APAFT USER GUIDE
Available from: http://hortentafe.libguides.com/eresources

Current Australian content in full text articles from newspapers, magazines, books and conference proceedings, Australian Public Affairs Full Text (APAFT) is an indexing and full text database that includes over 490 journals covering Australia’s political, economic and social affairs. Articles start from 1994 and indexing records start as far back as 1978. Subject coverage includes current affairs, economics, environment, history, industrial relations, immigration, law, literature, national identity, politics, public health and social policy.

LOGIN

APAFT can be accessed by Hunter and Central Coast TAFE staff and currently enrolled Hunter and Central Coast TAFE students. Login with the password on the Database Passwords list. This list is available at your local Hunter and Central Coast TAFE Library or online (For the online version, you will need to login with your TAFE Username and Password to open the passwords list).

SEARCHING

To search using a general keyword search, enter your search term(s) in the Search Query box. For only record results that provide access to the full downloadable version, click in the Limit Search; full text only check box and then click on the Search button.
For a more advanced search, and to limit your results, click on the Advanced Search tab. Select specific fields to search, combine terms and use truncation, Boolean etc. You can also limit the search by publication year(s) if you wish.

BOOLEAN OPERATORS
Boolean logic defines relationships between terms in a query. The operators are AND, OR and NOT. Select the search mode: “Boolean/Phrase”
• The AND operator combines search terms so that each search result contains all of the terms
• The OR operator combines search terms so each search result contains at least one of the terms
• The NOT operator excludes so the search result does not contain any terms that follow the operator
WILDCARDS/TRUNCATION

Wildcards allow you to match:

- both the singular and plural forms of a word
- words that begin with the same stem
- words that can be spelt in different ways

You can use the asterisk * symbol to truncate your search term.

For example: Austral* will retrieve Australia, Australian, Australasian etc.

The question mark ? stands for exactly one character.

To search all available Informit databases together, click on the Change Databases link located below the Advanced Search tab. Click on Select by Database Name. Tick all check boxes and then click on Update Selection. All databases will now be listed below the search tabs.

RESULTS

The first 10 search results will be displayed. Clicking in the box beside each record adds it to a list. To view this list, click on the View Selected link in the toolbar at the top of the search results to see all the records you have selected this search session. This list will be cleared once you log out or close your browser window. The list may be useful for your bibliography or further research.

The toolbar at the top of the search results list also gives you the option to Print, Save and Email citation details (i.e. Author, Title, Date etc.) of one or more records. This does not include the full text and it will not be in a referencing format. Please refer to our referencing guides at http://huntertafe.libguides.com/libraries for specific referencing style guidelines.

OPENING and PRINTING FULL TEXT ARTICLES

When full text articles are available, a link appears at the bottom of the record. Simply click on this link to open the full text article which can then be viewed, printed, or saved.

LOGOUT

Click on the Logout button, at the top right-hand side of the screen, when you have finished searching. This will log you out of the database and clear your search history, and selected records list.

PLEASE ASK FOR MORE INFORMATION AT YOUR LOCAL HUNTER OR CENTRAL COAST TAFE LIBRARY