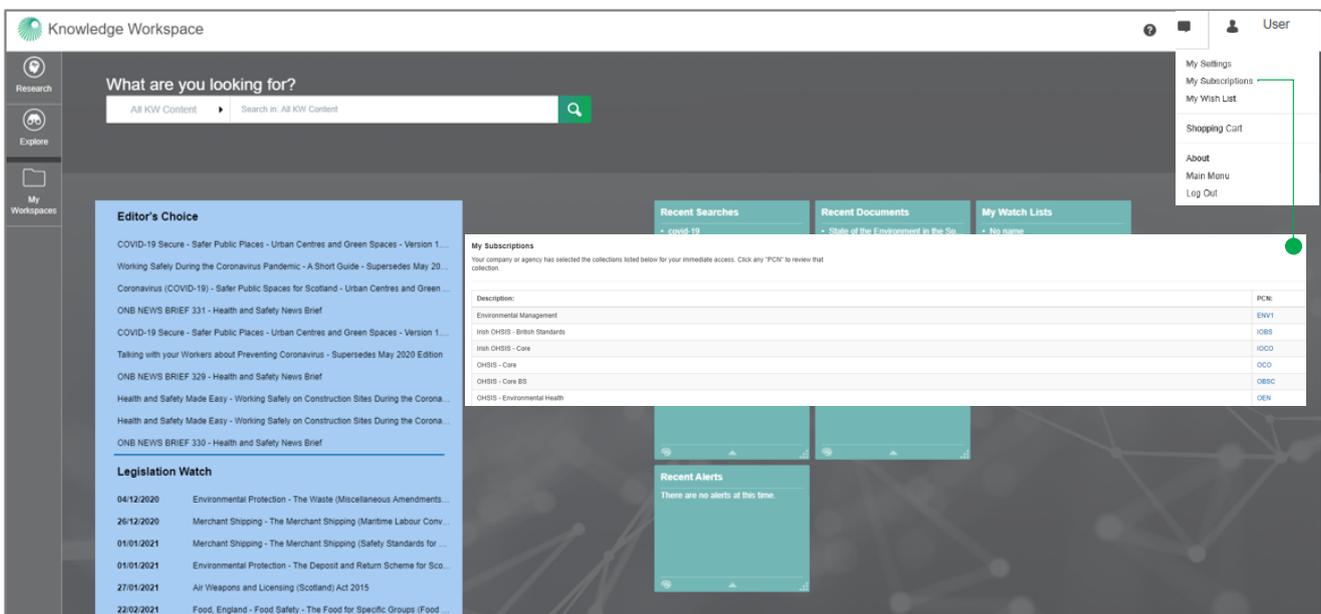# IHS Markit®

# Knowledge Workspace by IHS Markit

## Quick Tips for Knowledge Workspace Users

Utilize these tips and tricks to customize your experience, conduct more advanced searches, and receive alerts when critical documents update.

### My Settings and Subscriptions

Utilize My Settings and My Subscriptions in the user interface to customize your workspace, select applications and features to display or hide, configure your search experience, and view your current subscriptions.

- Browse your current subscriptions to view the collections of standards and regulations you have access to and your company has a subscription
- Click through any supplement (PCN) for a results listing, allowing for simple access to documents
- Display or hide specific applications and features within your personal user interface
- Set the main language for your personal user interface and the order of language preferences of Codes and Standards documents for title viewing and abstracting translations
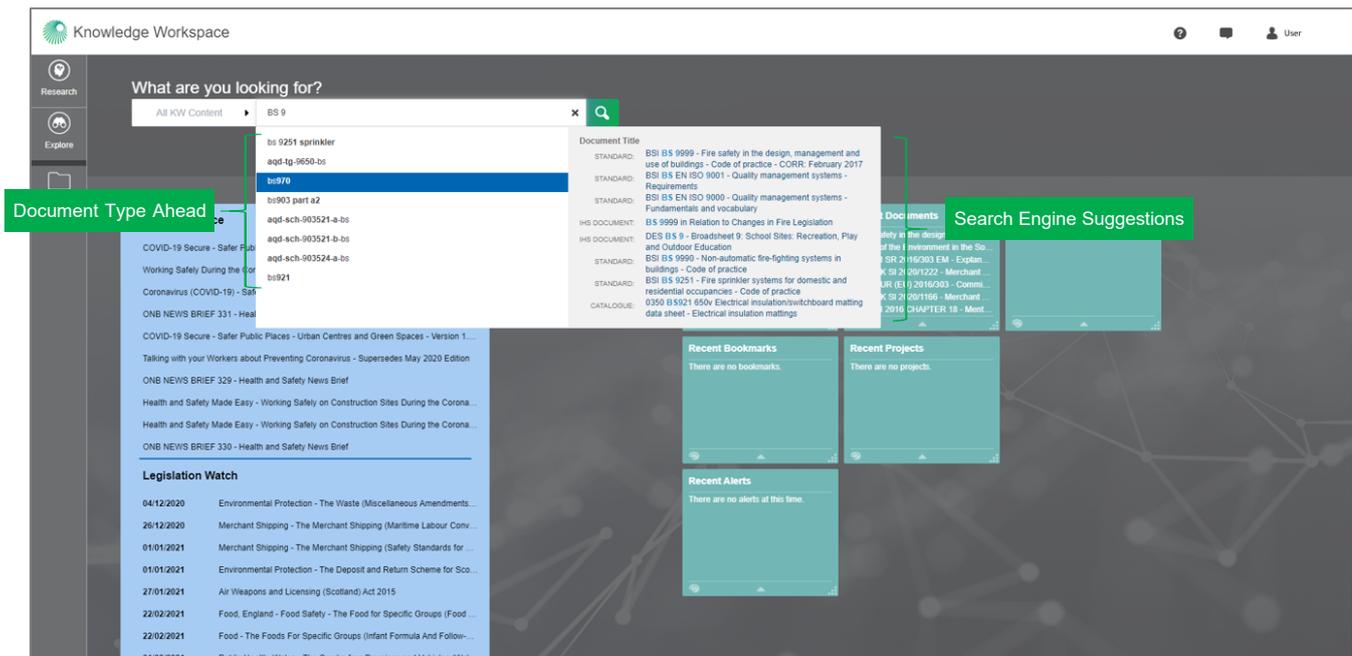- Set the key color and theme for your personal user interface



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## Enter Document Number/Keywords in the Search Box

Use a specific document number (e.g., BS 9999) to quickly access the document or enter a keyword (e.g., dimension tolerance) to receive content suggestions.
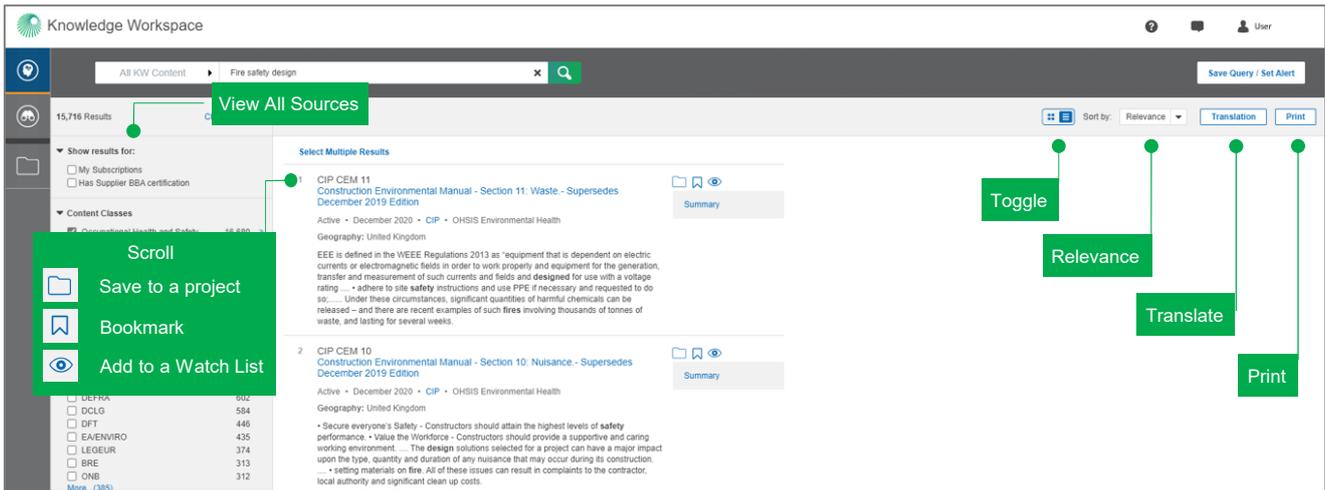
- Document Type Ahead: suggests standards documents that match the document number
- Keyword Type Ahead: all variations of a word are automatically searched based on the word root or results are sorted based on the relative proximity of keywords in a sentence
- Concept Type Ahead: suggests concepts that match the keywords in the search
- Search Engine Suggestions: suggests document matches based on the document number of keywords, allowing you to click through to a document form the suggestions list without having to execute the query
- Intelligent Search Box: automatically distinguishes between a standard document number (as shown at the top) and the keywords (below)



## View Your Search Results in Table View

Table View allows you to quickly scan the search results list to find the requested document and its details, along with various customization options.
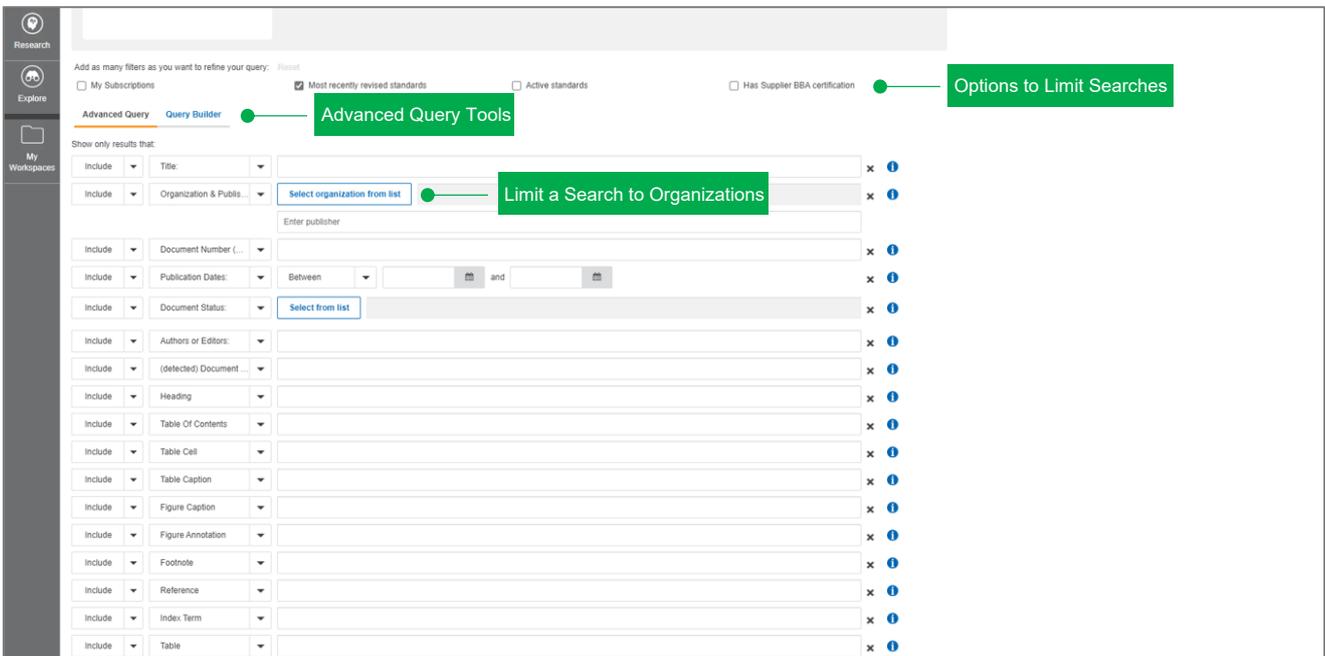
- View All Sources: based on your selected search criteria, view all sources or check the box to only show documents included in your subscriptions
- Scroll: scroll over a search result entry to see options for viewing a Summary as well as icons for actions related to the document:
    - Save to a project
    - Bookmark
    - Add to a Watch List
- Toggle: switch between List View and Table View using the appropriate icon
- Relevance: select whether to sort by Relevance (default setting) or Publication Date
- Print: elect to print your search results
- Translate: translate the search results into several languages

## Use Advanced Query Tools for More Precise Searches

The Advanced Query Tools allow you to build complex queries, limit your search to specific organizations, view recent queries and saved queries, and more.
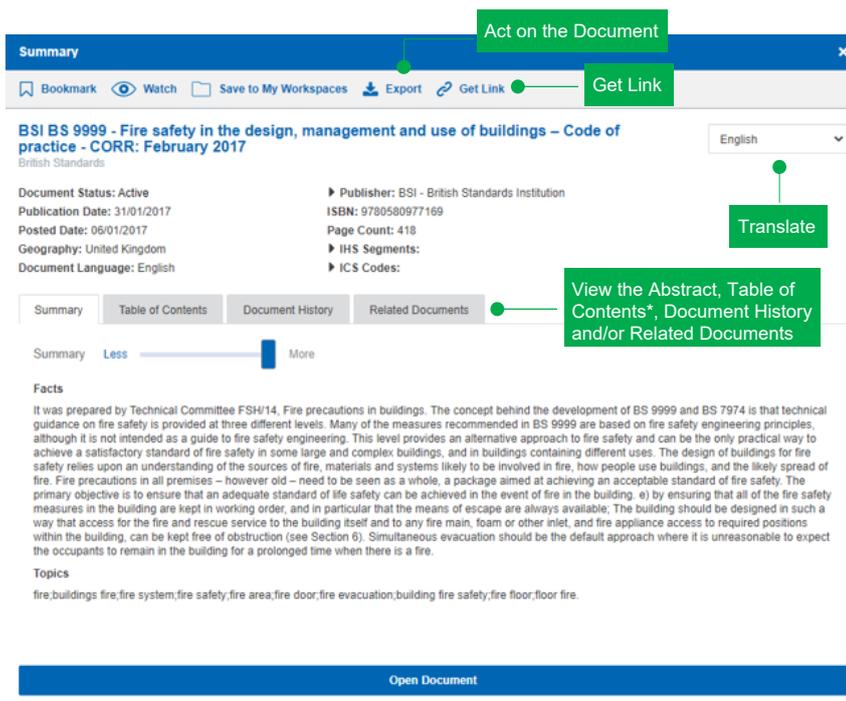
- Advanced Query: use the advanced query panel to filter your results with over 15 factors including Authors or Editors, Document Number, FSC Codes, Keywords or Subjects, Publication Date, and Modification Dates.
- Limit a Search to Organizations: limit a search to include just documents from one or more organizations (e.g. BSI, HSE, CIBSE) by clicking "Select organization from list," searching in the pop-up list, checking the desired organization(s), and clicking "Apply" at the lower right
- Limit a Search to Your Subscription

## Use Document Summary to Quickly Review Material

Quickly bookmark, view, watch, and translate documents directly from the Document Summary window. Select Summary to view an abstract or summary of a document in either Table View or List View.

- View: view the Abstract, Table of Contents*, Document History and/or Related Documents
    - *Note: not all documents will have a Table of Contents
- Act on the Document: choose to Bookmark the document, add the document to a Watch List to be alerted when it updates, save the document to My Workspaces, export the document, or add a Document Note (Admins only)
- Get Link: create links in Knowledge Workspace to reference entire documents, specific pages, or specific sections within a document.
- Translate: use the language drop-down to translate the Summary into several languages



## View Documents Online in the Document Viewer

The built-in Document Viewer is a Knowledge Workspace application that displays documents and allows for a more interactive experience with a document being worked with. Use the Document Viewer to view multiple documents at once and open even large documents instantly.

- Table of Contents: immediately navigate to specific sections of a document*
    - *Note: not all documents will have a Table of Contents
- Bookmarks: create bookmarks for easy access to documents
- Annotations: create annotations for project notes to preserve knowledge
- Dynamically Generated Summaries: rapidly scan through large numbers of documents
- Document History: quickly review the revision history, document number and status of the document
- Related Documents: click through to standards referenced by (or that reference) the document being reviewed

## Search for Keywords

The Document Viewer allows you to work with a standard in the way that best suits your needs.

- Keyword Search: locate and navigate directly to specific text or information within a document
    1. Click the magnifying glass icon
    2. Enter your search terms and press enter
    3. Your search term will be highlighted if found



If you need assistance, please contact IHS Markit's **Customer Care** team at 1-800-447-2273 o **CustomerCare@ihsmarkit.com**.