

Searching CCH Law Libraries



About CCH & CCHAsia

CCH contains a range of Australian legal publications and resources covering accounting, taxation, industrial law, corporations' law, trade practices and consumer law, and human resource management.

CCHAsia -- Asia Business Law, provides access to *Doing Business in Asia* – Asia e-Newsletter provides access to *Asia Watch*.

Getting Started

Go to www.swin.edu.au/lib/database/cch.htm then follow the instructions on the screen.

You will only be able to access the collections and publications shown as 'Active Subscriptions'. Collections and books that are not available as active subscriptions are shown in grey.

Browsing CCH collections and books

CCH is arranged into collections. Collections contain books. Books are further broken down into documents.

When you connect to CCH the collections are shown in the left panel. Click a collection to display its books in the right panel.

To browse the table of contents for a publication

Click the book name. The table of contents appears in the left panel. Click an item in the table of contents to expand or display the item.

To see other collections or books, click 'Home' and start browsing again.

Searching

The quick search panel appears at the top of the CCH screen.

You can search:

- all the books in a single collection
- a single book

To search all books in a single collection

- In the left panel, click the collection you want to search eg. '*Corporations Law*'.

The books being searched are shown in the right panel.

- Type your search term in the search panel at the top of the screen eg. '*anti money laundering*'
- In 'Search Forms', select 'In all text', to search the full text of the books, or 'titles,' to search section headings.
- Click 'Go' to search.

Display results

- The right panel shows the total number of hits plus the number of hits for each book.

Search Results: 81 hits.

Active Subscriptions

48 CCH Australian Corporate News

8 CCH Australian Corporations Legislation

6 CCH Australian Corporations Commentary

- In the right panel, click a book to see hits for that book eg. 48 CCH Australian Corporate News
- The table of contents in the left panel now shows hits in each section of the book.
- Your search term is highlighted in the document. (If you used a wildcard in your search term the term is not highlighted.)
- Within the text click 'Next' or 'Prev' red arrows to move to the next occurrence of the search term, or
On green toolbar, click 'Next Hit Doc' or 'Prev Hit Doc', move to the next occurrence of the search term in the next section/document.

Further Information

Web: www.swin.edu.au/lib/info/phone.htm

Phone: 9214 8330

Email: library@swin.edu.au



To search within a single book

- In the left panel, click the collection you want to search eg. '*Corporations Law*'.
- Select the book you want to search eg. '*Australian Company Law Cases*'.

The book being searched is shown in the right panel.

Within a single book you can use 'Search Forms', to locate specific information. Different options are available for different books eg Act, case, paragraph, proximity, in addition to 'inside all text' or 'inside all titles'.

- Click the search forms dropdown list, and choose an option eg. 'proximity'
- A search form window opens. Enter your search in the search form eg.
Find: *workplace*
within (n) words: 2
of: *Act*
- Click 'Search'.

To search all books in all collections

- On green toolbar select 'Advanced Search'.
- Enter your search term in the form on the left, eg. '*vendor bidding*'.
- On the right select :
'CCH Subscription Reporter Services'.
- Click red search button.

A new window will open displaying the results in order of relevance.

Truncation using wildcards

Use an asterisk at the end of a word or part of a word to truncate your search term. For example, *injur** finds *injury, injured, injuries*.

Boolean searching

You can use the Boolean operators AND, OR, NOT to combine your search terms.

Printing a document

- Navigate to the content you want to print.
- Click on the 'Print Mode On button' in the green toolbar
- An additional toolbar will display in the left hand frame.
- Checkboxes appear beside the document titles.
- Check the boxes of the sections you want to print.
- Click on the Print to PDF button.
- Wait for PDF to render the documents in a separate browser window.
- Select the option on the toolbar to print, email or save the new PDF document.
- Close the PDF window to return to the main screen.
- Clear print selection at anytime by clicking the Clear Selection button.
- Click on the Print Mode Off button to return to normal navigation view.