

Searching using Boolean or proximity connectors

- Select the scope of your search:
 - all content
 - within results
 - selected content
 - this document
- Type your search expression using a Boolean or proximity connector in the search field (see examples to the right).
- Click **Go**.

Boolean connectors

Here are the Boolean connectors you can use in IntelliConnect®:

- AND** Placing the word **and** between terms retrieves documents that contain both of the terms.
For example, if you type *court and appeals* as your search expression, your results will include documents that contain *court* and *appeals*.
- OR** Placing the word **or** between terms retrieves documents that contain either or both of the terms.
For example, if you type *child or dependent* as your search expression, your results will include documents that contain *child* or *dependent* independent of each other. But your results will also include documents that contain both *child* and *dependent*.
- NOT** Placing the word **not** between terms retrieves documents that contain the first term only if the second term does not appear.
For example, if you want to find documents concerning *RICO* litigation, the search expression *RICO not Puerto* excludes documents in which *RICO* occurs as part of *Puerto Rico*.

Searching using wildcard characters

Asterisk (*) wildcard

- Type an asterisk (*) in place of a character in your search term to indicate that any number of characters can be substituted in place of the asterisk.
For example, if you type *depreciat** as your search term, your results will include *depreciate*, *depreciating*, *depreciation*, etc.

Question mark (?) wildcard

- Type a question mark (?) in the place of a character in your search term to indicate that any character can appear at that specific position in the search term.
For example, if you type *advis?r* as your search term, your results will include *advisor* and *adviser*.
- If you include two or more question marks together in your search term, the system makes substitutions based on the number of question marks you included consecutively in your search term.
For example, if you type *??clude* as your search term, your results will include *exclude*, *include*, and *occlude* but not *preclude* (because *preclude* would have required your search term to be *???clude*).

Proximity connectors

Here are the proximity connectors you can use in IntelliConnect:

- W/n** Placing **w/n** between your search expression terms retrieves documents in which the first term appears within the specified number of words as the second term (where *n* equals the number of words between terms).
For example, if you type *California w/25 corporation*, your results will include documents that contain the words *California* and *corporation* only when they appear within 25 words of each other. NOTE: The value of *n* cannot exceed 127 words.
- W/sen** Placing **w/sen** between your search expression terms retrieves documents that contain the first term within 20 words of the second term.
For example, if you type *home office w/sen expenses* as your search expression, your results will include documents in which *home office* is within 20 words of *expenses*.
- W/par** Placing **w/par** between your search expression terms retrieves documents that contain the first term within 80 words of the second term.
For example, if you type *home office w/par expenses* as your search expression, your results will include documents in which *home office* is within 80 words of *expenses*.
- F/n** Placing **f/n** between terms retrieves documents in which the first term follows the second term by no more than a specified number of words (where *n* equals the number of words within which the first term must follow the second term).
For example, if you type *credit f/2 foreign* as your search expression, your results will include documents containing both the words *credit* and *foreign* in which the word *credit* follows the word *foreign* by no more than two words (*n*=2 in the example).
- P/n** Placing **p/n** between your search expression terms retrieves documents in which the first term precedes the second term by no more than a specified number of words (where *n* equals the number of words within which the first term must precede the second term).
For example, if you type *foreign p/2 credit* as your search expression, your results will include documents containing both the words *foreign* and *credit* in which the word *foreign* precedes the word *credit* by no more than two words (*n*=2 in the example).

Search options box

Make sure the checkbox next to **Apply Thesaurus** is checked to apply the thesaurus to your searches.

Select a date range option from the drop-down menu, type dates in the appropriate fields, and then click **Search Now** to run a date restricted search.

Type your search term in the "Synonym Lookup" field and click **View Synonyms**.

Click to view your saved searches.

Searching by date range

- Click the **Search** menu and select the scope of your search: **all content**, **within results**, **selected content**, or **this document**.
- Type your search expression in the search field.
- Click **Search Options**.
- Click the **Date Range** menu and select a date option: **Any Day**, **On**, **Before**, **After**, or **From/To**.
- Type the actual date range for your search in the appropriate fields.
- Click **Search Now** to run your date restricted search.

Applying the thesaurus to your searches

- Click **Search Options**.
- Make sure the checkbox next to **Apply Thesaurus** is checked.
- Click **Apply Changes** to save your changes and return to your research.

Viewing synonyms of a search term

- Click **Search Options**.
- Type your search term in the "Synonym Lookup" field.
- Click **View Synonyms**.

Saving a search

- After performing a search you want to save, click **Save** and select **Save search terms and scope**.
- Type a name for the search in the "Save this search" field and click **Save**.

Viewing saved searches

- Click **Search Options**.
- Click **View Saved Searches**.
- Select **Search Now** to re-run one of your saved searches.
- To delete a saved search, click **Delete** next to the saved search you want to remove.

TIP:

Tips for Quick Citation Searching:

- Click the down arrow in the search scope box and select **Citations**.
- Type the complete citation in the search bar and click **Go**.

Here are some examples:

Cases	___-__ USTC ¶_____	2003-1 USTC ¶150,273
Internal Revenue Code	IRC Sec. ___	IRC Sec. 1031
Regulations	Reg Sec. ___	Reg. § 1.1361-3(a)
Revenue Procedure	Revenue Procedure ___-__	Revenue Procedure 96-15, Rev Proc 96-15
Revenue Rulings	Revenue Ruling ___-__	Revenue Ruling 2005-10, Rev Rul 2005-10

TIP:

Looking for IRS Code Section 1031?

- s1031 will locate the full text of the code section from the Standard Federal Income Tax Reporter.
- IRC1031 will locate the full text of the code section from the Current Internal Revenue Code.

Need Help?

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