

How to Search the ACTEC Website

The ACTEC website contains a search engine that allows the website user to search the content of the website, including web pages, events, and uploaded content included committee minutes and program materials.

Each page of the website contains a search box in the upper right corner of the page (Figure 1).

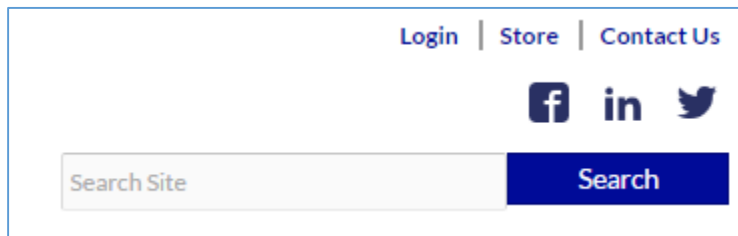


Figure 1: Search box

Perform a website search

To search the content of the website use your mouse to place the cursor in the search text box and type your search query. As you start to type your query the search engine will prompt you with suggestions that may best match your query (Figure 2).

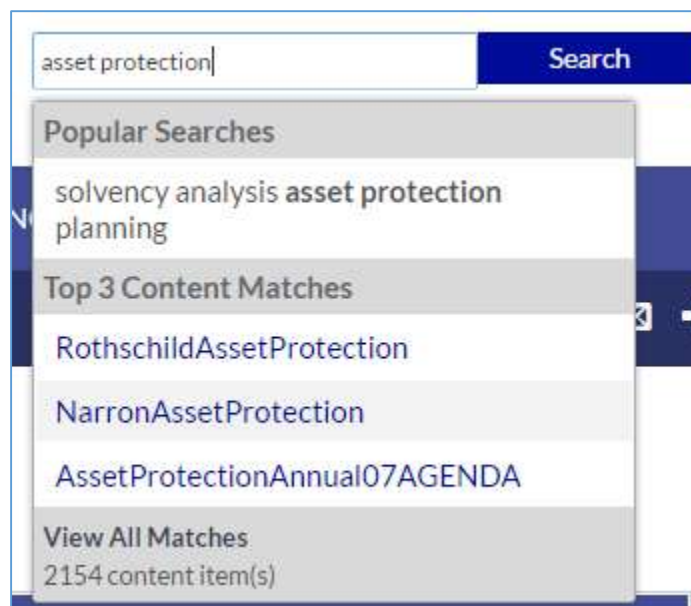


Figure 2: Search suggestions

In Figure 2 we can see that by entering the words *asset* and *protection* we're immediately shown:

- **Popular searches** that contain the words that were entered.
- The **Top Content Matches**.
- The total number of content matches found for that criteria.

The website user can click on any of the available options without having to first perform the search.



Search terms are not case sensitive.

When multiple words are entered, documents containing any of those words are returned.

To perform a full search click the *Search* button. The search will be performed and all documents containing the search criteria will be displayed on the search results page.

The Search page contains the following elements (Figure 3):

- Search Results
- Result Filters
- Display Filters

The screenshot shows a search results page with the following components:

- Narrow Results:** A sidebar on the left with a blue header. It lists document counts for years: 1999 Program (24), 2002 Program (18), 2007 Program (20), 2008 Program (24), 2009 Program (28), and 2010 Program (44). Below this are filter categories: Date, Type, Pages, Events, and News, each with a plus sign.
- Search and Display controls:** A blue header bar containing a breadcrumb trail (Home > asset protection), a 'Sort By' dropdown set to 'Best Match', a pagination control (1, 2, 3, 4, 5) with a right arrow, and 'Page 1 of 180' and '12 Items Per Page' with a dropdown arrow.
- Search results:** A list of results, each starting with a 'FELLOWS ONLY' tag. The first result is 'RothschildAssetProtection' with a snippet: '... foreign asset protection trusts to meet the burden of proving impossibility to the court's satisfaction. Critics of foreign asset protection trusts have suggested that the recent cases imposing contempt upon the settlor demonstrate that foreign asset protection trusts are, in many cases, imprudent, reasoning ...'. The second result is 'NarronAssetProtection' with a snippet: '... Rothschild, Asset Protection Planning, 810- 2d T.M. (2005) (sometimes herein "810-2d T.M."); J. Oshins, Asset Protection Other than Self-Settled Trusts: Beneficiary Controlled Trusts, FLPs, LLCs, Retirement Plans and Other Creditor Protection Strategies, 30 U. Miami Inst. on Est. Plan., Ch. 3 (2005) (sometimes ...'. The third result is 'AssetProtectionAnnual07AGENDA' with a snippet: '... pertain to asset protection. Presentation Leaders: Gideon Rothschild Alexander Bove 4. Round table discussion of current issues. 5. New business...'. The fourth result is 'AssetProtectionFall08AGENDA' with a snippet: '... ACTEC ASSET PROTECTION COMMITTEE SATURDAY, OCTOBER 25, 2008 (12:30 p.m. - 3:00 p.m.) THE WESTIN SAVANNAH HARBOR SAVANNAH, GEORGIA AGENDA 1. Fundamentals of Self-Settled Trusts Presentation Leader: Gideon Rothschild 2. The Delaware Experience Presentation Leader: Peter Gordon 3. Effectiveness of Disclaimers ...'. The text 'Search results' is written in red above the list.

Figure 3: Search Results page

Search Results

The Search Results are ranked according to relevance and displayed in pages. Each search result displays the name of the entity (web page, PDF document, event, etc.) and a snippet of text containing the highlighted

search criteria. If the document requires the website user to login in order to access the document it will be tagged as 'Fellows Only'. Documents tagged as 'Fellows Only' cannot be accessed by anyone who hasn't signed into the website.

Accessing 'Fellows Only' Documents

The content on the website is split into two access levels: *Public* and *Fellows Only*. To access document that are tagged as *Fellows Only* the website user will need to login to the website and repeat the search.

Result Filters

Results Filters allow the website user to refine the search results by one or more of the criteria listed on the left hand side of the results list. The result filters represent information that is automatically extracted from the file by the search engine. The following result filters are available:

- **Documents** – Restrict the results to only include the selected type of content. The *Documents* filter typically allows people to restrict content to a particular committee, event, or meeting.
- **Date** – Date the content was created, taken from the creation date of the physical file
- **Type** – Type of the content to be displayed
- **Pages** – Filter the results to include only web pages listed on the website that contain the search criteria.
- **Events** – Filter the results to only include events listed on the website that contain the search criteria.
- **News** – Filter the results to only news articles listed on the website that contain the search criteria.

Display Controls

The Displays Controls determine how the search results are displayed and have the following pages:

- **Sort By** – Control how the results are sorted, either by ranking, alphabetically, or chronologically.
- **Page Numbers** – If many results are returned they will be broken down into multiple pages. Website users can use the page numbers to jump directly to a specific page.
- **Items per Page** – Website users can change the number of search results that are displayed per page.

Downloading and Viewing Documents

To view or download a document from the search results use your mouse to click the required document from the results page. The document will be downloaded to your computer and opened. In order to open the document a compatible application must be installed on your computer. For instance, to open a PDF file make sure you have installed a PDF viewer application such as Adobe Reader.

When viewing a document the exact behavior may differ based on your device's unique configuration.