



## Global Insight Help

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### CONTENTS

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Search

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### Search

Keyword searching allows you to search for the occurrence of words in your permissioned MyInsight content. A keyword is a word or phrase found in the content that identifies it to you in some way.

The **Search** field accepts wildcard characters:

Wildcard Character	Uses
Asterisk (*)	Use the asterisk as a substitute for zero or more characters. If you are looking for content that you know starts with "Pro" and you want to find all instances of that within the content, type the following:  <b>pro*</b>  This locates all content that contains "pro" including production, product, and profit.
Question mark (?)	Use the question mark as a substitute for a single character in a name. For example, if you type <b>G?P</b> , you will locate the content containing GDP and GNP.

### Basic Search

To perform a basic search, enter partial or full words or phrases in the **Search** field and press **Enter** or click on **Search**.

### Phrase Search

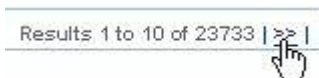
To perform a search for a phrase, just enclose your phrase in quotation marks "list this."

### Search Results

The retrieved content will appear in the middle panel of the resulting Web page, sorted by relevance.

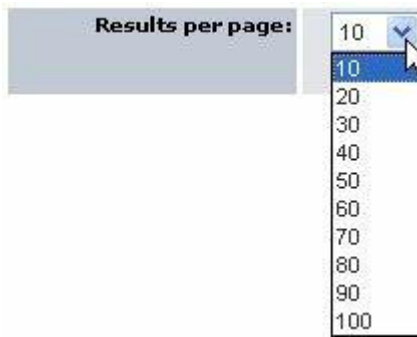
The screenshot displays a search interface with a search bar containing the word "budget" and a "SEARCH" button. Below the search bar is a navigation menu with categories like "MyINSIGHT SERVICES", "DATA", "DOWNLOADS", and "HELP". The main content area shows "Search Results" for the expression "budget" ordered by relevance. Two search results are visible: "Global Risk - Non-Eurozone Europe" and "Global Risk - United States, Canada, and Eurozone".

When your search returns more than 10 results, a more results link will show as a double arrowhead on the right of the page for viewing additional pages of results.



Click on the double arrowhead to display the next ten result items.

**Note:** if you want to return more result items than ten per page, and up to 100 per page, use the **Results per page** feature of [Advanced Search](#).



A **Filter Search Results** panel appears on the right side of the results page after you do a basic search. Use these click-to-select filters to narrow down your search to return a more manageable number of content items for your review. As with all MyInsight selection lists, use **Shift-click** to select multiple adjacent items or **Ctrl-click** to select multiple non-adjacent items from each category. Click on the **Filter** button at the bottom of the panel to perform your search using newly selected criteria.

 A screenshot of the 'FILTER SEARCH RESULTS' panel. The panel is titled 'FILTER SEARCH RESULTS' and contains several filter categories:
 

- Periods:** Last Week [372], Last Day [83]
- Document Types:** In Focus[170], Company Report[30]
- Geographies:** Russia[1051], United States[777], Poland[593], India[531], Hungary[509]
- Companies:** Shell[81], Pemex[69], ExxonMobil[59], Gazprom[54], General Motors[49]
- Categories:** Economic[7608], Government Finance[4642], Political[4401], Growth / Inflation[3209], Operational[1507]
- Document Formats:** HTML Page[21709], PDF Document[1732], Excel File[179], Word Document[5]

 At the bottom of the panel is a 'Filter' button.

### Advanced Search

You may add additional criteria to narrow your search by clicking on the “**Advanced Search**” link.



Using this feature with a keyword/phrase/expression, you can select a specific **Service**, one or more **Document Types**, in one or more **Geographies**, and in one or more **Document Formats**. You can also select an actual date span or a more general period of time to search for content before, after, or within. To select multiple items in document types, geographies, and document formats use **Shift-click** for adjacent items and **Ctrl-click** when selecting non-adjacent items.

<input type="text"/> SEARCH →	<b>Advanced Search</b>	
ADVANCED SEARCH >		
MyINSIGHT SERVICES	Select a service: All Services	
<Select Service>	Expression:	
DATA	Document Types: Industry/Commodity Report Geographical Report Company Report Same Day Analysis Glossary Section	
DatInsight-Web AutoInsight	Geographies: Abilene, TX Afghanistan Africa Akron, OH Alabama	
DOWNLOADS	Document Formats: DOC EXE HTML PDF PPS	
Software Downloads	Date: From: 2000-01-01 Operator:	
HELP	To: 2006-01-01	
Help		
Default Landing Page: No Yes		

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