

## Searching Using Boolean or Proximity Connectors

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

## 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 **adv?*s*** 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 **??cl*ude*** 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 **???cl*ude***).

### TIP:

For more information on how to use Boolean and proximity connectors and Wildcard characters in your searches, see the IntelliConnect Help file.

## 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***.

## 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.

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

Click the links to limit your search to specific courts or jurisdictions.

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

Click to open/close the **Advanced Search** box.

## 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 the **Advanced Search** link.
- Click the **Date** 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 **Go** or the **Search Now** button to run your date restricted search.

## Applying the Thesaurus to Your Searches

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

NOTE: Although the thesaurus includes single terms related to your search term in your search results, it does not look for plural synonyms of phrases.

## Viewing Synonyms of a Search Term

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

## Applying the Thesaurus to Your Searches

- Click the **Search Options** link.
- Click the **select** link to the right of Jurisdictions or Courts.
- Click in the checkboxes next to the jurisdictions or courts you want to target with your search and click **OK**.
- Click **Apply Changes** to save your changes, close the "Advanced Search" box, and return to your research.

NOTE: "Search Limits Applied" text (and an associated icon) is displayed to the right of the "Search Expression" field, showing you advanced search options have been applied to subsequent searches. The next time you perform a search, only the jurisdictions or courts you selected are targeted.

## Need Help?

Click Help or ?.

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