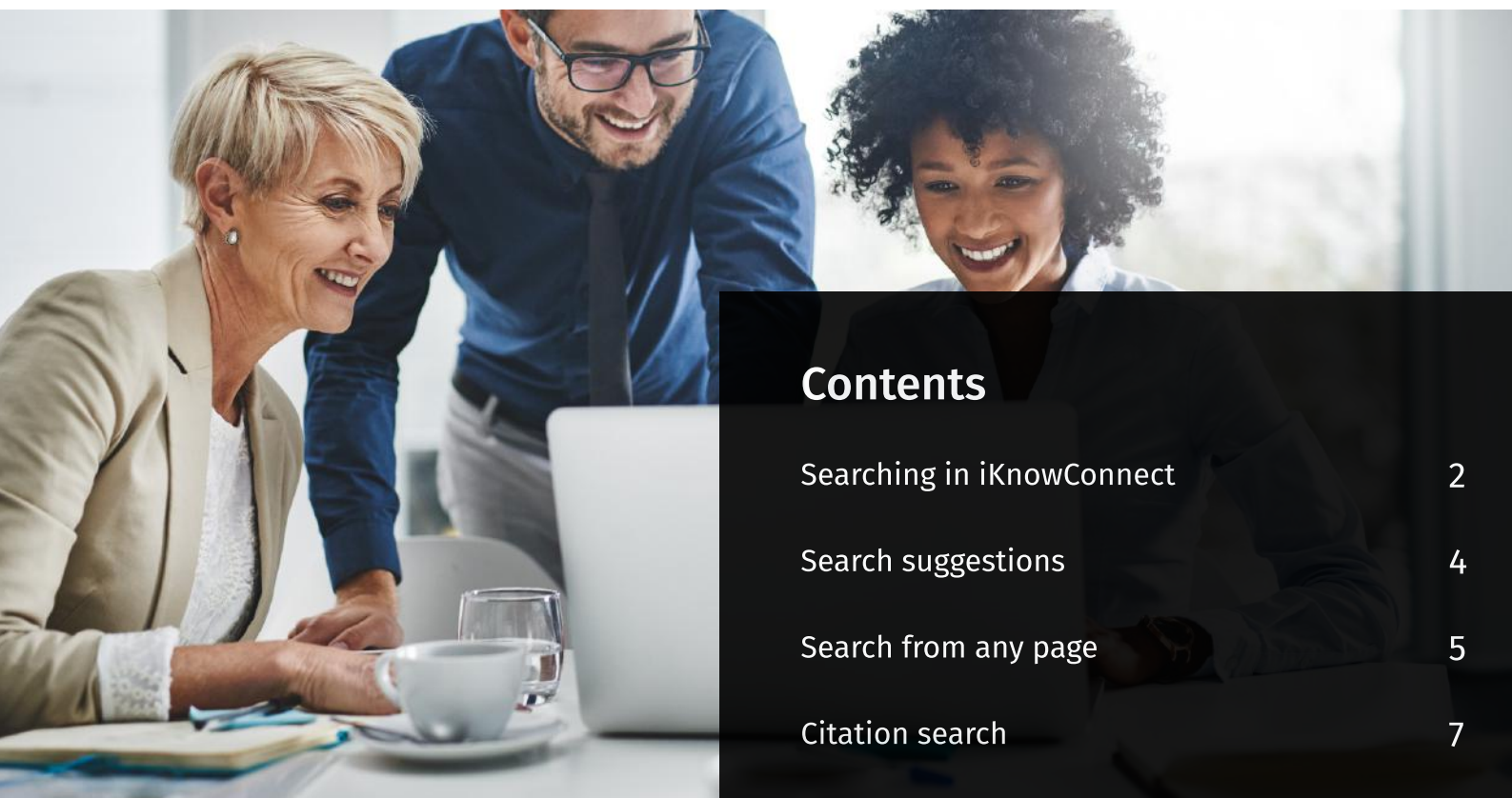# Wolters Kluwer

CCH iKnowConnect

Search guide

Welcome to the CCH iKnowConnect Search Guide! This guide is designed to help you make the most of the search capabilities within the CCH iKnowConnect platform. Whether you are searching for legislation, case law, or commentary, the tips and tricks in this guide will help you find the information you need quickly and efficiently. From basic search techniques to advanced filtering options, this guide covers everything you need to know to get the most out of your CCH iKnowConnect searches. Let's get started!
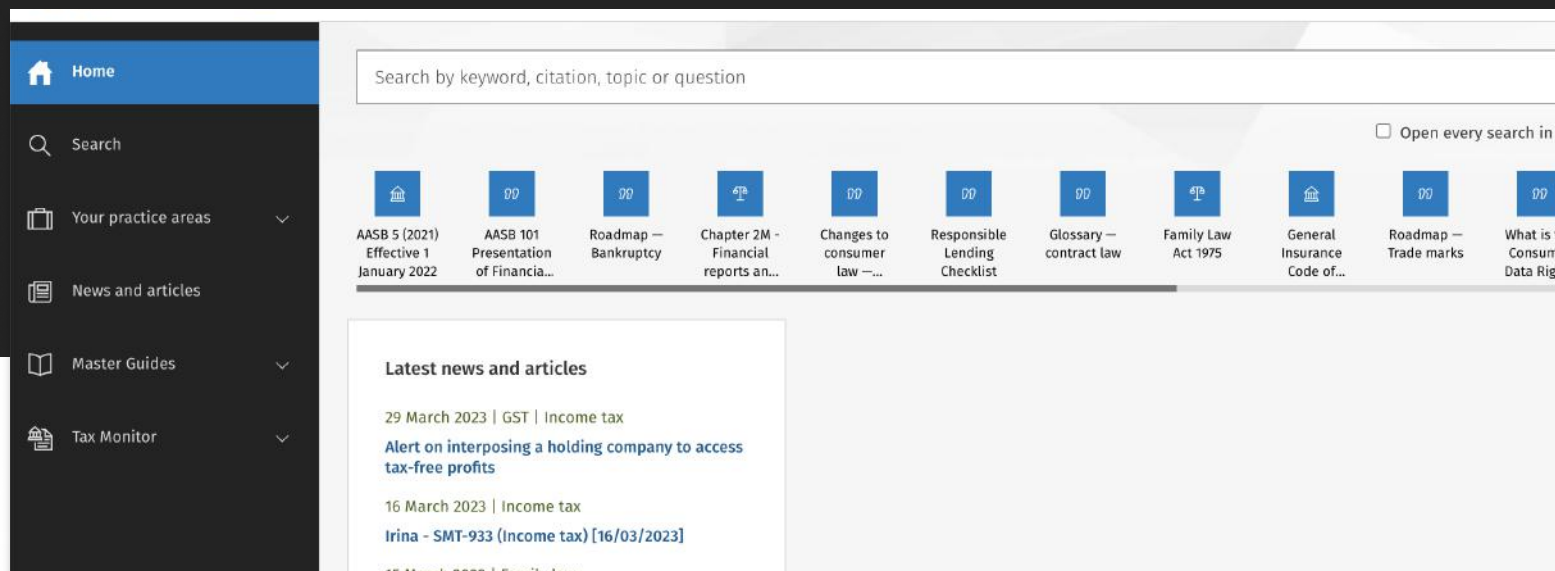
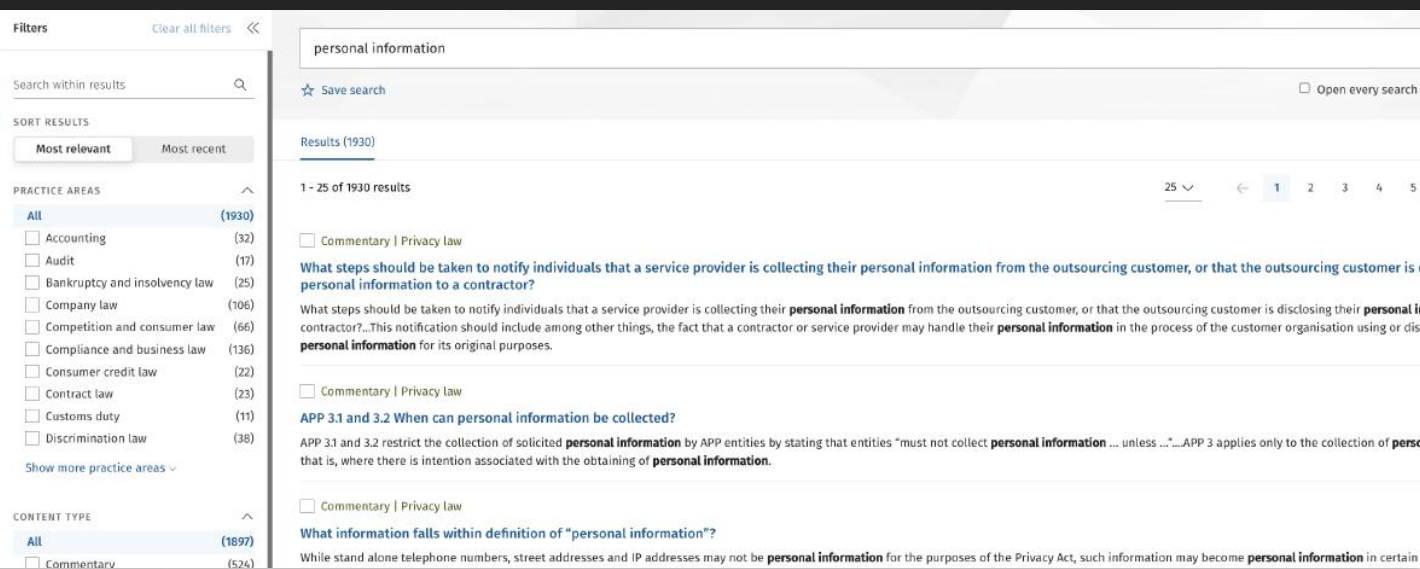## Contents

Searching in iKnowConnect

Learn a few tips and tricks to help you get the most out of search experience in iKnowConnect

How to perform a search:

1. **Locate the search box**: After logging into CCH iKnowConnect, you will be directed to the homepage. The main search box is prominently displayed on the homepage.
2. **Enter your search term**: Click inside the search box and begin typing your search term. You can enter a keyword, phrase, topic, citation, party name, or question related to what you're looking for.
3. **Review auto-suggestions (optional)**: Review the auto-suggest options as you begin to type. These include search suggestions, which are related search terms that can help refine your query, quick answers that provide an answer on hover, or jump to options that take you directly to the document matching your search term. Reviewing these options can be helpful in guiding your search.
4. **Hit enter or click the search button**: Once you've entered your search term, hit the wolter key or click the search button to see the search results for content that you subscribe to.

5. **Review your search results**: The search engine will display a list of results based on your search term. The results page will typically show a brief snippet of the content found on each page, along with the clickable page title, content type, and related practice(s) area, if any.

6. **Refine your search**: To enhance the relevance and precision of your initial search results, you can refine your search using the "Search Within" feature to search within your current search results. Additionally, you can apply post-search filters to narrow down your search based on specific criteria, such as practice area(s), content type(s), jurisdiction, or date range, by using the filters located on the left-hand side of your search results. This will help you quickly find the information you need and avoid irrelevant search results.

7. **Open the results in a new tab**: When you find a search result that is relevant to your research, you may want to open it in a new tab so that you can continue to search through the platform's resources without losing track of your original search results. To do this, right-click on the search result and select "Open link in new tab" from the drop-down menu.
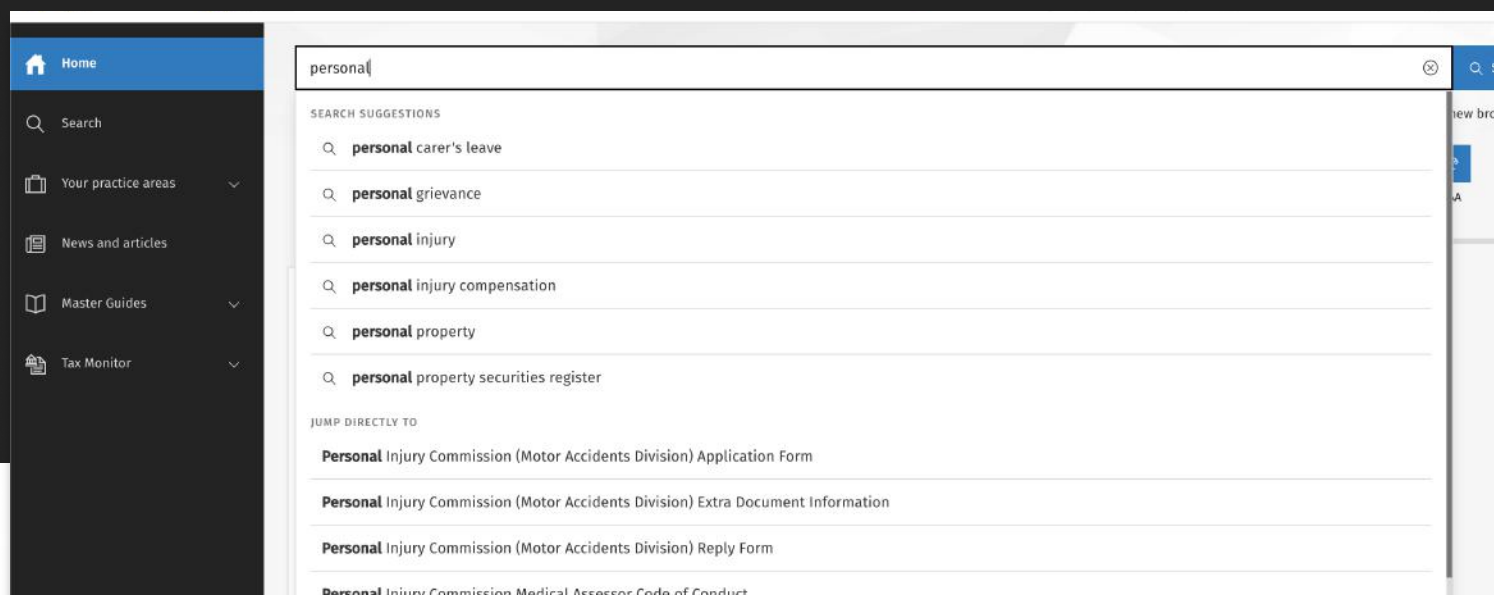
> 💡 **TIP**
>
> When searching with a keyword, the search function will automatically include both singular and plural forms of the word as well as synonyms and acronyms, expanding the scope of the search results.

Search suggestions

When you enter a keyword, phrase, citation, topic, party name or question in the search box on CCH iKnowConnect, the platform provides search suggestions to help you find relevant content more easily.

Here's how to access search suggestions

1. Type your keyword, phrase, citation, topic, party name or question in the search box.
2. The search suggestions will appear in one of three categories:
3. Search suggestions - related search terms that can help refine your query
4. Jump directly to – provides suggested links to specific documents that match your search query
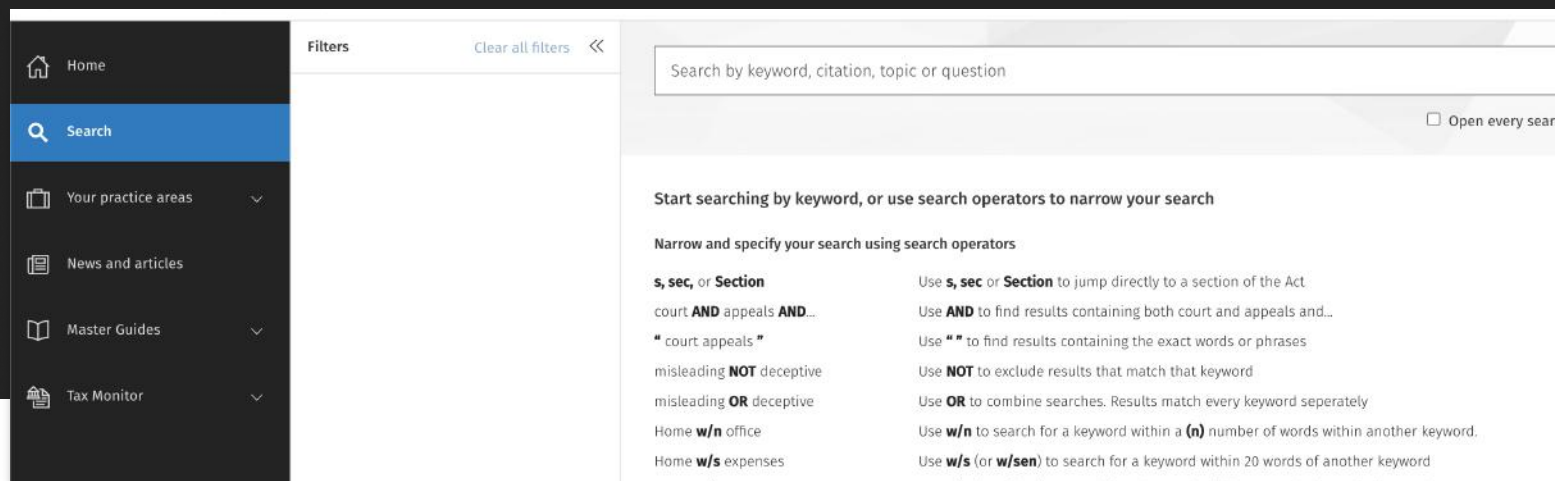

💡 **TIP**
Auto-suggestions will be displayed once you have typed the third character.

Search from any page

CCH iKnowConnect makes it easy to search for relevant information, with two convenient ways to initiate a search from any page: clicking on the search icon in the left-hand navigation spine, or using the header search. Here's how to use each of these options:

Left-hand navigation spine search:

1. Find the search icon located in the left-hand navigation spine. The icon is represented by a magnifying glass.
2. Click on the search icon and enter your search terms in the search bar that appears.
3. Hit enter to begin your search.
4. You will be redirected to the search results page that displays all relevant content related to your search terms.
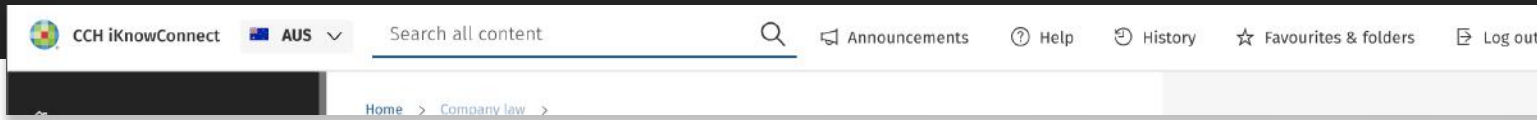

> 💡 **TIP**
>
> Are you in search of some search tips? Simply click on the search icon located on the left-hand navigation spine to access a list of common search operators that can help you refine your searches and get the results you need.

Header search:

1. Locate the search bar at the top of the page. It will be present on every page in the platform (excluding the homepage).
2. Enter your search terms into the search bar and hit enter.
3. You will be taken to the search results page, which will display all relevant content related to your search terms.

Using either of these options, you can quickly and easily search for information from anywhere within the platform. So whether you are on a document page, or in the settings section, you can start searching right away!

Citation search

With citation searching on CCH iKnowConnect, you can quickly access a specific legal document, such as a specific section of an Act or case by using the document title or the reference that uniquely identifies it.

How to perform a citation search for a specific section or provision within an Act

1. Start typing the document title or the specific section reference in the search box. For example, you can type "Minimum number of directors" as the document name or enter a specific reference like "Section 201A," "S 201A," or "201A."
2. Review the auto-suggest options that appear in the jump-to feature and click the link that matches your query to be taken directly to that document.

> 💡 **TIP**
> If the specific legislation reference you are looking for does not appear in the jump-to list, you can proceed with a normal search, and it will appear in your main search result list.

How to perform a citation search for a specific case

1. Start typing the party names or the specific CCH case citation in the search box. For example, you can type "Smith v Shaw" as the party name or enter the specific CCH case citation number like "¶30-007"
2. Review the auto-suggest options that appear in the jump-to feature and click the link that matches your query to be taken directly to that case.

Expert search techniques

You can use symbols or words in your search to make your search results more precise.

> 💡 **TIP**
>
> To access a similar version of this page on iKnowConnect, click on the magnifying glass icon located on the left-hand navigation spine.
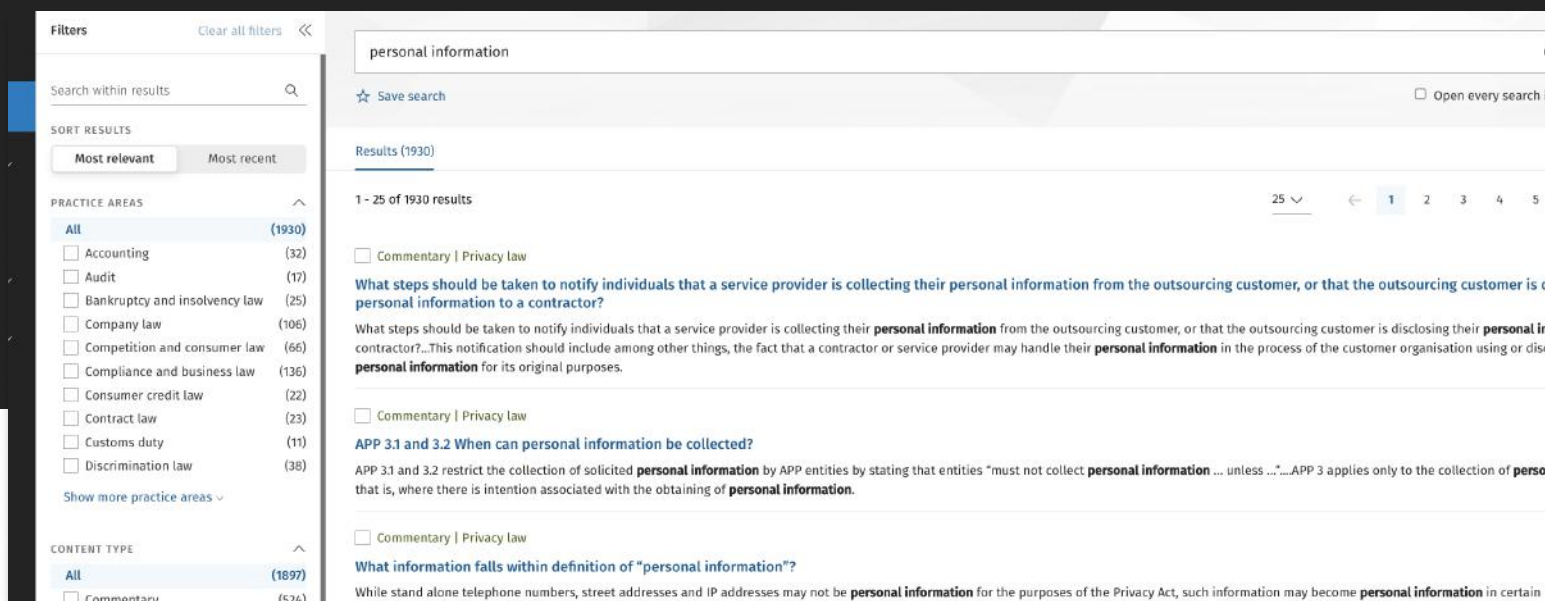
AND	court **AND** appeals	Use **AND** to find results containing both court and appeals
" "	**"** court appeals **"**	Use **" "** to find results containing the exact words or phrases
NOT	misleading **NOT** deceptive	Use **NOT** to exclude results that match that keyword
OR	misleading **OR** deceptive	Use **OR** to combine searches. Results match every keyword seperately
w/n	Home **w/n** office	Use **w/n** to search for a keyword within a (**n**) number of words within another keyword.
w/s	Home **w/s** expenses	Use **w/s** (or **w/sen**) to search for a keyword within 20 words of another keyword
w/p	Home **w/p** expenses	Use **w/p** (or **w/par**) to search for a keyword within 80 words of another keyword
p/n	Credit **p/n** foreign	Use **p/n** to search for a keyword preceded by no more than a (**n**) number of words of another keyword
*	Depreciat*****	Use ***** for wildcard ending of keywords (E.g: depreciate, depreciating, depreciation etc..)
?	**??**clude (**?**=1 **??**=2 etc..)	Use **?** for wildcard starting of keywords. Each **?** includes one letter. (E.g: include, exclude, occlude etc...)

Top 8 Search Tips

Want to use CCH iKnowConnect search more efficiently and get the search results you want quickly? Here are 8 search tips and tricks to maximise your search efficiency.

Common search techniques

1. **Let auto-suggest help you out:** As you start typing your search query, let the auto-suggest feature do some of the work for you. This will save you time and help you avoid errors. Plus, you can use it to get quick answers, jump to relevant legislation, and even explore suggested topics (topic pages coming soon!).

2. **Check out the tabs:** When you search for something, you might see tabs at the top of your search results, like PBR Finder and Archives. These tabs are designed to help you find the information you need more easily. Just keep in mind that these tabs are part of certain subscription packages, so you may not have access to all of them. Take a look and choose the one that's most relevant for your search.

3. **Add more search terms gradually:** If you're not sure exactly what you're looking for, or if your initial search results are too broad, don't worry! Here are some tips to help you refine your search:
   - Start with a general keyword or phrase related to your topic, and see what results come up.
   - Look through your search results to find other keywords that might help narrow down your search.
   - Use the "search within" feature to add more keywords or phrases to your original search query, and refine your search as needed.
   - You can also filter your results by practice area, content type, jurisdiction, or other parameters to make sure you're getting the information you need.
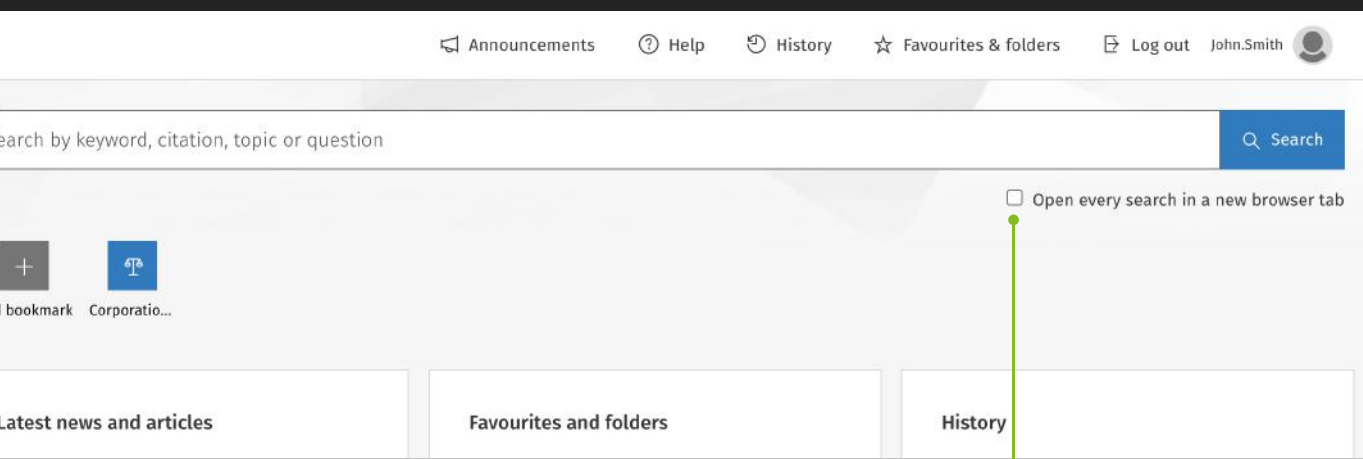
4 **Use important words only:** When you're searching for something, using too many words can slow you down and make it harder to find what you need. So, it's better to keep it simple and just use the important words. For instance, if you're looking for information on the tax treatment of fringe benefits, instead of writing out a long sentence, simply type in "fringe benefits tax". Remember, less is often more when it comes to searching

5 **Put things in quotes (" ") :** If you're looking for something specific, try putting it in quotes when you search. This tells CCH iKnowConnect to search for that exact phrase, instead of just any content that contains those words in any order. For example, if you search for "capital gains tax" in quotes, you'll get results that include that exact phrase. This can help you find the information you need more quickly and easily.

6 **Use a hyphen to exclude words:** To exclude irrelevant search results, use a hyphen followed by the word you want to exclude. For example, when researching tax deductions for small businesses, search for "small business tax deductions -personal" to focus on relevant results and save time.

7 **Start with Topic pages:** Instead of starting with a search, consider using the topic pages on CCH iKnowConnect. These pages are designed to provide comprehensive information on a particular topic, including key legislation, seminal cases, rulings, and commentary. They're a great way to get an overview of a topic, find related resources, and ensure that you're not missing any important information. Topic pages are coming soon!

8 **More advanced search tips:** If you're looking for more advanced search tips, we recommend viewing our article on expert search techniques. This guide provides a comprehensive list of search operators that you can use to refine your searches and find the information you need quickly and efficiently.

Using new tabs for searches

CCH iKnowConnect provides a useful feature that helps you keep your research organised: you can open new tabs for each search you run.

How to open every search in a new browser tab

1. Before you perform a search, look for the option "Open results in a new tab" under the main search box.
2. Click on this option to open your search results on a new browser tab.
3. You can now switch between the original tab and the new tab containing your search results to easily compare and organise your findings.

This feature is especially useful when conducting multiple searches at once, allowing you to view each set of results in its own tab and keep your research streamlined and efficient.
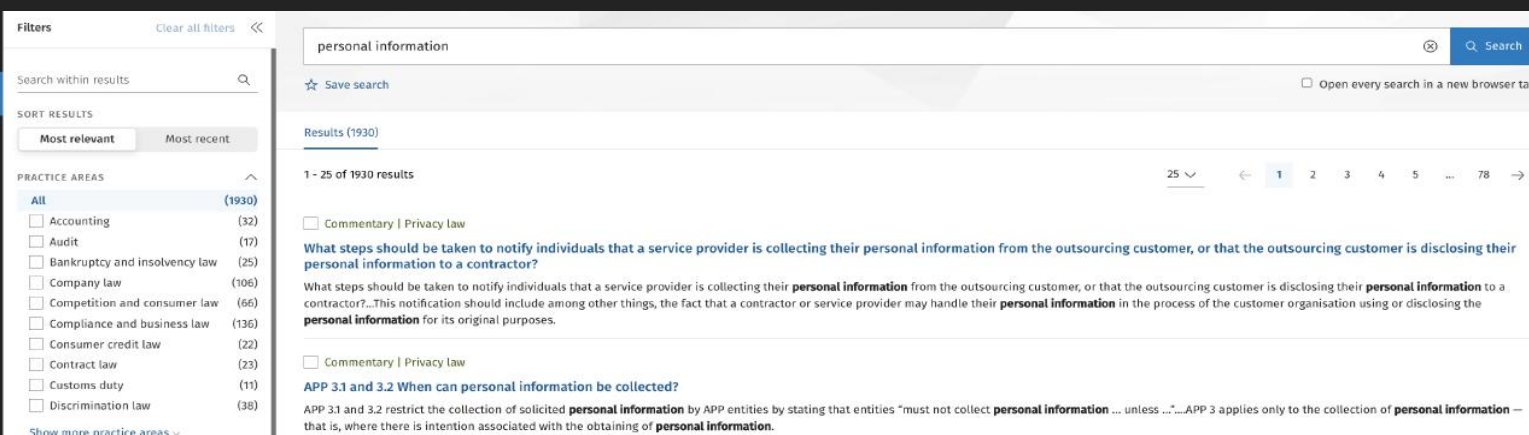
> 💡 **TIP**
>
> There is a limit to the number of browser tabs you can have open at once. The exact limit depends on the specific browser you are using and your computer's processing power. Having too many tabs open can slow down your computer and make it difficult to manage your research effectively, so it's a good idea to close tabs you are no longer using and keep the number of open tabs to a manageable amount.

Refining your search results

CCH iKnowConnect offers powerful search features to help you find the information you need quickly and easily. In addition to a keyword search, **you can use search within** and **post search filters to narrow down your results** and focus on the most relevant information.

Search within

When you perform a search, you can refine your results by using the "Search Within" feature. This allows you to perform a secondary search on the results that you have already received, without having to start a brand-new search from scratch.

1. Conduct your initial search.
2. On the search results page, look for the "Search Within" box on the left-hand side of the screen.
3. Enter your new search term in the "Search Within" box.
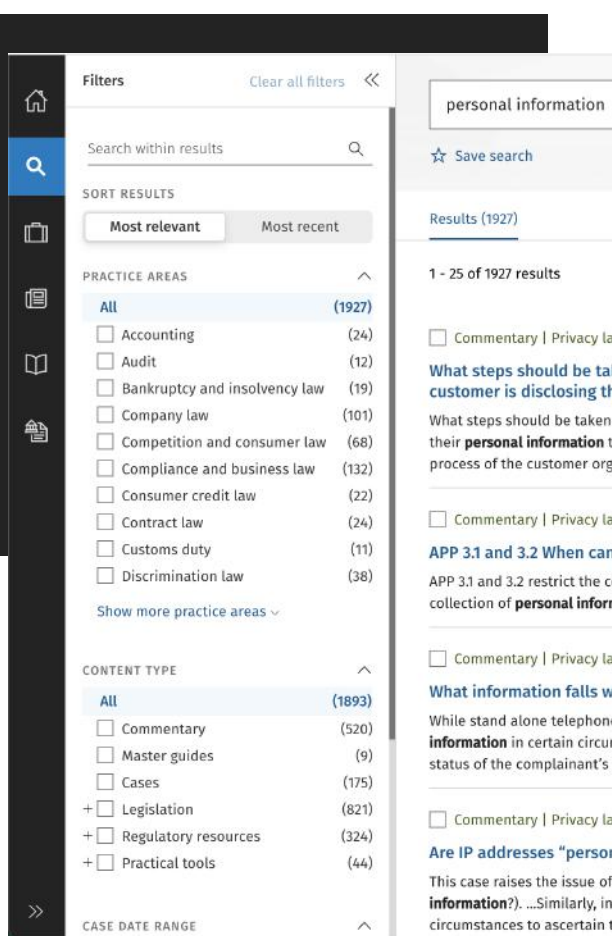4. Click the "Search" button to execute your new search.

The results of your new search will be filtered by both your original search and your new "Search Within" search.

Note that when you use the "Search Within" feature, a pill will be added to the top of the search results screen indicating the terms you searched within. This helps you keep track of the keywords you've applied to your search.

Post search filters

CCH iKnowConnect also offers a variety of post search filters to help you further refine your results:

- **Practice areas:** Filter your search results to show only information related to specific practice areas. You can select multiple practice areas.
- **Content type:** Filter your search results to show only specific content types such as cases, legislation or commentary. You can select multiple content types.
- **Case date range filter:** Filter your search results by specifying a range of dates for case law results. This is especially useful when you want to focus on recent cases.
- **Jurisdiction:** Filter your search results by jurisdiction to show only information related to a particular jurisdiction. You can select multiple jurisdictions.
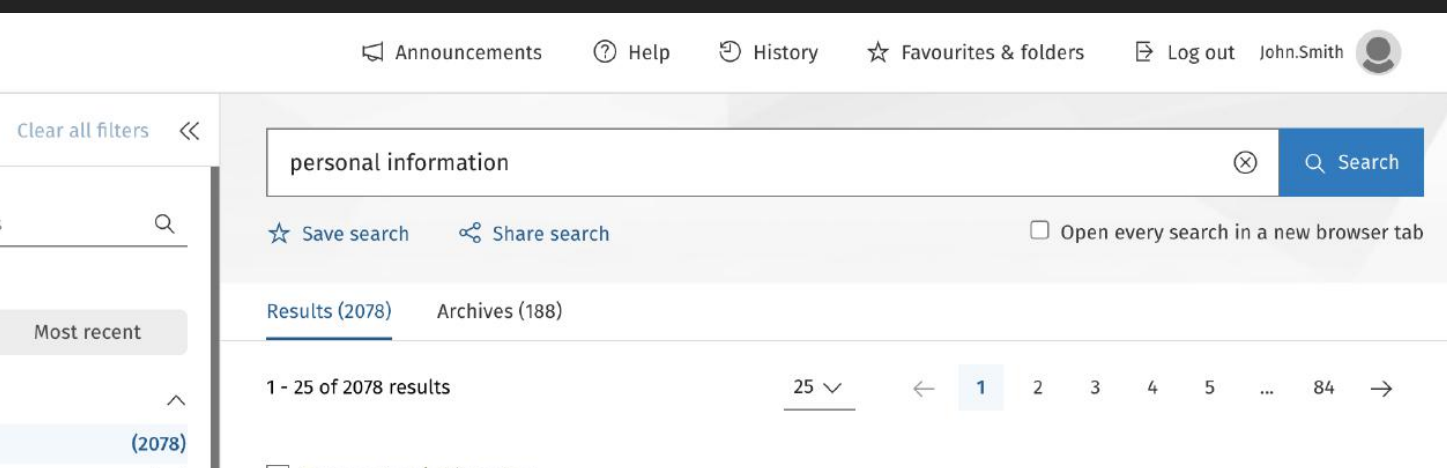

To use post search filters

1. Run your initial search
2. Review your results
3. Click on the filter options on the left-hand side of the screen
4. Select your desired filter options
5. As you select filters, the search results will automatically update to reflect your choices.

Saving search as a favourite

You can easily save any search as a favourite in CCH iKnowConnect, making it simple to access the same search with all the same filters in the future.
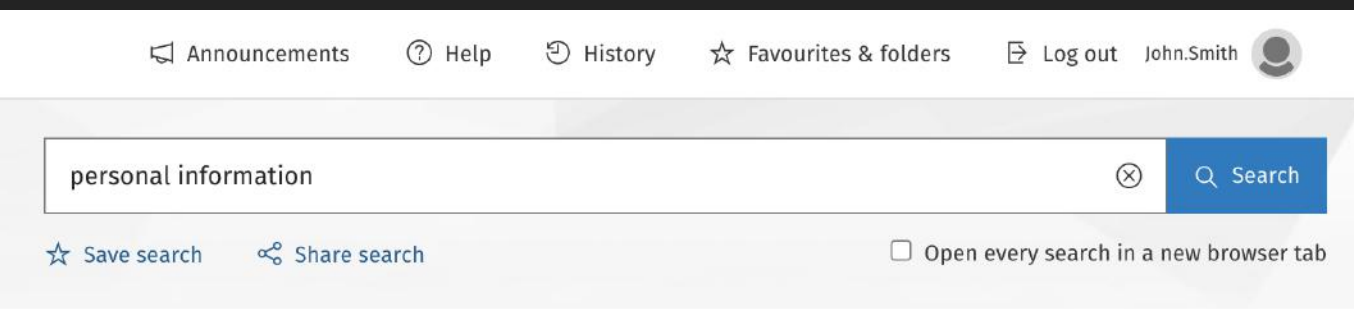

How to save a search as a favourite

1. Start by entering relevant keywords in the search box and running a search.
2. Apply necessary filters on the search results page to refine your search.
3. Look for the star icon located underneath the search box on the search results page and click on it to save the search as a favorite.
4. All filters applied during the search will be saved along with the search query. This means that when you access your saved search in the future, all the same filters will still be in place.
5. Your saved search will be listed in the Favorites and Folders area, along with a flag indicating its region of origin. You can organise your saved searches into folders to keep them organised.
6. To view your saved searches, click on the Favorites and Folders icon in the header. From here, you can view and manage your saved searches.

> 💡 **TIP**
> To remove a search from your favourites, click on the star icon again underneath the search box on the search results page.

Sharing a search query with filter selections

You can easily share a search query with others that maintains your filter selections. Use the share button on the search results page.

How to share a search

1. Perform your search query and apply filters.
2. Click the share button below the search bar on the results page.
3. Click on "Copy"
4. Paste the link into your preferred email or messaging application.