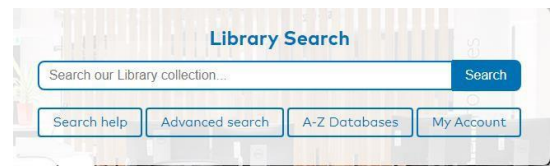



## ECU LIBRARY SEARCH Tip Sheet

ECU's Library Search provides instant access to books/ebooks, journal articles, newspaper articles, DVDs and more, through one simple search.



Search using keywords, terms and connectors to locate information and then use the menu on the left to refine your search and limit to the items you need. You can also save and share items you find to come back to later.

### SEARCH

<b>Search for a known Title</b>	<b>Book</b> – type in the name of the title and author’s surname <b>Journal</b> – type in the name of the Journal title eg. Australian Journal of Education
<b>Advanced Search</b> 	<b>Advanced Search</b> is highly recommended for a more structured search in specific fields ( <b>author, keyword, title</b> etc.). It allows you to apply a number of filters at the start of your search.
<b>“phrase searching”</b>	Use quotation marks “ ” to search for a particular term or phrase.
<b>AND, OR, NOT</b>	<b>AND</b> – joins concepts and narrows the search <b>OR</b> – use synonyms to broaden the search, including alternative or related terms <b>NOT</b> - exclude unrelated terms or topics and narrows the search
<b>Truncation</b>	<b>#</b> - represents a single character in your search term. Wom#n = Women or Woman <b>*</b> - searches for the search term and its variations: manag* = management, managed, managing
<b>Wildcard</b>	<b>?</b> - represents 0-9 characters within a single term: Colo?r = Colour, color, coloniser

### REFINE

<b>Search Results</b> 269 results in Libraries Worldwide Sort: Best Match ▼	At the top of the results screen you will see the number of results retrieved. The default sorting order is by <b>Best Match</b> , which brings items held by <b>ECU</b> to the top. Change this order using the drop-down arrow.
<b>Search Filters</b> ^ Held By Library <input type="checkbox"/> Libraries Worldwide <input checked="" type="checkbox"/> Edith Cowan University	Limit your search to items held by Edith Cowan University Library. When you select an item and view more details about it, the filters will move out of view. To return to your search results, click the <b>Back to Search Results</b> link at the top left of the screen. <i>Note: Filter options can appear or disappear as you make selections.</i>
<b>Retain Filters</b> <input checked="" type="checkbox"/> Retain Filters   <a href="#">Clear Filters</a>	There is an option (top left) to retain the filters you have already selected. This will keep the selected filters in place for further searching. To remove any filter, you can click on the ✓ in the box. Use <b>Clear Filters</b> to turn off all filters.
<b>Format</b> ^ Format All <a href="#">Article (25.7M)</a> <a href="#">Book (4.5M)</a> Show More ▼	Select the format (Article, Book, Video, etc.) you want to retrieve. <b>Show More</b> shows a full list of formats and the number of items retrieved in that particular format. You can select or remove format types as needed.

<p><b>Content Type</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Content Type</p> <p><input checked="" type="checkbox"/> Full Text</p> <p><input type="checkbox"/> Open Access</p> <p><input checked="" type="checkbox"/> Peer Reviewed (66)</p> </div>	<p>If you are only looking for <b>Journal Articles</b>, you can choose to limit to <b>Full Text</b> and <b>Peer-Reviewed</b>.</p> <p>Skip this filter if you are looking for other formats.</p>
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## RESULTS

<p><b>Item Detail</b></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> <p style="font-size: x-small;">Access Options</p> <p style="text-align: center;"> <span style="color: green;">✔ Available</span>              Edith Cowan University              Joondalup Campus Library              Main Collection              025.04 HAR  <span style="color: blue; text-decoration: underline;">2 Available at 2 Locations</span> </p> <p style="text-align: center; background-color: #0070c0; color: white; padding: 2px;">Place Hold</p> </div>	<p>Click on the <b>Title</b> of an item to reveal the Item Detail record. The record shows you how to access the item online or in the Library (blue box).</p> <p>Click the <b>Back to Search Results</b> link to return to your search.</p> <p>Click <b>View all Editions &amp; Formats</b> to see multiple copies and editions with the same title held at ECU Library and Libraries Worldwide.</p>
<p><b>View the Item / Read online</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">View full text</div> <div style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">View eBook</div> </div> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px 20px; border-radius: 3px;">Access Online</div> </div>	<p><b>Electronic items:</b> To access resources, click the blue box: <b>View full text, View eBook or Access Online</b></p>

## SAVING & SHARING

<p><b>Item Options</b></p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Cite</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Share</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Save</div> </div>	<p>Each item has a number of options: <b>Cite, Share, and Save</b>.</p>
<p><b>Cite</b></p> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; margin-right: 10px;">Cite</div> <div style="font-size: x-small;"> <a href="#" style="color: #0070c0; text-decoration: underline;">Export to EndNote</a>              Downloads a file for use in EndNote.         </div> </div>	<p>You can use <b>Cite</b> to copy and paste a reference or export to EndNote.</p> <p><b>Be sure to check the format of the reference before using it in your assignments.</b></p>
<p><b>Share</b></p> <div style="margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; display: inline-block;">Share</div> </div>	<p><b>Link</b> provides you with a stable URL that will bring you back to this item.</p> <p>Alternatively, you can choose to <b>Email</b> details of the item (including a link) to yourself, or someone else.</p>
<p><b>Save</b></p> <div style="margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; margin-right: 10px;">★ Saved</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; display: inline-block;">★ Saved Items (1)</div> </div>	<p>You can save multiple items by selecting <b>Save</b> – when the star turns blue it is saved to <b>Saved Items</b> (top right). These items will only be saved for the browser session.</p>
<p><b>Saved Items / Sign In</b></p> <div style="margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; display: inline-block; margin-right: 10px;">+ Create List</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; display: inline-block;">✉ Email</div> </div> <div style="margin-top: 10px; font-size: x-small;"> <ul style="list-style-type: none"> <li>My Account</li> <li>My ILL Requests <span style="font-size: x-small;">↗</span></li> <li>Import My Lists</li> <li>My Personal Lists</li> <li>My Saved Searches</li> <li>My Communication</li> <li>Preferences</li> <li>Sign Out</li> </ul> </div>	<p>To save items permanently click on <b>Saved Items</b> in the top right-hand corner. You can email the item details to yourself.</p> <p>If you <b>Sign In</b> using your ECU Login ID, you can use the <b>Create List</b> feature to organise your saved items in list. You can access lists from the drop-down arrow next to your name - select <b>My Personal Lists</b>.</p> <p>You can export multiple references to EndNote from your My Items list.</p>