Sample Searches for ProQuest Databases

Getting Started

1. By default, ProQuest searches all collections (available databases). To search only one database, click Collections.

2. Select the database you wish to search

3. Choose a Search Method (we recommend a Guided search)

Why Use?
Locate articles on business and religion topics.

Access Path:
From the home page (http://www.andrews.edu/library) click Find Articles; then BrowseIndexes by Title. Click on the Proquest database of your choice. JWL currently subscribes to ABI Inform and Religious Periodicals.

The screen shots and their contents are published with permission of Bell & Howell Information and Learning Company. Further reproduction is prohibited without permission.

Inquiries may be made to Bell & Howell Information and Learning Company, 300 North Zeeb Road, Ann Arbor, MI 48106-1346 USA. Telephone (734) 761-4700; E-mail: info@bellhowell.infolearning.com Web-page: http://www.bellhowell.infolearning.com
Guided Search

1. Enter search term(s)
2. Select type of search
3. Select publication and article types
4. Choose appropriate dates
5. To search material published before 1999, change Current to Backfile or Deep Backfile.
6. Select result display options
7. Click Search (Continued on page 5)

Boolean Operators

And combines two or more terms to narrow the search; abortion and teens

Or looks for at least one term to broaden the search; adolescent or teen

Not looks for records which do not contain the term which follows the operator; not child not infant
Why Use Topic Finder?

Using Topic Finder allows you to browse articles by subject areas. This approach is useful if you are unfamiliar with a subject area.

1. Click **Topic Finder** to display a list of broad topics
2. Choose a broad topic and click on it to display subtopics
3. Click on a subtopic to further refine it
4. When a topic can be refined no further, click **Go** to see all articles relating to this topic (continued on page 5)
Browse Lists

1. Click Browse Lists
2. Click on the letter with which the term you are looking for begins
   
   Or
3. Enter a term and click Find Term (selecting a category is optional)
4. Click on View next to the term you wish to search

(continued on page 5)
Viewing the Results

1. Estimated number of results or actual number of results if you selected Show number of articles as a display option (see page 2)
2. Click on a title to view the full record
3. Half page symbol indicates abstract; full page symbol indicates full text
4. Click in box to mark a record
5. Click Results and choose Marked List to view marked records as a group

Tip

Ten results are displayed at a time. Using the arrows, page through the first fifty results to see the next fifty results. Repeat this process to view the complete results.
Reading a Record

1. Scroll down to see the text of the article (if available)
2. To e-mail a record or article to your personal e-mail address click Email Article and follow directions on the screen
3. To print or save to a diskette, click Print Article, then click here. Then use the Netscape commands:
   Printing: Click File, then Print Preview to view your document, click Print, choose the number of pages you wish to print, then click OK.
   Saving: Click File, then Save as, change File Type to plain text if necessary, change File Name to a name of file, then click Save
4. Click Results, then Last Search to return to the search results