

This document provides a compilation of all Help pages for your use when searching the CMIS Online Directory. The Help pages are designed to enable you to maximise the effectiveness of your search.

**Contents:**

- **All Fields Search**  
This is a very powerful search, but may bring up unexpected results. Includes suggestions for designing and refining your search.
- **CMIS Topic Search**  
Includes a complete list of all CMIS Topics
- **Author Search**  
Examples of various ways to search for an author's name
- **Title and Series Search**  
Examples of various ways to search for a title or series
- **Subject Search**  
Examples of various ways to search for a particular subject

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If you have suggested amendments for these Help Pages, please email:  
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## All Fields Search Help Page

An **All Fields** search provides the most powerful access to the CMIS Online Directory. This search finds any word you put in from anywhere in the item record. However, it does also bring up items that do not relate to what you are expecting from your search.

- Before you start a search take some time to make a list of the words you might use in your search. Decide whether you want to restrict your search by Phase of Development or Learning Area.
- One simple search is to put in a Learning Area as a search word and restrict the search by Phase of Development.  
Eg: 1. '**english**' and select '**Middle Childhood**' from the drop-down restrictors. This search also finds items for 'Languages Other Than **English**'.
- If you want to filter out the LOTE items in the example above, put '**english**' in the first line of the search. On the second line select NOT from the drop-down menu and put in '**languages other than english**', then select '**Middle Childhood**' from the drop-down restrictors. [results down from 139 to 117]

If you want to locate just websites on a subject, put in your subject and website as the search terms.

Eg: 1. Typing in '**Antarctica**' on the first line AND '**website**' on the second line as your two key words will locate all the websites that mention Antarctica in their title, subject or description.

### CMIS Topic Search

- You **MUST** search using one of the CMIS Topics listed below.
- You may use one or more **Restrictor** from the drop-down menus to limit your results.  
 Eg: 1. Choosing **Antarctica** as the search topic will give you all resources across all Learning Areas and Phases of Development.  
 Eg: 2. Choosing **Antarctica** and **Early Childhood** will just give you resources suitable for students in this Phase of Development.  
 Eg:3: Choosing **Antarctica** and **Science** will just give you resources in this Learning Area suitable for students in all Phases of Development.
- **NOTE:** If you want to locate just websites on Antarctica, go to the All Fields search and put in **Antarctica** and **website** as your two key words.

Aboriginal Peoples	Literacy
Aboriginal Peoples – Fiction	Literacy - Websites
Aboriginal Peoples – Personal Stories	
Aboriginal Peoples – Websites	Man-made Disasters (Disasters Pathfinder)
	Man-made Disasters – Fiction
Access Asia – Fiction	Man-made Disasters – Websites
Access Asia – Personal Stories	
Access Asia – Websites	Minibeasts
	Minibeasts – Fiction
Antarctica	Minibeasts – Websites
Antarctica – Fiction	
Antarctica – Websites	Multicultural - Websites
ANZAC Day	Natural Disasters (Disasters Pathfinder)
ANZAC Day – Fiction	Natural Disasters – Fiction
ANZAC Day – Personal Stories	Natural Disasters – Websites
ANZAC Day – Websites	
	Numeracy - Websites
Astronomy	
Astronomy – Fiction	Oceans
Astronomy – Websites	Oceans – Fiction
	Oceans – Websites
Aviation (Flight Pathfinder)	
Aviation – Fiction	Olympics
Aviation – Websites	Olympics – Fiction
	Olympics – Personal Stories
Biomes	Olympics – Websites
Biomes – Fiction	
Biomes – Websites	Outback
	Outback – Fiction
Built Environment	Outback – Websites
Built Environment – Fiction	
Built Environment – Websites	Peace Studies
	Peace Studies – Fiction
	Peace Studies – Websites



Christmas Christmas – Fiction Christmas – Websites  Circus Circus – Fiction Circus – Websites  Civics and Citizenship Civics and Citizenship – Websites  Curriculum through ICT Curriculum through ICT – Websites  Dinosaurs Dinosaurs – Fiction Dinosaurs – Websites  Doorways – Fiction Doorways – Personal Stories  Driver Education – Websites  Drug Education Drug Education - Websites  Easter Easter – Fiction Easter – Websites  English as a Second Language (ESL) – Websites  Explorers Explorers – Fiction Explorers – Websites  Farming Farming – Fiction Farming – Websites  Feasts and Festivities Feasts and Festivities – Fiction  Federation Federation – Fiction Federation – Websites  Food and Nutrition Food and Nutrition – Fiction Food and Nutrition – Websites	Plants – Websites  Refugees Refugees – Fiction Refugees – Personal Stories Refugees – Websites  Rice Rice – Websites  Shipwrecks (WA) Shipwrecks – Fiction Shipwrecks (WA) – Websites  Skin Cancer - Websites  Software  Students with Disabilities and Learning Difficulties – Websites  Sustainability Sustainability - Fiction Sustainability - Websites  Threatened Species Threatened Species – Fiction Threatened Species – Websites  Tsunamis Tsunamis – Websites  Values Values – Fiction Values – Websites  VET Resources VET Resources – Websites  Volunteers Volunteers – Fiction Volunteers – Websites  WA 175 <sup>th</sup> Anniversary WA 175 <sup>th</sup> Anniversary – Fiction WA 175 <sup>th</sup> Anniversary – Websites  War and Conflict War and Conflict – Fiction War and Conflict – Personal Stories War and Conflict – Websites
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Forensic Science Forensic Science - Websites	Water Water – Fiction Water – Websites
Future – Fiction	Zoos Zoos – Fiction Zoos – Websites
Information Literacy Information Literacy – Websites	
Inventors and Inventions Inventors and Inventions – Websites	
Journeys Journeys – Fiction Journeys – Personal Stories Journeys – Websites	

## **Author Keyword Search Help Page**

This search will find any **Author** or **Illustrator** of the resources in the CMIS Online Directory by finding any word in any part of the name.

- Start searching by typing in an author's surname, or at least the first **four** letters of the surname.  
Eg: 1. Typing in 'paulsen' will find works by Gary Paulsen.  
Eg: 2. Typing in 'paul' will find all items containing 'paul' as a Christian name, surname, and part of a surname: Paul Jennings, J. Paul Getty Trust, and Gary Paulsen.  
Eg: 3. Typing in 'pull' will find Philip Pullman and Christine Pullein-Thompson
- If a surname is made up of two words, you can type in the first word of the surname or the two words with a space between both words.  
Eg: 1. Typing in 'le' OR 'le guin' will find books by Ursula Le Guin. Typing in 'lequin' as one word WILL NOT find any reference to her.
- You may type in any part of the name you are looking for and in any order.  
Eg: 1. Typing in 'paul' OR 'jennings' OR 'paul jennings' OR 'jennings paul' will find titles of books by Paul Jennings. The searches using both the Christian and surname will give you a more specific result.
- You may use one or more **Restrictor** from the drop-down menus to limit your results.  
Eg: 1. Choosing **Shaun Tan** as the search name will give you all resources across all Learning Areas and Phases of Development.  
Eg: 2. Choosing **Shaun Tan** and **Middle Childhood** will give you only the titles by Shaun Tan that are suitable for students in this Phase of Development.
- NOTE: In the Author Search, you may not get any results if you use the **Learning Areas** or **Outcomes** restrictors.

## **Title and Series Keyword Search Help Page**

This search will find any **Title** or **Series** in the CMIS Online Directory by matching any word from the title or series.

- Start searching by typing in the **full title** of the item or **full name** of the series for the most specific result.  
Eg: 1. Typing in 'after january' will find Nick Earls's book *After January*.  
Eg: 2. Typing in 'his dark materials' will find *Northern Lights*, *The Subtle Knife* and *The Golden Compass*, the three titles in this series.
- A search with only **one word** of the title or series will locate the item, but also bring up a number of other titles.  
Eg: 1. Typing in 'after' will find all titles containing 'after': *After January* and *The Song of Hiawatha: After the poem*.  
Eg: 2. Typing in 'january' will find *After January* and *Australia's Constitution: With overview and notes by the Australian Government Solicitor: updated to January 1998*  
Eg: 3. Typing in 'materials' will find *Northern Lights*, *The Subtle Knife*, *The Golden Compass* from **His Dark Materials** series, and *The Internet and mathematics education [website] : Resource material for students*
- In each database record, authors and illustrators are listed in the title statement. Searching for *The Green Prince* by Sophie Masson using 'green' as your search word will also bring up *Divorce* by Janine Amos; illustrated by Gwen **Green**.
- Typing in a common word in a title such as 'australia' currently brings up 220 items in the CMIS Database. In this case, it may be better to use the **All Fields** search and put in anything else that you know about the item.  
Eg: 1. **Australia** and **website**.
- You may also use one or more **Restrictor** from the drop-down menus to limit your results.  
Eg: 1. Choosing **Australia** as the search name will give you all resources having Australia in the title of the item across all Learning Areas and Phases of Development [220 items].  
Eg: 2. Choosing **Australia** and **Early Adolescence** will give you only the resources having Australia in the title that are suitable for students in this Phase of Development [130 items].  
Eg: 3. Choosing **Australia** and **Society and Environment** will give you resources having Australia in the title to support work in this Learning Area [116 items].  
Eg: 4. For a narrower result, you may also select **Australia** and **Early Adolescence** and **Society and Environment** [87 items].

## Subject Keyword Search Help Page

This search will find resources in the CMIS Online Directory using **any** word in the SCIS Subject Headings. SCIS [Schools Catalogue Information Service] provides records for all government school libraries in Western Australia.

- Start searching by typing in the name of a subject.  
Eg: 1. Typing in '**pollution**' will find works on Pollution in general, and more specifically, Water, Air, Marine, Noise, Soil, and Water Pollution.  
Eg: 2. Typing in '**sea**' will find all items containing the subjects Ocean, Marine, Coast.  
Eg: 3. Typing in '**machines**' will find items on Machines as well as Artificial Intelligence, Calculators and Robots.
- If a subject is made up of two words, you can type in the first or last word or both.  
Eg: 1. Typing in '**environment**' will find items on Environment and Environmental Protection.  
Eg: 2. Typing in '**protection**' will find items on Environmental Protection, Child Protection and Animals - Treatment.
- If you type in a long word and don't get a result, try typing in **four** letters, which will often bring up a similar word.  
Eg: 1. Typing in '**immigrants**' finds no items. However, typing in '**immi**' finds items on **Immigration**.
- Use **plurals** of words such as **dogs**, **cats** and **cars** to get a result. The singular dog, cat and car WILL NOT return a result.
- **Correct spelling** is important. The database DOES NOT allow for incorrect spelling.
- You may use one or more **Restrictor** from the drop-down menus to limit your results.  
Eg: 1. Choosing **Pollution** as the search word will give you all resources across all Learning Areas and Phases of Development.  
Eg: 2. Choosing **Pollution** and **Middle Childhood** will give you only the items about Pollution that are suitable for students in this Phase of Development.
- NOTE: If you want to locate just websites on Pollution, go to the **All Fields** search and put in **Pollution** and **website** as your two key words.