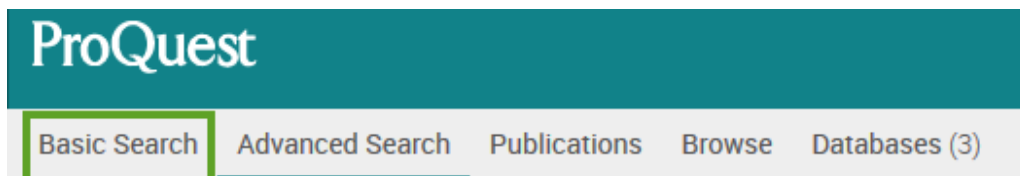


ProQuest provides databases on a wide range of subject areas - from Business to Nursing and IT to Social Services. The instructions below show screenshots from the ProQuest Central database, using the [Basic Search](#); the search screen and options are the same for all the ProQuest databases.

- Log in to the database with your Network / Moodle username and password
- Choose the [Basic Search](#) option



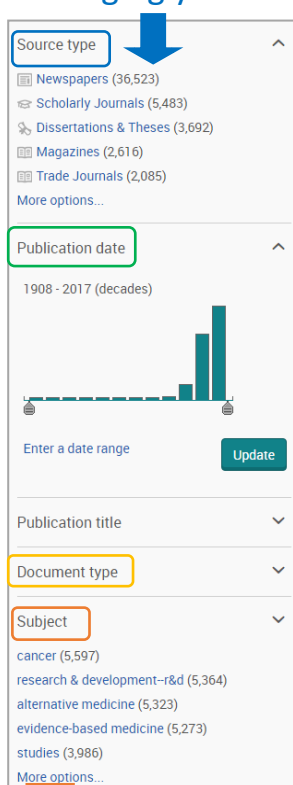
Tips for using the ProQuest databases

- Enter the words that you want to show up in your search results (e.g. chocolate blood pressure).
- There's no need to turn the search into a sentence (e.g. The effect of eating chocolate on blood pressure).
- There's no need to put AND between words or use punctuation, such as commas, to separate words.
- Any auto-suggested words or phrases that pop up while entering your search words are popular searches only. Selecting one of these suggested options won't necessarily lead to better results.



- Choose [peer reviewed](#) to limit your search results to academic research based articles.
- Choose [full text](#) to limit your results to the ones that are full text available in this database (i.e. the entire article can be downloaded, saved or printed).

Managing your search results



The **Narrow results** menu (to the left of your results) has some great options to increase the relevancy of your results:

- Use the [Subject](#) menu to refine your results to subjects similar to your search words. Click on [more options](#) so you can view the entire list of subject headings and select more than one at a time.
- Choose the [Source Type](#) for your results (e.g. results from Scholarly journals).
- Choose a [Publication Date](#) range for your results.
- Choose a [Document Type](#) (e.g. an article, report, commentary, etc.)

Browsing & bookmarking your results

As you browse your results you can [select](#) the ones of interest by [clicking on the box](#) next to the result number (as shown in the screenshot below). The results you 'tick' will be added to a temporary [Selected Items](#) folder above your results. Click on [Selected Items](#) to view your selection and edit, print, email, export or save those results.



Accessing your results

For a brief overview of a result, click on **Preview** (as shown below). To open the full record click on the **title**. Results displaying a link to the **Full Text** provide access to the entire article with options to save, email or print.

Results with **Article Link** beneath them (as shown below) do not link to the 'full text'. Click on **Article Link** to initiate a search for the item across all the Library's database subscriptions.

If the **Full text** is available in another database, you'll be provided with the link to it (as shown below).

Here's the result for an item that is not available online from another database (note the words 'check availability').

Although not available online, the Library may have the journal the article is in (in this case the journal is called *Advocate*) on the Library shelves. If we don't have the journal in the Library, choose the option to place a free **interloan request** for the article.

The full record for a single result in ProQuest

This is the full record for a result in ProQuest. From here you can:

- **Read the abstract** (and sometimes the entire article, if the full text is available).
- Browse **related items** in ProQuest,
- or try another search using the **subject terms** for this article.
- The record below also displays options to **cite, email, or download the article as a pdf.**