

LIBRARY GUIDE

PROQUEST: TIPS FOR USING THESE DATABASES

PRELIMINARY INFORMATION:

The University Library subscribes to this database on a yearly basis. Part of our subscription agreement requires that we limit access to **current GVSU students, faculty and staff**. Whether you access the database in the Library, in a campus computer lab, or from home, at some point you will be asked to login with your GVSU Internet Account User Name and Password. If you do not know your user name and password, or have difficulty logging in, click on the “Campus/Off-Campus” link to the right of the database name on the database table for help.

STARTING YOUR SEARCH IN PROQUEST:

Begin on the Library home page and click “Databases A-Z” to get to the database table.

As we subscribe to MANY databases, this list is long. Click on ‘**P**’ in the alphabetical listing to drop down closer to the ProQuest entry.

There are many databases within ProQuest. You can search all of these databases at once by selecting ‘**ProQuest databases (all)**,’ or, choose to search a bundle of similar databases by selecting ProQuest Business, ProQuest Health, ProQuest Social Science, or ProQuest Technology from the database table list. Choose “graphical interface” for full functionality. “Text only” will facilitate loading pages with an older modem or slow Internet connection, but will not load images.

SEARCHING IN PROQUEST:

Upon entering the ProQuest database, you will be at the **Advanced Search** screen. This screen provides you with three rows to enter search terms into. You can add or delete rows by clicking on the ‘**Add a Row**’ or ‘**Delete a Row**’ links located below the three default rows.

The default in the Advanced Search is to search for terms found in article citations and abstracts. By clicking on the drop-down menu next to the each term you can modify what areas you wish to search, including Article Text, Citation *and* Article Text, Author, Publication Title, and many other options. To the left of each search term is another drop-down menu that allows you to choose which Boolean operators you wish to use.

If you wish to change the ProQuest database you are searching, you can click on the ‘**Database**’ drop-down menu and select the new database you wish to search. If you wish to search multiple databases you can click on the ‘**Select Multiple Databases**’ link to the right of this menu and check the boxes of those databases you would like to search.

To limit your search to a particular date or range of dates, click on the ‘**Date Range**’ drop down menu. If you select an option where a date needs to be entered, a box will appear for you to enter the appropriate information into.

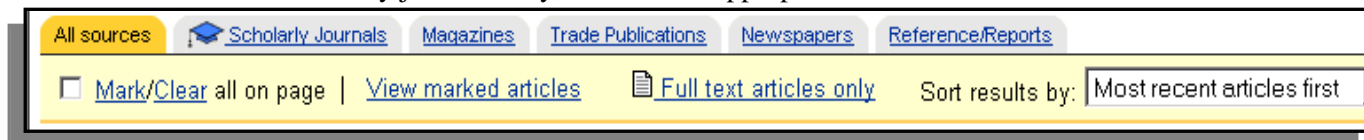
To limit your search results to **Full Text** articles and/or articles that appear in **Scholarly Journals, including Peer-Reviewed**, you can click on the appropriate boxes next to those choices at the bottom of the screen.

For more ways to limit your search you can select the ‘**More Search Options**’ link at the bottom of the screen. Click the ‘**Browse**’ link for assistance choosing terms for any of these boxes.






ACCESSING AND USING YOUR SEARCH RESULTS:

After performing your search you will be taken to the Results screen with a numbered list of articles.

Using the tabs above the search results, you can select what kinds of sources you want to view. For example, if you want to view results from scholarly journals only, click on the appropriate tab.



Below the article's title and citation there will be symbols that let you know how the article is available. Full text articles and abstracts can be viewed by clicking the appropriate icon. You may also email or print individual articles and abstracts.

 Full text	The full text of the article is available in html format.
 Text+Graphics	The full text of the article is available and certain images have been scanned in.
 Page Image - PDF	The article has been scanned in and is available as a PDF file, which can be opened with Adobe Acrobat Reader.
 Abstract	An abstract (brief summary) of the article is available on the screen.
 Find a copy	There is no full text availability in ProQuest. Click this icon to search for full text in other databases via Linkfinder or to search the GVSU catalog for print holdings.

If there is no full text access on ProQuest, click on the title or the '**Find a Copy**' link to open the **Article View**. Here you can use **LinkFinder** to search for full text access in other databases (e.g. InfoTrac, Wilson Web). You can also open the GVSU catalog (Voyager) to see if we own the journal you are looking for in print format. If so, be sure to verify that the library owns the correct volume/year. Also make a note of the location and call number so you can find it on the shelf.

To create a list of articles that interest you, click on the box to the left of the articles you want to save. At any time you can click the '**View Marked Records**' link at the top to view only those article citations. You then have the option to email, print, or export this list.

Email: You have the option to email the citation and abstract, the full text of the article with no images, or PDF image of the article (if available).

Print: You can choose to print the citation and/or the abstract of your marked records to help you in creating a bibliography. You have the option of printing them in a particular citation style (MLA, APA, Turabian, etc.).

Export: If you own EndNote, Reference Manager, ProCite, or RefWorks you can export your marked records directly into your particular bibliographic management software.

Marked List

<< [Back to Results](#)

Articles and Bibliography

[My Research Summary](#)

- [Print](#) your bibliography
- [Email](#) marked articles.
- [Export](#) citations into EndNote, ProCite, RefWorks or Reference Manager.

On the Marked Records screen you can click on the **My Research Summary** tab toward the top of the page. A new page will load with all of your marked records and recent searches with a URL for each that will allow you to retrieve the search results or marked record. The page can be edited to remove any marked records or searches you do not want and the page itself can be downloaded as an html file that you can save for later reference.

For more information on searching for this type of material, see the library guide ***How to Locate a Periodical Article in the Library.***

If GVSU does not own the article you can request the article through **Interlibrary Loan (ILL)**. For more information on this visit the ILL website: <http://www.gvsu.edu/library/ill/>

Suggested Topics and Browse Suggested Publication Results

Once you have performed your search, at the top of the result page ProQuest will give you **Suggested Topics** and the option to **Browse Suggested Publications**.

With the **Suggested Topics**, these are alternative topics related to the search term(s) you have entered. ProQuest will also allow you to narrow your results when you click on one of the suggested topics.

With the **Browse Suggested Publications**, ProQuest gives you the option to browse suggested publications relevant to the term(s) you entered into the search field. Click on a publication name and you can select a certain issue to look at or search within that publication for your topic.

More Like This feature

Use this feature to find similar documents in your search.

More Like This - Find similar documents

Subjects: Optics Visual artists Art criticism Photography

People: Hockney, David

Author(s): Lawrence Weschler

Document types: Commentary

Language: English

Publication title: Harper's Magazine

NEED MORE HELP??

If you need help, you can receive assistance from the Reference Desks in **Zumberge** (616-331-3500), **Steelcase** (616-331-7331), **Frey** (616-331-5933) and **Holland** (616-331-3928). If the Librarians are busy or if the Desks are closed, leave a voice mail message or send an email message to refdesk@gvsu.edu. A Librarian will contact you during regular library hours.

Emily Yedinak 06/05