NCWC • CNFC
NATIONAL COUNCIL OF WOMEN OF CANADA
LE CONSEIL NATIONAL DES FEMMES DU CANADA

Navigating the Policies section

Page or action · Decision · Start or finish

Start: click “Policies” in the top menu

↓

Policies page, “All” view
Policies from every category, shown together

↓

How do you want to find the policy?
By subject: take Route 1
International policy: take Route 2
By keyword: take Route 3

↓

Route 1: Browse by letter

Click a letter from A to Y
There is no K, Q, X, or Z

↓

Letter page
Shows only the policies filed under that letter

↓

How do you want to narrow the list?
By keyword: use the search tool inside the letter
By subject: click a tag, such as “Assisted Suicide” or “Auditor General”

↓

Keyword search inside the letter
Finds policies in that letter only

Route 2: ICW category

Click “ICW”

↓

ICW page
International Council of Women resolutions

↓

How do you want to narrow the list?
By keyword: use the search tool inside ICW
By period: click a tag: “ICW 1888-1979”, “ICW 2000”, or “ICW 2015”

↓

Keyword search inside ICW
Finds ICW resolutions only, not the letter categories

Route 3: Search

Where are you searching from?
The “All” view: search covers every category
Inside a letter or ICW: search covers that category only

↓

Type one or more keywords
Results show the keyword and a count, such as “34 found”

↓

Is the number of results right?
Too many: add keywords, or click a tag on a result
Too few or none: click “All” and search again, or try a different keyword
Yes: continue to the results list

↓

Results list
Each result shows a title, a short excerpt, and its tags

↓

Is the policy on this page?
Yes: click its title
No: go to the next page of results
Still not found: try another letter, or search from the “All” view

↓

Finish: policy page with the resolution number and full text

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How each area works

AREA	WHAT IT SHOWS	WHAT THE TAGS MEAN	WHAT SEARCH COVERS
All	Every policy from every category, across 5 pages	A mix of subjects and ICW periods	The whole collection
Letters A to Y	Policies filed under subject headings that start with that letter	Subject headings within that letter	That letter only
ICW	International Council of Women resolutions	Time periods, not subjects	ICW only
A tag	Only the policies with that tag, within the current category	One tag is selected	The current category

Things to know

1. **Search only covers the area you are in.** The same keyword gives different results on different pages. Searching “nuclear” from the “All” view finds 34 policies. Searching it inside the letter N finds only 6. Click “All” before searching to cover everything.
2. **One topic can be spread across several letters.** Policies are filed by subject heading, not by title. Nuclear policies appear under A (Atomic Energy), N (Nuclear), P (Pollution), R (Radiation), and M (Military Forces), as well as in ICW.
3. **ICW tags work differently.** In the letter categories, a tag is a subject. In ICW, a tag is a time period. To find an ICW policy by subject, search by keyword inside ICW.