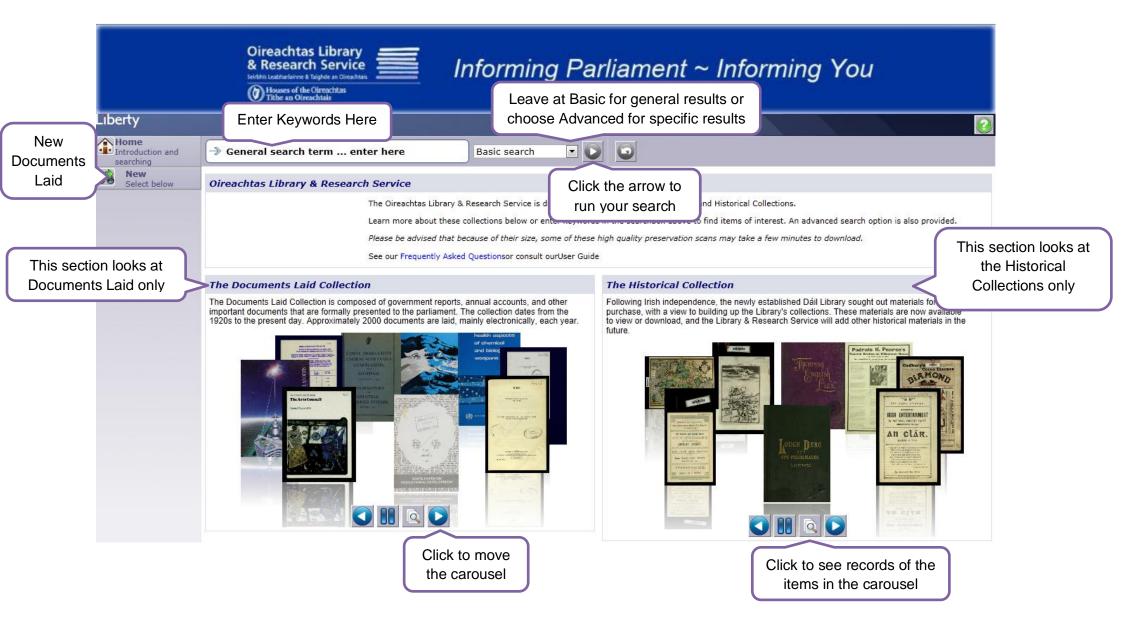
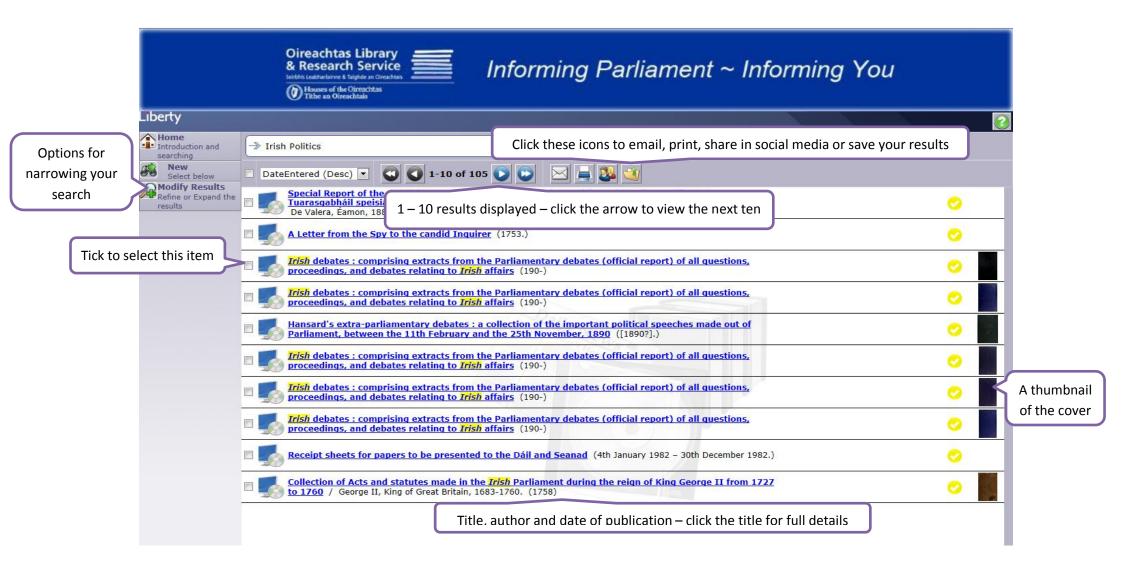
## User Guide ~ navigating the site



## User Guide ~ the results list



## User Guide ~ the document record

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## User Guide ~ top ten search tips

- 1. Think carefully about your keywords. Try to think of unique keywords that won't be found in multiple documents.
- 2. Avoid words such as 'the ', 'and', 'or' in keyword searches. They may result in large and irrelevant result sets.
- 3. Try both acronyms and the full text of an organisational name. Put phrases in inverted commas to find the exact phrase.
- 4. Consider searching by author to significantly narrow your results. Government departments are often the authors of documents they lay before the Houses of the Oireachtas.
- 5. Remember wildcards –bank\* will retrieve banks, banking, bankers etc.
- 6. Year of publication can reduce the number of irrelevant results you receive. Remember that Annual Reports for 2011 won't be published until 2012 at the earliest.
- 7. The subject, author, corporate author, publication date and GMD options in Modify Results on the right hand menu can be very useful for narrowing your results set.
- 8. If you just want to see recent Documents Laid, click on New on the left hand menu and save a lot of time.
- 9. Remember to select in the Advanced Search only the collection you wish to search.
- 10. To clear the Advanced Search from the screen, select Basic Search again from the drop down menu.