

ProQuest Platform's easy navigation and simple search options allow you to find the relevant information that you need very quickly.

( \* Your screen may look different depending on the types of databases your library subscribes)

## Basic Search

The screenshot shows the ProQuest Basic Search page. Callout 1 points to the navigation tabs: Basic Search, Advanced Search, Publications, Browse, and Databases (162). Callout 2 points to the user account area with links for Sign in to My Research, Exit ProQuest, and English. Callout 3 points to the search input box containing the text "Internet of things" or "industrial internet". Callout 4 points to the checkboxes for Full text and Peer reviewed. Callout 5 points to the Search subject areas grid, which includes categories like The Arts, Business, Dissertations & Theses, Health & Medicine, History, Literature & Language, News & Newspapers, Science & Technology, and Social Sciences.

**1 Search Types**  
 Please select your search type from Basic Search/Advanced/Publications/Browse.

**2 Interface Language**  
 There are as many as 17 language options to select.

**3 Search Box**  
 Please enter your keyword for search.

**4 Full Text / Peer Reviewed**  
 You can filter your search by ticking the boxes.

**5 Search Subject Areas**  
 You can define your search by your subject area.

## Advanced Search

The screenshot shows the ProQuest Advanced Search page. Callout 1 points to the search input box. Callout 2 points to the dropdown menu for search location, currently set to 'Anywhere'. Callout 3 points to the 'Add a row' button. Callout 4 points to the 'Publication date' dropdown menu. Callout 5 points to the 'More search options' section, which includes filters for Source type, Document type, and Language. Callout 6 points to the 'Duplicates' checkbox, which is currently unchecked.

**1 Search Boxes**  
 You can search with a multiple number of keywords.

**2 Setting Search Fields**  
 You can set different search fields for your keywords.

**3 Add A Row**  
 You can add or delete search boxes. The maximum number of rows is 10.

**4 Publication Date**  
 You can set the specific publication dates for your search.


**5 More Search Options**  
 There are further search options available such as Source type / Document Type / Language/ Sort results by / Items per page etc.

**6 Duplicates**  
 Tick the box if for displaying all the duplicate documents.

- \* You can save the search strategies that you created in Advanced Search from the search result page. You need to create the My Research account explained in P.4.
- \* Please click [Clear form] button when you want to clear the previous search strategy and create a new one.

Search Tips —Operators	
	<b>AND:</b> Look for documents that contain <b>all</b> of your words or phrases. e.g. design AND furniture -> Search records that contain both 'design' and 'furniture'.
	<b>OR:</b> Look for documents that contain <b>any</b> of your words or phrases. e.g. design OR furniture -> Search records that contain 'design' or 'furniture'.
	<b>AND NOT:</b> Look for documents that contain one of your search terms, but not the other. e.g. design AND NOT furniture -> Search records that contain 'design', but not 'furniture'.
Search Tips —Wildcards and truncation	
<p><b>*(asterisk)</b>-----You can widen your search by putting *at the end of your keyword. e.g. econom* -&gt; Look for documents with economics, economic, economy, economist etc.</p> <p><b>?</b> -----When you are not sure about spelling, you can place '?' instead of a character. You can place '?' for more than just 1 letter. e.g. wom?n -&gt; Look for documents with woman, women etc.</p> <p><b>" "</b> -----Exact-phrase searches can be conducted by placing the double-quotation market both before and after your phrase. e.g. " world economic conditions" look for documents with the three keywords as phrase.</p> <p><b>( )</b>----- The condition bracketed with ( ) is prioritized than the other condition(s) set. e.g. (british OR english) AND music -&gt; This sample search strategy looks for documents that contain firstly 'british' or 'english', and secondly contain 'music'.</p> <p>british or english and music -&gt; This search strategy in contrast looks for documents that contact 'british', or both 'english' and 'music'.</p>	

### Search with Thesaurus

- 1 Access to Thesaurus**  
Go to Advanced Search, and click Thesaurus above the search boxes.
- 2 Search Terms**  
Enter your keyword into the search box.
- 3 Select the subject term that fits your search.**  
Some terms have , which shows the term's definition and related terms. Tick the boxes that you wish to add to your search strategy.
- 4 Check the selected terms**  
Display the checked terms in **3**, and you can edit your selection of the terms here.
- 5 Adding the selected terms to your search**  
Select the operator (OR, AND & NOT) and add to search.

### Publication Search

- 1 Look for a particular title**  
You can search with the search box and the drop-down option for a particular title.
- 2 Access a particular title**  
Click the title from the search results in **1** and open its page.
- 3 Search within the texts of a particular title**  
Use the search box within the particular title's page from **2** and you can conduct keyword search.
- 4 Browse specific issues from publication year**  
You can access a specific issue from a specific year.

## Search Result

### 1 Narrowing Results

You can narrow your results by various options. Select the option of your preference for further filtering. You can select multiple options.

### 2 Adding Keyword(s)

You can easily add more keywords to narrow down the results. Click [Search within], enter the keyword to the displayed search box and execute your search.

### 3 Preview

With [Preview], you can check each record's abstract, index, database etc. without opening the record.

### 4 Check Box

You can execute with multiple records printing, e-mailing, creating bibliography etc. at once. It is recommended to check the box of the results that interest you so that you do not lose them while browsing.  
 (\*Please also refer to "Saving the Search Records" on P. 4.)

## Full Text Page

### 1 Changing Formats

Other formats available for the document are displayed here. Please click the one of your choice.  
 (\*Availability of formats differs with each record.)

### 2 Keyword Navigation on Full Text

[Turns on search term navigation] allows you to jump to the next page where the keyword is. Navigate with ◀ ▶ that are displayed both before and after the keywords.

### 3 References

If ProQuest covers any documents that are listed in the bibliography, they are displayed here. You can open them also by clicking the hyperlinks.

### 4 Cited by & Documents with shared references

- \* Cited by: The documents that cited the opened document can be listed here. This function can help you find other related researches efficiently.
- \* Documents with Shared References: If there are documents that have the same reference within the bibliography and are available within ProQuest, those documents are listed here. This is a useful functionality for looking for similar documents.

### 5 Search with indexing terms

You can search other documents with subject terms indexed in the opened document. Please tick the box of terms that you would like to search with.

## Recent Searches

The screenshot shows the 'Recent Searches' section of the ProQuest interface. Red boxes and numbers highlight key features: 1. A search result entry for 'water AND hydrogen power'. 2. The 'Actions' menu for a search result, showing options like 'Save search', 'Delete', 'Modify search', 'Create alert', 'Create RSS feed', and 'Get link'. 3. The 'Export all searches' button. 4. The 'Selected Items' button at the top right.

### 1 Viewing Used Databases

You can display the list of databases that were used in each search. The other filtering options used are also shown here.

### 2 Actions

Options, such as saving the search, editing, setting alerts etc. are available here.

### 3 Export All Searches

You can export the displayed search strategies as PDF, RTF, HTML formats. Please tick the boxes for results you wish to export.

## Saving the Searched Records

The screenshot shows the 'Selected items' page. Red boxes and numbers highlight key features: 1. The 'Select items' checkbox for a search result. 2. The 'More' button in the top right corner. 3. The 'Save to My Research' button in the top right corner. 4. The 'Export/Save' menu, showing options like 'RefWorks', 'EasyBib', 'HTML', 'PDF', 'RIS', 'RTF', 'Text only', and 'XLS'.

You can save searched records with ticked boxes at once. You can also apply other options to the results.

### 1 Search Results Output - 1

You can send the ticked records via e-mail. Printing and saving with the same citation style are also available.

### 2 Search Results Output - 2

You can export the ticked records' data in different formats.

<Available Export Formats>

HTML / PDF / RTF / RIS / Text only / RefWorks and other citation management tools

## My Research

The screenshot shows the 'My Research' page. Red boxes and numbers highlight key features: 1. The 'Sign in to My Research' button. 2. The 'Create My Research account' button. 3. The 'Save to My Research' button. 4. The 'Export/Save' menu, showing options like 'RefWorks', 'EasyBib', 'HTML', 'PDF', 'RIS', 'RTF', 'Text only', and 'XLS'.

My Research is your personal account within the ProQuest database, which allows you to save your search results and strategies, which are useful for your continuing research.

### 1 Creating My Research Account

Click [My Research] or [Save to My Research] and display the Sign-in page. Click [Create a My Research Account], and please fill in the required information to create your account.

### 2 Log in to My Research

Click [My Research] or [Save to My Research], and enter your username and password to sign in.

Please contact us if you have any questions on this ProQuest Quick Reference Guide.

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