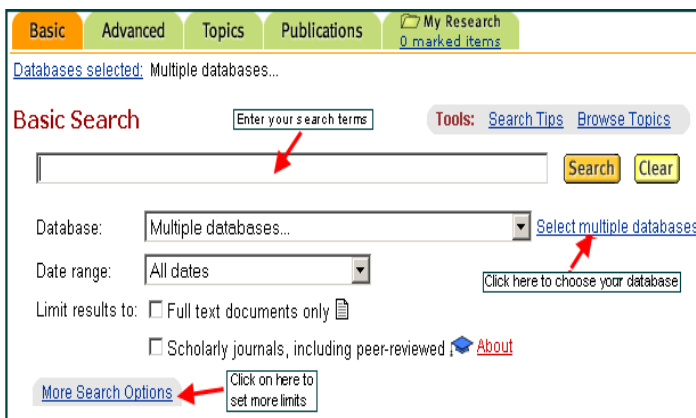


Step 1: Accessing ProQuest

You can connect to ProQuest by either going to the **Library's home page >Databases > P > ProQuest** . By default, ProQuest will search all databases at once. To choose a specific database (eg ABI/INFORM), click on [Select multiple databases](#) and then click in the checkbox beside the desired databases.

Step 2: Searching ProQuest

ProQuest will open a basic search screen. To choose another search option such as advanced, publication or topic, click on the appropriate tabs.



The screenshot shows the ProQuest search interface with the following elements:

- Navigation tabs: Basic (selected), Advanced, Topics, Publications, My Research (0 marked items).
- Search bar: "Enter your search terms" with Search and Clear buttons.
- Database selection: "Multiple databases..." dropdown with a "Select multiple databases" link.
- Date range: "All dates" dropdown with a "Click here to choose your database" link.
- Limit results to:
 - Full text documents only
 - Scholarly journals, including peer-reviewed (About)
- More Search Options: A link with a red arrow pointing to it and a tooltip that says "Click on here to set more limits".

You can choose to search this database in four different ways

- **Basic Search** allows you to search for articles containing keywords or phrases in title, citation or abstract
- **Advanced Search** allows the greatest control over the search results
- **Topics Search** is good when you are looking for information on a general topic
- **Publications Search** is to find articles from a specific journal

Step 3: Create your search

Basic search is automatically chosen for you. Choose your type of search and then enter your search terms in the entry box

You can use:

- Quotation marks “ ” to search for exact phrases, eg. “customer satisfaction surveys”
- Truncation * to search for all possible word endings, eg. econom* will find economy, economics & economical
- Wildcard? to get the word with variant spellings, eg. globali?ation will find both globalisation & globalization.
- Boolean operator **AND** to find articles including both words, eg. credit and risk
- Boolean operator **OR** to link alternative concepts, e.g. poll or survey
- Parentheses () to group phrases of Boolean queries for more complex search concepts, eg. SARS and (prevention or treatment)


Step 4: Limit your search

You can limit your search by using the drop down menus on the basic screen. The options include: multiple databases, date range, limit results to full text articles only and scholarly journals, including peer reviewed.

Under **More Search Options**, there are additional choices, e.g. look for terms in citation and abstract; document language, document type, etc.

Step 5: Modify your search

If you are not satisfied with the search results, click on the blue link [Refine Search](#) above the displayed results to either narrow or widen your search.


Click on the green tab  at the top to view or revise your previous searches.


To start a new search, click on the search tabs at the top.

Step 6: Interpreting the results

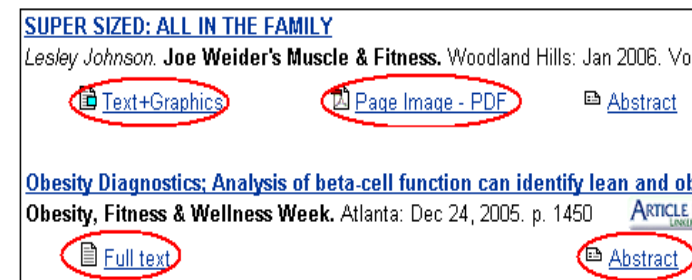
Once you have conducted your search, you will be presented with your search results – a list of references matching your search terms.

Click on the blue text for a particular reference to reveal the full record (abstracts, subject terms, full-text, etc). To view the full

PDF document, click on the icon  [Page Image - PDF](#)

If the full-text article is not available, click on the blue link  for Library holding.

For example:



The screenshot shows two search results with highlighted format options:

- Result 1:** "SUPER SIZED: ALL IN THE FAMILY" by Lesley Johnson. Joe Weider's Muscle & Fitness. Woodland Hills: Jan 2006. Vol. Available formats: [Text+Graphics](#), [Page Image - PDF](#), [Abstract](#).
- Result 2:** "Obesity Diagnostics: Analysis of beta-cell function can identify lean and obese" from Obesity, Fitness & Wellness Week. Atlanta: Dec 24, 2005. p. 1450. Available formats: [Full text](#), [Abstract](#).

Click on the down arrow of the Interface Language option

Interface language:

English

at the upper right hand side of the page to choose your preferred output language.

Article formats

- **Abstract**
Includes a citation and abstract (summary of the article)
- **PDF**
A scanned image of the article pages as they originally appeared in the publication

- **Text**

Includes the citation and abstract, along with the full-text of the article; Does not include any graphics such as photographs or illustrations that were originally published with the article

- **Text with graphic**

Includes not only full-text of the articles but also all graphics that were published with the article

Step 7: Output options

To print

To print the full-text of an article you will need to display the full article. Printing can only be done one article at a time. Click on



icon at upper left hand side of the document display page or click on the **print** option from your web browser. To print a list of records, mark the records you want to print, then click on the



tab at the top. This enable you to print a bibliography in your required citation style e.g. APA, MLA.

To save to a disk

Proceed as if to print above, but use **save as** option from the browser's menu.

To email

The email option is only available from the full record or the marked list. Click on the **Email** button from the yellow bar above the search list or click on **Marked items** from the yellow bar and then **Email marked documents** with a bibliography.


To export citations into Endnote

Mark your desired citations, click on **Marked items**, and then click on the button labelled **Export** from the yellow bar.

Alternatively, you can mark the citations, go to My Research (market items), then click on **Export citations** into EndNote, ProCite, RefWorks or Reference Manager.

Step 8: Mark record for viewing later

To select multiple references from your results list, tick the checkboxes beside the records you require. To view your marked

records, click on the green tab  at the top. The maximum number of articles you can save is 50.

If you require further help using ProQuest either:

- Ask at the Help Desk, Central Library, or at the Service Desk in you branch library
- To use the online help screens – click Help on the top navigation bar