

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 articles mentioning US Presidents George Bush and George W. Bush, articles on the Australian outback, and other subjects. A search for **"George W. Bush"** will limit your search to articles 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:

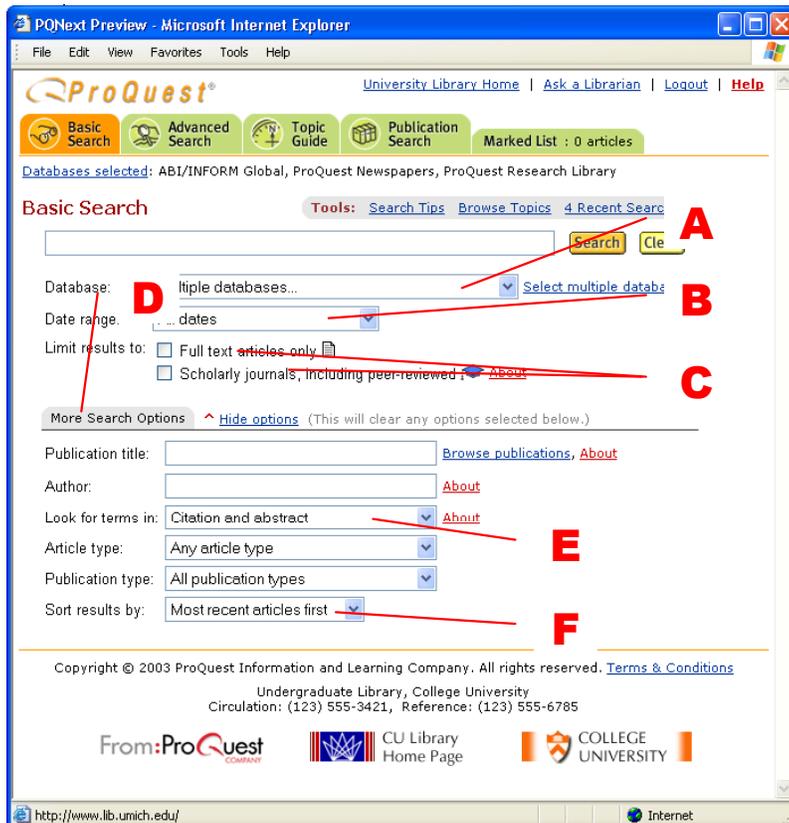
AND	AND searches for the terms in the same paragraph (250 words). <ul style="list-style-type: none"> • environment AND cancer • Congress AND Iraq
OR	Either the search words before or after OR can appear in the article. <ul style="list-style-type: none"> • Gold OR Silver
AND NOT	AND NOT finds articles 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/#	Searches for terms within the specified number of words from each other. <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 articles 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 articles 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 articles on the computer, limit your search to articles 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 articles 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 article text** for your search terms.

Searching in **Citation and abstract** is more likely to find articles 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 article.

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

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
- Article 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 article 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 article 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)

The screenshot shows the ProQuest Advanced Search page in a Microsoft Internet Explorer browser window. The page title is "ProQuest®" and the URL is "University Library Home". The search interface includes a search bar with the text "es selected: ABI/INFORM Global, ProQuest Newspapers, ProQuest Research Library". Below the search bar are three rows of search criteria, each with a dropdown menu for the Boolean operator (set to "AND") and a dropdown menu for the search location (set to "Citation and abstract"). A "Search" button and a "Clear" button are located below the search rows. Below the search rows are several options for limiting results, including "Database: Multiple databases...", "Date range: All dates", and checkboxes for "Full text articles only" and "Scholarly journals, including peer-reviewed". A "More Search Options" section is expanded, showing fields for "Publication title", "Subject", "Company", "Person", "Location", "Classification code", "NAICS/SIC code", "Article type", and "Publication type". A "Sort results by" dropdown is set to "Most recent articles first", and the "Results per page" is set to "10". The page footer includes copyright information and logos for ProQuest, CU Library Home Page, and College University.

Use Date Limits

If you know when an event occurred, or want information from a specific period, enter a date range to find articles 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 articles on the computer, limit your results to articles 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.

Working with Search Results

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

The Results Page

Read an Article

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

Mark Articles

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

Use the **Mark / Clear all on page** links to mark all the articles, or clear all marked articles on the current page. (D)

View Marked List

Click the **View marked articles** link (E) to view your Marked List.

Filter Your Results

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

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

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

Sort Your Results (H)

By default, ProQuest displays the most recently published article first. From this drop-down menu you can select an alternate sorting methods. The sorting methods 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 articles 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 **Prev** to view more terms.

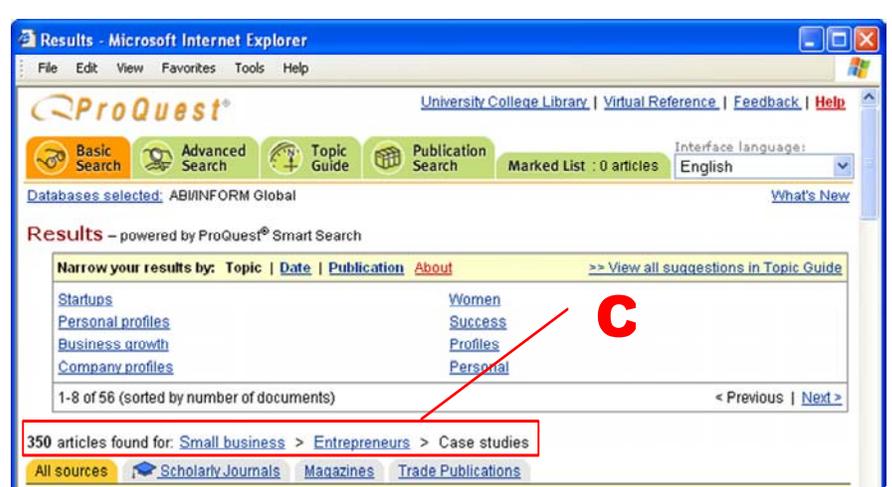
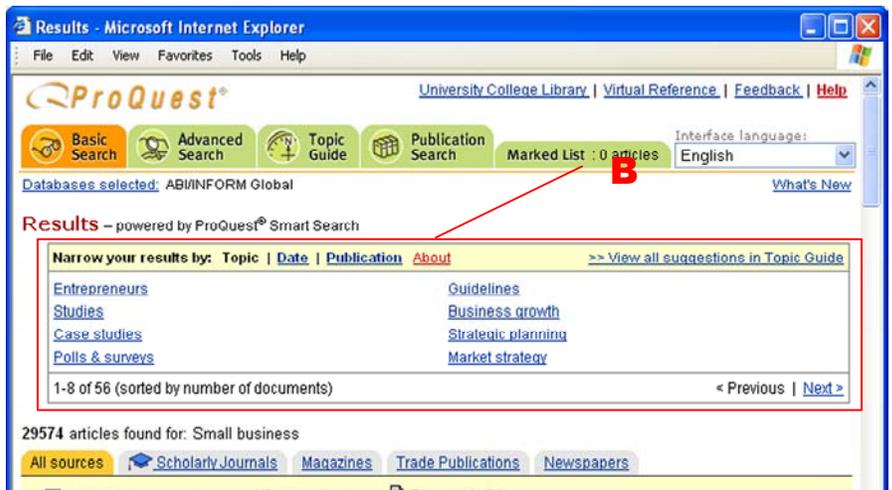
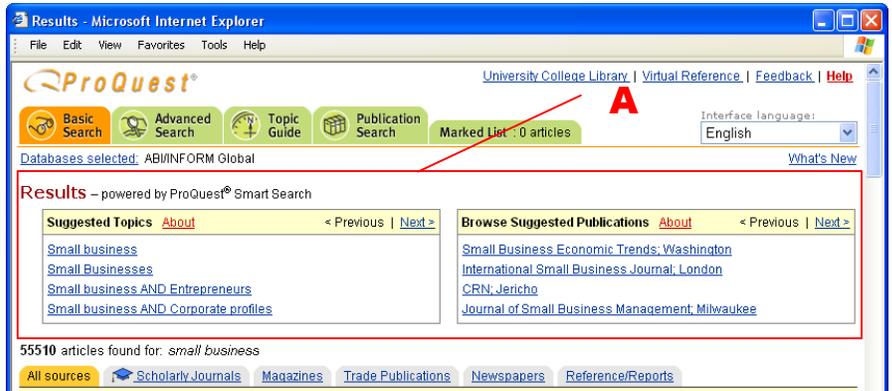
When you click on one of these topics, a new search is performed and you will see the Narrow your results by: options (B). Here, you can select to view Topics, Dates, or Publications. You can select from these options to narrow your search by adding these choices to your search using AND.

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 **Prev** to view more publications.



Reading Articles

After you select an article to view, you will see the Article Display page.

Scroll through the document to examine the information.

View an Article in a Different Format

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

Print an Article

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

Email an Article

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

Mark an Article

To add an article to your Marked List, check the **Mark Article** (D) checkbox.

Find Articles by the Same Author

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

Find Similar Articles Using More Like This

If your article contains index terms or keywords, you can click the **Show options for finding similar articles** link in the orange More Like This section. Select one or more of these terms, then click **Search** to run a new search using those terms. (F)

Article Images and Page Images

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

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 article (G).

If the document is larger than your paper size:

1. Select the Graphics Select Tool (H) and click and drag to select a smaller portion of the page.

The screenshot shows the ProQuest article display page in a Microsoft Internet Explorer browser. The article title is "Putting the pedal to the metal in the glacial world of FASB" by Robin Goldwyn Blumenthal, published in Barron's on March 17, 2003. The page includes a navigation bar with search and list options, a metadata section with subjects like "Accounting standards" and "Financial reporting", and a "More Like This" section with a link to "Show options for finding similar articles". A red arrow points to the "Full text" link in the top right corner.

The screenshot shows a formatted document (PDF) titled "Senior Bush's Loss Set Course for Son's Candidacy" by Frank Bruni, published in The New York Times on August 6, 1999. The document is displayed in a Microsoft Internet Explorer browser. A red arrow points to the "Print" button in the top right corner of the browser window.

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

My Research Summary

The My Research Summary tab of your Marked list lets you save your marked list as hypertext links to review later or share with others. To get there, click on the Marked List tab (A), then click the My Research Summary tab (B).

Use My Research Summary 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 articles, 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 (C).

Email as a Web Page / HTML File

1. Click the **Email your search summary as a web page / HTML file** link (E).

You will see the Email My Research Summary page.

2. Enter your information and an email address.
4. Click **Send Email**.

Download to a Web Page / HTML File

1. Click the **Download your research summary as a web page / HTML file** link (D).

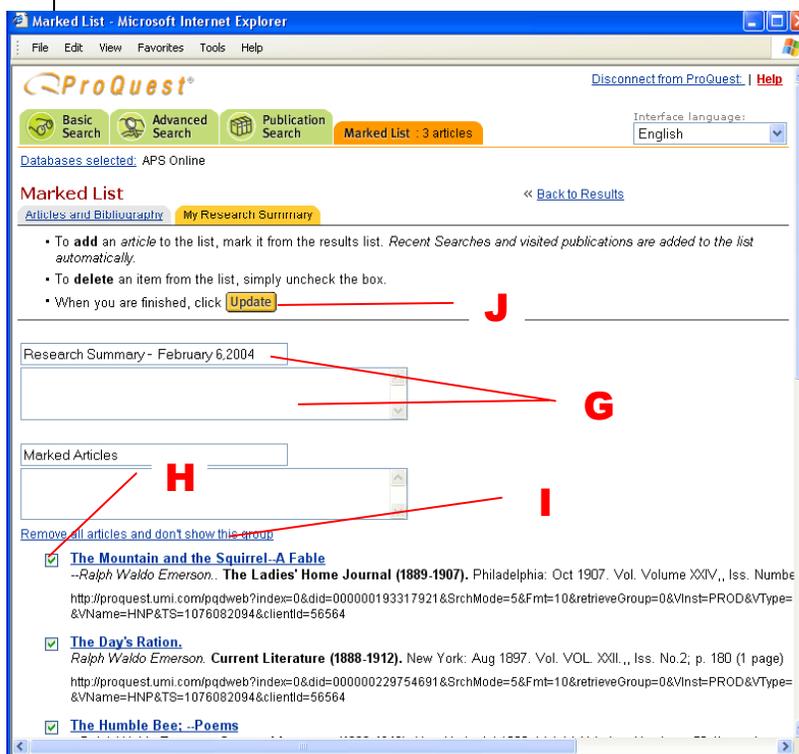
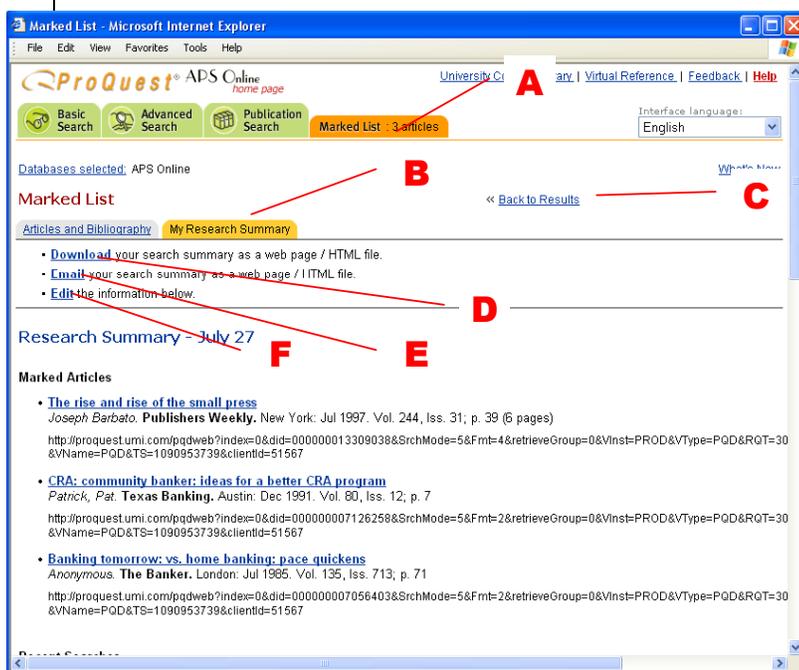
You will see a version of the My Research Summary page containing only the information below the navigation features of the ProQuest page, and your browser's Save As window.

2. Enter a file name for your page.
3. Make sure the format is set to Web Page (.htm or .html).
4. Navigate to the location you want to save the page.
5. Click **Save**.

Edit the Contents

You can change the information displayed and saved from My Research Summary by adding comments or explanations, and removing articles, searches, or groups.

1. Click the **Edit the information below** link (F).



You see the Edit Search Summary page.

2. Make any changes to your comments or labels (G).
3. To delete items, uncheck the box before the item (H). To delete all the items in a section, click the Remove all articles and don't show this group link (I).
4. Click **Update** (J) to save your changes.

Exporting and Printing Marked Items

The Marked List lets you save articles you find useful and view details from searches run during your ProQuest session. The Articles and Bibliography tab lets you print or save a formatted bibliography and email or export several articles at once. The My Research Summary tab lets you save your links as hypertext links you can use in web pages.

View Articles in Your List

To view an article, click the title of the article to view the best format available (A).

Print Your Bibliography

From the Marked List page you can print your bibliography in a variety of formats.

1. Delete any articles from your Marked List that you don't want to appear in your bibliography.
2. Click the **Print your bibliography** link (B).

You see the Print Bibliography page. Make the appropriate selections on this form, including the desired format (C) and the desired citation style (D).

3. Click **Print** (E).

Export or Save Your Bibliography

1. Delete any unwanted articles from your Marked List.
2. Click the **Export citations into EndNote, ProCite, RefWorks or Reference Manager** link (F).
3. You see the Export Citations page. Click on the format you want to export.

Remove Articles

To remove specific articles: Uncheck the box next to each article to remove from your Marked List (G), then click the **Delete unmarked items** link (H) to refresh the page.

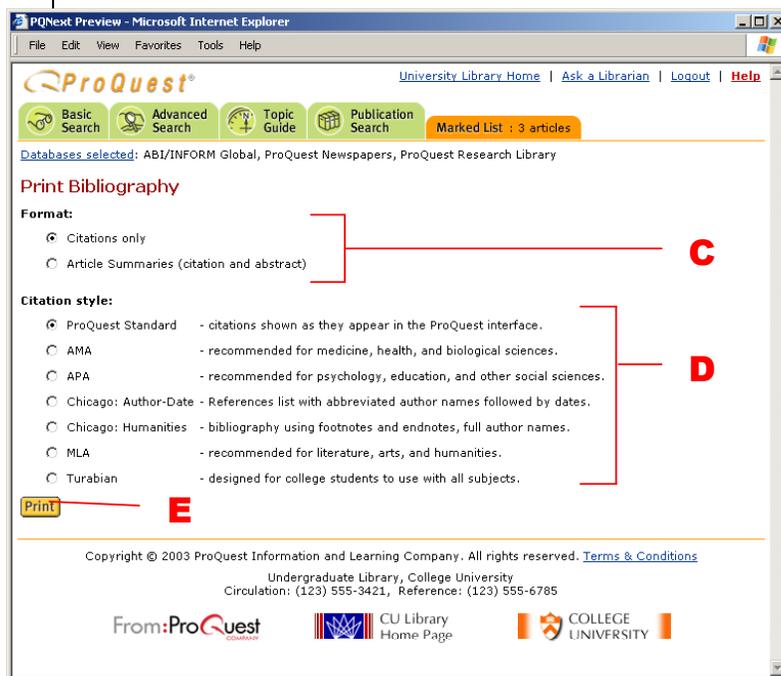
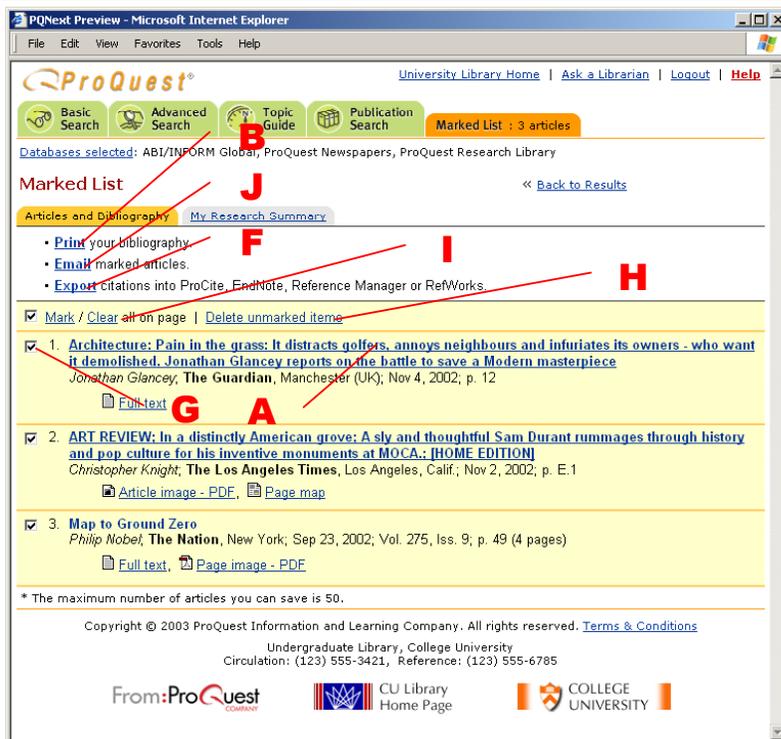
To remove all articles on your list: Click the **Clear all on page** link (I) to uncheck the boxes next to all articles. Then click the **Delete unmarked items** link (H) to refresh the page.

When you uncheck the box next to an article, it will be removed from your marked list if you click on any link or leave the page.

Email Articles or Bibliography

1. Remove any unwanted articles from your Marked List.
2. Click the **Email marked articles** link (J).

You see the Email Articles page. Make the appropriate selections on this form, including the desired format for the bibliography and articles.

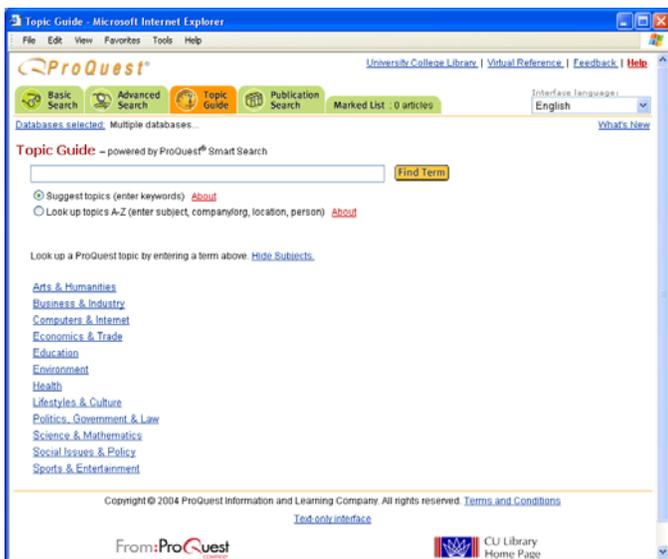


When selecting an email settings, it is important to remember that not all email programs support HTML. If you are not sure what application the recipient will be using, you should select Plain text.

3. Click **Send Email**. A note appears confirming that your email has been sent.

You cannot email Page Maps or newspaper Page Images (you can email newspaper article images).

Topic Guide



The ProQuest Topic Guide lets you find articles 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 articles 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 Articles** 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 Results, 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 Articles 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 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 Articles to run a search using that term. Or click Narrow to narrow your search using related terms.

Browse the Subject Directory

The Topic Tree makes finding articles easy. Just click the topics that interest you, exploring the list. When you've found what you're looking for, click View article.

Follow these steps to run a search using Topic Tree:

- 1 Make sure you're on the Topic Guide page. Click Topic Guide on the main menu.

- 2 Click browse the subject directory to view the topic tree.
- 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 Articles appears next to each word in your list of final subject terms.
- 7 Click View Articles next to the subject term that best represents the concept you're trying to find. ProQuest searches, and presents you with a list of articles matching that subject term.

Use Narrow

Narrow lets you narrow your search by adding related terms.

- 1 Select a term you want to use for your search.
- 2 Click **Narrow** to narrow the search using related terms.
- 3 From the narrowed list, find a term you want to use and click **View Articles**.

For example, if you are looking for information about air bags in General Motors vehicles you would search for the subject **Air Bags**. Then, click **Narrow** to view only related index terms. In the narrowed list, you will see **General Motors Corp**. Click **View Articles** and ProQuest will display articles matching the focused search **subject(air bags) AND company(general motors corp)**.