



Informit is the premier source of core research from Australia, New Zealand and the Asia Pacific region's leading publishers and associations.

### Databases are grouped in collections

**APAFT** (formerly known as Australian Public Affairs Full Text) is a collection of around 500 journals covering Australia's political, economic and social affairs.

### Business Collection

Provides full text access to content from a range of resources that covers a wide variety of business fields.

### Humanities & Social Sciences Collection

Provides full text access to content from a broad subject coverage. In particular, Aboriginal and indigenous studies, arts, history, law, literary studies, media, political science and sociology.

## Getting Started (on campus or off campus)

Access to the Learning Resource Centre's electronic resources is available via the LRC homepage <http://library.angliss.edu.au/> - 'Find Information' link.

To search Informit, select 'Databases', then click the icon.



At the default search page it will be set to search over the **six databases**, but you can change this by selecting '**CHANGE DATABASES**'. This will enable you to choose from a list that is defined by **subject** or **database name**. **Find Relevant Database** will assist you to find a relevant database depending on the search terms that you enter.

## Searching (Simple Search)

At this screen you can also choose to perform a '**Simple Search**'. The **Search query** box allows you to enter your search terms. By default, the **Full Text only** option is pre-selected (Full Text means you will retrieve complete articles and not abstracts).

The screenshot shows the Informit search interface. At the top, there are navigation links: 'Searching: 5 Databases', 'MY SEARCH HISTORY', 'MANAGE MY ALERTS', 'William Angliss Institute', 'HELP', and 'LOGOUT'. Below this is the Informit logo and three main search options: 'Simple Search' (circled in red), 'Advanced Search', and 'Browse Publications'. Underneath, there is a search query box and a 'Limit Search' section with a checked checkbox for 'Full text only'. A 'CHANGE DATABASES' link is circled in blue. A dropdown menu is open, showing options: 'Select by Subject', 'Select by Full Text Database name', 'Select by Database name', and 'Find Relevant Database'. At the bottom right, there is a 'Search' button with a magnifying glass icon and a 'CLEAR SEARCH' button. At the bottom of the dropdown menu, there are 'CANCEL' and 'Update Selection' buttons.

## Searching (Advanced Search)

Selecting **Advanced Search** provides more options in order to construct your search.

Combining your search terms by using **AND OR NOT**

Searching in different fields i.e. **author** or **source title**

Refining your results to a **year range** or **type of content** such as journal or book

## Searching (Browse Publications)

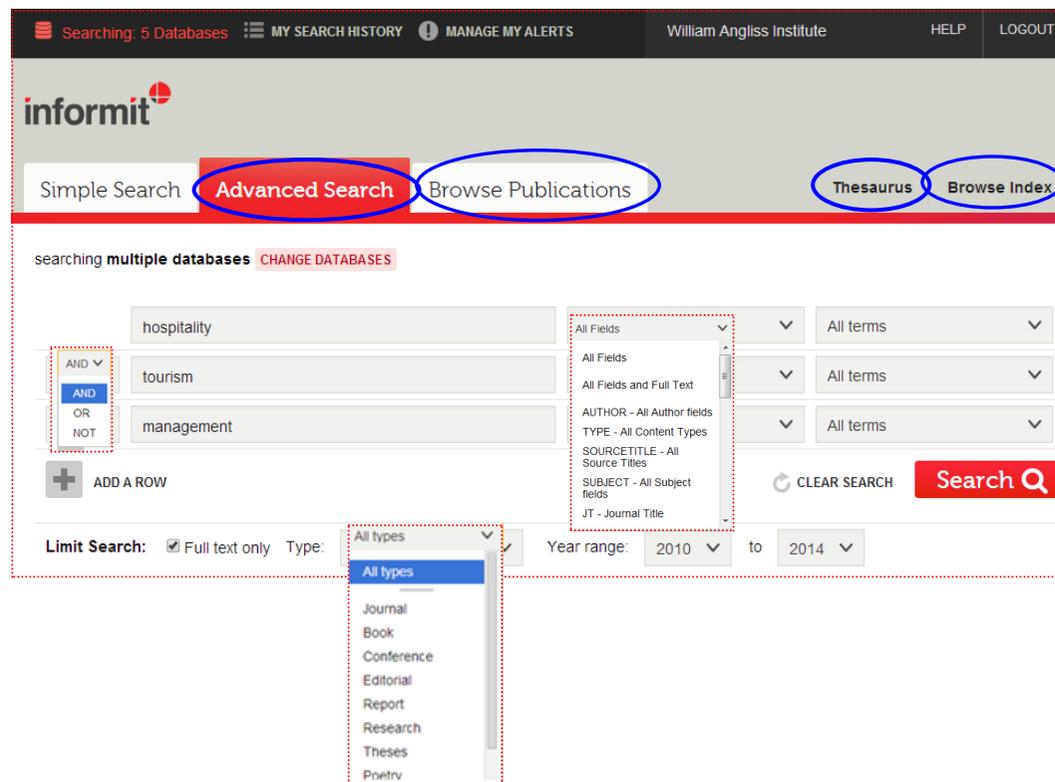
Selecting **Browse Publications** allows you to browse all of the publications which are available within the Informit databases. It enables you to search within a publication and gives you information as to whether the source is peer reviewed, full text or abstract only.

## Browse Thesaurus

Browsing the thesaurus allows you to search for and select subject terms used within the selected database for searching.

## Browse Index

The Browse Index enables you to locate terms found in specific fields.



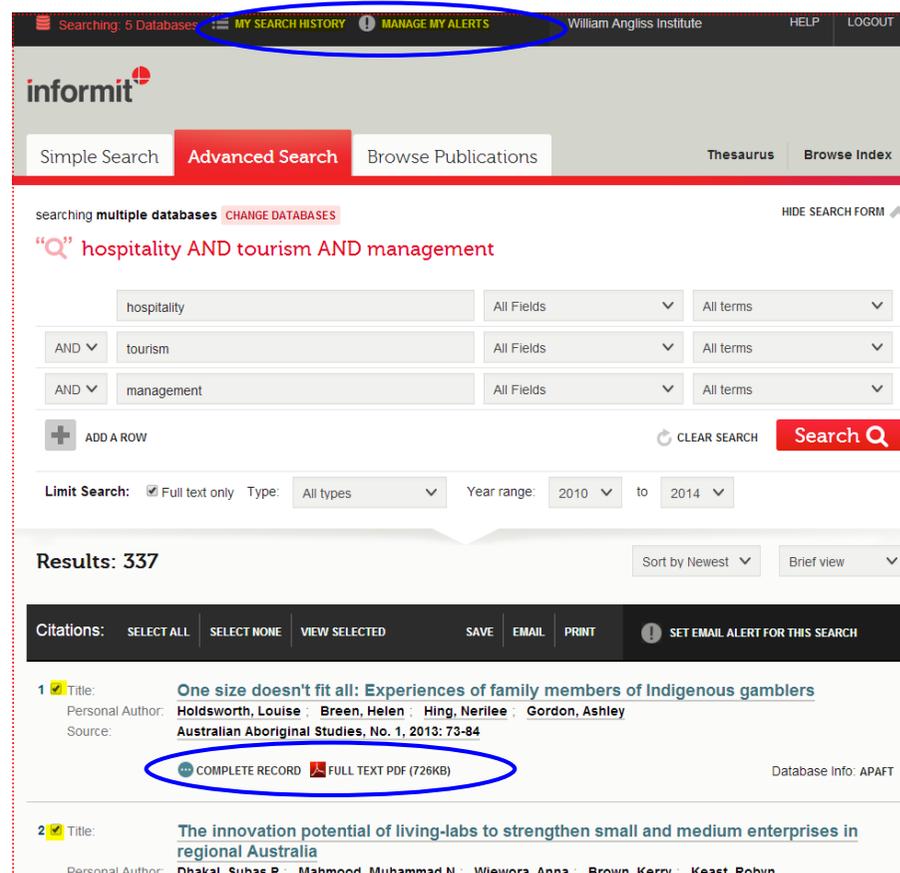
## Search Results

**Complete record** retrieves an abstract and referencing information. To access the full text article, select the **Full Text PDF** icon.

From the results screen you can also select the articles you wish to **Save (including export to EndNote), Email or Print** by **checking the box** to the left of the article title. Alternatively you can save/email/print once you have selected the **Full Text PDF** icon.

## Search History and Alerts

After you have run a search you have the option to manage your search history and alerts. You can save your search history to retrieve it at a later date. These options require an email address.



## Cite

To retrieve the citation for your article select the **Full Text PDF** icon, Once the record is opened, the citation appears on top of the article. The citation can be copied and will require editing so that it adheres to WAI's referencing guidelines (APA 6th style).