



CCH

a Wolters Kluwer business

Quick Reference Guide www.cch.co.nz

Navigation Buttons

Home – returns the screen to the home page

Collapse – collapses the table of contents one level at a time

Expand – expands the table of contents one level at a time

Print Mode – allows you to select one or more documents and write these to PDF files

Prev Hit Doc – displays the previous document that contains a search hit/s

Next Hit Doc – displays the next document that contains a search hit/s

Clear Search – clears the search query and removes all search hits

Search Techniques

ADVANCED SEARCH

This function allows you to build a search query using a simplified Boolean form and pinpoint searching.

1. Click on **Advanced Search** in the Search Navigation Bar. If you wish to search in only one book, open the book first, then click on Advanced Search.
2. Enter your keywords. Each field has a specific function.
3. Choose the appropriate database: **either a CCH Subscription or the AustLII Database**.
4. Select a **High Level Topic Area**. Hold down the Ctrl key to select more than one.
5. Select your sorting option: **Relevance** or **Active/Inactive Subscriptions**.
6. Click the **Search** button.
7. Navigate through the results using the **Next** and **Previous** buttons.
8. To view your results, click on the title. The hyperlink will take you directly to your content.
9. To refine your search results, click on **Refine Search**. You can conduct a new search by clicking on **New Search**.

SEARCH FORMS

This function is used to search by number/reference according to the selected Search Form.


1. **Open** the book you wish to search.
2. Pull down the dropdown menu for **Search Forms**.
3. **Select** the form you wish to use.
4. **Type** in your number or reference in the criteria box.
5. Click the **Search** button.

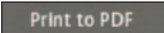
Printing Your Results

DIRECTLY FROM SCREEN

1. Right-click on the content.
2. Select **Print** from the shortcut menu.

CONVERTING TO PDF

1. Click the **Print Mode** button. 
2. Click in the check box beside the search result.
3. Click the **Print to PDF** button.



New Zealand Tax Cases	
Table of Contents	
CURRENT INDEX & FINDING LISTS	
CONSOLIDATED CASE TABLE & INDEXES	
2005-2006 Volume 22	
<input type="checkbox"/>	2005 TAXATION REVIEW AUTHORITY DECISIONS
<input type="checkbox"/>	2006 TAXATION REVIEW AUTHORITY DECISIONS
<input type="checkbox"/>	2005 COURT DECISIONS
<input type="checkbox"/>	2006 COURT DECISIONS
<input checked="" type="checkbox"/>	Dowell & Ors v Commissioner of Inland Revenue
<input checked="" type="checkbox"/>	King & Ors v Commissioner of Inland Revenue
<input checked="" type="checkbox"/>	Fullers Bay of Islands Limited v Commissioner of Inland Revenue
<input type="checkbox"/>	Lopas & Anor v Commissioner of Inland Revenue
<input checked="" type="checkbox"/>	Allen v Commissioner of Inland Revenue
<input type="checkbox"/>	Commissioner of Inland Revenue v Lundy Family Trust
<input type="checkbox"/>	AMP General Insurance Limited v Macalister Todd Phillips

Customer Support

If you need assistance or support with your search, call CCH Customer Support

Phone: 0800 500 224

Email: nzsales@cch.co.nz

9.00am – 5.00pm

Search by Subject

Search by Number or Reference

