

Constructing a search expression within IntelliConnect

1. Isolate the issue, identify the facts and determine key words.
2. Select the scope of your search: all content*, within results, selected content, this document.
* if you've modified your Practice Areas, then 'all content' changes to 'selected practice areas' automatically
3. Type your search expression (using quotations, wildcards, connectors, and/or parentheses, if desired)
4. *Optional*—Click Advanced Search to modify/verify settings for Thesaurus, Jurisdiction, Court, and/or Date
5. Click Go.

Search all content for (executive p/2 compensation) w/9 disclos* and options Go Advanced Search

within results
selected content
this document

Wildcard characters

- Universal character (*)—depreciat* gets depreciate, depreciating, depreciation, etc.
- Single character (?)—advis?r gets both advisor and adviser; ??clude gets exclude, include, and occlude but not preclude, which would have required the search term to be ???clude.

Search Connectors (in processing order)

Connector	Description	Example
" "	Use quotes to force multiple words to be searched as a single phrase. If boolean connectors are used within a quoted phrase, they will be treated as a regular word. A wildcard within a quoted phrase is seen as a blank or space and not recognized.	"more or less"
Space	IntelliConnect automatically substitutes an implicit ' AND ' in place of a space between terms. If the search expression contains proximity connectors, a space between terms is no longer allowed.	executive compensation
OR	Place the word or between terms to retrieve documents that contain either or both of the terms.	child or dependent "property tax" or "property taxes"
W/n W/sen W/par P/n	' n ' is a designated number of words that cannot exceed 127 words. Place w/n between terms to retrieve documents in which the first term either precedes or follows the second term by no more than 'n' words. Note: W/sen = w/20; W/par = w/80 Place p/n between terms to retrieve documents where the first term precedes the second term by no more than 'n' words. If multiple proximity connectors are used in a search expression, they are processed from right to left.	california w/25 corporation foreign p/2 credit
AND	Place the word and between terms to retrieve documents that contain both of the terms.	court and appeals
NOT	Place the word not between terms to exclude documents that contain the second term from your results.	RICO not puerto

Note: Parentheses within a search expression may override the connectors' processing order.

Advanced Search: Set search filters and tools and access Help

The screenshot displays the Advanced Search interface. At the top, there is a search bar with the text "all content" and "for (executive p/2 compensation) w/9 disclos* and options". A red circle highlights the "Advanced Search" button. Below the search bar, there are sections for "Thesaurus" (with a checked box for "Apply Thesaurus" and a "Synonym Lookup" field containing "options"), "Limit Search To" (with "Jurisdictions" set to "No Search Limits Applied" and "Courts" set to "State: Delaware Courts"), and "Date" (with a dropdown menu open showing "Any Day", "On", "Before", "After", and "From/To"). A red callout box points to the "Courts" section with the text "Set additional restrictions for a search, e.g., Delaware courts". A modal dialog titled "Courts Pre-Search Filter" is open, showing a list of courts with checkboxes. The "Delaware Courts" checkbox is checked and circled in red. The dialog also includes "Clear All", "OK", and "Cancel" buttons.

Thesaurus

The Thesaurus is ON by default to automatically find alternate words for individual key word(s) in your search expression.

- Type a search term in the "Synonym Lookup" field and click View Synonyms to preview synonyms.
- Uncheck the box to disable the Thesaurus so only your exact search terms will be found. (Click Apply Changes to save your Thesaurus settings.)

Note: To speed the research process, the Thesaurus is automatically turned off when:

- A search contains a quoted phrase
- Or the search expression contains 10+ terms

Searching by date range

Searching by date range only applies to dated documents, e.g., cases, news.

- Use the Date drop-down menu to select an option: Any Day, On, Before, After, or From/To.
- Enter the date criteria in the appropriate fields
- Click Search Now to run the date restricted search

Saved searches

- To save a search—After performing a search, click Save, select Save search, type a name for the search in the "Save this search" field and click Save.
- Access your saved searches using command in top menu bar.

Document Tray [0] | History | **Saved Searches** | Practice Areas | Preferences | Help | Log Out

Need Help? Click **Help** or

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