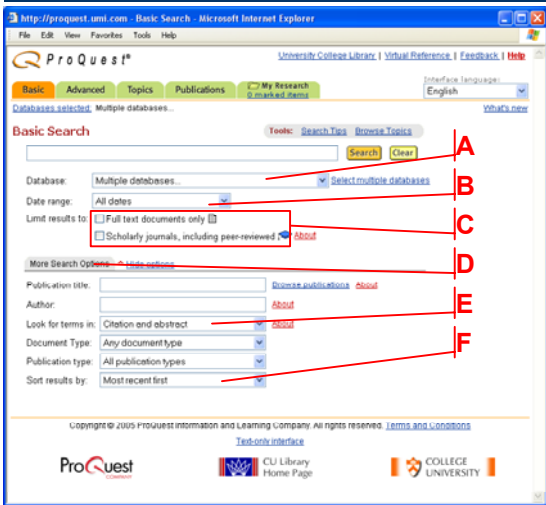


Basic Search



Improve your searches by carefully selecting search terms.

- **Use specific terms.** A search for **Bush** will find documents mentioning US Presidents George Bush and George W. Bush, documents on the Australian outback, and other subjects. A search for **George W. Bush** will limit your search to documents 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 AND Chelsea**).
- **Add phrases.** Add phrases (surrounded by quotation marks if they are three words or longer) to your search. For example, you might combine "**First Amendment rights**" **AND** music industry.

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. (B)

Limit Results To...

The **limit results to** options (C) let you focus your search in different ways. If you want to read documents on the computer, limit your search to documents 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 documents appearing in a specific publication. Some databases let you click **Browse publications** to select a publication from an index of those available.

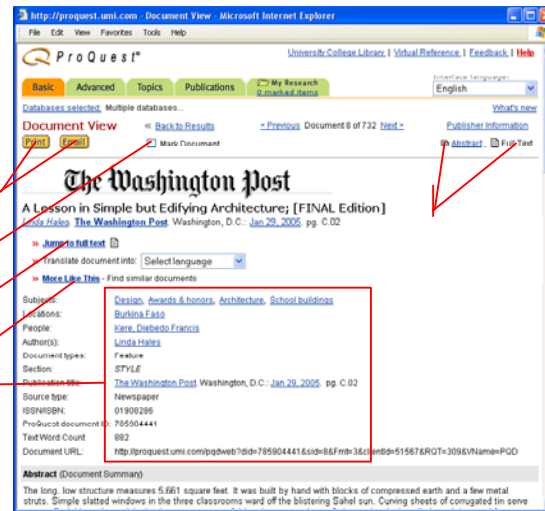
Limit Where to Search

The **Look for terms in** field (E) lets you select where to search—within **Citation and abstract** or **Citation and document text** for your search terms. Using **Citation and abstract** provides more focused results. Using **Citation and document text** gives you more documents with some that may not be exactly on target.

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.

Reading, Emailing, and Printing



On the Document View page you can scroll through the document to examine the information. To print or email this document, click the correct button (G). To jump directly to the text of the article, click **Jump to full text** (J).

View a Document in a Different Format

To see the document you're currently reading in a different format, choose the format you want (H).

Print a Document

To print the document you're currently reading, click **Print** (G). The document view changes to one optimized for printing, and the print dialog box opens.

Email a Document

To email a document, click **Email** (G) and complete the form that appears.

Mark a Document

To add a document to your Marked List, check the **Mark Document** (I) checkbox.

Find Documents by the Same Author

Below the title of the document you will see information about the document. (The information listed depends on the database you are searching as well as the current document.) Click on a link to run a new search using that information. (L)

Find Similar Articles Using More Like This

If your document contains index terms or keywords, click the **More Like This** link (K) to jump to the orange More Like This section. Select one or more of terms, then click **Search** to run a new search using those terms.

Document and Page Images



Some documents are available in Article Image or Page Image format. These documents are provided in PDF format, which requires special handling.

Print an Article Image

If you'd like to print an article image, you will print from within Adobe® Reader®.

Check the image size of the document (M).


If the document is larger than your paper size:

1. Select the Graphics Select Tool (N) and click and drag to select a smaller portion of the page.
2. Click the Print button (O).
3. Set the print options and click **Print**.
4. Repeat as many times as necessary, to print the entire document.

Otherwise:

1. Click the Print button (O), set the print options and click **Print**.

Indexed Fields



You can use the dropdown menus in the Advanced Search to construct more complex searches using Indexed Fields.

For example, you might be looking for movie reviews in newspapers in the month of July, 2001. To search for those movie reviews you would:

1. Make sure you are on the Advanced Search page, and click **More Search Options** to view the additional indexed fields.
2. Next to the Document Type field, select **Movie Review** from the pull down menu.
3. From Date Range, select **On This Date** from the pull down menu. In the date field that appears, enter July, 2001.
4. Next to the Publication Type field, select **Newspapers** from the pull down menu.
5. Click **Search** to run your search.

Many of the fields available have browse links next to them. You can select from one of the indexed terms in these fields by clicking on the browse link, locating a term, and clicking **Add to Search**.

Sample Searches

These examples show searches you can build in Basic or Advanced searches using operators and fields.

Content varies between ProQuest databases; therefore, the number of documents found using the examples below will vary.

Note: The words AND and OR are capitalized to show that it is being used as a search operator. You do not need to do this when entering a search in ProQuest.

fiber

Finds documents that contain the word fiber. If Spelling Variants is turned on, this will also find fibers, fiber's, fibers', fibre, fibres, fibre's and fibres'.

educat*

Finds documents containing the words education, educator, educate, educating, educational, educated, education's, and educators. The * is the truncation symbol to find multiple forms of a word.

weather AND pacific ocean

Finds documents that contain the word weather and the phrase pacific ocean.

"stem cell research"

Finds documents containing the exact phrase stem cell research. Use quotation marks to find an exact phrase match.

cap(panda)

Finds documents that have a caption containing the word panda. Select Image Caption from the search fields to find documents containing graphics with your search term in the caption.

au(Dave Barry)

Finds documents written by Dave Barry, a popular commentary writer. You can also enter au(Barry, Dave) or au(barry dave) and get the same results.

at(book review) AND name(Stephen King)

Finds reviews of books by Stephen King. Use the Document Type search field to find different kinds of documents, including biographies, interviews, and recipes.

Note that na is a valid abbreviation for name.

source(Fortune) AND company(Ford)

Finds documents from the magazine Fortune about the company Ford. Use the Publication Name (Source) search field to restrict your search to a specific newspaper or periodical. Use the Company field to restrict to a specific company. This search could also be expressed as so(fortune) and co(ford).

Boolean Operators

You can use the following Boolean Operators and other characters in your searches. (Note: The words do not have to be capitalized.)

AND	Find all the words. When searching for keywords in Citation and Document Text , AND finds documents in which the words occur in the same paragraph (within approx. 1000 characters) or the words appear in any citation field. <ul style="list-style-type: none">• environment AND cancer• Congress AND Iraq
OR	Finds any of the search terms. <ul style="list-style-type: none">• Gold OR Silver
AND NOT	The search words before AND NOT must appear in the document, but the words after must not. <ul style="list-style-type: none">• Surfing AND NOT internet• Skiing AND NOT cross-country
W/#	Search words must appear within # of words to match. <ul style="list-style-type: none">• airport W/20 security• export W/50 Japan*
PRE/#	The first search term must appear # words before the second search term to match. <ul style="list-style-type: none">• U.S. PRE/20 Economic Policy

Truncation and Wildcard

Use the following characters to add power to your searches.

*	Use to find documents containing several words with the same root. The * replaces zero or more characters at the end of a word. Example: Type educat* to find educator, educated, and education.
?	Use in place of a single character in your search terms, when more than one letter is likely to fit that space. You can use wildcard characters in the middle of words. Example: Type educat?? to find documents containing educator and educated. This search will not find education. Example: Type wom?n to find documents containing the words woman, women, and womyn.
"	Use to enclose phrases longer than 2 words to find the exact phrase. Example: Type "stem cell research" to find documents containing the exact phrase.