

# ProQuest APS Quick Reference Guide

## Defining Your Search

There are several tips you can follow to define your ProQuest APS searches.

### **Handling Spelling Variations**

Use the truncation (\*) or wildcard (?) search tools when entering a search word, to catch variations in spelling, plurals and singulars, possessive forms of the word, or both U.K. and U.S. English.

### **When No Articles or Just a Few Articles Are Found**

If you're not finding articles using your first search word or phrase, try using related terminology instead. For example, instead of entering **poetry contest** you might try **poetry competition**.

### **Uppercase or Lowercase Letters? Which Do I Use?**

Search statements are not case sensitive. A search for **U.S. Civil War** will find the same articles as **u.s. civil war**.

### **Phrases**

Two words next to each other in your search are treated as a phrase. A search for **Federal Reserve** will find articles in which the word **Federal** immediately precedes the word **Reserve**.

Three or more contiguous words are searched in proximity. A search for **U.S. Civil War** will find articles in which each of the terms **U.S.**, **Civil**, and **War** appears within a 250-word block.

If you want to search for exact matches to U.S. Civil War, you should use quotation marks: "U.S. Civil War"

### **Parentheses Control the Search Order**

ProQuest® uses parentheses to adjust the order in which your search terms are combined.

A search for **Federal Reserve OR (U.S. AND economic policy)** finds articles dealing with either the **Federal Reserve** or articles containing both the words **U.S.** and **economic policy**.

The same search without parentheses is interpreted from left to right, finding articles containing **Federal Reserve** or **U.S.** within a 250-word block that also contains **economic policy**.

### **Searching Citations and Abstracts**

When you use a search field to search just the citations and abstracts in ProQuest APS, the system actually searches in several areas:

- Author
- Abstract
- Article Title
- Source (publication title)

### **About "Stop Words"**

ProQuest ignores many frequently used words when you type them in as part of a search phrase that's three words or longer. If you're using three or more words in a search phrase and want to include a stop word too, make sure you enclose the phrase in quotation marks.

Searching for **the moon** (two words) would still search for **the**, and a search for **"the blue moon"** would also search for the word **the**, but **the blue moon** and **blue moon** are the same search.

Stop words include basic parts of speech (articles, pronouns, prepositions, etc.), such as **a, an, about, after, all, also, and, any, are, as, at, based, because, been, between**, and so on.

## Search Operators

Use:	To Run a Search:
*	Truncation: Stands in for any number of characters (including none) at the end of a word. Example: Searching for Gettysburg* finds articles that contain "Gettysburg," "Gettysburgh", etc.
?	Wildcard: Stands in for one character in or at the end of a word. Example: Searching for <b>educat??</b> finds articles that contain "educated" and "educator." It won't find "education," which contains more than two letters following "educat."
"..."	Quotation Marks: Search words must appear exactly as typed. Example: Searching for <b>"As You Like It"</b> finds articles mentioning the work by Shakespeare, but not articles talking about people's preferences.
(..)	Parentheses: Whatever is inside the parentheses is searched first, then those results are searched with the words outside the parentheses. Example: Searching for <b>Federal Reserve OR (U.S. AND economic policy)</b> finds articles dealing with either the Federal Reserve or articles containing both the words "U.S." and "economic policy."
AND	AND: Both the search words must appear in the article. Example: Searching for <b>Tammany Hall AND Boss Tweed</b> narrows your search by finding only those articles that mention both Tammany Hall and Boss Tweed.
OR	OR: Either the search words can appear in the article. Example: Searching for <b>Tammany Hall OR Boss Tweed</b> broadens your search by finding articles that mention Tammany Hall, Boss Tweed, or both.
AND NOT	AND NOT: The search words before AND NOT must appear in the article, but the words after must not. Example: Searching for <b>Tammany Hall AND NOT Boss Tweed</b> gives you articles on Tammany Hall, excluding those that also mention Boss Tweed.
W/#	Within: Search words must appear within # of each other to match. Example: Searching for <b>Reconstruction W/15 Virginia</b> finds articles on reconstruction in Virginia, but doesn't restrict the search to the exact phrase "reconstruction in Virginia."
NOT W/#	Not Within: Search words must be separated by at least # words to match. Example: Searching for <b>Reconstruction NOT W/50 Virginia</b> finds articles on reconstruction in areas other than Virginia.
PRE/#	Precede By: The first search word must precede the second by # words to match. This is useful for phrase searching. Example: Searching for <b>gold PRE/5 standard</b> finds articles on the gold standard, even if the phrase has intervening words such as "gold or silver standard".

## Sample Searches

The examples below illustrate the kinds of searches you can build using operators and fields.

Because the content varies between newspapers; the number of articles found using the examples below would vary.

### **Earthquake**

Finds articles that contain the word **earthquake**.

### **Educat\***

Finds articles containing the words **education, educator, educate, educating**, etc. The "\*" is the truncation symbol to find multiple forms of a word.

### **piracy AND Captain Kidd**

Finds articles that contain the word **piracy** and the phrase **Captain Kidd**.

### **"As You Like It"**

Finds articles that contain the phrase *"As You Like It"*.

Always enclose phrases longer than two words in quotation marks.

### **author(E.B. White)**

Finds articles written by E. B. White.

### **at(review) AND George Eliot AND Middlemarch**

Finds reviews of George Eliot's "Middlemarch".

Note that **dtype** is also a valid syntax form for Article Type: **dtype(review) AND George Eliot**.

### **source(medic\*) AND diabetes AND Publication type=Scholarly Journals**

Finds articles about diabetes from scholarly journals with medical or medicine in their titles.

### **AT(letter) and AU(George Washington)**

Finds letters written by George Washington.

### **AT(illustration) AND Winslow Homer**

Finds illustrations by Winslow Homer.

Note that **dtype** is also a valid syntax form for Article Type: **dtype(illustration)**.

Article Types can also be searched using the drop down menu.

## Using Search Fields

Search fields let you focus your search on a specific kind of information.

Field Name:		Example:
Abstract	ab	ab(Wilbur Wright)
Article Title	ti	ti(tornado)
Article Type	at	at(obituary)
Author of article	au	au(Charles Darwin) au(Darwin)
Date (numeric)	pdn	pdn(1776)
Publication Title	so	so(McBride's)
Text	text	text(home schooling)
Word Count	words	words(>2500)

### Published Date Field

In addition to searching by date using the date range utility, you can also search by the published date field (PDN field : use format **PDN(mm/dd/yyyy)** to limit a search to a specific issue.

You can also use the PDN search field when you want to search a range of dates. When you search using PDN, you have the opportunity to search for articles using a range of publication dates. To search a range of dates, use the greater than (>) and less than (<) symbols. You can search for articles on or before a specific date, or between dates.

- To find articles published on or before a date:  
**PDN(>6/02/1856) OR PDN(<1900) and Women's Rights** will find articles on women's rights, published before the year 1900.
- To find articles published on or after a date:  
**PDN(>6/02/1856)**
- To find articles published between two dates:  
**PDN(>06/02/1856 AND <06/07/1856)**
- To limit your search by year:  
**PDN(1857)** limits results to 1857.

### Article Type Field

The Article Type field lets you search for articles based on the nature of their content. Valid article types include:

- Letter
- Obituary
- Poetry
- Recipe
- Statistics

The following article types are available for content added post-August 2002:

- Ad
- comic
- editorial cartoon
- illustration
- photograph
- review

You can use any of the following forms to build an article type search:

- Dtype
- AT
- DT
- TY

For example:

- **AT(review) and "The Grapes of Wrath"**
- **Dtype(editorial cartoon) and politic\***
- **DT(ad) and SO(Saturday Evening Post)**

## Searching Historical Databases

Searching historical databases pose a unique challenge for researchers. Some of the problems you may run into:

### Spelling Changes

Over the years, the spelling of many words has changed. A good example of this is the city Gettysburg, once spelled Gettysburgh. If you are unsuccessful finding anything using the spelling you are used to, try alternates.

### Terminology

Terminology changes over the years. For example, what is now referred to as women's rights was called women's suffrage in the early 1900s.

### Reporting Lags

Events are often reported after they happened, especially in historical periodicals that were not published daily. If you aren't finding anything on a specific date, widen your date range to allow for this reporting lag.

## Recent Searches

Recent Searches gives you a convenient way to browse searches you've run earlier during your session.

Use Recent Searches to review searches you've already run, to rerun searches, and to combine searches you ran earlier with your current search.

### Combine a Recent Search with a Current Search

Follow these steps to add a recent search to your current search:

1. From a search, click the **Recent Searches** tool.
2. From the operator list labeled **Add terms to your search using:**, select the operator (AND, OR, or AND NOT) you want to use to join your recent search to your current search.
3. Click **Add to Search** to combine your previous search with your current search using the operator you specified.

### Re-run an Earlier Search

Click the linked number in the hits column for the search you want to run again.

**Note** The Recent Searches tool tracks your searches for your current session only. It does not track searches you made using other ProQuest collections. The Recent Searches tool will track up to 25 searches.

## Publication Search

### To locate a specific publication by using the search fields:

1. Enter any of the following search criteria:

**Enter keywords in the Keyword(s) field.** You can enter multiple words, separated by commas. Keywords must match exactly—if you want to find Chicago, you must type Chicago. ProQuest will search all indexing available at the publication level, including the title and all of other fields displayed as searchable from that page (for example publisher and editor.)

**Enter a title, or part of a title, in the Publication title field.** You can also click Browse Publications to select a title from the titles available. ProQuest will locate publications with the selected title, or

You do not need to use wild card characters in a Publication title search, ProQuest will locate all expanded versions of the text you enter. If you search for **chi**, ProQuest will find Chicago, archive, and all other variants.

**Enter the last name of an editor in the Publication editor field.** Or click Browse Editors to select an editor from those available.

**Enter subjects in the Subjects field.** Or click Browse Subjects to select one from those available.

**Enter a location in the Location of publication field.** Or click Browse Places of Publications to select one from those available.

**Enter a publisher in the Publishers field.** Or click Browse Publishers to select one from those available.

**Enter a date range in the Date range fields.** Dates are limited to year only, and must be entered in the format yyyy.

2. Click **Search**.

A list of titles appears. For publications available in full text format, you will see the coverage dates available.

3. Click the title of the publication you want to browse.

A list of available issues appears. Below the title you will see the coverage dates.

4. Click the issue you're interested in to review a complete list of articles available.

Or

Click **Search within Publication** to search within the selected publication.

Or

Click **Publication Information** to view more information about the selected publication.

## Reading Articles

Articles in APS are available in Article Image or Page Image formats, high resolution scanned images of articles in Portable Document Format (PDF). To view these articles you work within Adobe® Reader®.

The toolbars will vary slightly, depending on which version of Adobe Reader you are using. The main difference between versions 5 and 6 is version 5 provides the Graphics Select Tool while version 6 provides the Snapshot Tool for selecting portions of the page.

### Resizing the image

You can resize your image several ways.

- **Zoom In Tool**  (A)

To enlarge your image, click on the magnifying glass and click on an area of the image. It will enlarge to the next preset percentage.

Or, click and drag to select a section of the image. The selection will enlarge to fill the available space.

To reduce the size of your image, hold down the Control key while clicking or click on the drop down arrow to the right of the **Zoom In** tool and select the **Zoom Out** tool.

- **Zoom In and Zoom Out buttons**  (B)

The + sign and – sign buttons will enlarge or reduce your image size to the next preset percentage.

- **Resize drop down menu**  (C)

Click the drop down arrow and select a percentage to immediately increase or decrease the size. Or type a percentage directly into the box.

### Navigating through the article



The tools in Adobe Reader can help you move through your article.

- **Scroll Bars** (C)

Use the scroll bars on the bottom and right edges to scroll through a document that is larger than the space available.

- **Hand Tool**  (D)

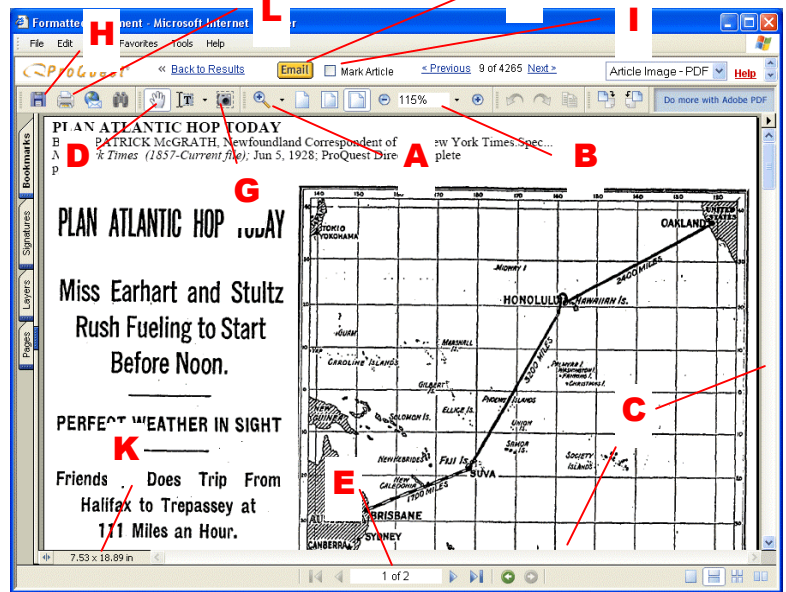
Use the hand tool to drag the image within the window.

- **Page Selection Tools**  12 of 76  (E)

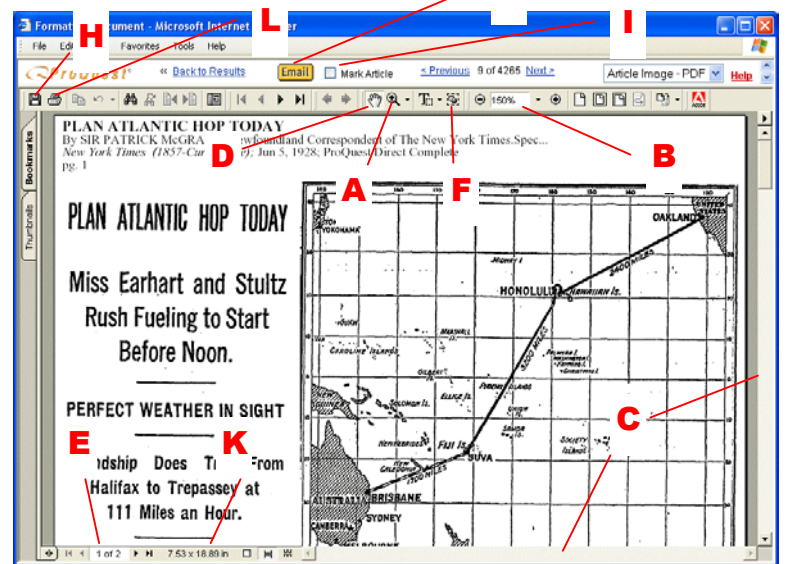
Click on the **Next/Previous Page** buttons in the toolbar or on the status bar to move one page in the document. Or use the **First Page/Last Page** buttons to jump to the first or last page in the document.

On the status bar, you can also type a page number to jump directly to that page.

## Adobe Reader 5.x



## Adobe Reader 5.x



- **Graphics Select Tool**  (F)

If you are using Adobe Reader 5.x, you can use this tool to select any area of the image you want to copy or print.

- **Snapshot Tool**  (G)

If you are using Adobe Reader 6.x, you can use this tool to select any area of the image you want to copy or print.

- **Disk Icon**  (H)

Click this tool to save the PDF file to hard drive or disk.

**Continued on next page**

## Reading Articles (continued)

### Mark an Article

To add an article to your Marked List, check the **Mark Article** checkbox (1). You cannot mark Page Maps.

### Email an Article

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

Select the citation style to use from the drop down list.

Select the format to use when sending the article. You can select to email either the brief citation (which includes the citation and a link), or the Page/Article image (which includes the PDF image of the page, the citation, indexing, abstract, and a link).

Select how to email the article. Some email programs do not handle HTML format emails well, so you may want to choose Plain Text.

Finally, enter your information and the email address and click Send Email. You cannot email Page Maps.

### Article Formats

The ProQuest APS database gives you access to an archive of articles, which includes images of magazines, journals and newspapers as they were originally published and printed. These articles and pages are available in several different formats. These are:

#### Page Image

Page Image format is available for journals, books, etc. When you view a page in Page Image format you see a high-resolution image of each page of the original article. Use Page Image format when you want to read, print, or review an entire page from a publication.

#### Article Image

Article Image format is mainly available for newspaper articles. When you view an article in Article Image you see a high-resolution image that displays just the portion of the page that contains the article. This is used for documents such as newspapers where it does not make sense to scan the entire page because the text would be too small.

#### Page Map

Page Map format is only available for articles in the Article Image format. When you view a Page Map, you see a low-resolution image of the entire newspaper page, designed for navigation—as you move your mouse over the page, a highlighted text box will pop up displaying the headline of the article. When you click on an article, you will be taken to that article in Article Image format.

Use Page Map to browse a page or issue of a publication quickly, scanning for articles that interest

you.



The screenshot shows the 'Email Document' form in a Microsoft Internet Explorer browser window. The browser title is 'Email Document - Microsoft Internet Explorer'. The page header includes the ProQuest logo and 'APS Online home page'. The browser address bar shows 'University College Library: 1 Virtual Reference, 1 Feedback, 1 Hello'. The page has a navigation bar with 'Basic Search', 'Advanced Search', 'Publication Search', and 'Marked List - 3 articles'. The 'Email Document' form is the main content, featuring a 'Citation style' dropdown menu set to 'Chicago: Humanities'. Below this is a 'Format' section with three radio buttons: 'Brief citation' (selected), 'Document Summary', and 'Page/Article image - PDF (if available)'. To the right of these are descriptions: '-citation and link', '-citation, indexing, abstract, and link', and '-citation, indexing, abstract, attached PDF, and link'. The 'Send email as:' section has two radio buttons: 'HTML (not supported by all email programs)' (selected) and 'Plain text (compatible with all email programs)'. Below are input fields for 'Your name:', 'Email address: (enter a single email address)', 'Subject:', and a large text area for 'Message:'. A 'Send Email' button is located below the message field. At the bottom of the page, there is a copyright notice: 'Copyright © 2004 ProQuest Information and Learning Company. All rights reserved. Terms and Conditions' and a 'Text-only interface' link. Logos for 'From: ProQuest' and 'CU Library Home Page' are also visible.

### Email Article

### Navigating through Articles

When you are viewing a multiple page document, you navigate through the pages of the article by using the Adobe Reader controls.



The **Previous** and **Next** buttons in the ProQuest bar at the top of the page will take you to the next or previous article in the results list.

## Printing an Article

To print articles in APS, you must print from within Adobe Reader. Follow these steps:


1. View the article as usual within the Adobe Reader plug-in (within the browser window). For more information, see *Reading an Article*.

The toolbars will vary slightly, depending on which version of Adobe Reader you are using. The main difference between versions 5 and 6 is that version

5 provides the Graphics Select Tool  (F) while version 6 provides the Snapshot Tool  (G) for selecting portions of the page.

2. Check the image size of the article (K). The image size appears along the bottom left edge of the Adobe Reader window.




### *If the document is slightly larger than your paper size:*

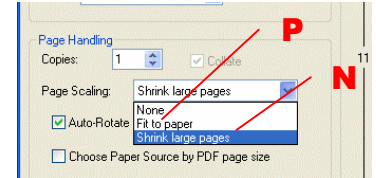
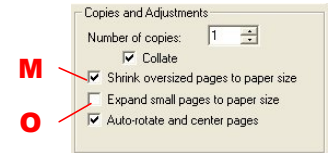
1. Click the Adobe Reader Print button  (L). You see the Print dialog box. (Note: The box may look slightly different if you are using a different printer driver.)
2. Check the **Shrink Oversized Pages to Paper Size** (M) option on the Print dialog box. (Note: Your Print Dialog box may use a **Page Scaling** drop-down menu. Click on this menu and select **Shrink large pages** (N).)

The article will reduce to fit the selected paper size. When you select this option, the Print dialog box will display the percentage of change. (Don't use this option if the document is significantly larger than your paper.)

3. Set the print options in the Print dialog box, then click **OK**.


### *If the document is significantly larger than your paper size:*

1. If you are using Adobe Reader 5, select the Graphics Select Tool  (F). If you are using Adobe Reader 6, select the Snapshot Tool  (G), then click and drag to select a smaller portion of the page.
2. Click the Adobe Reader Print button  (L).
3. Set the print options in the Print dialog box, then click **OK**.



4. Repeat steps 1 through 3 as many times as necessary, selecting a different section of the larger image for printing each time.

### *If the document is smaller than your paper size:*

1. Click the Adobe Reader Print button  (L).
2. Check the **Expand small pages to paper size** (O) option on the Print dialog box. (Note: Your Print dialog box may use a **Page Scaling** drop-down menu. Click on this menu and select **Fit to Paper** (P).)

The article will expand to fit the selected paper size.

3. Set the print options in the Print dialog box, then click **OK**.

### *Print Options*

The Adobe Reader Print dialog options let you control how your document will print.

- To change the paper size (for example, to print on legal size paper), click **Properties** on the Print dialog box. Then, select the desired paper size.
- To change the page orientation, click **Properties** on the Print dialog box. Within the Properties dialog, select the desired orientation (landscape or portrait).
- To center the page on the paper, check the **Auto-rotate and center pages** option.
- To enlarge an article/page map for printing, select **Expand small pages to paper size** on the Print dialog box. The article will expand to fit the selected paper size.
- To shrink an article/page map for printing, select **Shrink oversized pages to paper size** on the print dialog screen. The zoom percentage will be displayed below the Print preview, on the bottom right of the window.

## 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).

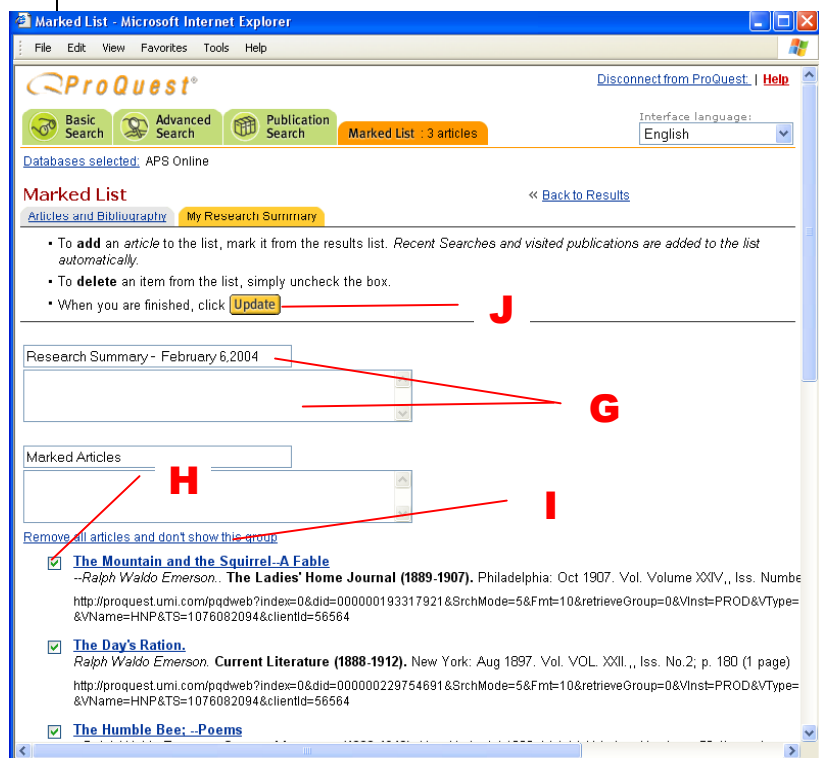
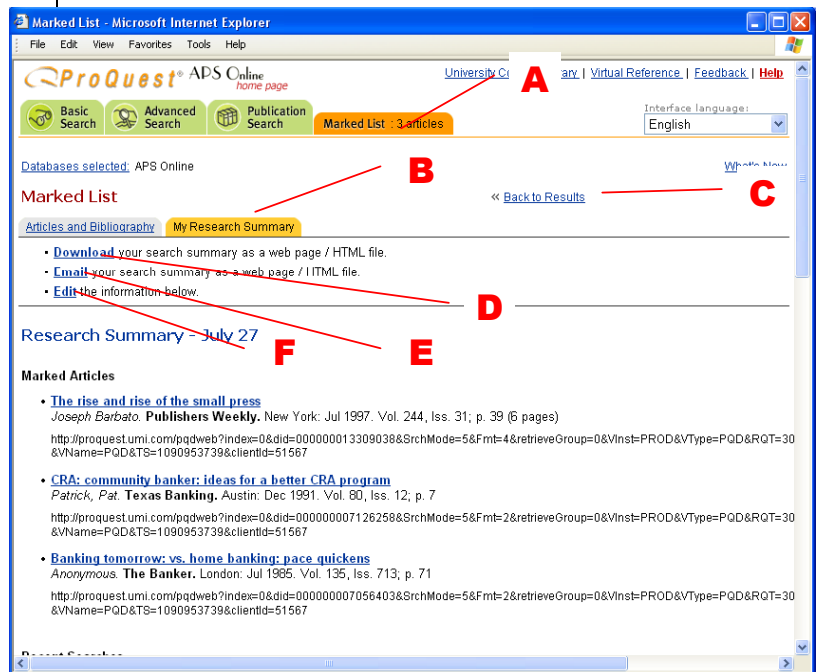
You will see a version of the My Research Summary page containing only the information below the navigation features of the ProQuest page, and your browser's Save As window.

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.

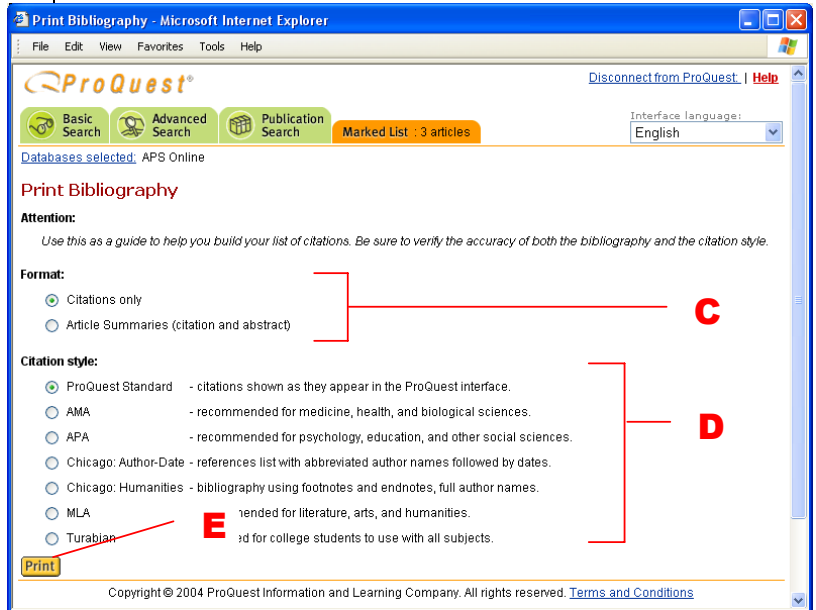
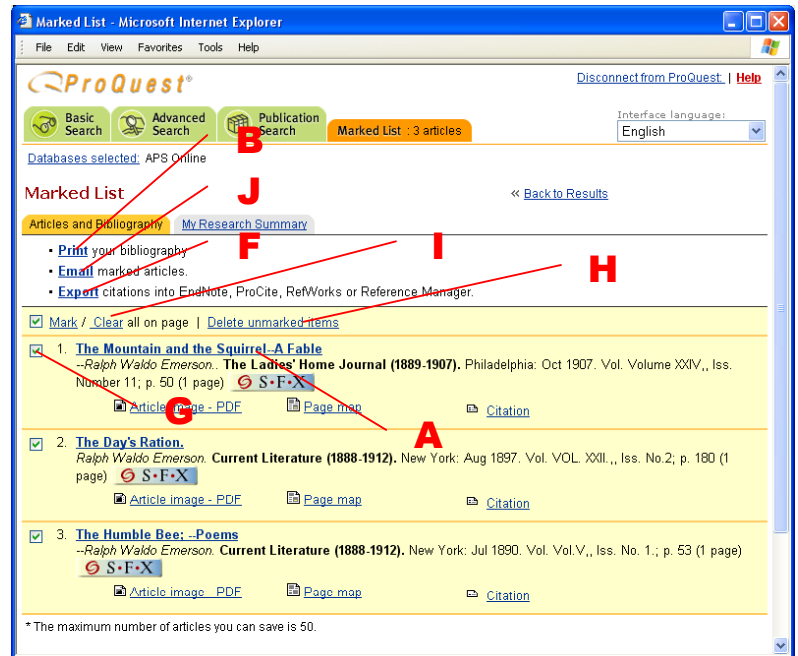
When you uncheck the box next to an article, it will be removed from your marked list if you click on any link or leave the page.

### Email Articles

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.



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 Map, newspaper Page Images, or Text+Graphics.