

Navigation Techniques

 Home

 Expand

 Collapse


 Print Mode

Home – returns the screen to the library home page

Expand – expands the table of contents one level at a time

Collapse – collapses the table of contents one level at a time

Print Mode – allows you to select one or more documents and write these to PDF files

 Prev Hit Doc

 Next Hit Doc

 Clear Search

Prev Hit Doc - Displays the previous document that contains a search hit/s

Next Hit Doc - Displays the next document that contains a search hit/s

Clear Search - Clears the search query and removes all search hits

OTHER HYPERLINKS

[Help](#) | [Tutorial](#) | [Preferences](#) | [Feedback](#)

Help – directs you to topic material for CCH Online subscriptions.

Tutorial – directs you to the CCH website, where you can access online training tutorial and reference guides.

Preferences – displays user preferences so that they can be changed or set

Feedback – gives you an avenue where you can provide feedback to CCH via email.

Printing Your Results

Directly from screen

1. Right mouse click on the content

2. Select **Print** from the shortcut menu

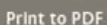
Converting to PDF

1. Click the **Print Mode** button



2. Click in the check box beside the search result

3. Click on the **Print to PDF** Button



CCH Australian Company Law Cases	
Table of Contents	
2005 CASES	
<input type="checkbox"/>	DEAN-WILLCOCKS & ANOR v COMMISSION
<input checked="" type="checkbox"/>	IN THE MATTER OF VILLAGE ROADSHOW
<input type="checkbox"/>	IN THE MATTER OF SOUTHERN PACIFIC P
<input checked="" type="checkbox"/>	AUSTRALIA RESOURCES PTY LIMITED
<input checked="" type="checkbox"/>	MENTHA, IN THE MATTER OF SPYGLASS P
<input type="checkbox"/>	BODY CORPORATE FOR CAIRNS VILLAGE F
<input type="checkbox"/>	FIJI XEROX AUSTRALIA PTY LTD v TOLCH
<input type="checkbox"/>	ASIC v EDWARDS & ANOR
<input type="checkbox"/>	RIVKIN FINANCIAL SERVICES LTD v SOFCC
<input type="checkbox"/>	GODFREY & VOURIS AND ANOR v SCOTTIS
<input type="checkbox"/>	ANGLO COAL (DRAYTON MANAGEMENT) F
<input type="checkbox"/>	MASU FINANCIAL MANAGEMENT PTY LTD.

Customer Support

If you need assistance or support with your search, call CCH Customer Support
Phone: 1300 300 224 Email: support@cch.com.au 8:30am - 6:00pm (AEST).

Search Techniques

STANDARD SEARCH

Search

This function allows you to build a search query using Boolean connectors. Connectors allow you to search for multiple words or phrases in a search query. There are three connectors:

And Finds the words or phrases when they are within 20 words of each other
Or Finds all occurrences of all words or phrases entered
And not Finds a word only when it is not within 20 words of the other word

Wild Cards replace unknown characters or words in the search query. They are useful when you don't know the exact spelling of a word eg. Case name, or the exact wording of a phrase

? Replaces any single character in a word eg. Reali?ation finds realization and realisation
***** Replaces none, or one or more characters up to one word eg. Propert* finds property and properties

ADVANCED SEARCH

This function allows you to build a search query using a simplified Boolean form and pinpoint searching

1. Click on **Advanced Search** in the Search Navigation Bar. *If you wish to search in only one book, open the book first, then click on Advanced Search.*

2. Enter your key words. Each field has a specific function:

With All of the words – all these words must appear in the content

With at least one of the words – at least one word must appear in the content

With the exact phrase – will keep the phrase of words together, exactly as you type them

Without the words – any content containing these words will be excluded from your results

3. Choose a database; **CCH Subscriptions or the Austlii Database**

4. Select a **High Level Topic Areas**. *Hold down the CTRL key to select more than one.*

5. Select your sorting option; **Relevance** or **Active/Inactive Subscriptions**.

6. Click the **Search** button.

7. To view your results, click on the title. Minimise your Results screen to view the content.

8. To refine your search results, click on the **Refine Search**. You can conduct a new search by clicking on the link **New Search**.

SEARCH FORMS

Search Forms

This function is used to search by number/reference according to the selected Search form

1. **Open** the book you wish to search

2. Pull down the drop down menu for **Search forms**

3. **Select** the form you wish to use

4. **Type** in your number or reference in the criteria box

5. Click on the **Search** button

Search Forms

Find refs to Section (eg 708):

for Act/Law (eg Corporations):

