

Chapter 2— Navigating and Searching

This chapter describes how to use infobases and navigate in *ELR – The Environmental Law Reporter*. It also:

- illustrates how to locate a specific topic of interest by using the standard Query window
- describes how to use the Table of Contents
- details how to use a custom query template
- explains functions you can perform after a query

Refer to the *CBC Expertise User's Guide* for information about advanced searching.

Using infobases

To ease your research, the infobases are linked so that you can quickly jump from one to another. Within each infobase, you can also:

- search for documents relevant to your research
- use the Table of Contents to view all components
- open documents via the Table of Contents
- jump to cross-reference material using hypertext links
- tag selected text
- print selected text
- cut-and-paste selected text to a word-processing file

You can use the standard navigation and search features of CBC Expertise within each infobase.

◆ To open an infobase:

Do one of the following:

- Double-click the infobase button on the ELR Main Menu.
- or –
- From the File menu, choose Open and select an infobase file.

For detailed information on opening infobases, refer to the *CBC Expertise User's Guide*.

Navigating

Once you have opened an infobase, you can navigate in the following ways:

- by using the keyboard
- by using the mouse
- by double-clicking links

For more information about these standard navigation methods, refer to the *CBC Expertise User's Guide*.

Searching

With ELR, you can search for information in two ways:

- by using the standard Query window and the search features of CBC Expertise
- by using custom query templates

Note For more information about the search features of CBC Expertise titles, refer to the *CBC Expertise User's Guide*.

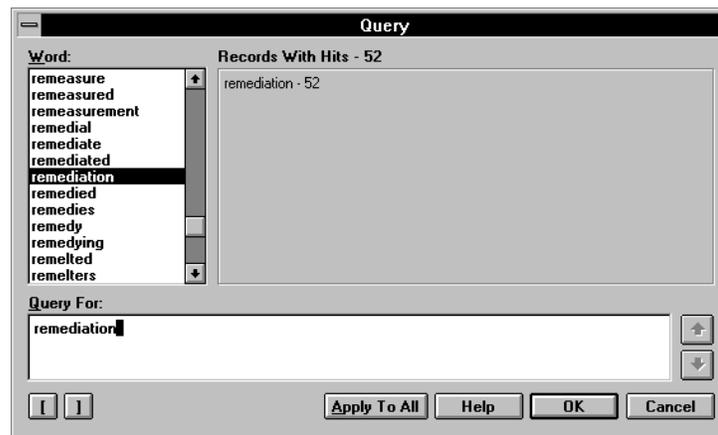
Tip We recommend that you leave the “Open Contents After Query” preference option turned on when doing a query. This causes the Table of Contents to be opened immediately after the query, allowing you to see the distribution of hits in the infobase. You can then better decide which hit is the one you want to pursue first.

Standard Query window search example

In this example, an environmental consultant wants to locate regulations that pertain to the remediation of contaminated property.

◆ **To prepare this query:**

1. Open the CFR infobase.
2. From the Search menu, choose Query.
3. In the Query For box, type **remediation**. The Results Map shows the number of records containing this search word.



4. Choose OK.

The Table of Contents or the infobase itself appears, depending upon how you have set the Open Contents After Query preference. All hits are highlighted.

The diagram that follows shows how the Table of Contents appears after a search. Since the CFR is so broad, viewing the Table of Contents after a search helps you determine how the hits are distributed across the infobase.

Notice that in the Table of Contents, several records containing the word *remediation* were found.