Margaret Gee’s Media Guide – step by step

1. From the Library Catalogue search box, select Databases.

2. Type margaret gee in the search box.

3. The catalogue record will open. Click on the link Available via ConnectWeb with username and login.

Only one person at a time can use this product. If someone else is already using it, you may not be able to get in. Just try again in a little while.

4. The UniSA login screen appears. Enter your usual UniSA login details here and click the Login button.

5. The record now displays a new box with Access Details.

7. Click on the Log in button in the upper right corner of the Connectweb webpage.

8. At the Login screen, copy/paste the Email (Username) and Password from the Access Details in the catalogue record (in your previous window or tab) and click the Login button.

9. The ConnectWeb site now displays 'Welcome University of South Australia Library' at the top of the page. Click on View Our Database at the top left corner.
10. In the **Quick Search** screen, scroll down to the ticked boxes beneath **Search in...** and untick everything except **Media Guide**.

![Quick Search Screen]

11. Enter your keywords and click **Search** to find entries for people and companies. You can also use the drop-down arrows in the **Refine by...** section to look for entries by location, position and/or media type.

![Refine by Screen]

12. When you are finished, remember to click the **Logout button** at the top of the website, so that others can use the guide too.