

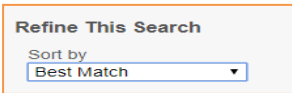

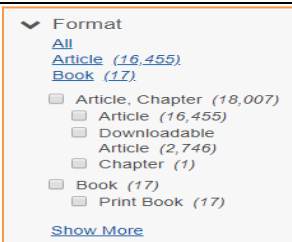
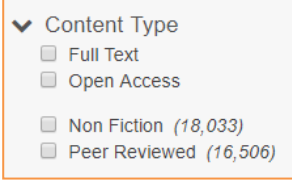
VGU OneSearch Tips

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

SEARCHING

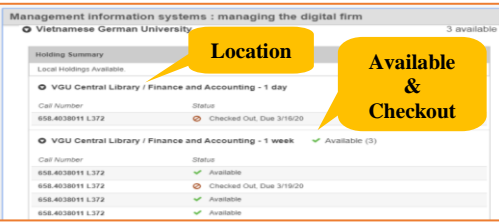
“phrase searching”	Use quotation marks “ ” to search for the exact search term
AND, OR, NOT	AND – joins concepts and narrows the search OR – use synonyms to broaden the search, including alternative or related terms NOT - exclude unrelated terms or topics and narrows the search
Truncation	# - represents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

LIMITATION FOR SEARCH RESULTS


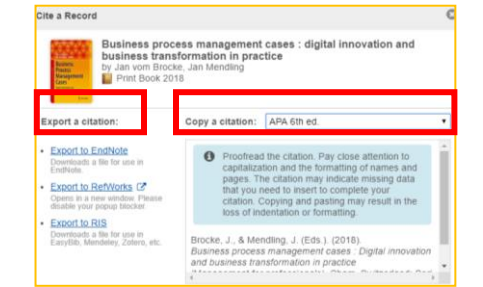
Sort results		Results can be sorted by many options. The default is Best Match (or most relevant) .
Filter libraries		Limit your search to items held by VGU only.
Format		Select the format (Journal, Book, Video, etc.) or All you want to retrieve.
Content		If you are looking for only Journal Articles , you can choose to limit to Full Text and Peer-Reviewed . Or: Limit to Open Access to find more free journal articles
Databases		The default setting is to search across All Databases (ejournals/ebooks) . This will retrieve the most results. You can also select specific databases in Advanced Search
Author		Use this filter to search for specific authors.

Year	Narrow your search to the most recent publications - Last 5 Years, Last 10 Years, Last 25 Years or enter a date range.
Language	Filter your results to your language of choice.
Subject	Choose the specific subject to filter your search result.

ACCESS

<p>Item Detail</p> 	<ul style="list-style-type: none"> • Click on the title to view detailed description for the item. • Check No. of copies of books; availability; location • View all editions and formats
<p>View full text/ Access journal</p>	<p>If an item is electronic, such as a journal article, eBook or video, click View full text/ Access journal to be taken to the item. Provide the accounts where requested (eg. EBSCO database)</p>

CITE-SAVE-SHARE

<p>Useful tools</p> 	<p>Each item has a number of useful tools: Cite, Link, Email and Save.</p>
<p>Cite</p> 	<p>Cite allows to:</p> <ul style="list-style-type: none"> • Copy a citation by selecting the suitable referencing style (eg. APA) • Or: Export a citation by selecting the suitable citation software (eg. Zotero, EndNote)
<p>Link or Email</p>	<p>Link/Email to provide users a stable link to the item for saving or sharing</p>
<p>Save</p>	<p>Select one or more items to save in My items for reference later</p>
<p>My Items</p>	<p>My items include saved items which allow us to create lists, email, cite, move or delete them.</p>