



Searching Guide

CCH[®] InternetSM 
Research
NetWorkTM

The most complete, most reliable business
and finance information on the Internet.

Three-Step Search: Just type your terms

To do a Three-Step Search

1. Select items to search by clicking in the checkboxes next to them.
2. In the Search Expression box, type your search term(s).
3. Click **Search**.

TIPS:

What a Three-Step Search will find

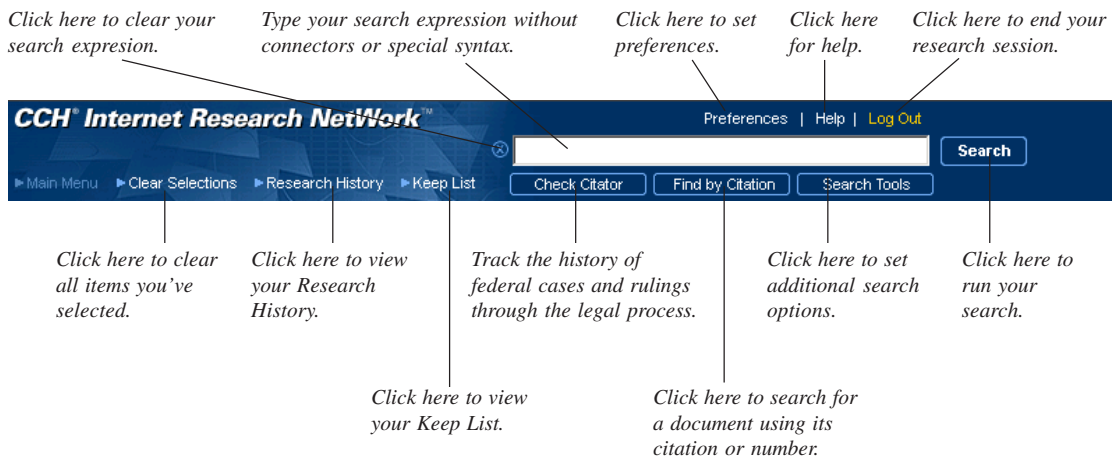
Your search results will include the top 50 documents that contain all your search terms as well as related terms from CCH's legal thesaurus. Your results will be ranked by relevancy, with the best matches listed first. (These are default settings and may be changed by clicking **Search Tools** and selecting new options — see pages 9-10 for details, or by clicking **Preferences** — see the **Set your search preferences** tip below.)

Set your search preferences

You can set certain search options as preferences so they will be applied every time you search. Click **Preferences**, and then click the **Set Search Options** tab. You can set your favorite search method, how you want your results displayed, and whether you want to include the latest news along with your other research materials. When you are finished, click **Apply Changes** to save your settings.

Search across multiple tabs

You can search publications from any combination of libraries at one time. To search across multiple publications, just select items from one library by clicking in the checkboxes next to the desired publications. Then, click a different tab and select items from that library by clicking in the checkboxes next to publications. Then search as you normally do. Your results will appear on one easy-to-use list.



Search Tools: Adding power to your search

To search using search tools

1. Select items to search by clicking in the checkboxes next to them.
2. In the Search Expression box, type your search term(s).
3. Click **Search Tools** and select your search options. (See page 10 for details.)
4. Click the **Search Now** button.

Search methods at-a-glance

Search method:	Results you can expect:
All Terms	Finds documents that include all your search terms.
Any Term	Finds documents that include at least one of your search terms.
Near	Finds documents in which your search terms appear within 20 words of each other.
Exact Phrase	Finds documents in which your search terms appear in exactly the order you type them or as a phrase. For example, <i>Year 2000</i> .
Boolean (using connectors)	
AND	Finds documents that include both search terms. For example, <i>investment and advisor</i> .
OR	Finds documents that include either or both search terms. For example, <i>investment or advisor</i> .
NOT	Finds documents in which the first term appears but the second term does not. For example, <i>investment not advisor</i> .
W/n	Finds documents in which your search terms appear within a specified number of words of each other (where <i>n</i> equals the number of words). For example, <i>investment w/25 advisor</i> .

TIPS:

Search using wildcards

Use **!** at the end of a word to indicate that any number of characters can be substituted there. For example, **depreciat!** will retrieve depreciate, depreciating, etc.

Automatically search for plurals

Internet Research NetWork automatically searches for singular, plural, and possessive forms of all search terms.

The Search Tools Template.

Search Tools

Selections will be saved until you log out or click "Clear Selections". To change your permanent options, go to [Search Preferences](#). For help on Search Tools, see [Adding power to your search, Search Tools](#).

Search Now Apply Changes

Set Search Options For This Session:

Search Method:
 Any Term [Learn more about search methods](#)

Search Results:
 Return maximum 50 documents in search results list
 Sort results by relevance
 Highlight search terms within search results
 Display words around hits in results list

Run Recent Searches:
 [Dropdown menu]

Run Favorite Searches:
[Favorite Searches](#)

Narrow Search Results For This Session:

Narrow Search By Date: [Search by Date](#)
 [Dropdown menu: All Parts]

Narrow Search By Document Type:

<input checked="" type="checkbox"/> ALL Types	<input type="checkbox"/> CCH Annotations	<input type="checkbox"/> CCH Explanations
<input type="checkbox"/> Current Developments	<input type="checkbox"/> Securities Laws	<input type="checkbox"/> Regulations
<input type="checkbox"/> Topical Index	<input type="checkbox"/> Federal Law	<input type="checkbox"/>
<input type="checkbox"/> Interpretive Releases	<input type="checkbox"/> Financial & Accounting Releases	

You Are Searching:
 [Federal Securities Law Reporter]

Search Now Apply Changes

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Click here to select a search method.

Select preferences for your search results. (Defaults are shown.)

Click here to add search terms to your Favorite Search list or to run a Favorite Search. For details, see page 27.

Click here to open the Search by Date window.

Click a checkbox to limit your search to specific document types.

Type terms here and click the **View Synonyms** button to view synonyms.

Click here to choose a display method for your search results. For details, see page 14.

Click here to run a recent search.

Click here to limit your search to a particular part of a document.

Search by Date - Microsoft Internet Explor...

Select Range Month Day Year

[Dropdown] [Dropdown] [Dropdown] [Dropdown]

[Dropdown] [Dropdown] [Dropdown]

Example: After January 01, 2002

OK Cancel

When you click Search By Date, the Search by Date window opens. From this window, you can select a date range for your search.

Note: Changes made to Search Method and Search Results settings made here will remain in effect until you click **Clear Selections**, until you change the settings manually (either here or on the "Set Search Options" tab in Preferences), or until you log off of Internet Research NetWork.

Citation Search: Searching for documents by number or citation

To do a Citation Search

1. Click in the checkbox next to the item you want to search. (For example, select **Cases** if you are looking for a case.)
2. Click **Find by Citation**.
3. In the box next to the appropriate citation format, type the number or the citation.
4. Click the **Search** button next to the box where you typed the citation.

TIPS:

Use the “free form” line if you know the complete citation

If you know the complete citation of a document (e.g., “Reg. Sec. 1XXXX”), just type the citation right on the “free form” line and click **Search**.

CCH® Internet Research NetWork™

Preferences | Help | Log Out

Search

► Main Menu ► Clear Selections ► Research History ► Keep List

Check Citation Find by Citation Search Tools

Find by Citation

Type the citation number in the appropriate box and click on Search.

Search Enter a complete citation:

Banking

Search CCH ¶

Bank Compliance Guide

Search U.S.C. §

Search Bank Protection Act of 1968 §

Search Bank Secrecy Act §

Type a complete citation here in the Search Expression box and click Search.

- or -

Type a complete citation here in the “free form” line and click the Search button.

Type a number or citation next to the appropriate citation format, and then click the **Search** button.

Viewing your search results

After performing a search, you can view a document, search the Search Results List, export or print all the documents on your Search Results list (see page 24), add all the documents to your Keep List (see page 28), or add the search to your list of Favorite Searches (see page 27).

To search the Search Results List:

1. With the results list on your screen, type new search terms in the Search Expression box.
2. *Optional:* Click **Search Tools** and select new options.
3. Click **Search**.

To view a document on your Search Results List:

- Click the document's title.

Once you have a document on your screen, there are many additional options to help you with your research.

To go to the first occurrence of your search term in a document:

- Click the **1st Term** icon  under Document List.

To search within a document:

- Use your browser's **Find** command.

To go to the next or previous document on your Search Results List:

- Click the **Next**  or **Previous**  icons under Document List.

To go to the next or previous document in the publication:

- Click the **Next**  or **Previous**  icons under Nearby Documents.

To go directly to the full text of cross-referenced links you see in text:

- Click the underlined text of the link.

To return to the Search Results List:

- Click the **List** icon  under Document List.