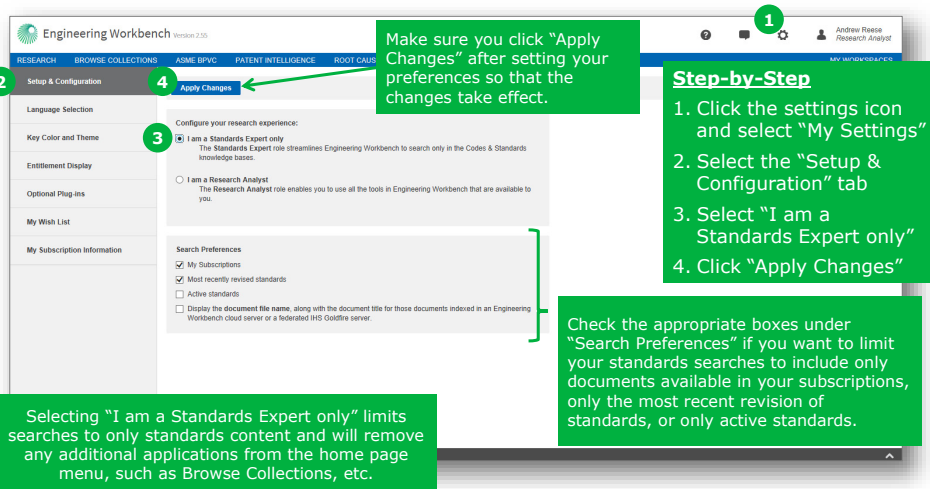


## Set your profile to "I am a Standards Expert only"

This will limit your search results to Codes & Standards only



**Step-by-Step**

1. Click the settings icon and select "My Settings"
2. Select the "Setup & Configuration" tab
3. Select "I am a Standards Expert only"
4. Click "Apply Changes"

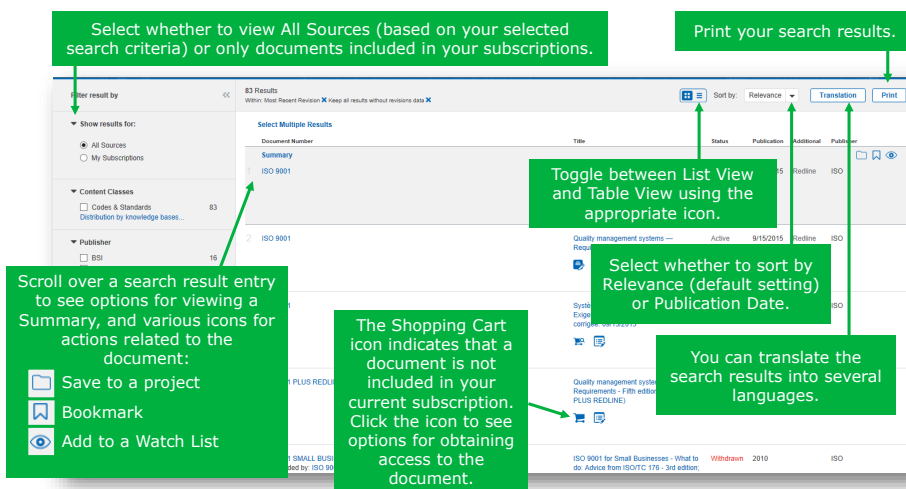
Make sure you click "Apply Changes" after setting your preferences so that the changes take effect.

Check the appropriate boxes under "Search Preferences" if you want to limit your standards searches to include only documents available in your subscriptions, only the most recent revision of standards, or only active standards.

Selecting "I am a Standards Expert only" limits searches to only standards content and will remove any additional applications from the home page menu, such as Browse Collections, etc.

## View your search results in Table View

Table View lets you quickly scan the search results list to find the needed document



Select whether to view All Sources (based on your selected search criteria) or only documents included in your subscriptions.

Print your search results.

Toggle between List View and Table View using the appropriate icon.

Select whether to sort by Relevance (default setting) or Publication Date.

You can translate the search results into several languages.

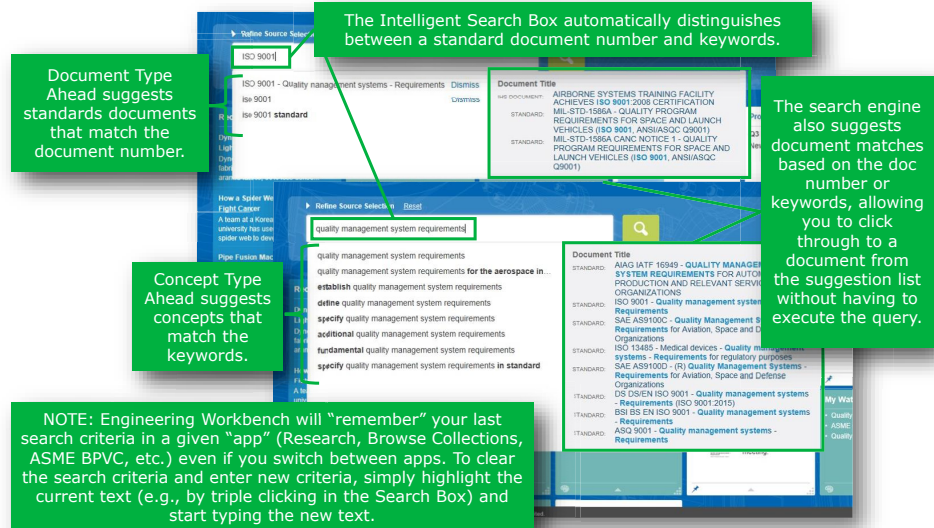
The Shopping Cart icon indicates that a document is not included in your current subscription. Click the icon to see options for obtaining access to the document.

Scroll over a search result entry to see options for viewing a Summary, and various icons for actions related to the document:

- Save to a project
- Bookmark
- Add to a Watch List

## Enter document number/keywords in the search box

Use a doc number (e.g., ISO 9001) when you know the exact document you're looking for



The Intelligent Search Box automatically distinguishes between a standard document number and keywords.

Document Type Ahead suggests standards documents that match the document number.

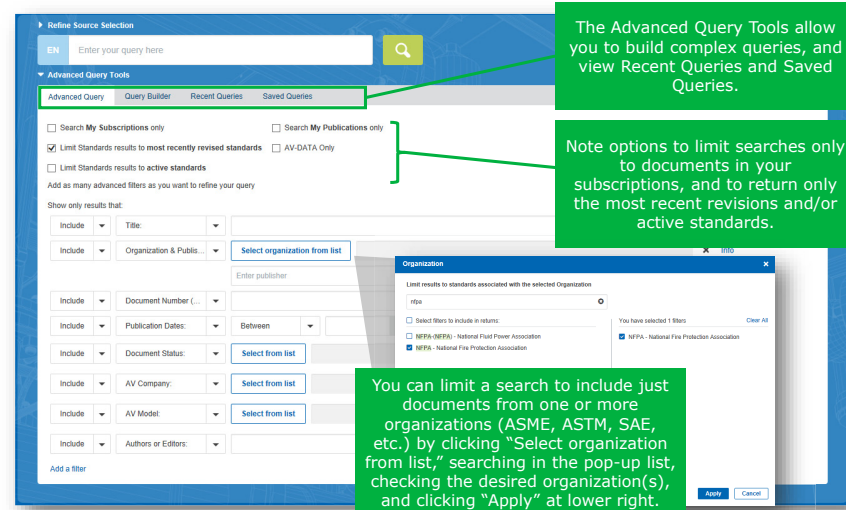
Concept Type Ahead suggests concepts that match the keywords.

The search engine also suggests document matches based on the doc number or keywords, allowing you to click through to a document from the suggestion list without having to execute the query.

NOTE: Engineering Workbench will "remember" your last search criteria in a given "app" (Research, Browse Collections, ASME BPVC, etc.) even if you switch between apps. To clear the search criteria and enter new criteria, simply highlight the current text (e.g., by triple clicking in the Search Box) and start typing the new text.

## Use Advanced Query Tools for more precise searches

You can limit your search to a specific organization, for example



The Advanced Query Tools allow you to build complex queries, and view Recent Queries and Saved Queries.

Note options to limit searches only to documents in your subscriptions, and to return only the most recent revisions and/or active standards.

You can limit a search to include just documents from one or more organizations (ASME, ASTM, SAE, etc.) by clicking "Select organization from list," searching in the pop-up list, checking the desired organization(s), and clicking "Apply" at lower right.

For more assistance with IHS Engineering Workbench, view the [Quick Start Guide](#) or contact the IHS Markit Customer Care Center of Excellence for your region:

### Americas:

Toll Free: +1 800 447 2273

Outside US/Canada: +1 303 858 6187

### Europe, Middle East, Africa:

+44 1344 328 300

### Asia Pacific:

+604 291 3600

Global Email: [CustomerCare@ihsmarkit.com](mailto:CustomerCare@ihsmarkit.com)

Chat: [www.ihsmarkit.com/CustomerCare](http://www.ihsmarkit.com/CustomerCare)

Web Page: [www.ihsmarkit.com/CustomerCare](http://www.ihsmarkit.com/CustomerCare)

## Use Document Summary to quickly review material

Bookmark, view, watch and more directly from the summary window

## Search for keywords or download a PDF

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

## View documents online in the new Document Viewer

The built-in Document Viewer allows even large documents to open instantly

## Organize your documents in My Workspaces

You can also set up Watch Lists and alerts to be notified when documents update

For more assistance with Engineering Workbench, view the [Quick Start Guide](#) or contact the IHS Markit Customer Care Center of Excellence for your region:

**Americas:**  
Toll Free: +1 800 447 2273  
Outside US/Canada: +1 303 858 6187

**Europe, Middle East, Africa:**  
+44 1344 328 300

**Asia Pacific:**  
+604 291 3600

**Global Email:** [CustomerCare@ihsmarkit.com](mailto:CustomerCare@ihsmarkit.com)  
**Chat:** [www.ihsmarkit.com/CustomerCare](http://www.ihsmarkit.com/CustomerCare)  
**Web Page:** [www.ihsmarkit.com/CustomerCare](http://www.ihsmarkit.com/CustomerCare)