

WORKING WITHIN SEARCH RESULTS

Option 1

Including additional search terms

You can add terms to the original search. In the example below “and Reg T” was appended to the original search, resulting in all search terms highlighted throughout the retrieved results.



Deleting the original search terms, with only “Reg T” appearing in the search box, results in the same number of documents, except that “margin requirements and good faith” will NOT appear highlighted throughout the documents; only “Reg T” will appear highlighted.

Important: Deleting all search terms does NOT result in a new search; you must click on **Clear Selections** to begin a new search.

Option 2

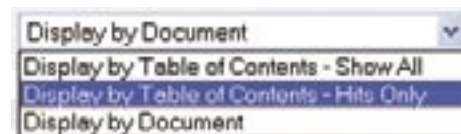
Changing your Search Tools selections

Simply click **Search Tools** to make any revisions to your current selections and then click **Search Now** at the bottom of the Search Tools screen to execute your new choices.

Option 3

Displaying the sources of your results

To display the sources of your results, start at the list of your documents and click on the drop-down arrow next to **Display by Document** and select **Display by Table of Contents—Hits Only**



Click on this icon



next to the source to get the subset of documents in a list

Click on the publication's title or source . . .



. . . to drill down into the publication's taxonomy to display only certain chapters or sections



Click **Clear Selections** at any time to target other publications and/or run a new search

Key Word Searching

on the CCH
Internet Research
NetWork

Logging in to the CCH Internet Research NetWork

Platforms

Business & Finance
Health & Human Resources
Tax & Accounting

With IDs/Passwords

<http://business.cch.com/network>
<http://hr.cch.com/network>
<http://tax.cch.com/network>

With IP Authentication

<http://business.cch.com/ipnetwork>
<http://hr.cch.com/ipnetwork>
<http://tax.cch.com/ipnetwork>

Changing default settings to your PREFERENCES

1. Click on **Preferences**

Recommended options for Boolean searching

2. Click on **Set Search Options** tab. You'll see the default settings which you can change.

Click **Apply Changes** once you've selected your preferred settings

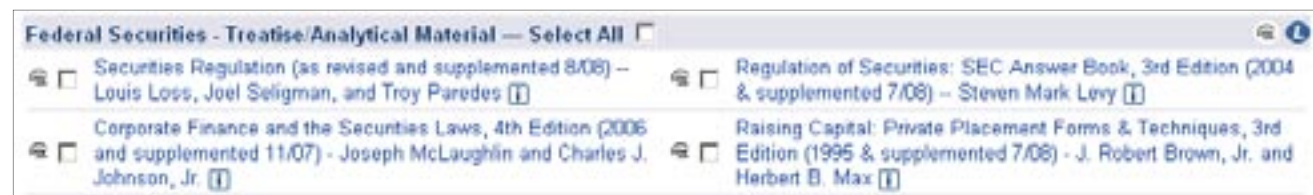
Steps to KEY WORD SEARCHING

1. Target publications you want to search



Check the **Select All** box to search all publications in the category

You may cross categories and select publications anywhere on the tab to search simultaneously and even search all of the publications on the entire tab:



You can drill down within a publication to search selected chapters



2. Enter your search terms

To construct your search:

1. Isolate the issue and identify the facts.
2. Reduce issues and facts to key words.
3. Determine possible variations of key words:
 - If there are similar terms, apply the CCH thesaurus in Preferences

4. Choose Boolean connectors to designate the relationship between your key words. (See list below. If multiple connectors are used within

the same search, your search will be processed according to the order in which they appear here.)

The processing order may be overridden by the use of parentheses. Compare the two searches below to see an example where the second search would yield better results:

1. bedrest or bed w/3 rest
2. bedrest or (bed w/3 rest)

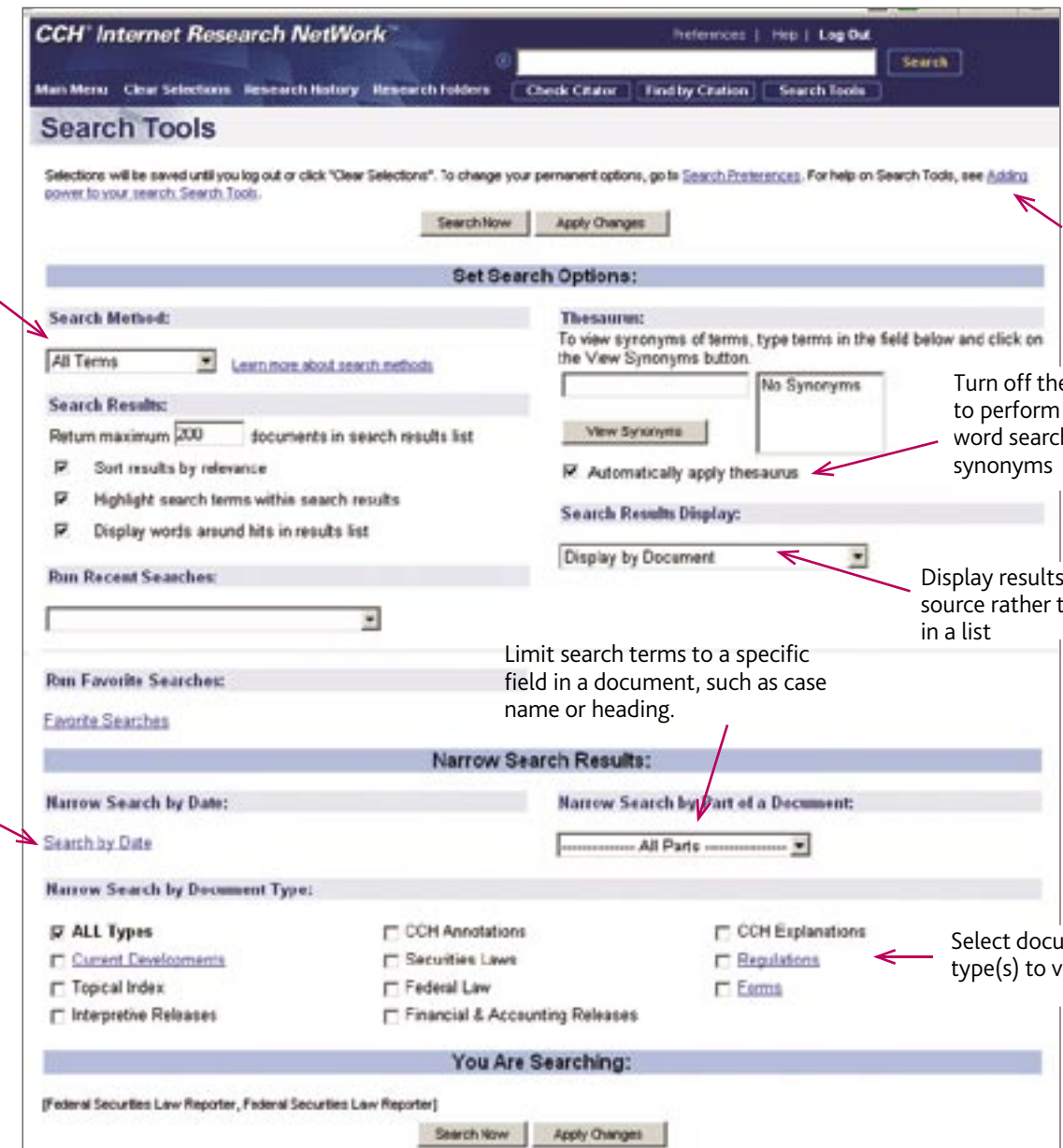
Boolean Connectors

or officer or director
 w/n security w/5 defin!
 w/sen . . . Rule 506 w/sen exempt!
 w/par . . . audit committee w/par controls
 and churning and Rule 10b-5
 & churning & Rule 10b-5
 not RICO not Puerto

Universal Characters

Symbol	Definition	Example	Character finds
!	Truncation	misrepresent!	misrepresent, misrepresented, misrepresenting, misrepresentation
*	Placeholder	advis*r	adviser or advisor
\$	Synonyms	stock\$	stock or share
" "	Quotations	"insider trading"	insider trading
()	Parentheses	Regulation T or (Regulation U w/5 OTC)	Reg T or Reg U but only if Reg U appears within 5 words of OTC

3. Use Search Tools to refine your search



Click the drop-down arrow to select another search method from the list

Click for help with Search Tools

Turn off the thesaurus to perform a literal word search without synonyms

Display results by source rather than in a list

Limit search terms to a specific field in a document, such as case name or heading.

Limit search to a specific date or date range

Select document type(s) to view

Use *after* you've executed your search to further restrict the display by date, document type, etc.

Use *before* your search to apply the restrictions and to return to the library tab. Then click the Search button next to your key words.

Note: Once you log off or click Clear Selections (or Clear Search), your choices are cleared and the default settings apply. Search Tools are temporary and do not change your Preferences.

4. Once all your refinements have been chosen, click Search

