

Create a Precise Search

Enter Your Search Terms Carefully

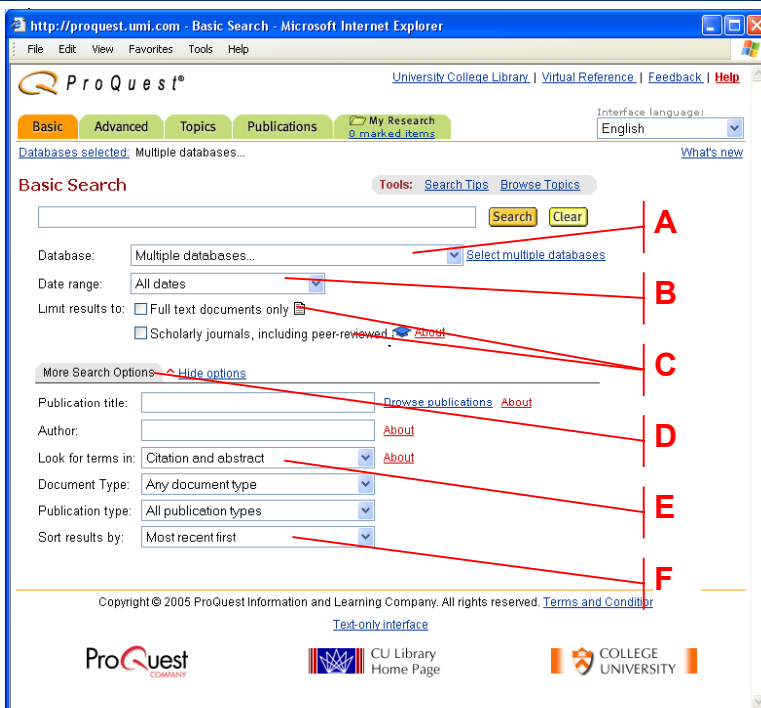
You can improve your searches by carefully selecting search terms.

- **Use specific terms.** A search for **Bush** will find documents mentioning US Presidents George Bush and George W. Bush, documents on the Australian outback, and other subjects. A search for **"George W. Bush"** will limit your search to documents dealing with the younger President Bush.
- **Combine terms with Boolean Operators.** Entering multiple terms can focus your search. Use operators to explain how they interact ("dog, and not cat", "Hillary appearing within two words of Clinton"). ProQuest supports:

AND	Find all the words. When searching for keywords in Citation and Document Text , AND finds documents in which the words occur in the same paragraph (within approx. 1000 characters) or the words appear in any citation field. <ul style="list-style-type: none"> • environment AND cancer • Congress AND Iraq
OR	Finds documents in which any of the words appear. <ul style="list-style-type: none"> • Gold OR Silver
AND NOT	AND NOT finds documents containing the term before AND NOT, but not the terms after AND NOT <ul style="list-style-type: none"> • Surfing AND NOT internet • Skiing AND NOT cross-country
W/#	Finds documents where the specified words are within some number of words apart (either before or after). <ul style="list-style-type: none"> • airport W/20 security • export W/50 Japan*
PRE/#	The first search word must precede the second by # words to match. <ul style="list-style-type: none"> • U.S. PRE/20 Economic Policy

- **Add phrases.** You can combine keywords and specific phrases to get the information you're most interested in. Phrases should be surrounded by quotation marks if they are three words or longer. For example, you might search for "First Amendment rights" AND music industry to find documents discussing first amendment rights issues in the music industry.

For more information on operators, fields, and truncation characters, see the Search Tips.



Target Your Database

Instead of searching all available databases, limit your search to the databases most likely to contain your information. (A)

Use Date Limits

If you know when an event occurred, or want information from a specific period, enter a date range to find documents published during that time period. (B)

Limit Results To...

The **limit results to** options (C) let you focus your search in different ways. If you want to read documents on the computer, limit your search to documents available in full text format. Other options let you limit your search to scholarly journals, including those that are peer reviewed.

Other Limits

You can focus your search with several options, some only visible after you click **More Search Options** (D). By limiting the data searched, you can tightly focus your search.

For example, enter a Publication Title to limit your search to documents appearing in a specific publication. Some databases let you click **Browse publications** to select a publication from an index of those available.

Limit Where to Search

The **Look for terms in** field (**E**) lets you select where to search—within **Citation and abstract** or **Citation and document text** for your search terms.

Searching in **Citation and abstract** is more likely to find documents whose main focus meets your search terms because your term must appear within the citation, the abstract or the indexing, making it more likely that your term is an integral concept of the document.

Searching in **Citation and document text** will find more documents, because it will find documents that mention your search terms anywhere within the document.

When you search just the citations and abstracts, ProQuest searches the following fields (this may vary, depending on the databases you are searching):

- Author
- Personal Name
- Abstract
- Product Name
- Document Title
- Subject Terms
- Company Name
- Source (publication title)
- Geographical Name

Sort results by (F)

You can sort your results by a variety of options. The default is most recent first, but other options may include most relevant.

Advanced Search

The Advanced Search screen lets you create powerful searches. (Note that the options and fields that are available depend on the database(s) you are currently searching.)

Constructing Your Search

Enter your search term (A) and select where to search (B).

You can add multiple terms on each line (A), as well as adding terms using the field mnemonics (for example, AU(Stephen King).)

You can add additional terms, selecting the desired Boolean Operator (C) and search location (B) for each.

If you need to add additional terms, click the **Add a row** link (D).

Search Within

When you select to search within **citation and abstract** or **citation and document text** (B), ProQuest treats the search like a Basic search—the most general search.

Citation and abstract searches for the term within the citation, the abstract or the indexing, while **Citation and document text** searches for the term within the full record (indexing and full text).

Advanced Search lets you focus your search by selecting a specific field, such as **Subject**, **Company**, or **Product name**, to search. ProQuest then searches for your term within that index field.

Adding More Power

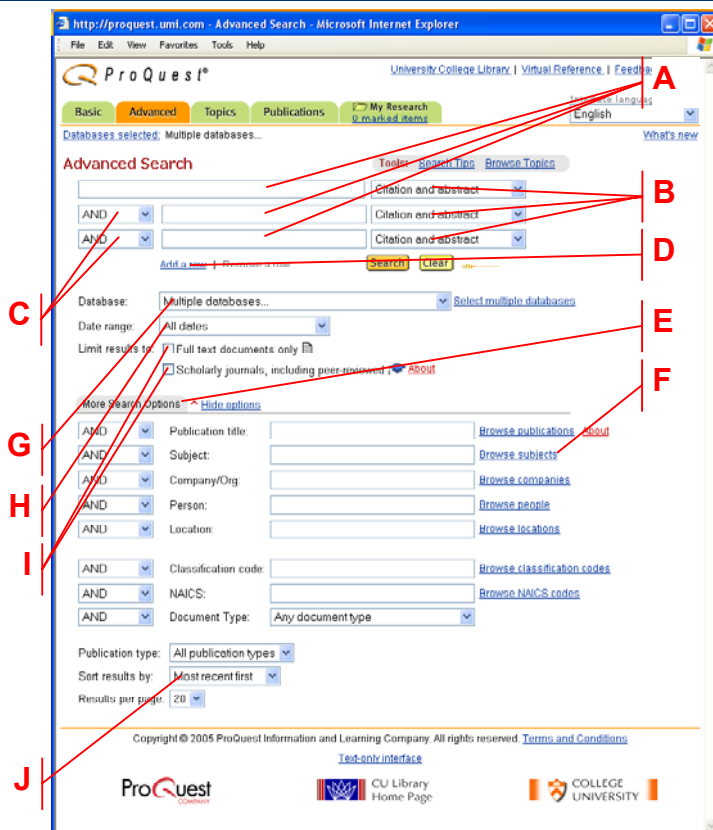
You can focus your search by using the other options available on the Advanced Search page (some only visible after you click **More Search Options** (E)).

Browsable Pop-Ups

The Advanced Search page provides you with several browsable pop-ups. For example, if you want to search for a specific subject, but don't know what terms are in the index, click **Browse subjects** (F). This will provide you with a list of the available subjects. Locate the one you want, and click add to search. The term will be added to your search.

Target Your Database

Instead of searching all available databases, limit your search to only the databases most likely to contain your information. (G)



Use Date Limits

If you know when an event occurred, or want information from a specific period, enter a date range to find documents published during that time period. (H)

Limit Results To...

The **limit results to** options (I) let you focus your search in different ways. If you are going to read the documents on the computer, limit your results to documents that are available in full text format. Other options let you limit your results to scholarly journals, including those that are peer reviewed.

Sort results by (J)

You can sort your results by a variety of options. The default is most recent first, but other options may include most relevant.

Quick Reference Guide

Working with Search Results

The Results page shows you the documents that contain matches to your search words.

The Results Page

Read a document

Click the document's title to read the document in the best-available format (A). Or, click the icon corresponding to a specific format (B) to view the document.

Mark Documents

To keep a record of the documents that you found useful, click in the box next to the document's title and number (C). ProQuest adds that document to your Marked List.

Use the **Mark all** check box to mark all the documents, or clear all marked documents on the current page. (D)

Marked Articles

Click the **n marked items** link (E) to view your Marked List. You can also:

- Click the **Email** link to email all marked documents.
- Click the **Cite** link to print or email citations for the marked documents.
- Click the **Export** link to export citations for the marked documents.

Filter Your Results

The tabs on the Results page (F) let you view subsets of the documents found. (The filtering tabs available depend on the database(s) you are working with.) These filtering tabs may include:

- **All sources**
View all documents found.
- **Scholarly Journals**
View only documents found in scholarly journals (including peer-reviewed journals).
- **Magazines**
View only documents found in magazines.
- **Trade Publications**
View only documents found in trade publications.
- **Newspapers**
View only documents found in newspapers.
- **Reference / Reports**
View only documents found in reference materials.
- **Dissertations**
View only dissertations and theses.

The screenshot shows the ProQuest search results page for the query "architecture and society". The page includes a search bar, a "Basic Search" section with filters for database, date range, and result limits, and a list of search results. Annotations A through J point to various features: A points to the document title and format options; B points to the "Full text" link; C points to the checkbox for marking documents; D points to the "Mark all" checkbox; E points to the "1 marked item" link; F points to the filtering tabs; G points to the "Full text documents only" filter; H points to the "Sort results by" dropdown menu; I points to the "Results per page" dropdown menu; and J points to the search bar.

Below the tabs, the **Full text documents only** options (G) let you filter your results to display only the documents available in full text format.

Sort Your Results (H)

By default, ProQuest displays the most recently published document first. From this drop-down menu you can select an alternate sorting methods. The sorting method available depend on the database(s) you are searching.

Change the Number of Results Displayed on the Page (I)

At the bottom of the page you see the Results per page drop-down menu. Use this menu to adjust the number of documents displayed on each page.

Refine Your Search (J)

At the bottom of the Results page you'll see a search field with the terms you used to run your search, as well as the buttons and fields for the method you used.

You can refine your search by adding additional terms, selecting a different database, or selecting a limit.

ProQuest® Smart Search

Depending on the ProQuest collection you are searching, you may see the ProQuest® Smart Search area at the top and bottom of your page (A). ProQuest compares your search terms to the available index terms, index term pairs, and publications for the database(s) you are searching. It then provides you with suggestions that can help you focus your search.

Suggested Topics

Once you perform a search, you will see Suggested Topics options. These are alternate topics related to the search terms you have entered. Suggested Topics appear in order by relevance (best suggestions and matches first) and often contain pairs of index terms to help focus results. You can click **Next** and **Previous** to view more terms.

When you click on one of these topics, a new search is performed and you will see the Narrow your results by: options (B). Here, you can select to view Topics,

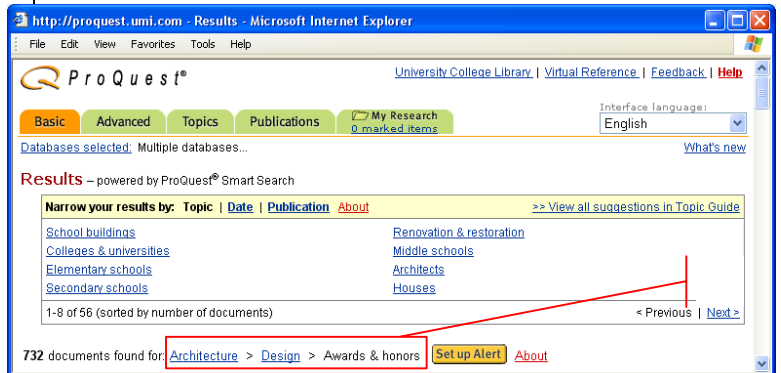
Dates, or Publications. You can select from these options to narrow your search by adding these choices to your search using AND.

As you add terms to narrow your search, you will notice a "bread crumb trail" below the ProQuest® Smart Search (C), showing each of the terms you added. Each term is a link, which you can use to step back in your search. If you add a term, and find it takes your search down the wrong path, you can easily backtrack by clicking on earlier terms.

ProQuest® Smart Search gives you a powerful way to quickly focus your search by selecting broad terms in the beginning and using the Narrow choices to focus your search. To make sure that you don't miss important content, while making sure your search is focused, ProQuest® Smart Search uses literal search fields and (when appropriate) includes synonyms and alternate forms of index terms.

Browse Suggested Publications

The Browse Suggested Publications options let you select a publication relevant to the terms you entered in the search field. When you click on a Publication name, you will be taken to the Publication Search page, where you can select an issue or search within the publication. You can click **Next** and **Previous** to view more publications.



ProQuest® Alerts

ProQuest lets you create alerts to notify you of new information.

- You can create an alert for a search you've just run, and receive an email notification of new search results.
- You can create an alert for a recent search, and receive an email notification of new search results.
- You can create an alert for a publication, and receive an email notification of new issues published.

Search Alerts

Depending on the ProQuest collection you are searching, you may see a **Set up Alert** button on the search results page (A). Click this button to create an alert on the current search.

Once you have set up a search alert, you will receive an email that will include a results list similar in layout to the standard ProQuest search results page, including links to the pertinent information. This email can include up to 50 results. At the bottom of the page, you will see a **view all search results** link. Click this link to rerun the search, showing both the newly published information and all previous information.

Near the top of the email you will see a **Delete this alert** link. Click this link to delete the alert, so you no longer receive updated results.

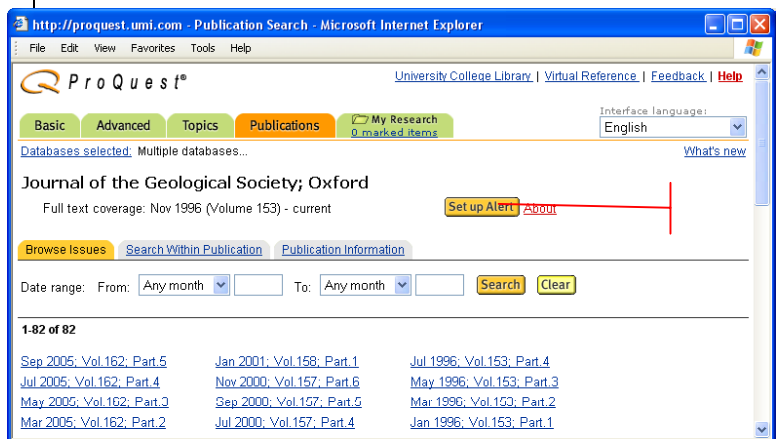
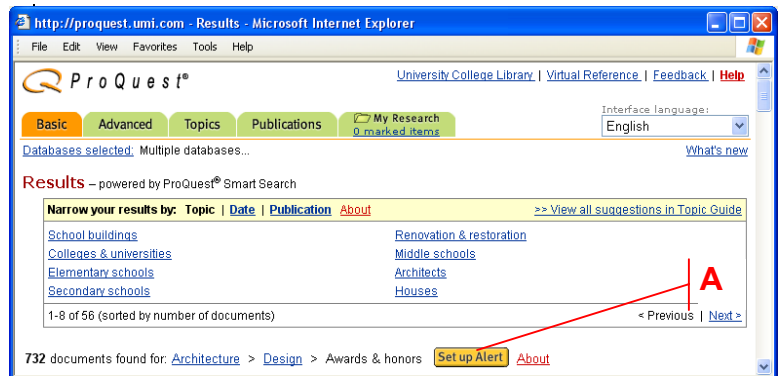
Publication Alerts

While you are browsing publications, you may see a **Set up Alert** button (B). Click this button to create an alert on the current publication.

Once you have set up a publication alert, you will receive an email that will include a results list similar in layout to the standard ProQuest search results page, including links to the pertinent information. At the bottom of the page you may see a **View more results for this alert at ProQuest** link. Click this link to view the next page of search results.

At the bottom of the page you may see navigation links. Click these links to view additional pages of search results.

Near the top of the email you will see a **Delete this alert** link. Click this link to delete the alert, so you no longer receive updated results.



Reading Documents

After you select a document to view, you will see the Document View page.

Scroll through the document to examine the information.

View a document in a Different Format

To see the document you're currently reading in a different format, choose from the document format list (A). This list appears above and to the right of the document title.

Print a document

To print the document you're currently reading, click **Print** (B). The document view changes to one optimized for printing, and the print dialog box opens.

Email a document

To email a document, click **Email** (C) and complete the form that appears.

Mark a document

To add a document to your Marked List, check the **Mark Document** (D) checkbox.

Jump to Full Text

Click the **Jump to full text** link (E) to jump down the page to the start of the full text portion of the document.

Translate Document

ProQuest offers an on-the-fly translation service. Select the desired language from the pull-down menu (F) to see a translation of the article.

Find Documents by the Same Author

Below the title of the document you will see information about the document, including things such as the author's name and subjects used to index the document. (The information listed depends on the database you are searching as well as the current document.) Much of this information will appear as links. Click on a link and ProQuest will run a new search using that information. (H)

Find Similar Documents Using More Like This

If your document contains index terms or keywords, you can click the **More like this** (G) link to jump to the More Like This section.

Select one or more of the terms in the orange More Like This section, then click **Search** to run a new search using those terms. (I)



Article Images and Page Images

Some documents are available in either Article Image or Page Image format. These documents are provided in PDF format, which requires special handling when you want to work with the document

Print an Article Image

If you'd like to print an article image, you will print from within Adobe Acrobat Reader.

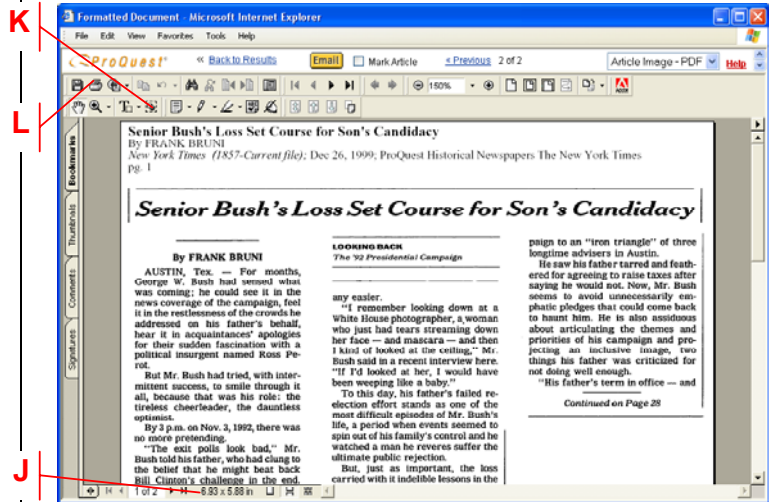
Check the image size of the document (J).

If the document is larger than your paper size:

1. Select the Graphics Select Tool (K) and click and drag to select a smaller portion of the page.
2. Click the Print button (L).
3. Set the print options and click **Print**.
4. Repeat as many times as necessary, to print the entire document.

Otherwise:

1. Click the Print button (L).
2. Set the print options and click **Print**.



My Research

The My Research page lets you save documents you find useful and view details from your searches during your ProQuest session. You can then print a bibliography and email or export several documents at once. You can use the links to documents and publications, as well as searches you have run to create web pages.

Use the My Research page to:

- Keep track of the research you've done for a particular session/topic.
- Share resources with group members.
- Document the research work you've done as part of an assignment.

ProQuest Links

The links will let you access documents, searches and publications and will be available to authorized ProQuest users.

Because ProQuest must authenticate all users, you may need to log in to your library to use these links from home.

To return to your results, click the **Back to Results** link (A).

View Documents in Your List

To view a document, click the title of the document to view the best format available (B).

Create a Bibliography to Email, Print, or Download

You can create a bibliography for the items on your marked list. You can then download the information as a text file, email the information as a text or html file, or print a copy of your bibliography

1. Delete any documents from your Marked List that you don't want to appear in your bibliography.
2. Click the **Create your bibliography** to email, print, or download link (C).

You see the Create Your Bibliography page. Make the appropriate selections on this form.

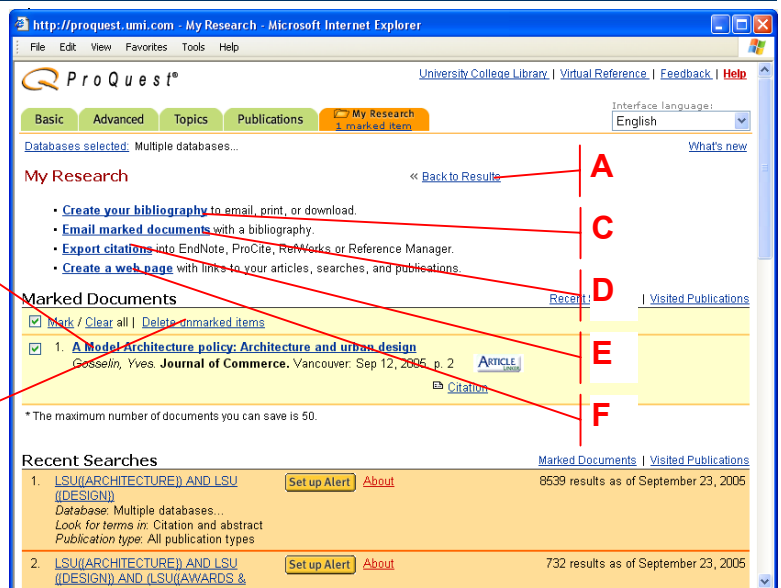
3. If you want to email the bibliography:

- Click **Email**.
- You see the Email Bibliography page. Make the appropriate selections on this page.
- Click **Send Email**. A note appears confirming that your email has been sent.

If you want to print the bibliography:

- Click **Print**.
- You see the Print Bibliography page, and the print dialog will automatically open. Click **Print**.

If you want to download the bibliography:



- Click **Download**. You see the Bibliography page.
- Click **Save As** on your browser's file menu.
- Navigate to the location you want to save the page.
- Enter a file name for your page.
- Click **Save**.

Email Multiple Documents

1. Delete any documents from your Marked List that you don't want to appear in your bibliography.
 2. Click the **Email marked documents** with a bibliography link (D).
- You will see the Email Documents page.
3. Enter your information and an email address.
 4. Click **Send Email**.

Export Citations

1. Delete any unwanted documents from your Marked List.
2. Click the **Export citations** into EndNote, ProCite, RefWorks or Reference Manager link (E).
3. You see the Export Citations page. Click on the format you want to export.
4. If necessary, save the file to your hard disk.

Delete Documents

You can choose specific documents to remove, or you can clear your entire list.

To remove specific documents: Uncheck the box next to each article you want to remove from your list. Then click **Delete unmarked items** (G).

To remove all documents on your list: Click **Clear all**. This will uncheck the box next to each article. Then click **Delete unmarked items**.

Quick Reference Guide

Download to a Web Page / HTML File

1. Click the **Create a web page** link (F).
You see the Create a Web Page page.
2. Click the **Download** your search summary as a web page / HTML file link (G).
You see a version of the page containing only your marked list information.
3. Click **Save As** on your browser's file menu.
4. Navigate to the location you want to save the page. Enter a file name for your page.
5. Click **Save**.

Edit the Contents

You can change the information displayed and saved from My Research by adding comments

or explanations, and removing documents, searches, or groups.

1. Click the **Create a web page** link (F).
You see the Create a Web Page page.
2. Click the **Edit the information below** link (H).
You see the Edit Search Summary page.
2. Make any changes to your comments or labels (I).
4. Click **Update** (J) to save your changes.

The image contains two screenshots of the ProQuest website interface, illustrating the steps for downloading and editing search results.

Top Screenshot: Create a Web Page
The browser address bar shows <http://proquest.umi.com> - Create a Web Page - Microsoft Internet Explorer. The page title is "ProQuest®" and the URL is "University College Library | Virtual Reference | Feedback | Help". The navigation menu includes "Basic", "Advanced", "Topics", "Publications", and "My Research" (2 marked items). The "Databases selected" section shows "Multiple databases...". The "Create a Web Page" section has a "Back to My Research" link and three options: "Download your search summary as a web page / HTML file.", "Email your search summary as a web page / HTML file.", and "Edit the information below." The "Research Summary - September 23, 2005" section lists "Marked Documents" and "Recent Searches". A red line with the letter "G" points to the "Download" link.

Bottom Screenshot: Edit Research Summary
The browser address bar shows <http://proquest.umi.com> - Edit Research Summary - Microsoft Internet Explorer. The page title is "ProQuest®" and the URL is "University College Library | Virtual Reference | Feedback | Help". The navigation menu is the same as the top screenshot. The "Databases selected" section shows "Multiple databases...". The "Edit Research Summary" section has a "Back to My Research" link and instructions: "To add a document to the list, mark it from the results list. Recent Searches and visited publications are added to the list automatically.", "To delete an item from the list, simply uncheck the box.", and "When you are finished, click Update". Below the instructions is a "Research Summary - September 23, 2005" section with a "Comments..." text area. Below that is a "Marked Documents" section with a "Comments..." text area. At the bottom, there is a "Remove all documents and don't show this group" link and a list of documents with checkboxes. A red line with the letter "H" points to the "Edit the information below" link from the top screenshot.

Topic Guide

The ProQuest Topic Guide lets you find documents by searching an index, or by exploring a hierarchical subject directory. Indexed topics may include subjects, companies, people, and locations.

- **People** lists famous or important people you're likely to want to include in your search. Names do not represent authors of documents contained in the ProQuest collections.
- **Locations** lists geographical names, such as the names of cities, nations, landmarks, or regions.
- **Companies** lists corporations, businesses, organizations, and other groups, such as performers.
- **Subjects** lists keywords. Subjects in our subject directory are based on terms found in the ProQuest thesaurus, which contains a set of specialized terms used to categorize information in ProQuest.

You can quickly find topics by browsing the indexed topics, searching for a topic, or searching for a topic using ProQuest's suggested topics.

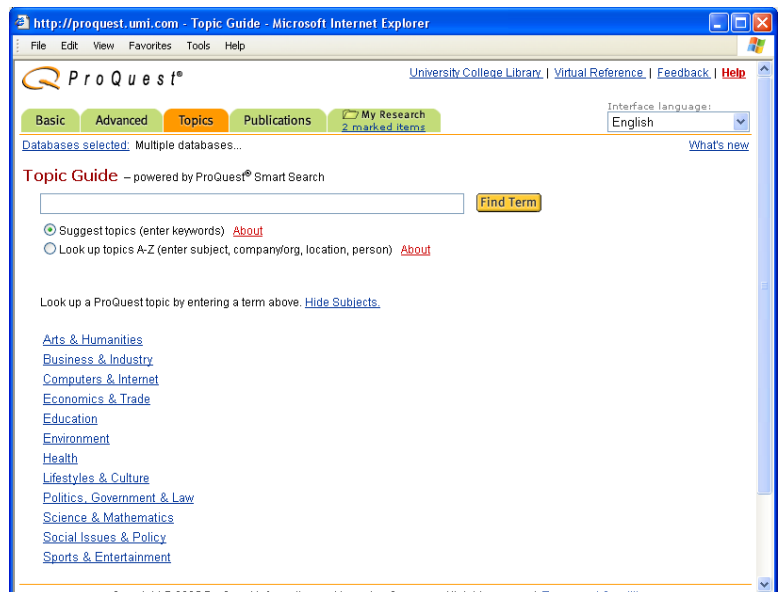
Search for a Topic with Suggest Topics

Follow these steps to locate a term with the Topic Guide using Suggest Topics:

- 1 Enter a term and select Suggest Topics, then click **Find Term**.
- 2 ProQuest will suggest topics similar to the term you have entered.
For example, if you enter **Math**, ProQuest will suggest **Mathematics education** and **Mathematics education AND Teaching**. Scroll through the list to locate the term you want.
- 3 Once you have found a term, click **View Documents** to run a search using that term. Or click **Narrow** to narrow your search using related terms.

Once you have narrowed the search, you will see additional filtering options. You can:

- Scroll through the list to locate the term you want.
- Select a filtering tab (People, Locations, Companies, Subjects, Dates, Publications).
- Navigate to a different page using the **Next** and **Previous** links.
- Change the order the topics are sorted (Number of Documents, Alphabetical Order).
- Jump to a specific letter or term alphabetically by entering a letter or term in the Jump to box and clicking **Go**.



- 4 Once you have found a term, click **View Documents** to run a search using that term. Or click **Narrow** to narrow your search using related terms.

Search for a Topic with Look up Topics A-Z

Follow these steps to locate a term with the Topic Guide using Look up Topics A-Z:

- 1 Enter a term and select Look up Topics A-Z, then click **Find Term**.
- 2 You see the nearest match (alphabetically) to your search terms. Do one of the following:
 - Scroll through the list to locate the term you want.
 - Select a filtering tab (People, Locations, Companies, Subjects).

Navigate to a different page using the **Jump to**, **Next** and **Previous** links.

- 3 Once you have found a term, click **View Documents** to run a search using that term. Or click **Narrow** to narrow your search using related terms.
- 4 Once you have narrowed the search, you will see additional filtering options. You can:
 - Scroll through the list to locate the term you want.
 - Select a filtering tab (People, Locations, Companies, Subjects, Dates, Publications).
 - Navigate to a different page using the **Jump to**, **Next** and **Previous** links.
 - Change the order the topics are sorted (Number of Results, Alphabetical Order).
- 4 Once you have found a term, click **View Documents** to run a search using that term. Or click **Narrow** to narrow your search using related terms.

Browse the Subject Directory

The Subject Directory makes finding documents easy. Just click the topics that interest you, exploring the list. When you've found what you're looking for, click **View Documents**.

Follow these steps to run a search using the Subject Directory:

- 1 Make sure you're on the Topic Guide page. Click **Topic Guide** on the main menu.
- 2 If the Subject Directory is not visible, click **browse the subject directory**.
- 3 Click the word that most closely resembles the subject you're interested in.
A list of subtopics related to the subject you chose appears.
- 4 Click the subtopic that matches the information you want most closely.
A list of words further refining the subtopic appears.
- 5 From that list, choose the word that most closely suggests the kind of information you're looking for.
- 6 When you've reached the end of the list, and the topic you're searching can't be refined any further, **View Documents** appears next to each word in your list of final subject terms.
- 7 Click **View Documents** next to the subject term that best represents the concept you're trying to find.
ProQuest searches, and presents you with a list of documents matching that subject term.