



User Guide

CCH[®] InternetSM

Research NetWorkTM

The most complete, most reliable business
and finance information on the Internet.

Customer Support

Thank you for choosing CCH Internet Research NetWork! It is our goal to deliver the most complete, up-to-date, and easiest-to-use business and finance research tool on the market today.

If you have any questions about this product, please do not hesitate to contact us.

Call one of our specialized Customer Support phone numbers:

For technical support, call
800 835 0105

For product information, call
800 449 6435

For additional training or to leave a message with a CCH Sales Representative, call
888 224 7377

Write us at the following address:

CCH INCORPORATED
4025 West Peterson Ave.
Chicago, IL 60646-6085

Or post your questions at:
<http://support.cch.com/csinq>

Contents

Getting Started	3
What's available on the CCH Internet Research NetWork	4
Using the My CCH Desktop Favorites tab	5
Browsing through a publication or topic	7
Three-Step Search: Just type your terms	8
Search Tools: Adding power to your search	9
Citation Search: Searching for documents by number or citation	11
Viewing your search results	12
Displaying search results by Table of Contents	14
CCH Business News Update: Report Letters and news via e-mail	16
Tracker News: Receiving daily document updates	18
Setting your preferences	20
Recordkeeping	24
Special Features: CCH Link Express	30

To log in to CCH Internet Research NetWork

1. Point your Web browser to **http://business.cch.com/network**.
2. Type in your **User ID** and **Password**.
3. Click the **Enter** button.

TIPS:

Change your login options at any time

You can request a secure connection to CCH right from the Login Screen. Just click the **Secure Connection** link.

To add a comment to your research at log in

You can set your preferences to prompt you to add a comment to your research session when you log in to Internet Research NetWork (see page 21 for more information). This enables you to track the amount of time you've spent researching for client billing purposes. If you have set up the prompt to appear at log in, simply click **Yes** when it appears to add a comment to your session. Click **No** if you do not wish to enter a comment for this session. (See page 25 for instructions on how to add a comment and track time for client billing.)

To begin your research

Click a tab (Securities, Government Contracts, Banking, etc.) to see all the items available. To browse, click any of the links on the page below the tab. To search for information, click in an item's checkbox, type your search term(s), and click **Search**.

To end your research

1. Click **Log Out**.
2. Click **OK** to confirm you want to log off.
3. Close your browser.

The Log in Screen.

Type your User ID here.

Type your Password here.

Click here to enter
CCH Internet Research
NetWork.

Click here to log in via
a secure connection.

CCH® Internet™ Research NetWork™

Log In

User ID:

Password:

Remember my password on this computer

[Change your password](#)

- Forgot your password? Lost your ID? [Look it up yourself](#), [e-mail Customer Support](#), or call **800-344-3734**
- [Secure Connection](#)

Downloads

- [Install CCH@Hand desktop tools](#)
- [Latest Enhancements](#) - Work smarter with CCH InternetSM Research NetWorkTM. Check out the newest enhancements...

For More Information

- Call **(888) CCH-REPS** or [E-Mail CCH Customer Support](#)
- Visit [CCH Online Store](#)
- Visit [Business.cch.com](#)

Legal

- [License Agreement](#)
- [Copyright Notice](#)

System Requirements

- Microsoft Windows 95/98/ME/NT/2000/XP
- [Microsoft Internet Explorer](#) version 5.5 or later, or [Netscape](#) version 6.2 or later
- JavaScript enabled in the browser
- [Cookies enabled in the browser](#)

© 2004, CCH INCORPORATED. All Rights Reserved.
A WoltersKluwer Company

[Contact Us](#) | [Back to Top](#)

What's available on the CCH Internet Research NetWork

The libraries listed below are available by subscription within the CCH Internet Research NetWork for business and finance related products (access to libraries depends on your subscription). Your Internet Research NetWork product is configured to display only those libraries that are part of your subscription—even if those libraries are a part of another Research NetWork product such as Health, Human Resources, or Tax. The examples shown in this guide may or may not represent what you see when you log in.

Securities
Exchanges and SROs
Corporate Governance
Mergers, Acquisitions & Buyouts
International Business
Banking
Trade Regulation

Products, Liability and Safety
Government Contracts
IP/IT
Federal Energy Guidelines
Transportation Law
Practice Intelligence



The Training and Support tab is included in all products. For more information about what's included in your subscription, contact your CCH Representative.

Using the My CCH Desktop Favorites tab



With My CCH Desktop Favorites, you can create a customized workspace of frequently used publications, searches, and important documents.

Setting up your favorite research publications

To add publications to your My CCH Desktop Favorites:

- At a library tab, click the CCH logo  next to a desired publication. To add all publications or items under a heading, click the CCH logo  on the library's heading bar.

To remove a publication from your My CCH Desktop Favorites:

- Click the blue CCH logo  next to the item you want to remove. To remove all items from your favorites, click the blue CCH logo  on the Research Publications heading bar.

Using the Research Tools on the My CCH tab

To view a document on your Keep List:

- Click the drop-down arrow next to **Keep List** and select a Keep List folder. Click a document to view it.

To run a recent search:

- Click the drop-down arrow next to **Run Recent Searches**, select a search from the list, and then click **OK**. Your search will run automatically using your original targets and settings. You will then have the option of saving the search to your list of Favorite Searches.

To clear all recent searches:

- Click **Clear** next to the **Run Recent Searches** drop-down box and click **OK**.

To run a Favorite Search:

- Click **Favorite Searches**, and then select a search from the list.

The My CCH Desktop Favorites tab.

Click here to change the name displayed on your My CCH tab. In the User Name field, type the name you want to appear on your My CCH tab and then click Apply Changes.

Click here to remove all items from your favorites.

Click the links to add a Tracker News search, receive Tracker News by email, or edit your Tracker News searches.

The screenshot shows the CCH Internet Research NetWork interface. At the top, there is a navigation bar with 'Main Menu', 'Clear Selections', 'Research History', 'Research Folders', 'Check Citator', 'Find by Citation', and 'Search Tools'. Below this is a secondary navigation bar with tabs for 'My CCH', 'Government Contracts', 'Financial & Estate Planning', 'Wealth Management', 'Tax Practice Areas', and 'International Tax'. The 'My CCH' tab is active, showing a 'New User's Favorite Research Publications' section with a 'Select All' button. Below this are three items: 'Securities Transfer Guide [Securities]', 'Standard Federal Income Tax Reporter [Federal Tax]', and 'Medicare Billing and Forms Instructions [Health Care Reimbursement]'. There is a 'Research Tools' section with 'Quick Link' and 'Run Recent Searches' fields. A 'Keep List' dropdown is set to 'Favorite Searches'. The 'Latest News' section is dated Friday, September 23, 2005, and lists news items under categories like 'Securities', 'Banking', 'Antitrust & Trade Regulation', and 'Government Contracts'. The 'Today's Tax Highlights' section is dated September 23, 2005, and lists news items for Louisiana and Texas. On the right side, there is a 'Today's Tracker News' section with links for email delivery, tax tracker searches, and a table of news items. Below that is a 'TAX BRIEFING - Special Report' section with links to various tax acts. At the bottom right, there is a 'Downloads, Sign-Ups, and Links' section with a list of links for product support, account services, and training.

Click here to remove a single item from your favorites.

Click here to view and run your saved Favorite Searches.

Click here to open a Keep List folder.

Click the links to view the news on a variety of topics such as Securities, Banking, Government Contracts, and Antitrust & Trade Regulation.

Click the links to view Tax news (subscribers to Tax and Accounting products only).

Check out the helpful customer service, training, and download links!

Browsing through a publication or topic

To browse through a publication or topic

- Click the title of the item to see a menu of subtopics.
- Continue to click the underlined titles until you find a document that you want to view or an item that you want to search.



TIP: Use the menu path to return to previous menus

Each time you select a topic, the menu you made your selection from is displayed at the top of the screen. Use this menu “path” to retrace your steps while browsing. Just click the title of a menu to return to that menu level.

The screenshot displays the 'Securities' interface. On the left is a navigation menu with sections: 'Current Developments — Select All', 'Securities Newsletters & Journals — Select All', 'Securities Law News', and 'Federal Securities - Reporters and Primary Material'. The 'Federal Securities - Reporters and Primary Material' section is expanded, showing a list of publications. A callout box points to the 'Federal Securities Law Reporter - laws, rules, forms, interpretations, explanations and other materials, organized by Act— Select All' link, with the text: 'Click a publication to see its Table of Contents.' The right pane shows the 'Table of Contents' for the selected publication, listing various acts and regulations such as 'General Guide', 'Securities Act of 1933', 'Securities Exchange Act of 1934', etc.

TIP: Use the Information button to get a summary of a publication or library

Information buttons are located within your Internet Research NetWork product next to some library and publication titles. When you click an Information button, a summary of what is included in the item is displayed.

To display the summary for an item, just click the **Information** button  next to the library or the **Information** button  next to the publication for which you want to view the summary.

Three-Step Search: Just type your terms

To do a Three-Step Search

1. Select items to search by clicking in the checkboxes next to them.
2. In the Search Expression box, type your search term(s).
3. Click **Search**.

TIPS:

What a Three-Step Search will find

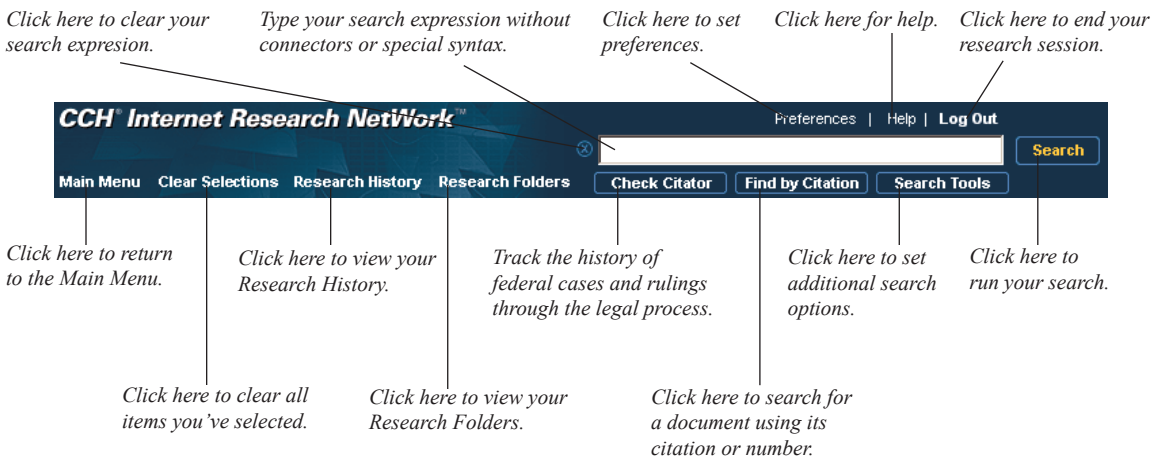
Your search results will include the top 50 documents that contain all your search terms as well as related terms from CCH's legal thesaurus. Your results will be ranked by relevancy, with the best matches listed first. (These are default settings and may be changed by clicking **Search Tools** and selecting new options — see pages 9-10 for details, or by clicking **Preferences** — see the **Set your search preferences** tip below.)

Set your search preferences

You can set certain search options as preferences so they will be applied every time you search. Click **Preferences**, and then click the **Set Search Options** tab. You can set your favorite search method, how you want your results displayed, and whether you want to include the latest news along with your other research materials. When you are finished, click **Apply Changes** to save your settings.

Search across multiple tabs

You can search publications from any combination of libraries at one time. To search across multiple publications, just select items from one library by clicking in the checkboxes next to the desired publications. Then, click a different tab and select items from that library by clicking in the checkboxes next to publications. Then search as you normally do. Your results will appear on one easy-to-use list.



Search Tools: Adding power to your search

To search using search tools

1. Select items to search by clicking in the checkboxes next to them.
2. In the Search Expression box, type your search term(s).
3. Click **Search Tools** and select your search options. (See page 10 for details.)
4. Click the **Search Now** button.

Search methods at-a-glance

Search method:	Results you can expect:
All Terms	Finds documents that include all your search terms.
Any Term	Finds documents that include at least one of your search terms.
Near	Finds documents in which your search terms appear within 20 words of each other.
Exact Phrase	Finds documents in which your search terms appear in exactly the order you type them or as a phrase. For example, <i>Year 2000</i> .
Boolean (using connectors)	
AND	Finds documents that include both search terms. For example, <i>investment and advisor</i> .
OR	Finds documents that include either or both search terms. For example, <i>investment or advisor</i> .
NOT	Finds documents in which the first term appears but the second term does not. For example, <i>investment not advisor</i> .
W/n	Finds documents in which your search terms appear within a specified number of words of each other (where <i>n</i> equals the number of words). For example, <i>investment w/25 advisor</i> .

TIPS:

Search using wildcards

Use **!** at the end of a word to indicate that any number of characters can be substituted there. For example, **depreciat!** will retrieve depreciate, depreciating, etc.

Automatically search for plurals

Internet Research NetWork automatically searches for singular, plural, and possessive forms of all search terms.

The Search Tools Template.

Search Tools

Selections will be saved until you log out or click "Clear Selections". To change your permanent options, go to [Search Preferences](#). For help on Search Tools, see [Adding power to your search: Search Tools](#).

Search Now Apply Changes

Set Search Options For This Session:

Search Method:
 Any Term [Learn more about search methods](#)

Search Results:
 Return maximum 50 documents in search results list
 Sort results by relevance
 Highlight search terms within search results
 Display words around hits in results list

Thesaurus:
 To view synonyms of terms, type terms in the field below and click on the View Synonyms button.

 View Synonyms

Automatically apply thesaurus

Search Results Display:
 Display by Document

Run Recent Searches:

Run Favorite Searches:

[Favorite Searches](#)

Narrow Search Results For This Session:

Narrow Search By Date: Search by Date

Narrow Search By Part Of A Document: All Parts

Narrow Search By Document Type:

<input checked="" type="checkbox"/> ALL Types	<input type="checkbox"/> CCH Annotations	<input type="checkbox"/> CCH Explanations
<input type="checkbox"/> Current Developments	<input type="checkbox"/> Securities Laws	<input type="checkbox"/> Regulations
<input type="checkbox"/> Topical Index	<input type="checkbox"/> Federal Law	<input type="checkbox"/>
<input type="checkbox"/> Interpretive Releases	<input type="checkbox"/> Financial & Accounting Releases	<input type="checkbox"/>

You Are Searching:
 [Federal Securities Law Reporter]

Search Now Apply Changes

© 2003, CCH INCORPORATED. All Rights Reserved. Contact CCH Customer Support at 1-800-393-6343 or [www.cch.com](#)

Click here to select a search method.

Select preferences for your search results. (Defaults are shown.)

Click here to add search terms to your Favorite Search list or to run a Favorite Search. For details, see page 27.

Click here to open the Search by Date window.

Click a checkbox to limit your search to specific document types.

Type terms here and click the View Synonyms button to view synonyms.

Click here to choose a display method for your search results. For details, see page 14.

Click here to run a recent search.

Click here to limit your search to a particular part of a document.

Search by Date - Microsoft Internet Explorer...

Select Range Month Day Year

Example: After January 01, 2002

OK Cancel

When you click Search By Date, the Search by Date window opens. From this window, you can select a date range for your search.

Note: Changes made to Search Method and Search Results settings made here will remain in effect until you click **Clear Selections**, until you change the settings manually (either here or on the "Set Search Options" tab in Preferences), or until you log off of Internet Research NetWork.

To do a Citation Search

1. Click in the checkbox next to the item you want to search. (For example, select **Cases** if you are looking for a case.)
2. Click **Find by Citation**.
3. In the box next to the appropriate citation format, type the number or the citation.
4. Click the **Search** button next to the box where you typed the citation.

TIP: Use the “free form” line if you know the complete citation

If you know the complete citation of a document (e.g., “Reg. Sec. 1XXXX”), just type the citation right on the “free form” line and click **Search**.

The screenshot shows the 'Find by Citation' page on the CCH Internet Research NetWork. At the top, there is a navigation bar with 'Main Menu', 'Clear Selections', 'Research History', 'Research Folders', 'Check Citator', 'Find by Citation', and 'Search Tools'. A search bar is located at the top right with a 'Search' button. Below the navigation bar, the page title is 'Find by Citation'. A large text box contains the instruction: 'Type the citation number in the appropriate box and click on Search.' Below this instruction is a 'Search' button and a text input field labeled 'Enter a complete citation:'. Below this is a section titled 'Securities' with a 'Search' button. Underneath is a section titled 'Accounting Rules' with several rows, each containing a 'Search' button and a text input field for a specific citation format: 'CCH #', 'Reg.', 'SEC Rule or Item No.', '17 CFR', 'Release No.', 'Acc. and Audit Enf. Rel. No.', and 'Form'. At the bottom of the page, there is a link: 'To view a list of all the possible citation formats available for this library, [click here](#).' and a 'Submit Citation' button.

Type a complete citation here in the Search Expression box and click Search.

- or -

Type a complete citation here in the “free form” line and click the Search button.

Type a number or citation next to the appropriate citation format, and then click the **Search** button.

Viewing your search results

After performing a search, you can view a document, search the Search Results List, export or print all the documents on your Search Results list (see page 24), add all the documents to your Keep List (see page 28), or add the search to your list of Favorite Searches (see page 27).

To search the Search Results List:

1. With the results list on your screen, type new search terms in the Search Expression box.
2. *Optional:* Click **Search Tools** and select new options.
3. Click **Search**.

To view a document on your Search Results List:

- Click the document's title.

Once you have a document on your screen, there are many additional options to help you with your research.

To go to the first occurrence of your search term in a document:

- Click the **1st Term** icon  under Document List.

To search within a document:

- Use your browser's **Find** command.

To go to the next or previous document on your Search Results List:

- Click the **Next**  or **Previous**  icons under Document List.

To go to the next or previous document in the publication:

- Click the **Next**  or **Previous**  icons under Nearby Documents.

To go directly to the full text of cross-referenced links you see in text:

- Click the underlined text of the link.

To return to the Search Results List:

- Click the **List** icon  under Document List.

A document retrieved by a search.

Click here to go to the first occurrence of your search term(s).

Click here to send an email that includes a copy of the document.

Here are the document options. Click these items to work with the document or to navigate to other documents.

To return to a previous menu level, click an item here.

Here is the title of the document.

The screenshot shows the CCH Internet Research NetWork interface. At the top, there is a search bar with 'Sarbanes Oxley' entered and a 'Search' button. Below the search bar, there are navigation tabs: 'Main Menu', 'Clear Selections', 'Research History', 'Keep List', 'Check Citation', 'Find by Citation', and 'Search Tools'. The main content area displays search results for 'Sarbanes Oxley'. The first result is titled 'HANDBOOK, SARBANES-OXLEY-ACT-2002-ANALYSIS-AND-PRACTICE, I SARBANES-OXLEY ACT: OVERVIEW AND IMPLEMENTATION'. Below the title, there is a section titled 'I. SUMMARY OF PRINCIPAL PROVISIONS' with a sub-section 'I. SARBANES-OXLEY ACT: OVERVIEW AND IMPLEMENTATION'. The text in this section is highlighted in yellow, showing the search terms 'Sarbanes-Oxley' and 'Sarbanes-Oxley Act'.

To have your search term(s) highlighted in yellow, click **Preferences**, click the **Set Display Options** tab, click in the checkbox next to **Highlight search terms within search results**, and click the **Apply Changes** button.

TIPS:

Minimize document options

If you prefer to minimize the document options, menu path, and title when viewing documents, click **Preferences** and click the **Set Display Options** tab. In the Set Up Document and Display Options section, click in the radio button next to **Use full screen to display the document text** and click **Apply Changes**. (Note: If you want to restore the original settings, click **Preferences**, click the **Set Display Options** tab, and then click in the radio button next to **Display document navigation bar with document text**.)

Find a document cited in text that is not linkable

If you see a citation in text that is not linkable, you can go directly to that document using Quick Link. Place your mouse pointer over **Citation Search**, type the citation as you see it in text in the Quick Link box, and then press **Enter**.

Displaying search results by Table of Contents

When you perform a search, you can have your results displayed by Table of Contents. Selecting this option allows you to see which publications contain the documents returned by your search. You can set the Table of Contents display as a Preference, an option for an individual search, or a toggle view after your search is completed.

To select the Table of Contents view after a search

- With your search results displayed on your screen, click the drop-down arrow and select from the following options:
 - **Display by Table of Contents - Show All** — Displays all publications (including those you did not search) whether they contain documents matching your search or not. Publications that returned hits are displayed in blue.
 - **Display by Table of Contents - Hits Only** — Displays only the publications that contain documents returned by your search.
 - **Display by Document** — Displays your search results as a list of documents.

The screenshot shows the CCH Internet Research NetWork interface. At the top, there's a search bar with 'securities and compliance' and a 'Search' button. Below the search bar, there are navigation tabs: 'Main Menu', 'Clear Selections', 'Research History', 'Research Folders', 'Check Citator', 'Find by Citation', and 'Search Tools'. The main heading is 'Search Results — Table of Contents View' with a drop-down menu set to 'Display by Table of Contents - Show All'. Below this, there's a section for 'Terms Searched For' and a list of search results. A navigation bar includes 'My CCH', 'Securities', 'Exchanges and SROs', 'Corporate Governance', 'International', 'Banking', and 'Capital Changes'. Under 'Securities', there's a 'Current Developments' section with a 'Select All' checkbox. The list includes: 'Tracker News Spotlight', 'Practice Manual Report Letters', 'Federal Securities Report Letters', 'Accounting Rules Report Letters[41]', 'Blue Sky Report Letters', 'Blue Sky Law Desk Reference Report Letters', 'Commodity Futures Report Letters[116]', 'Insurance Securities Law Report Letters', 'Securities Transfer Guide Ltrs', and 'NASAA Report Letters'. The 'Accounting Rules Report Letters[41]' and 'Commodity Futures Report Letters[116]' are checked and highlighted in blue, while the others are unchecked and shown in gray. At the bottom, there's a 'Securities Newsletters & Journals — Select All' checkbox.

Click here to change the way your results are displayed.

The number of documents found in each searched publication is listed in brackets to the right of the publication title.

Publications that did not return hits are shown in gray but can still be viewed.

Note: To set the Table of Contents display as a preference, click **Preferences**, and then click the **Set Display Options** tab. Click the drop-down arrow next to **Display search results**, select a setting, and then click **Apply Changes**.

Viewing your search results by Table of Contents

Once you've performed a search, and your results are displayed by Table of Contents, you can view a more detailed listing of your results.

To display a list of documents for a selected publication:

- Click the documents icon  to the left of a publication.

A list of search results for just that publication will be displayed.

To browse through search results:

- Click the publication title containing search results.

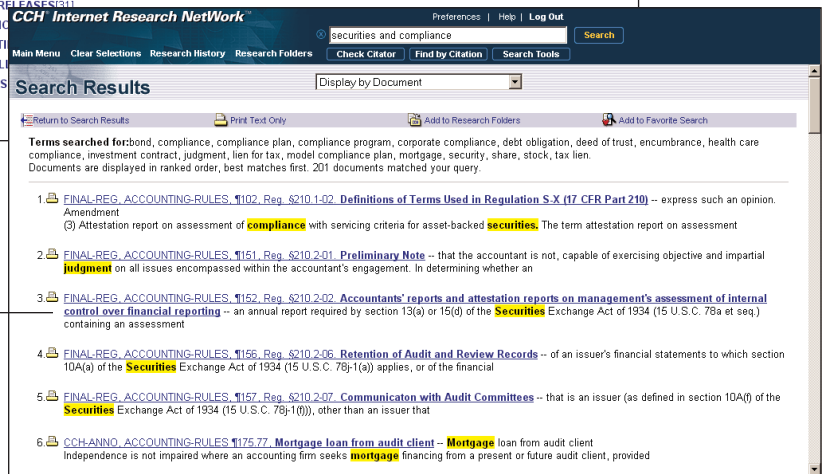
The menu levels for the publication will be displayed, and the number of documents found within each sub-level is displayed in brackets to the right of the title.

Click menu items to browse through your search results.



Just publications or topics that returned results are displayed in the "Hits Only" view.

Click the documents icon to view the list of documents the search located for just that topic.



With CCH Business News Update, you can receive free CCH Report Letters and additional news of interest via e-mail. You can choose to receive news from the following publications:

- Federal Securities Law Reporter
- State Banking Law Reporter
- Trade Regulation Law Reporter
- Government Contracts Reports

Once you select your topics, you will receive your free news updates via e-mail either weekly, biweekly, or monthly, depending on your selections.

To sign up for the CCH Business News Update Service

1. Click **Preferences**.
2. Click the **Set News Options** tab.
3. Type your name, address, and all other required information in the spaces provided.
4. Scroll down and click in the checkbox next to one or more publications of interest.
5. Click in the radio button next to the e-mail format you prefer to receive: **HTML Attachment**, **HTML** (includes links to related news articles) or **Text**.
6. If you would like to receive product information via e-mail, click in the checkbox next to **Send me information on new products and services as they relate to the publication(s) above**.
7. When you are finished making your selections, click the **Submit** button.

Setting Advanced News Options

Advanced News options allows you to customize the wording in your Business News Update e-mail message from the default message to one that suits your business need.

Note: You will need to set up your Business News Update before you can set any advanced options.

Advanced News Options also gives you the ability to:

- increase the security of your Internet Research NetWork sessions and protect any preference settings you have set.
- ensure that if you login via IP access, any Business News Update links to Internet Research Network will automatically log you in via IP access.
- search the Business News Update Archive for past e-mails.

To search the Business News Update Archive:

1. Click **Preferences**.
2. Click the **Advanced News Options** tab and scroll to the CCH Business News Update Archive heading.
3. Enter the number of days you would like to search past news for (the default is 7 days).
4. Click the **Send Email** button.

To set Advanced News Options

1. Click **Preferences**.
2. Click the **Advanced News Options** tab.
3. Click in the radio button next to **Use customized message (enter text below)** if you want to customize the introductory text message; click the radio button next to **Use default message** to choose the default message.
4. If you choose to modify the system default message, type your customized message in either the Plain Text message box or HTML message box, based on the email format you chose to receive when you initially set up your Business News Update preferences.
5. Click in the radio button next to **Exclude User ID in emails** if you do not wish to display your ID in the Business News Update e-mail message.

or

Click in the radio button next to **Include User ID in emails** to include your ID in the e-mail message.

6. Click in the checkbox next to **Log in via IP Access account from hyperlinks in email** if you are an IP access customer.
7. Click the **Apply Changes** button to save your preferences.

Tracker News: Receiving daily document updates

To follow topics of interest in the news, you can set up Tracker News searches to automatically search daily document updates each day and locate information related to your topics.

You can view your Tracker News search results on the CCH Desktop Favorites portion of the My CCH tab, or you can choose to receive a daily e-mail.

Note: You have to set up email delivery of your Tracker News before you can begin receiving your daily document updates.

To set up email delivery of Tracker News:


1. Click **Preferences**, and then click the **Tracker Email Options** tab.

or

Click the **Tracker Email Options** link in the Today's Tracker News section of the My CCH tab.

2. Click the drop-down arrow next to **Would you like to receive Tracker email** and select **Yes**.
3. Enter your email address in the space provided, and then click the drop-down arrows and select your email preferences.
4. Click the **Apply Changes** button to save your settings.

To add a Tracker News search:

- Click the **Add Tracker Searches** link in the Today's Tracker News section of the My CCH tab, and then click **Add**  next to any areas of interest.

or

Click **Preferences**, click the **Add Tracker Searches** tab, and then click **Add**  next to any areas of interest.

- Type a name for the search in the space provided and click **OK**.

The Tracker search you selected is added, and you have the option of adding another Tracker search, viewing your Tracker searches, or returning to the Main Menu by clicking the appropriate link.

TIP: Customizing your Tracker News search

To further customize your Tracker New search, click the **Narrow with Search Options** link. You can type a search term, select a search method, choose the number of documents returned by the search, or apply the thesaurus to your search.

To view your current Tracker News search results:

- Your Tracker News searches are listed in the Today's Tracker News section of the My CCH tab, along with the number of hits each search returned. To view your search results, click the link for any of your searches that produced hits.

or

If you chose to receive your results in a daily e-mail, you can view the full text of the articles by clicking the appropriate linked headline.

To modify your Tracker News searches:

1. Click the **My CCH** tab.
2. In the Today's Tracker News section, click the **Edit Trackers & View Archives** link.

or

Click **Preferences**, and then click the **Edit Trackers & View Archives** tab.

3. Click the **Modify** button next to the Tracker News search you want to modify.
4. Make your changes to the search.
5. When you are finished making changes, click **Apply Changes**.

To delete a Tracker News search:

1. Click the **My CCH** tab.
2. In the Today's Tracker News section, click the **Edit Trackers & View Archives** link.

or

Click **Preferences**, and then click the **Edit Trackers & View Archives** tab.

3. Click the **Delete** button next to the Tracker News search you want to delete.
4. Click **OK**.



Click any of the Tracker News search links to view the document list for that search.

Setting your preferences

With CCH Internet Research NetWork, it's easy to set your preferences. You can customize your search preferences, Research History preferences, display options and much more.

To set your search preferences:

1. Click **Preferences**.
2. Click the **Set Search Options** tab.
3. In the Search Methods section, click the drop-down arrow and select **All Terms**, **Any Term**, **Near**, **Exact Phrase**, or **Boolean Connectors** as your search method.
4. In the Recent Searches section, click in the checkbox next to **Clear recent searches at log out** to clear your list of recent searches each time you log out of CCH Internet Research NetWork.
5. In the Search Results section:
 - Set the number of documents you want returned by typing a desired number in the box.
 - If you want to change the way your search results are displayed, click the drop-down arrow under **Display search results** and select **Display by Table of Contents - Show All**, **Display by Table of Contents - Hits Only**, or **Display by Document**.
 - If you want your search results to be sorted by relevance, click in the checkbox next to **Sort results by relevance**.
 - If you want your search terms highlighted within your search results, click in the checkbox next to **Highlight search terms within search results**.
 - If you want your results to include the title of each document along with words surrounding the first occurrence of your search term or terms, click in the checkbox next to **Display words around hits in results list**.
 - If you want to automatically apply the thesaurus so the system will look for synonyms of your search terms in addition to the terms you typed, click in the checkbox next to **Automatically apply thesaurus**.
6. When you are finished, click **Apply Changes** and continue with your research.

To set your Research History preferences:

1. Click **Preferences**.
2. Click the **Set Display Options** tab.
3. Scroll down to the Set Up Research History section.
4. Type a number for the amount of days you want displayed on your Research History.
5. Select options for your Research History from the drop-down list boxes available:
 - **Start at the Research History page so I can enter a comment**—Select **Yes** to always add a comment to your session. This means that every time you log in, the system takes you directly to the Research History screen where you can add the comment for your research session. Select **No** if you wish to log in each time without entering a comment.
 - **Start by asking me if I want to enter a comment**—Select **Yes** if you wish to be prompted each time you log in to add a comment to your research session. This option allows you to add comments to some research sessions and not others. Select **No** if you do not wish the prompt to appear when you log in.
6. When you are finished, click the **Apply Changes** button and continue with your research.

Note: You will not be able to use CCH Link Express (see page 30) if you are using the Research History Comments feature to track time for client billing. If you want to use CCH Link Express, you will need to turn off the Comments feature in Preferences by selecting “No” to both options that are available to you in Step 5 (above).

To set your Document Display preferences:

1. Click **Preferences**.
2. Click the **Set Display Options** tab.
3. In the Set Up Document and Display Options section:
 - Click in the radio button next to the desired document display option:
Use full screen to display the document text
 - or*
 - **Display document navigation bar with document text**
 - Click the drop-down arrow and select **Yes** if you want to open text-only documents in a new window or select **No** if you want text-only documents to open in the current window.
 - Click the drop-down arrow and select **Yes** if, when opening text-only documents, you want to be prompted to print them or select **No** if you do not want to be prompted to print text-only documents.
 - Click the drop-down arrow and select how you want to display the contents of text-only lists: **Entire documents**, **Titles with URLs**, or **Titles only**.
4. When you are finished, click the **Apply Changes** button.

To set your Search Results preferences:

1. Click **Preferences**.
2. Click the **Set Display Options** tab.
3. In the Search Results Display section:
 - Click the drop-down arrow and select how you want your search results displayed: **Display by Table of Contents - Show All**, **Display by Table of Contents - Hits Only**, or **Display by Document**.
 - Click in the checkbox next to **Highlight search terms within search results** to highlight each occurrence of your search terms.
4. When you are finished, click the **Apply Changes** button.

To set your Information button preferences:

1. Click **Preferences**.
2. Click the **Set Display Options** tab.
3. In the Set Up Information Button section:
 - Clear the checkbox next to **Display Information button icons** if you do not want an Information button displayed next to libraries and publications that contain a summary.
 - or*
 - Leave the checkbox checked if you do want an Information button displayed next to libraries and publications that contain a summary.

Note: The Information button is turned on by default.

To set your Session Time-out warnings:

1. Click **Preferences**.
2. Click the **Set Display Options** tab.
3. In the Set Up Session Time Out section, click the drop-down arrow and select **Yes** to have a message appear indicating you are going to be logged out after a period of inactivity or select **No** to cancel any session time-out messages.
4. When you are finished, click the **Apply Changes** button.

To set your CCH Link Express and Browser Favorites options:


1. Click **Preferences**.
2. Click the **Set Display Options** tab.
3. In the Set Up CCH Link Express section:
 - Click in the checkbox next to **Display CCH Link Express icons** to display the CCH Link Express icon. This will allow you to create links to publications, topics, and other items. If this option is not selected, the Link Express icon appears only on CCH documents.
 - Click in the checkbox next to **Use IP Login with Link Express URLs** if you are an IP automatic access customer.
 - Click in the checkbox next to **Use secured connection (SSL) Link Express URLs** to connect to CCH via a secured connection that encrypts all information sent between your browser and the Web server.
4. When you are finished, click the **Apply Changes** button.

Printing and exporting documents

To print a document currently displayed on your screen:

- Click the **Print** icon  under Store Document.
- Click **OK**.

To export a document currently displayed on your screen to a file:

1. Click the **Export** icon  under Store Document.
2. If you see a message asking you to either save or open the document, select the **Save to disk** option. If the document automatically opens in your word processor, select **Save As** from the **File** menu.
3. Type a name for the file using the Rich Text Fromat (RTF) extension, and then select a drive and directory where you want to save the document.
4. Click **Save** to save the document as an RTF file.

To export or print all the documents on your Search Results List:


1. Click **Export to File** or **Print Text Only**.
2. Click the drop-down arrow and select **Entire documents**, **Titles with URLs**, or **Titles only**.
3. Click in the checkbox next to **Yes, convert the first 50 documents** if you want to convert the list of documents to RFT or text-only format.

or

Click in the checkbox next to **Let me select which documents to convert** to be given the opportunity to select only certain documents from the list. Once you've selected the documents you wish to export or print, click the appropriate link (**Export to File** or **Print Text Only**).

Saving documents to your browser favorites list

To save an onscreen document to your browser favorites:

1. Click the **Favorite** icon  under Save Link.
2. On the Add Favorite dialog box, type a name for the favorite and select the folder where you want to store it and click **OK**.

To view the document, simply select the item from your browser's **Favorites** menu.

Note: If you have IP Automatic Access to CCH Internet Research NetWork, you'll need to set an option in your Preferences to allow for an automatic login from browser favorites. For more information, see "To change your CCH Link Express settings," on page 30.

Research History: Get a trail of your research steps and track research time

To view a list of your research steps:

- Click **Research History**.

You will see a list of all the steps you have taken, with your most recent sessions appearing at the bottom of the list. To return to a document on the list, simply click the document's title.

To add a comment to your research session for client billing:

1. Click **Research History**.
2. With your Research History on the screen, type a comment in the comment field.
(You are limited to 115 characters.)

TIP: Tracking time for a particular client

If you are continuing to track time for a client from a previous session, you can type in the same comment you used before. You can also set your Preferences to prompt you to add a comment when you log in. (See page 21 for instructions on how to do this.)

3. Click the **Add** button.

Your research time will be tracked to the comment you entered until you log off or add another comment.

To add up the time you've spent researching:

1. Click **Research History**.
2. Click the drop-down arrow next to **Display research for** and select a comment from the list for the research history you want to display.
3. Click the drop-down arrows and select the date range for the research history you want to display.
4. Click the **Results** button.

The research time is calculated for the comment and date range you selected.

Research History screen.

Type your comment here, and then click the **Add** button.

Click the drop-down arrows to select a date range, and then click the **Results** button to calculate your research time.

Research History

To add a comment to your research history, replace the text below and click on "Add".
[Learn how to use comments for client billing.](#)

General Research

To calculate your Research Time:
Select the comment and/or dates below and click on the "Results" button.

Display research for: All Research ▾

From 10 ▾ Sep ▾ 2005 ▾ To 10 ▾ Sep ▾ 2005 ▾

Session begun on Fri Sep 10, 05 at 8:30AM [16 minutes]		
8:30AM	Tab Select	Securities
8:32AM	Search	<<securities and compliance>>
8:32AM	Search	securities and compliance
8:32AM	Tab Select	Securities
8:35AM	Tab Select	Securities
8:36AM	Tab Select	Commodity Futures Report Letters
8:37AM	Tab Select	Accounting Rules Report Letters
8:37AM	Tab Select	Securities
8:40AM	Tab Select	Securities
8:40AM	Search	<<securities and compliance>>
8:40AM	Tab Select	Securities
8:42AM	View Research Path	
8:45AM	Tab Select	Securities
8:45AM	Browse Topics	Federal Securities Law Reporter
8:45AM	Browse Topics	General Guide
8:45AM	Browse Topics	FEDERAL REGULATION OF SECURITIES
8:45AM	Browse Topics	SCOPE OF FEDERAL SECURITIES LAWS
8:45AM	View Document	CCH-EXP, FSLR P103, Nature of Securities
8:45AM	View Research Path	

Click the drop-down arrow, select a comment, and click the **Results** button to calculate research time for other comments.

Click the document link to view previously viewed documents.

Favorite Search: Create a list of your frequently used searches

There are two ways to save a Favorite Search. You can save a search from your Search Results List after you've performed a search, or you can save a search by running a recent search on the My CCH tab.

Note: Adding a favorite search from your search results list is only available if you have your Search Results Display setting set to **Display by Document**. For more information on setting your Search Results Display setting, see the note on page 14.

To add a favorite search from your Search Results List:

- After you've completed your search, click **Add to Favorite Search** at the top of the document list.
- Type a name for your search and click **OK**.

To add a favorite search from Run Recent Searches:

1. At the My CCH tab, click the drop-down arrow next to **Run Recent Searches** and select the search you want to add to your Favorite Searches.
2. Click **OK** to run the search.
3. At your Search Results List, you will receive a prompt asking if you want to save this search to your Favorite Searches. Click **OK** to save the search.
4. Type a name for the search and click **OK**.

To run a favorite search:

- Click **Favorite Searches** on the My CCH tab.

or

Click **Search Tools**, and then click **Favorite Searches**.

- Click the search terms you want to run.

To delete a favorite search:

1. Click **Favorite Searches** on the My CCH tab.

or

Click **Search Tools**, and then click **Favorite Searches**.

2. Click the **X** next to the search you want to delete.
3. Click **OK** to delete the search.


Research Folders: Your own list of important documents

You can set aside important documents you've found to separate folders called Research Folders. You can have multiple Research Folders for all of your different projects or clients, and documents that you place in your Research Folders will remain in the folders until you decide to remove them.

To add all the documents on your Search Results List to a Research Folder:

1. Click **Add to Research Folders**.
2. Click the drop-down arrow and select a Research Folder, or click **Create New Folder**, type a name for the new folder, and click **OK**.
3. Select one of the following options:
 - Click in the checkbox next to **Yes, add the first 50 documents** if you want to add the list of documents to the Research Folder. (**Note:** You can substitute a number lower than 50 in the space provided.)
 - Click in the checkbox next to **Let me select which documents to add** to be given the opportunity to select only certain documents from the list. Once you've selected the documents you wish to add to the Research Folder, click **Add to Research Folders**.
 - Click in the checkbox next to **No** to return to your Search Results List.

To add a document currently displayed on your screen to a Research Folder:

1. Click the **Add** icon  under Research Folders.
2. Select a Research Folder in which to place the document by clicking the drop-down arrow and selecting a folder, or create a new folder by clicking **Create new folder**, typing a name for the folder, and clicking **OK**.
3. To return to the document, click **Return to document view**.

To display your Research Folders:

- Click **Research Folders**.

To add a new Research Folder:

1. Click **Research Folders**.
2. Click **Create new folder**.
3. Type a name for the new folder and click **OK**.

To delete a Research Folder:

1. Click **Research Folders**.
2. If you have more than one Research Folder, click the drop-down arrow and select a folder.
3. Click **Delete folder**.

To view a different folder:

- Click **Research Folders**.
- In the **View Folders** section, click the drop-down arrow and select a new folder to view.

To remove items from your Research Folders:

1. Click **Research Folders**.
2. Select the folder that contains the items you want to remove by clicking the drop-down arrow and selecting the folder.
3. Click in the checkboxes next to the items you want to remove.
4. Click **Remove selected documents**.

To print documents from your Research Folders:

1. Click **Research Folders**.
2. Select the folder that contains the items you want to print by clicking the drop-down arrow and selecting the folder.
3. Click in the checkboxes next to the items you want to print.
4. Click the drop-down arrow under **Print selected documents by** and select **Entire documents, Titles with URLs, or Titles only**.
5. Click the **Submit** button.

To export documents from your Research Folders:

1. Click **Research Folders**.
2. Select the folder that contains the items you want to export by clicking the drop-down arrow and selecting the folder.
3. Click in the checkboxes next to the items you want to export.
4. Click the drop-down arrow under **Export selected documents by** and select **Entire documents, Titles with URLs, or Titles only**.
5. Click the **Submit** button.

Special Features: CCH Link Express

With CCH Link Express, you can create links to frequently used resources on CCH Internet Research NetWork, including:

- publications (e.g., Federal Securities Law Reporter)
- topics within publications (e.g., Related Securities Laws and Regulations)
- other CCH documents

CCH Link Express automatically generates URLs for various locations within CCH Internet Research NetWork and allows you to insert them into any Microsoft Word document, e-mail, or Web site. Using a word processor or HTML editor, you can easily link these URLs to CCH content.

CCH Link Express is turned on by default. To change your CCH Link Express settings, you'll need to make changes to your Preferences.


Note: CCH Link Express is not available when you display your search results by Table of Contents.

To change your CCH Link Express settings



1. Click **Preferences**.
2. Click the **Set Display Options** tab.
3. Click in the checkbox next to **Display CCH Link Express icons** to remove the checkmark and turn off CCH Link Express. The Link Express icon now appears only on CCH documents.

Note: This setting also applies to the Browser Favorites feature.

4. Click in the checkbox next to **Use IP Login with Link Express URLs** if you are an IP automatic access customer.
5. Click the **Apply Changes** button to save your settings.

When you return to the tabs view, you will no longer see the CCH Link Express icon displayed at the top of each library tab. 

To use CCH Link Express

1. Navigate to the information to which you want to link.
2. Click the corresponding CCH Link Express icon  :
 - To link to the main level on a tab, click the Link Express icon at the top of the tab.
 - To link to a publication or topic, click the Link Express icon on the heading bar above the item.
 - To link to a document, click the **Link Express** icon  under Save Link.The Link Express toolbar appears with the URL automatically pasted in.

3. Follow the steps below to copy and paste the URL to the desired location.

- **If you are using Internet Explorer as your browser:**
Click **Copy to Clipboard** to copy the URL to the Windows Clipboard. Then, switch to the location where you want to insert your link, click to make an insertion point, and press **Ctrl+V** to paste in the URL.
- **If you are using Netscape as your browser:**
With the URL highlighted, press **Ctrl+C** to copy the URL to the Windows Clipboard. Then switch to the location where you want to insert your link, click to make an insertion point, and press **Ctrl+V** to paste in the URL.

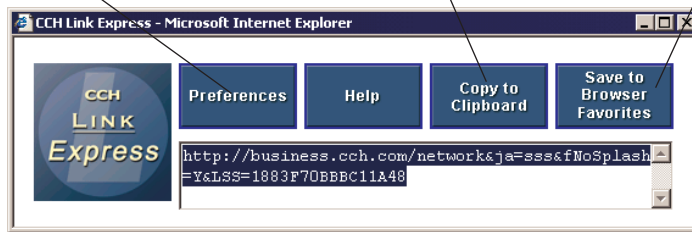
TIP: Creating hypertext links

Consult the online help system in your word processor or HTML editor for information about creating hypertext links.

Click here to control the display of the Link Express icon and set login options.

Click here to copy the URL to the Windows Clipboard.

Click here to save the URL as a browser favorite (bookmark).



Customer Support

Product Support ■ **800 449 6435**

Technical Support ■ **800 835 0105**

CCH INCORPORATED

4025 West Peterson Ave.

Chicago, IL 60646-6085

<http://business.cch.com>

A WoltersKluwer Company