

### 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 <b>quotes</b> 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 ' <b>AND</b> ' 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 <b>or</b> 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	' <b>n</b> ' is a designated number of words that cannot exceed 127 words. Place <b>w/n</b> 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 <b>p/n</b> 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 <b>and</b> between terms to retrieve documents that contain both of the terms.	court and appeals
NOT	Place the word <b>not</b> 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

The screenshot shows the Advanced Search interface. At the top, there is a search bar with the text "all content" and "for (executive p/2 compensation) w/9 disclos\* and options". A "Go" button and a magnifying glass icon are to the right. Below the search bar, there are sections for "Thesaurus" (with a checked box for "Apply Thesaurus" and a "Synonym Lookup" field containing "options"), "Limit Search To" (with "Jurisdictions" set to "No Search Limits Applied" and "Courts" set to "State: Delaware Courts"), and "Date" (with a dropdown menu showing "Any Day", "On", "Before", "After", and "From/To"). A "Help" section is on the right with links for "Searching Tips", "Boolean Connectors", "Exact Phrase Search", "Thesaurus", and "Search Demo". A "Courts Pre-Search Filter" dialog box is open, showing a list of courts under "Federal", "State", and "International" categories. The "Delaware Courts" checkbox is checked. A red callout box points to the "Delaware Courts" checkbox with the text "Set additional restrictions for a search, e.g., Delaware courts". A red circle highlights the "Advanced Search" link in the top right corner.

### 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
- Or 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.

Document Tray [0] | History | **Saved Searches** | Practice Areas | Preferences | Help | Log Out

**Need Help?** Click **Help** or

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