

## Basic Search

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 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 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 more focused results. Using **Citation and article text** gives you more articles 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 Article Display page you can scroll through the document to examine the information. To print or email this document, click the correct button (G).

### View an Article in a Different Format

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

### Print an Article

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

### Email an Article

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

### Mark an Article

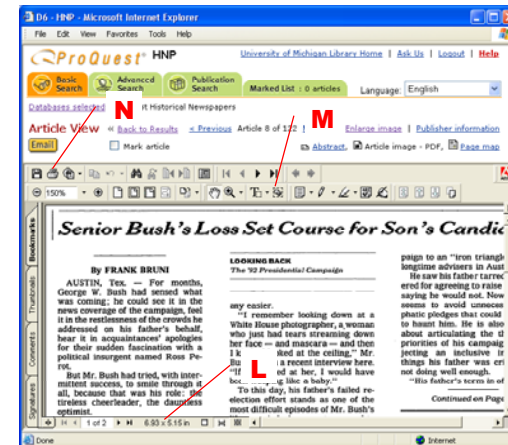
To add an article to your Marked List, check the **Mark Article (I)** checkbox.

### Find Articles by the Same Author

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

### Find Similar Articles Using More Like This

If your article contains index terms or keywords, click the **Show options for finding similar articles** link in the orange More Like This section to select one or more of these terms. Then, click **Search** to run a new search using those terms. (K)



## Article and Page Images

Some articles are available in Article Image or Page Image format. These articles 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®.

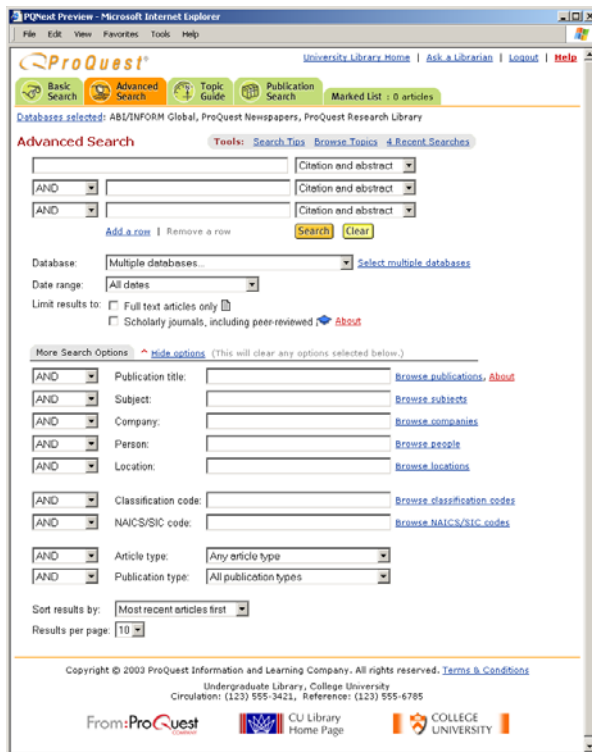
Check the image size of the article (L).

If the document is larger than your paper size:

1. Select the Graphics Select Tool (M) and click and drag to select a smaller portion of the page.
2. Click the Print button (N).
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 (N), 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 Article 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 articles found using the examples below would 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 articles 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 articles 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 articles that contain the word weather and the phrase pacific ocean.

### **"stem cell research"**

Finds articles containing the exact phrase stem cell research.

Use quotation marks to find an exact phrase match.

### **cap(panda)**

Finds articles that have a caption containing the word panda. Use the Caption search field, or select Image Caption from the All Basic Search Fields dropdown in the Guided Search Method to find articles containing graphics with your search term in the caption.

### **au(Dave Barry)**

Finds articles 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 book reviews of works by Stephen King. Use the Article Type search field to find different kinds of articles, including biographies, interviews, and recipes.

Note that na is a valid abbreviation for name.

### **source(Fortune) AND company(Ford)**

Finds articles 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     | Both the search words before and after AND must appear in the same paragraph (within 250 words of each other).       |
|         | <ul style="list-style-type: none"> <li>• environment AND cancer</li> <li>• Congress AND Iraq</li> </ul>              |
| OR      | Either the search words before or after OR can appear in the article.  |
|         | <ul style="list-style-type: none"> <li>• Gold OR Silver</li> </ul>   |
| AND NOT | The search words before AND NOT must appear in the article, but the words after must not.                            |
|         | <ul style="list-style-type: none"> <li>• Surfing AND NOT internet</li> <li>• Skiing AND NOT cross-country</li> </ul> |
| W/#     | Search words must appear within # of words to match.   |
|         | <ul style="list-style-type: none"> <li>• airport W/20 security</li> <li>• export W/50 Japan*</li> </ul>              |
| PRE/#   | The first search term must appear # words before the second search term to match.                                    |
|         | <ul style="list-style-type: none"> <li>• U.S. PRE/20 Economic Policy</li> </ul>                                      |

## Truncation and Wildcard

Use the following characters to add power to your searches.

|   |   |
|---|---|
| * | Use to find articles containing several words with the same root. The * replaces zero or more characters at the end of a word.<br><b>Example:</b> Type <b>educat*</b> 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.<br><b>Example:</b> Type <b>educat??</b> to find articles containing educator and educated. This search will not find education.<br><b>Example:</b> Type <b>wom?n</b> to find articles containing the words woman, women, and womyn. |
| " | Use to enclose phrases longer than 2 words to find the exact phrase.<br><b>Example:</b> Type <b>"stem cell research"</b> to find articles containing the exact phrase.  |