

# TEXT SEARCH QUICK REFERENCE

## Getting to Text Search

	<p>Select the Internet Explorer icon to launch the CGA Intranet home page, or display the CGA Internet home page (<a href="http://www.cga.ct.gov">www.cga.ct.gov</a>).</p> <p>Select <b>Search</b> and select <b>Advanced Legislative Document Search</b>.</p>
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## Search and Navigation Buttons

<b>Database Info</b>	<p>Select the Database Info button to display and print the list of available databases for text search.</p>
<b>Quick Ref</b>	<p>Select the Quick Ref button to display this Text Search Quick Reference.</p>
<b>Help</b>	<p>Select the Help button to display and print in-depth, on-line help for using text search.</p>
<b>New Search</b>	<p>Displays the Search form used to retrieve documents from the database(s).</p>
<b>Refine Search</b>	<p>Returns to the Search form that displays the previous search criteria. Refine the search criteria and search again.</p>
<b>Result List</b>	<p>Returns to the Search Results list of retrieved documents from the previous search.</p>
<b>Prev Doc</b>	<p>Moves to the previous document in the Search Results list.</p>
<b>Next Doc</b>	<p>Moves to the next document in the Search Results list.</p>
<b>Prev Hit</b>	<p>Moves to the previous search word (<i>hit</i>) in a document.</p>
<b>Next Hit</b>	<p>Moves to the first search word (<i>hit</i>) and subsequent search words (<i>hits</i>) in a document.</p>
<b>Printer Friendly</b>	<p>Opens an original version of the document without highlighted search terms.</p>
<b>Top</b>	<p>Moves to the top of the Search Results list.</p>
<b>Prev Page</b>	<p>Moves to the previous page of the Search Results.</p>
<b>Next Page</b>	<p>Moves to the next page of the Search Results.</p>
<b>Bottom</b>	<p>Moves to the bottom of the Search Results list.</p>

## Selecting Databases

<b>Single or Multiple Databases</b>	<p>Select a single or multiple databases from the list by selecting one or more check boxes.</p>
<b>Check All</b>	<p>Select this radio button to select all databases within a group.</p>
<b>Uncheck All</b>	<p>Select this radio button to clear all selected databases within a group.</p>

\*Please refer to on-line **Help** for detailed examples.  
(ITS Help Desk Support - 240-0000)  
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## Guidelines for Searching

<b>Entering Search Words and Phrases</b>	<ul style="list-style-type: none"> <li>- Not case-sensitive (i.e., water, WATER)</li> <li>- "Stemming" is a feature that is turned on by default. Stemming extends a search to cover grammatical variations on word endings. Searching for <i>apply</i> will also retrieve documents containing <i>applies</i>, <i>applied</i>, and <i>applying</i>.</li> <li>- Use parentheses to search for groups of words linked by connectors <i>and</i> &amp; <i>or</i> Example: (real and estate) or school</li> <li>- To include the words <b>and</b>, <b>or</b>, or <b>not</b> as part of a search phrase, type the phrase between double quotes. Examples: "on or after" "personal and commercial institution" "state not federal"</li> </ul>
<b>Wildcard Characters</b>	<ul style="list-style-type: none"> <li>* Matches any number of characters</li> <li>? Matches any single character</li> </ul>
<b>Field Connectors</b>	<ul style="list-style-type: none"> <li>AND Searches for documents that meet the criteria of multiple fields</li> <li>OR Searches for documents that meet the criteria of one field or another</li> <li>AND NOT Searches for documents that meet the criteria of some fields, but excludes other fields</li> </ul>

### Simple Search\*

<b>Step 1</b>	Select the Database(s).
<b>Step 2</b>	Enter the Year(s) or leave blank to search all Years.
<b>Step 3</b>	Enter specific field criteria.
<b>Step 4</b>	<p>Select the <b>Search</b> button to display the Search Results screen.</p> <p>Select a Document to display it.</p> <p>Select the <i>Next Hit</i> button to view the first search word and all subsequent search words. Select the <i>Prev Hit</i> button to view the previous search words.</p> <p>Use the Search and Navigation buttons to move through the Search Results list and documents.</p> <p>Select the <b>Refine Search</b> button to change search criteria, or select the <b>New Search</b> button to execute a new search.</p>

### Proximity Search\*

<b>Step 1</b>	Select the Database(s) and enter the Year(s).
<b>Step 2</b>	Select the <b>proximity search</b> option for the Text field.
<b>Step 3</b>	<p>Enter the word/phrases using <b>w/n</b>, <b>not w/n</b>, or <b>not</b>.</p> <p>Select the <b>Search</b> button. Continue with Step 4 as noted above for a Simple Search.</p>
<b>Proximity Connectors</b>	<p><b>W/N</b> To search a word or phrase <b>within</b> a specified <b>number</b> of other words <b>Ex.</b> <i>property w/5 income tax</i> <i>(property and income) w/10 tax</i></p> <p><b>Not W/N</b> To search a word or phrase <b>not within</b> a specified number of words <b>Ex.</b> <i>health insurance not w/10 husky</i></p> <p><b>Not</b> To exclude a word or phrase <b>Ex.</b> <i>water quality and not municipal property or not personal</i></p>