Constructing a search expression within IntelliConnect

1. Isolate the issue, identify the facts and determine key words.
2. Select the scope of your search: all content*, within results, selected content, this document.

   * if you've modified your Practice Areas, then 'all content' changes to 'selected practice areas' automatically

3. Type your search expression (using quotations, wildcards, connectors, and/or parentheses, if desired)
4. *Optional*—Click Advanced Search to modify/verify settings for Thesaurus, Jurisdiction, Court, and/or Date
5. Click Go.

| Search | all content | for | (executive p/2 compensation) w/9 disclos* and options | Go | Advanced Search |

within results
selected content
this document

Wildcard characters
- Universal character (*)—depreciat* gets depreciate, depreciating, depreciation, etc.
- Single character (?)—advis?r gets both advisor and adviser; ??clude gets exclude, include, and occlude but not preclude, which would have required the search term to be ???clude.

Search Connectors (in processing order)

Connector	Description	Example
" "	Use **quotes** to force multiple words to be searched as a single phrase. If boolean connectors are used within a quoted phrase, they will be treated as a regular word. A wildcard within a quoted phrase is seen as a blank or space and not recognized.	"more or less"
Space	IntelliConnect automatically substitutes an implicit **'AND'** in place of a space between terms. If the search expression contains proximity connectors, a space between terms is no longer allowed.	executive compensation
OR	Place the word **or** between terms to retrieve documents that contain either or both of the terms.	child or dependent "property tax" or "property taxes"
W/n W/sen W/par P/n	**'n'** is a designated number of words that cannot exceed 127 words. Place **w/n** between terms to retrieve documents in which the first term either precedes or follows the second term by no more than 'n' words. Note: W/sen = w/20; W/par = w/80 Place **p/n** between terms to retrieve documents where the first term precedes the second term by no more than 'n' words. If multiple proximity connectors are used in a search expression, they are processed from right to left.	california w/25 corporation foreign p/2 credit
AND	Place the word **and** between terms to retrieve documents that contain both of the terms.	court and appeals
NOT	Place the word **not** between terms to exclude documents that contain the second term from your results.	RICO not puerto
Note: Parentheses within a search expression may override the connectors' processing order.		

Advanced Search: Set search filters and tools and access Help

Thesaurus

The Thesaurus is ON by default to automatically find alternate words for individual key word(s) in your search expression.

- Type a search term in the "Synonym Lookup" field and click View Synonyms to preview synonyms.
- Uncheck the box to disable the Thesaurus so only your exact search terms will be found. (Click Apply Changes to save your Thesaurus settings.)

  Note: To speed the research process, the Thesaurus is automatically turned off when:
  — *A search contains a quoted phrase*
  — *On the search expression contains 10+ terms*

Searching by date range

Searching by date range only applies to dated documents, e.g., cases, news.

- Use the Date drop-down menu to select an option: Any Day, On, Before, After, or From/To.
- Enter the date criteria in the appropriate fields
- Click Search Now to run the date restricted search

Saved searches

- To save a search—After performing a search, click Save, select Save search, type a name for the search in the "Save this search" field and click Save.
- Access your saved searches using command in top menu bar.

Need Help? Click Help or

Customer Support http://Support.CCH.com | Customer Service 800-835-0105 | Research Support 800-344-3734