

# Searching on Taxnet Pro

## Search Query Types (Boolean and Natural Language)

By default Taxnet Pro uses Boolean searching methodology. However, you can activate Natural Language.

To turn on Natural Language and retain it as your new default, follow these steps:

1. Select **Options** located on the toolbar at the top of the screen.
2. Select the **Language/Search** tab.

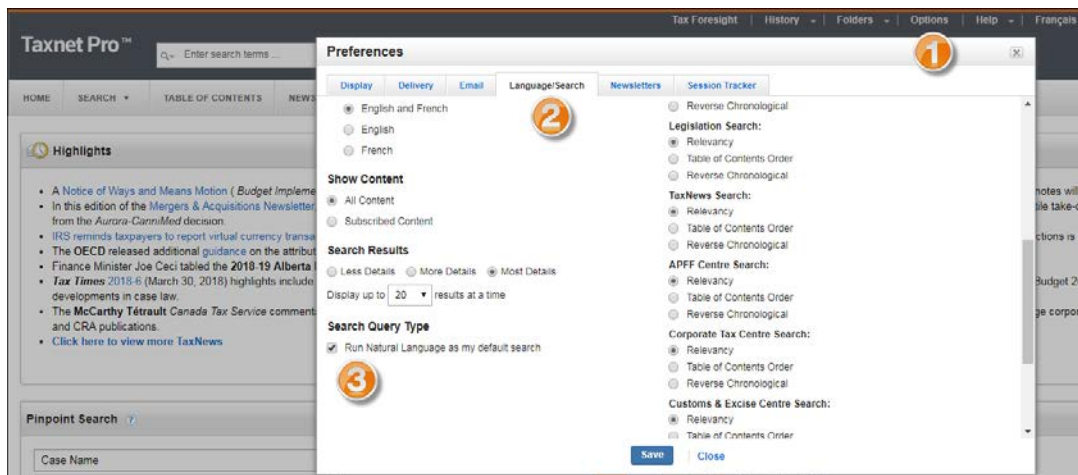


Figure 1: Option menu showing Language/Search page with Run Natural Language option

3. Scroll down the page and select **Run Natural Language as my default search**.

**Note:** Natural Language searching is active on all areas of the site except the Table of Contents and the Search templates, which retain the Boolean searching methodology. Some differences you will see when activating Natural Language:

- a. No Query Builder (⚙️) option on the home page.
- b. No Edit link on your search results page.
- c. No practice area search drop-down menus (on the various Centres pages).
- d. No filter search drop-down menu on the TaxNews page.

## Boolean & Natural Language: Searching all documents at one time

### Quick Search

Use the search box at the top of the Taxnet Pro page to simultaneously search across all content.




Figure 2: Natural Language Quick Search




Figure 3: Boolean quick search

Alternatively, select an option from the **Search** drop-down list to search a specific content-type and then select **Search**.

**TIP:** Use the **Recent Searches** drop-down arrow (  ) to retrieve the last 15 searches you conducted.

### Boolean: Query Builder

With the Query Builder (  ), you can use any combination of fields provided to construct your search. Simply enter your search terms into the fields provided and then select **Search**.

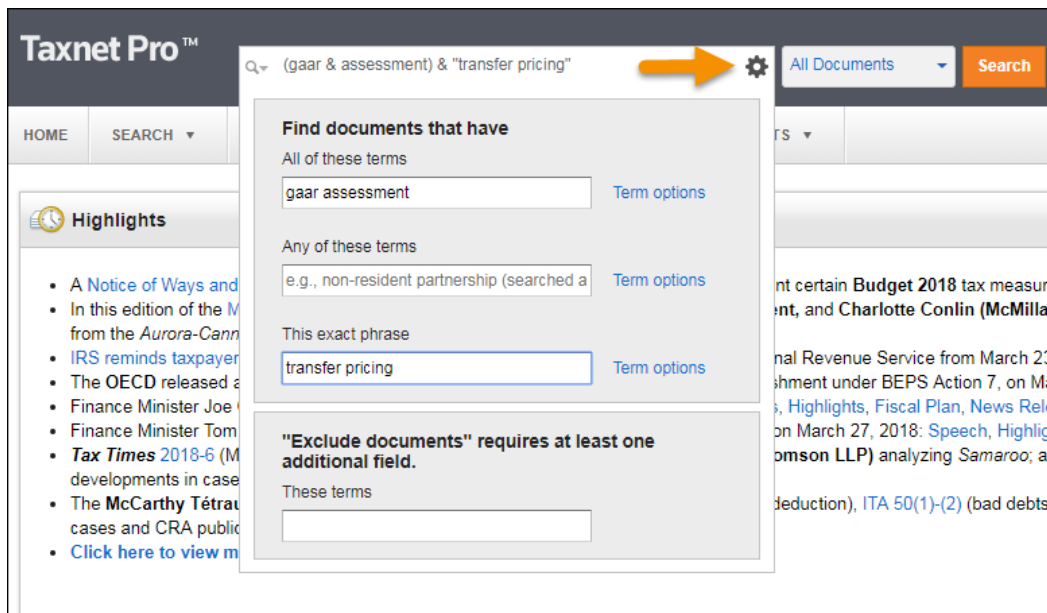


Figure 4: Query Builder

Additionally, you can select the **Term options** links to set the proximity and/or frequency for your terms, prior to running your search.

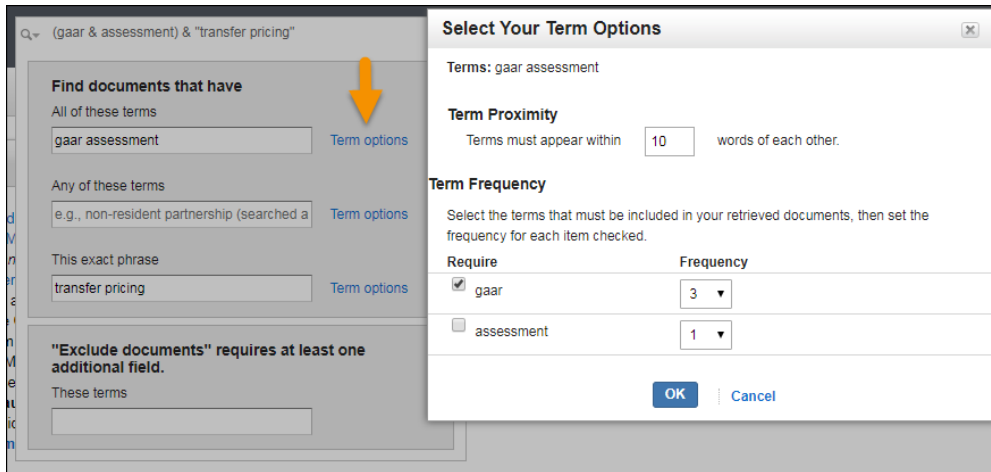


Figure 5: Term Options dialog box

## Boolean: Custom Search Templates

Custom Search Templates are used to perform more complex searches and/or restrict the search to specific content or various document types.

1. Select a content-type from the **Search** drop-down list.
2. Enter your terms into the *Find documents that have/Exclude documents that have* section.

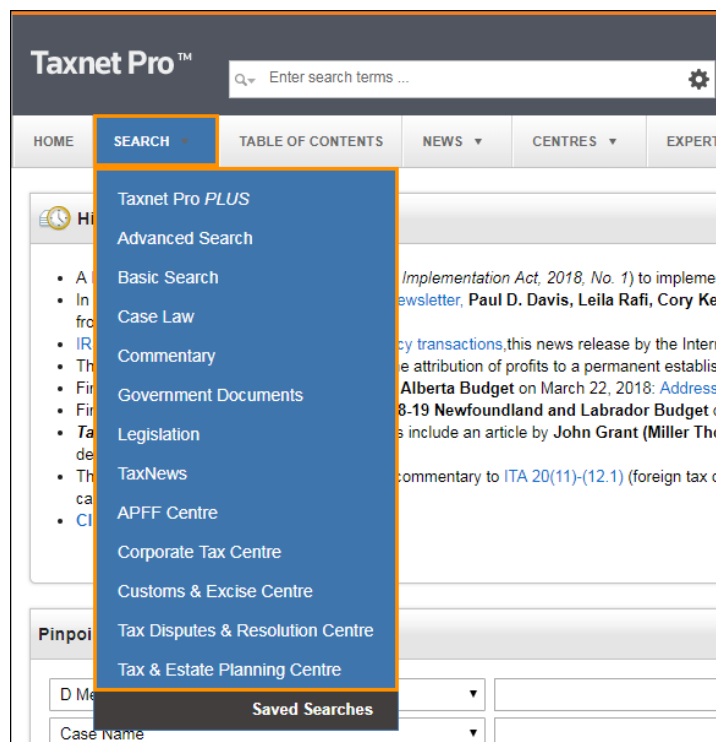


Figure 6: Search drop-down list

Commentary Template <sup>T</sup> [Search](#) | [New Search](#)

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**Find documents that have**

All of these terms  [Term options](#)

Any of these terms  [Term options](#)

This exact phrase  [Term options](#)

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**"Exclude documents" requires at least one additional field.**

These terms

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**Order of Results**

Relevancy
  Table Of Contents Order
  Reverse Chronological

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**Commentary**

All Commentary

All Commentary

<input type="checkbox"/> Canada OST Service - Sherman	<input type="checkbox"/> Canada Tax Service - McCarthy Tétraut	<input type="checkbox"/> Fundamentals of Canadian Income Tax
<input type="checkbox"/> Canadian Petroleum Tax Journals	<input type="checkbox"/> Corporations, Partnerships & Trusts - Tobias	<input type="checkbox"/> CRA Views in Focus
<input type="checkbox"/> C.D. Howe Institute	<input type="checkbox"/> GST & HST Case Notes	<input type="checkbox"/> GST & HST Times
<input type="checkbox"/> Legislative History	<input type="checkbox"/> Morin and Pablon	<input type="checkbox"/> Newsletters
<input type="checkbox"/> Notes - Sherman	<input type="checkbox"/> Ontario Corporate Tax - Ideias	<input type="checkbox"/> Pound's Tax Case Notes
<input type="checkbox"/> Principles of Canadian Income Tax - Hogg, Magee & Li	<input type="checkbox"/> Submissions	<input type="checkbox"/> Tax Executives Institute
<input type="checkbox"/> Tax Hyphen	<input type="checkbox"/> Tax Practitioners' Forum	<input type="checkbox"/> Tax Times
<input type="checkbox"/> Yelle's Income Tax References	<input type="checkbox"/> Other Commentary	

All APFF Centre  
 All Corporate Tax Centre  
 All Compliance Guides  
 All Customs & Excise Centre  
 All Federated Press Centre  
 All OECD Materials  
 All Tax Disputes & Resolution Centre  
 All Tax & Estate Planning Centre

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**Search Fields**

Title

Document Number

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**TaxNews**

Commentary TaxNews will be included in search
  Commentary TaxNews will NOT be included in search

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**Document Language**

English
  French
  English and French

[Search](#)

Figure 7: Commentary search template

3. Select the order in which you would like your results to appear.
4. Restrict your search to specific content type(s) by using the checkboxes and/or enter additional information you may have into the field provided and then select **Search**.

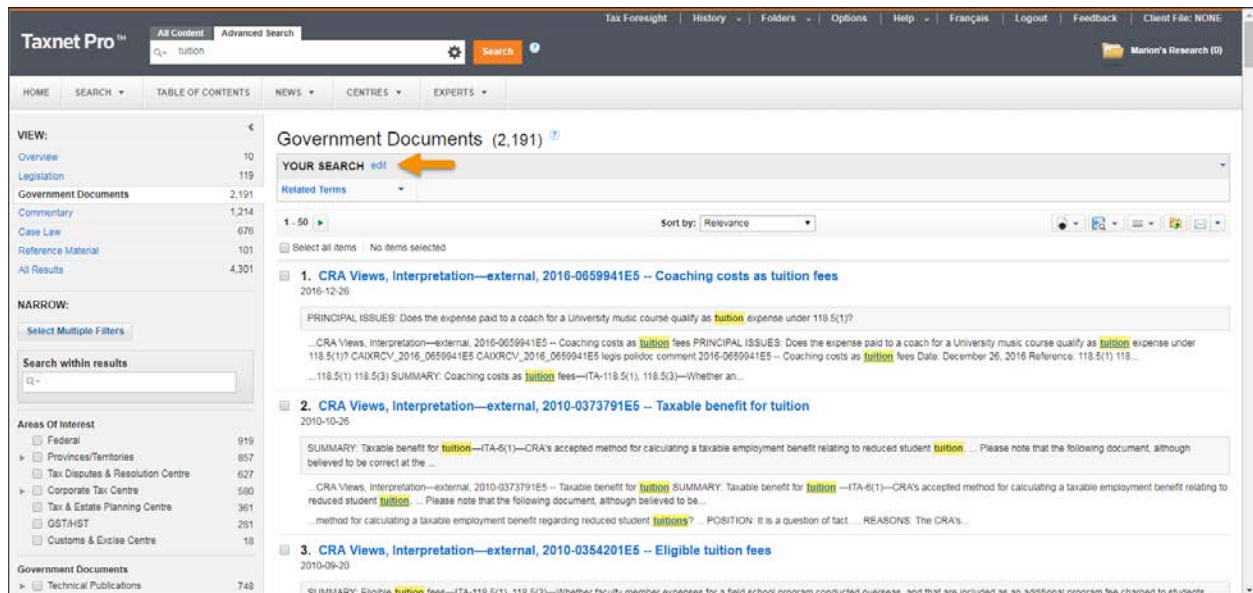
## Boolean: What Boolean expanders/connectors can I use to structure my search?

You may use the following expanders and/or connectors to build your query in the Quick Search box:

Connector	Symbol	Documents that are retrieved:
AND	&	Contain both search terms: Example: <b>child &amp; expense</b>
OR	a space	Contain either or both search terms: Example: <b>cost allowance</b>
Phrase	" "	Contain terms in the same order as they appear inside the quotation marks: Example: <b>"transfer pricing"</b>
BUT NOT	%	Do not contain the term or terms following the symbol: Example: <b>tax &amp; taxation % tax taxation /3 income</b>
Numerical Connector	/n (where <i>n</i> is a number)	Contain search terms within <i>n</i> terms of each other: Example: <b>issue /5 fact</b>
Numerical Connector	+n (where <i>n</i> is a number)	Contain the first term preceding the second by <i>n</i> terms: Example: <b>death +4 taxpayer</b>
Word endings	! (exclamation mark) (root expander)	Contain all terms that begin with the root term: Example: <b>Depreciat!</b> retrieves <b>depreciate, depreciates, depreciated, depreciating, and depreciation</b>
Characters within a word	* (single character substitution)	Find keywords spelled in more than one way. Example: <b>licen*e</b> retrieves <b>license and licence</b>
Exactly as typed / common terms	# (prefix that turns off plurals and equivalents and/or finds common words within a phrase)	Will not contain plurals or equivalents for the term: Example: <b>#expense</b>  Includes common words in a phrase: Example: <b>"pay #a debt"</b> does not retrieve <b>"pay down debt", "pay off debt"</b> etc.

## Boolean: How do I modify my search?

To modify your search, select **Edit** from the results list. This takes you back to the applicable search template with your query pre-defined.

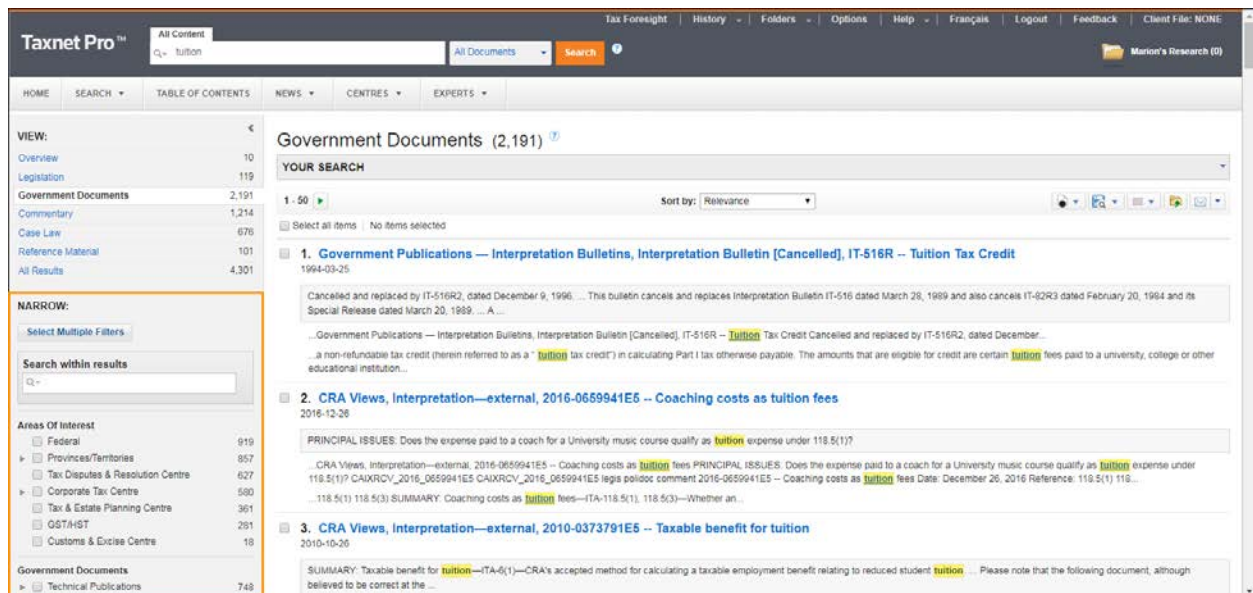


The screenshot shows the Taxnet Pro interface with a search for 'tuition'. The 'VIEW:' section on the left lists 'Government Documents' with 2,191 results. The 'NARROW:' section is visible. The main results area shows three items, with the first item '1. CRA Views, Interpretation—external, 2016-0659941E5 -- Coaching costs as tuition fees' having an 'edit' link next to its title. An orange arrow points to this 'edit' link.

Figure 8: Search result list showing Edit link

## Boolean and Natural Language: How do I refine my search?

To refine your search results, use the filters located in the Narrow section of the results list. Select the content-type in the View section to display the customized filters.



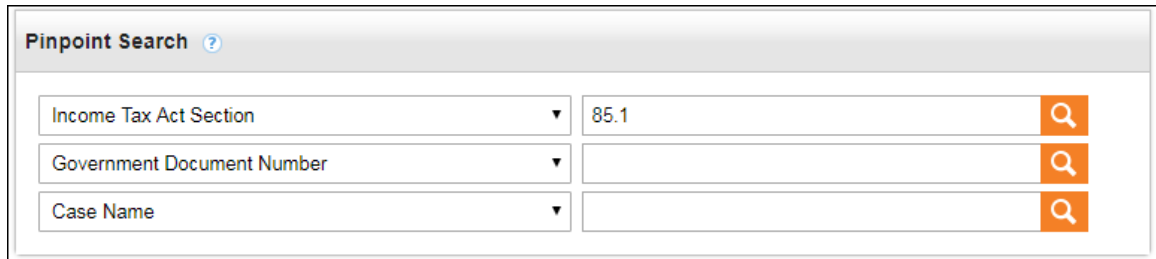
The screenshot shows the Taxnet Pro interface with a search for 'tuition'. The 'VIEW:' section on the left lists 'Government Documents' with 2,191 results. The 'NARROW:' section is highlighted with an orange box. The main results area shows three items, with the first item '1. Government Publications — Interpretation Bulletins, Interpretation Bulletin [Cancelled], IT-516R -- Tuition Tax Credit'.

Figure 9: Search result list showing Narrow section

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## How do I retrieve a statutory provision of the Income Tax Act or Excise Tax Act by its number?

1. Select the **Income Tax or Excise Tax Act** from the Pinpoint Search section of the home page.



The screenshot shows a 'Pinpoint Search' form with a header and a help icon. Below the header are three rows of search criteria. The first row has a dropdown menu set to 'Income Tax Act Section' and a text input field containing '85.1'. The second row has a dropdown menu set to 'Government Document Number' and an empty text input field. The third row has a dropdown menu set to 'Case Name' and an empty text input field. Each row has an orange search button with a magnifying glass icon on the right.

Figure 10: Pinpoint Search showing Income Tax Act Section selected

2. Enter the section number into the field provided and select **Search**.

## How do I retrieve a government document by its unique number?

There are a number of government documents you can retrieve through the Pinpoint Search section of the Home page. For a complete listing and tips on how to enter the unique number, select the Pinpoint Search **Help** icon (🔍).

1. Select **Government Document Number** from the Pinpoint Search section.



The screenshot shows a 'Pinpoint Search' form with a header and a help icon. Below the header are three rows of search criteria. The first row has a dropdown menu set to 'Government Document Number' and a text input field containing 't2200'. The second row has a dropdown menu set to 'Case Name' and an empty text input field. The third row has a dropdown menu set to 'Case Name' and an empty text input field. Each row has an orange search button with a magnifying glass icon on the right.

Figure 11: Pinpoint Search showing Government Document Number selected

2. Enter the unique document number into the field provided and select **Search**.

**TIPS:** Use the exclamation mark (!) wildcard at the end of the document number when searching by IT or IC number to retrieve all revisions. For example: IT-104! retrieves IT-104R, IT-104R2 and IT-104R3.

## Boolean: Searching the Table of Contents

1. Retrieve the Table of Contents by selecting it from the Menu bar.
2. To search all content, enter your query into the Quick search box and then select **Search**. To restrict your search to specific content, select the content you want to search by using the checkboxes provided in the Table of Contents and then select **Search**.

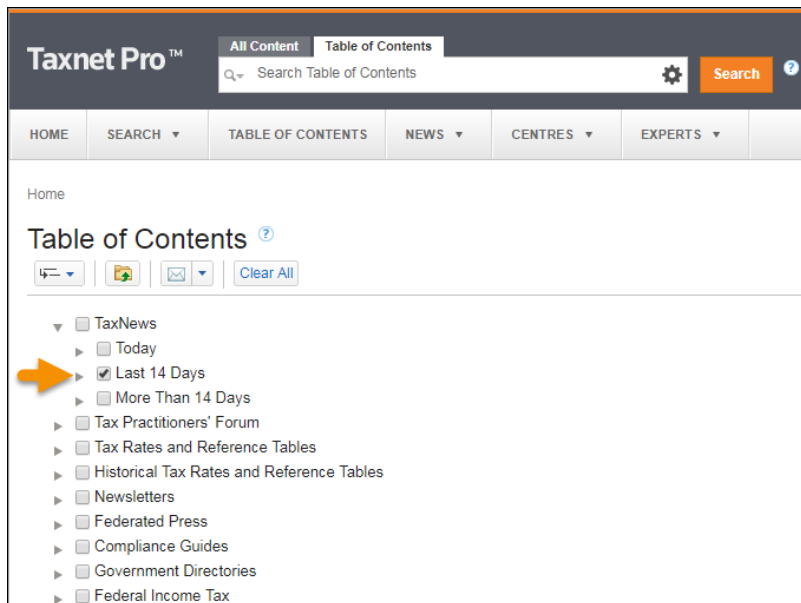


Figure 12: Table of Contents

## Where can I find help?

- **Online Help:** Point to the Help link located at the top of any page to access online help.
- **Learn It:** Select **Learn It** from the **Help** tab to access a number of instructional online tutorials and Quick Reference Cards. *Alternatively*, you may find this same training tools on the [Customer Learning Centre](http://learning.thomsonreuters.ca) (learning.thomsonreuters.ca).
- Support is included with your subscription. Call: 416-608-3800 (Toronto) or 1-800-387-5164:
  - **Technical Support:**
    - Weekdays: 7:00 am – 9:00 pm ET
    - OnePass and log in issues: 24/7
    - Email: [techsupport.legaltaxcanada@tr.com](mailto:techsupport.legaltaxcanada@tr.com)
  - **Research Support:**
    - Weekdays from 8:30 am – 9:00 pm ET
    - Email: [researchsupport.legaltaxcanada@tr.com](mailto:researchsupport.legaltaxcanada@tr.com)