Newztext

Library/Te Whare Pukapuka

OVERVIEW

Newztext includes content from New Zealand newspapers, selected magazines, Radio NZ Newswires, Newzindex, Index New Zealand, National Business Review and The Independent.

ACCESSING NEWZTEXT

- Go to the Library webpage www.waikato.ac.nz/library
- Click the down to get the Databases tab.
- Type Newztext in the search box and hit enter or click the magnifying glass.
- Click the hyperlinked title Newztext.

SEARCHING NEWZTEXT

- If searching for information on a specific topic, leave the Select zone(s) to All. This will search the full-text of articles for the search terms entered.
- If the details of the article required are known, change Select zone(s) to search the Title (of the article), Source (name of the publication) or Author (of the article). For example, to find a specific newspaper article, tick Title, and type the name of the article in the First Search box.
- Click Search Newztext box.

SEARCHING TIPS

- AND, OR or NOT can be used to link words within a search box, e.g. Treaty AND Waitangi.
- Search for an exact phrase by using double quotations marks, e.g. "primary school".
- Different word endings are searched by default, e.g. policy will also find policy and policies.
- For truncation use an asterisk *, e.g. polic* will return policy and policies but also other words which share that ‘trunk’, e.g. police.
- Remove punctuation such as question marks from the search terms used.
- Tick or untick boxes under All Collections to determine the type of content to be searched – e.g. magazines only.
- Limit the Dates searched by changing the date range.
- Sort results by score (relevance) or by date.
**VIEWING THE RESULTS**

- Click the **Title** of the article and the full text of the article will appear on screen.

- Note all the information needed to reference the item is available from the top of the article.

**MANAGING THE SEARCH RESULTS**

- View several articles at once by ticking the box next to the title required and click [Get selected items] from the bottom of the page.

- Email articles by ticking the box next to the title required, type email address into box at the bottom of the page, then click [Email selected items to].