



DATABASE GUIDE

CCH IntelliConnect

CCH IntelliConnect provides access to a broad range of Australian CCH titles and loose-leaf services. It provides key information on topics such as Tax, Employment, Human Resources, Court Practice, Family Law, Corporations Law, Contract Law, Intellectual property, Torts and Trade Practices. Commentary, case law and legislation are included.

Australian CCH Legal collections available include-

Bankruptcy & Insolvency Law
 Company, Corporate & Securities Law
 Corporate Governance & Compliance Law
 Discrimination
 Employment and HR
 Family Law
 Industrial Relations
 Intellectual Property

Litigation & court Practice
 Sports & Medical Law
 Superannuation & Financial Planning
 Tax
 Tax Archives
 Torts & Personal Injury Law
 Trade Practices, Consumer & Contract Law
 Trusts & Estates Law

How to Access Database

To access this database go to <http://library.vu.edu.au>

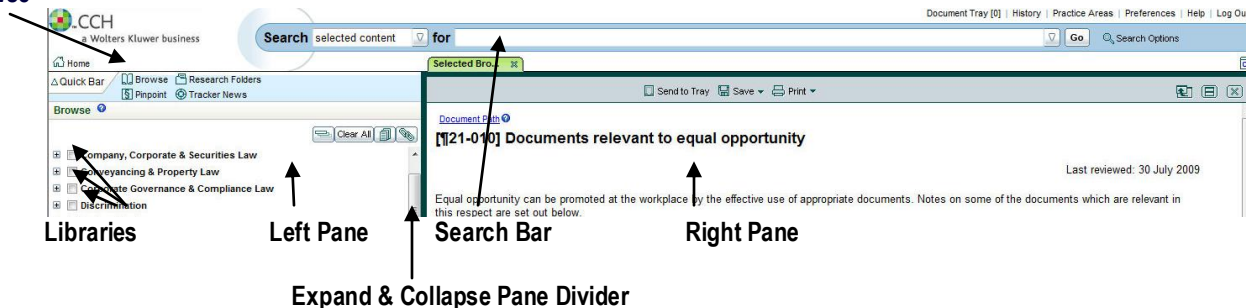
1. Click Databases & E-journals
2. Select C
3. Select **CCH IntelliConnect** or **Connect to: CCH IntelliConnect**

Browse Content

All of the content available in CCH IntelliConnect is listed in the left pane

1. Click Browse link located on the Quick Bar
2. Click through the browse tree in the left pane using the '+' and '-' icons until you reach document of interest
3. Click the document link to view (Document will display in right pane)
4. Use the arrow buttons between the windows to move the panes for easier viewing.

Browse



Searching Selected Content

You can target specific content to search within the Browse tree.

1. Click Browse on the Guide Bar
2. Select publication or other area want to search
3. Click in the check box(s) next to the area you want to search
4. Type terms in the search box and click go



Searching for a Specific Document using Pinpoint

1. Click Pinpoint on the Guide Bar
2. Click through the browse tree in the left pane using the '+' and '-' icons to select item
3. In the right pane select one of the listed options (eg. case, provision of legislation etc)
4. Click go

Search all CCH IntelliConnect

This function allows keyword search using a simplified Boolean form

1. Select **all content** in the Search scope box
2. Enter your search terms
3. Click go

(See the Boolean operators & other tips table on how to combine keywords to search)

Narrow Search Results

Using filters, search results can be narrowed by

1. Document type - eg. Commentary, Legislation, and Regulations
2. Library - eg. Tax, Corporations and Human Resource Management
3. Topic - eg. Law\Family Law\Divorce\Child Abduction...
4. Jurisdiction – eg. Federal, State

Boolean Operators & Other Tips

Operator	Enter Search	To Find
and	misrepresent and negligen*	Document contains both terms
or	weapon or gun or firearm	Document contains either term
not	trust not family	Document contains 1st term but not 2nd
*	depreciat*	Depreciate, depreciating, depreciation, etc
?	advis?r	Adviser and advisor
??	??clude	Include, exclude or occlude
w/n	gasoline w/25 oil	Documents with search terms within 25 words of each other
w/p	deduction w/par expenses	Documents that contain 1st search term within 80 words of 2nd search term
w/sen	deduction w/sen expenses	Documents that contains 1st search term within 20 words of 2nd search term
f/n	credit f/2 foreign	Documents containing both words where 1st term follows 2nd term by n words

View / Manage your Results

- View search results and documents using the split screen view (search results appear on top & document on bottom).
- Save documents in **Research Folder**
- **Send to Tray** selects documents you want to send to the Document Tray (the document tray temporarily keeps documents for easy printing and saving).
- **History** is available at the top of the screen, recent documents can be viewed on searches conducted.
- **Save** or **Print** or **Email** lists and documents in PDF or text format.