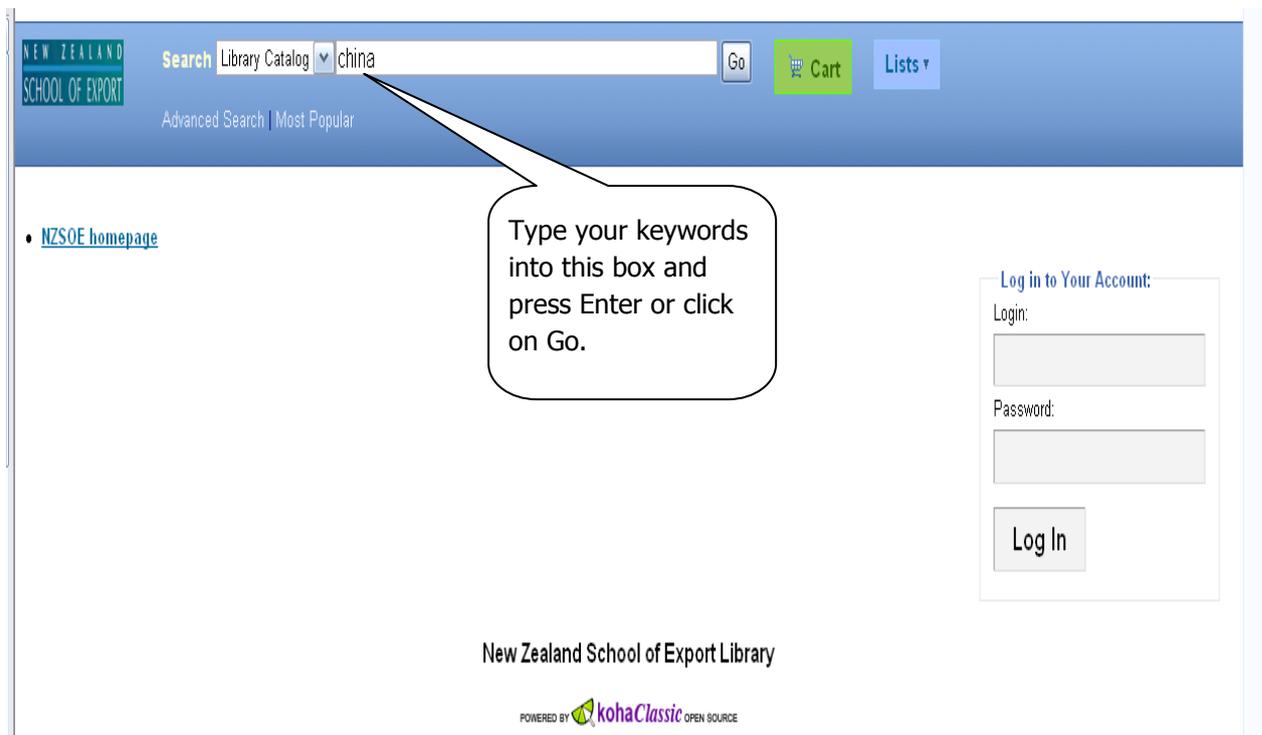


April, 2008

SIMPLE SEARCHING

You can search from the first screen of the ELIS catalogue without having to log in to your account. Think carefully about what you are looking for and the best keyword(s) for your search and then type them into the box. Press Enter on your keyboard or Click on Go to start the search.

Sample Search 1: *I want to see what resources ELIS has on China.* Use **China** as the keyword because you want to see the range of resources.



The screenshot shows the top navigation bar of the ELIS catalogue. On the left is the logo for the New Zealand School of Export. In the center is a search box containing the text 'china'. To the right of the search box are buttons for 'Go', 'Cart', and 'Lists'. Below the search box are links for 'Advanced Search' and 'Most Popular'. On the left side of the page, there is a link for 'NZSOE homepage'. On the right side, there is a 'Log in to Your Account' section with fields for 'Login:' and 'Password:', and a 'Log In' button. At the bottom center, it says 'New Zealand School of Export Library' and 'POWERED BY kohaClassic OPEN SOURCE'.

• [NZSOE homepage](#)

Log in to Your Account:
Login:

Password:

Log In

New Zealand School of Export Library

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This search will give at least nine resources including books, a journal article, a website and files.

Sample Search 2: *I need resources about planning which I can apply to my business.* Use **business** and **planning** as the keywords. This search will give you eight resources whereas a search just using **business** as the keyword will find more than 48 resources in ELIS, and **planning** by itself will find 10 resources.

Tips:

- Add in another keyword to refine your search strategy
- You can omit capital letters in your keywords
- Just use **zealand** instead of the full name New Zealand

Now try your own simple searches. Here are some suggestions:

beverages united states

zealand companies

Need More Help?

If you have difficulty logging in to the ELIS Catalogue and using any of its functions, please ask for help by emailing library@export.ac.nz or telephone 06-356-5656 ext.701

File this in your Guide to Study for further reference.

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