

ProQuest Quick Reference Sheet

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To access more answers online;

- Log in to your ProQuest database and click the link in the grey Tool Bar on the upper-right named Search Tips.

Use connectors and operators to make your searches more precise and help refine results.

Operator/connector	Use it to identify documents that ...
and	Include all the words or phrases you enter. <i>Technology and Canada</i>
or	Include one or more of the words you enter. <i>merger or acquisition</i>
and not	Exclude items that contain these words. <i>software and not spreadsheets</i> Note: Basic search: Always use AND NOT at the end of the search string. Advanced search: AND NOT will automatically be searched last.
w/n	Include words adjacent to each other in any order, within a certain number. <i>Wireless w/3 mobile</i>
pre/n	Include words adjacent to each other in the order specified, within a certain number. <i>tamoxifen pre/5 breast cancer</i>
() (parenthesis)	Group words together. <i>press releases and (university or instruction or courses)</i>
?	Include words that are spelled differently by one letter. <i>Privati?ation</i> Note: ? = 1 character
* (asterisk)	Include words with multiple endings of any length. <i>telecom*</i> Note: You must enter at least three characters before using *, and * must be entered at the end of a word only. Note: Singulars and plurals are found automatically, you don't need *.
"" (inverted commas)	Include phrases. <i>"credit card fraud"</i> Note: Two words are automatically treated as a phrase. For phrases with three or more words you need to use inverted commas.

Choosing your Search Screen

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<p>Publications</p>	<ul style="list-style-type: none"> • Information on Full Text holdings. • Browse available issues for a single publication. • Search across a single publication.
<p>Advanced</p>	<ul style="list-style-type: none"> • Choose indexes/search fields from drop down lists for refined searching. • To choose terms from a browse list, click the link that appears to the right of your chosen search field. • Choose a date range.
<p>Basic</p>	<ul style="list-style-type: none"> • Run a simple keyword search. • Create more complex search strings using field tags to specify indexes and placing your search terms in parentheses (see <i>Search Field Syntax</i> within <i>Search Tips</i>).
<p>Topics</p>	<ul style="list-style-type: none"> • Enter a search term and ProQuest suggests topics using the comprehensive indexing. • Narrow by related terms.

Working with your results and saving your research

<p>Set Up Alert ✉</p>	<ul style="list-style-type: none"> • Set up search alerts and receive email notification of new documents relevant to your search. • Set up publication alerts and receive email notification of new documents added to a specific publication.
<p>My Research</p>	<ul style="list-style-type: none"> • Mark documents on the results screen or within the full text view. • Within <i>My Research</i> print, email, export citations or create bibliographies from your marked list. <p>Saving your research:</p> <ul style="list-style-type: none"> • ProQuest automatically saves up to 25 publications that you access via the Publication search screen, up to 25 searches that you make and up to 50 articles that you mark. This information is saved in <i>My Research</i> until you log-off. Click Create a webpage in <i>My Research</i> to edit, e-mail or download your saved research as a web page.
<p>Results – powered by ProQuest® Smart Search</p>	<ul style="list-style-type: none"> • A unique feature that analyses your search and suggests related topics and publications to help you to narrow your search. • From your results page choose from the suggested links in the ProQuest® Smart Search box.



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Where To Find Help

In North America:

- **Technical Support**
Phone: 800-889-3358
Email: tsupport@proquest.com
Web: <http://www.proquest.com/en-US/support>
- **Search Assistance**
Phone: 800-889-3358
Email: technicalsupport@proquest.com
Web: <http://proquest.com/techsupport>
- **Product Help**
Product help and downloadable guides:
<http://www.proquest.com/en-US/support/training/materials.shtml>

Outside of North America:

- **Technical Support**
Email: support@proquest.co.uk
Freephone: 0880 220 710 (UK only)
Telephone: +44 1223 271 496 (Outside of UK)
Web: <http://www.proquest.co.uk/en-UK/support>
- **Product Help**
Product help and downloadable guides:
<http://www.proquest.co.uk/en-UK/support/training/materials.shtml>