All Sabinet’s Reference databases are searchable on the Sabinet Reference platform. The databases have been grouped into the following broad categories:

• Combined Library Catalogues
  WorldCat; SACat; SANB

• SA Citations
  SA and African Electronic Journals (SA ePublications); ArchUP; Centre for Rural Legal Studies; Cloverdex; The Concrete Institute; Forestry; Index to South African Periodicals (ISAP); Kovsidex; Mintek; PlanUP; SAGEOLIT

• SA Cat Plus
  SACat; SANB; African Digital Repository; Current & Completed Research; Subsidie

• SA News
  SA Media; SAPA

• Theses & Dissertations
  African Digital Repository; Current & Completed Research; Networked Digital Library of Theses and Dissertations (NDLTD)

• Journal Articles
  SA and African Electronic Journals (SA ePublications); African Journal Archive; Index to South African Periodicals (ISAP)

• FirstSearch
  ArchiveGrid (IP); ArchiveGrid (Login); ArticleFirst; CAMIO; ClasePeriodica; Electronic Books; Electronic Collections Online; ERIC; GPO Monthly Catalog; MEDLINE; OAIster; PapersFirst; ProceedingsFirst; WorldCat Dissertations and Theses

• Open Access Content
  Open Access Journal Collection; African Journal Archive; African Digital Repository

• African Studies Collection
  SA and African Electronic Journals (SA ePublications); Index to South African Periodicals (ISAP); African Journal Archive; SA Media; SACat; SANB; Current & Completed Research; African Digital Repository; Centre for Rural Legal Studies; Sabinet Law

• Tenders

1. RECOMMENDED BROWSERS
We suggest that you use one of the following for optimal use of this platform:

- IE (Not earlier than IE 9)
- FireFox (Not earlier than FireFox 20)
- Google Chrome (Not earlier than Chrome 20)
- Safari (Not earlier than Safari 6)
2. HOW TO ACCESS
i) To bookmark the new page, use the following URL: http://reference.sabinet.co.za.

ii) Go to the Sabinet Home page at: www.sabinet.co.za. From here the following options will allow direct access to the system:
Under the IP Authentication Access to heading: Click on Sabinet Reference. This will allow seamless access to the system. Select the database from the Search Menu to start your IP session or click on Login, and then on the Login using IP button. If you do not have IP Authentication click on Login and enter your User ID and Password. Please note User IDs and Passwords are case sensitive.

OR

iii) Under the User ID & Password Access heading: Click on the grey Reference Platform tab and enter your User ID and Password, which will take you to the Reference Platform.

3. SELECTING A DATABASE
i) Search an individual database on the Sabinet Reference platform:

- Click on the database group name on the right-hand side of your screen and choose the specific database that you want to search. You can also click on the Search all these databases (if available) which will do a search over all the databases in the group. If you have IP authentication the search screen will automatically open. If you use an ID and Password it will take you through to a Login screen where you have to login, OR

- Hover over the Search tab, which forms part of the top menu bar. The reference databases you subscribe to will display in blue. Click on the database that you want to search. This will take you to that particular database’s search screen.

ii) Search over more than one or all databases:
You can search over all or over a selection of the databases by clicking on Search All. The Search All form is made up of two parts: the database selection form on which all your subscribed databases are ticked as default and on which allows you to select the databases you wish to search over and the search form.

4. THE SEARCH SCREEN
Once a database is selected, a search screen automatically appears. Each database’s search screen has all or some of the following elements:

- Keywords Search fields: These two fields allow for Exact Word or Exact Phrase searching if needed. You can type in as many Keywords as required into these fields.

- Boolean Searching (AND, OR, NOT): This is possible within the Keywords search fields or by making use of the dropdown list. Note that there is no need to type the Boolean AND because the system defaults to it. Also note that you must type the AND, OR and NOT, in capital letters for them to be recognised as Boolean Operators within your search string.
• **Searching specific parts of a document:**
  
  o All search fields situated directly below the Keywords search fields at the bottom left of the screen are specific fields within a document, which can be used to refine your search. For example, you can choose to search just for your search terms in the **Title** field of a document.
  
  o To search for an exact word/phrase in these fields, use double inverted quotes (" ").
  
  o Date limits are also situated directly under the Keywords search fields at the bottom right of each search screen, and can also be used to further limit your search results. Below is an example of what a typical search screen looks like:

![Search Screen Example](image)

**SEARCHING**

When performing a search within any of the databases, it is important to choose your keywords correctly.

When searching the **SA ePublications** collection, it is important to remember that the entire full-text of the documents is searchable. Some of the documents are very large. Thus it is important to search wisely when using keywords. If possible, it is recommended that you use the correct search strategy like Exact Word/Phrase searching, Boolean operators, dates
etc. The keywords, dates and numbers that you use will determine the accuracy of the information that you receive. Always think of synonyms as well.

- **Keywords**: this option allows you to find keywords mentioned in any part of a document, e.g. the full text of the document (if present) or the title of the document, etc.
  - If for example you are looking for information on the SKA project currently underway in the Karoo region, you could search with the following terms: ska astronomy.
  - Keyword searching will locate any type of information that is typed in the Keywords search box, e.g. journal title, author affiliation, etc.
- **Exact Word/Phrase**: this option is available on the right hand side of the keyword search boxes. This allows you to search for the exact version of a word, producing search results that contain only that form of a word or if you enter more than one word, find words typed in the exact order in your results.
  - Please note that the double inverted commas (" ") can also be used for this purpose. You can check the Exact Word/Phrase box or enter the double inverted commas.
  - Note that you can also use two sets of double inverted commas in one search string. For example, if you are searching for an article by a specific author in the SA ePublications collection, you can type in the keywords search field, the following search string: "francis galloway" "book history".
  - Searching by exact word or phrase will result in fewer but more applicable results.
- **Boolean searching**: this option allows you to combine words and/or numbers.
  - **AND**: This is the system default, meaning that in your search strings in the keywords fields you do not have to type the word out. For example if you are looking for environment AND tourism you can just type in the words environment tourism in the search field. The system will look for the documents which contain both these words.
  - **OR**: If you type in or select the word OR, you will get results with either one of the search terms or numbers.
  - **NOT**: This will exclude certain keywords or numbers totally from your search. For example labour relations NOT unions.
    - **NOTE**: when using OR / NOT, the OR or the NOT should be typed in UPPERCASE.
- **Proximity**: use the ~ to search for words within a certain proximity of each other. If you type "mining water"~4, or "mining water" ~ 4, or "mining water" ~4 or "mining water"~ 4 in the title field, the results will show articles with titles where these words appear either directly next to one another, or with one, two, three or a maximum of 4 words in between.
- **Truncation**: Truncation of words is possible by making use of the * at the end of a word, to replace any number of characters, e.g. communicat*
  - **NOTE**: All functionality associated with Proximity searching, Truncation and Exact Word/Phrase searching is only available on specific databases (not on WorldCat, SACat, SANB or the FirstSearch databases).
• **Searching specific parts of a document:** All search fields situated directly below the keywords search fields, (on the left of the search screens) represent specific fields within a document that can be searched. These vary per database. For example you can choose to search for words appearing only in the title field of a document; author name; etc. To search for an exact word/phrase in these fields, use double inverted quotes (" ").

• **Dates:** Restricting your search by dates can be very valuable for obtaining the correct information.
  - The various databases have different date limits available depending on the content.

• **Search button:** This is located at the top and bottom right of the search screen. This is the final step of your search. When you click on this Search button, or press Enter, the system will display the results if the information was found in the database.

• **New Search button:** This is located at the top left of the search screen. This will clear or reset the entire search screen, providing you with a new blank search screen.

**TITLE SEARCH**

Please note that your results will differ substantially should you search by making use of the Title field. Depending on the database, you can search within the article title or publication title. When using the keyword search it will provide results from within the full text of documents (if present). However, when using the title search it will only provide you with the documents which have the search term/s in the title. Therefore if you are looking for a specific article or book please use the title field to find more accurate results. To search for an exact word/phrase in this field, use double inverted quotes (" ").

**SEARCH OVER ALL DATABASES**

To perform a search over all the databases in Sabinet Reference:

• Click on the Search All option in the top menu bar
Click on the **Search Form** tab at the bottom of the page to search over all the selected databases or remove the tick marks to select the databases you would like to search.

### 5. SEARCH RESULTS

The following is an example of a screen that displays results from the Current & Completed Research database:

Search results are initially displayed in a listed / brief format. All the results will be displayed in groups of ten (10) on the screen. The following elements appear on this results screen:

Just above the first result on your screen, you will have the following options:

- **Click on Refine Your Search** (this will take you back to the search screen displaying your current search).
- **Click on Start New Search** to go to a clean search screen where you can perform a new search.
- The number of results found.

To assist you in finding more complete results, other elements on this screen include:
When searching any database, and you would like to send a selection of results by email, the Email Results List at the top right of the results page is available to allow for a customised range of record numbers to be emailed.

**Sort my results by:** on the right hand side of this screen. This will allow you to sort the documents in your results according to various criteria, e.g. Titles (A-Z).

**Filter using Facets:** Look towards the right of the results screen for these facets/filters/limits. Facets are helpful for reducing the number of results which a search produces. It displays grouped information that you can filter or drill down into, to refine or narrow your search. Once you have clicked on a filter, the number of your results will be reduced.

Click on the red title of a document from your result list to view the full record of that item.

On the full display you will see the metadata of the document. If the PDF version of the full text is available you can select this on the right hand side of the screen under View the Article.

You will also see related documents on the right. These will be valuable documents from other databases relating to your original search. These are split into Related Reference Content and Related Legal Content and Related News Articles.

The following functions can be found at the top of the record:

- The **Persistent Link** provides a link that will always revert to the specific record.
- The option to **Export** the metadata to Refworks, EndNote or CSV.
- An **RSS feed** can be set up for a specific publication (SA ePublications only).

The following useful functions can be found on the right-hand side of the screen:

- **Return to Search / Results Page:**

  When you want to return to your search results you can click on the function which displays for example as Return to Current & Completed Research Results. This function will automatically take you to your search results. Click on either Refine Your Search or Start New Search at the top of the results page and the search form will open. You can then refine your search or perform a new search.

- **Add this item to My Action List:**

  A record can be added to your My Action List in two ways.

  - By clicking on the icon \[\] next to the brief results.
  - By clicking on the Add this Item to My Action List button next to the full display.
When clicking on either of these options your record will automatically be added to your My Action List. You will then be able to print, e-mail or delete this document from My Action List. The My Action List menu option is at the bottom right hand side of the screen. The number in brackets (next to your My Action List) will indicate the number of records that you have placed in your My Action List. Should you wish to remove a record from My Action List you can click on the Remove this item from My Action List icon, when viewing the brief results. You can also remove it directly from My Action List.

Please note:

- The My Action List will remain the same when you move from one database search to the next unless changed by you.
- The My Action List will be deleted when you end your session.

Printing Records:
Add a document from your result list to the My Action List. Open the My Action List and click on the printer icon next to the record, this will print the record for that document. Or you can click on the print icon below which will print a summary of all your documents in your My Action List. If a PDF is available you can open the PDF and print from the PDF reader.

E-mailing Records:
Add a record from your result list to your My Action List. From your My Action List, click on the e-mail icon next to your document and e-mail that record. You can e-mail all the documents in your My Action List by clicking on the e-mail icon at the bottom of your My Action List. It is possible to send up to 100 PDF journal articles simultaneously for results found in the SA ePublications database.

When searching any database, and you would like to send a selection of results by email, the ‘Email Results List’ at the top right of the results page is available to allow for a customised range of record numbers to be emailed.

Go to the next record:
When viewing the full record and you want to view the next record of your results without returning to your original results, you can make use of the function which displays for example as "Record 2 of 10". Use the arrows next to the record number information to move to the next record or back to the previous record.

6. mySabinet

By creating your own mySabinet profile, it will enable you to have access to additional functionality such as creating and managing your own lists, accessing your search history and saving selected searches. It is not necessary to create a new profile if you have an existing one for the Sabinet Legal platform.

Should you need any assistance or should you need training please contact Client Services, tel: +27 12 643 9500 or email: info@sabinet.co.za