DATABASE GUIDE

LEGENDcom


How to Access Database
To access this database go to http://library.vu.edu.au
1. Click Databases & E-Journals
2. Select L, Select Legendcom
3. Click on LEGENDcom or Connect to: LEGENDcom
4. NB. - Instruction page directs you to login – please read carefully
5. Click login (a website security certificate will appear)
6. Click “continue to this website (not recommended)”
7. If login/password box displays – Press F5 on your keyboard
8. LEGENDcom 'Library user terms & conditions page' will display
9. Scroll to bottom of page & click ‘yes’ (I agree with the terms & conditions)
10. Click continue

Browsing
The LEGENDcom ‘Table of Contents’ is visible from all screens & allows you to easily navigate around the content available on the database. In the Table of Contents:
1. Click on the ‘+’ icon beside the folder you want to access (eg. Migration)
2. Contents of this folder will display
3. Drill down to document level by again using the ‘+’ icon

Searching
LEGENDcom has two search options available from the 'Choose Search Form' drop-down menu.
(Tip: the search function defaults to searching the entire content of LEGENDcom, where appropriate limit your search to the folders you are interested in by placing a tick in the relevant box/s eg. Current Migration Regulations folder).

Basic Search
1. Type search parameters into the ‘query terms’ box
2. See the ‘Search Syntax Summary’ table for search operator examples
3. Limit search to folder/s where appropriate by placing a tick in relevant box/s
4. Click search, search results are displayed in the order found

Advanced Search
1. Type search keyword/s or phrase/s into the search field/s from list provided
2. See the ‘Search Syntax Summary’ table for search operator examples
3. Limit search to folder/s where appropriate by placing a tick in relevant box/s
4. Click search, search results are displayed in order of relevance
(Tip: You need to deselect and/or reselect your folders for each new search - tick does not automatically reset)
Results
After performing a search, you will automatically be taken to the results view in the Document window.
1. Each of the results is displayed as a link, when clicked it takes you to the Document view & displays the match.
2. Doc/Results view uses a split screen to display both Document View & Results View on same page
3. Document Excerpts drop down menu allows you to decide how much contextual information is displayed on the results list (eg. short, medium or long - to display text surrounding each match).
4. The Document Toolbar is available in the document window when the Document or Doc/Results Views are displayed.

Printing
Select the text you would like to print and then:
1. Open the Print Dialogue Box using your mouse (right button), the ‘File’ menu or your keyboard (Ctrl + P),
2. Choose the Selection button under ‘Print Range’,
3. Click the OK or Print button (as appropriate to your dialogue box) to print.
4. Choose the print icon on Acrobat Reader toolbar to print Forms
(Note: using the print button on the Web Browser toolbar is not recommended as errors may occur in the content or formatting of the output)

Search Syntax Summary

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>one two one &amp; two one and two</td>
<td>Finds documents with both ‘one’ and ‘two’</td>
</tr>
<tr>
<td>Or</td>
<td>me I you me or you</td>
<td>Finds documents with either ‘me’ or ‘you’</td>
</tr>
<tr>
<td>Not</td>
<td>^him not him</td>
<td>Finds documents that don’t contain ‘him’</td>
</tr>
<tr>
<td>Exclusive or</td>
<td>apples ~ oranges apples</td>
<td>or oranges</td>
</tr>
<tr>
<td>Phrase</td>
<td>“to be or not”</td>
<td>Finds documents with the exact phrase ‘to be or not’</td>
</tr>
<tr>
<td>Single character wildcard</td>
<td>wom?n th??</td>
<td>Finds documents with ‘woman’, ‘women’ or ‘this’, ‘that’ etc</td>
</tr>
<tr>
<td>Multiple character wildcard</td>
<td>a’n work*</td>
<td>Finds documents with ‘an’, ‘addition’, assign’ or ‘work’, ‘working’ etc</td>
</tr>
<tr>
<td>Ordered proximity</td>
<td>“corporate tax law”/10</td>
<td>Finds documents with ‘corporate’, ‘tax’ &amp; ‘law’ within 10 words, in given order</td>
</tr>
<tr>
<td>Unordered proximity</td>
<td>“technical resource acquisition”@5</td>
<td>Finds documents with ‘technical’, ‘resource’ and ‘acquisition’ within 5 words, in any order</td>
</tr>
<tr>
<td>Stemming (word form)</td>
<td>run</td>
<td>Finds documents with ‘run’, ‘ran’, ‘runs’, and ‘running’</td>
</tr>
<tr>
<td>Synonym</td>
<td>alert$</td>
<td>Finds documents with ‘alert’, ‘active’, ‘aware’ etc</td>
</tr>
</tbody>
</table>