

SEARCHING SABINET LEGAL PRODUCTS

All the Legal products are searchable on the same search interface. A product is a collection of related resources on a specific topic or a specific source e.g. the *Government Gazette* product.

LOGGING ON

1. Go to the Sabinet Home page at: www.sabinet.co.za
2. Click on the Client Access button
3. Either type in your User Id and Password and then click on the Login button, or access our services via IP Authentication (the latter needs to be pre-arranged).

NAVIGATION

Use the links on the navigation toolbars to navigate your way through the system and the search boxes and drop-down lists for searching.



Predefined search lists are also available for certain products on the search screens e.g. Latest Index or Lists of Acts on the Government Gazette.

Additional tip: Click the Search tips link for additional information.

SELECTING A PRODUCT

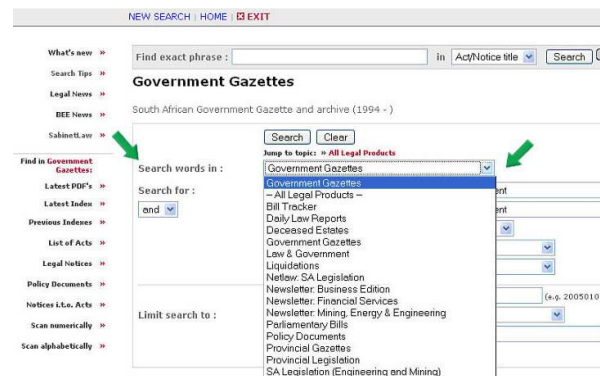
Two options are provided for selecting a product:

1. On the Sabinet Legal Products Home page click on the name of a product to select it. This is in the middle of the page in red.



or

2. Once in a product, click in the drop-down list next to 'Search words in'.



SEARCHING

Choose from three search options:

1. 'Quick word search' from the Sabinet Legal Products home page to search across all your subscribed products.
2. 'Find exact phrase' search on a specific product search screen e.g. Government Gazettes
3. Word or number search on a specific product search screen e.g. Government Gazettes.

Quick Word search on Home Page

Use this option for quick word searching across all your subscribed products.

Combine words with "and", "or" and "not" (e.g. education not seta) or (e.g. education or schools). Default is "and" (e.g. labour relations is the same as labour and relations).

It is recommended when using more than one type of *Boolean operator* in a search, to use parentheses () around each search term as well as around each group of search terms e.g. (training or education) and (tertiary) not (school or schools).

You may search on a *specific field* by choosing the field in the drop-down list (e.g. Title). There are more fields available for searching on an individual product search screen (e.g. Government Gazettes).

Pre-defined search lists are available on the left of the search screens e.g. List of All Bills.



'Find Exact Phrase' Search on a Specific Product

Select a specific product (e.g. Government Gazettes). Use the 'Find Exact Phrase' Search Box, on the top of the screen.

Enter the words in the exact format they must appear in the items; - in other words next to each other and without inverted commas (e.g. labour relations).

You may do this search across all the data in a product by using the option "All Content" in the drop-down list and depending on the product, on other fields e.g. "Title" by selecting the "Title" option in the drop-down list.

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Word Search on a Specific Product

Select a specific product (e.g. Government Gazettes) from the home page or from the Search screen.

You may enter the *search terms* in different search boxes or alternatively all the search terms from one field may be entered in the same search box with Boolean operators in between the search terms.

Search terms from *different fields*, e.g. title or date should be entered in separate search boxes. Use the Boolean drop-down list when combining separate search boxes.

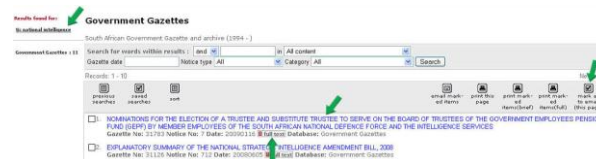
Predefined search lists are available for certain products on the left of the screen. Examples of lists are the List of Acts on the Netlaw search screen that links directly to an act or the List of Bills in Process on the Bill Tracker search screen for bills currently before Parliament.



USING SEARCH RESULTS

Display: The search results are displayed in a short format, and always with the latest information on the top. On the top left of the page it displays the number of results retrieved.

There are 10 items displayed on a page. To *proceed to the next page* you use the "Next" above the results toolbar.



Search within results: If dissatisfied with your search results, enter additional search words in the "Search for words within Results" box. Click on the Search button to execute this search within your current results

Viewing full-text: All items with pdf or html full-text documents have click-through links to access these full-text documents. To access the full format of an item, click on the title of the required item or click on the full text button.

Printing: Click on the "Print this Page" button on the Results toolbar should you wish to print all the items on the Results page. Click on "Print Marked Items" button on the Results toolbar in order to print all your marked items. This provides you with a neat print format.

Emailing: Mark the tick box next to the item on the Results page or on the full format of the item, then click on "Email Marked Items" button to access the Email page. Enter the relevant email addresses using a comma between addresses, change the Subject line if desired. Click on the "Email" button to send. After you have emailed the items, click on the "Return" button to go back to your Results page. All sent items are automatically unmarked.

Should you have any product training enquiries please contact Cresida Heslop at tel: (012) 643-9500 or e-mail: cresida@sabinet.co.za.

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