

How to search Inform

Inform has advanced search functionality – here are some tips

Search categories - Use the list of key categories to narrow your search within specific areas of content and get more accurate results.

For example, to search for “puts and calls” only within the IFRS Manual of accounting, tick this category on the list. Note you can use advanced search operators (e.g. “ ” to search for an exact phrase) in the search box.

Alternatively, search ‘All content’ or navigate from the left hand navigator to the area of content you wish to search and select ‘Highlighted branch’.

Advanced search - Click on ‘Advanced options’ to view this section. Here you can perform an advanced search using the fields provided (e.g. ‘Find results with the exact phrase’).

Narrow search results - Too many results? Enter another search term on the search results page and click ‘Search within results’ to narrow your search results.

Saved searches - Save time by saving the searches you run frequently by naming your search results then clicking the ‘Save search’ button at the bottom of the search results screen.

We’ve already saved the most popular searches for you – click on ‘My Inform > Saved searches’.

Access and search key content via the ‘Bookshelf’ - You can use Inform’s ‘Bookshelf’ to easily access key reference titles. There’s a bookshelf for each main content category.

Simply click on a book icon and its contents tree will open in the left-hand navigator. In the main screen, a search of the book (highlighted branch) is automatically set up for you.

For example, if you click on the ‘IFRS manual of accounting’ book icon, the contents tree will open to the IFRS Manual alongside a search screen which already has ‘Highlighted branch’ selected so you can easily search within the IFRS Manual.

The screenshot shows the 'Search' interface. At the top, there is a 'Search for:' text box. Below it, the 'within' section has two radio buttons: 'All content' (selected) and 'Highlighted branch'. Underneath, there are several 'or search buckets' buttons, each with a plus sign: 'Corporate governance', 'IFRS Standards and interpretations', 'Manual of Accounting - Financial instruments', 'Manual of Accounting - IFRS', 'Manual of Accounting - Narrative Reporting', 'Manual of Accounting - New UK GAAP', 'Manual of Accounting - UK GAAP', 'New UK GAAP', and 'Topic home pages'. At the bottom, there is a red 'Search' button and a link for 'Advanced options'.

‘Bookshelf’ search

The screenshot shows the 'Bookshelf' search interface. On the left, there is a 'News' section and a 'Bookshelf' section. The 'Bookshelf' section is expanded to show 'IFRS Manual of Accounting' with a red dot next to it. Below it, there are sub-sections: 'Introduction', 'Standards and interpretations', 'Exposure drafts and discussion papers', 'External guidance', 'PwC views', and 'PwC guidance'. The 'IFRS Manual of Accounting' section is highlighted. On the right, there is a 'Search' interface with a 'Search for:' text box. Below it, the 'within' section has two radio buttons: 'All content' and 'Highlighted branch' (selected). Underneath, there are several 'or search buckets' buttons, each with a plus sign: 'Corporate governance', 'IFRS Standards and interpretations', 'Manual of Accounting - Financial instruments', 'Manual of Accounting - IFRS', 'Manual of Accounting - Narrative Reporting', 'Manual of Accounting - New UK GAAP', 'Manual of Accounting - UK GAAP', 'New UK GAAP', and 'Topic home pages'. At the bottom, there is a red 'Search' button and a link for 'Advanced options'.

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