Search ‘how to’ guide

This guide illustrates the ways you can search Informit content.

Performing a search

Informit provides three search options, which are available on the home page:

- Simple search
- Advanced search
- Browse publications.

Simple search

- Enter your term(s) in the search box, e.g. space exploration.
- Tick Full text only to search only articles with full text available.
- Tick Video only to search only media records with video available.
- Click on Search (see Fig. 1).

Fig. 1, Simple search
By default, search results are ranked in order of relevance and shown in a Brief view format.

- Use the drop-down list to Sort by relevance, Sort by newest, Sort by oldest, Sort by publication or Sort by database (see Fig. 2).
- Use the drop-down list to select Brief view, Abstract view or Record view (see Fig. 3).

Fig. 2, Sort by

Fig. 3, View
Advanced search

- Select the Advanced search tab (see Fig. 4).
- Enter your term(s) in the search box(s), e.g. space exploration.

Fig. 4, Advanced search

- Select a field from the drop-down list (see Fig. 5).

Fig. 5, Select search field
• Select the type of search term from the drop-down list (see Fig. 6):
  ○ *All terms* (default) combines terms using the AND operator
  ○ *Exact phrase* finds records with that exact phrase
  ○ *Any term* combines terms using the OR operator.

Fig. 6, Select type of term

• Select a Boolean operator—AND, OR, NOT—from the drop-down list to combine your first term(s) with a second term(s) (see Fig. 7).

Fig. 7, Select Boolean operator
• Select + ADD A ROW to add more search boxes (see Fig. 8).

![Fig. 8, Add a row](image)

- Tick Full text only to search only articles with full text available.
- Tick Video only to search only media records with video available.
- Select the type of record from the Type drop-down list (see Fig. 9).
- Select the year(s) from the Year range drop-down list. (any year - is the default.)
- Click on Search.

![Fig. 9, Select type of record](image)
Select databases

The Informit toolbar shows the number of databases included in your search.

- Rollover Searching databases to see a full list of databases being searched (see Fig. 10).

Fig. 10, List of databases being searched

The database headings link to more information about that database (see Fig. 11).

Fig. 11, Details of database
Change database selection

- Click on Change databases above the search box (see Fig. 12).

Fig. 12, Change databases

- Four options are available (see Fig. 13):
  - Select by subject
  - Select by full text database name
  - Select by database name
  - Find relevant database.
- Click on Show options.

Fig. 13, Show database options
Select by subject, full text database or database name

Click on Show options (see Fig. 13).

- Click on Select all, Select none, or select individual check boxes to select your subject area.
- Use the Expand all arrow at the right-hand side to see a full list of databases available for each subject.
- Select individual check boxes to select individual databases.
- Click on Update selection to activate your selection and return to the search screen (see Fig. 14).

Fig. 14, Update database options
Find the relevant database
If you are not sure which database(s) to select, click on Find relevant database (see Fig. 15).

- Click on Show options.
- Enter a search term in the search box.
- Click on the Search icon.

Fig. 15, Find relevant database

Results are ranked in order of hits per database (see Fig. 16).

- Click on the database name to retrieve all hits for your search in that database.
  OR
- Click on Select all or tick individual check boxes to select the database(s) you want.
- Click on Update selection to return to the search screen.

Fig. 16, Database ranking
Search tips

The search ...  Finds ...

“war and peace”  the exact phrase ‘war and peace’

law reform  both words ‘law’ and ‘reform’

law OR reform  either or both words ‘law’ or ‘reform’

law XOR reform  either words ‘law’ or ‘reform’, not both

law NOT reform  ‘law’, not both ‘law’ and ‘reform’

(science AND “tertiary education”)  ‘science’ and ‘tertiary education’ in the same record

trade*  words starting with trade [trade, tradesman, trade-related etc.]

subject:“human rights”  ‘human rights’ in a subject field

author:john smith  ‘John Smith’ in an author field

a?t  ‘act’, ‘ant’, ‘apt’, ‘art’

dra*3t; color*ful  ‘draft’ or ‘draught’; ‘colorful’ or ‘colourful’

law % reform  ‘law’ and ‘reform’ immediately adjacent in any order

law ! reform  ‘law’ and ‘reform’ immediately adjacent in this order

reform %10 law  ‘reform’ within 10 words of ‘law’ in any order

reform !10 law  ‘reform’ within 10 words of ‘law’ in this order

py:2010-2012  records with a publication year of 2010, 2011 or 2012

py:> =2008  records with a publication year of 2008 and later

py:< >2009  records without a publication year of 2009

@realise  ‘fuzzy’ variations of ‘realise’ [realise, realize, reality etc.]
Search for phrases
Enclose search in quotation marks for exact matches. For example:

- “war and peace”
- “media watch”
- “Australian Competition and Consumer Commission”.

Combine terms
- Build a search combining more than one word.
- Place brackets around search groups for effective searching, e.g. (business AND law) NOT tax.
- Use AND, OR, XOR, NOT between terms to make your search more specific:
  
  | AND | finds both terms in a record |
  | OR  | finds both or either term in a record |
  | XOR | finds either term but not both in a record |
  | NOT | finds one term but not any other in a record |

- Use symbols to replace combining words if you prefer:
  
  | + [plus symbol] | replaces AND |
  | | [pipe symbol] | replaces OR |
  | - [space hyphen] | replaces NOT |

Use truncation
- Use truncation [*] to find variations of your search term.
- The truncation symbol substitutes an unlimited number of characters:
  
  | electr* | finds electric, electricity, electron, electrolysis, electrocute etc. |
  | colo*1r | finds color or colour |
  | sul*2ur | finds sulfur or sulphur |
  | *refere* | finds preference, preferential, referee, reference etc. |

Use wildcards
- Use wildcards [?] to find variations of your search term.
- The wildcard symbol substitutes a single character.
- The wildcard and truncation symbols can be used together:
  
  | use? | finds user, used, uses |
  | wom?n | finds woman or women |
  | pro?ect* | finds project, projects, protected, protection etc. |

Use operators
- Use operators to find terms in specific order.
- Enter a space before and after the operator used:
  
  | % | finds terms next to each other in any order |
  | ! | finds terms next to each other in that order |
  | %10 | finds terms within 10 words of each other in any order |
  | !10 | finds terms within 10 words of each other in that order |
  | @ | finds terms similar in spelling to your term |
Search fields
Restrict a search to a specific field by entering a field code before the term.

- subject: searches the Subject field, e.g. subject:diabetes
- ti: searches the Title field, e.g. ti:foreign correspondent
- author: searches the Author field, e.g. author:peter ryan
- summary: searches the Abstract field, e.g. summary:engineering hydraulic
- fc: searches the full text field, e.g. fc:"native title" legislation
- type: searches the document type, e.g. type:editorial
- ib: searches the ISBN, e.g. IB:9781921401343
- eib: searches the eISBN, e.g. eIB:1423748840
- is: searches the ISSN, e.g. IS:1320-6567
- eis: searches the eISSN, e.g. eIS:1836-2206

Search date and number ranges
Use range operators to restrict a search to a range of dates or numbers in numeric fields.

- [range search] finds dates and numbers within the range, e.g. py:2009-2012
- = [equals] finds exact dates and numbers, e.g. pd:=2012
- <> [not equal to] finds all dates and numbers other than the entry, e.g. py:<>2010
- < [less than] finds dates and numbers less than the entry, e.g. vrf:<10
- <= [less than or equal to] finds dates and numbers less than or equal to the entry, e.g. py:<=2007
- > [greater than] finds dates and numbers greater than the entry, e.g. pg:>85
- >= [greater than or equal to] finds dates and numbers greater than or equal to the entry, e.g. pg:=15

If you have any questions or feedback please contact the Customer Support Team at support.informit@rmit.edu.au.