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 ePublications; ArchUP; Centre for Rural Legal Studies; Cloverdex; Cement & Concrete; Forestry; 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 ePublications; ISAP

- **FirstSearch**  
  Archive Grid; ArticleFirst; CAMIO; ClasePeriodica; Electronic Books; Electronic Collections Online; ERIC; GPO Monthly Catalog; MEDLINE; OAIster; PapersFirst; ProceedingsFirst; The World Almanac; WorldCat Dissertations and Theses

- **Tenders**

**1. RECOMMENDED BROWSERS**

We suggest that you use one of the following for optimal use of this platform:

- IE 7+ (we however recommend IE 8+)
- FireFox 3.6+ (we however recommend FireFox 4+)
- Google Chrome (latest version)

**2. HOW TO ACCESS**

i) To bookmark the new page, use the following URL: [http://reference.sabinet.co.za](http://reference.sabinet.co.za).

ii) Go to the Sabinet Home page at: [www.sabinet.co.za](http://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 **NEW Sabinet Reference**. This will allow seamless access to the system. Select the product 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 PRODUCT**

i) Search an individual product on the Sabinet Reference platform:

- Click on the product 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 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 products 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 and the search form, which allows you to select the databases you wish to search over (of which all are selected as the default).

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 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**:
  - 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.
  - Date limits are also situated 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 a typical search screen:
5. KEYWORD 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 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 category of information that is typed in the Keywords search box, e.g. journal title, author affiliation, etc.

- **Exact Phrase:** this option is available on the right hand side of the keyword search boxes. This allows you to find words typed in that exact order in your results.
  - The double inverted commas (" ") can also be used for this purpose. You would either use the Exact Phrase checkbox or 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 phrase will result in fewer but more applicable results, for example, when searching in WorldCat or SACat, you can type in the title of the book you are looking for.

- **Boolean searching:** this option allows you to combine words in specific ways.
  - **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.
  - **NOT:** This will exclude certain keywords 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. For example if you type "meat tenderness" ~ 4 in the title field, the results will show articles with titles where these words appear within 4 words of one another.
  - **Truncation:** The system allows you to search for all variations of the same word by making use of a wildcard character [*]. If you for example search for *eac* the search results will find records containing teacher; peacock; preach; etc.
    - **Note:** All functionality associated with Boolean searching is only available on some databases (not on the First Search databases).

- **Searching specific parts of a document:** All search fields situated directly below the keywords search fields, represent specific fields (on the left of the search screen) 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.

- **Dates:** Restricting your search by dates can be very valuable to obtain 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.

- **Start New Search Button:** This is located at the top left of the brief results page that displays after you carry out a search. This will clear or reset the entire search screen, providing you with a new blank search screen.

### 6. SEARCH OVER ALL PRODUCTS

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

i) Click on the Search All option in the top menu bar and select the databases that you wish to search over.
ii) Click on the Search Form tab at the bottom of the page to open the search form.

Results from various categories of databases will be displayed:
7. 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 see the following information:
• Click on **Refine Your Search** (this will take you back to the search screen displaying your current search criteria).
• 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:
• **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. **Title (Asc)**.
• **Filter using Facets:** Look towards the right of the results screen for these facets/ filters/ limits. It is helpful to reduce 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, your results will be reduced. This allows you to limit or filter your results to get more exact information. You can deselect these filters one-by-one to get back to your initial results set.
• 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 SA ePublications**. 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.
  o By clicking on the icon [ ] next to the brief results.
  o 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, email or delete (from **My Action List**) this document. 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 document from My Action List** icon [ ], when viewing the brief results. You can also remove it directly from **My Action List**.
• Please note:
  o The My Action List will remain the same when you move from one product search to the next unless changed by you.
  o The My Action List will be deleted when you end your session.

• Printing Records:
Add a document or multiple documents from your result list to the My Action List. Open the My Action List at the bottom of your screen. To print a single record click on the print icon next to that record [ ], and to print a summary of more than one, select these records and click on Print Summary at the bottom of the Action List. If a PDF is available you can open the PDF and print from your PDF reader.

• Emailing Records:
Add a document or multiple documents from your result list to the My Action List. Open the My Action List at the bottom of your screen. To email a single record as an attachment, click on the email icon next to that record [ ]. To send information about more than one record, select these records and click on Email Selected Items at the bottom of the Action List. This will send a summary of the selected records to the specified email recipient allowing them to link through to the full text on Sabinet Reference.

• 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.

8. MySABINET
By creating your own mySabinet profile, you will have access to additional functionality such as creating and managing your own lists, accessing your search history and saving selected searches. Lists can be shared with other mySabinet users.

For more information on how to create a mySabinet profile and the functionality this provides, please see http://reference.sabinet.co.za/public_documents/mySabinet_Help.pdf.

It is not necessary to create a new profile if you have an existing one for the Sabinet Legal platform.

9. ALERTS (only available for SA ePublications)
Sabinet Reference allows you to set up email alerts or RSS feeds on the SA ePublications. These alerts will inform you when a new issue is loaded on the platform. Alerts can be set up in the following ways:

i) An RSS feed from the journal information page is available to anyone that wishes to receive an RSS feed when a new issue of that title is loaded onto the platform, and can be activated by clicking on the RSS feed icon. No subscription is necessary. These information pages can be accessed in the following ways:
  • From http://www.journals.co.za
    a) Click on A to Z list of titles
b) Click on the title for which you wish to set up an alert
c) Click on the RSS Feed icon in the top right hand corner
d) Click on Subscribe to this feed

- From http://reference.sabinet.co.za
  a) From the Search dropdown, select SA and African Electronic Journals (SA ePublications)
b) Click on the A-Z List
c) Click on the RSS Feed icon in the top right hand corner
d) Click on Subscribe to this feed

ii) For registered mySabinet users, however, the alerting function allows for much more. The new Sabinet Reference platform allows users to create their own email alerts and RSS feeds by effectively doing a keyword search. Follow these easy steps to make use of this function:

a) Register as mySabinet user

If you are a Sabinet subscriber, you have the mySabinet functionality available to you. This value added service allows you, as user, to create your personal profile. You will be able to set up and manage your own lists, share lists, access search history and save selected searches. This is also where you will have the ability to create your own email alerts and RSS feeds.


b) Click on my Email Alerts or my RSS Feeds in the mySabinet dropdown list at the top of the page, or the mySabinet button at the bottom of your screen.

These links all go to the same page on the Sabinet Reference platform where you can set up an email alert or an RSS feed according to your own specifications.

c) Click on the Create new alert link or button. The following form will open:
d) Fill in the form
Alerts can be set up in the same way in which you would do a keyword search in the following fields:

- Keywords
- Journal title
- Author(s)
- Author affiliation

e) Choose either RSS feed or email alert
The alert default is an RSS feed. If you wish to receive an email alert, tick the box marked send me an email. This box will also require you to choose a time when you would like to receive the alert.

Note that when you have selected the email alert option, an RSS feed will automatically also be created. An RSS feed has to be activated in the My Alerts table on this screen. You can therefore choose not to activate it and only receive the email alert.

f) Manage your alerts
You can manage your alerts (email alerts and RSS feeds) in the My Alerts table. This list will display all your activated alerts and allow you to change them or delete them according to your needs. RSS feeds have to be activated by clicking on the RSS feed setup icon and following the instructions.