

## Getting Started with ProQuest: An Overview

Using ProQuest to find articles you're looking for is easy — there are many ways to get just the articles that interest you, and lots of things you can do with the articles, once you've found them.

### How to Find Articles Using ProQuest

There are several search methods built into ProQuest that you can use. Choose the method you want, based on the way you feel like finding articles — whether you want to conduct a simple search, construct a complex search, or just want to browse through the articles in ProQuest.

<i>Use this:</i>	<i>When You Want to:</i>
<b>Basic Search</b>	Basic Search makes finding information easy. Just type in key words or phrases related to the information you want and click <b>Search</b> . You can use Basic Search much like you might use an Internet search engine.
<b>Advanced Search</b>	Advanced Search is designed for experienced researchers and librarians. It includes information regarding these advanced features to help you build focused searches, such as a thesaurus, classification codes, operators, search fields, and article types.
<b>Guided Search</b>	Guided Search lets you easily construct a more complex search using the Guided Search framework, with operators such as AND and OR.
<b>Publication Search</b>	Publication Search is a simple way to browse your favorite magazine or newspaper. It allows you to look for a specific publication or to look at all the articles in a particular issue of a magazine, journal, or newspaper.
<b>Natural Language Search</b>	Natural Language Search lets you find articles using questions and phrases just as if you were talking to a person. You can run searches without knowing what key words you should use or how to use special symbols.
<b>Topic Finder</b>	Topic Finder lets you browse Collections using areas of interest, instead of specific search words. This approach is useful when you're new to searching online or when you're looking for information on a general subject, but you're unsure of details related to the topic.
<b>Browse Lists</b>	Browse Lists contain related terms you can use to search for articles. Just look through a list of companies, places, people, subjects, or publications and click the item that interests you to run your search.

### After the Search: What You Can Do

After you use a search method, you can search ProQuest again, or you can work with the articles you've found. As you browse and read you can use ProQuest to manage your articles for you.

<i>Use this:</i>	<i>When You Want to:</i>
<b>Any Search Method</b>	Refine your search further. For example, you might discover thousands of articles using the search word <b>corn</b> and decide that you'd rather search for articles using " <b>bioengineered corn</b> " as your search phrase, instead. You may wish to further limit by using date range, type of publication, full text only retrieval, etc.
<b>Search Results</b>	Review the list of articles found matching the search words you just entered. You can see the search results from your last search, other recent searches, or your Marked List page.
<b>Article Display</b>	Review abstracts and citations of articles, or read the full text online. You can also print and email articles.

*Continued...*

<b>Use this:</b>	<b>When You Want to:</b>
<b>Marked List</b>	<p>Keep track of articles that interest you. You can use your Marked List to collect articles you've found, searches you've run, and specific issues that interest you.</p> <p>The best article format for each article appears in the dropdown list next to it, but you can select a different format if you want. You can also save specific searches you've run — or a favorite issue of a publication — to your marked list.</p>
<b>Collections</b>	<p>See the subject area each collection covers. You can also see which publications are available within a collection, and select the collections and subsets you want to search.</p> <p>ProQuest® is organized into collections of articles from newspapers, periodicals, and academic journals. The content of collections varies, depending on the focus of the collection. Any collection may contain several subset collections.</p>

### **More Information: Ready When You Need It**

There are several **Quick Print Guides** available to you, when you want to refer to additional details about constructing and refining searches in ProQuest.

You'll find this information in ProQuest's online help system — just click [? Help](#) on any ProQuest page to get started.

<b>Use this:</b>	<b>When You Want to:</b>
<b>Online Help</b>	<p>Get tips and hints on any page, to help you find the information you want in ProQuest.</p> <p>Just click the <b>? Help</b> button on any ProQuest page, and the help window for that page appears. You'll get a brief overview of the page, and links to additional help topics for that page.</p>
<b>Search Syntax At-a-Glance</b>	Have a single reference page with commonly used search features available while working with ProQuest.
<b>Tips for Defining Your Search Word or Phrase</b>	See a list of the commonly used search techniques, such as searching with multiple words, quotations, or parentheses.
<b>Sample Searches and What You'll Find</b>	Review a detailed list of search examples, with descriptions about the types of articles each sample search would find.
<b>Using Boolean and Adjacency Operators to Broaden or Limit a Search</b>	View the details for using boolean operators and adjacency operators. You can use these types of operators together for even more control over your search.
<b>Using Search Fields</b>	<p>Focus your search on a specific kind of information.</p> <p>For example, you might be looking for favorable movie reviews in newspapers for the month of July, 2001. You can search for an ISSN number, a ticker symbol, or a personal name, for example.</p>
<b>How to Use Date Restrictors</b>	Find articles based on publication date.
<b>Using the Article Type Search Field</b>	<p>Find articles based on the nature of their content.</p> <p>For example, you can use the Article Type field to search just dividend reports, obituaries, or book reviews.</p>
<b>Using Classification Codes to Find Articles</b>	Precisely target a business search by topic, industry or market, or by geographical area. Classification codes segment a business-targeted database into broad topical areas.

## Basic Search

**Basic Search** makes finding information easy. Just type in key words or phrases related to the information you want and click **Search**.

When you enter a word, words, or a specific phrase in the search field, you can join these words with **AND**, **OR**, and **AND NOT** to focus your search. Use **quotation marks** to indicate a phrase longer than two words.

### Examples

Internet **OR** web  
 Internet **AND** "web site design"

You can also specify additional preferences for your search, to help give it focus. They are:

- **Date range**
- **Search in** the full text of articles or just their citations and abstracts
- **Publication type(s)** such as newspapers, periodicals, etc.
- **Show results with full text availability only**

The screenshot shows the ProQuest Basic Search interface in a Microsoft Internet Explorer browser window. The page title is "Word Search - Microsoft Internet Explorer". The ProQuest logo is at the top left. Navigation tabs include "Collections", "Search Methods", "Topic Finder", "Browse Lists", "Results", and "Search Guide". The "Search Methods" tab is selected, showing a "Basic Search" button. Below this is a search field containing the text "Economic policy" and a yellow "Search" button. To the right of the search field is a red arrow pointing to the "Search" button with the annotation "4. Click Search. A list of articles matching your search appears." Below the search field are several preference options: "Date range" (Current (1999 - Present)), "Publication type" (All), "Search in" (Citations and abstracts), and three checkboxes: "Show results with full text availability only", "Show peer reviewed articles", and "Show total number of articles". A red dashed oval encircles these preference options, with a red arrow pointing to it from the annotation "3. Specify preferences to focus your search (optional)". At the top left, a red arrow points to the "Search Methods" tab with the annotation "1. From Search Methods, select basic." At the top left of the search field, a red arrow points to the text "Economic policy" with the annotation "2. Enter a word or phrase in the search field." At the bottom of the page, there is a "Tips" section with the text "For the best results, enter the most specific words or phrase." and a copyright notice: "Copyright © 2001 ProQuest Information and Learning Company. All rights reserved. Terms and Conditions".

### Tips for Searching

Follow these steps to find the most relevant articles:

1. Think of a question related to your search. For example:  
**How does El Niño affect storms in the Atlantic Ocean?**
2. Identify the most important words. In this example you might choose **El Niño** and **storms** and **Atlantic Ocean**.
3. Group your search words using Boolean operators. Your search now looks like this: **El Niño AND storms AND Atlantic Ocean**.

**Note:** ProQuest® is not "case-sensitive." A search for "El Niño" finds the same articles as a search for "el niño."

## Advanced Search

**Advanced Search** is designed for experienced researchers. It includes information regarding these advanced features to help you build focused searches:

- Thesaurus (subject terms)
- Classification codes (for ABI/INFORM collections)
- Stop words (words ignored in a search)
- Boolean operators (AND, OR, AND NOT)
- Search fields (Author, Personal Name, Subject Terms, etc.)
- Article types (Editorial, Review, Interview, etc.)

To review any of this information, click the link you want below in the reference table area. A table appears in a window at the bottom of your screen.

**1.** From **Search Methods**, select **advanced**.

**2.** Enter a **word or phrase** in the search field.

**3.** Specify preferences to focus your search (optional).

**4.** Use the reference table information to structure and refine your search.

**5.** Click **Search**. A list of articles matching your search appears.

thesaurus	class codes	stop words	operators
basic search fields	other search fields	article types	
? Represents zero or more characters in a string.		<input checked="" type="checkbox"/> Use spelling variants	
* Represents any single character in a string.		<input type="checkbox"/> Use related terminology	
# - CN	CO - EW	EX - IM	IN - OZ PA - SG SH - ZZ
<b>PAC</b>			
Broader Term:			
Committees			
Interest groups			
Political finance			
Related Terms:			
Political action committees			
Political ethics			
<b>Pacifism</b>			
Broader Term:			
Philosophy			

### A Search Field Tip

To search for information in a specific field, type the name (or short name) of the field you want to search, followed by your search terms enclosed in parentheses.

For example, **NA(Alan Greenspan)** will search the Name field.

## Guided Search

**Guided Search** provides a structured framework for creating focused searches.

Build a search by selecting a specific field from the drop-down list. You can combine terms with other fields using the boxes provided, connecting them with a Boolean operator (**AND**, **AND NOT**).

1. From **Search Methods**, select **guided**.

2. Type a word or phrase in the first **Search for** field.

4. Select an operator, add your search word, then specify the search field (optional).

3. From the **in the... field**, list select the field you want, such as **Author**.

5. Use the **Date range** lists to limit publication dates (optional).

6. Click **Search**.

### More Guided Search Tips

- **Publication type:** Use this option to search just one type of publication, such as newspapers or periodicals.
- **Article type:** Use this option to find specific kinds of articles, such as interviews, speeches, or editorials. For example, if you're interested in learning about the latest novel by your favorite author, set Article type to Book review.
- **Show only articles with Full Text available:** Choose this option when you want articles available in their entirety only.
- **Show number of articles:** Check this box when you want to see the exact number of articles found, on the search results page.

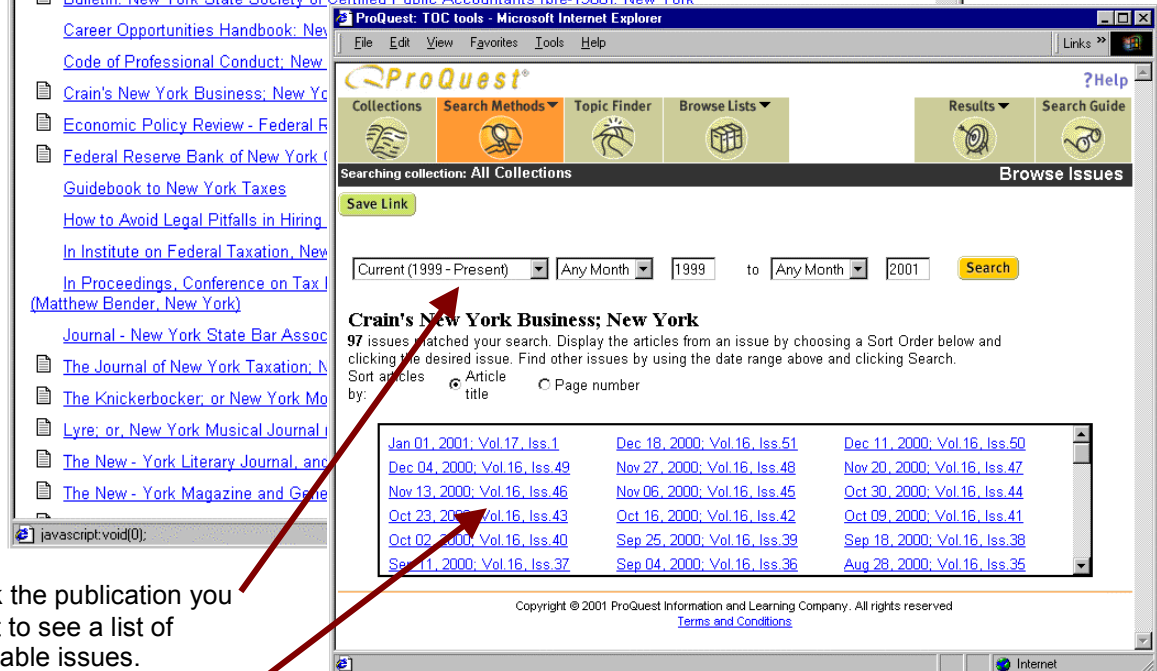
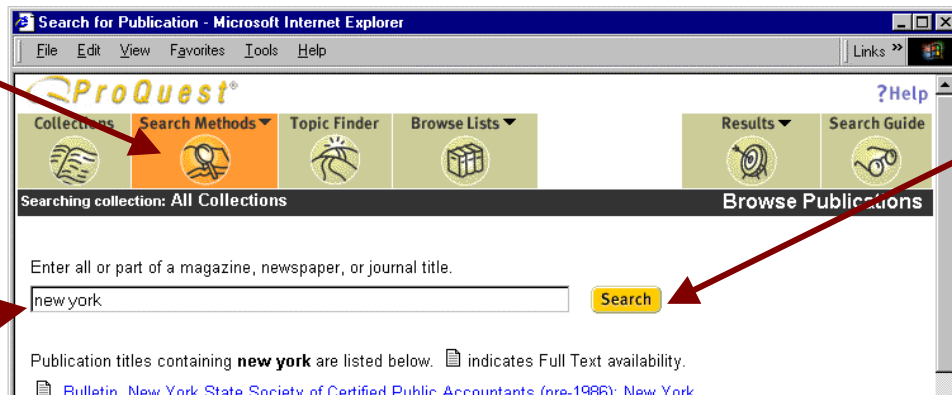
## Publication Search

**Publication Search** is a simple way to browse your favorite magazine or newspaper. It allows you to look at all the articles in a particular issue of a magazine, journal, or newspaper.

1. From **Search Methods**, select publications.

2. Type all or part of a title in the search field.

3. Click **Search**. A list of publications matching your search appears.



4. Click the publication you want to see a list of available issues.

5. Select an issue to browse an alphabetical list of available articles.

### More Publication Search Tips

- Enter all or part of a magazine's, newspaper's, or journal's title:
  - Type the title using quotation marks for an exact match, such as "new york times."
  - Type a word or words from a publication's title to find likely matches if you don't know the complete title.
- Use the **'?' character** to search for words in publication titles that contain a common word root. For example, **comput?** will find publication titles that contain "computer," "computerized," "computers," etc.
- Use the **'\*' character** to find variations of a word on a letter-by-letter basis. For example, **wom\*n** will find publication titles that contain: "woman," "women," and "womyn"—substituting letters for "\*"—and **educat\*\*** will find publication titles that contain "educated" and "educator." This search will not find "education," which contains more than two letters following "educat."



## Natural Language Search

With **Natural Language Search** you look for information using questions and phrases just as if you were talking to a person. You can run searches without knowing what subject terms you should use or how to use special symbols.

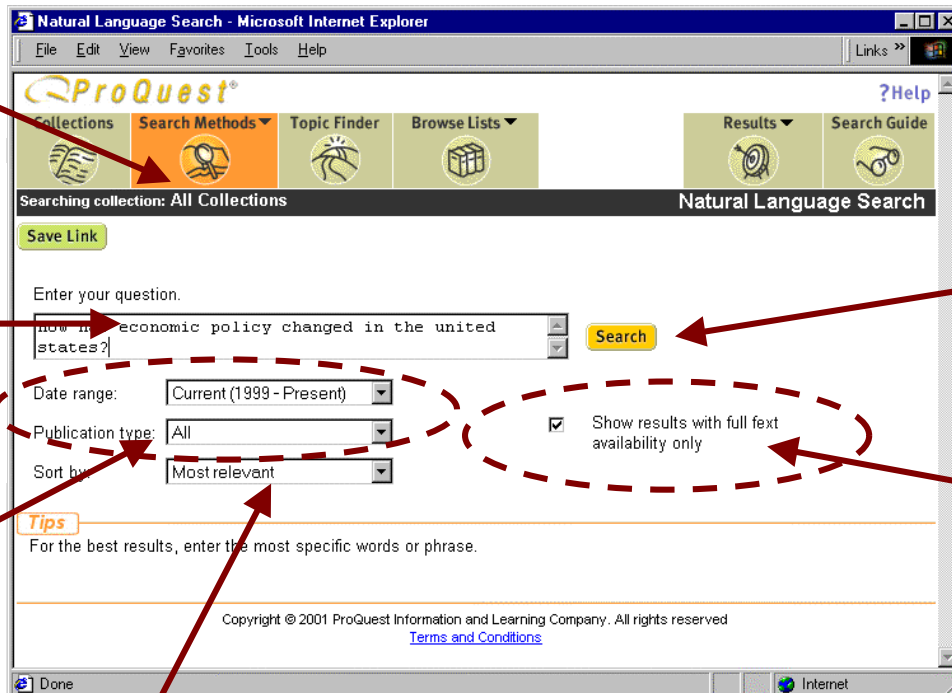
To do research on hurricanes, for example, you might enter this question: **"How does the National Weather Service track hurricanes?"** ProQuest® reads the question, picks out the important words, and looks for articles containing information based on those words.

1. From **Search Methods**, select **natural language**.

2. In the search field, type a short phrase, sentence, or question related to the information you're trying to find.

3. Specify a **Date range** and **Publication type** for your search (optional).

4. From the **Sort by** list, select **Most recent** to see the most current results or **Most relevant** to see the articles most likely to be related to your search presented first in your list (optional).



6. Click **Search**. A list of articles matching your search appears.

5. Check this box if you want to **Show results with full text availability only**.

### Natural Language Search Examples & Tips

- Here are some natural language search examples:
  - How does the National Weather Service track hurricanes?
  - La Nina is the Pacific cool down of El Nino
  - Central American and South American storms
- You can improve your results by following these tips:
  - Observe upper- and lower-case spellings
  - Try using an American English term
  - Use short phrases
  - Avoid long compound sentences
  - Try using a phrase instead of a question. For example: "hurricanes in the Pacific and Atlantic"
  - Remember that entering a question mark is optional

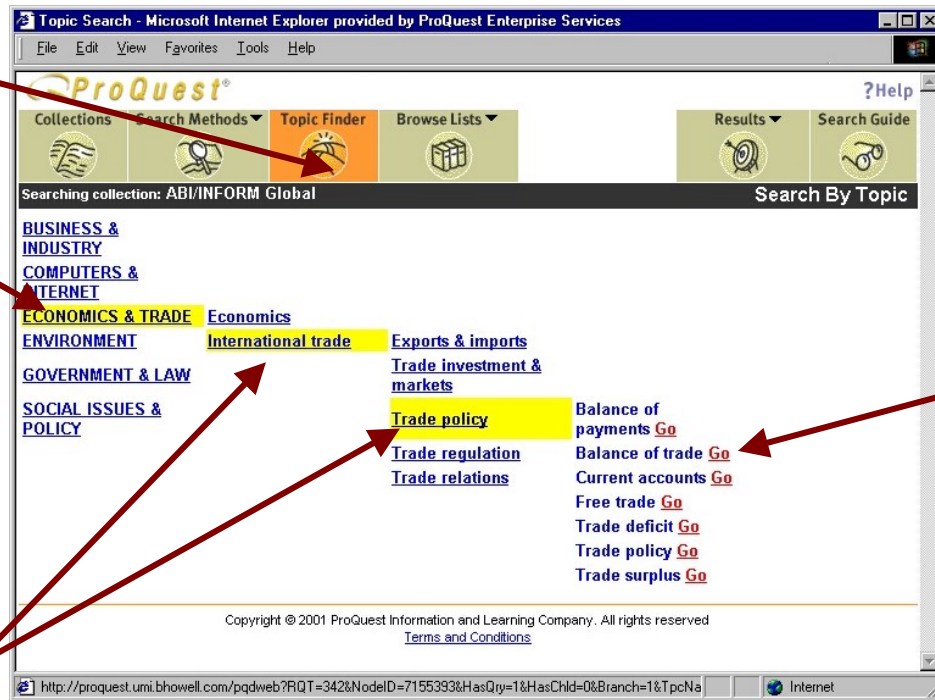
## Topic Finder

You can use the **Topic Finder** to browse Collections using areas of interest, rather than specific search keywords. This approach is useful when you're new to searching online or when you're looking for information on a general subject, but you're unsure of details related to the topic.

1. Click **Topic Finder**. A list of main topics appears.

2. Click the word that most closely matches the area you're interested in. A list of subtopics appears.

3. Click the subtopic that most closely matches your area of interest. A new list of words appears, further refining your subtopic.



4. When you've reached the end of the list, and the topic you're searching can't be refined any more, click **GO**. ProQuest® searches the collections, and gives you all the articles based on that topic.

### Topic Finder Example

For example, if you were looking for information about laws, regulations, or policies affecting energy, you would start with the topic **Environment**. Then you would work your way through further detail at each level of the tree, narrowing your focus to **Regulation** and then **Energy Policy**.

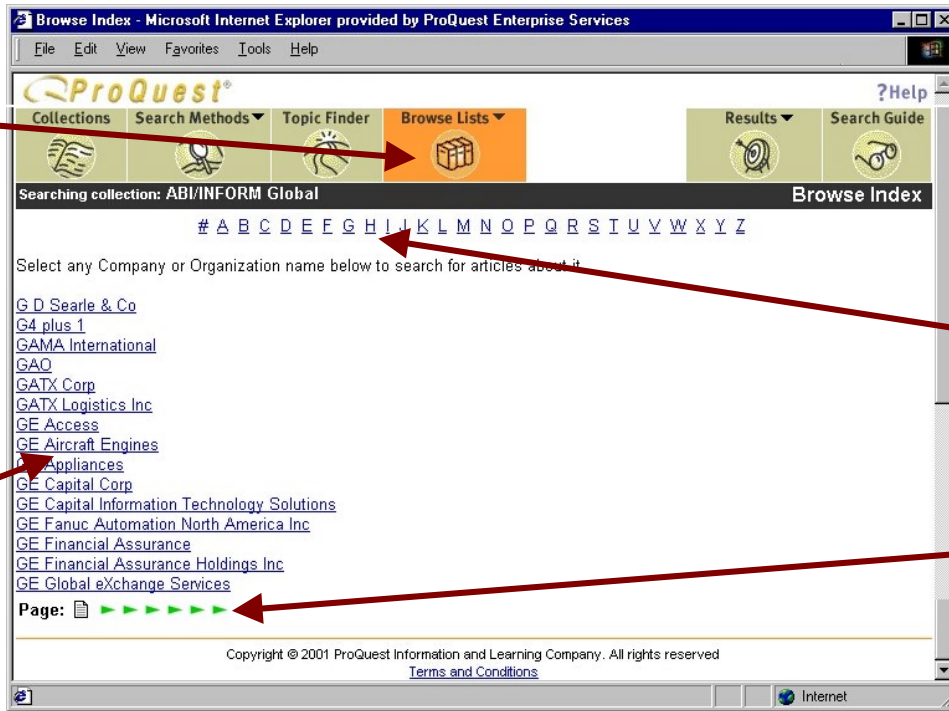


## Browse Lists

**Browse Lists** contain related terms you can use to search for articles. Just look through a list of companies, places, people, subjects, or publications and click the item that interests you.

1. From **Browse Lists**, select either **Names**, **Locations & places**, **Companies**, or **Subjects**, depending on how you want to browse.

2. Scan the list and click the term you want to use for your search. Browse Lists are arranged alphabetically, so it's easy to find what you want.



To go straight to terms in the middle of the list, just select the alphabetical character you want from the **Jump to list**.

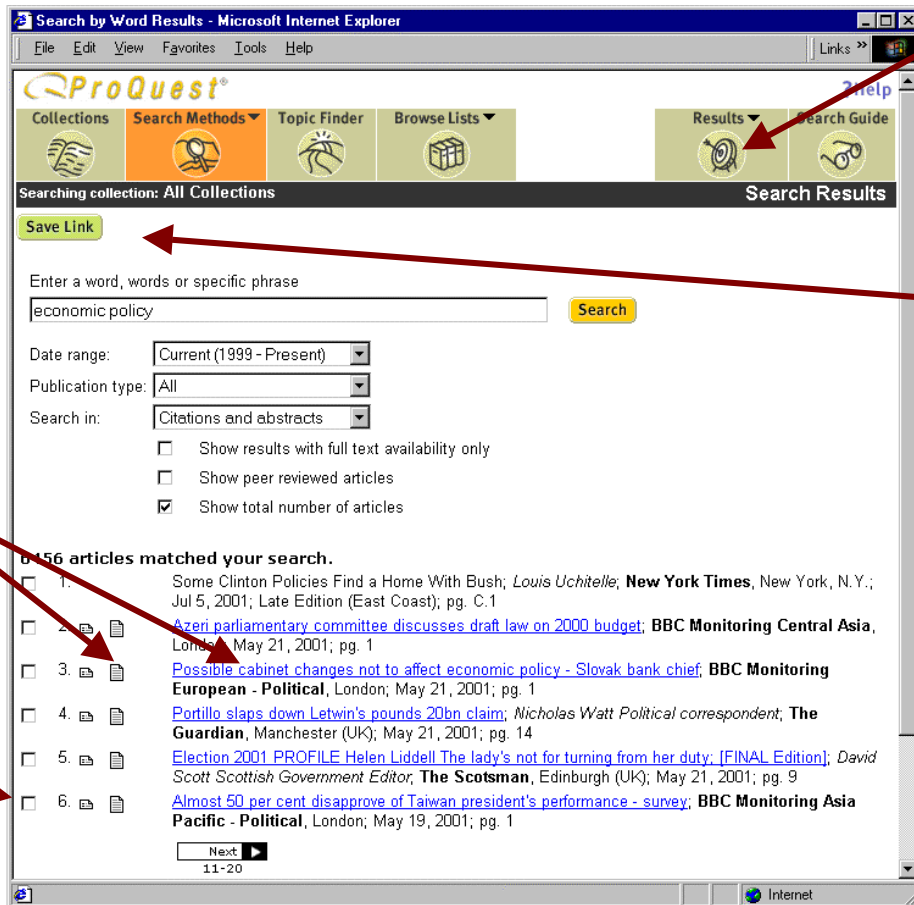
If you reach the end of a page and haven't come to the term you want, just scroll down and click **Page** to advance to the next section of the list.

### ***Browse List Example***

For example, if you're looking for information about Congo, you can use the **Geography** list to look for "**Congo**" or "**Zaire**." If your search is related to politics in the region, you might also search for "**Mobutu Sese Seko**" in the **Names** list.

## Search Results

The **Search Results** page lists articles matching the terms you entered. You can see the search results from your last search, other recent searches, or your Marked List page.



To display search results, click **Results** and choose one of your search results pages from the list.









**Save Link** will add a link to your Marked List for running this search again at another time.

To view articles in your **Search Results**, click the article title, or click the icon corresponding to the format you want to view.

To save an article to your **Marked List**, check the box next to the article.

### About the Search Results Icons

Icons on the Search Results page let you know which formats are available for each of the articles on your list:

-  **Citation:** Provides bibliographic information about the article, such as author and publication date.
-  **Abstract:** Provides the citation plus a brief summary of the article.
-  **Full Text:** Provides the citation, abstract, and full text of the article.
-  **Text + Graphics:** Provides the citation, abstract, and full text of the article. Also includes all of the photographs, illustrations, or charts originally published.
-  **Page Image:** Provides scanned page images of the article as originally published.
-  **Local Holdings:** Provides you with other library resources not available directly through ProQuest.
-  **Article Image:** Provides a scanned page of the article as it was originally published (Historical Newspapers only).
-  **Page Map:** Provides full images of historical newspapers you can use to browse issues (Historical Newspapers only).

## Article Display

Once you've found articles that interest you, you have several options for working with them. You can review abstracts and citations of articles, or, in many cases, read the full text online. You can also print and email articles.

To read another article from your Search Results list, click the left or right arrow next to the words "Article 9 of 17."

To email the article to yourself, a colleague or friend, click **Email article** and enter the email address and a comment about the article.

To print the article, click **Print article** and then use your browser's **Print** button to print just the article.

You can also click **Publisher info** to see contact and subscription information for the article's publisher.

To see the article in a different format, choose a different format from the **Article format** dropdown list.

To mark the article, check the **Mark article** box, which saves this article to your marked list for the ProQuest session.

### About the Article Formats

Most articles are available in multiple formats. To display a different format, simply select a new format from the **Article format** dropdown list.

- **Citation:** Provides bibliographic information about the article, such as author and publication date.
- **Abstract:** Provides the citation plus a brief summary of the article
- **Full Text:** Provides the citation, abstract, and full text of the article
- **Text + Graphics:** Provides the citation, abstract, and full text of the article. This unique format developed by Bell & Howell Information and Learning also includes all of the graphics such as photographs, illustrations, or charts originally published with the article.
- **Page Image:** Provides scanned page images of the article as originally published.
- **Article Image:** For Historical Newspapers, provides an image of the article as originally published.

## Marked List

Your **Marked List** helps you keep track of articles that interest you. You can use your Marked List to collect articles you've found, searches you've run, and specific issues that interest you.

The best article format for each article appears in the dropdown list next to it, but you can select a different format if you want.

Don't forget you can also save specific searches you've run — or a favorite issue of a publication — to your marked list, too.

If you have access to SiteBuilder, you can click the **Build Page** button to use it (administrators only).

**To print your Marked List**, click **Print List**. (To print the text of an article, click the title to display the article, then click **Print article**.)

**To email either article text or links to the articles**, click the **Email** button and enter an email address.

**To view an item on your list**, simply click the item.



**To display your Marked List**, click **Results** and choose **Marked list & durable links** from the list.

**To get citations from your list for a bibliography**, click the **Export** button.

**To remove items from your list**, click **Unchecked** or **All**, to remove either just the unchecked items or all items, then click the **Remove** button.

### **A Marked List Tip**

Use the **Export** tool in ProQuest to get a bibliography or list of citations, based on the articles in your Marked List. You can use the bibliographic information you download with the bibliographic programs ProCite™ or EndNote™.

## Collections

ProQuest® is organized into collections of articles from newspapers, periodicals, and academic journals. The content of collections varies, depending on the focus of the collection. A collection may be segmented into several subsets.

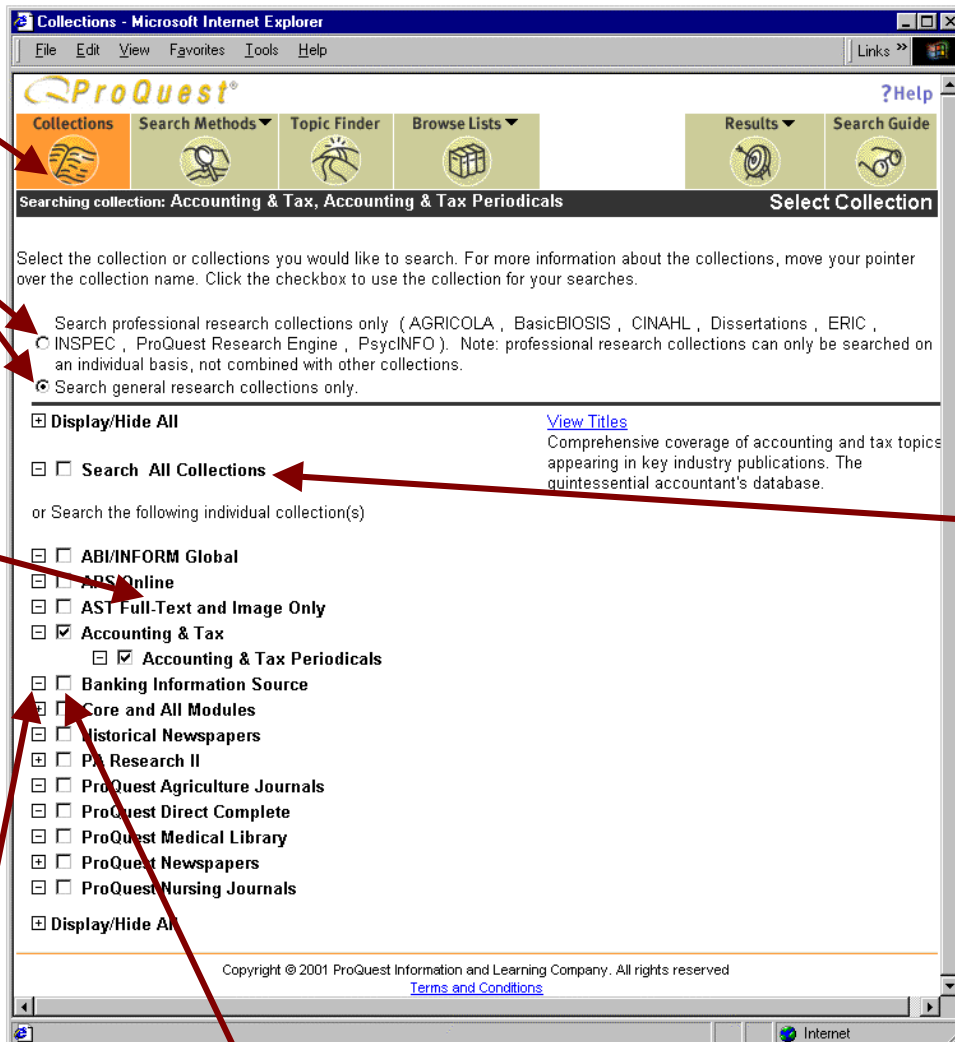
To see your collections, click the **Collections** button.

To choose a specific type of collection, choose one of these options.

To see the publication types in a collection, put your mouse over the collection title. A note appears, describing the collection, with information about its periodicals.

To see subsets of a collection, click the **"+"** sign next to the collection's title. A list of all of the subset collections appears directly beneath the collection's title.

To select collections for your search, just check the box next to each collection's title.



To search all collections instead of selecting them individually, check this box.

## Online Help

ProQuest® includes a complete online help system, providing tips and hints on any page, to help you find the information you're looking for.

Just click the **? Help** button on any ProQuest page, and the help window for that page appears on the screen. You'll get a brief overview of the page, and links to additional help topics for that page.

The **Help** button in ProQuest looks like this: **?Help**

**To browse the Table of Contents**, click the **Contents** button and then click the section or topic you'd like to display.

**To find a help topic based on a specific keyword**, click the **Index** button and then locate the keyword you want using the letters of the alphabet at the top of the index.

**To review the definition of a ProQuest term**, click the **Glossary** button and then locate the term you want using the letters of the alphabet at the top of the glossary.

**To display the previous topic**, click the **Back** button.

**To search for specific help information**, type a search word or phrase in the box at the top and click the **Go** button. A list of all help topics with that word or phrase appears, just click the help topic you want to display.

**To display a help topic**, click one of the links.

When you're done with help, just click the **Close** button to continue working in ProQuest.

The online help also includes links to the **Quick Print Guides** and the **Training Resource Center** if you need additional information.

**To print the current help topic**, click the **Print** button.



## Search Syntax — At-a-Glance

<i>Use this::</i>	<i>To Run a Search:</i>
?	<p><b>Truncation:</b> Stands in for any number of characters, including 0, at the end of a word.</p> <p><i>Example:</i> Searching for <b>comput?</b> will find articles that contain "computer," "computerized," or "computers."</p>
*	<p><b>Wildcard:</b> Stands in for one character in a word or at the end of a word.</p> <p><i>Example:</i> Searching for <b>educat**</b> will find articles that contain "educated" and "educator." But it won't find "education," which contains more than two letters following "educat."</p>
"..."	<p><b>Quotation Marks:</b> Search words must appear exactly as typed.</p> <p><i>Example:</i> Searching for <b>"business process"</b> will find business process articles, but not about the process of starting a business.</p>
(..)	<p><b>Parentheses:</b> Whatever is inside the parentheses is searched first, then those results are searched with the words outside the parentheses.</p> <p><i>Example:</i> Searching for <b>"Federal Reserve OR (U.S. AND economic policy)"</b> finds articles dealing with either the Federal Reserve or articles containing both the words "U.S." and "economic policy."</p>
<b>AND</b>	<p><b>AND:</b> Both the search words before and after AND must appear in the article.</p> <p><i>Example:</i> Searching for <b>EI Nino AND Atlantic Ocean</b> narrows your search.</p>
<b>OR</b>	<p><b>OR:</b> Either the search words before or after OR can appear in the article.</p> <p><i>Example:</i> Searching for <b>EI Nino OR Atlantic Ocean</b> broadens your search. Remember, OR gives you more.</p>
<b>AND NOT</b>	<p><b>AND NOT:</b> The search words before AND NOT must appear in the article, but the words after must not.</p> <p><i>Example:</i> Searching for <b>EI Nino AND NOT Atlantic Ocean</b> gives you articles on EI Nino, excluding those which also mention Atlantic Ocean.</p>
<b>W/#</b>	<p><b>Within:</b> Search words must appear within # of words to match.</p> <p><i>Example:</i> Searching for <b>U.S. W/15 economic policy</b> finds articles on American economic policy, but doesn't restrict the search to use the exact phrase "U.S. economic policy."</p>
<b>NOT W/#</b>	<p><b>Not Within:</b> Search words must be separated by at least # words to match.</p> <p><i>Example:</i> Searching for <b>U.S. NOT W/50 economic policy</b> finds articles on worldwide economic policy, very few would include information about U.S. economic policy.</p>
<b>PRE/#</b>	<p><b>Precede By:</b> The first search word must precede the second by # words to match. This is useful for phrase searching.</p> <p><i>Example:</i> Searching for <b>U.S. PRE/5 economic policy</b> finds articles on many types of American economic policy, such as U.S. foreign aid economic policy, or U.S. wartime economic policy.</p>

## Tips for Defining Your Search Word or Phrase

There are several tips you can follow to define your ProQuest searches.

### **Handling Spelling Variations**

Use the truncation (?) or wildcard (\*) search tools when entering a search word, to catch variations in spelling, plurals and singulars, possessive forms of the word, or both U.K. and U.S. English.

### **When No Articles or Just a Few Articles Are Found**

If you're not finding articles using your first search word or phrase, try using related terminology instead. For example, instead of entering **national business plan contest** you might try **national business plan competition**.

### **Uppercase or Lowercase Letters? Which Do I Use?**

Search statements are not case sensitive. A search for **U.S. Federal Reserve** will find the same articles as **u.s. federal reserve**.

### **More than One Search Word: A Two-Word Phrase**

Two words next to each other in your search are treated as a phrase. A search for **Federal Reserve** will find articles in which the word **Federal** immediately precedes the word **Reserve**.

### **About Three-Word Phrases**

Three or more contiguous words are searched in proximity. A search for **U.S. Federal Reserve** will find articles in which each of the terms **U.S.**, **Federal**, and **Reserve** appears within a 250 word block.

### **Parentheses Control the Search Order**

ProQuest® uses parentheses to adjust the order in which your search terms are combined.

A search for **Federal Reserve OR (U.S. AND economic policy)** finds articles dealing with either the **Federal Reserve** or articles containing both the words **U.S.** and **economic policy**.

The same search without parentheses is interpreted from left to right, finding articles containing **Federal Reserve** or **U.S.** within a 250 word block also containing **economic policy**. In other words, without the parentheses, the search is treated as a three-word phrase (see above).

### **Searching Citations and Abstracts**

When you use a search field to search just the citations and abstracts in ProQuest, the system actually searches in several areas:

- Author
- Abstract
- Article Title
- Company Name
- Geographical Name
- Personal Name
- Product Name
- Subject Terms
- Source (publication title)

For example, enter **ab(nuclear medicine)** to search article abstracts using the ab() search field.

### **About "Stop Words"**

ProQuest ignores many frequently-used words when you type them in as part of a search phrase that's three words or longer. If you're using three or more words in a search phrase and want to include a stop word too, make sure you enclose the phrase in quotation marks.

Searching for **the moon** (two words) would still search for **the**, and a search for **"the blue moon"** would also search for the word **the**, but **the blue moon** and **blue moon** are the same search.

Stop words include basic parts of speech (articles, pronouns, prepositions, etc.), such as **a**, **an**, **about**, **after**, **all**, **also**, **and**, **any**, **are**, **as**, **at**, **based**, **because**, **been**, **between**, and so on.

## Sample Searches and What You'll Find

The examples below illustrate the kinds of searches you can build in **Basic Search** or **Advanced Search** using operators and fields.

Content varies between ProQuest databases; therefore the number of articles found using the examples below would vary.

### ***weather***

Finds articles that contain the word weather.

### ***educat?***

Finds articles containing the words; education, educator, educate, educating. 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.

### ***"Blair Witch Project"***

Finds articles that contain the phrase *Blair Witch Project*.

Always enclose phrases longer than two words in quotation marks.

### ***subject(mars) AND water AND life***

Finds articles about Mars that mention water and life. The Subject Terms search field will help you find articles that are about a particular subject.

Keywords—here, water and life—focus your search more precisely.

### ***caption(panda) AND zoo***

Finds articles that have image captions containing the word panda. Use the Caption search field to find articles containing specific kinds of photos, charts, graphs, maps, or other graphics.

### ***author(Dave Barry)***

Finds articles written by Dave Barry, a popular commentary writer.

### ***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 dtype is also a valid syntax form for Article Type.

### ***source(Fortune) AND company(Ford) AND PDN(>03/01/2001 AND <10/30/2001)***

Finds articles from the magazine *Fortune* about the company Ford published between March 1, 2001 and October 30 2001. Use the Source search field to restrict your search to a specific newspaper or journal. Use the Company field to restrict to a specific company.

### ***at(movie review-favorable) AND "Blair Witch Project"***

Finds favorable movie reviews of the movie *Blair Witch Project*.

### ***stype(newspaper) AND at(obituary) AND John F. Kennedy Jr.***

Finds newspaper obituaries about John F. Kennedy Jr.

## Using Boolean and Adjacency Operators to Broaden or Limit a Search

You can use boolean operators and adjacency operators to adjust your search.

### These Boolean Operators Limit or Broaden Your Search

Boolean operators connect your search words and treat them differently than a search phrase — to either broaden or limit your search.

<b>This Operator:</b>	<b>Example Search:</b>	<b>What It Finds:</b>
<b>OR</b>	bush OR cheny	Articles with either of two terms in an article. <i>Remember: or gives you more.</i>
<b>AND</b>	microsoft AND gates	Articles with both of two terms in same paragraph.
<b>AND NOT</b>	java AND NOT coffee	Articles with both of two terms NOT in the same paragraph.

### These Adjacency Operators Limit Your Search

Adjacency operators let you control how closely the two search words are positioned to each other, in the articles ProQuest finds. Using an adjacency operator limits your search results, because you're constraining how ProQuest searches for articles.

<b>This Operator:</b>	<b>Example Search:</b>	<b>What It Finds:</b>
<b>Within</b>	education W/5 internet	One word must be within a specified number of words of another word.
<b>Not Within</b>	mississippi NOT W/3 river	One word must NOT be within a specified number of words of another word.
<b>Preceded by</b>	european PRE/2 community	One word must precede another word by a specified number of words.
<b>Within Doc</b>	baseball W/Doc michael jordan	Two words must appear in the same article.

### Combining Boolean Operators and Adjacency Operators

You can always combine multiple search strategies, to focus your search to ensure that you find just the articles you want. Here are some examples of more complex searches.

<b>These Operators:</b>	<b>Example Search:</b>	<b>What It Finds:</b>
<b>OR and Within</b>	trend W/5 (internet OR web)	Articles on Internet trends and web trends. Using OR will broaden the search, but using Within limits the search.
<b>AND NOT and Within Doc</b>	java AND NOT coffee W/Doc sun	Articles about Sun's Java technology, but not articles on growing coffee. Using AND NOT and using Within Doc both limit the search.
<b>OR and Preceded by</b>	military policy PRE/1 (U.S. OR american)	Articles covering U.S. military policy as well as articles referring to American military policy.
<b>AND and Not Within</b>	herniated disk AND spinal cord NOT W/5 lumbar	Articles about spinal cords and herniated disks in the cervical and thoracic regions of the spine, but not the lumbar region.

## Using Search Fields

You can use search fields in ProQuest, to focus your search on a specific kind of information.

For example, you might be looking for movie reviews in newspapers in the month of July, 2001.

To search for those movie reviews, you'd enter:

**at(movie review) AND da(July 2001) AND stype(newspaper)**

<b>Field Name:</b>	<b>Short Name:</b>	<b>Example:</b>
<b>Abstract</b>	ab	ab(customer service)
<b>Article Title</b>	ti	ti(tornado)
<b>Article Type</b>	at	at(movie review)
<b>Author of article</b>	au	au(Katherine Marsh) au(Marsh)
<b>Caption</b>	cap	cap(graph)
<b>Classification Code</b>	cc	cc(2330)
<b>Company Name</b>	co	co(Gillette)
<b>Date (numeric)</b>	pdn	pdn(07/04/2001)
<b>Date (alphanumeric)</b>	da	da(July 4 2001) <i>Note: no comma</i>
<b>Geographic Name</b>	geo	geo(Massachusetts) geo(Midwest)
<b>ISSN</b>	issn	issn(0035791X)
<b>Personal Name</b>	na	na(Oprah Winfrey)
<b>Product Name</b>	prod	prod(ford focus)
<b>Publication Title</b>	so	so(newsweek)
<b>SIC Codes</b>	sic	sic(7377)
<b>Source Type</b>	styp	styp(newspaper)
<b>Subject Term</b>	sub	sub(boycott)
<b>Text</b>	text	text(home schooling)
<b>Ticker Symbol</b>	ts	ts(MSFT)
<b>Word Count</b>	words	words(>2500)

## How to Use Date Restrictors

There are two ways you can find articles based on dates in ProQuest, the DATE search field and the Publication Date Numeric (PDN) search field.

### ***Choose Either the DATE or the PDN Search Field***

How do you choose between DATE and PDN? Follow this general rule of thumb:

- Use the **DATE** search field when you want to search for an article using the date it was published in alphanumeric form (using both letters and numbers). For example, if a new book is going to be published in November, and you're looking for a preview of it.
- Use the **PDN** search field when you want to search for articles based on a numeric publication date (using numbers only). For example, if you're looking for breaking news in the Middle East from the past thirty days.

### ***Using the DATE Search Field***

When you search using DATE, you don't need to enter a comma as you typically would when typing an alphanumeric date.

#### **Example DATE Searches**

**Look for articles published about April Fool's Day, 2001**

da(April 1 2001)

**Look for articles discussing leap year**

da(February 29 2000) AND leap year

### ***Using the PDN Search Field***

When you search using PDN, you have the opportunity to search for articles using a range of publication dates. (DATE is restricted to a specific publication date.)

To search for a range of dates, use the greater than (>) and less than (<) symbols. You can search for articles on or before a specific date, or you can find articles published relative to today's date, such as articles published within the last week.

#### **Example PDN Searches**

**Look for articles published within the past seven days**

pdn(>05/26/1999 AND <06/02/1999)

**Look for articles published within the past thirty days**

pdn(>05/03/1999 AND <06/02/1999)

**Look for articles published within the past year**

pdn(>06/02/1998 AND <06/02/1999)

**Look for articles published on or before a date**

pdn(<06/02/1999)

**Look for articles published on or after a date**

pdn(>06/02/1999)

**Look for articles published between two dates**

pdn(>06/02/1999 AND <06/07/1999)

**Note:** If you search using the PDN field and enter an alphanumeric date (such as July 11, 2000), ProQuest will convert your date to numeric form.



## Using the Article Type Search Field

The Article Type field is very useful, because it allows you to search for articles based on the nature of their content. For example, use the Article Type and Personal Name fields together to find feature stories (articles) written about George W. Bush: **NAME(George W. Bush) AND DTYPE(feature)**.

### Article Types You Can Enter in a Search

Valid article types (available as a dropdown list\* on the Guided Search page) include:

Biography	Editorial	General Information	News	Report
Commentary	Editorial Cartoon	Instructional	Obituary	Review**
Corrections	Feature	Interview	Poetry	Speech
Dividend Report	Fiction	Letter	Recipe	Statistics
Earnings				

\*The dropdown list contains a subset of the article types shown here.

\*\*See the description of Article Type in the online help's *Search Fields* topic for a list of valid review types.

### Types of Review Articles

art/exhibit review	product review
audio review	restaurant review
book review	television review
movie review	video review
performance review	

**These review types can be further subdivided by adding:**

-favorable	-no opinion
-unfavorable	-comparative
-mixed	

**Note:** You must include the hyphen, such as: **AT(movie review-mixed)**

### Example Article Type Searches

All of the following forms are valid to build your article type search:

**Dtype AT DT TY**

For example:

**AT(recipe) and chili**

**DT(movie review-favorable) and "Remember the Titans"**

**TY(book review-unfavorable) and Stephen King**

**Dtype(biography) and SO(New York Times)**

## Using Classification Codes to Find Articles

Classification codes let you search business-targeted databases such as ABI/INFORM<sup>®</sup>, Banking Information Source, and ABI/INFORM Dateline<sup>®</sup>. The classification codes segment these databases into broad topical areas. When you use the codes with search words, classification codes are a fast way to precisely target a search by topic, industry or market, geographical area, or article type.

### **Example Searches with Classification Codes**

#### **cc(2120) AND salary?**

Finds articles with salary information for Chief Executive Officers (classification code 2120).

#### **policy AND stype(newspaper) AND cc(8340)**

Finds newspaper articles on utility policies, since classification code 8340 covers electric, water, and gas utilities.

### **Business environment**

- 1100 Economics
  - 1110 Economic conditions & forecasts
  - 1120 Economic policy & planning
  - 1130 Economic theory
- 1200 Social policy
- 1300 International trade & foreign investment
  - 1310 Foreign investment in the US
- 1500 Energy /environment
  - 1510 Energy resources
  - 1520 Energy policy
  - 1530 Natural resources
  - 1540 Pollution control

### **Management function**

- 2000 General Management
- 2100 Administrative & management personnel
  - 2110 Board of directors
  - 2120 Chief executive officers
  - 2130 Executives
- 2200 Managerial skills
- 2300 Planning & strategy
  - 2310 Planning
  - 2320 Organizational structure (subsidiaries, decentralization, etc.)
  - 2330 Acquisitions & mergers
- 2400 Public relations
  - 2410 Social responsibility
  - 2420 Image
  - 2430 Business-government relations
- 2500 Organizational behavior/operations research
- 2600 Management science/operations research
- 3000 Finance
- 3100 Capital & debt management
- 3200 Credit management
- 3300 Risk management
- 3400 Investment analysis

- 3500 Foreign exchange administration (see also 1120)
- 3600 Pension fund management
- 4000 Accounting, Taxation & Law
- 4100 Accounting
  - 4110 Accountants
  - 4120 Accounting policies & procedures
  - 4130 Auditing
- 4200 Taxation
  - 4210 Institutional taxation
  - 4220 Estate planning
  - 4230 Personal taxation
- 4300 Law
  - 4310 Regulation
  - 4320 Legislation
  - 4330 Litigation
- 5000 Operations
- 5100 Facilities
  - 5110 Office management
  - 5120 Purchasing
  - 5130 Maintenance management
  - 5140 Security management
  - 5150 Energy management
  - 5160 Transportation management
- 5200 Communications & information management
  - 5210 Office automation (used from 1985- 1990)
  - 5220 Data processing management
  - 5230 Hardware
  - 5240 Software & systems
  - 5250 Telecommunications systems
  - 5260 Records management
- 5300 Production management
  - 5310 Production planning & control
  - 5320 Quality control
  - 5330 Inventory management
  - 5340 Safety management
- 5400 Research & development

6000 Human Resource Management (see also 2500)  
6100 Human resource planning  
6200 Training & development  
6300 Labor relations  
6400 Employee benefits & compensation  
6500 Employee problems  
7000 Marketing  
7100 Market research  
7200 Advertising  
7300 Sales & selling  
7400 Distribution  
7500 Product planning & development (see also 5400)

### **Industries & markets**

8100 Financial services industry  
    8110 Commercial banking services  
    8120 Retail banking services  
    8130 Investment services  
8200 Insurance Industry  
    8210 Life & health insurance  
    8220 Property casualty insurance  
8300 Other services  
    8301 Advertising agencies (used from 1986 forward)  
    8302 Software & computer services industry (used from 1986 forward)  
    8303 Wholesale industry (used from 1989 forward)  
    8304 Repair & maintenance services (used from 1989 forward)  
    8305 Professional services (not elsewhere classified) (used from 1989 forward)  
    8306 Schools & educational services (used from 1989 forward)  
    8307 Arts, entertainment & recreation (used from 1989 forward)  
    8310 Consultants (not elsewhere classified)  
    8320 Health-care industry  
    8330 Broadcasting & telecommunications industry (not equipment)  
    8331 Internet services industry (used from 2000 forward)  
    8340 Electric, water & gas utilities  
    8350 Transportation & travel industry (not equipment)  
    8360 Real estate industry  
    8370 Construction & engineering industry  
    8380 Hotel & restaurant industries  
    8390 Retail stores, includes groceries  
8400 Agriculture industry

8500 Extractive industries  
    8510 Petroleum industry  
8600 Manufacturing industries  
    8610 Food processing industry, includes beverages & liquors  
    8620 Textile & apparel industries  
    8630 Lumber & wood products, industries, includes paper  
    8640 Chemical industry, includes rubber & plastics  
    8641 Pharmaceuticals industry  
    8642 Cosmetics industry (used from 2000 forward)  
8650 Electrical, electronics, instrumentation industries  
    8651 Computer industry  
8660 Metals & metalworking industries  
8670 Machinery industry (industrial, construction, farm, etc.)  
8680 Transportation equipment industry (cars, aircraft, shipbuilding, etc.)  
8690 Publishing industry

### **Article treatment**

9000 Short article (used from 1993 forward)  
9110 Company specific/case studies  
9120 Product specific treatment  
9130 Experiment/theoretical treatment  
9140 Statistical data  
9150 Guidelines  
9160 Biographical treatment

### **Geographic areas**

9170 Non-US (not elsewhere classified)  
    9172 Canada  
    9173 Latin America, includes Central America, Mexico, Caribbean and South America  
    9175 Western Europe, includes UK  
    9176 Eastern Europe  
    9177 Africa  
    9178 Middle East  
    9179 Asia & the Pacific, includes Australia & New Zealand  
9180 International  
9190 United States

### **Organizational types**

9510 Multinational corporations  
9520 Small businesses  
    9521 Minority- & women-owned businesses  
9530 Diversified companies  
9540 Non-profit institutions  
9550 Public sector organizations