

ECU WORLDSEARCH Tip Sheet




ECU WORLDSEARCH provides instant access to books, journal articles, newspaper articles, DVDs, eBooks 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


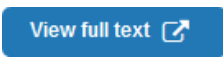
<p>Advanced Search</p> 	<p>Advanced Search is highly recommended for a more structured search in specific fields (author, keyword, title etc.). It allows you to apply a number of filters at the start of your search.</p>
<p>“phrase searching”</p>	<p>Use quotation marks “ ” to search for a particular term or phrase.</p>
<p>AND, OR, NOT</p>	<p>AND – joins concepts and narrows the search OR – use synonyms to broaden the search, including alternative or related terms NOT - exclude unrelated terms or topics and narrows the search</p>
<p>Truncation</p>	<p># - represents a single character at the end of your search term: Map# = map or maps * - searches for the search term and its variations: Manag* = management, managed, managing</p>
<p>Wildcard</p>	<p>? - represents 0-9 characters within a single term: Organi?ation = organisation, organization</p>

REFINE





<p>Search Results 1,810,682 results in Libraries Worldwide</p> <p>Sorted by: <input type="text" value="Library"/></p>	<p>At the top of the results screen you will see the number of results retrieved. The default sorting order is by Library which brings items held by ECU to the top. You can change this order from the drop down arrow.</p>
<p>Search Filters</p> <p>Selected Filters Edith Cowan University</p> <p>Library</p> <p><input type="checkbox"/> Libraries Worldwide <input checked="" type="checkbox"/> Edith Cowan University</p>	<p>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 retrieve the filters, click the view filters link from the top left of the screen.</p> <p>Note: Filter options can appear or disappear as you make selections.</p>
<p>Selected Filters</p> <p><input checked="" type="checkbox"/> Keep selections for next search:</p> <p><input type="text" value="x Edith Cowan University"/></p> <p>Reset</p>	<p>There is an option to save the filters you have already selected. This will keep the selected filters on for further searching.</p> <p>To remove any filter you can click on the x in the box. Use reset to turn off all filters.</p>
<p>Content</p>	<p>If you are only looking for Journal Articles, you can choose to limit to Full Text Online and Peer-Reviewed. Skip this filter if you are looking for other formats.</p>

Format	Select the format (Journal, Book, Video, etc.) you want to retrieve. Show More shows a full list of formats and the number of items in that particular format. You can add or remove format types as needed.
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RESULTS

Item Detail	Click on the Title of an item to reveal an Item Detail panel. This panel shows you how to access the item online or in the Library. Close this panel by clicking the cross in the top right. Click View all editions & Formats to see multiple copies and editions with the same title held at ECU Library and Libraries Worldwide.
View the Item / Read online  	Electronic items: To access an eBook click on View Ebook , for a journal article click on View full text .

SAVING & SHARING

Item Options. 	Each item has a number of options: Cite, Link, Email and Save .
Cite  Export to EndNote <small>Downloads a file for use in EndNote.</small>	You can use Cite to copy and paste a reference or export to EndNote. Be sure to check the format of the reference before using it in your assignments.
Link or Email 	Link provides you with a stable URL that will bring you back to this item. Alternatively you can choose to Email details of the item (including a link) to yourself, or someone else.
Save 	You can save multiple items by selecting Save – when the star turns blue it is saved to My Items . These items will only be saved for the browser session.
My Items and My Lists	To save items permanently click on My Items in the top right-hand corner. You can email the item details to yourself or Sign In using your ECU Login ID. You can use the Create List feature to organise your saved items in a number of lists. You can access these lists from the drop down arrow next to your name. Select My Personal Lists . You can export multiple references to EndNote from your My Items list.