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).
Advanced search

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

![Advanced search interface with search terms highlighted](image)

Fig. 4, Advanced search

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

![Advanced search interface with search field selection highlighted](image)

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**

• 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**
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](image)

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

![Fig. 11, Details of database](image)
Change database selection

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

![Image of Change databases]

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.

![Image of Show database 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).

![Choose databases interface](image)

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.

![Find Relevant Database](image1.png)

**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. **\( \text{OR} \)**
- 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.

![Choose databases](image2.png)

**Fig. 16, Database ranking**
## Search tips

<table>
<thead>
<tr>
<th>The search ...</th>
<th>Finds ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>“war and peace”</td>
<td>the exact phrase ‘war and peace’</td>
</tr>
<tr>
<td>law reform</td>
<td>both words ‘law’ and ‘reform’</td>
</tr>
<tr>
<td>law OR reform</td>
<td>either or both words ‘law’ or ‘reform’</td>
</tr>
<tr>
<td>law XOR reform</td>
<td>either words ‘law’ or ‘reform’, not both</td>
</tr>
<tr>
<td>law NOT reform</td>
<td>‘law’, not both ‘law’ and ‘reform’</td>
</tr>
<tr>
<td>(science AND “tertiary education”)</td>
<td>‘science’ and ‘tertiary education’ in the same record</td>
</tr>
<tr>
<td>trade*</td>
<td>words starting with trade [trade, tradesman, trade-related etc.]</td>
</tr>
<tr>
<td>subject:“human rights”</td>
<td>‘human rights’ in a subject field</td>
</tr>
<tr>
<td>author:john smith</td>
<td>‘John Smith’ in an author field</td>
</tr>
<tr>
<td>a?t</td>
<td>‘act’, ‘ant’, ‘apt’, ‘art’</td>
</tr>
<tr>
<td>dra<em>3t; colo</em>rful</td>
<td>‘draft’ or ‘draught’; ‘colorful’ or ‘colourful’</td>
</tr>
<tr>
<td>law % reform</td>
<td>‘law’ and ‘reform’ immediately adjacent in any order</td>
</tr>
<tr>
<td>law ! reform</td>
<td>‘law’ and ‘reform’ immediately adjacent in this order</td>
</tr>
<tr>
<td>reform %10 law</td>
<td>‘reform’ within 10 words of ‘law’ in any order</td>
</tr>
<tr>
<td>reform !10 law</td>
<td>‘reform’ within 10 words of ‘law’ in this order</td>
</tr>
<tr>
<td>py:2010-2012</td>
<td>records with a publication year of 2010, 2011 or 2012</td>
</tr>
<tr>
<td>py:&gt;=2008</td>
<td>records with a publication year of 2008 and later</td>
</tr>
<tr>
<td>py:&lt;2009</td>
<td>records without a publication year of 2009</td>
</tr>
<tr>
<td>@realise</td>
<td>‘fuzzy’ variations of ‘realise’ [realise, realize, reality etc.]</td>
</tr>
</tbody>
</table>
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
- elb: searches the eISBN, e.g. elB: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.