

## Create a Precise Search

### 1. Choose Your Search Terms Carefully

You can 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 appearing within two words of Clinton"). ProQuest supports:

AND	-- searches for the terms in the same paragraph (250 words). • environment AND cancer
OR	-- searches the article for any of the words. • Gold OR Silver OR Platinum
AND NOT	AND NOT finds articles containing the term before AND NOT, but not the terms after AND NOT • Surfing AND NOT internet • Skiing AND NOT cross-country
W/#	Searches for terms within the specified number of words from each other. • airport W/20 security
PRE/#	The first search word must precede the second by # words to match. • U.S. PRE/20 Economic Policy

**Add phrases.** Phrases should be surrounded by quotation marks if they are three words or longer. For example, you might search for "First Amendment rights" AND music industry to find articles discussing first amendment rights issues in the music industry.

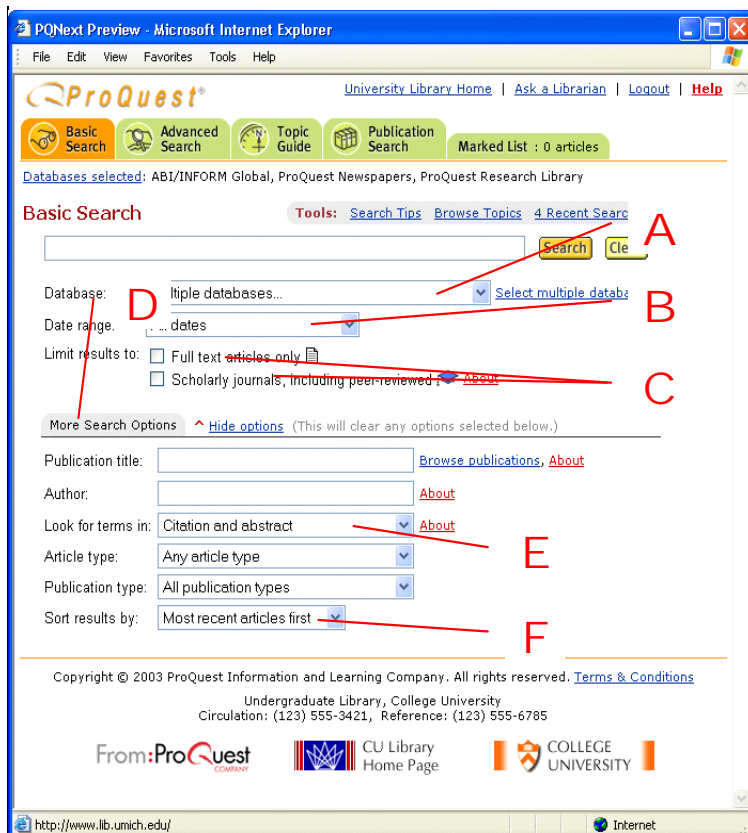
### 2. Target Your Database

Instead of searching all available databases, limit your search to the databases most likely to contain your information. (A)

### 3. Use Limiters

#### Date Limits

If you know when an event occurred, or want information from a specific period, enter a date range to find articles published during that time period. (B)



### Limit Results To...

The **limit results to** options (C) let you focus your search in different ways. You can limit your search to retrieving only articles available in full text format. Other options let you limit your search to scholarly journals.

### 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.

### 4. 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.

Searching in **Citation and abstract** is more likely to find articles whose main focus meets your search terms because your term must appear within the citation, the abstract or the indexing, making it more likely that your term is an integral concept of the article. Searching in **Citation and article text** will find more articles, because it will find articles that mention your search terms anywhere within the article.

## Advanced Search

The Advanced Search screen lets you create powerful searches. (Note that the options and fields that are available depend on the database(s) you are currently searching.)

### Constructing Your Search

Enter your search term (A) and select where to search (B). You can also add additional terms, selecting the desired Boolean Operator (C) for each. If you need to add additional terms, click the **Add a row** link (D).

### Search Within

When you select to search within **citation and abstract** or **citation and article text** (B), ProQuest treats the search like a Basic search.

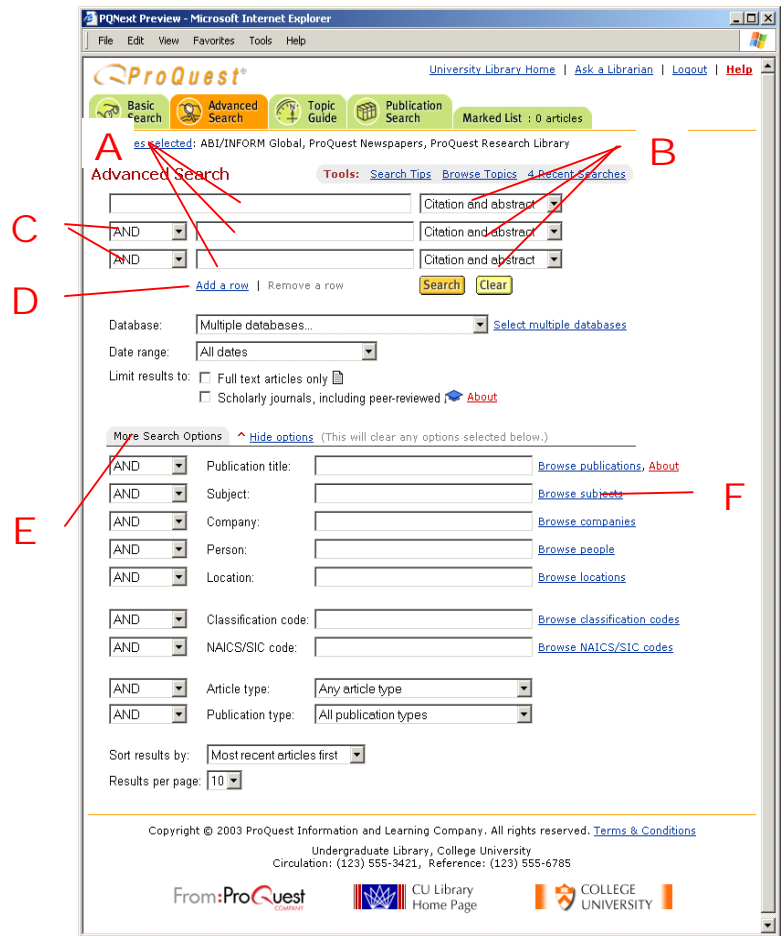
Advanced Search also lets you focus your search by selecting other types of fields from the drop down menus, such as **Subject**, **Company**, or **Product name**.

### Adding More Power

You can focus your search by using the other options available on the Advanced Search page (some only visible after you click **More Search Options** (E)).

### Browsable Pop-Ups

The Advanced Search page provides you with several browsable pop-ups. For example, if you want to search for a specific subject, but don't know what terms are in the index, click **Browse subjects** (F). This will provide you with a list of the available subjects. Locate the one you want, and click add to search. The term will be added to your search.



## Working with Search Results

The Results page shows you the articles that contain matches to your search words.

### The Results Page

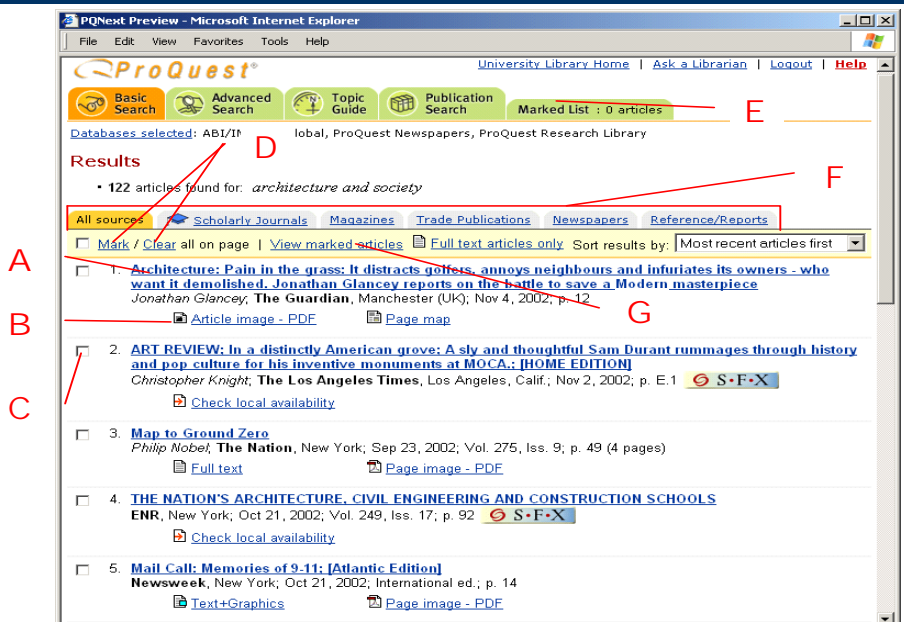
#### Read an Article

Click the article's title to read the article in the best-available format (A). Or, click the icon corresponding to a specific format (B) to view the article.

#### Mark Articles

To keep a record of the articles that you found useful, click in the box next to the article's title and number (C). ProQuest adds that article to your Marked List.

Use the **Mark / Clear all on page** links to mark all the articles, or clear all marked articles on the current page. (D)



**View Marked List**

Click the **View marked articles** link (E) to view your Marked List.

**Filter Your Results**

The tabs on the Results page (F) let you view subsets of the articles found. (The filtering tabs available depend on the database(s) you are working with.) These filtering tabs may include:

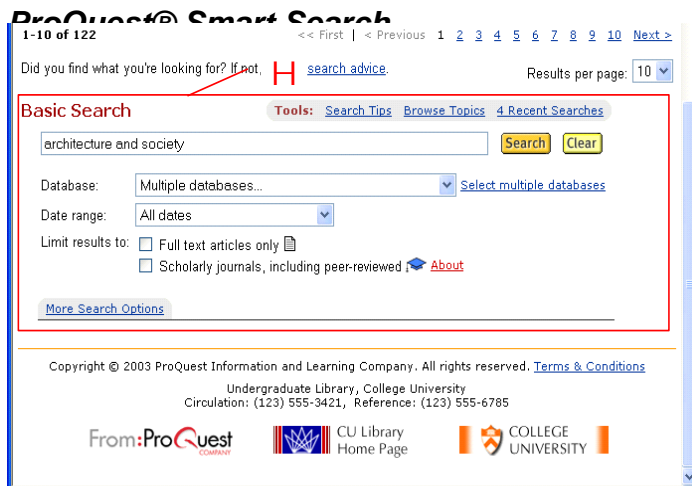
- **All sources**  
View all articles found.
- **Scholarly Journals**  
View only articles found in scholarly journals (including peer-reviewed journals).
- **Magazines**  
View only articles found in magazines.
- **Trade Publications**  
View only articles found in trade publications.
- **Newspapers**  
View only articles found in newspapers.
- **Reference / Reports**  
View only articles found in reference materials.

Below the tabs, the **Full text articles only** options (G) let you filter your results to display only the articles available in full text format.

**Refine Your Search (H)**

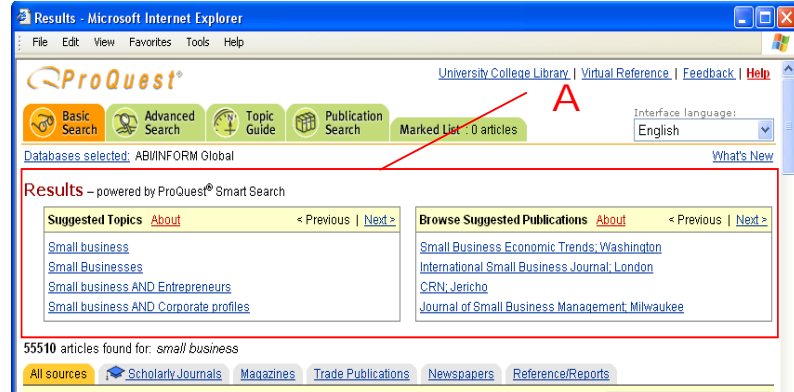
At the bottom of the Results page you'll see a search field with the terms you used to run your search, as well as the buttons and fields for the method you used.

You can refine your search by adding additional terms, selecting a different database, or selecting a limit.



Depending on the ProQuest collection you are searching, you may see the ProQuest® Smart Search area at the top and bottom of your page (A). ProQuest analyzes your search and provides you with suggestions that can help you focus your search.

**Suggested Topics**



Once you perform a search, you will see Suggested Topics options. When you click on one of these topics, a new search is performed and you will see the **Narrow your results by:** options (B). Here, you can select to view Topics, Dates, or Publications. You can select from these options to narrow your search by adding these choices to your search using AND.

