

STANDARDS AUSTRALIA ONLINE USER GUIDE

Available from: <https://huntermtafe.libguides.com/eresources>

TO ACCESS

Go to the **Library eResources** page at <https://huntermtafe.libguides.com/eresources> and click on the **S link** or go direct to the Standards link at <https://tafensw.libguides.com/standards>
You will need to login with your TAFE username and password. This can be obtained from your local Library or Student Services.

COPYRIGHT

Students and staff are able to print off **1 copy** of any standard for their individual use and only for educational purposes. Teachers are not permitted to print off class sets for distribution to their students.

SEARCHING

Quick Search: Allows the user to search by standard number or by any keyword(s) known to be in the title.

Subject Search: Arranges all standards by subject area and users may select to search within a subject to find what sub-headings and standards are listed below it.

Power Search: Allows for more complex searches which combine any number of search strings together. This may include keywords in the title or abstract (summary), keywords in the full text of the standard, or date of publishing. The user can fill in as many pieces of information as desired. The more information filled in, the better the results from the search will be.

VIEWING

Once a search is completed, a list of results appears at the bottom of the screen. Each result should provide; **Title** (click on this for more details) and a **View Document** icon.

Once the **View Document** is chosen, the standard will appear in Adobe Acrobat format. There can be a delay in the document opening.

If a document fails to open, it is most likely as a result of the PDF file incompatibility and/or your web browser, Adobe Reader version, system resources, structure of the PDF, or the version of Microsoft Word.

If the document name has the **Buy** symbol beside it, it is not available for download from the website.

NOTE: When searching, if the results show **View Users** instead of **View Document**, you may have to wait to view the standard of your choice. Try logging off and logging back on after a short period.



NAVIGATING

To change from page to page, simply scroll/page down or change the page number which appears at the top of the screen (1 of 100 for example) to number of choice. To navigate back to Standards Australia Online, close the document and make a selection from the left-hand side menu.

PRINTING

Remember to print using the Adobe Acrobat Print icon. Choices include printing a range of pages or printing the current page.

SAVING

The standard(s) can be saved, but are encoded with a predetermined expiry period (5 days) after which they cease to be accessible.

LOGGING OFF

Be sure to exit any standard(s) by closing the document and to ensure others don't use it after you. Click the **Subscription Logout button** found on the bottom, left side of the screen.