Using the CCH Database

Use CCH to find legislation, cases and commentary on the following areas:

<table>
<thead>
<tr>
<th>Tax</th>
<th>Property and Conveyance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>Trusts</td>
</tr>
<tr>
<td>Company</td>
<td>E-commerce</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>Customs and Duties</td>
</tr>
<tr>
<td>Business</td>
<td>Sales and Marketing</td>
</tr>
</tbody>
</table>

- To access the CCH database go to the library home page [www.library.unitec.ac.nz](http://www.library.unitec.ac.nz).
- Mouse over “Search” (on the left of the screen).
- Click on **Databases A-Z**.
- Under Databases Arranged Alphabetically click on C.
- Click on the link CCH NZ Online (You will be asked to enter your Unitec computer login and password to access this database).
- CCH will open to the following screen.

You can search all of the database by entering a search term here, ie Fraud.

To limit to one area tick one of the boxes on the.

If you put two words in the search box it will search documents that contain both words, ie Fraud GST.

To search for synonyms separate each term with or ie Fraud or Theft.

To search for a phrase use quote marks around your terms ie “reckless trading”.

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Once you have done a search your results will be displayed in the right pane.

Click on a title to open the documents.

You can narrow your search using the box on the left. Clicking on the + sign will give you more options for your limiting.

When you open a document it will display at the bottom of a split screen.

Click on print down arrow to be given the option to print a PDF or a text document.

Click here if you wish to expand the document to a full page.