>
<td>African Human Rights Law Journal</td>
</tr>
<tr>
<td>Juta’s Business Law</td>
</tr>
<tr>
<td>Mercantile Law Journal</td>
</tr>
<tr>
<td>South African Journal on Criminal Justice</td>
</tr>
<tr>
<td>Stellenbosch Law Review</td>
</tr>
<tr>
<td>South African Journal on Human Rights, The</td>
</tr>
<tr>
<td>South African Law Journal, The</td>
</tr>
<tr>
<td>Tydskrif vir die Suide-Afrikaanse Reg</td>
</tr>
<tr>
<td>Industrial Law Journal</td>
</tr>
</tbody>
</table>

Enter the title of the Article, Book Review or Notes you wish to view.
Title: Freedom of expression or International law

Enter the name of the Author you wish to view.
Author: Charles Ngoena or Daniel Malan Pretorius

Enter the Year and Page number you wish to view.
Year: 2006 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 Table of Contents:
• Juta’s Electronic Journals (online) Juta’s online journals (intranets)
• Library or referenced material e.g. The Labour Library within the Industrial Law Journal
**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.

**Figure 20**

**Information Accessible**

- Government Gazettes and/or Regulation Gazettes: eg. GG No 27468 or Regulation Gazette No 8210
- Search for Gazette by specific month and year
- Search for Notices by notice number and year of publication

**Source Publication in Table of Contents:**

- Government Gazettes of South Africa
Performing Searches

Law Report Search

- Law Reports contain judgments selected by the editors as making or interpreting the law.
- Search Law Reports by Case Name, Case Number, Citation, Counsel, Division, Judges, Hearing or Judgment Dates, or search text in the Headnotes and Flynotes.

**Figure 21**

Explanation of Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Name:</td>
<td>Search for cases by full or partial case names (or parties). eg Road Accident Fund</td>
</tr>
<tr>
<td>Citation:</td>
<td>Which is constructed as follows: Year reported—Volume number—Law report series—Page number at which the case starts—Court where case was heard. A typical citation would be 2005 (2) SA 16 (SCA). To search by citation insert only the numerical parts of the citation. eg 2005 2 16</td>
</tr>
<tr>
<td>Case Number:</td>
<td>Search for cases by the court case number eg 615/02</td>
</tr>
<tr>
<td>Court:</td>
<td>Search for cases by the court in which they were held. eg Constitutional Court</td>
</tr>
</tbody>
</table>
Performing Searches

<table>
<thead>
<tr>
<th>Judge:</th>
<th>Search for all cases by the Judge’s name with or without initials. eg Moseneke DCJ or Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heard:</td>
<td>Search for all cases that were heard in a specific month and year. eg May 2004</td>
</tr>
<tr>
<td>Judgment:</td>
<td>Search for all cases where judgment was passed in a specific month and year. eg September 2001</td>
</tr>
<tr>
<td>Counsel:</td>
<td>Search for all cases with specific counsel members. eg Maleka or Van der Merwe</td>
</tr>
<tr>
<td>Flynote:</td>
<td>Lists the key issues of the case, going from broad to specific topics. Use this search to find all cases related to specific flynotes. eg Constitutional law</td>
</tr>
<tr>
<td>Headnote:</td>
<td>Provide a concise summary of the judgment. Use this search to find all cases related to a specific concepts. eg. liable for damages</td>
</tr>
</tbody>
</table>

Information Accessible

Reported cases contain the following:

- **Annotations.** Link to Case Annotations. A list of later-reported cases that mention this judgment, indicating whether referred to, applied, not followed, etc.:  
  
  AllPay Cons Inv Holdings (Pty) Ltd v Chief Executive Officer, SASSA 2013 (4) SA 557 (SCA) ([2013] ZASCA 29)
  
  referred  
  2013 (6) SA 356 (SCA)
  
  overruled  
  2014 (1) SA 604 (CC)
  
  referred  
  2014 (2) SA 466 (SCA)

- **Summary/Flynote.** The main issues or points of law. The flynote also categorises and locates the case within the entire body of law contained in the Subject Index, which is a collection of summaries from all reported cases to date. Searching within the flynotes for keywords is a quick way of finding cases on topic.

- **Headnote.** A concise description of the new law or interpretation that the judgment sets out. If necessary, the headnote will include pertinent facts, and if not, will only set out the law.

- **Case Law.** A list of all cases used in the judgment, indicating whether that case was referred to, applied, reversed on appeal, etc.

- **Statutes.** Legislation Judicially Considered. Only sections of Acts meaningfully discussed by the case are annotated.

- **Judgment text.** The original judgment text from the court, checked and edited by the law reports editors.

Source Publication in Table of Contents:

- This option searches within all the law reports series to which you have a subscription as the default. You can narrow the law reports that will be searched by deselecting the irrelevant law reports on the Law Reports Search page.
Performing Searches

**Provincial Legislation Search**

- Search across the Legislation for the **9 provinces**.
- Search Provincial Legislation by Number and Year or by Title and restrict the search to either English or Afrikaans information.

*Figure 22*

![Provincial Legislation Search Form](image-url)

---

16
Performing Searches

Information Accessible
- Provincial Legislation per province.
- Provincial Acts.
- Ordinances assigned to the province.
- National Legislation assigned to the province.
- Regulations.
- Related Notices.
- Standard by-laws.
- Related National Legislation, Notices and White Papers.

Source Publication in Table of Contents
- Provincial Legislation.

2.2 Viewing the list of Search Results
- The **Document Viewing Pane** displays results of searches (see figure 23 below).
- The results forming the closest match to your search criteria will be at the top of the list.
  1. There are **20 results** displayed per search results page.
  2. **Document Excerpts** – option of **Short, Medium or Long** document excerpts to display the surrounding context information for the search terms.
  3. **Title** – Lists the document title containing your search results. Click on a title to access the required document.
  4. **Parent Path** – indicates the path of where this result appears in the Table of Contents (site hierarchy).

**Figure 23**

<table>
<thead>
<tr>
<th>Title</th>
<th>Parent Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT’S NEW?</td>
<td>Tax Library, Juta's/</td>
</tr>
<tr>
<td>Abbreviations</td>
<td>Company Secretarial Practice/</td>
</tr>
<tr>
<td>1.2 The reasons for a new Companies Act</td>
<td>Contemporary Company Law/ contemporary Company Law/Chapter 1 Introduction to the New Companies Act: General Overview of the Act/</td>
</tr>
<tr>
<td>3.3 The two basic categories of company: profit and non-profit companies</td>
<td>Company Secretarial Practice/Part A Company formation and structure/Chapter 3 Company types/</td>
</tr>
</tbody>
</table>
2.3 Document Navigation tools

Document control buttons to navigate through information – found at the top of the document viewing area.

<table>
<thead>
<tr>
<th>Sync Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronizes the document in the Document pane and matches with the source product/publication within the Table of Contents (site hierarchy) which will be highlighted in blue.</td>
</tr>
<tr>
<td>Use with the Select View and Print/Export Tabs. Searches are synchronized between the Document Pane and the source document in the Table of Contents.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Doc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to page back through current document or publication – does not page through search results, only pages through the publication.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next Doc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to page through current document or publication – does not page through search results, only pages through the publication.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Match:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finds the previous occurrence of the search terms in the current document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next Match:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finds the next occurrence of the search terms in the current document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Highlights:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggles search term highlighting in the current document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Hit Doc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens the previous document from the current search Results list.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next Hit Doc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens the next document from the current search Results list.</td>
</tr>
</tbody>
</table>

2.4 Refining search results

There are two ways of refining your search results.

a) Before submitting your search – Use the Table of Contents to select the publication(s) or part(s) of a publication that you would like the search to be limited to. If no selection is made in the Table of Contents, Jutastat will search across all publications in your subscription. This may result in duplicate search results.

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 refining your search by supplying additional search terms.

2.5 Clear search

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

3.1 Printing Document(s)

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

![Figure 26](Image)

**Figure 26**

**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?

Continue  Cancel

**Printing**

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

**Multiple documents**
- To print/export multiple documents either from the same publication or multiple publications. Check boxes will be displayed next to each entry in the Table of Contents and you will need to select the documents you want to print/export.

**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 within a publication 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. Click the **OK** button to send the document to the printer.

**Note**
- Do not use the browser Print function, the custom Jutastat Print/Export option provides all the necessary functionality.
3.2 Exporting Documents

Select Exporting Options and select your choice of content or multiple documents from the check boxes that will be displayed next to each entry in the Table of Contents.

Figure 27
Exported Document

Note: If the internet browser application menu is not visible, press the Alt key of the keyboard.

- Click on File, then Save As and type in a descriptive File name
- **Save As Type** – This information can be *only* be saved in *.html format:
  - Saving as WebPage, complete (*.htm;*.html) will retain formatting.
  - Saving as WebPage, HTML only (*.htm;*.html) will not retain formatting.

3.2.1 Editable/Microsoft Word document

1. Go to Windows Explorer.
2. Locate the file that has been exported.
3. Right click on the required html file and select Open with, then select Microsoft Word.
4. In Microsoft Word, click File, then Save As, then Word document. Type in the desired file name and click Save. **Note:** The newly saved Microsoft Word can be emailed as an attachment.
Section 508 compliance

NXT is compatible with Section 508 and includes features that are developed to allow people with disabilities to access the information. For more information about Section 508 of the US Rehabilitation Act, see the official website at https://www.section508.gov/.

See Using keyboard controls below for a list of NXT specific options.

The following tools were used for the NXT accessibility evaluation and testing:

- HTML5 validation tools
- The FireEyes checking plug-in for Mozilla Firefox
- The WAVE checking plug-in for Google Chrome
- The JAWS screen reader tool
- The IBM web accessibility checklist. For more information about the IBM web accessibility checklist, see the official IBM site (http://www-03.ibm.com/able/guidelines/web/accessweb.html).

4.1 Using Keyboard Controls

Most keyboard controls have standard navigation behaviour, though some of them have peculiarities. The table below lists keyboard controls that you can use to perform certain actions on your Jutastat application.

<table>
<thead>
<tr>
<th>User action</th>
<th>Keyboard controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selecting a search form</td>
<td>Use the Tab key to navigate to the Simple Search drop-down list. Open a list by pressing the Space bar, and select a form with Up Arrow and Down Arrow keys.</td>
</tr>
<tr>
<td>Selecting a document in the Table of Contents</td>
<td>Use the Tab key to switch between nodes. To expand or collapse a node, press Enter. To select a document, select the document name and press Enter.</td>
</tr>
</tbody>
</table>
| Using access keys for different site areas | Use access keys to quickly switch between different site areas. The combination of keys is Alt+[access key] for all browsers, Alt+Shift+[access key] for Mozilla Firefox. The following list includes possible access keys:  
  - Press Alt+M, or Alt+Shift+M, to move a focus to the Main toolbar.  
  - Press Alt+C, or Alt+Shift+C, to move a focus to the Table of Contents.  
  - Press Alt+B, or Alt+Shift+B, to move a focus to the Document toolbar.  
  - Press Alt+F, or Alt+Shift+F, to move a focus to the Search Forms section.  
  - Press Alt+S, or Alt+Shift+S, to move a focus to the Search... field.  
Some search forms have a set of access keys. For the Advanced Search form, you can use the following access keys:  
  - Press Alt+A, or Alt+Shift+A, to move a focus to the containing all these words field.  
  - Press Alt+N, or Alt+Shift+N, to move a focus to the and not containing any of these words field.  
  - Press Alt+O, or Alt+Shift+O, to move a focus to the and containing one or more of these words field.  
  - Press Alt+P, or Alt+Shift+P, to move a focus to the and containing this exact phrase field.  
  - Press Alt+R, or Alt+Shift+R, to move a focus to the and containing these words near each other field.  
  - Press Alt+G, or Alt+Shift+G, to move a focus to the Find alternate word forms (stemming) switch.  
  - Press Alt+T, or Alt+Shift+T, to move a focus to the Find synonyms (thesaurus) switch.  
  - Press Alt+E, or Alt+Shift+E, to move a focus to the Show document excerpts in the results list switch and set it to Off.  
For the Boolean Search form, you can use the following access keys:  
  - Press Alt+Q, or Alt+Shift+Q, to move a focus to the Query terms search field.  
  - Press Alt+E, or Alt+Shift+E, to move a focus to the Show document excerpts in the results list switch and set it to Off. |
5. Contact Numbers

5.1 Important contact numbers:

DOJ & IT Helpdesk
Email: ischelpdesk@justice.gov.za
Tel. 0860 11 22 33

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

Alwyn Peacock
Email: apeacock@juta.co.za
Juta Trainer
Tel. 011 217 7228