

# HEDBIB - light guide

International Bibliographic Database on Higher Education <http://hedbib.iau-aiu.net>

IAU Members benefit from **Member services\*** in HEDBIB

- Click on “Member login”
- Enter your login and password

## Search functions: Basic and Advanced searches

- Basic search enables you to search for word(s) present in any field
- Advanced search enables you to search: Title; Periodical title; Author; Corporate author; Keyword; country; region; type of document; and year

1. **Enter search term** in free text or use the Index to select terms



**Tip** : Use a semi-colon (;) to separate terms

**Tip** : To access the **index**, click on the question mark icon (?) at the right of the field:

- Use the ‘Terms beginning with’ or ‘Terms containing’ button or select a letter from the alphabet bar
- Select by clicking on search terms. To deselect a term, click on the term listed in the right column
- After you have completed your selection, click ‘Validate’ and ‘Submit’

2. **Use the drop-down menus** on the right to specify whether the search is carried out on:

- “**Any of the words**” (default operator); “**All the words**” entered; or “**Exact match**”

## Search results

- Use the ‘**sort by**’ **drop-down menu** to sort results by Year (default option); Title; Type of document; Author
- Use the ‘Format’ drop-down menu to view results in **Short** (default format), **Detailed** (shows abstract) or **ISBD** (bibliographic) format.

## Printing search results

- To print an individual record, click on the printer icon to the right of the record
- To print several references, select the records using the tick boxes
- To print all records of a search, click on the PDF and printer icons in the Request zone (lower right)

## Saving search results and accessing them later

- Selected records are automatically saved in your **basket** (lower right of screen) and can be accessed and printed immediately or on future occasions



**Tip** : The magnifying glass icon allows the basket to be previewed

**Tip** : To delete records, select the record(s) using the tick-box and click on the Reset Selection button

**Tip** : To empty your entire Basket, use the Rest basket button

## Search History

The **History tab** contains all previous searches you have carried out in HEDBIB. It enables you to call up these searches and /or to combine them using the Request field.

## New additions to HEDBIB

Click on the **latest additions button** to see the publications entered into HEDBIB during the previous month