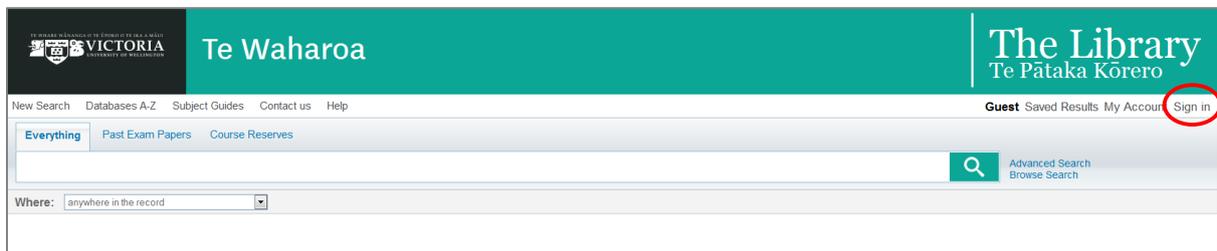


Welcome to [Te Waharoa Online](#) Help. This guide contains an overview on how to effectively use the search tool to find the resources you need.

- [Sign in](#)
- [Everything Search](#)
- [Advanced Search](#)
- [Browse Search](#)
- [Using the Brief Results](#)
- [My Account](#)
- [Personal Settings](#)
- [Search History, Alerts, RSS Feeds](#)
- [Using Database A-Z](#)
- [Using Subject Guides](#)

Sign in

Before you start searching, **sign in** to Te Waharoa to locate comprehensive results and access a variety of features.



The screenshot shows the top navigation bar of the Te Waharoa website. On the right side, the text 'The Library Te Pātaka Kōrero' is displayed. Below this, there are links for 'Guest', 'Saved Results', 'My Account', and 'Sign in'. The 'Sign in' link is circled in red. The search bar is empty, and the 'Where' dropdown menu is set to 'anywhere in the record'.

Everything Search

Searching is easy in Te Waharoa. Just type one or more words into the search box then click the **Search** button. You can limit to title or author from the drop-down **Where** box.



The screenshot shows the search interface with the text 'New Zealand History' entered into the search box. The 'Where' dropdown menu is still set to 'anywhere in the record'. The search button is visible to the right of the search box.

Searching for a Phrase

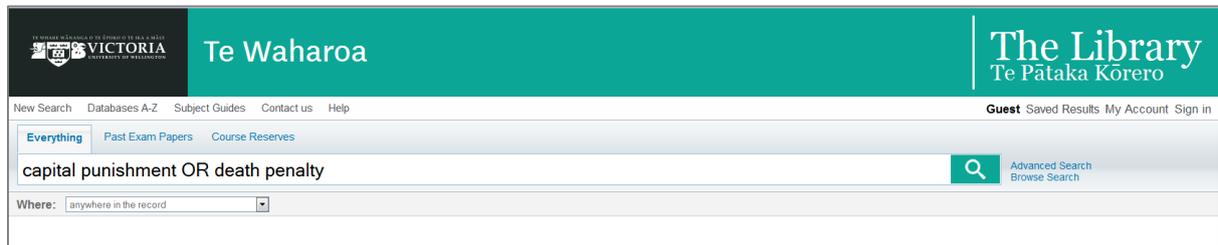
To search for a phrase, type quotation marks around the words. This will find the exact string of words you have typed in your search, in that order.



The screenshot shows the search interface with the text '"global warming"' entered into the search box. The 'Where' dropdown menu is still set to 'anywhere in the record'. The search button is visible to the right of the search box.

Searching for Specific Words or Phrases

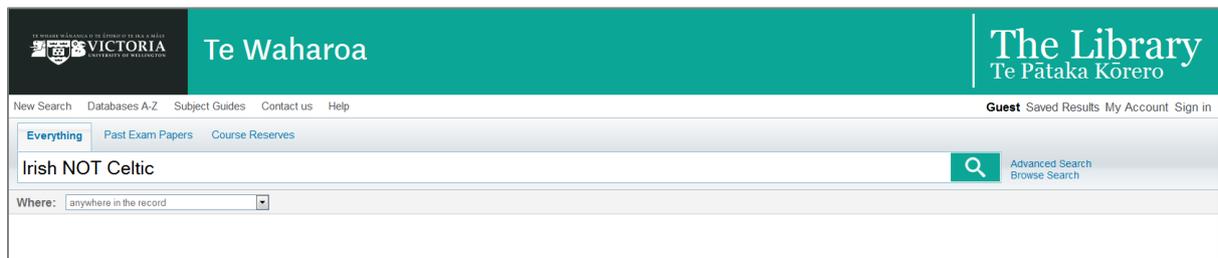
You can search for items that contain at least one of the words or phrases you have typed in the search box. This is useful when searching for synonyms. To do this, type **OR** between the words or phrases.



The screenshot shows the Te Waharoa search interface. The search bar contains the text "capital punishment OR death penalty". Below the search bar, there is a dropdown menu labeled "Where:" with the option "anywhere in the record" selected. The interface includes navigation links for "New Search", "Databases A-Z", "Subject Guides", "Contact us", and "Help". The search results section shows "Everything" selected, with options for "Past Exam Papers" and "Course Reserves". The search button is labeled "Advanced Search" and "Browse Search".

Excluding Words or Phrases

You can exclude items that contain specific words or phrases. To do this, type **NOT** and then type the word or phrase that you would like to exclude.



The screenshot shows the Te Waharoa search interface. The search bar contains the text "Irish NOT Celtic". Below the search bar, there is a dropdown menu labeled "Where:" with the option "anywhere in the record" selected. The interface includes navigation links for "New Search", "Databases A-Z", "Subject Guides", "Contact us", and "Help". The search results section shows "Everything" selected, with options for "Past Exam Papers" and "Course Reserves". The search button is labeled "Advanced Search" and "Browse Search".

Searching Using Wildcard Characters

You can include the following wildcard characters in your searches:

- ? enter a question mark to perform a single character wildcard search. For example, type wom?n to search for records that contain the strings woman, women, and so on.
- * enter an asterisk to perform a multiple character wildcard search.

For example, type cultur* to search for records that contain words that begin with the string, such as culture, cultural, and culturally. Wildcard characters placed at the beginning of keywords are ignored.

Grouping Terms in a Search

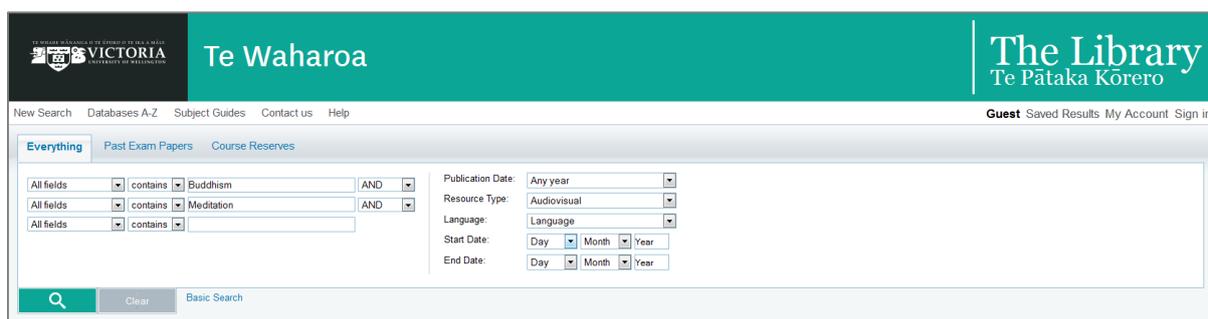
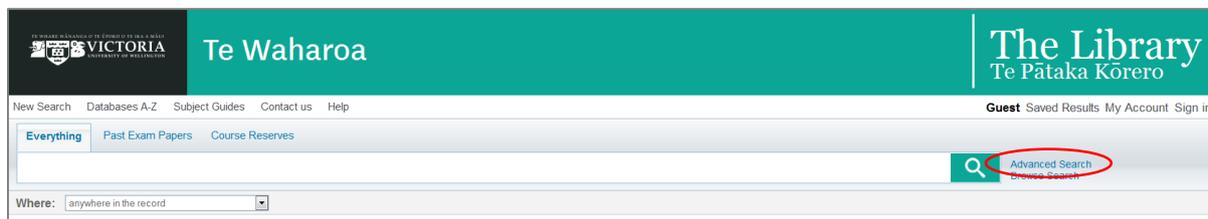
You can use parentheses to group terms. For example, to search for Shakespeare and either tragedy or sonnet, type the following in the search box



The screenshot shows the Te Waharoa search interface. The search bar contains the text "Shakespeare (tragedy OR sonnet)". Below the search bar, there is a dropdown menu labeled "Where:" with the option "anywhere in the record" selected. The interface includes navigation links for "New Search", "Databases A-Z", "Subject Guides", "Contact us", and "Help". The search results section shows "Everything" selected, with options for "Past Exam Papers" and "Course Reserves". The search button is labeled "Advanced Search" and "Browse Search".

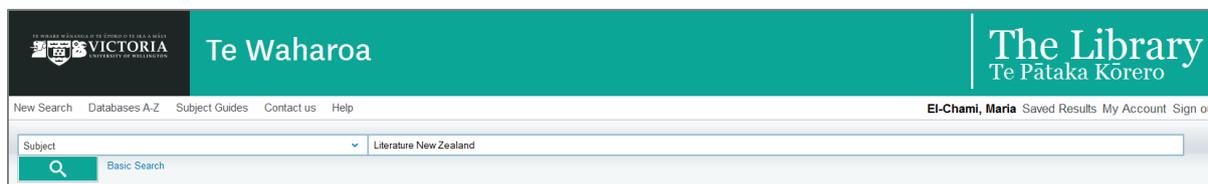
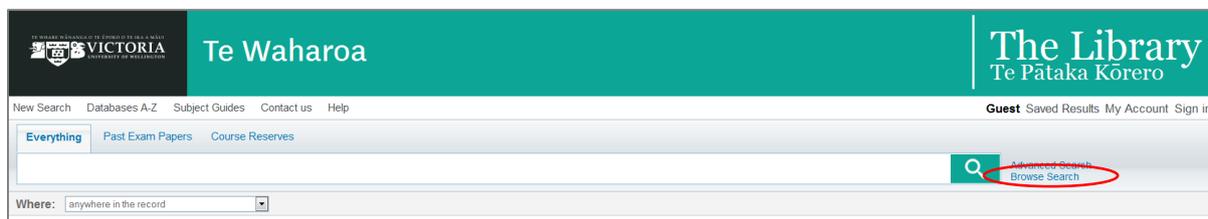
Advanced Search

Advanced Search allows you to locate items using a phrase or a combination of words appearing in particular fields such as title or author. You can also refine your results to resource type, language or publication date.



Browse Search

Browse search allows you to find library items using subject, author, title or call number. Browse through the list and click on a heading to view matching records.



Using the Brief Results

Brief results displays all the items that match your search query. For example, author, title, resource type and so on. You can view more information on any item in brief results by selecting different tabs beneath each item.

View Online

The View Online tab displays items that are available full-text online. If the item has multiple entries, click an entry to see the item on a new page.

This screenshot shows the 'View Online' tab for a journal article. The article title is 'Tourists' appreciation of Maori culture in New Zealand' by McIntosh, Alison J. It is from 'Tourism Management, 2004, Vol.25(1), pp.1-15'. The description mentions 'appreciation of indigenous culture. Indeed, the Maori... experiences of Maori culture, it does seek to compare the... demand for experiences of Maori'. The 'Full Text Online' status is indicated by a green dot. The 'View Online' button is circled in red. A 'View all versions' link is circled in red in the top right corner. Other buttons include 'Details' and 'Recommendations'.

Find in Library

The Find in Library tab lists all of the locations that hold the physical item. For items with one holding the details are displayed in the tab.

This screenshot shows the 'Find in Library' tab for a book. The title is 'Introduction to e-commerce' by Efraim, Turban David R King 2003. It is 'Available at Kelburn Library Kelburn Library (Level 3) - 3 Day Issue (HF5548.32 T931 I)'. The 'Find in Library' button is circled in red. Other buttons include 'Details' and 'Browse Shelf'.

Details

The Details tab displays the item's full record and additional links.

This screenshot shows the 'Details' tab for a book. The title is 'Fragonard's playful paintings : visual games in Rococo art' by Jennifer Dawn Milam 1968- 2006. It is 'Available at Kelburn Library Kelburn Library (Level 3) (ND553 F7 M637 F)'. The 'Details' button is circled in red. The main content area displays the following information:
Title: Fragonard's playful paintings : visual games in Rococo art
Author: Jennifer Dawn Milam 1968-
Subjects: Fragonard, Jean-Honoré, 1732-1806 -- Criticism and interpretation; Recreation in art; Art, Rococo
Description: The interpretive challenges of a blindman's game -- First readings : emblem and experience -- Blind passion and reasoned love : new rules of play -- Playful companies : finding alternatives to le gros jeu -- Blindness and the interpretive game -- Visual vertigo and the swinging scenes -- The happy hazards of artistic play -- Visual vertigo and The little swing -- 'Seeing' differently : discerning the relativity of vision -- Picturing creativity and the imagination in children's play -- Play and the visual invention of childhood -- From absorption to imaginative recreation -- Mimicry and the art of make-believe -- Interpretive play between pendants -- A guessing game -- Determining the

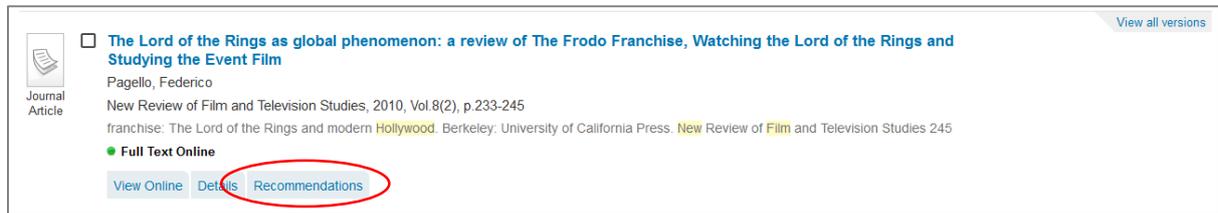
Browse Shelf

Browse shelf displays the covers of physical items available in the library collection such as books and AV resources.

This screenshot shows the 'Browse Shelf' tab for the same book. The 'Browse Shelf' button is circled in red. Below the navigation tabs, a row of book covers is displayed. The first cover is 'Fragonard's playful paintings : visual games in Rococo art' by Jennifer Dawn Milam. Other covers include 'Monet : a retrospective' by Charles F. Stuckey, 'MONET Japan', 'Fragonard and the Fantasy Figure', 'Claude Monet', 'Monet's cathedral : Rouen...', and 'CENTAUR DORÉ'. Navigation buttons '« Previous' and 'Next »' are visible at the bottom.

Recommendations

Te Waharoa provides recommendations of similar titles that may be of interest to you.



The screenshot shows a journal article entry. On the left is a 'Journal Article' icon. The main text reads: 'The Lord of the Rings as global phenomenon: a review of The Frodo Franchise, Watching the Lord of the Rings and Studying the Event Film' by Pagello, Federico. Below the title, it says 'New Review of Film and Television Studies, 2010, Vol.8(2), p.233-245' and 'franchise: The Lord of the Rings and modern Hollywood. Berkeley: University of California Press. New Review of Film and Television Studies 245'. There is a 'Full Text Online' indicator. At the bottom, there are three links: 'View Online', 'Details', and 'Recommendations', with the latter circled in red. A 'View all versions' link is in the top right corner.

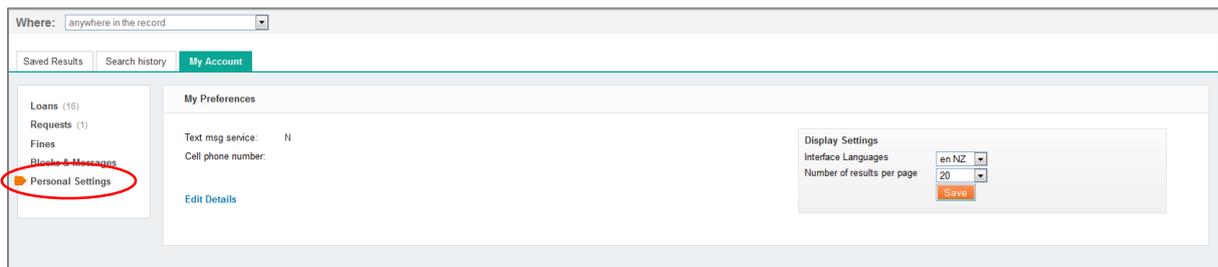
My Account

Sign in to Te Waharoa to:

1. Get more comprehensive search results.
2. View results you have saved and email the list to yourself
3. Review and run searches you have done in the past
4. Access your My Account to view and renew your loans, place holds and monitor or cancel your requests
5. View and pay your library fines

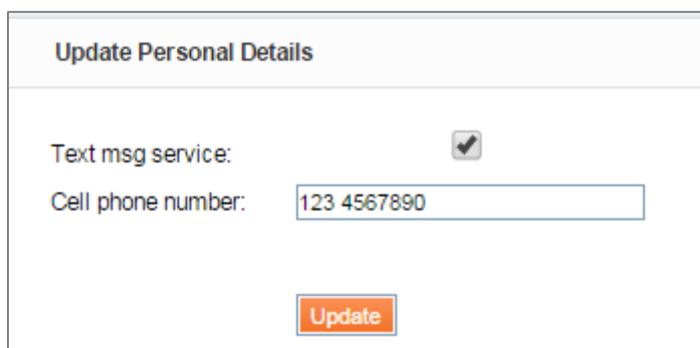
Personal Settings

Te Waharoa allows you to tailor your search and viewing preferences. For example, you can specify the default language and maximum number of results per page. To set your preferences, click the **Personal Settings** option on the left side of My Account.



The screenshot shows the 'My Account' page. At the top, there is a search bar with 'Where: anywhere in the record'. Below it are tabs for 'Saved Results', 'Search history', and 'My Account'. On the left sidebar, there are links for 'Loans (16)', 'Requests (1)', 'Fines', 'Blocks & Messages', and 'Personal Settings', with the last one circled in red. The main content area is titled 'My Preferences' and includes 'Text msg service: N', 'Cell phone number:', and an 'Edit Details' link. To the right, there is a 'Display Settings' section with 'Interface Languages' set to 'en NZ' and 'Number of results per page' set to '20', with a 'Save' button.

In Personal Settings, add your cell phone number to receive text message alerts from the library.



The screenshot shows the 'Update Personal Details' form. It has a title 'Update Personal Details' and a 'Text msg service:' label with a checked checkbox. Below it is a 'Cell phone number:' label and a text input field containing '123 4567890'. At the bottom, there is an orange 'Update' button.

Saving Items to Saved Results

When you tick the checkbox icon for an item in the search results, the item is added to the folder in Saved Results. Sign in to Te Waharoa to permanently save your results.

Removing Items from Saved Results

To remove an item and all of its copies in the various folders in Saved Results, select the highlighted checkbox next to the item in the search results.

If you do not want to delete all copies of an item, you must remove each copy directly from Saved Results. For more information on removing items from Saved Results, see [Managing Items](#).

Viewing Items Saved in Saved Results

To view your saved items, click the Saved Results tab. This will display a list of the results you have saved. Click on any item to view more information about that item.

Managing Folders

From the Saved Results tab, you can perform the following operations on folders:

Folder Operations	
Button	Description
	Create Folder —Click this button to add a new folder under the selected folder.
	Rename Folder—Click this button to rename the selected folder.
	Copy Folder—Click this button to copy the selected folder onto the clipboard. The original folder will not be changed or deleted.
	Paste Folder—Click this button to paste the last folder placed from the clipboard into the selected folder.
	Delete Folder—Click this button to delete the selected folder.
	Add Note—Click this button to add a note to a folder.
	Modify Note—Click this button to modify a folder's note.

Managing Items

From the Saved Results tab, you can perform the following operations on items:

Item Operations	
Button	Description
	Cut Items—Click this button to cut the selected items and to place them into the clipboard
	Copy Items—Click this button to copy the selected items into the clipboard.
	Paste Item—Click this button to paste the last items in the clipboard into the current folder.
	Delete Items—Click this button to delete the selected items.
E-mail	E-Mail Items—Click this button to email the selected items.
Print	Print Items—Click this button to print the selected items.
	Click the dropdown menu to export citations to reference management software
	Add Note—Click this button to add a note to an item.
	Modify Note—Click this button to modify an item's note.

Using Search History, Alerts, and RSS Feeds

Viewing and Saving Searches

If you are signed in, you can save a search query by clicking the Save Search link, which appears above the facets on the Brief Results page. You can access your saved and session searches by clicking either the Saved Results or My Account link and then clicking the Search History tab.

Search History - This Session's Queries

Access this tab through Saved Results, or My Account at the top right of the screen. This temporary folder lists all of the search queries you've performed in the current session.

Saved Searches & Alerts

This folder lists all of the searches and alerts that you've saved.

If you are not signed in, your queries are available only during the current session. You can run a saved query yourself, or you can set it as an alert to run automatically at scheduled times.

Alerts

An alert is a process that runs your search automatically at scheduled times and sends you new results via e-mail.

Viewing and Activating Alerts

To view the list of alerts, click the Saved Searches & Alerts menu. To configure an alert for a saved search, click the Update link for that query and then specify the alert settings.

Activating RSS Feeds

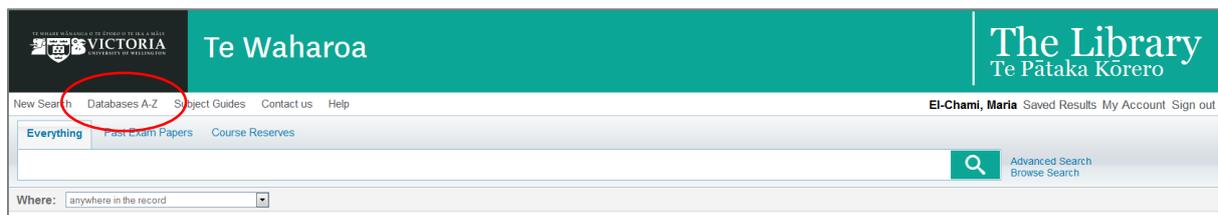
RSS feeds notify you of new items found by the query. RSS feeds can be activated from either the search results or the Saved Queries & Alerts folder on the My Queries tab.

Most browsers support RSS. Click the RSS button on the results page you are interested in. A browser window opens to subscribe to the RSS feeds. Follow the on screen instructions.

If your browser does not support RSS, right-click the RSS button, copy the URL, and paste it into a RSS reader.

Using Database A-Z

Use Databases A-Z to help you search for specific databases. You can browse by title or subject.



Using Subject Guides

The Subject Guides link allows you to search for resources specific to a particular subject.

