

Searching for items in the ePrints Repository

The design of the Repository allows you to browse, or conduct a broad search, within broad categories of records. You may also define search criteria and conduct a directed search for specific items using the Quick Search or Advanced Search functions.

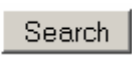
Browsing the Repository

The Quick Search option will automatically search both the metadata records and full text indexes. The Advanced Search provides the ability to select a metadata only or a full text only search.

Quick Search

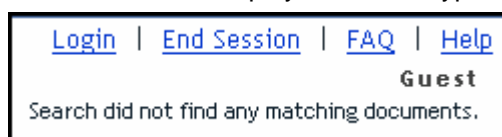
The Quick Search function enables you to retrieve items that match key words or phrases.

To perform a quick search:

- 1 Enter a key search term in the text box.
- 2 Click the  button to perform the search.

Results matching your search criteria will display in Table View format. If you wish to further narrow your search by modifying the criteria used, click on the [Refine](#) link at the top right of the results table that displays. Refer to the *Boolean Operators* section below for instructions on using Boolean Operators to modify search criteria.

If no items are found to match your search terms, a message advising that the search was unsuccessful will display below the hyperlinks at the top right of the screen:



Advanced Search

The Advanced Search function enables you retrieve specific items by selecting and manipulating search criteria combinations. More information on the Advanced Search can be found by selecting the [Help](#) button in Advanced Search window.

To perform an Advanced Search:

- 1 Click on the **Advanced Searching** link.
- 2 Use the drop-down menu to select the collection [Research Collections \(UMER\)](#)

If you do not wish to restrict your search to a specific collection, select *All*.

Search in fields

- 3 Select appropriate combinations from the available field types and modifiers to specify your search criteria.

You must select a collection and nominate at least one key word or phrase before conducting your search.

| Field | Action | Comment |
|---|---|--|
| Field type | Select from the drop-down menu the type of field within which you wish to search. | If you do not wish to restrict your search to a specific field type, select <i>All fields</i> . |
| Key word/s | Enter a key search term in the free-text field to the right of the drop-down menu. | The key word field is not case sensitive. |
| Keyword combination modifiers (Boolean Operators) | Select modifiers from the drop-down menus on the right to expand or restrict your search based on search term | Boolean Operators define the relationships between words or groups of words, allowing you to focus a search. |

| | | |
|--|---|---|
| | combinations. Refer to the <i>Boolean Operators</i> section below for instructions on using Boolean Operators to modify search criteria. | They are particularly useful when your topic contains elements of multiple subjects and you need to connect various pieces of information to find specific records. |
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Media type

- Use the drop-down menu to select the media type category within which you wish to search. Available options include: Text, Image, Audio and Video. When you select a Media Type in this field, the system will pre-select File Formats to match the specified media type. This field is not compulsory.

File format




- Select the appropriate format code in the list of values to specify the format of the item for which you wish to search.
Use the arrows or scroll bar to browse the list of codes, then click on the required code to highlight it. Hold down the **Control** key as you click to select multiple codes. If you have specified a Media Type you will not need to select a File Format, as matching formats will be automatically selected.
This field is not compulsory.
- Click the **Go** button to perform the search.
Results matching your search criteria will display in Table View format. If you wish to further narrow your search by modifying the criteria used, click on the [Refine](#) link at the top right of the results table that displays.
If no items are found to match your search terms, a message advising that the search was unsuccessful will display below the hyperlinks at the top right of the screen.

To refine a search:

- Click on the [Refine](#) link above the Sort By menu at the top right of the page.
A window will display, including a summary of the search criteria last employed and search refinement options.
- Select *And*, *Or*, or *Without* to determine the way in which your new search term should be combined with the previous term/s.
- From the Search in field drop-down menu, select the type of field within which you would like to search.
- In the Search Text field, enter your additional search term/s, then click the [Refine](#) button.
The results will display in the format last selected for viewing. By default, the first set of results returned for a search will display in Table View format. If another view option is selected, this option will be retained for future search results.

Accessing previous search results

The repository automatically saves a summary record of each search conducted during an active session. These can be accessed by clicking on the [Previous Searches](#) link at the top left of the main page.

- Click on the **Delete** icon  to delete a Previous Search summary.
- To view the results of a Previous Search, click on the **View** icon .
- To save a Previous Search summary, click on the **Save** icon .

The search summary record will be saved to your My Stuff library for later reference and application. You must be logged in to save search records to My Stuff.

Note that previous search records not saved to My Stuff will not be available in subsequent web sessions.

Guide to using Boolean Operators

When conducting or refining a search in the Repository, you may use the modifiers listed to specify your search criteria.

- AND narrows a search by combining terms; the system will retrieve items that use both the search terms specified.
- OR broadens a search to include results that contain either of the search terms specified. This is a good modifier to use when there are several common spellings or synonyms of a word.
- WITHOUT will narrow a search by excluding certain search terms. The system will retrieve items that contain the first search term entered, but not the second.

Viewing search results

What the icons mean:

Objects



PDF document



HTML web page



JPEG 2000 image file



Video



Restricted item – You have to log in to open a restricted item. When you have logged in successfully the padlock will no longer display

Actions



Save a metadata file



Send an email version of the metadata file



Add to my stuff



Indicates that a record has been added to my stuff



View statistics for this item