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:
- Login to My Library and go to Online Databases.
- 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**

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.