

### Browsing your subscription

- Click **Browse** on the Quick Bar.
- Click through the tree using the + and - icons to review the items in your subscription until you reach a document of interest.
- Click the document you wish to view. The document displays in the right pane.

### Searching for a specific document using Pinpoint

- Click Pinpoint on the Quick Bar
- Click through the browse tree on the left pane using the + and - icons to select a book of interest.
- In the right pane choose one of the listed options and type in the reference you are searching for e.g. case, provision of legislation, CCH paragraph number etc.
- Click Go.

### Changing your search scope

Click the **search scope drop down** arrow and select a **search scope** from the available options.

- all content
- within results
- selected content
- this document
- Pinpoint

### Searching your entire subscription

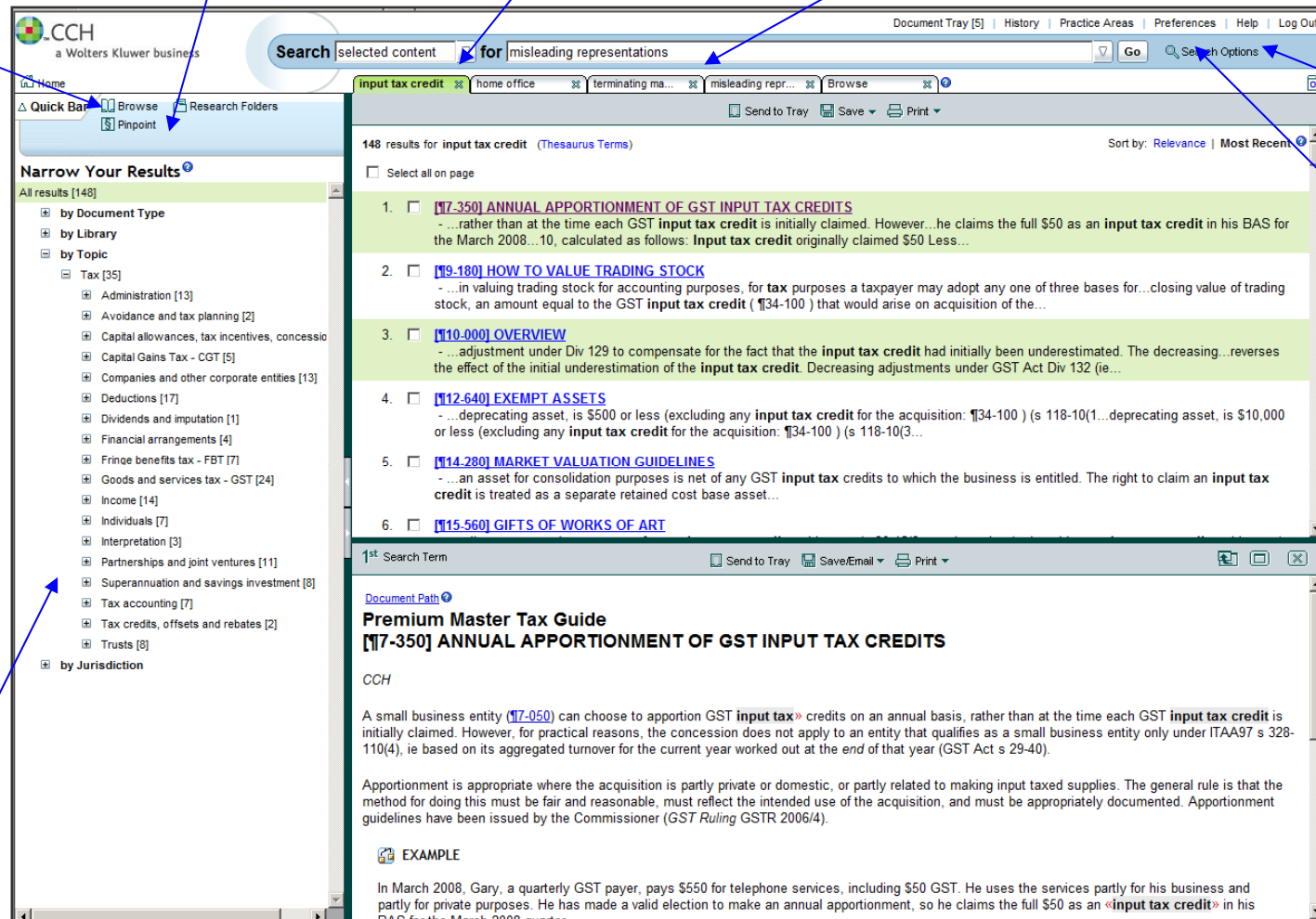
- Choose **all content** is selected in the **Search** scope box.
- Type your search terms (e.g., input tax credits) in the search box.
- Click **Go**.
- Click the document you wish to view in the right pane.

### Narrow your results using Filters

- **by Document Type** e.g. Commentary, Legislation, and Regulations
- **by Library**, e.g. Tax, Corporate and Business Law or HR Employment
- **by Topic**, e.g. Law >Family Law >Divorce, Child Abduction, Child Maintenance, Financial Arrangements
- **by Jurisdiction**, e.g. Federal, State, Province and International

### Searching selected content

- To search specific areas of content, such as a publication or a state:
- Click **Browse** on the Quick Bar.
- Locate the publication, state or other area on the tree you want to search.
- Click in the checkbox(es) next to the area you want to search. The search scope will be automatically changed to **selected content**.
- Type your terms in the search box and click **Go**.



**Help** – view on line Tutorials of key functions and search our extensive help files

**Preferences** - Customise your IntelliConnect experience by selecting from a number of search, view, help and print/export/email options.

By default, your searches will include all of the content in your subscription.

# View and Manage Your Information

## Quick Tips

### Viewing search results and documents

- View your search results and documents using the convenient **split screen view** of IntelliConnect. You'll see your search results on the top and document on the bottom.
- After performing a search, click on a document title in the search results pane.
- The preview pane opens at the bottom of the screen.
- Quickly scan through your results list by clicking different search hits and you'll see the corresponding document in the preview pane.
- Use the icons at the top right of the preview pane to maximize the preview pane, open the document in a new window, or close the preview pane.

**Green Text** indicates volume title  
**Blue Text** indicates document title

View the **Document path** for its file path

Maintain up to five search tabs

**Send to Tray** select document you wish to send to **Document Tray**.

**Document Tray** temporarily keep important documents for easy printing and saving.

**History** – Always available at the top of the screen, you can return to recent documents you viewed or searches you conducted.

**Preferences** – toggle the one time help messages

The screenshot shows the CCH IntelliConnect interface. At the top, there's a search bar with 'selected content' and 'for misleading representations'. Below the search bar, there are tabs for 'input tax credit', 'home office', 'terminating ma...', and 'misleading repr...'. A 'Quick Bar' contains 'Browse', 'Research Folders', and 'Pinpoint'. The main area displays '148 results for input tax credit' with a list of results. The first result is '[7-350] ANNUAL APPORTIONMENT OF GST INPUT TAX CREDITS'. Below the results, there's a 'Document Path' section for the selected document, showing 'Premium Master Tax Guide' and '[7-350] ANNUAL APPORTIONMENT OF GST INPUT TAX CREDITS'. The document text is visible, with search terms highlighted in green. At the bottom right, there are icons for 'Send to Tray', 'Save/Email', and 'Print'.

Access your saved searches through the **Search options** link

Search for **Most Recent** case or legislation.

**Save or Print** lists and documents to PDF or text format.

**Print** lists and documents.

**Close** your document.

Display the document in **full screen mode**

Display the document in a **new window**.

**Email** – You can email the full text of documents.

View **Related Information** and documents such as legislation, commentary, regulations and cases through **Hyperlinks**

Search terms appear highlighted in the document text