

How Do I?

✓ Browse Through Publications

- Click a publication to see a menu of subtopics.
- Continue clicking links until you find a document or an item to search.


✓ Search Using Keywords and Citations

- On a library tab, click the checkbox next to the item(s) you want to search.
- Type your search terms in the box on the navigation bar. (For example, FMLA or REG. Sec. 1001-1(a)).
- Click **Search**

Customize your search

After you select items to search and type your search terms or a complete citation, click **Search Tools**, select your options, and then click **Search**.

✓ Add a Document to Your Keep List

- Click the **Add** icon  at the top of a document.
- Select a research folder or create a new folder for the document.



✓ Set up a Tracker News Search



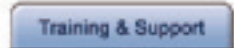
Click these links on My CCH to set up your Tracker News

Results appear here

✓ Add a Favorite Publication to My CCH

- On a library tab, click the white CCH logo  next to a publication.
- The publication is added to the Favorite Research Publications section on My CCH.
- To remove a favorite publication, click the blue CCH logo  next to the publication on the My CCH tab.

✓ Get Assistance and Training




Click the Training & Support tab for:

- Customer Support Web pages, e-mail addresses, and telephone numbers.
- The latest Quick Start Guides.
- Answers to frequently asked research questions.
- Information on Research NetWork training.

Technical Support: 800 835 0105
<http://support.cch.com>

Product Information: 800 449 9525
<http://support.cch.com>

 Wolters Kluwer Law & Business 4025 W. Peterson Ave.
Chicago, IL 60646-6085
1 800 248 3248
<http://hr.cch.com>
<http://health.cch.com>

CCH® Internet Research NetWork™ Quick Start Guide



Customer Support

Thank you for choosing the CCH[®] Internet Research NetWork[™]! It is our goal to deliver the most complete, up-to-date, and easiest-to-use health and human resources research tool on the market today.

If you have any questions about this product, please call one of our specialized Customer Support phone numbers:

For technical support:

1 800 835 0105

For product information:

1 800 449 9525

To leave a message with a CCH Account Representative:

1 888 224 7377

Write us at the following address:

CCH INCORPORATED

4025 West Peterson Ave.

Chicago, IL 60646-6085

Or email your questions to:

<http://support.cch.com/csinq>



Tip! Get training and support information from within Internet Research NetWork[™]

To view training and support options while working in Internet Research NetWork[™], just click the **Training & Support** tab.

Training & Support

IMPORTANT!

If you access the Internet Research NetWork[™] through **<http://hr.cch.com/ipnetwork>** or **<http://health.cch.com/ipnetwork>** for IP Automatic Access, you will be prompted to enter your email address prior to log in. This allows you to save certain settings and preferences between your research sessions. For example, you will be able to retain settings for Search Tools, Preferences, and any selections you make for Tracker News Searches. You will also be able to retain My CCH settings such as User Name, Recent Searches, Favorite Searches, Favorite Publications, and Research Folders. Depending on how your IP access is set up, you may or may not need to enter your email address each time you log in. If you have any questions about IP Automatic Access, contact your Technical Support representative.

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Getting Started

To log in to the CCH[®] Internet Research NetWork[™] from your Web browser

1. Point your Web browser to **http://hr.cch.com/network** or **http://health.cch.com/network**.
2. Type in your User ID and Password.
3. Click **Enter** or press <Enter> on your keyboard.



Tip! Change your login options at any time

You can change your password or request a secure connection to CCH right from the Login Screen. Just click the **Change your password** and/or **Secure Connection** link and follow the instructions on the screen.

To add a comment to your research session at log in

You can set your Preferences to prompt you to add a comment to your research session when you log in, or you may begin at the Research History page. This enables you track the amount of time you've spent researching for client billing purposes.

If you have set up the prompt to appear at login, 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 pages 27-28 for instructions on how to change your login preferences, add a comment, and track time for client billing.

To begin your research

Click a tab (Human Resources Mgt., Pension/Benefits, Health Care Reimbursement, etc.) to see all the items available. To browse, click the links on the tab. To search, click a checkbox for an item or menu, type your search terms in the word search box, and click **Search**.

To end your research

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

The Log In Screen

Click here to log in to your CCH® Internet Research NetWork™ with your User ID and Password.

Check this box if you want your computer to remember your password each time you log in. **Note:** This is not recommended for shared computers.

Click here to change your password.

Type your User ID here.

Type your Password here.

The screenshot shows the CCH® Research NetWork™ login interface. It features a 'Log In' button with a key icon, input fields for 'User ID' and 'Password', and an 'Enter' button. A checkbox labeled 'Remember my password on this computer' is present. Below the login fields are links for 'Change your password', 'Forgot your password? Lost your ID? Look it up yourself, e-mail Customer Support, or call 800.344.3734', and 'Secure Connection'. The right side of the page contains sections for 'Downloads and Sign Ups', 'For More Information', 'Legal', and 'System Requirements', each with a list of links and contact information.

CCH® 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 and Sign Ups

- [Install CCH@Hand desktop tools](#)
- [Signup or get more information](#) about our CCH NetNews™ weekly e-mail news services for human resources, employment law, and compensation issues

For More Information

- [E-Mail CCH Customer Support](#)
- To speak with a sales representative please call 888. 224.7377 (888.CCH-REPS)
- For Technical Support, please call 800.835.0105
- For help conducting research or locating documents, please call 800.344.3734
- [Download the latest Quick Start Guide](#)
- [Download the Quick Reference Card](#)
- [Visit the CCH Online Store](#)
- [Visit hr.cch.com](#)

Legal

- CCH® Research Network™ [License Agreement](#)
- CCH® Research Network™ [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](#)

Using the My CCH tab for Research Favorites



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

Setting up your favorite research publications

To add a publication to My CCH Desktop Favorites

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

To remove a publication from your My CCH tab

- 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 your My CCH tab

To view a document on your Research Folder

- Select a Research Folder from the Research Folders drop-down list box. Click a document to view it.

To run a recent search

- Select a search from the **Run Recent Searches** drop-down list box. When you 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 list box, and then click **OK**.

To run a Favorite Search

- Click **Favorite Searches** and then click a search on the list.

The My CCH tab for Research Favorites

Click here to change the name displayed on your tab.

Click here to remove a single item from your favorites.

Click here to remove all items from your favorites.

Click here to set up your Tracker News and begin following topics of interest.

To search your favorite research publications, click in the checkboxes, type your terms in the Search box, and click Search.

Click here to type in a citation and run a search for it.

Click links in this section to read news highlights.

Click the news topic that contains the documents you wish to read.

The screenshot shows the 'My CCH' tab interface. At the top, there are navigation tabs: 'My CCH', 'Training & Support', 'Human Resources Management', 'Payroll', 'Benefits', 'Pension', 'Labor and Employment Law', and 'Safety/OSHA'. Below these are sub-tabs for 'Health Care Reimbursement', 'Food and Drug', 'Interactive Forms', 'Action/How', and 'Global Employment Law'. The main content area is divided into several sections:

- Test User's Favorite Research Publications**: A grid of items with checkboxes and titles like 'Payroll Management Daily Document Update', 'Pension Answer Book, Kraas (Pension)', 'Paycheck Calculator', 'Employment Practices Guide-- Explanations [Labor and Employment Law]', 'Labor Law Journal [Human Resources Management]', '2005 Master Medicare Guide [Health Care Reimbursement]', 'HR Practices Guide Explanations [Human Resources Management]', and 'Pension Plan Guide [Pension]'.
- Research Tools**: Includes a 'Quick Link' search box, a 'Run Recent Searches' dropdown menu, and a 'Favorite Searches' section.
- Latest News**: A section with a date 'Tuesday, September 27, 2005' and several news highlights under categories like 'Hurricane Relief Assistance from CCH', 'HR Professionals, Employers, Employees', 'Health Care', 'Employment Law', 'Human Resources Management', 'Payroll', and 'Pension and Benefits'.
- Today's Tracker News**: A section with a 'Sign up to Email News' button and a list of news topics like 'Medicare and Medicaid', 'Food and Drug Law', 'Healthcare Compliance', and 'Home Health Medicare and Medicaid Payment'.
- Downloads, Sign-Ups, and Links**: A section with various links and download options.

Click here to select and run a recent search.

Click here to view and run your saved Favorite Searches.



Note: The My CCH tab will display only those libraries and related News Highlights that are part of your subscription. News Trackers that are part of your subscription will also display here after you set them up in Preferences (see pages 22-23). The Training and Support tab is included in all Internet Research NetWork products. The example above is only a representation of what may be included in a Internet Research NetWork subscription. For more information about what's included in your subscription, contact your CCH Representative.

Browsing through publications and topics

To browse through a publication or topic

1. Click the title of the item to see a menu of subtopics.
2. Continue clicking titles until you find a document or an item 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 tab. Use this “menu-path” to retrace your steps while browsing. Just click the title of a menu to return to that menu level.

Click an item to see a menu of subtopics.

A menu of subtopics in the Pension Plan Guide.

The screenshot shows the CCH website navigation menu at the top with categories: My CCH, Federal Tax, Financial & Estate Planning, Wealth Management, Tax Practice Areas, and International Tax. The 'Pension' sub-menu is expanded, showing 'News' and 'Treatise/Analytical Materials and Tools' sections. A callout box highlights the 'Pension - CCH Pension Explanations -' link, which leads to a detailed 'Pension Plan Guide' menu. This menu lists various subtopics such as 'TABLES AND OTHER DOCUMENTS', 'ESTABLISHING PLANS', 'PLAN QUALIFICATION', 'PLAN OPERATION', 'ENFORCEMENT', 'TERMINATIONS', '401(k) PLANS', 'EMPLOYEE STOCK OWNERSHIP PLANS (ESOPs)', 'CODE SEC. 457 PLANS', 'TAX-SHELTERED ANNUITIES', 'INDIVIDUAL RETIREMENT ARRANGEMENTS (IRAs)', 'SIMPLIFIED EMPLOYEE PENSIONS (SEPs)', 'CAFETERIA PLANS', and 'EXECUTIVE COMPENSATION'. A callout box points to the 'Pension - CCH Pension Explanations -' link, indicating it is the link to return to a higher menu level.

Click the information buttons for a summary about documents available within the library and/or a description of the publication. **Note:** The Information Button is selected by default in your Preferences settings. However, not all products will have the Information Button available. Buttons will only appear in products where Editors have added summary information.

Searching for documents

To run a search

1. Select items to search by clicking the checkboxes next to them.
2. Type your terms in word search box and click **Search**.

Here's what your search will find:

If you are displaying your search results “by Document,” your search results will include 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. (You can customize your search results by clicking **Search Tools** and selecting new options — see pages 12-13 for details, or by clicking **Preferences** — see “Set your search preferences” below.)



Tips!

Set your search preferences

You can set search preferences that will apply every time you perform a search. Click **Preferences** on the navigation bar and click the **Set Search Options** tab. You can set your favorite search method, how you want your results displayed, and whether you want to clear your recent searches every session. When you are finished, click **Apply Changes** and then one of the navigation links to return to your research or go back to Preferences.

Search across multiple tabs

You can search publications from any combination of libraries at one time. To search across multiple libraries, select items from one library by clicking the checkboxes next to the desired publications. Next, click a different tab and select items from that library by clicking the checkboxes next to additional publications. Then search as you normally do. Your results will appear on one easy-to-use list if you are displaying your search results “by Document.” If you are displaying your search results “by Table of Contents,” results will appear on each of the tabs you selected in the order that the tabs appear in your research product—even if there are no hits on the first tab. See pages 16-19 for more information about displaying your search results.

Click here to clear your search expression and targeted publications.

Click here to set search preferences.

Click here to execute your search.



Type your search expression or a complete citation here.

Click here to set additional search options.

Search Tools: Adding power to your search

To search using Search Tools

1. Select items to search by clicking the checkboxes next to them.
2. Type your terms in the word search box on the navigation bar.
3. Click **Search Tools**.
4. Select your search options. (See page 13 for details.)
5. Click **Search**.

Search methods at-a-glance

<u>Search method</u>	<u>Results you can expect</u>
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 2003</i> .
Boolean (using connectors)	
AND	Finds documents that include both search terms. For example, <i>wage and exemption</i> .
OR	Finds documents that include either or both search terms. For example, <i>wage or exemption</i> .
NOT	Finds documents in which the first term appears but the second term does not. For example, <i>wage not exemption</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>wage w/25 exemption</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, **benefit!** will retrieve benefit, beneficiary, etc.

Automatically search for plurals

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

The Search Tools Template

Click here to select a search method. **All Terms** is the default.

Select preferences for your search results in this section. **Note:** Options displayed here are determined by the search results display type you select.

Repeat previously run searches with the same publication targets and search expression.

Click here to run a Favorite Search. For details, see page 29.

Click here to limit your search to a specific date or date range.

Select and view options for the Thesaurus here.

Click here to change your search results display. For details, see pages 18-19.

Click here to limit your search to a certain part of a document, like the case-name or the heading.

Search Tools

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

Set Search Options:

Search Method:

[Learn more about search methods](#)

Search Results:
 Return 9999 documents
 Highlight search terms within search results
 Display words around hits in results list

Run Recent Searches:

Run Favorite Searches:
[Favorite Searches](#)

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

 No Synonyms

Automatically apply thesaurus

Search Results Display:

Narrow Search Results:

Narrow Search by Date:
[Search by Date](#)

Narrow Search by Document Type:

<input checked="" type="checkbox"/> ALL Types	<input type="checkbox"/> Current IRC	<input type="checkbox"/> Final Regulations
<input type="checkbox"/> Temporary Regulations	<input type="checkbox"/> Proposed Regulations	<input type="checkbox"/> CCH Explanation
<input type="checkbox"/> Committee Repts - Enacted Fed. Legislation	<input type="checkbox"/> Revenue Rulings	<input type="checkbox"/> Revenue Procedures
<input type="checkbox"/> IRS Notices	<input type="checkbox"/> IRS Announcements	<input type="checkbox"/> IRS News Releases
<input type="checkbox"/> U.S. Supreme Court	<input type="checkbox"/> First Circuit	<input type="checkbox"/> U.S. District Courts
<input type="checkbox"/> Miscellaneous Courts	<input type="checkbox"/> Miscellaneous Document	<input type="checkbox"/> Letter Rulings
<input type="checkbox"/> Federal Law	<input type="checkbox"/> Forms	<input type="checkbox"/> Proposed Legislation
<input type="checkbox"/> U.S. Appeals Courts	<input type="checkbox"/> Fourth Circuit	<input type="checkbox"/> Fifth Circuit
<input type="checkbox"/> Sixth Circuit	<input type="checkbox"/> Seventh Circuit	<input type="checkbox"/> Eighth Circuit
<input type="checkbox"/> Ninth Circuit	<input type="checkbox"/> Tenth Circuit	<input type="checkbox"/> Eleventh Circuit
<input type="checkbox"/> Dist of Columbia	<input type="checkbox"/> Federal Circuit	<input type="checkbox"/> CCH Comment
<input type="checkbox"/> REFERENCE-MATERIAL	<input type="checkbox"/> State Laws	<input type="checkbox"/> State Regulations
<input type="checkbox"/> ERISA Technical Releases	<input type="checkbox"/> DOL Opinion Letters	<input type="checkbox"/> DOL/Other Regulatory Preambles
<input type="checkbox"/> Federal Regulations	<input type="checkbox"/> Program Memoranda	<input type="checkbox"/> New Developments
<input type="checkbox"/> Sample Document	<input type="checkbox"/> Legislative History	<input type="checkbox"/> State Courts
<input type="checkbox"/> Glossary	<input type="checkbox"/> Memoranda	

Narrow Search by Part of a Document:

You Are Searching:

Employee Benefits CCH Explanations/New Dev. Employee Benefits Sample Documents, Employee Benefits Non-Tax Laws & Regulations, Employee Benefits Revenue Rulings Procedures, Pension Plan Guide, Fringe Benefits Tax: Guide, Plan Administrators' Compliance Guide, Pensions and Deferred Compensation Guide, COBRA Guide, Benefit Practice Portfolios, Explanations, Policies, and Procedures, HIPAA Related Laws, Regulations, Rulings and Cases

Click checkboxes in this section to narrow your search to specific document types.

This section tells you which publications you have selected for your current search.



Note: Settings made here will remain in effect until you click the **Clear Search** button or change them manually, either here or in Preferences.

Citation Search: Finding a document when you know its number or citation

To do a Citation Search

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



Tips!

Use the “free form” line or the word search box if you know the complete citation

If you know the complete citation of a document, e.g., Reg. Sec. 1001-1(a), just type the citation number right on the “free form” line and click **Search**.

Find by Citation

Type the citation number in the appropriate box and click on Search.

Search Enter a complete citation: Reg. Sec. 1001-1(a)

To view a list of all the possible citation formats available for all libraries (a very long list), [click here](#).

Submit Citation

The “free form” line.

You can also type the complete citation of a document in the word search box on the navigation bar and click **Search**.

Preferences | Help | Log Out

Reg. Sec. 1001-1(a) Search

Check Citator Find by Citation Search Tools

Type your complete citation here as it appears in text.

The Find by Citation Template

Type a complete citation here if you know the official format.

-OR-

Just type the citation number in the applicable box here.

Find by Citation

Type the citation number in the appropriate box and click on Search.

Enter a complete citation:

Employment Law

Employment Practices Guide

Employment Practices Guide

Federal Laws - Employment Practices Guide

Employment Practices Guide

U.S.C Sec.

Act Sec.

64 Civil Rights Act, Sec.

73 Rehabilitation Act, Sec.

90 Amer. Disabilities Act, Sec.

Executive Order

Federal Regs - Employment Practices

Employment Practices Guide

CFR

CFR Part

State Laws/Regs - Employment Practices

Employment Practices Guide

To view a list of all the possible citation formats available for this library, [click here](#).

Viewing search results by Document

By default, your search results are displayed “by Document” in one list. The list includes the titles of the documents your search retrieved as well as the citation of the document, the type of document, and the date (if applicable).


To view a document on your Search Results List

- Click the document’s title.

To print a document from your Search Results List

- Click the print icon next to the document’s title. 

To go to the first occurrence of your search term

- Click **1st Term** at the top of the document. 

To search within a document

- Select your browser’s **Edit** menu and then select **Find**.

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

- Click **Next** or **Previous** under *Search Results* at the top of the document.  

To go to the next or previous document in the publication

- Click **Next** or **Previous** under *Nearby Documents* at the top of the document.  

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

- Click once on the text of the link.

To return to your Search Results List

- Click **Back to Search Results List** at the top of the document. 

To search within your search results list

1. With the results list on your screen, type new search terms or a new question in the word search bar.
2. Click the **Search** button to execute the search.
3. To return to the search results list, click **Back to Search Results** at the top of the document.

To sort your Search Results List by display type

- Click the arrow in the drop-down box in the upper right corner of the document options box at the top of the document.
- Select **Display by Table of Contents—Hits Only**, **Display by Table of Contents—Show All**, or **Display by Document**. See pages 18-19 for more information about displaying your search results by “Table of Contents.”

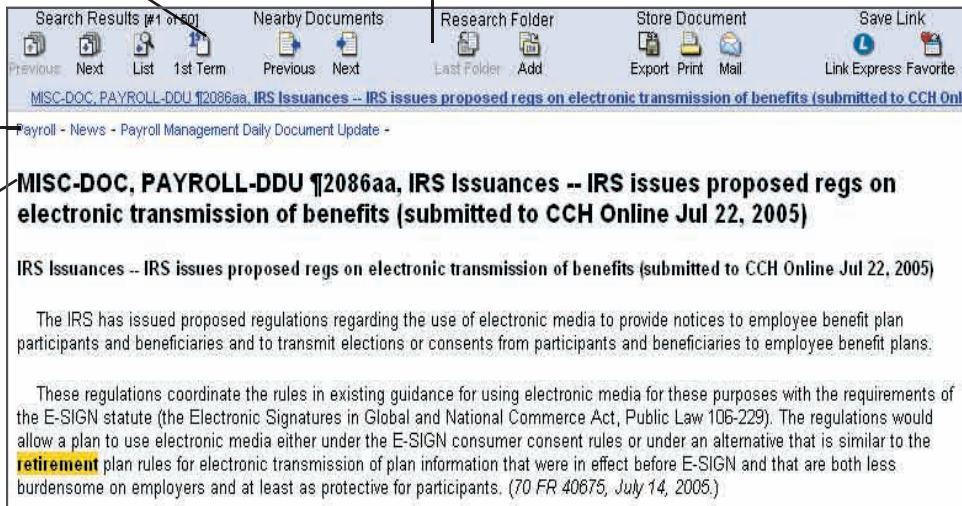
A document retrieved by a search

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

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

To go to a higher menu level, click an item here.

The title of the document.



The screenshot shows a document viewer interface. At the top, there are several tabs: "Search Results (#1 of 60)", "Nearby Documents", "Research Folder", "Store Document", and "Save Link". Below the tabs are icons for "Previous", "Next", "List", "1st Term", "Previous", "Next", "Last Folder", "Add", "Export", "Print", "Mail", "Link Express", and "Favorite". The main content area displays the document title: "MISC-DOC, PAYROLL-DDU ¶2086aa, IRS Issuances -- IRS issues proposed regs on electronic transmission of benefits (submitted to CCH Online Jul 22, 2005)". Below the title is a sub-header: "IRS Issuances -- IRS issues proposed regs on electronic transmission of benefits (submitted to CCH Online Jul 22, 2005)". The main text begins with "The IRS has issued proposed regulations regarding the use of electronic media to provide notices to employee benefit plan participants and beneficiaries and to transmit elections or consents from participants and beneficiaries to employee benefit plans." and continues with "These regulations coordinate the rules in existing guidance for using electronic media for these purposes with the requirements of the E-SIGN statute (the Electronic Signatures in Global and National Commerce Act, Public Law 106-229). The regulations would allow a plan to use electronic media either under the E-SIGN consumer consent rules or under an alternative that is similar to the retirement plan rules for electronic transmission of plan information that were in effect before E-SIGN and that are both less burdensome on employers and at least as protective for participants. (70 FR 40675, July 14, 2005.)".




Tips!


Maximize screen real estate

If you do not want to see the section headers or icon titles on every document, click **Preferences** and click **Set Display Options**. In the *Set Up Document and Display Options* section, select **Use full screen to display the document text**. Then click **Apply Changes**. If you want to see these options again, select **Display document navigation bar with document text** and click **Apply Changes**.

Print a selection of text in a document

You can print selected text within a document without having to print the entire document. Simply highlight the text you want to print, and click the icon that pops up in the top left corner of your screen.  A browser window opens with the selected text displayed along with the Print dialog box. Click the **Print** button in the dialog box to print the document.

Email a document

You can email a document currently onscreen. To do this, click **Mail**  at the top of the document. When the dialog box opens, enter your email, the address of the recipient, and a short message (optional). Click **Submit**. The document is emailed to your designated email address. A copy is also sent to your email address (listed in the *From* field) unless you deselect the checkbox to *Send a copy to yourself*. Note that you can choose the format of the document you are emailing in Preferences (e.g., send the entire document or just the title with the URL).

Viewing your search results by Document and by Table of Contents

To start a new search

1. Click **Main Menu**. You will return to the last tab you were on and your search targets will remain set.
2. *Optional:* To clear all the items you targeted, clear the search terms, and return to your last tab, click **Clear Search**.
3. Type new search terms in the word search box.
4. *Optional:* Click **Search Tools** and select new options.
5. Click **Search** to execute the search.

Viewing search results by Table of Contents

When your search results are displayed “by Table of Contents,” you can first review what publications contain your search term hits, and then decide where in that publication to start reviewing your results. Search results are displayed from their respective tab location, with the number of search term hits found within each item noted.

You can set the table of contents display in Search Tools for just the current search, or you can select the following Table of Contents display options in Search Preferences so that all searches you run will be displayed in the manner you choose:

- **By Table of Contents-Show All**—items with search hits are displayed in bright blue from their respective tabs, with the number of hits in brackets []. Items you selected to search that contain no hits will be in grey, with “zero” noted in brackets [0]. The items in grey are available for viewing to help you locate related documents.
- **By Table of Contents-Hits Only**—only items and tabs with search hits are displayed. Search hits are bright blue on their respective tabs, with the number of hits in brackets []. Items with no hits do not appear.




Tip!

You can switch to the Table of Contents display from the drop-down list box in the **Search Results Table of Contents View**. The drop-down list box (see page 19) allows you to toggle back and forth between each display type for your search results, with the search rerun each time to display the correct list of results.

To menu-walk through your search results

- Click the underlined title of any item to menu walk within a publication. You will see where the search hits fall within the context of the publication. You can continue to “walk” all the way to a document.

To display results by publication or menu level

- Click the icon  next to the selected items to display a document list of only the search hits from that publication or that menu level, listed in publication order.

To search within your search results

1. With the results on your screen, click checkboxes next to any item you wish to search.
2. Type new search terms in the word search bar, and click the **Search** button to execute the search.

The system will search everything that falls within that topic or subtopic selected, not just the hits from the previous search.

Search Results displayed “by Table of Contents—Show All”

Note: Items in grey are still available for viewing, even though they do not contain search hits.

Click an icon to see a list of documents the search found within that publication. (Document list displayed below.)

Click menu items to “walk” through your search results.

Click links to view documents (from the icon selected above).

The screenshot shows a search results page titled "Search Results — Table of Contents View". At the top right, there is a dropdown menu set to "Display by Table of Contents - Show All". Below the title, there is a note: "Clicking this icon ([document icon]) displays search results under that topic:". A search bar contains the terms "pay, payment, reimbursement, remit, remittance". Below the search bar is a grid of navigation buttons for various tax topics, with "Health Care Reimbursement" highlighted. Underneath is a section for "Health Care Reimbursement" with "Recent Updates (Last 90 days)" and a list of documents with checkboxes. A "Medicare and Medicaid Guide — Select All" checkbox is also present.

Click here to select the search results display type.

The screenshot shows the same search results page but with the dropdown menu set to "Display by Document". At the top right, there is a dropdown menu set to "Display by Document". Below the title, there are icons for "Export to File", "Print Text Only", "Add to Research Folders", and "Add to Favorite Search". The search terms and results are the same as in the previous screenshot. The results are displayed as a list of four items, each with a document icon and a link to view the document.

Click here to select and toggle between display types.

SmartRelate: Finding Related Documents

SmartRelate automatically links similar documents to your current research findings so you can get more information about your research topic. This feature is available only in the Federal, State, Pension Law, and Health Care Reimbursement libraries.

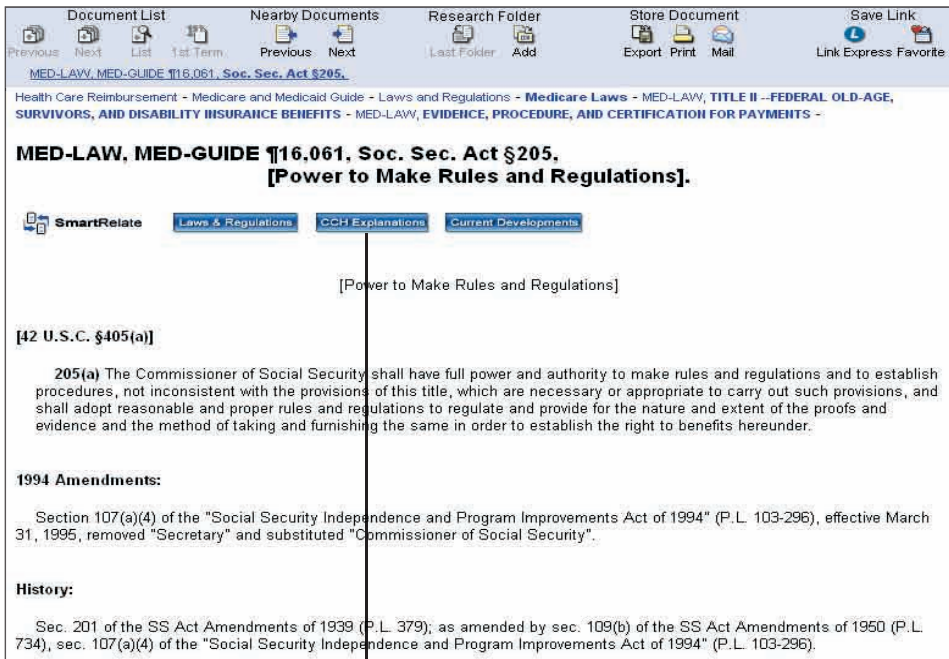
If SmartRelate is available, links will appear at the top of your document and also within the text of the document:



To view related documents

1. Click the SmartRelate link for the document or related topic you wish to view. Another window will open with a list of documents related to the document you had on your screen.
2. Click any of the document links displayed to go directly to that related document.

Document containing SmartRelate links



The screenshot shows a web browser window with a document titled "MED-LAW, MED-GUIDE ¶16.061, Soc. Sec. Act §205." The page content includes:

- Document List, Nearby Documents, Research Folder, Store Document, Save Link
- Health Care Reimbursement - Medicare and Medicaid Guide - Laws and Regulations - Medicare Laws - MED-LAW, TITLE II - FEDERAL OLD-AGE, SURVIVORS, AND DISABILITY INSURANCE BENEFITS - MED-LAW, EVIDENCE, PROCEDURE, AND CERTIFICATION FOR PAYMENTS -
- MED-LAW, MED-GUIDE ¶16.061, Soc. Sec. Act §205.**
[Power to Make Rules and Regulations].
- SmartRelate links: Laws & Regulations, CCH Explanations, Current Developments
- [Power to Make Rules and Regulations]
- [42 U.S.C. §405(a)]
- 205(a)** The Commissioner of Social Security shall have full power and authority to make rules and regulations and to establish procedures, not inconsistent with the provisions of this title, which are necessary or appropriate to carry out such provisions, and shall adopt reasonable and proper rules and regulations to regulate and provide for the nature and extent of the proofs and evidence and the method of taking and furnishing the same in order to establish the right to benefits hereunder.
- 1994 Amendments:**
Section 107(a)(4) of the "Social Security Independence and Program Improvements Act of 1994" (P.L. 103-296), effective March 31, 1995, removed "Secretary" and substituted "Commissioner of Social Security".
- History:**
Sec. 201 of the SS Act Amendments of 1939 (P.L. 379); as amended by sec. 109(b) of the SS Act Amendments of 1950 (P.L. 734), sec. 107(a)(4) of the "Social Security Independence and Program Improvements Act of 1994" (P.L. 103-296).

Click SmartRelate links to view different types of documents on the same topic.

Tracker Searches: Following topics of interest in the news

Tracker Searches allow you to set up automated, daily searches for news updates on topics of interest. Depending on your subscription, you may have access to one or more News Trackers. For more information, contact your customer support representative.

To add a Tracker Search

1. Click **Preferences** and then the **Add Tracker Searches** tab.
2. By default, your Tracker Searches will target every topic and document type. To narrow your searches, select specific topics and/or document types to search by clicking the appropriate boxes.
3. To customize your search options, click **Narrow with Search Options**. You can also select and/or enter the following options:
 - Custom search terms to find only the terms you specify.
 - A search method. (The default is “All Terms,” which will find documents that contain all the words in your search.)
 - The maximum number of documents you want returned.
 - If you want to apply the thesaurus.
4. Click **Add** to the left of the Tracker you are adding.
5. To name and save the search, type a name and click **OK**. To save the search with a default name (e.g., Pension Tracker), leave the box blank and click **OK**.

To set up your email options with Tracker Search results

1. Click **Preferences** and then the **Tracker Email Options** tab.
(You can also click the **Add Tracker Searches** link on your My CCH tab to get to the Tracker Email Options tab in Preferences.)
2. Select **Yes** to receive tracker email and type in your email address(es) in the box provided.
(Separate multiple addresses with a comma and a space.)
3. Select other email display options as necessary.
4. Select the format for your email.
5. When you are finished, click **Apply Changes**.

The Add Tracker Searches Tab

Click here to name and save your Tracker Searches when you have finished making selections.

Click these checkboxes to narrow the news topics you want to track.

Click these checkboxes to narrow your news topics to specific document types.

Click the **Narrow with Search Options** link to select customized options for your Tracker Searches.

Add Tracker Searches | Tracker Email Options | Edit Trackers & View Archives | Set Search Options | Set Display Options

Preferences — Add Tracker Searches

To add a new Tracker Search:

- Click on the "+Add" button next to the Tracker Search you want to add
- To customize your Tracker Searches, select specific Topics, Document Types, States, and other Search Options before you click on the "+Add" button
- To set up email delivery of your Tracker News, go to the [Tracker Email Options](#) tab

+ Add Pension Tracker

Narrow by Topics: (or select all:)

<input type="checkbox"/> 401k Plans	<input type="checkbox"/> 403b Plans	<input type="checkbox"/> 457 Plans
<input type="checkbox"/> Cash Balance Plans	<input type="checkbox"/> Defined Benefits	<input type="checkbox"/> Defined Contributions
<input type="checkbox"/> Distributions	<input type="checkbox"/> ESOPs	<input type="checkbox"/> Fiduciary Responsibility
<input type="checkbox"/> Fringe Benefits	<input type="checkbox"/> IRAs	<input type="checkbox"/> IRS/DOL Enforcement Penalties
<input type="checkbox"/> Nonqualified	<input type="checkbox"/> Other	<input type="checkbox"/> Plan Administration
<input type="checkbox"/> Plan Qualification	<input type="checkbox"/> Plan Termination	<input type="checkbox"/> Reporting and Disclosure
<input type="checkbox"/> Self-employed Plans	<input type="checkbox"/> SEPs	<input type="checkbox"/> Welfare Benefits

Narrow by Document Types: (or select all:)

<input type="checkbox"/> Court Decisions	<input type="checkbox"/> DOL News
<input type="checkbox"/> ERISA Regulations	<input type="checkbox"/> Interest Rates
<input type="checkbox"/> IRS Issuances	<input type="checkbox"/> IRS Regs
<input type="checkbox"/> Legislation	<input type="checkbox"/> Other

[Narrow with Search Options](#)

Narrow with Search Options:

Custom search terms (optional):

Search Method:

Max. Nbr. Documents Returned:

Automatically apply thesaurus:

+ Add Healthcare Compliance Tracker

Narrow by Topics: (or select all:)

<input type="checkbox"/> Antikickback prohibition	<input type="checkbox"/> Antitrust
<input type="checkbox"/> Corporate Integrity Agreements	<input type="checkbox"/> Discrimination (age, gender, race, sex)
<input type="checkbox"/> False Claims Act	<input type="checkbox"/> Fraud
<input type="checkbox"/> HIPAA	<input type="checkbox"/> Other
<input type="checkbox"/> Tax-exemption	<input type="checkbox"/> Termination

Narrow by Document Types: (or select all:)

<input type="checkbox"/> Cases	<input type="checkbox"/> DAB Decisions
<input type="checkbox"/> DOJ Press Releases	<input type="checkbox"/> Federal Register Issuances
<input type="checkbox"/> Laws and Regulations	<input type="checkbox"/> OIG Advisory Opinions
<input type="checkbox"/> OIG Reports	<input type="checkbox"/> Other

[Narrow with Search Options](#)

Tracker Searches: Following topics of interest in the news

To view today's Tracker News

Your Tracker News is posted on your My CCH tab and delivered via email (optional). On the My CCH tab, you will see the number of hits each search received. To view the articles, just click the search name. In your email, click the linked headlines to go directly to the full text of the article.

To view archived articles from your Tracker on screen

1. Click **Preferences** and the **Edit Trackers & View Archives** tab.
2. In the *View Tracker News Archives* section, select a date range in the boxes by selecting and entering desired date parameters. If you do not select date parameters, you will search the last 15 days.
3. Then click the Tracker Search you want to run.

To send archived articles to your email address(es)

1. Click **Preferences** and the **Edit Trackers & View Archives** tab.
2. Enter the number of days of archived Tracker News you would like sent to your email address(es).
3. Click **Send Email**. You will receive results for every current Tracker Search.

To delete a Tracker

1. Click **Preferences**.
2. Click the **Edit Trackers & View Archives** tab.
3. Click the **Delete** button next to the Tracker News search you want to delete.

To modify a Tracker

1. Click **Preferences**.
2. Click the **Edit Trackers & View Archives** tab.
3. Click the **Modify** button next to the Tracker News search you want to modify.
4. Deselect the items you no longer want to track and select the new items you want to track by clicking the appropriate checkboxes.
5. Change any search options as desired.
6. Click **Apply Changes**.

The Edit Trackers & View Archives Tab

To see archived Tracker News on screen: Click the drop-down arrows (or enter information) here to select date ranges for your archive search.

Click here to delete a Tracker.

Click here to modify a Tracker.

Modify any items displayed in this section.

Click here to save your changes.

Click a Tracker name to view its archived news for the selected date parameters.

Preferences — Edit Trackers and View Archives

Use this page to:

- View archived Tracker News
- Receive archived Tracker News via email
- Modify or delete your existing Tracker Searches

Edit Trackers: View Tracker News Archives:

Select date parameters: Last 15 Days [month] [day] [year] Example: After January 1, 2003
(Only for "before", "on", or "after" dates)

Click on a Tracker below.

Delete Modify

1. **Employment Law Tracker -- Employment Law**
(Daily Document Updates -- Employment Law)

Tracker Title: Employment Law

Narrow by Topics: (or select all:)

<input type="checkbox"/> Age Discrimination	<input type="checkbox"/> Anti-Union Discrimination	<input type="checkbox"/> Arbitration
<input type="checkbox"/> Bargaining	<input type="checkbox"/> Disability News	<input type="checkbox"/> EEOC News
<input type="checkbox"/> Elections	<input type="checkbox"/> Equal Pay	<input type="checkbox"/> Family and Medical Leave
<input type="checkbox"/> FLSA Exemptions	<input type="checkbox"/> Immigration News	<input type="checkbox"/> Interference
<input type="checkbox"/> Labor News	<input type="checkbox"/> National Origin Discrimination	<input type="checkbox"/> OFCCP News
<input type="checkbox"/> Other News	<input type="checkbox"/> Overtime Pay	<input type="checkbox"/> Race Discrimination
<input type="checkbox"/> Religious Discrimination	<input type="checkbox"/> Reprisals	<input type="checkbox"/> Rights of Union Members
<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> State Law News	<input type="checkbox"/> Strikes and Injunctions
<input type="checkbox"/> Supreme Court News	<input type="checkbox"/> Title VII News	

Narrow by Document Types: (or select all:)

Agency Press Releases Cases

Consumer Price Index

Narrow with Search Options:

Custom search terms (optional):

Search Method: All Terms

Max. Nbr. Documents Returned: 500

Automatically apply thesaurus:

Apply Changes

Email Tracker News Archives:


Send me an email with the last 2 days of news from my current Tracker(s).

Send Email

Click this button to send archived Tracker News to your email address(es) for the number of days you specify in the box. You will receive results for every current Tracker Search.

Printing documents

To print a document on your screen

1. Click **Print** under *Store Document* at the top of the document.  You may be prompted to automatically print the document, if you selected this option in Preferences.
2. To make the prompt appear, click the **Preferences** link and select **Yes** in the drop-down list box for **Prompt to print text-only documents**.
3. Click **OK** to print the document.




Tip!

To copy text from a document into your word processor, use your mouse to select the text displayed and then select **Copy (Ctrl+C)** from your browser's **Edit** menu. Use your word processor's **Paste (Ctrl+V)** command to paste in the text.


Exporting documents

To export an onscreen document to a file

1. Click **Export** under *Store Document* at the top of the document. 
2. If you see a message asking you to either save or open the document, select the **Save** option. If the document automatically opens in your word processor, select the **File** menu and then **Save As**.
3. Type a name for the file using the .RTF or .DOC extension and select a drive and folder where you want to save the document.
4. Click **Save** to save the document as an .RTF or .DOC file.

Saving documents to your browser favorites list

To save an onscreen document to your browser favorites

1. Click **Favorite** under *Save Link* at the top of the document.  (Netscape users: Click **Bookmark This Document**.)
2. On the Add Favorites dialog box, type a name for the favorite and select the folder where you want to store it.
3. Click **OK**.



Tip!

To view the document, simply click the item on your browser's Favorites menu. You must be logged in to the CCH[®] Internet Research NetWork.™ Refer to your product's online Help for more information about Browser Favorites. See page 32 for additional information about using Browser Favorites with IP Automatic access, if applicable.

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

To view a list of your research steps

1. Click the **Research History** link in the navigation bar.
2. You will see a list of all the steps you have taken, with your most recent sessions appearing at the top of the list. To return to a document listed on your Research History, simply click the title.



Tip! Customize your Research History

To indicate how many days you'd like to see on your Research History, click **Preferences** and then click the **Set Display Options** tab. In the **Set Up Research History** section, type a desired number. You can save a maximum of 45 days of research steps in your Research History.

To add a comment to your research session for time tracking

1. Click the **Research History** link in the navigation bar.
2. With your Research History onscreen, type a comment in the comment box. A comment could be a client name or a project name—however you wish to label your research. (You are limited to 115 characters.)



Tip! Use the same comment from an existing research session

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 or begin at the Research History page. See page 28 for instructions on how to do this.

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 11 Jan 2005 To 25 Jan 2005

Session begun on Fri Jan 14, 05 at 11:28AM [41 minutes]

11:28AM	Tab Select	CCH Desktop Favorites
11:29AM	Tab Select	Pension/Benefits

Select options here to organize and calculate time for your Research History.

Your Research History is displayed in this section.

Recordkeeping

To add up the time you've spent researching

1. With your Research History onscreen, select a comment from the drop-down list box for the research history you wish to display.
2. Select the date range from the drop-down list boxes for the research history you are displaying.
3. Click **Results**. The research time is calculated for the comment you selected.

To set your Research History preferences

1. Click the **Preferences** link in the navigation bar.
2. Click the **Set Display Options** tab.
3. In the *Set Up Research History* section, 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.



Tip! Start your research at the My CCH tab

Select **No** to both options above to always start your research at the My CCH tab.

4. In the *Research History* section, type a number for the amount of days you want to keep on your Research History.
5. 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 (page 32) 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 3 (above).

Favorite Searches: Create your own list of effective and 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 after running a recent search on the My CCH tab.

To add a favorite search from your Search Results List

1. After you've completed your search, click **Add to Favorite Search** at the top of the document list. 
2. 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 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


1. Click **Favorite Searches** on the My CCH tab and then click the search you want to run.
2. You can also run a favorite search by clicking **Search Tools** and then **Favorite Searches**. From the list displayed, click the search 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 the **Favorite Searches** link.
2. Click the **X** next to the search you want to delete.

Favorite Searches


⊗ 1. **Search Name:** [401K](#)
Search Terms: 401K
You Searched: [Pension Plan Guide, Plan Administrators' Compliance Guide, Employee Benefits CCH Explanations/New Dev., Employee Benefits Sample Documents, Employee Benefits Non-Tax Laws & Regulations, Employee Benefits Revenue Rulings/Procedures, Fringe Benefits Tax Guide, Explanations, Policies, and Procedures, HIPAA Related Laws, Regulations, Rulings and Cases, COBRA Guide, Pensions and Deferred Compensation Guide, Benefit Practice Portfolios]

 [Return to search results list](#)

Research Folders: Create your own list of important documents

You can set aside important documents in folders called Research Folders. You can have multiple Research Folders for all of your different projects or clients, and you can display your Research Folders at any time during your research session. Documents that you place in your Research Folders will remain until you decide to remove them.

To add a document to your Research Folders

1. With the document on your screen, click **Add** under *Research Folders* at the top of the document. 
2. Select a Research Folder to place the document in by clicking the down arrow and selecting a folder, or create a new folder by clicking **Create new folder**, typing a name, and clicking **OK**.
3. To return to the document, click **Return to Document View**.

To display your Research Folders

- Click **Research Folders** in the navigation bar at the top of every screen.
- OR
- In the Research Tools section of the My CCH tab, click the **Research Folders** drop-down arrow and select a Research Folder to view.

To add a new Research Folder

1. Click **Research Folders** in the navigation bar.
2. Click **Create new folder**.
3. Type the name of the new folder and click **OK**.

To delete a Research Folder

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

To view a different folder

1. Click **Research Folders** in the navigation bar.
2. In the *View folders* section, click the down arrow and select a new folder to view.

To remove items from your Research Folders

1. Click **Research Folders** in the navigation bar.
2. Select the folder that contains the items you want to remove by clicking the down arrow and selecting the folder.

3. Click 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** on the navigation bar.
2. Select the folder that contains the items you want to print by clicking the down arrow and selecting the folder.
3. Click the checkboxes next to the items you want to print.
4. Select an option at the top of the list for printing your documents: Entire documents, Titles with URLs, or Titles only.
5. Click **Submit**.

To export documents from your Research Folders

1. Click **Research Folders** on the navigation bar.
2. Select the folder that contains the items you want to save by clicking the down arrow and selecting the folder.
3. Click the checkboxes next to the items you want to save.
4. Select an option for saving your documents: Entire documents, Titles with URLs, or Titles only.
5. Click **Submit**.

The screenshot shows the 'Research Folders' interface. At the top, there is a navigation bar with 'Research Folders' and a dropdown menu showing 'Test Research'. Below this, there are three main sections: 'Folder Maintenance', 'Print and Display Options', and 'Go Back'. The 'Folder Maintenance' section includes options like 'Create new folder', 'Copy documents to new folder', 'Move documents to new folder', and 'Delete folder'. The 'Print and Display Options' section has two dropdown menus for 'Print selected documents by:' and 'Export selected documents by:', both set to 'Entire documents', and a 'Submit' button. Below these is a 'Remove selected documents' option. The 'Go Back' section has 'Return to document view' and 'Return to Main Menu' options. At the bottom, there is a list of documents under the heading 'Test Research — Select All'. The first document is '1. [MISC-DOC_MED-ARD 145_CMS Release_CMS-4068-FRIN 0938-AN08_January 21, 2005 -- Medicare and Medicaid: Prescription Drug Final Rule \(submitted to CCH Online Jan 22, 2005\) PART 01 OF 14](#) -- CMS Release, CMS-4068-FRIN 0938-AN08, January 21, 2005 -- Medicare and Medicaid: Prescription Drug Final Rule (submitted to CCH Online Jan 22, 2005)'. Callouts with arrows point to various elements: 'Click here to select Research Folders to view.' points to the 'Research Folders' header; 'Select print and display options here.' points to the 'Print and Display Options' section; 'Select navigation options here.' points to the 'Go Back' section; 'Select folder maintenance options here.' points to the 'Folder Maintenance' section; and 'Click here to select all documents on the list for further action.' points to the 'Select All' checkbox.

Click here to select Research Folders to view.

Select print and display options here.

Select navigation options here.

Select folder maintenance options here.

Click here to select all documents on the list for further action.

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., Payroll Management Guide)
- Topics within publications (e.g., Federal Withholding tables)
- Acts
- Other CCH documents

Link Express automatically generates URLs for various locations within the Internet Research NetWork[™] and allows you to copy them to your clipboard. Using a word processor or HTML editor, you can then paste the URL to easily link to CCH content or save the URL to your Browser Favorites. Link Express is a great tool for legal librarians, Web masters, firms with portals, or anyone who wants quick and easy access to CCH resources.




Note: Link Express functionality is not available when you use the Table of Contents view to display your search results. The Link Express icons will not appear on any of the section bars. However, Link Express is available at the document level under *Save Link* at the top of the document. Link Express is also not available when you choose the option in Preferences to, “Start at the Research History page so I can enter a comment” at the beginning of all your research sessions.

Link Express and Preferences

Link Express will be on by default for all users. The default setting in Preferences will be set to automatically display the Link Express icon on tabs. This will allow you to create links to publications, topics, and other items listed on tabs. If you change this option to **No**, the Link Express icon appears only in the Document Options box at the top of documents.

If you use CCH IP Automatic Access to log in to the Internet Research NetWork,[™] this option will also be set in Preferences so that URLs are automatically generated using a special IP login address. This setting also applies to the Browser Favorites feature. If you do not log into the product using IP Automatic Access, but are creating URLs for users who do, you will need to go into Preferences and check the box next to **Use IP Login with Link Express URLs (for IP Automatic Access Customers)**.

To use Link Express

1. Navigate to the information you want to link to (for example, a tab, a specific item on a tab, or a document).
2. Click the corresponding 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 section heading bar above the item.
 - To link to a document, click **Link Express** in the Document Options box.

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** (or **Ctrl+C**) to copy the URL to the 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 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!

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 Clipboard.

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



