



# **Optimized Search Tutorial**

## Search by word

Interested in a *broad* area of tax? Use the "Find ANY word" search function to pull up each article and sentence where the word appears.

### Example.

 In the upper left hand corner of the Bradford Tax Institute home page, locate the search bar.



- Just below the word "GO," click the drop-down arrow and select "Find ANY word."
- Type the word "depreciation" in the search bar.
- Scroll down to see the 87 search hits, and click article headings of interest.

Search Results			
depre	depreciation Go Within results Find ANY word Hele Site Search by PicoSearch		
Search Found [1-10] [	2: depreciation 2: depreciati		
2.	Saturday, 1 July 2006, 12:00am GMT- 21.6k http://www.bradfordtaxinstitute.com/Content/How-the-New-Law-Stimulates-Your-Business.aspx 2008 could be the perfect year to buy property for your office. We show you how to use the new stimulus package to your advantage		

# Search by words

Have a general idea about an area of tax? Narrow your search by selecting the "Find ALL words" search function.

### Example.

 In the upper left hand corner of the Bradford Tax Institute home page, locate the search bar.



- Just below the word "GO," click the drop-down arrow and select "Find ALL words."
- Type the words "IRS Mileage Rates" in the search bar.
- Scroll down to see the 38 search hits, and click article headings of interest.

#### Search Results

IRS N	fileage Rates Go within results
	Find ALL words <u>Help</u> Site Search by PicoSearch
Eind A	/ words: IPS Mileage Pates
Found	38 documents, showing 1 - 10.
[1-10] [	11-20] [21-30] [31-38] [Next >>]
1.	http://www.bradfordtaxinstitute.com/Content/New-2006-Standard-Mileage-Rates.aspx
	Make the most of the new mileage rates - know the rules and limitations, and what they mean for you. Read u
	Mileage Rates The IRS updates its optional standard mileages rates at
	once they use the IRS rate, they're done, and they have nothing else
	2006 Standard Mileage Rates February 2006 New 2006 Standard Mileage
	optional standard mileage rate for 2008 is 44.5 cents per business
	44.5 cent business mileage rate includes 17 cents for depreciation and
	optional standard mileages rates at least once a year. On December 2,
	Wednesday, 1 February 2006, 12:00am GMT • 29k
2.	http://www.bradfordtaxinstitute.com/Content/Standard-Mileage-Rate-50-5-Cents-for-2008-Gift-or-Rip-Off.aspx
	Learn how hidden details in the IRS mileage rate might save you thousands on your federal income taxes.
	,000 because of the IRS mileage rates. On the other hand, we also have
	property, and the IRS has issued a regulation that says receipts are
	with the IRS examiner. The IRS loves good documents and
	Mileage Rate 50.0 Cents for 2008; Gitt or Rip-Off / December
	because of the inneage rates. Are you at one end of this specificitie

### Search by exact phrase

Know the specific area of tax? Use the "Find EXACT phrase" search function to pull up each article and sentence where the phrase appears.

Example.

 In the upper left hand corner of the Bradford Tax Institute home page, locate the search bar.



- Just below the word "GO," click the drop-down arrow and select "Find EXACT phrase."
- Type the exact phrase "Single-Member Limited Liability Company" in the search bar.
- Scroll down to see the 3 search hits, and click article headings of interest.

#### Search Results

