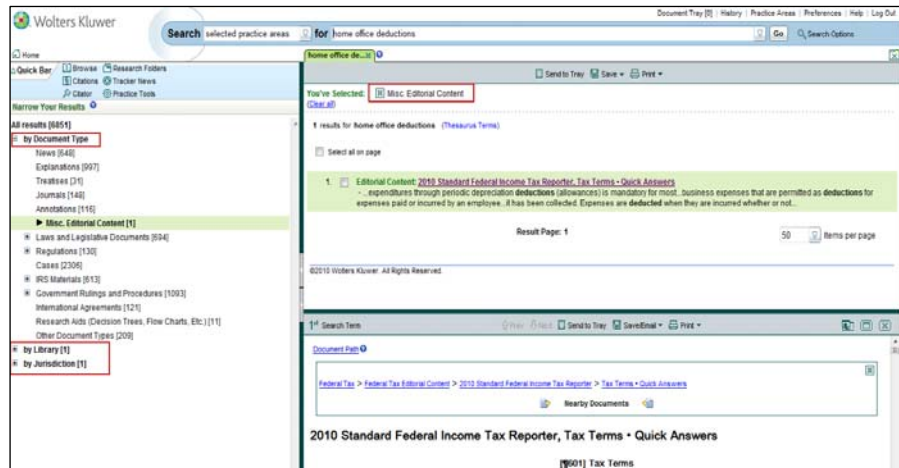


## Narrowing Your Results Using the Filters

You can narrow your results by using filters. Filters, which appear in the left pane, break down the results returned into smaller, more meaningful categories so that you can easily manage your results.

### To Use the Filters

- Run a search and view results in the right pane.
- Use the + and – icons next to each filter in the left pane to expand and collapse the table of contents.
- Click on a filter in the left pane and the results for that filter will display in the right pane.



After you run a search, the filters available in your subscription (which are also relevant to your research and the content returned) are listed in the Narrow Results menu in the navigation pane on the left side of your screen.

Filters are available in the following categories:

- **By Document Type** – Allows you to sort (view) your search results into specific categories by document (e.g., News, Explanations, Treatises, Journals, Annotations, Laws and Legislative Documents, Regulations, etc.).
- **By Practice Tool** – Allows you to narrow (view) your results to only the practice tools, such as Interactive Research Aids, Smart Charts and Calculators, that were located by the search.
- **By Library** – Lists (view) your results by publication so that you can see where your results were located within the publications in your subscription.
- **By State Tax Type** – Provides a quick way for a state tax researcher to easily sort (view) results by tax type. (This includes all document types for the specific State Tax Type.)
- **By Jurisdiction** – Gives you the ability to cross filter by federal, state and international information. This is helpful to further narrow and focus your results on a particular area of interest.

### TIP: Searching Within Results

- With your search results displayed, click the down arrow next to the search scope and select within results.
- Type new search terms.
- Click Go.
- IntelliConnect searches for your new search expression within the search results of the selected search, and then displays your results. The tab name will change based on the new search terms.