



DISCOVERY SEARCH ONLINE HELP

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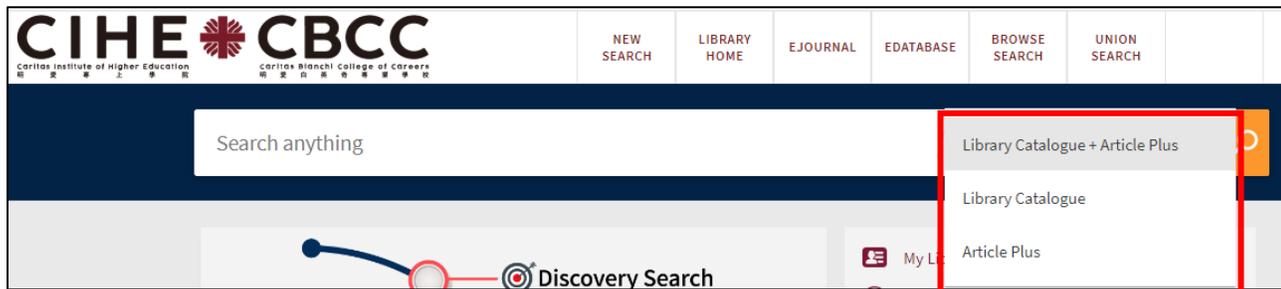
1 Performing Basic Search

There are three icons on the Discovery Search homepage: **Discovery Search**, **Library Catalogue** and **Article Plus**. Each icon indicates the types of resources you can look for in a particular search scope:

Search Scope	Print Books	Print Journals	Online Resources			
			e-Books	e-Journals	Databases	Open Access
 Discovery Search	✓	✓	✓	✓	✓	✓
 Library Catalogue	✓	✓	✓	✓		
 Article Plus			✓	✓	✓	✓

1.1 Select Your Search Scope

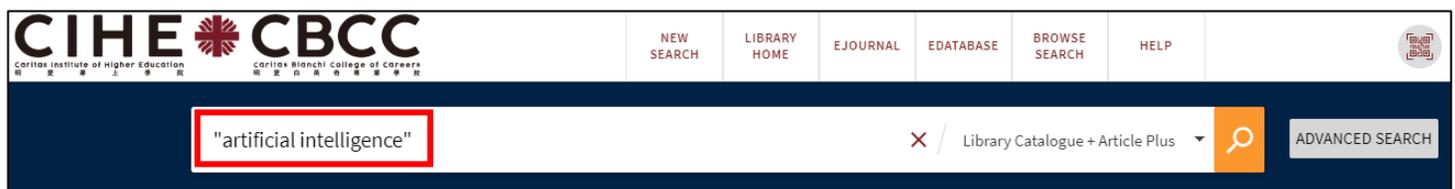
In order to retrieve the resources you want, identify the search scope by selecting **Library Catalogue + Article Plus**, **Library Catalogue** or **Article Plus** from the drop-down list. Then insert keyword(s) in the search box and click  icon to conduct the search.



1.2 Search for a Phrase

To search for a phrase, type **quotation marks (" ")** around the phrase.

Example **Artificial intelligence** is meaningful when it is searched as a phrase. Thus, quotation marks can be added to bring the two words together:



Note: If you do not enclose the phrase with quotation marks, Discovery Search will find resources that contain each individual word in the phrase, regardless of the word order.

1.3 Search for Specified Words or Phrases

Discovery Search performs search for all words you type in the box. Thus, it is not necessary to use Boolean operator **AND** to aid your search. However, you can use **OR** to search for resources that contain one of the words or phrases you type in, or both. In this case, the search results will expand.

Example **OR** can be used to search for resources with the word **tumor** or **neoplasm**, or both:



1.4 Exclude Words or Phrases

You can exclude resources that contain certain words or phrases. Insert **NOT** before the word or phrase you want to exclude. The search results will be narrowed down.

Example To search for resources with the word **neoplasm** but without the word **tumor**, insert **NOT** before the latter:



1.5 Search Using Wildcard Characters

Wildcard characters are advanced search techniques for broadening the search results:

- **Question mark (?)**

To perform search for variation of a single character

Example Type **wom?n** to search for resources that contain **woman** or **women**

- **Asterisk (*)**

To perform search for variation of multiple characters

Example Type **econom*** to search for resources that contain strings such as **economy**, **economics** and **economical**

Note: Discovery Search ignores wildcard characters placed at the beginning of a search term (e.g., it treats the search terms **?ale** and ***ale** as if you had searched for **ale** instead of the terms you may want to see, such as **tale**, **male** or **whale**).

1.6 Group Terms Within a Query

You can use **parentheses** to group terms in your search.

Example To search for **cancer** and either **tumor** or **neoplasm**, you can create the search combination as follows:

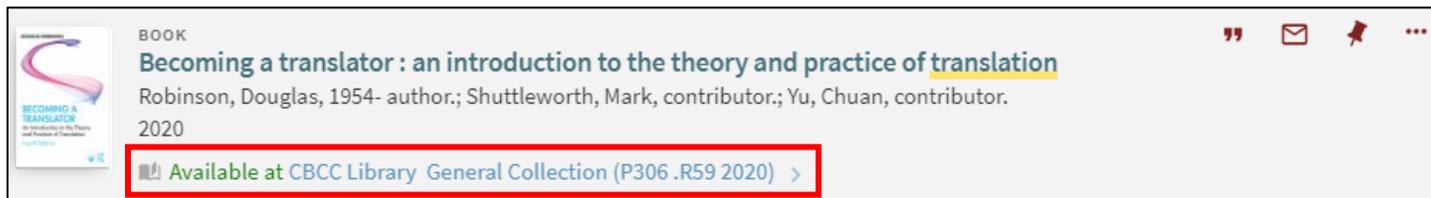


Note: To use Boolean operators within words or phrases, you must enter them in **uppercase letters**. Otherwise, Discovery Search ignores them and performs only a simple search that includes all words or phrases.

1.7 Understand Your Search

Resource Availability

Once you see  **Available at** icon on the result entry, it means that the print resource is available for loan and can be found at the specified location in the Library.



Once clicking on the result entry, you will see the **Get It** section in the middle of the page where the number of copies available for loan is displayed. The status of "Item in place" indicates that the print resource is currently on the bookshelf of the specified collection.



Resource Details

You may view more publication information such as edition, publisher and description in the **Details** section at the bottom of the page. You can also click on the links of **Creator** for other resources produced by the same author(s) / contributor(s) or **Subject** for resources with similar topics.

Details	
Title	Becoming a translator : an introduction to the theory and practice of translation
Creator	Robinson, Douglas, 1954- author. > Shuttleworth, Mark, contributor. > Yu, Chuan, contributor. >
Subject	Translating and interpreting >
Description	"Fusing theory with advice and information about the practicalities of translating, Becoming a Translator is the essential resource for novice and practicing translators. The book explains how the market works, helps translators
Publisher	London ; New York : Routledge
Publication Date	2020
Edition	Fourth edition.

Viewing E-Books

When [Available Online](#) > icon displays on the result entry, it means that the book is in electronic format and therefore can be viewed both on and off campus. Click **view full text** in the **View Online** section to read the content on the specified e-book platform.



BOOK
Statistics for [evidence-based practice in nursing](#)
Kim, MyoungJin, author.; Mallory, Caroline, author.; Valerio, Teresa D., author.; EBSCO Industries, ebook provider.
2022
[Available Online](#) >

View Online

Full text availability

[view full text](#)

 *Click to view the book via EBSCOhost*



Viewing E-Journal Articles

To view an e-journal article, click on either one of the links provided under the **View Online** section. All links can lead you to the full-text of the same journal article on different e-database platforms.



ARTICLE
COVID's [mental-health](#) toll: how scientists are tracking a surge in depression

Abbott, Alison
Nature (London), 2021-02, Vol.590 (7845), p.194-195
“...Author(s): Alison Abbott Author Affiliations: COVID's [mental-health](#) toll: how scientists are tracking a surge in depression Isolation and fear of infection...”
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[Available Online](#) >

TOP

View Online

Full text availability

Gale OneFile: Environmental Studies and Policy Available from 06/01/2000.	☑
Gale OneFile: Health and Medicine Available from 06/01/2000.	☑

Managing Tools

In the **Send to** section, there is a list of tools for you to manage your search records. You could print or email the records, or export them to Excel file. You could also make use of the **EndNote Desktop / RIS** tool to export relevant data to the reference management software for compiling in-text citations and reference lists.

Send to

1.8 Refine your Results

A variety of options are provided under **Refine my results** on the right-hand column of the search page for you to refine your search, including **Resource Type**, **Subject** and **Publication Date**.

Resource Type

- Books (356)
- Conference Proceedings (10)
- Dissertations (8)
- Journals (2)

Subject

- Discourse Analysis (25)
- Psychoanalysis (8)
- English Language Discourse Analysis (7)
- Corpora Linguistics (6)
- Linguistics (6)

Publication Date

From 2018 To 2022 Refine

Date Slider

Min Max

1.9 Conduct Advanced Search

Advanced Search allows you to:

- Set which fields (**Title**, **Subject**, **Any field**, etc.) the search should be performed specifically and combine search terms using the options (**contains**, **(is) exact**, **starts with**) and Boolean Operators (**AND**, **OR**, **NOT**) provided;
- Further refine the scope of your search by selecting **Search Scope**, **Material Type**, **Language** and **Publication Date** options; and
- Multiply your search combination by [+ ADD A NEW LINE](#).

Example If you are looking for articles on the impact of COVID-19 pandemic on the mental health of people in Hong Kong, you may try the search combination of **COVID-19** as part of the title plus **"mental health"** (*with parenthesis for searching as a phrase*) and **Hong Kong** as search terms appearing in any given fields. Select **Article Plus** to look for articles only.

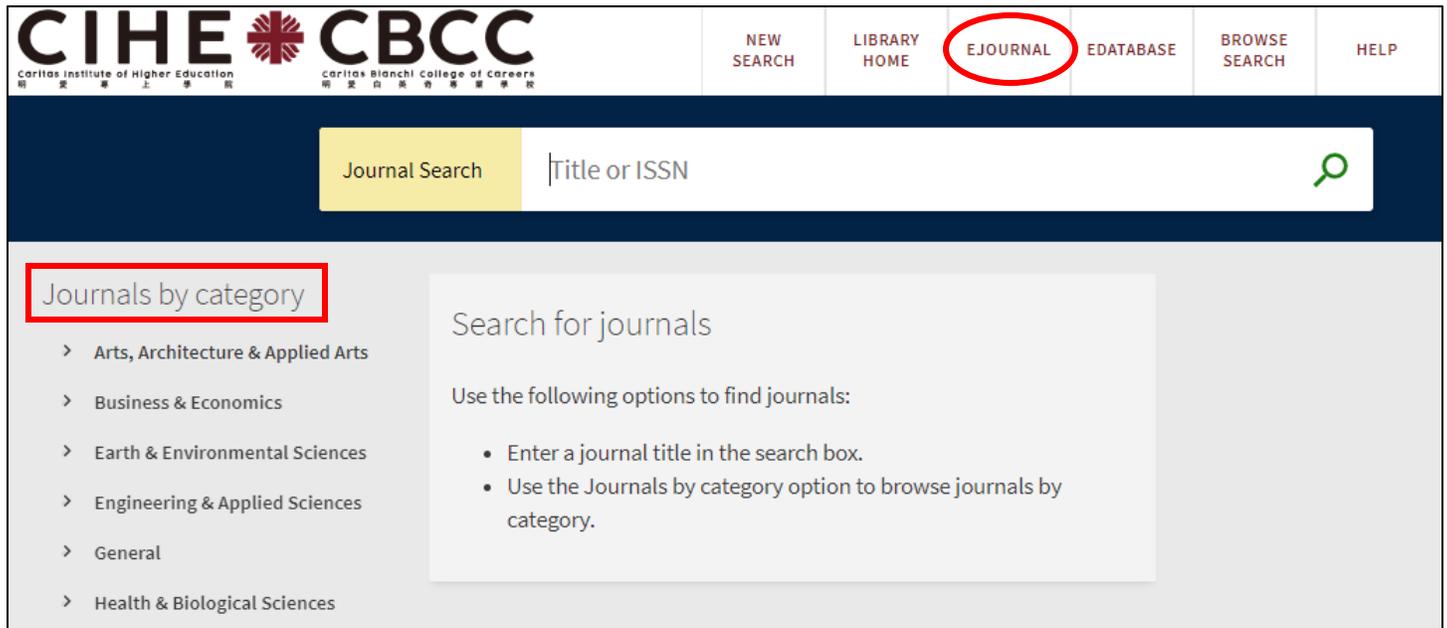
The screenshot displays an advanced search interface. At the top, there are two radio buttons for 'Library Catalogue' and 'Article Plus', with 'Article Plus' selected and circled in red. Below this, a dropdown menu shows options: 'contains', 'is (exact)', and 'starts with'. The search filters section contains three rows: 'Title contains COVID-19', 'AND Any field contains "mental health"', and 'AND Any field contains Hong Kong'. A dropdown menu for 'Any field' is open, showing options: 'Any field', 'Title', 'Author/Creator', 'Subject', and 'ISBN'. To the right, there are sections for 'Material Type' (All items), 'Language' (Any language), 'Start Date' (Day, Month, Year), and 'End Date' (Day, Month, Year). At the bottom, there are buttons for '+ ADD A NEW LINE' and 'CLEAR'. A search bar at the bottom shows the query: 'Title contains COVID-19 AND Any field contains "mental health" AND Any field contains Hong Kong' and a 'SEARCH' button.

The following record, with search terms highlighted in yellow in the specific fields you set, is generated:

ARTICLE
Mental health crisis under COVID-19 pandemic in Hong Kong, China
Zhao, Sheng Zhi ; Wong, Janet Yuen Ha ; Luk, Tzu Tsun ; Wai, Abraham Ka Chung ; Lam, Tai Hing ; Wang, Man Ping
International journal of infectious diseases, 2020-11, Vol.100, p.431-433
“ ...•Older and less-educated respondents tended to have deteriorated mental health outcomes... ”
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[Available Online >](#)

1.10 Search Specific Journals

On top of the Discovery Search homepage, there is an **EJOURNAL** option where you can search for specific journals subscribed by the Library.



The screenshot shows the top navigation bar of the Discovery Search homepage. The navigation bar includes the logos for CIHE (Caritas Institute of Higher Education) and CBCC (Caritas Bianchi College of Careers). The navigation menu contains the following items: NEW SEARCH, LIBRARY HOME, EJOURNAL (highlighted with a red circle), EDATABASE, BROWSE SEARCH, and HELP. Below the navigation bar is a search bar with a yellow 'Journal Search' button and a search box containing the placeholder text 'Title or ISSN'. To the right of the search box is a magnifying glass icon. Below the search bar is a section titled 'Journals by category' (highlighted with a red box). This section lists several categories with expandable arrows: Arts, Architecture & Applied Arts; Business & Economics; Earth & Environmental Sciences; Engineering & Applied Sciences; General; and Health & Biological Sciences. To the right of the categories is a box titled 'Search for journals' which contains the text 'Use the following options to find journals:' followed by two bullet points: 'Enter a journal title in the search box.' and 'Use the Journals by category option to browse journals by category.'

You can either type the journal title or its ISSN directly in the search box and click  , or browse the journal titles in terms of subject under the **Journals by category** section on the left.

2 Services Available After Sign-In

To enjoy more services provided by the Discovery Search, you have to **sign-in** on the top right-hand corner:

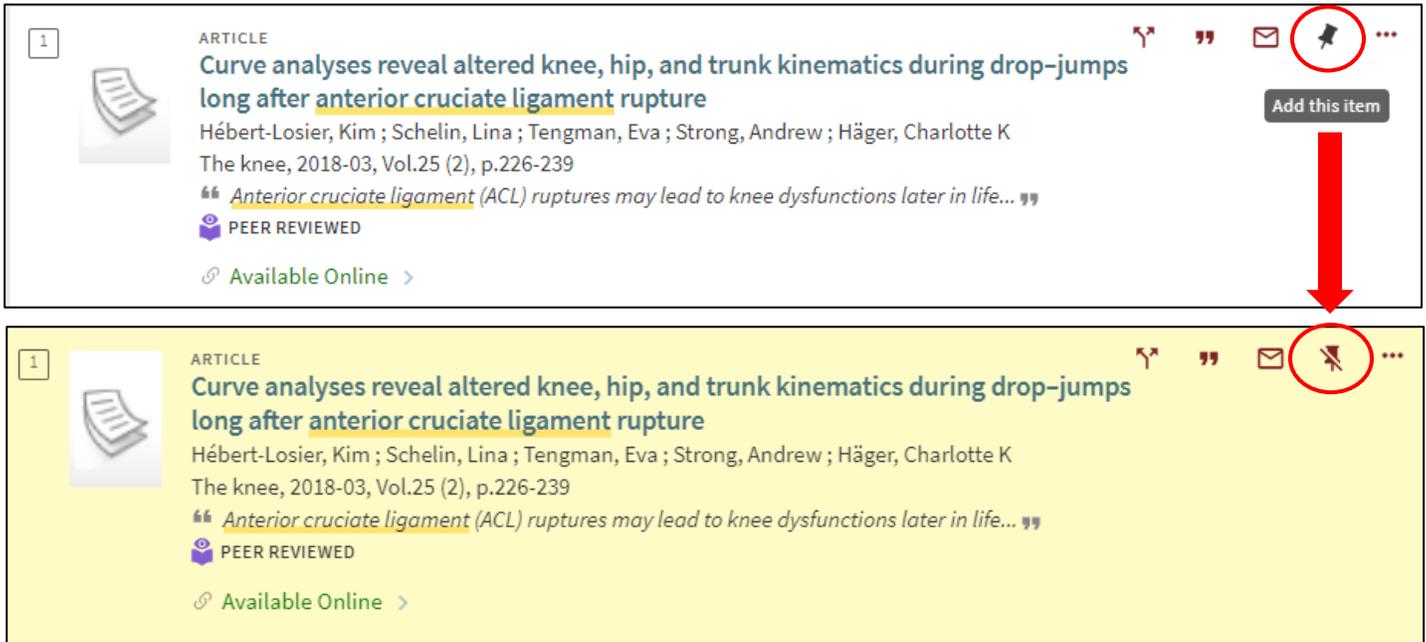
The screenshot illustrates the sign-in process on the library website. The top navigation bar contains links for EJournal, EDatabase, Browse Search, and Help. A red box highlights the 'Sign in' button. Below the navigation bar is a search bar with 'Library Catalog' and an 'ADVANCED SEARCH' button. A red arrow points from the 'Sign in' button to a user selection dialog box. The dialog box asks 'Please select your user type:' and lists two options: 'CIHE & CBCC Staff / Student' and 'Graduates/ Library Card Holders'. A red box highlights these two options. Below the dialog box is a sign-in form with fields for 'network account' and 'Password', and a 'Sign in' button. A red arrow points from the 'Sign in' button in the dialog box to the 'Sign in' button in the form. The form also includes a link for 'Initial Password Format'.

The services you can enjoy after sign-in include:

- **Add resources you found and search queries you submitted to  My Favorites permanently:** You can save resources from your result lists and queries you have performed to **My Favorites** for future use;
- **Access additional resources:** After signing into the Discovery Search outside campus, users can search and retrieve more information from additional resources;
- **Request or renew library resources via My Library Record:** You can request or renew resources via My Library Record. You can also check your loans, due dates and fines (if applicable) in My Library Record;

2.1 Add Resources to My Favorites

When you click  in a result entry, the icon changes to  with the whole entry highlighted in yellow.



1

ARTICLE

Curve analyses reveal altered knee, hip, and trunk kinematics during drop-jumps long after anterior cruciate ligament rupture

Hébert-Losier, Kim ; Schelin, Lina ; Tengman, Eva ; Strong, Andrew ; Häger, Charlotte K

The knee, 2018-03, Vol.25 (2), p.226-239

“ Anterior cruciate ligament (ACL) ruptures may lead to knee dysfunctions later in life... ”

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Add this item

1

ARTICLE

Curve analyses reveal altered knee, hip, and trunk kinematics during drop-jumps long after anterior cruciate ligament rupture

Hébert-Losier, Kim ; Schelin, Lina ; Tengman, Eva ; Strong, Andrew ; Häger, Charlotte K

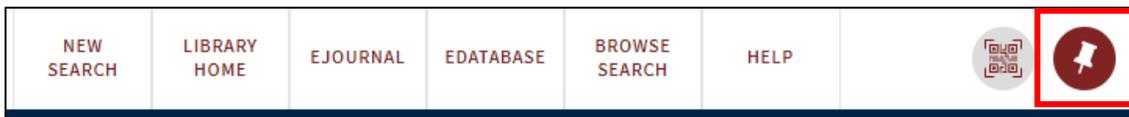
The knee, 2018-03, Vol.25 (2), p.226-239

“ Anterior cruciate ligament (ACL) ruptures may lead to knee dysfunctions later in life... ”

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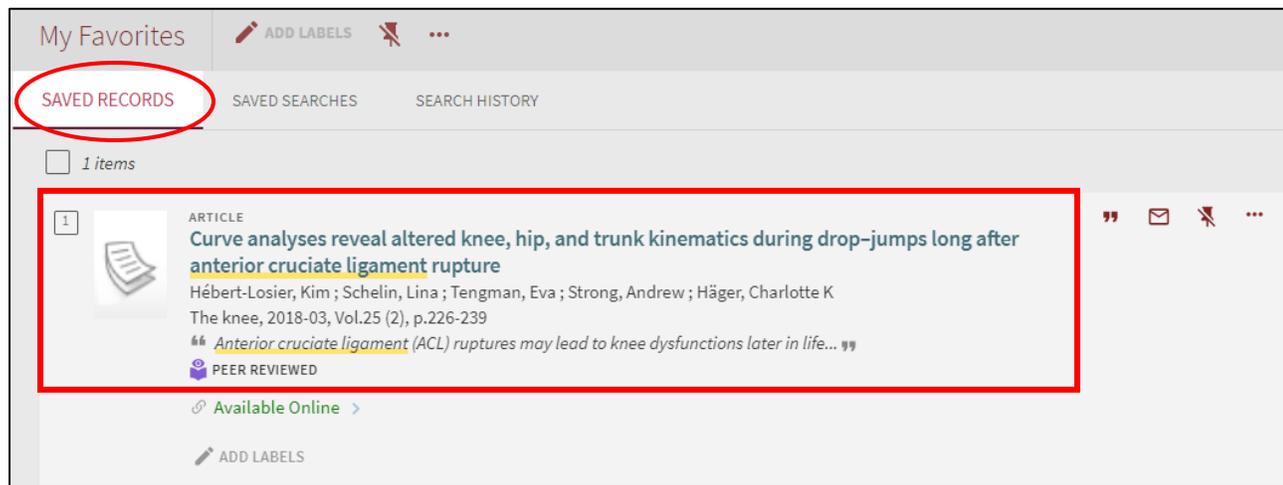
The resource will then be automatically added to **My Favorites**  on the top right-hand corner of the search page.



NEW SEARCH LIBRARY HOME EJOURNAL EDATABASE BROWSE SEARCH HELP



After clicking , you will be directed to **My Favorites** where the profiles of **Saved Records**, **Saved Searches** and **Search History** are shown.



My Favorites

ADD LABELS

SAVED RECORDS SAVED SEARCHES SEARCH HISTORY

1 items

1

ARTICLE

Curve analyses reveal altered knee, hip, and trunk kinematics during drop-jumps long after anterior cruciate ligament rupture

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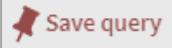
“ Anterior cruciate ligament (ACL) ruptures may lead to knee dysfunctions later in life... ”

PEER REVIEWED

Available Online >

ADD LABELS

2.2 Save Search Queries

You can save your search query by clicking  icon next to the number of results.



Your search query will be saved in the profile of **Saved Searches** in **My Favorites**.

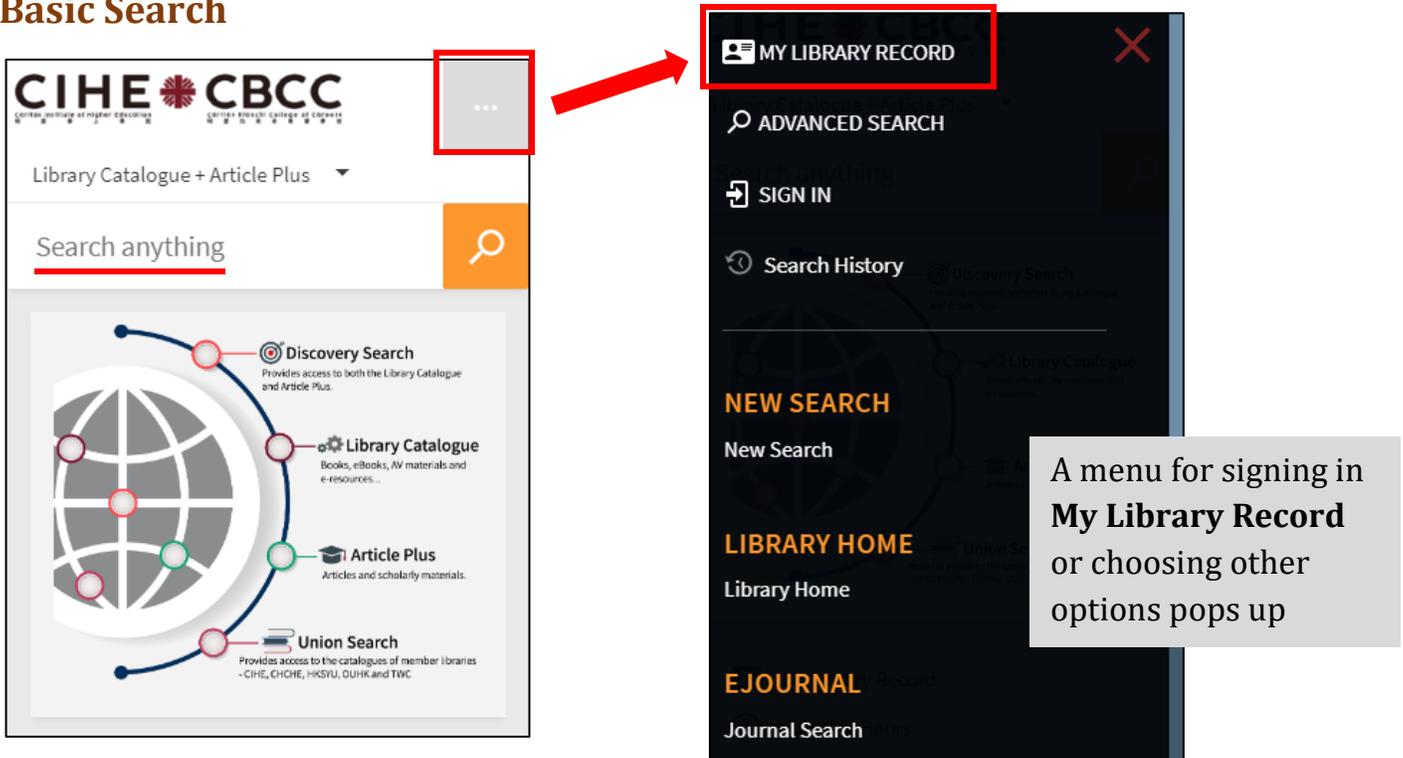


Note: If you do not sign in, you can only view your search queries of the **current session** in the Search History profile. Once you close the Discovery Search, all your search queries will be lost. Therefore, to save your time and effort, please remember to sign in to save your queries **permanently**.

On Mobile

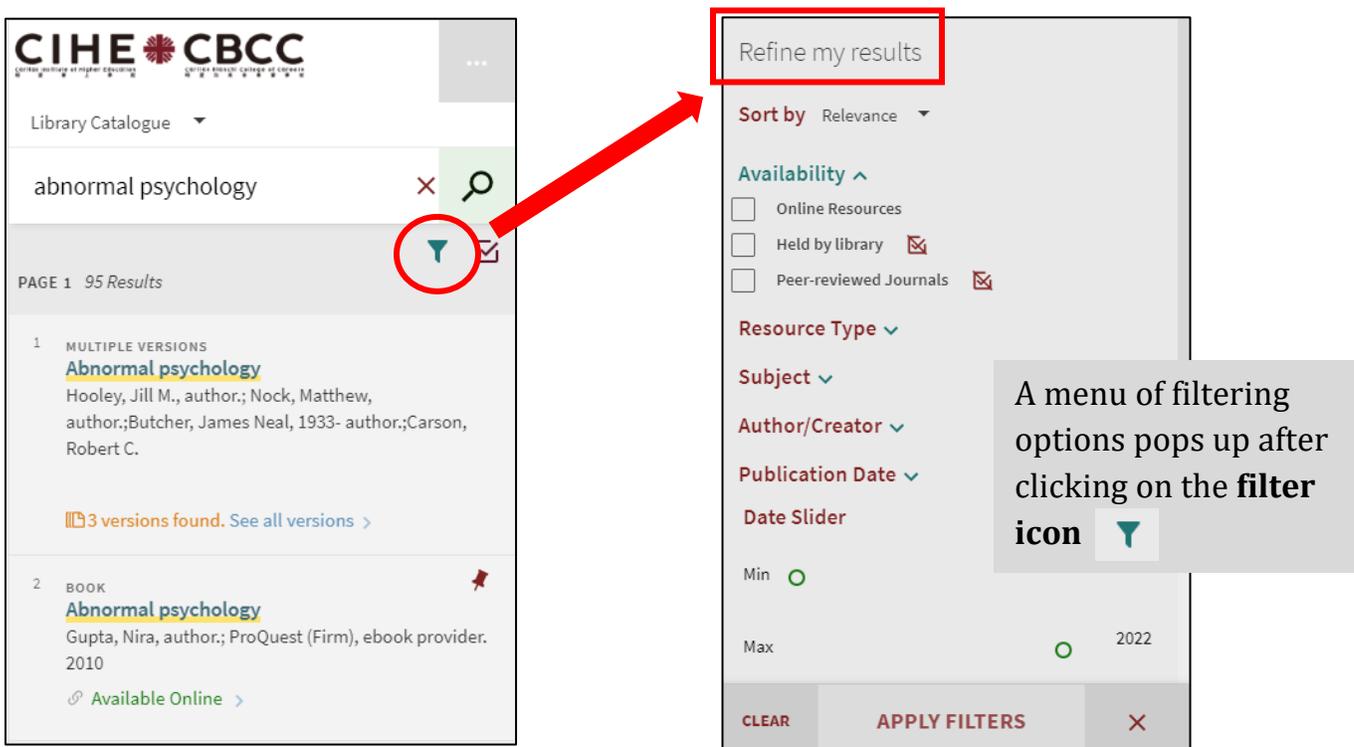
You can access Discovery Search on the mobile phone both on and off campus. The features in mobile version and PC version are the **same**. However, the interface of the mobile version is adjusted to fit a smaller screen size.

Basic Search



The screenshot shows the mobile library search interface. On the left, the CIHE CBCC logo is at the top, followed by the text "Library Catalogue + Article Plus". Below this is a search bar with the placeholder text "Search anything". A red box highlights a menu icon (three dots) in the top right corner of the search bar area. A red arrow points from this icon to a dark navigation menu on the right. This menu contains the following items: "MY LIBRARY RECORD" (highlighted with a red box), "ADVANCED SEARCH", "SIGN IN", "Search History", "NEW SEARCH", "LIBRARY HOME", and "E JOURNAL". A grey callout box on the right contains the text: "A menu for signing in in My Library Record or choosing other options pops up".

Refine My Results



The screenshot shows the mobile library search results page. At the top, the CIHE CBCC logo is visible. Below it, the search bar contains the text "abnormal psychology". A red circle highlights a filter icon (a funnel) in the top right corner of the search bar area. A red arrow points from this icon to a grey filter menu on the right. This menu contains the following items: "Refine my results" (highlighted with a red box), "Sort by Relevance", "Availability" (with a dropdown arrow), "Resource Type" (with a dropdown arrow), "Subject" (with a dropdown arrow), "Author/Creator" (with a dropdown arrow), "Publication Date" (with a dropdown arrow), and "Date Slider". The "Date Slider" section shows "Min" and "Max" values, with "2022" next to the "Max" value. At the bottom of the filter menu are "CLEAR" and "APPLY FILTERS" buttons. A grey callout box on the right contains the text: "A menu of filtering options pops up after clicking on the filter icon".