AUSTRALIA / NZ REFERENCE CENTRE (ANZRC) provides abstracts and full-text articles for leading Australian and New Zealand journals, newspapers and reference books covering a huge range of topics including arts, engineering, management and social sciences. It also includes videos and images.

To access:
- Go to the Databases page on the library catalogue and login to your library account
- Select ANZRC from the list of databases

The front page layout has three components:

1. **Top blue toolbar** with various functions:
   - New Search
   - Subjects
   - Publications
   - Images/Video
   - More
   - Languages
   - Help
   - Exit

2. **Search box**
   - Basic or Advanced Search are available.
   - Search across all four EBSCO databases by clicking Choose Databases and selecting all of them.
   - In the Search box enter a keyword or phrase
   - A list of options will appear that you can select from, or continue to type in your search query:
     - Use “double quotes” to search a phrase e.g. “business communication”, “performance management”.
     - Use Boolean operators (AND, OR, NOT) to combine terms e.g. “performance art” AND “management”
     - Select Full Text to ensure you only retrieve full-text articles (this can be done later from the Results List)
     - Click Search button when all required options have been selected

3. **Search Options section** (bottom section of page) allow limits on your search:
   - Limiters are: Search Mode, Full Text, Publication, Related words, Publication date, Images.
   - All of these can also be used from the results page once you have completed an initial search.

To search:
- In the Search box enter a keyword or phrase
- A list of options will appear that you can select from, or continue to type in your search query:
  - Use “double quotes” to search a phrase e.g. “business communication”, “performance management”.
  - Use Boolean operators (AND, OR, NOT) to combine terms e.g. “performance art” AND “management”
  - Select Full Text to ensure you only retrieve full-text articles (this can be done later from the Results List)
  - Click Search button when all required options have been selected
Results:
A list of articles will be presented. The screen shows how many records have been retrieved.

- Use the Limit To option to select Full Text and Publication Date and the list will update.
- You may also refine your search by Source Type, Subject, Thesaurus Terms, Publication and Geography.

- Hover over or click the magnifying glass to read an abstract of the article or click on title
- Click on PDF, Full Text or HTML Full Text link to see the whole article.

By using the icons on the RHS of the page you can:

- Print the article
- Email the article
- Add the article to a folder
- Cite the article for a reference list (select Harvard style)
- Export citations
- Create a link to the article
- Share in Facebook, Twitter etc.

Advanced Search:
- Select the Advanced Search option under the Search box
- Enter search terms and select a Boolean operator (AND, OR, NOT) to combine fields.
- Limit your results - e.g. full text or publication type, publication dates
- Click Search

Listen or Translate are some features that you can access. The “Listen” feature is available when the article is HTML format.

To do a Subject search, select Subjects from the blue toolbar. Type the subject into the Browse box. Select a subject from the list. Tick the box next to the subject, click on Add and then click Search.

To do a Publications search, select Publications from the toolbar. Select by Subject & Description and type a subject into the Browse box or select from the A-Z list. Click on the title then the issue.

To exit: Click Exit on the top toolbar.

For more detailed help see the Help feature in the database.