

If you wish to place limits on the search, the full range of limiting fields are available to use.

Sorting Searches

You may sort your searches from the Advanced Search page and the Search Results page.

You may sort your records using drop-down menus by up to three preset fields: Source, Year and Subject Heading.

The first field chosen will be the main sorting field, then the second, then the third. You may indicate here whether your search is ascending (smallest value to largest value, or earliest date to latest date), or descending (largest value to smallest value, or latest date to earliest date).

Marking Records

Each record returned has a checkbox to allow marking and unmarking. Marking a record lets you choose individual records to manipulate further.

'Mark All' will mark all the records returned. 'Unmark All' will unmark all marked records.

Search Techniques and Tips

Boolean Operators

Boolean ("and", "or", "not") operators allow users to combine search terms and result sets to execute a more precise search.

- and: both terms must be in the field(s) searched
- or: either term can be in the field(s) searched
- not: exclude the records where the term following "not" is present

Boolean operators can be specified on the Advanced Search and Search History pages and elsewhere using drop-down menus. In addition, you may add them to search strings within a text box for searching in a single field.

Truncation

Truncation refers to using characters that can represent other characters, and is used when you want to search for more than one form of a word. Use * when you want to match any number of characters in a word.

Note: you must type at least three characters before a final asterisk.

For example:

- lamb* will find lamb, lambs, lambing, lambers, lamborghini, etc.
- behavio*r will find both behavior and behaviour

Irregular plurals, such as mice for mouse, or women for woman, will not be found using this method.

Help

More detailed, context-sensitive information on the interface and searching is available from this link. A table of contents for this information is at the top of the web page.

Logout

Click on Exit then Logout in order to end your session.



Quick Reference Guide

Land Life Leisure is a bibliographic database of land-based literature. It covers current practice and developments in:

- temperate agriculture and all rural topics
- alternative enterprises
- conservation
- equine enterprises
- estate management
- forestry
- horticulture
- organic husbandry
- rural planning
- recreation and tourism
- all environmental issues

Access

Go to <http://edina.ac.uk/landlifeleisure/> and click on login. Depending on your local setup you may be asked for a username and password. If your username or password is not recognised, follow the alternative login procedures link.

Navigation



At the top of each page in Land Life Leisure there is a green navigation bar, linking to the main areas of the interface: Standard Search, Advanced Search, Subject Headings, Browse, Marked Records, Search History, Help, Exit. Each of these is described below. Use these links rather than the web browser 'back' and 'forward' buttons to navigate the interface.

Standard Search

When you login, the Standard Search page is default. Use the drop-down menu to choose between keywords, title, author, source and subject headings. You may limit your search by the year of the date of publication, beginning from 1990 to date. You also have the option of viewing records added during the current week. From that page you can also view the previous four weeks' weekly listings.

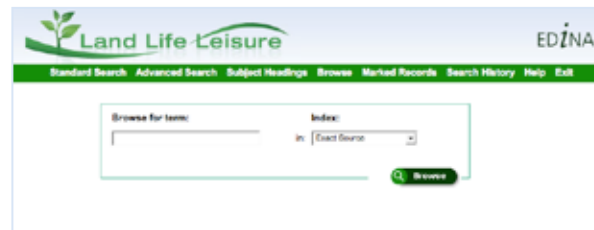


Subject Headings

This option allows you to look at information indexed under a set of subject headings (called Wordlist). From here you can move through subject headings in each letter until you find the word required.

Browse

This page allows you to browse alphabetical indexes of keywords by exact title or exact source. Your specified term will be at the bottom of the first column of terms returned. Each term in the list has a number beside it denoting the number of records in the whole database that contain the index term in the chosen field. Clicking on the number will perform a search using the index term as a search term, and searching in the chosen field.



Marked Records

This page lists all the records you have marked during your searching this session. (See Marking Records.) This can include records from more than one search. Once records have been unmarked, they will no longer be displayed here. From here you can email the list, unmark all the list, or return to where you were before you asked to view the marked records. You can also print this page of marked records using your web browser, or save it to your computer desktop as a text file.

Search History

This page lists the searches you have conducted during the current session. Clicking on the search query will repeat that search. You may combine more of these searches using the check boxes and the drop-down menu of Boolean operators.

To save a search query for use in subsequent sessions, click the 'save search' button in the 'Store Search' column that corresponds to the query. You will get a message: 'Your search has been saved to file'.

If you look at the Previous Sessions page, you will see that the search query has been added to the list of saved searches. To re-execute a search, click the link in the 'Search Query' column that corresponds to the search.

To specify that a search should be run automatically each time the database is updated, click the 'Auto Alert' checkbox next to the search query. You should also fill in the email address you want the records to be sent to, the format of the records, and the maximum number of records to be emailed. To save these details, click the 'save details' button at the bottom of the page.

Search Results

This shows each record found during the most recent search, ten per page, giving the Title, Source and Subjects. There is a checkbox for marking each record.

Refine Search

Your search term will appear in the text box at the top, which you can amend directly. There is also another text box for combining further search terms.

