



Quickstart Guide



Welcome to ProQuest

ProQuest databases store millions of articles originally published in magazines, newspapers, and journals. You can search these databases for relevant articles that will help with your school work and research.

ProQuest provides **three search methods**:

- **Search by Word**—Find articles that contain keywords or phrases that you specify. Choose from Basic ([see page 2](#)) or Advanced ([see page 3](#)). See [pages 4 and 5](#) for Search by Word features, hints, and tips.
- **Search for Publication**—Find a specific issue of a specific newspaper, magazine, or journal. [See page 6](#).
- **Search by Topic**—Find articles about a topic that you specify. Or, browse predefined topic lists. [See page 7](#).

When you run a search, a list of articles matching your search displays. This list is called your Results List. [See page 8](#). You can click an article in your Results List to display it. You can add an article to your personal Marked List ([see page 9](#)) of selected articles from either your Results List, or when the article is displayed. [See page 10](#).

Main parts of the ProQuest screen

New Search
Get a blank search screen. Enter another search.

Entry Box
Type your search terms here.

Navigation Bar
Switch between major ProQuest screens.

Help
View a help topic relevant to what you are doing.

Search
Look for articles based on your search terms.

The screenshot shows the ProQuest search interface in a Netscape browser window. The title bar reads "ProQuest - Netscape". The menu bar includes "File", "Edit", "View", "Go", "Communicator", and "Help". The toolbar contains icons for "Back", "Forward", "Reload", "Home", "Search", "Netscape", "Print", "Security", and "Stop". The main content area is titled "Search by word—basic" and features a "New Search" button, a search input field, and a "Search" button. Below the search field are dropdown menus for "Date range" (set to "Current (1997 - Present)"), "Publication type" (set to "All"), and "Search in" (set to "Full text of articles"). There are also links for "Search Wizard", "Subject List", and "Your Recent Searches". The footer contains the "BELL+HOWELL" logo and copyright information: "Copyright © 1999 Bell & Howell Information and Learning Company. All rights reserved." and a link to "Terms and Conditions".

Search by word—basic

1. Enter one or more words or a phrase.
Examples:

hurricanes
hurricanes AND el nino
central america
Central America AND hurricanes
—Place quotes around phrases longer than two words:
“central american countries”

*Note: Capitalization does not matter: **Central America**, central america, and **CENTRAL AMERICA** will all find the same articles. AND appears capitalized only for emphasis.*

2. Click **Search**.

The Search by word—basic screen

Entry Box
Type your search terms here.

Date range
Search for more recent, or older articles.

Publication type
Search newspapers, periodicals, reference books, or all three.

Search in...

Search Wizard
Get help creating precise searches.

Your Recent Searches
View the results of up to your last 25 searches.

Subject List
Search using the controlled vocabulary.

Select Database
Pick different databases to search.

Search
Look for articles based on your search terms.

- Citations and Abstracts—ProQuest will look for occurrences of your search words and phrases in the following indexed fields of articles:

Author	Article Title	Product Name
Abstract	Geographic Name	Source (Publication Title)
Company Name	Personal Name	Subject Terms

- Full Text—ProQuest searches the full text in addition to the Abstract and Article Title fields.

Search by word—advanced

1. Type a word or phrase.
2. Click a search field name on the drop-down menu. Or accept the default—*Basic fields*.
3. Click an operator on the drop-down menu. Or accept the default—*AND*.
4. Type a second word or phrase.
Repeat step 2; then repeat steps 3 and 4 to add another term.
5. Target your search to find current, or older articles.
6. Click **Search**.

The Search by word—advanced screen

Entry Boxes
Type one or more terms in the four boxes.

Search Operators
Operators help you build precise searches. For example, OR tells ProQuest to look for articles containing one or both of your search terms. See [page 4](#) for descriptions and examples.

Date Range
Use the drop-downs to limit the search to find articles published within a specific time frame.

Select Database
Pick different databases to search.

Search
Look for articles based on your search terms.

Reset
Clear all text fields and return drop-down menus to defaults.

Search Fields
Articles are indexed based on specific information such as Author. Look for the preceding term in a specific field, or accept the default, *Basic Fields*, and search for the term in the set of 9 fields shown on [page 2](#).

Article Type Publication Type
Look for specific kinds of articles, such as features or editorials. Look for articles from newspapers, periodicals, reference books, or all three.



Search by word—features, hints, and tips

Search Wizard

A search can be a single word such as *planet*, or it can be a single phrase, such as *planet Earth*. However, you can easily create more complex and precise searches using the following automated features provided in Search Wizard:

Search Operators—Search operators let you combine multiple words, phrases, search fields, or date restrictors into a single search statement. Here are the operators you can select from, with examples:

Operator	Sample Use	Finds articles containing $\frac{1}{4}$
AND	education AND internet	education and internet in the same paragraph.
OR	education OR internet	education or internet, or both, anywhere in the entire article.
AND NOT	education AND NOT internet	education, but not internet.
WITHIN	education W/3 internet	education within three words of internet.
NOT WITHIN	education NOT/W 3 internet	education and internet at least four words apart.
PRECEDE BY	education PRE/3 internet	education preceding internet by up to three words.
WITHIN DOC	education W/DOC internet	both education and internet anywhere in the article.

With the exception of NOT WITHIN and WITHIN DOC, these operators are all available in Advanced Search drop-down menus.

Search Fields—Use Search Fields to find articles based on specific indexed information, such as Author, Article Title, or Subject Terms. This table details some of the most useful fields:

Field	Description of what the field finds	Example
Author	Articles by a specific author	author(george will)
Source	Articles from a specific publication	source(new york times)
Subject Terms	Articles indexed as primarily about a subject	sub(volcanoes)
Personal Name	Articles in which an individual is discussed	name(fidel castro)
Company Name	Articles about a company, organization, or group	co(sierra club)
Article Title	Article titles that contain your search terms	title(hurricanes)
Article Type	Articles of a particular type (such as review, speech, interview)	dtype(obituary)
Publication Type	Periodical, newspaper, or wire feed articles	stype(periodical)

Date Range Restrictors—Date restrictors allow you to search for articles based on when they were published. Examples of available Date Restrictors in Search Wizard include *Past 7 Days* and *Past year*. Use the date range (Current/Backfile) drop-downs and selections to restrict an Advanced Search.

Search Options

Search Options on the *Preferences* page lets you specify the following Search by Word options:

- **Spelling Variants**—If selected, ProQuest looks for plurals and accepted alternate spellings—such as labor/labors/labour/labours—of your search words. *Note: Advanced Search always assumes that this option is selected.*
- **Related Terminology**—If selected, ProQuest looks for synonyms and words that are conceptually related to your search words. For example, a search on *employment* will also look for *job*, *work*, and *occupation*.



Quickstart Guide



Search by word features, hints, and tips

The features shown here can help you search with more precision:

Feature	Characters	Example	Explanation
Quotation Marks	“ ”	“cold air front”	To find occurrences of phrases longer than two words, enclose the phrase in quotation marks.
Truncation	?	operat?	Use the ? character to search for words containing a common word root, with any number or combination of characters following the root. For example, operat? will find articles containing operations , operational , and operator .
Wildcards	*	wom*n educat**	Use the * character to search for a specific number of characters, in any combination. Use one * for each character that you're unsure of. For example, wom*n will find articles containing: woman , women , and womyn . And educat** will find articles containing educated and educator .
Subject Terms field	sub()	sub(birds) and jay	Useful in full text searching to find articles indexed as being about a broad subject category and mentioning a more specific, related term in the text.
Proximity Operator	w/n	hillary w/2 clinton	Finds both terms within the specified number of words. This example will find Hillary Clinton, Hillary Rodham Clinton, and Hillary R. Clinton.
Caption field	cap()	cap(space station)	Finds articles with captions containing the specified text. Use to find a picture, illustration, table, or other graphic relevant to a specific person, place, thing, or idea.
Parentheses	()	cat and (dog or pet) (cat and dog) or pet	ProQuest reads (interprets) your search statement from left to right. However, it observes a hierarchy or precedence with respect to operators. For example, if your search is cat AND dog OR pet , ProQuest interprets the search as cat AND (dog OR pet) . ProQuest gives the OR operator precedence over the AND operator. Move the parentheses to change the precedence. For example: (cat AND dog) OR pet .

The Article Type Search Field

The very useful Article Type field allows you to search for articles based on the nature of their content. For example, use the Article Type and Personal Name fields together to find feature stories (articles) written about Elizabeth Dole.

NAME(elizabeth dole) AND DTYPE(feature).

Valid article types (available as a drop-down list* on the Advanced Search page) include:

Biography	Earnings Report	Fiction	Letter	Recipe
Commentary	Editorial	General Information	News	Review**
Corrections	Editorial Cartoon	Instructional	Obituary	Speech
Dividend Report	Feature	Interview	Poetry	Statistics

*The drop-down list contains a subset of the article types shown here.

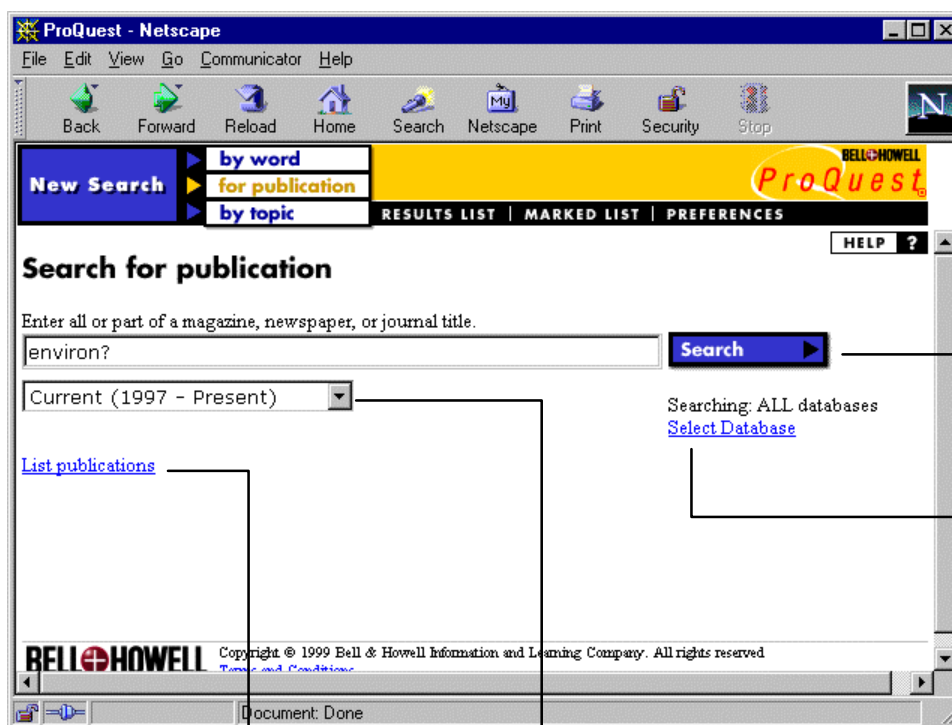
**See the description of Article Type in the online help's *Search Fields* topic for a list of valid review types.

Search for Publication

Use Search for Publication to find a specific issue of a specific magazine, newspaper, or journal.

1. Click for **Publication**.
2. Enter the complete title of a publication; or, just a word that is in the title; or, only part of a word, ending it with a ?. For example, to find all publication titles containing the words *environment* or *environmental*, you can enter **environ?**. See the online help topics titled "Search for Publication" and "Search for Publication Tips" to learn more about how you can search.
3. Click **Search**. ProQuest returns a list of publications matching your search terms. (The city where the title is published frequently follows the title itself. For example, *Environmental Politics; London*.)
4. Click the publication that you want. ProQuest displays a list of available issues.
5. Click an issue. ProQuest displays available articles in the issue as an alphabetically-ordered list. A link on this page allows you to reorder the articles according to their page order in the issue. Reordering the articles this way allows you to see what stories were on page one of *The New York Times* for example.

The Search for Publication screen



Entry Box
Type your search terms here. ProQuest will look for magazine, newspaper, and journal titles that match your search terms.

Search
Look for titles based on your search terms.

Select Database
Pick different databases to search.

List publications
Display an alphabetical list of all publications available in the currently selected databases.

Current/Backfile
Search for more recent, or older issues.

Search by Topic

Some ProQuest databases do not support Search by Topic.

1. Click **by Topic**.
2. Enter a word, a partial word, or a phrase that suggests a topic that you want to find articles about, then click **Search**. (ProQuest will find topic titles that contain what you typed.)
or
Use the mouse to browse the topic lists.

If you entered a word or phrase that matches one or more topics, those topics display. Browse the topics until you see an article list. Or, as you click through topic lists, click **Search Now** to look for articles about the currently selected topic.

The Search by Topic screen

Entry Box
Type a word or phrase that suggests a topic.

Topic Lists
Click to browse topics until you see a list of articles.

Search
Look for articles if you entered a topic.

Your Results List

The results list contains:

- the articles that your Search by Word or Search by Topic found, or
- the articles available in the magazine, newspaper, or journal issue that you selected while using Search for Publication.

All of the features and options shown beneath the results list in the picture below are available only when you Search by Word. When you Search by Topic, you can add articles to your Marked List, display a specific available format, or run the same search against Current or Backfile databases. When you Search for Publication, you can add articles to your Marked List or display a specific available format.

The Results List screen

Add to Marked List
Select the check box to mark the article, adding it to your personal list of marked articles.

Display an Article
Click a title to display the article. Click a format icon to display the article in a specific available format.

Article Format Legend
Articles can be available from ProQuest in up to five formats:

- **Citation**—bibliographic information, such as author and publication date
- **Abstract**—bibliographic information plus a brief summary of the article if available
- **Full Text**—citation, abstract, plus the text of the article
- **Text+Graphics**—citation, abstract, and full text of the article, plus originally published images
- **Page Image**—scanned page images of the article as it was originally published

Cite an Article
Use the information displayed here to cite an article.

Full Text Only
Update your Results List to include only those articles that are available in *Text Only*, *Page Image*, or *Text+Graphics* formats.

Search by Word
Specify and run another search. Access Search by Word features described on [page 2](#).

For any article that you find, the availability of a particular format can depend on publisher copyrights and your ProQuest account contract.

Your Marked List

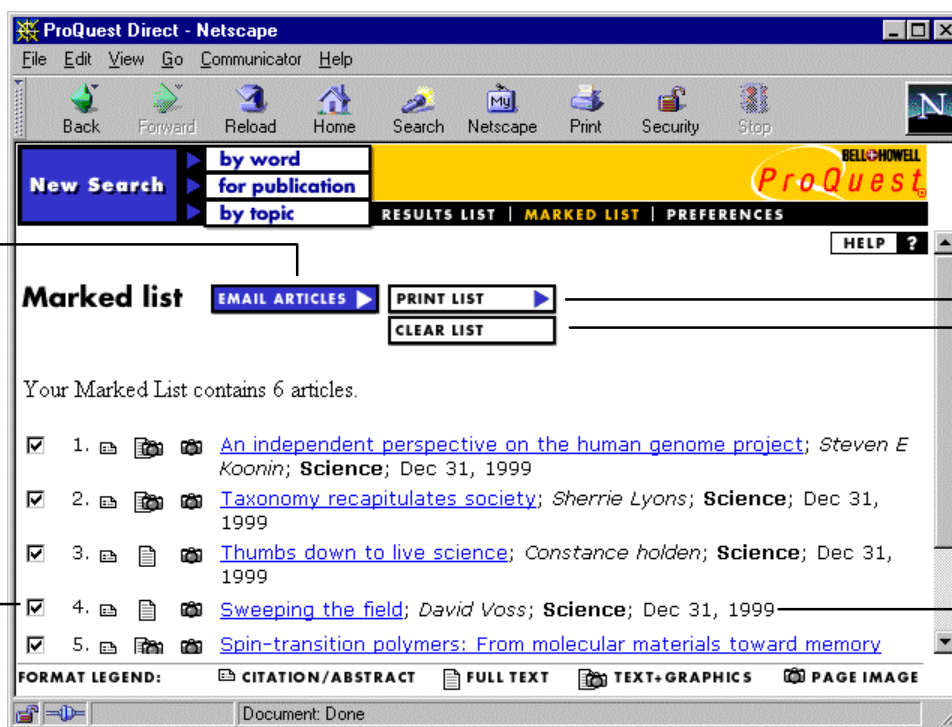
Your marked list is the list of articles that you have selected (marked) during your current ProQuest session. You can add articles to your marked list in two ways:

- Click the check box to the left of an article's title in your results list.
- Click the 'Mark article' check box while an article is displayed.

Note—Articles in your results list are ordered in reverse chronological order (from most recent to oldest). Articles in your marked list are appended to the end of your marked list as you add them following each search you run in a session.

The Marked List screen

Email Articles
Send the text of all of the articles in your list to a single email address. The *Set email format* pick on the *Preferences* page determines whether the articles are sent as plain text in the body of the email, or as separate HTML



Print List
Print your Marked List. To print an individual article, click the title to display the article, then print it.

Clear List
Remove all of the articles from your Marked List.

Display an Article
Click a title to display the article.
Click a format icon to display the article in a specific available format.

Unmark Article/Update List
Click to clear the check box, then click Marked List on the navigation bar to update your list.

Article Display

Display an article by clicking its title in either your Results List (page 8) or your Marked List (page 9). Instead of printing an article while you're at the library, consider emailing it to yourself. You'll have an electronic copy you can store for later review at your computer.

Citation information appears at the top of the page. Scroll to view available abstract and full text content.

The Article Display screen

Next Article

Display the article immediately preceding or following this article in your Results List.

To Keyword

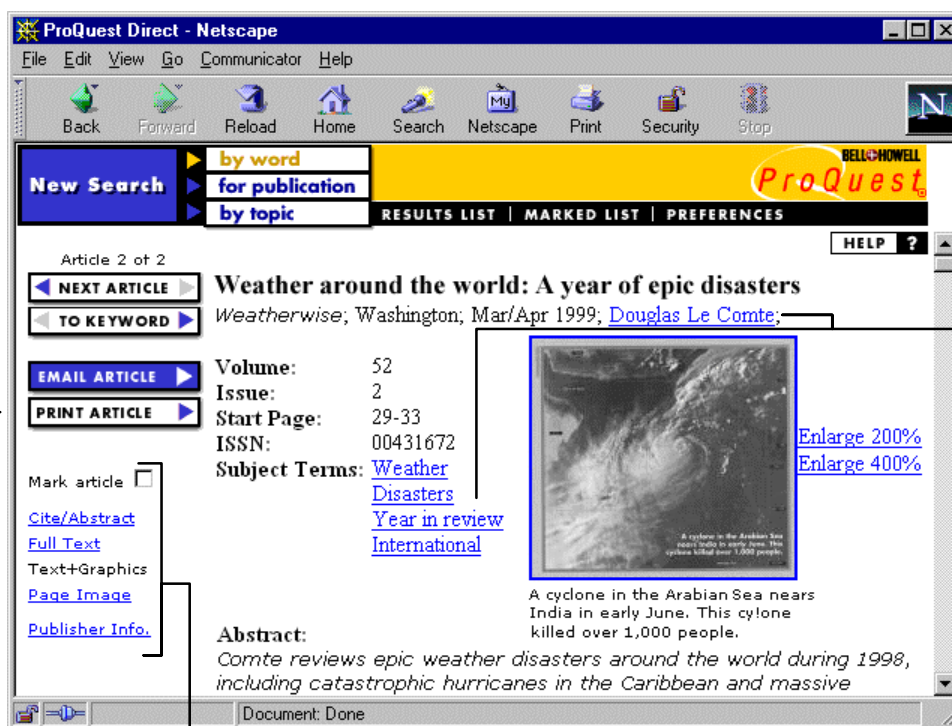
Locate occurrences of your Search by Word terms in the article.

Email Article

Send the text of the article to a single email address.

Print Article

Display a brief printing instructions page, allowing you to print the article with or without any included graphics.



Search for Related Articles

Click to search on indexed Author, Subject, Company Name, and Personal Name terms.

Mark Article

Select the checkbox to add the article to your Marked List of selected articles.

Available Formats

Display a different available format of the current article.

Publisher Info

View information about the publisher. This information might include company address, subscription address, and a link to the publisher's Website.

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