

Searching – ProQuest Quick Reference Guide

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.** Add phrases (surrounded by quotation marks if they are three words or longer) to your search, combining both keywords and specific phrases to get the information you're most interested in. For example, you might combine "First Amendment rights" with music industry, intellectual property, or Roxio.

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)

The screenshot shows the ProQuest Basic Search page. Red callouts A-F point to the following elements: A: Search button; B: Date range dropdown; C: Limit results to checkboxes (Full text articles only, Scholarly journals); D: Database dropdown; E: Look for terms in dropdown; F: Sort results by dropdown.

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. Using **Citation and abstract** provides a more focused search, 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.

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.

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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 navigation bar with "Basic Search", "Advanced Search", "Topic Guide", "Publication Search", and "Marked List : 0 articles". The "Advanced Search" section has a search box, a dropdown menu for "Citation and abstract", and a "Search" button. Below this is a section for "Database:" with a dropdown menu set to "Multiple databases..." and a "Select multiple databases" link. The "Date range:" is set to "All dates". There are checkboxes for "Limit results to:" with options for "Full text articles only" and "Scholarly journals, including peer-reviewed". The "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". Each field has a corresponding "Browse" link. The "Sort results by:" dropdown is set to "Most recent articles first" and "Results per page:" is set to "10". The footer contains copyright information for ProQuest Information and Learning Company, contact information for Undergraduate Library, College University, and logos for 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.

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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.

The screenshot shows the ProQuest search results page for the query "architecture and society". The page is displayed in a Microsoft Internet Explorer browser window. The search results are listed in a table with columns for article number, title, author, and publication information. The first result is "Architecture: Pain in the grass: It distracts golfers, annoys neighbours and infuriates its owners - who want it demolished. Jonathan Glancey reports on the battle to save a Modern masterpiece" by Jonathan Glancey, published in The Guardian. The second result is "ART REVIEW: In a distinctly American grove: A sly and thoughtful Sam Durant rummages through history and pop culture for his inventive monuments at MOCA: [HOME EDITION]" by Christopher Knight, published in The Los Angeles Times. The third result is "Map to Ground Zero" by Philip Nobel, published in The Nation. The fourth result is "THE NATION'S ARCHITECTURE, CIVIL ENGINEERING AND CONSTRUCTION SCHOOLS" published in ENR. The fifth result is "Mail Call: Memories of 9-11: [Atlantic Edition]" published in Newsweek. The page includes navigation links such as "Mark / Clear all on page", "View marked articles", and "Full text articles only". The search filters section at the bottom shows the search term "architecture and society" and the database selected as "Multiple databases...". The page also includes a footer with copyright information and logos for ProQuest, CU Library, and College University.

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.