

## AGIS Plus Text

**AGIS Plus Text** is part of a suite of databases available from the database vendor **Informit**. It is an indexing and full text database that provides Internet access to the scanned images of journal articles from published material on all aspects of law. Scanned images are provided in PDF format. Source documents include Australian, New Zealand and Pacific law journals, and selected articles from major law journals from the United States, Canada and the United Kingdom. Subject coverage includes all aspects of law.

### Accessing the Database

- ⇒ If accessing this database in the **Library**, click on **Start > Programs > Library Home Page**. Go to **Library databases**, and then click on the letter **A**. Select **AGIS Plus Text** from the list of databases. You should not need authentication, or a login for accessing this database.
- ⇒ If accessing this database on campus in the **Computer Labs**, or from an **off campus** location, open your preferred browser and go to the SCU Library home page (<http://www.scu.edu.au/library>), then follow steps as above. You will need to authenticate into the Student Intranet to access this database.

### Opening Screen

AGIS Plus Text opens up at the default **Guided Search** screen. The Guided Search allows you to enter more than one keyword or phrase for your search. You can also select any of the other tasks, **Standard Search**, **Scan Indexes** or **Thesaurus**, by clicking on the tabs at the top of the screen. **Note** that if you would like to search in another Informit database, or search across more than one Informit database, i.e. APA-FT, click on **Databases** at the top of the Informit screen. Select the new database/s from the list by checking in the box next to the database name. Click on **Start Searching** to begin searching in the new database/s.

### Searching the Database

#### Guided Search

The Guided Search function allows you to combine search terms and search in specific fields.

1. Enter a term or phrase in the first **Search** box. Note that you can also enter case names or act titles in this search box.
2. Press the TAB key to move to the **any field** box. Click the down arrow  to display a list of fields.
3. Select a field in which to search for your term, i.e. if you wish to search for articles on a particular case, select **Cases** from the drop-down list of fields.
4. Press the TAB key again to move to the **AND** box if you are going to enter another term to search. Select an operator (**AND**, **OR**, **NOT**) to combine with your next search term.
5. Enter another term or phrase in the second **Search** box, and then follow steps 2-4.
6. To limit your search to full text records only, or to a pre-defined date range, select the **Full Text Records Only** or **Publication Year** check boxes.
7. Click on the **Search** button.

#### Standard Search

In a Standard Search, only a single search box is used

1. Click on **Standard Search** at the top of the screen.
2. Enter term/s or phrase/s in the Search box. You can construct a search using connectors and truncation.
3. To limit your search to full text records only, or to a pre-defined date range, select the **Full Text Records Only** or **Publication Year** check boxes.
4. Click on the **Search** button.

## Scan Indexes

The Scan Indexes function allows you to view a selected index from which you can select terms for searching.

1. Click on **Scan Indexes** at the top of the screen.
2. Go to **Select Index** and use the drop-down menu to select the index which you wish to scan.
3. Type a word in the **Term** box.
4. Click on the **Go to Scan Term** button.
5. When the list of terms is displayed, you can click on a single term to display all references which contain that term. Alternatively, you can check multiple terms and click on the **Search Checked Terms** button.

## Thesaurus

A thesaurus is a listing of subject terms used by the indexers. It usually includes information on related terms.

1. Click on **Thesaurus** at the top of the screen.
2. In the box labelled **Enter a subject term**, type a word or phrase.
3. Click on **Search Thesaurus**.
4. A list of subject terms from the thesaurus will be displayed. Click on a hyperlinked term (blue text) to display details about that term. The details will be displayed on the right-hand side of the screen. If you wish, you can click on any of the terms there for more detail.
5. Check the boxes beside the thesaurus terms that are relevant.
6. Click on the **Search Checked Subjects** button to find references that are indexed with that term.

## Displaying Results

- ⇒ After you have performed a search, the results are displayed in brief format in the lower half of the screen. The **View Results** navigation tab highlights when you are in this view. Click on **Abstract** to see the full details of the reference. After viewing the full reference, click on the **View Results** tab to return to your list of references.
- ⇒ If there is a **Full Text** link at the end of a reference, click on that to connect to the text. In some cases, there may be several versions of full text available for a record. Select **Informit PDF** to display a PDF article, **External web site** to display a web-based full text resource and select **Permanent web link** to display a permanent link to the full text resource.
- ⇒ The other **navigation tabs** in the center of the screen allow you to move between the different view functions. **Viewing Search History** shows your research trail from which you can modify earlier searches, and **Viewing Marked Records** displays search results records you have **marked** (checked the box beside the record).

## Search Tips

- ⇒ For comprehensive information on searching the AGIS Plus Text database, click on **Help** at the top of the Informit screen. Search connectors and symbols available include:
  - **AND** - finds records that contain both of two terms, e.g. discrimination and workplace.
  - **OR** - finds records that contain either of two terms, e.g. murder or manslaughter
  - **NOT** - finds records that contain one term but not the other, e.g. harassment not sexual
  - The truncation symbol (\*) will retrieve records containing variations of your search term. This \* symbol acts as a substitute for zero or more characters, e.g. judg\* will retrieve judge, judged, judgment, etc.
  - The wildcard symbol (?) substitutes for one character, e.g. wom?n will retrieve woman or women.

## Printing, Emailing or Saving Results

- ⇒ Click on the **Save**, **Print** or **Email** icons to output your records. You can select a number range or marked records, and then specify the format in which you would like them output. **Note:** *Records only are output, not full text articles.*
- ⇒ You are able to print or save full text Informit PDF articles by selecting the **Print** or **Save** icons from the Acrobat Reader window after the article has been opened.

## Logging Off

Click on **Logout** at the top right section of the Informit screen.