Environment
Training Guide

The Environment Online Service is the definitive full text collection of legislation, guidelines and codes of practice from key issuing bodies. Professionals working on Environmental issues can access exactly what they require at the desktop, simply and quickly.

Searching in Environment is easy and the image you see is of the original document in Portable Document Format (PDF) or is produced from a high quality scan of the original source material, ensuring that the information you see is 100% accurate.

The advanced image viewer allows you to manipulate and enhance the document and full Windows functionality means that you can cut and paste into other applications (copyright permitting).

Starting Environment

Open up your Internet browser and type in the web address, **http://www.tionestop.com** Insert your user name and password, left click on **submit**, and then select the title of Environment to enter the product.

Simple Search

The next page you see is the Simple Search page. This allows you to search for words in the title of the document, the document number, organisation or ISBN number. Simply add your search term and click on the **Simple Search** button.

Advanced Search

There are a number of different searches that can be conducted within the Advanced Search option.

Search by Text

The text search enables retrieval of documents by locating words contained within the text of a document. Search terms may be entered in one of two fields. Search terms are entered by selecting a field and typing in the required search word(s) with spaces between each word in a field. In this case the spaces act as Boolean AND operators, e.g. clean air act is interpreted by the search engine as clean AND air AND act.

Search by Key Word in the Title

The title search enables retrieval of documents by locating words contained within the title of a document. Search terms may be entered by selecting the field and typing in the required word(s) with spaces between each word, where the spaces act as Boolean AND operators, e.g. regulation guideline safety is interpreted by the search engine as regulation AND guideline AND safety. Wildcard searches can be used to find documents with titles containing words matching a specified pattern.

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Search by Organisational Acronym

Enter the words required from the name of the publishing organisation, or the acronym, if known, in to the publisher field. This will ensure that the results reflect the publishing organisation that you are interested in.

New & Revised

The new or revised search enables retrieval of documents by locating documents that are new or have been updated in the current issue. Simply tick the new & revised box to conduct this search.

Wildcard Searching

Use the prefix and/or suffix * to find alternative word endings, e.g. vent * will find vent, vents, ventilation, ventilated, etc. After entering search terms on the search screen select **search** and Environment will search for matching documents. These are then displayed on the result screen. To view a document either select **i**. to view the summary of the document or select the pages icon to view the document straight away.

Saving a Search

If you wish to save a search so that you can use it again select the **save search** button at the bottom of the page. Either select **create new** to name your search or **overwrite** an existing search. You can then select **search**, the **saved searches** from the red bar at the top of the page to execute these searches at a later date.

Saving documents as favourites

If you wish to save individual documents as favourites simply tick the box beside the document number on the results page and select **save favourites** from the bottom of the page. You can then either add the document(s) to an existing folder or create a new one. You can then go directly into your favourite documents by selecting **Favourites** from the red bar at the top of the page at a later date.

Viewing Document Pages

You can access the full document from the document summary page. Select **view document**, accept the copyright message, and then **Accept** to download the file.

Printing

You can print hard copies of the document titles lists, document summaries and the document images themselves (subject to the copyright restriction). Simply select the print icon on the tool bar.

Exiting from Environment Online

Once you have viewed the documents it is important to select the **Logout** icon on the top of the page. This ensures that the licence is returned after use. If you simply use the X to close down the window, or if your connection to the Internet is lost then the licence will remain in use. Environment is set with an automatic logout if the system is inactive for more than 20 minutes, and so will return the licence after this period.

Adobe Acrobat Icon Summary

Icon	Description
	Zoom in to text or Graphic
	Fit to page width / height to current window
	Go to next page / last page
	Go to previous page / first page
	Find word within a PDF document
	Select text to copy

Helpline Numbers

If you have any problems with searching or finding documents, or if you would like to have any additional documents added while using our database then please contact our Customer Support team for free advice on 01344 404429.

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