

### Browse your subscription

- Click the **Home Page** icon or
- Click **Browse** on the **Quick Bar**.
- Use the **browse tree** to "walk" to the **content you are interested in**
- Click the **document** you wish to view.

### Searching for sections of legislation or case citations etc using pinpoint

- Click **Pinpoint** on the **Quick Bar**
- Use the browse to select a book of interest.
- In the right pane choose the appropriate form & type the number
- Click **Go**.

### Filter results to specific areas of interest

### Apply multiple filters at one time

- **by Document Type** e.g. Commentary, Legislation, Cases
- **by Library** e.g. Tax, or HR Employment
- **by Topic** let CCH editors guide you to relevant commentary
- **by Jurisdiction** e.g. Federal, State Etc

**Search Terms** are highlighted in the document text. **Click the 1<sup>st</sup> Search Term** icon to step through each in sequence

### Search your entire subscription

*All content Search – the default search*

- Select **all content** in the **Search scope** box.
- Type your search terms (e.g. fixtures and chattels) in the search box.
- Click **Go**.

### Search within results

Refine your search by using the search scope box to **Search within results**

### Choose the content you want to search

*Selected content Search*

- Click **Browse** on the **Quick Bar**.
- **Click in the checkbox** (es) next to the area you want to search. The search scope changes automatically to **selected content**.
- Type your terms in the **search box** & click **Go**.

Send important documents to the **Document Tray** temporarily for easy printing and saving while you search or browse

Use **Search Options** to Search by date or access saved searches

Run up to 8 searches in separate **Tabs**

The screenshot shows the CCH IntelliConnect search interface. At the top, there's a search bar with the text "Search all content for 'Fixtures and chattels'". Below the search bar, there are several tabs, including "Document Tray [0]", "History", "Practice Areas", "Preferences", "Help", and "Log Out". The main content area displays search results for "Fixtures and chattels" (Thesaurus Terms). The results are sorted by Relevance and Most Recent. The first result is highlighted in green: "CCH Commentary: Queensland Conveyancing Law Commentary, [¶27-590] Introduction". The second result is highlighted in blue: "CCH Commentary: Australian Buying and Selling Businesses: Personal Property, [¶30-360] The need for requisitions". The third result is also highlighted in blue: "CCH Commentary: Australian Buying and Selling Businesses: Personal Property, [¶13-860] The need for requisitions". The fourth result is highlighted in green: "CCH Commentary: Queensland Conveyancing Law Commentary, [¶5-660] Definitions in the Community Titles Scheme Contracts". The interface also shows a "Narrow Your Results" sidebar with filters for Document Type, Library, Topic, and Jurisdiction. The "Document Path" section shows the breadcrumb: "Conveyancing & Property Law > Queensland Conveyancing Law Commentary > CONTRACT FOR SALE > DEFINITIONS > [¶5-660] Definitions in the Community Titles Scheme Contracts".

Close all **Tabs** with a single click

**Save Searches** for future access

**Green Text** document type  
**Blue Text** volume title and document title

View search results & documents using **Split screen view**

Use **arrows** to go to **Next** or **Previous** documents on the results list

### Viewing search results & documents

- After performing a search, click on a document title in the search results pane.
- The **preview pane** opens at the bottom of the screen.

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### “Collapse All” button

- Close the Browse Tree With a single click

### “My Favourites”

Keep frequently access titles at the top of your browse tree by storing in my favourites

### “Titles” A to Z button

Lists all titles alphabetically in the right hand pane

View the **Document Path** for its file path, or context

### Research Folders

Save documents in **Research Folders** for future reference.

**Create Folders** for frequently accessed tools such as calculators or tables

### Tabs

Maintain up to eight **tabs**, holding different searches, a browse tree, history, research folders or the document tray

### Document Tray

Send documents to the **Document Tray** temporarily for easy printing and saving while you search or browse

**Save or Print or Email** lists & documents in PDF, text, or MS word format.

### History

View recent documents or searches.

### Search Options

Use **Search Options** to access **saved searches**

### Familiar screen conventions

Icons to maximize the preview pane, open the document in a new window, or close the preview pane.

The screenshot shows the CCH IntelliConnect web application. At the top, there is a search bar with the text "Search all content for" and a "Go" button. Below the search bar is a navigation pane with a "Quick Bar" containing "Browse" and "Research Folders". The main content area is divided into a "Document Path" section showing a breadcrumb trail: "Bankruptcy and Insolvency Law > Australian Insolvency Management Practice > PART IX DEBT AGREEMENTS > PART IX DEBT AGREEMENTS > [119-500] Introduction to debt agreements". Below this is a "Nearby Documents" section with icons for navigation. The main preview pane displays the title "[119-500] Introduction to debt agreements" and the text: "Debt agreements are an alternative form of administration for low income debtors introduced into the Bankruptcy Act 1966 in December 1996. They allow debtors to compromise their debts with their creditors without the debtors having to go through the formal processes of bankruptcy. Although relatively successful, the regime was substantially refined in July 2007 by the Bankruptcy Legislation Amendment (Debt Agreements) Act 2007. The amendments introduced by that Act generally apply in relation to a debt agreement proposal given on or after 1 July 2007." Below the text is a bulleted list of reasons for debt agreements: "payment of less than the full amount of all or any of the debtor's debts", "a moratorium on payment of debts", "a transfer of property from the debtor to one or more creditors in full or part payment", and "periodic payments of amounts out of the debtor's income to creditors either collectively or individually." The interface also features a "My Favourites" section in the left pane and a "Document Path" section above the preview pane.

**Nearby Documents Icons** Use the icons to Go to the **next** or **previous** documents in the browse tree or to “flip the page”