

# Better. Faster. Fully Searchable!

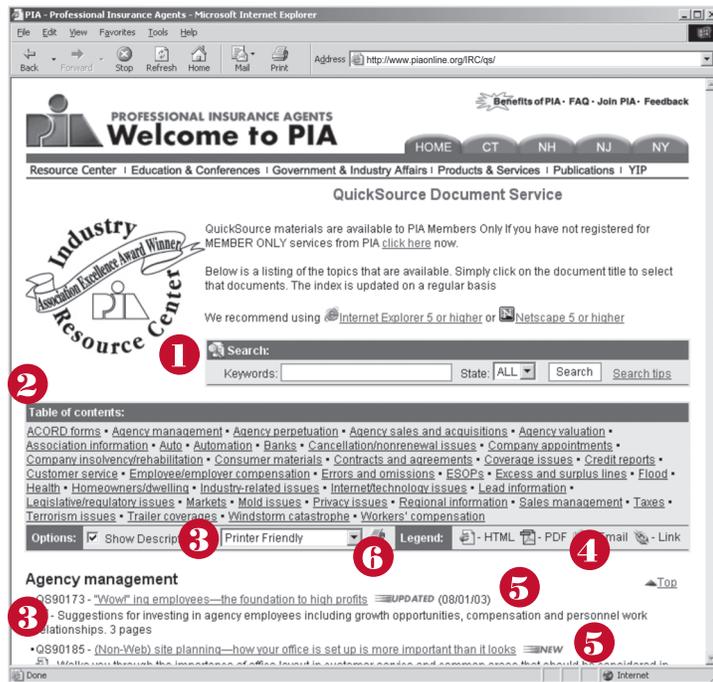
As part of our ongoing effort to provide you with superior member benefits, PIA recently improved its online QuickSource Document Service.



QuickSource searches are not case-sensitive, so *auto reform* and *AUTO REFORM* and even *AuTo ReFoRm* will yield the same results. To search for complete phrases, enclose them in quotation marks (like so: "auto reform"). If you already have a QuickSource number, just enter it in the search field.

## The NEW QuickSource index ...

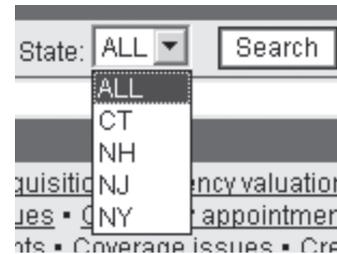
... is just a click away from PIA's home page at [www.piaonline.org](http://www.piaonline.org). From the index page, either search the document database **1** or navigate the QuickSource table of contents **2**. Documents listed in the table of contents now include a brief description (including length), which you can turn on and off **3**. File-type icons show whether results are HTML, PDF, an e-mail link or an off-site resource **4**. **New** and **updated** resources are clearly marked **5**. The print-friendly QuickSource index prints easily without ink-draining images **6**.



Additional search features are available at **three** different stages of the search process:

1.

From the **index** pages, you can restrict your search to a specific state through the provided drop-down menu.



2.

From your **search results**, if you haven't already, you can restrict your search to a specific state or states **1**. You also can limit your search to new documents, updated documents or both **2**. Do all this by checking the appropriate boxes on the search bar.



and ...

## Searching QuickSource-NEW!

Use PIA's QuickSource search feature as you would popular Internet search engines. Just enter a few descriptive keywords, separated by spaces, to find the information you need.

(Continued on page 2)

### 3.

You can **search within a QuickSource document** as well. One of the most time-saving enhancements of the new QuickSource search is the ability to **highlight critical keywords** and phrases within a document for quick and easy scanning. Simply select the “This Page” radio button and enter your keywords.



h:  
rds:   
 QuickSource index  This Page

## Logging on to QuickSource

The QuickSource login page will come up each session the first time you view a document. Most members already are registered to access member-only areas of the PIA Web site. Simply enter your username and password where indicated.

If you forget your password, help is available **1**.

If you need to register for the PIA Web site, you may do that from here as well **2**.



Login:  
User Name:   
Password:   
Login  
forgot your username or password? [Click here](#) **1**  
[Return to Previous Page](#) | [Register for Members Area](#) **2**

## Inside the QuickSource document

Besides highlighting keywords, you can do a lot more when viewing a QuickSource document. Just select tabs at the top of each document to access these special features.

Quickly return to the index page **1**; see a list of related documents, products and services on your topic **2**; view the document in a print-friendly format **3**; and e-mail QuickSource documents to your staff or other PIA-member agencies **4**.



Search: PIA—your best source of information  
Keywords:  Search [Search tips](#)  
 QuickSource index  This Page [Need Help?](#)  
**1** **2** **3** **4**  
[Back to Index](#) [Related documents/services](#) [Print this page](#) [E-mail this page](#)

## The QuickSource summary tag

A document summary has been added to the bottom of the **print-friendly view**. The summary contains useful information, including the document title, the URL you can access in the future, the document’s QuickSource number and the date the document was updated last. Now, looking at a QuickSource print-out, you can tell how current the information is and where to go for updated content.

