WorkCompCentral's new website has an amazing search function that many people are unfamiliar with. We have a vast amount of information on our website, and we don't want searching through it all to be difficult for you. We hope this guide will help you understand how to better use our search tools to your advantage.
1. Start here – Enter your search term(s) and click on the magnifying glass. For the purpose of this example, we’ll use “national football league.”
2. This should be the page that appears. We'll focus on just the Search Results section of the page.
3. Notice that we have 94 results. That's a lot of information to look through. I'm looking for a particular News story on the National Football League. I don't have time to read through all of this!

I'll use the boxes that have been highlighted in blue to help me filter out my results.
4. First, I am going to filter by state. I'm looking for something from California, my default state.
5. Now that I've narrowed down my search results by state, I want to filter out the type of information I need. I can choose news, WCAB panel opinions, cases, Sullivan on Comp, etc. I need a News article, so that's what I'll click on.
6. Next, I'm going to go ahead and sort through my results. I want a recent article, so I'll sort by “Time.” If I sorted by “Reverse Time,” I would get the articles in reverse chronological order. Sorting by “Score” and “Reverse Score” arranges the results by highest rated by users first or lowest rated by users first, respectively.
7. I can also choose how many results I want displayed on the page. If I have 100 results, I may not want to go page by page, seeing only 10 at a time. I only have 20 results, though, so I'll leave it at 10 for now.
8. I found my news story! “No Judicial Review of Split WCAB Decision in Oakland Raiders Case.” I knew there was a story about the Raiders that I read a while back. Now I can save my search, in case I ever forget the title again, or clear it out to search for something new. What a time saver!

9. As an aside, you may have noticed the following next to the magnifying glass:

These are different ways to search. For any of the search tools listed, enter the search term, click on the style of search you want to use, and CLICK on the magnifying glass in order to bring up your results.

Here's an explanation of the different types:

**“And” searching** – Tells the search function to look for all of the words that have been included in the search. If I look up [national football league wcab], I get 21 results. Not all of my results will have to do with NFL and WCAB, but they will have “national,” “football,” “league,” and “wcab” in the article.

**“Or” searching** – This function widens your search options. You are essentially telling the search function to look for “national” OR “football” OR “league” in the search. Your results will have at least one of the words in article. If you search [national football league] by “OR,” you will get 12,816 results.

**“Boolean” searching** – This is a unique and helpful way to search our database. Boolean searching runs off of three key words: AND, OR, and NOT. To Boolean search, put key words in quotation marks (i.e. “national”) and use AND, OR, and NOT to filter out searches. Try these searches to see what comes up:

- a. “national” NOT “football” AND “league”
- b. “national football league” AND “wcab”
- c. “national” OR “football” AND “wcab”

For any of the search tools listed, enter the search term, click on the style of search, and CLICK on the magnifying glass in order to bring up your results.