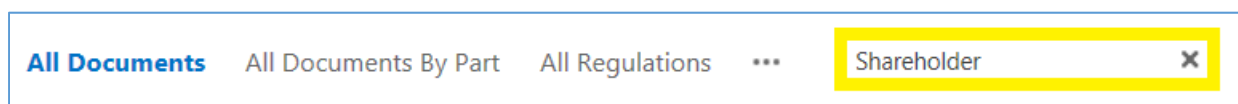# Searching FCA's Online Document Collections

The following document shows you how to use the search box available on many of FCA's document collections, including the FCA Handbook and Informational Memorandums. In addition to conducting simple searches, you can use a variety of techniques to either broaden or narrow your search to find exactly what you are looking for.
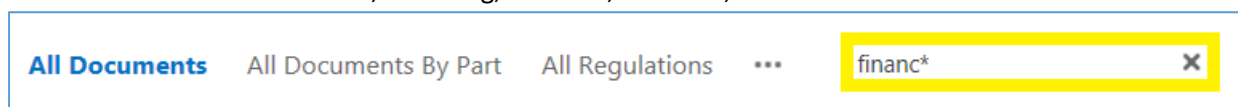
Conducting a Simple Search

1. Type a word, such as "Shareholder," into the search box located beneath the horizontal menu on the Regulations page. The search box contains the words "Find a file" and a magnifying glass. Note: Do not use the search box in the top right of the screen; this box searches the entire website, not just the regulations.

2. Click the magnifying glass. The magnifying glass will turn into an **x** signifying the search has been performed. The documents that contain the search phrase are returned in the view. All other documents are filtered out. To restore the view to its original state, click the **x**.
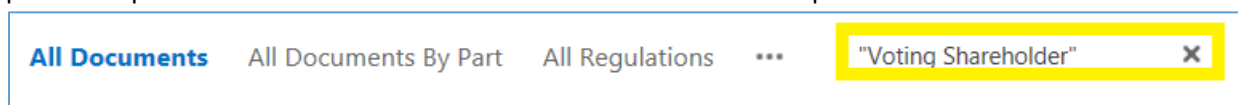

Basic Search Techniques

Wildcard Operator

The wildcard operator (the asterisk character *) enables prefix matching. You can specify part of a word, from the beginning of the word, followed by the wildcard operator. For example, if you entered **financ***, this would return results that contain the words finance, financing, finances, financed, etc.

Quotations

The search box supports the use of quotation marks. If you are searching for a specific phrase, you can encapsulate the phrase in quotes. This will return documents that contain the exact phrase

Boolean Operators – AND, OR, NOT

The search box also supports the use of Boolean operators. Specifically, it supports **AND**, **OR**, and **NOT**. You must capitalize the Boolean operator in order for the search box to recognize that you are using it as such.

AND

The **AND** operator returns search results that include all of the specified search terms. For instance, to search for documents that contain both **Shareholder** and **Stockholder**, enter **Shareholder AND Stockholder** into the search box and click the magnifying glass.

OR

The **OR** operator returns search results that include one or more of the specified search terms. For instance, to search for documents that contain either **Shareholder** or **Stockholder**, enter **Shareholder OR Stockholder** into the search box and click the magnifying glass.

NOT

The **NOT** operator returns search results that do not include the specified search terms. For instance, to search for the term **Shareholder,** but not **Stockholder**, enter **Shareholder NOT Stockholder** into the search box and click the magnifying glass.

For Example:

| All Documents | All Documents By Part | All Regulations | ⋯ | Shareholder NOT Stockholder ✕ |

Advanced Search Techniques

Proximity Operator

The **NEAR** operator matches results where the specified search terms are within close proximity to each other. To search for documents that have the two terms, **Assess** and **Charges** in close proximity to one another, enter **Assess NEAR Charges** into the search box and click the magnifying glass.

| All Documents | All Documents By Part | All Regulations | ⋯ | Assess NEAR Charges ✕ |

Synonym Operator

The **WORDS** operator specifies that the search terms are synonyms, and that results returned should match either of the specified terms. For instance, to treat **Shareholder** and **Stockholder** as synonyms, enter **WORDS(Cost, Expense)** into the search box and click the magnifying glass. This differs from the **OR** operator since the terms are treated as synonyms instead of separate terms. Therefore, instances of either term are ranked as if they were the same term.

| All Documents | All Documents By Part | All Regulations | ⋯ | WORDS(Cost, Expense) ✕ |

Parenthesis

You can combine different parts of a keyword query by using the opening parenthesis character "**(**" and closing parenthesis character "**)**". Each opening parenthesis "**(**", must have a matching closing parenthesis "**)**". For instance, to search for documents that contain the terms Sale or Sold and Purchase, enter **(Sale OR Sold) AND Purchase** into the search box and click the magnifying glass.

| All Documents | All Documents By Part | All Regulations | ⋯ | (Sale OR Sold) AND Purchase ✕ |

Inclusion and Exclusion Operators

You can specify whether the results that are returned should include or exclude content that matches the terms specified. Use the **+** operator to include content and the **−** operator to exclude content. For instance, to include both **Shareholder** and **Stockholder**, enter **Shareholder + Stockholder** into the search box and click the magnifying glass. To include **Shareholder**, but exclude **Stockholder** and **Bank**, enter **Shareholder -Stockholder -Bank** into the search box and click the magnifying glass.

| All Documents | All Documents By Part | All Regulations | ⋯ | Shareholder + Stockholder 🔍 |