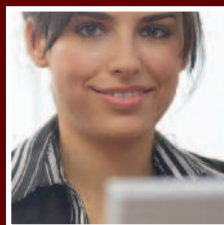
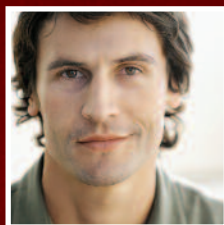
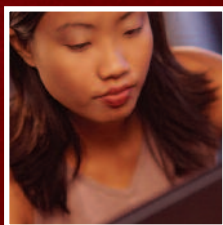




ProQuest® **User Guide**



What is ProQuest®?

ProQuest® is an aggregated electronic publications service. It is one of the largest online content repositories in the world, and provides a single, integrated platform. Depending on your institution's subscription, it provides online access to the full text of thousands of journals, newspapers and magazines with detailed abstracts and indexing for thousands of other publications. With it, you will find answers to your questions in fields that range from the latest scientific breakthroughs to emerging business strategies to the latest Hollywood blockbusters.

ProQuest – Key Features

- Intuitive, easy-to-navigate interface
- Clearly labelled search results
- **One Click Searching™** linking technology to the full text of the search results, whether it is from ProQuest or any other content provider
- ProQuest® Smart Search for simpler searching
- ProQuest Alerts allows you to receive email alerts of content updates
- My Research, providing a comprehensive record of your searches
- ProQuest Search Widget helps your library increase visibility by embedding a ProQuest search box on your institutional page
- RSS feeds for full text content updates.

Getting Started with ProQuest®

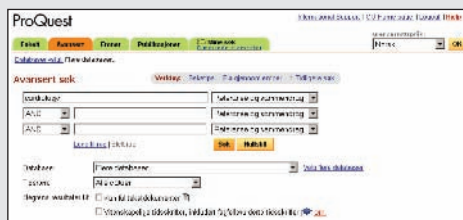
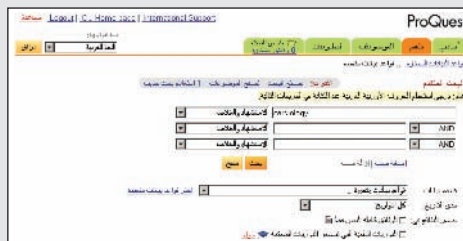
The following screens are available at all times:

- Basic
- Advanced
- Topics
- Publications
- My Research

To move between the different screens, just click on the appropriate tab. This guide explains how to use these different screens to find documents and citations for your research and study, and how to get the most from your search results.

Local language interfaces

The ProQuest® interface is available in a number of languages: Arabic, English, French, German, Hungarian, Indonesian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Russian, Simplified Chinese, Spanish, Thai, Traditional Chinese and Turkish. All screens, including search screens, online help and the topics screen, are translated into the local language. To change the language interface, use the drop down menu on the top right of the screen.



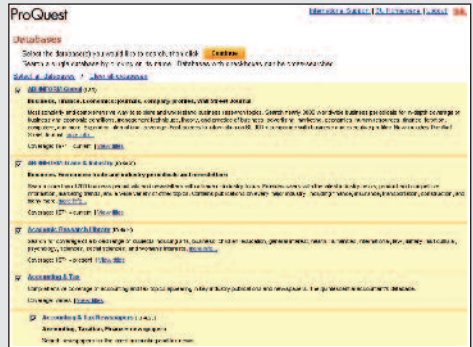
Databases

The **Databases** screen is available from the **Basic**, **Advanced** and **Publications** screens by clicking the **Databases selected** or the **Select multiple databases** links. It allows you to quickly scan database descriptions for:

- Subjects
- Source types (e.g. newspapers, journals)
- Coverage
- Links to title lists
- Links to further information

ProQuest® is organised into subject-based collections of documents from newspapers, periodicals and academic journals. The **Databases** screen displays the databases that your institution subscribes to, enabling you to choose between searching across all databases simultaneously or selecting only collections relevant to your research or study. The description of a database is under each title. A note is displayed, describing the collection and providing general information about the publications available.

- To view a list of publications available in that collection on the **Databases** screen, click **View Titles**.
- To select collections for your search, check the box next to each database that you wish to search and then click **Continue** to move to your institution's default search mode.



Basic

In the **Basic** search screen, you can search by keyword or phrase. Simply enter your keyword in the search box. You can join these words with Boolean operators **AND**, **OR** and **AND NOT** to focus your search. To search for a phrase of more than two words, use quotation marks. You can also use the proximity operators **WITHIN** and **PRE**.

To narrow your search further, you can:

- Select a **Database**, by using the drop down box to choose a subject database relevant to your query.
- Specify a date range, using the drop down **Date range** menu.
- Restrict documents to full-text documents by checking the box next to **Full text documents only**.

- Restrict documents to **scholarly journals** by checking the box marked **Scholarly journals, including peer-reviewed**.



This gives you the option to search by **Publication title** and **Author**, and **Look for terms in** either citation and abstract or citation and document text.

Advanced

Choose **Advanced** if you would like assistance to perform more complex searches. It provides a structured framework to help you build your search.

- 1 Enter your keyword in the box.
- 2 Select the index field you wish to search within from the drop down field list on the right hand side, for example **Subject**. You can select items from drop down menus with the most popular indexed fields including subject, author and document type.
- 3 Once you have chosen your search criteria, click **Look up** or **Browse Topics** to open a browse window. You can then select an item to add it to your search criteria if you wish.
- 4 Select the field in which you wish to search for your second search term, and repeat the steps above.
- 5 Use the Boolean and proximity operators in the left-hand drop down lists to help build your search.
- 6 If you want to use more than three search terms, click on **Add a row** and repeat the steps above.

As with the **Basic** search screen, you can:

- Select **Databases**
- Restrict date ranges using the drop down menus
- Limit your results to **Full text documents only** by checking the box
- Limit your results to **Scholarly journals, including peer-reviewed**
- Add search criteria using **More Search Options**.

For more information on additional search fields, click on **Search Tips**.



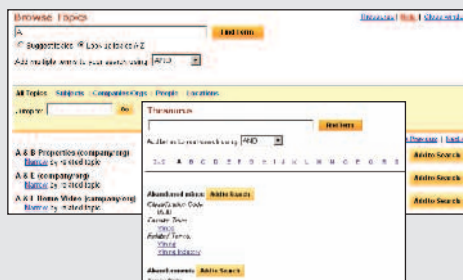
Using the ProQuest® Thesaurus

The ProQuest® Thesaurus allows you to look up subject terms in the ProQuest® controlled vocabulary list and add them to your search. To access the ProQuest® Thesaurus:

- 1 Click on the **Advanced** tab.
- 2 Enter your search term.
- 3 Choose **Subject** from the drop down menu next to the first search box and click on **Look up subjects**. A pop up box will appear.
- 4 Click **Thesaurus** in the top right corner.
- 5 To jump to a specific section of the thesaurus, select the corresponding letter from the alphabetical list. To move through each alphabetical list, scroll down the screen, clicking next (or previous) to take you to the alphabetically-arranged search terms.
- 6 To find a term in the thesaurus enter the whole term, or part of the term, and click **Find Term**.
- 7 To add the term to your search, click **Add to Search**.

- 8 If you need to add several terms, select the appropriate Boolean operator (E.g. AND, OR, AND NOT) under the section **Add terms to your search using**.
- 9 To view words or phrases associated with your term, click on the hyperlinked word or phrase that appears below your term.

The thesaurus is also available from the **Browse Topics** link on the **Basic** and **Advanced Search** screens.



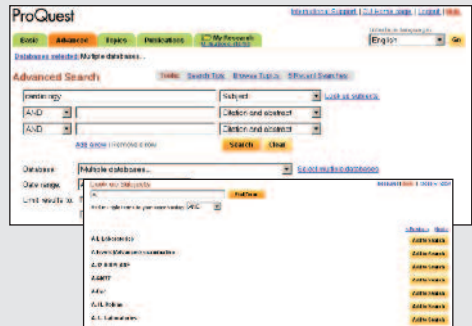
Look Up Lists

Look up lists enable you to find very precise results. You can see and use ProQuest's detailed indexing in your searches.

To use the Look up lists function:

- 1 Choose **Advanced** search.
- 2 Choose which field you would like to search in from the drop down menu – e.g. **Document Type**. A link will appear next to the drop down menu called **Look up document types**; click on this link and you will see a pop up box with types of documents. Select the type of document you would like to read and click **Add to search**. For example, if you choose subject from the drop down menu, a **Look up subjects** link will appear next to the drop down menu. Select your subject and click **Add to search**.

- 3 Repeat this step as many times as required. Remember to select the appropriate Boolean operator under the section **Add multiple terms to your search using...**
- 4 If you choose subject from the drop down menu, the **Look up subjects** link will appear next to the drop down menu. Select your subject and click **Add to Search**.

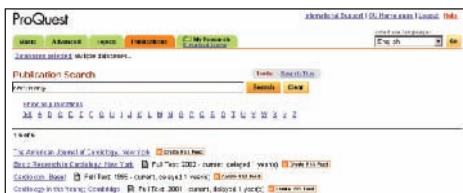


Publications

This screen provides detailed information about the journals and other publications available through ProQuest®. To access this screen, click on the **Publications** tab.

To search for a particular publication use double quotation marks to find an exact title match, such as "The Lancet". If you do not know the complete title, enter the words you do know, using Boolean operators if necessary.

Alternatively, all publications are listed alphabetically, so you can browse through the complete list.



Once you have selected a publication you are interested in, you will be taken to a new screen, with two main options:

- **Search for articles within this publication** This allows you to perform keyword searches across all issues of a particular publication:

- 1 Enter a keyword in the search box, using Boolean operators if required.
- 2 As with the other search screens, if you wish to search for a particular range of issues by date, you can use the **Date range** drop down menu.
- 3 Check the **Full text documents only** box to limit your results to full text.
- 4 Use drop down boxes to search in fields such as **Citation and Abstract only**.

- **Browse specific issues**
Enter the respective date range to find a particular issue of the publication you are interested in and click the **Browse Issues** tab. This will bring up a list of issues within that range. Click on the link of a single issue to be taken to the article results for that particular issue.

On the Publication Search screen you will also find a link for **Publication Information**. This shows details such as coverage dates for full text, citations and abstracts, embargoes, coverage gaps dates and publisher information on the publications results screen.

Finally you can set up:

Publication Alerts

To receive automatic email alerts when the latest edition of a publication in your field becomes

available in ProQuest®, or when new full text resources are available, GO TO Content Alerts on page 9.



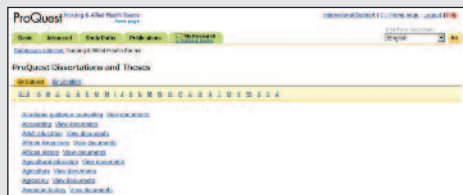
Browsing Non-Periodical Content

Selected databases include non-periodical content, such as reference works, dissertations, reports and other materials.

From the **Publications** page, you can also:

- Browse reports alphabetically or chronologically and drill down by location (region, country), industry, topic, etc.

- Browse dissertations by subject and by location where included in subscription.



Topics

The **Topics** tab suggests related topics relevant to your search. It allows you to:

- Explore the ProQuest® subject directory.
- Browse subjects, companies, people and locations.
- Narrow search topics easily.



The **Topics** page enables you to browse collections using areas of interest, rather than specific keywords. This approach is useful if you are looking for information on a general subject,

but are unsure of particular details. For example, if you were looking for information about heart surgery, you would start with the topic heart and surgery. You could then work your way through each sub-topic, narrowing your focus to surgery and cardiovascular disease and then medical technology. To find articles using the **Topics** screen:

- 1 Click on the **Topics** tab.
- 2 Enter your keyword and the ProQuest® system will reply with a list of suggested narrow or related terms.
- 3 When you have found a subject you are interested in, click on **View documents**; ProQuest® searches **Databases** and retrieves all the articles about that term for you to read.
- 4 Alternatively, browse the alphabetical list or navigate through the topic tree to find areas you are interested in.

Results

Once you have entered your search terms and clicked search, the **Results** page appears. It displays documents relevant to your search term, and helps you to navigate and select documents. Results are now grouped by the type of information, and the total number of documents found is clearly marked. Depending on what you are searching and which database you subscribe to, you may find more relevant tabs to filter your search:



- All Sources
- Scholarly Journals
- Top Journals
- Magazines
- Trade Publications
- Newspapers
- Books
- Video
- Standards
- Reference/Reports
- Dissertations
- Working Papers

Once you have refined your results you can:

- **Mark/clear all documents**, or mark only the documents you are interested in by checking the box next to the individual document titles.
- Click on **Show only full text** to limit to full text.
- Sort your results, using the **Sort results by** drop down menu. The sorting methods available depend on the database(s) you are searching, but usually include most recent first, and the most relevance first.
- Change the number of **Results per page** – use the drop down menu at the bottom of the results page to adjust the number of documents displayed on each page.
- **Refine your search** – a search field with the terms you used to run your search can be found at the bottom of the results page. You can refine your search by adding additional terms, if using the advanced search selecting a different database, or selecting date range, etc.

Reference Linking

Easily located related research with reference linking.

1. In an article screen, click in the **References** box to see **References** and **Cited by** results.
2. **References**
 - Include all the sources cited in an article's bibliography
 - Review the cited sources and discover relevant research you might not otherwise have encountered

- Quick, easy access to full text wherever possible

3. Cited by

- Additional sources cited by other researchers
 - May be highly relevant to your research topic
 - Identify authors and journals that publish on your research topic
4. Also available in the search results screen as a direct link.

ProQuest® Smart Search

Depending on the settings in your institution, ProQuest® Smart Search results will appear at the top of all results pages.

ProQuest® compares your search terms to index terms and publications to provide suggestions that can help focus your search and ensure you

don't miss important and relevant content.

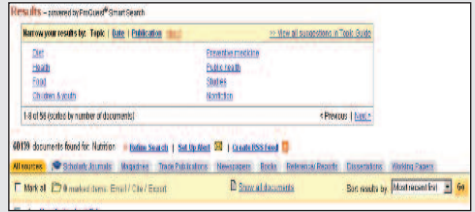
To explore ProQuest® using Smart Search:

- 1 Perform a search (eg: Nutrition).
- 2 You will see suggested topics related to your search terms appear in order of relevance.

3 Look through the **Suggested Topics** and click on a topic to perform a search and further narrow your results by **topic**, **date** or **publication**.









4 Alternatively, click on the link in the **Narrow your results by box – view all suggestions in Topic Guide**.



Document View

To open a document, click on its title or select the icon that corresponds to the format you wish to view. The available formats for documents are:

-  **Citation:** provides bibliographic information about the document, such as the author and publication date
-  **Abstract:** provides the citation plus a brief summary of the document
-  **Full Text:** provides the citation, abstract and full text of the document in HTML PDF format
-  **Text + Graphics™:** unique to ProQuest®, this provides the citation, abstract and full text of the document plus all photographs, illustrations or charts that were originally published with the article
-  **Page Image:** provides scanned page images of the document as originally published
-  **Article image:** this view applies only to the *Historical Newspapers™* collection and provides an image of the document as it was originally published

If your library has enabled ProQuest® One Click, the results screen will include links to full text from the library's e-collection.

After you select a document to view, you will see the **Document View** page. From here, you can review abstracts and citations of documents and in many cases read the full text online.

You can also:

- Browse other documents from your search results using the **Previous** and **Next** arrow functions.
- Print the document by clicking the **Print** button. If the document is provided in PDF format, use the graphics toolbar to set print options if necessary.
- Translate the article into a language of your choice (e.g. Chinese, French, German, Korean, Italian, Japanese, Portuguese, Russian, Spanish and Turkish).
- Email the document to yourself or a colleague by clicking the **Email** button and completing the simple form that appears.
- Change the format of the document.
- Jump to full text from directly below the document title.
- Find similar documents by selecting the boxes in the **Find more documents like this box** and click **Search**.
- Add the article to your marked list, by checking the **Mark document** box.



My Research

My Research is not only the screen where you will find your Marked Documents but also the screen from which you can access what you have done in ProQuest® during a particular session. You can access **My Research** by clicking on the **My Research** tab. This screen has three main sections:

- 1 **Marked Documents**, which lists all the documents that you have marked during a particular session. To remove specific documents from your Marked list, simply uncheck the box next to each document you wish to delete, and then click the **Delete unmarked items** to refresh the page. To remove all documents from your list, click the **Clear all** link and then **Delete unmarked items** to refresh the page, as before.
- 2 **Recent Searches**, which displays the number of searches you have run, the specific details of each search and the number of documents retrieved on that particular day. From here you can also set up search alerts by clicking on **Set Up Alerts**.
- 3 **Visited Publications**, which lists all the publications you have viewed at the publication level, either via searching from the **Publications** screen or by clicking on a publication name from the **Document View** screen. You can also have the option to set up publication alerts from this screen by clicking on **Set Up Alerts**.



In addition to these sections, **My Research** also contains several tools that will help you organise and manage the information retrieved from ProQuest® during a particular session:

- **Create Your Bibliography** allows you to email, print or download your marked

documents in the form of a bibliography. Simply click on this link after marking your required documents, select the style you would like for your bibliography and click on print, email or download.



- **Email Marked Documents** allows you to email your marked documents. Just complete the simple form that appears, including the required citation style and the format in which you would like to receive the document, and click on **Send Email**.



- **Export Citations** allows you to export your marked documents into RefWorks, Reference Manager®, ProCite® or EndNote® in a choice of methods. Just click on **Export Citations** and choose your format.



- **Create a Web Page** allows you to save **My Research** as a web page, for your own future reference or to share with others. Or if you prefer, you can email **My Research** from this screen. The page will display the date of your

research and you have the possibility of editing the information before saving/printing/emailing it. To edit, make comments or give labels to **My Research**, use the **Edit** link, and once you have done your modifications remember to save the changes. To save as a web page or html file click on the **Download** link. You will see a version of **My Research** containing only the information below the ProQuest® navigation bar. From here, simply click on the **File** menu of your browser and select **Save As**. Make sure that the format is set to web page (.html or .htm) and click on **Save**. The final version will contain links to your marked documents, to your recent searches and to your visited publications.

These links will allow you and any other authorised ProQuest® users to access documents, searches and publications. Because ProQuest® must authenticate all users, you may need to be in your library or to log into your library authentication system in order to use these links from home.



ProQuest Search Widget

- The **ProQuest Search Widget** helps your library increase visibility of licensed databases by letting you embed a ProQuest search box on any institutional web page.
- You pick the databases to search, and can pre-populate the search with specific search terms - whatever meets the research need you are trying to support.
- GO TO www.proquest.co.uk/go/searchwidget and click on **Create a ProQuest Search Widget**.
- Complete the **ProQuest Search Widget Creator** form to create your **ProQuest Search Widget**.



Online Help

The Online Help system provides context-sensitive assistance. It can be accessed from any screen by clicking the **Help** link.

- To search for specific information, enter a keyword or phrase in the box at the top of the page and click **Go**. A list of help topics related to that word or phrase appears. Select the help topic you wish to display.
- To browse the **Table of Contents**, click the **Contents** button and select the section or topic you would like to display.

The Online Help also includes links to **Quick Reference Guides**, the **ProQuest Training Resource Centre** and **ProQuest Technical Support**.



Quick Reference Table

| | |
|--------------------|--|
| AND | searches for both terms in up to 1000 words of the document text |
| W/DOC | In place of AND when searching for keywords within "Citation and Document Text" or "Document Text" to retrieve more comprehensive results |
| AND NOT | retrieve records that do not contain the term following it |
| OR | either of the search terms can appear in the document |
| WITHIN | searches the same terms within the specified number of words from each other, in any order |
| PARENTHESES | <p>use these to specify the order of a search:</p> <p>eg searching for federal reserve or (US and economies) is performing two searches at the same time:</p> <p>1) federal reserve</p> <p>OR</p> <p>2) US and economies</p> <p>eg international relations and (foreign policy or politics) will search:</p> <p>1) international relations and foreign policy</p> <p>OR</p> <p>2) international relations and politics</p> |
| () | group words or phrases when combining Boolean phrases and to show the order in which relationships should be considered: eg, '(mouse or mice) and (gene or pseudogene) |
| * | The truncation symbol * allows you to find variants on your search term. eg econom* will find economy, economics, economical |
| ? | The wildcard symbol ? is used to replace any single character. It cannot be used to begin a word. eg wom?n will find woman and women |

Training Resource Centre

The ProQuest® **Training Resource Centre** provides detailed training, support and reference information to help you get the most out of ProQuest®:

- Lessons for new ProQuest® users.
- Resources for trainers, librarians and teachers.
- Technical support information for technical administrators.
- Resources for organisations using ProQuest® Local Administrator (LAD).

www.proquest.com/go/training

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