



CCH Tax Research NetWork

To Log On:

1. Go to the library web page at <http://www.lec.edu/library>.
2. Click on the **Business/Economics** link.
3. Click on the **Accounting** link.
4. Click on CCH Tax Research NetWork (<http://tax.cchgroup.com/network>).
5. Type in the **User ID and Password**. Please check with your instructor for password information
The User ID and Password are the same (for example, if you use xxxx01 as the User ID, you also need to use it as the Password.)
6. Click on **Enter**.

To Begin Research:

- ◆ Click on one of the available tabs to begin research (such as **My CCH, Federal, State, Financial & Estate, Perform Plus II, Tools**, etc.). There are 2 options for searching:
 - a. Select a tab and click on the **Title** of the publication to see lists of subtopics and to browse that publication.
 - b. Place a checkmark next to the publications you wish to search by keywords or phrases. You may search multiple publications and tabs simultaneously; simply checkmark any publications you wish to search.

Finding a Document by Keyword:

1. As described above, place a checkmark in the box next to the titles you wish to search.
2. Click in the white box at the top of the page and type in your term(s).
3. For additional search options, click on the **Search Tools Link** located next to the white box where your terms appear. You can choose to search by all terms, any term, near (within 20 words), exact phrases, or Boolean connectors (using AND, OR, NOT or W/#).
4. Once you have chosen your search options, click on **Search**.
(ex) Year 2000 as an exact phrase search.
5. To view the full text of the document(s) you have retrieved, click on the title of the document (in blue).

Printing a Document:

1. Select the document you wish to print by clicking on it.
2. Click on the **Print** under the **Store Document option** at the top of the document.
3. From your browser menu bar, click on the **Print** button.

To print a section of the document, highlight the section using your mouse. From your browser, choose File, then Print. Choose to print the Selection.

Downloading a Document:

➤ From the Document List (multiple documents):

1. To save a document to disc, click on the **Export to File** option. You have 4 options:
 - a. From the pull down menu, choose to save the **Entire Document, Titles with URLs** or **Titles only**.
 - b. Save the first specified number of documents **(ex) the first 50 documents**
 - c. Choose particular documents to convert (save.)
 - d. Cancel your request by choosing **No**

2. Place a checkmark in the box beside one of the above options. By choosing **Option B, "Let me select which documents to convert"**, the document list will redisplay and allow you to check off the documents you wish to download.
3. Choose **Export to File** when you are done.
4. Proceed with downloading as you would when performing any other type of downloading. **(ex) A:\ drive for floppy disk.**

➤ **Downloading a single document:**

1. Choose which document you wish to download by displaying it on the screen.
2. Click on **Export**.
3. Proceed with downloading as you would when performing any other type of downloading. **(ex) A:\ drive for floppy disk.**

Finding a Document by Citation:

1. Click on **Find by Citation** at the top of the web page.
2. Enter either a complete citation in the top white box or use the other boxes to narrow to a particular type of ruling or document.
(ex) TD 7627 Sec. 103
3. Click on the **Search button**.

Using the Citorator:

1. The citator is used for documents for which you would like to track the history. Click on the **Check Citorator link**.
2. Type in the citation, either by case name or by complete citation.
3. Click on **Search**. All the places the particular document has been cited will appear, often with clickable links to the documents for easy retrieval.

Creating a List

1. Perform a search as described above.
2. Click on **Add To Keep List**.
3. If you have not done so, create a folder for your results. Click on **Create New Folder** and type in a name.
4. Click on **Let Me Select Which Documents to Add**.
5. Place a checkmark in the boxes of the documents you want to save.
6. Choose **Add to Keep List**.
7. Choose the name of the folder (list) you want to save to.
8. Click on **Keep List** from any screen to view your list of saved documents. If you have multiple lists, you can choose from the pull down menu which list to view.

Navigating a set of Documents:

1. To go to the next document in a series, click on **Next** under **Search Results**.
2. To go to the previous document in a series, click on **Previous** under **Search Results**.
3. To go to the occurrence of your search term(s), click on **First Term** under **Search Results**. Click on the **arrow** next to your search term(s) to proceed to the next term.
4. To read the next or previous document in the current publication, click on either **Previous** or **Next** under **Nearby Documents**.
5. To begin a new search, click on the **Main Menu** option and **Clear Selections**. You can also click the next to the white search term box to clear your current query.

To Log Off:

1. Click the **Log Out** button in the upper right corner of the screen.
2. A box will appear; click on **OK** to log off or **Cancel** to continue using CCH.

Research Tools Options (access through the My CCH Tab)

Quick Link: Type in a citation and click on Search.

Run Recent Searches: Choose from the pull down menu a recently conducted search to re-execute a search for easy updating of a topic.

Keep List: Quickly access a Saved List

Hints:

- ◆ Use the **Back Button** on your Internet browser to go back to the previous screen.
- ◆ Use the **Research History option** to quickly see the documents you have explored in your current search session.
- ◆ Use the exclamation point (!) as a wildcard character at the end of a word stem to find all forms of that particular word.
 - ◆ (ex) **deprec!** will find depreciate, depreciates, depreciating, etc.
- ◆ The asterisk (*) will search a part of a word, if you are unsure of the spelling.
 - ◆ (ex) **solom*n** will search soloman and solomen and solomin, etc.
- ◆ Using the dollar sign (\$) will search for synonyms to a word.
 - ◆ (ex) **doctor\$** finds doctors, physicians
- ◆ If you are unsure if a word is hyphenated or not, use the hyphenated form of the word, as it will find all forms.
 - ◆ (ex) **e-commerce** will find e-commerce, ecommerce or e commerce
- ◆ CCH automatically searches for masculine/feminine forms and singular, plural and possessive forms of a word.
- ◆ Using the **Tax Thesaurus**, located under **Search Tools**, will find all terms and their alternates in LEGAL form. For example, a search on **divorce** finds the synonyms **separated individual, divorced individual, separated spouse**, etc. If you checkmark the box to automatically apply the thesaurus, then any search you conduct will use all those terms for the broadest result.
- ◆ If you are unsure of how to do a particular type of search, click on the **Help button**. The table of contents breaks down the basic components of how to search, view, print, and save your documents.
- ◆ If you have problems printing your document, try highlighting the text you wish to print and then choosing the **Print button** on your browser or use **File**, then **Print** from the menu bar.