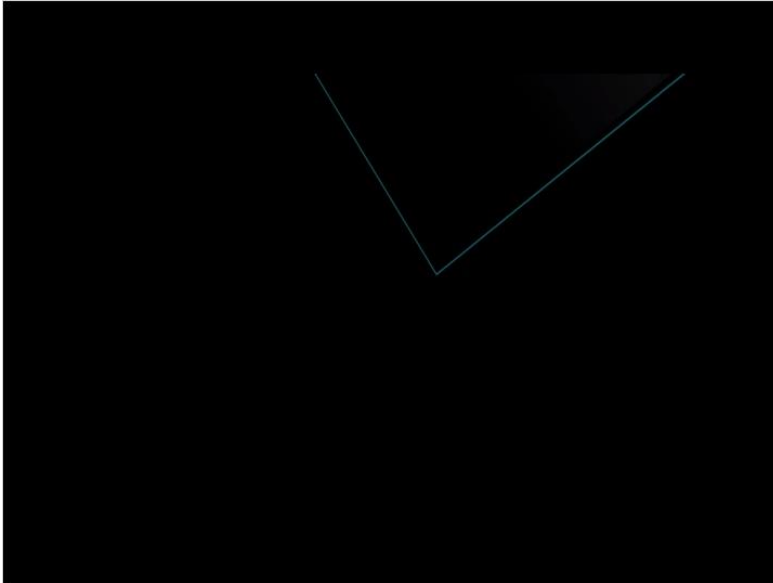


# ProQuest Platform Basic Search

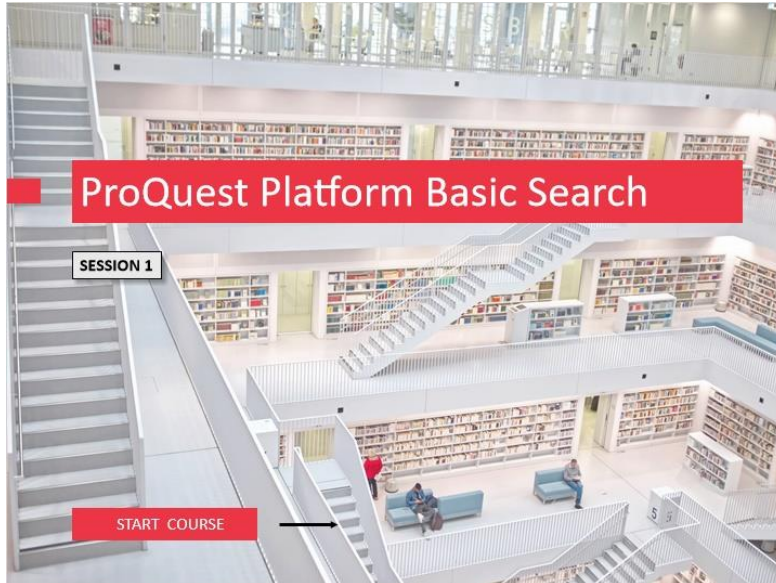
## 1. ProQuest Platform Basic Search

### *1.1 Introduction*



**Notes:**

## 1.2 ProQuest Platform Basic Search

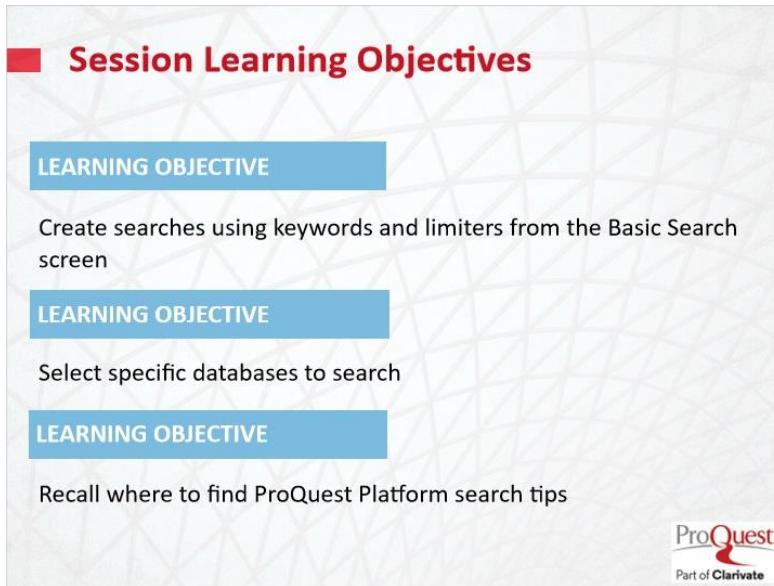


### Notes:

Welcome to the first learning module for the ProQuest platform. This learning module is titled “ProQuest Platform Basic Search” and will focus on using the essential tools needed for success in Basic Search.

To continue, **click the Start Course button.**

## 1.3 Objectives



**■ Session Learning Objectives**

**LEARNING OBJECTIVE**


Create searches using keywords and limiters from the Basic Search screen

**LEARNING OBJECTIVE**

Select specific databases to search

**LEARNING OBJECTIVE**

Recall where to find ProQuest Platform search tips

  
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### Notes:

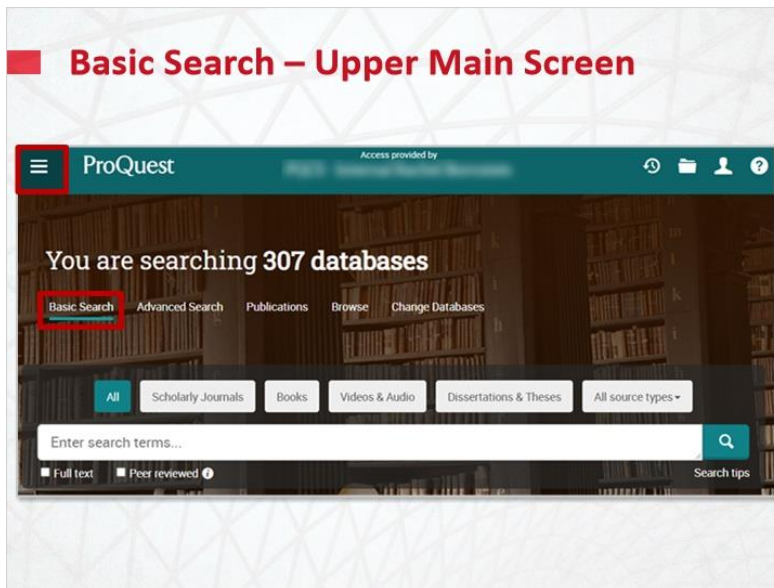
The learning objectives for this session are that by the end of the session, you will be able to:

Create searches using keywords and limiters from the Basic Search screen

Select specific databases to search,

and Recall where to find ProQuest Platform search tips

## 1.4 Basic Search - Upper Main Screen



### Notes:

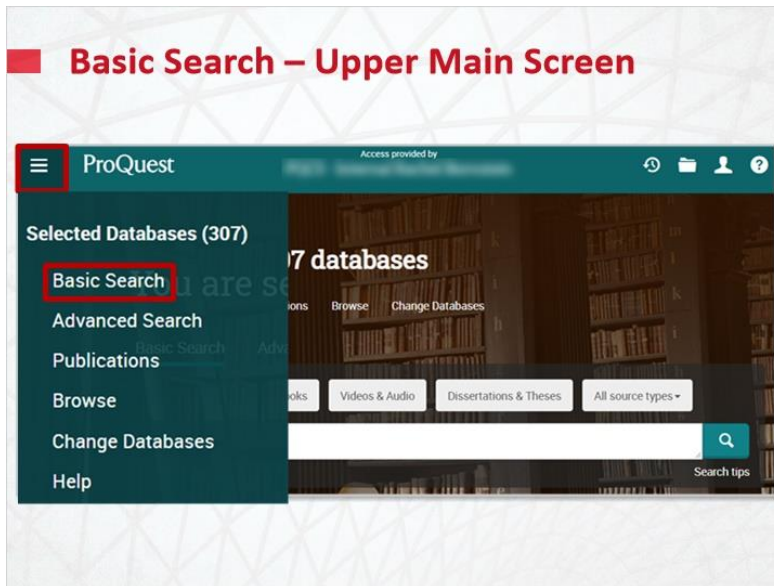
Depending on the settings chosen by your ProQuest administrator, the Basic Search page may be the first page you see when accessing the ProQuest platform. If you see a different page, you can open the hamburger menu found on the top left of all pages within the ProQuest platform. Select Basic Search from that menu to navigate to the Basic Search page.

The search box on the Basic Search page of the ProQuest platform allows you to enter one or more search terms.

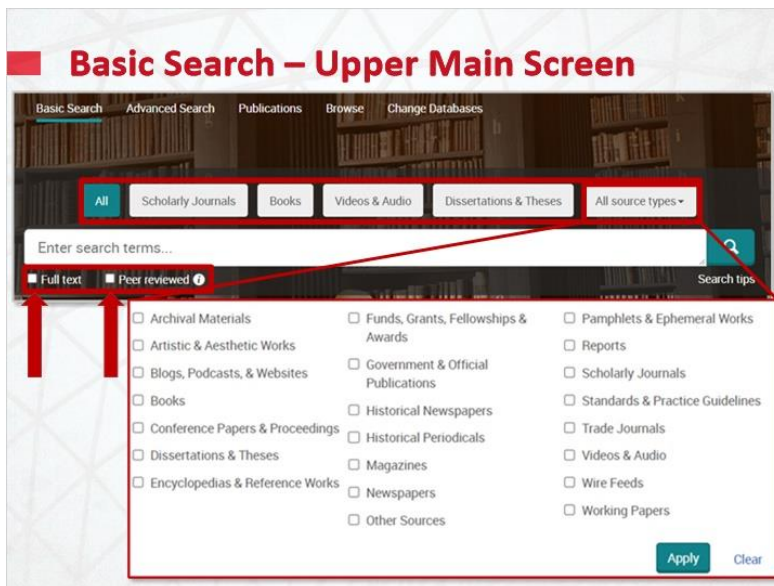
Before running a search, you may select one of the checkboxes below the search box to return only Full text or Peer reviewed content and limit or focus your search. If you select the "Full text" checkbox, the platform will only retrieve documents for which the full text is provided, rather than only a citation or abstract. Selecting the "Peer reviewed" checkbox will limit your search to research that has undergone an official editorial process involving review and approval by the author's peers.

Above the search box, the main menu bar provides options to search for the most commonly sought-out source types. The option for All source types expands a menu where you can select from the complete list of available source types.

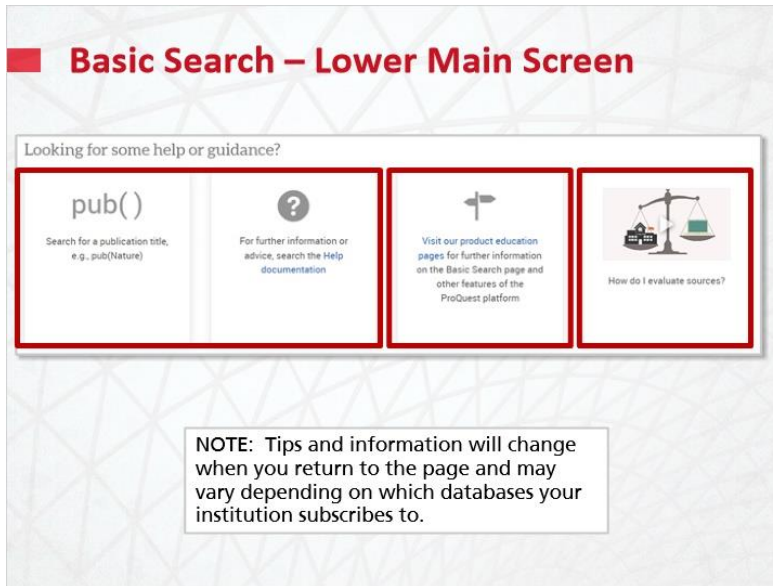
## Hamburger menu (Slide Layer)



## Basic Search filters (Slide Layer)



## 1.5 Basic Search - Lower Main Screen



**Basic Search – Lower Main Screen**

Looking for some help or guidance?

**pub()**  
Search for a publication title,  
e.g., pub(Nature)

**?**  
For further information or  
advice, search the Help  
documentation

**→**  
Visit our product education  
pages for further information  
on the Basic Search page and  
other features of the  
ProQuest platform

**How do I evaluate sources?**

**NOTE:** Tips and information will change when you return to the page and may vary depending on which databases your institution subscribes to.

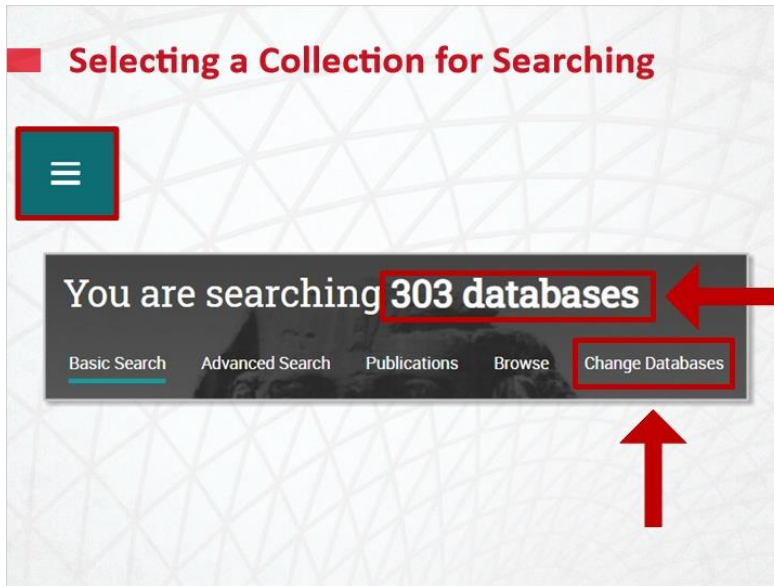
### Notes:

The lower portion of the main Basic Search screen provides access to search help and guidance.

Please note that tips and information in this portion of the page will change when you return to the page and may vary depending on which databases your institution subscribes to.

There may be suggestions and strategies for searching in the ProQuest platform. There may be a link to educational pages about ProQuest resources. Finally, there may be videos with core information literacy principles to write and support your paper, such as finding, evaluating, and using resources.

## 1.6 Selecting a Collection for Searching



### Notes:

The top of the main landing page highlights the total number of databases you are searching. This number depends on the total number of databases subscribed to by your library and whether all of them are being searched or a subset.

Before running a search, it can be helpful to limit your search to the content most appropriate for your subject matter. One way to do this is to select specific databases to search. You can do this from the Basic Search screen by selecting Change Databases from the menu bar. If you do not see a link to Change Databases, you can select it from the hamburger menu found throughout the ProQuest platform on the upper left portion of the page.

The resulting page will list all of the ProQuest platform databases or collections that your institution subscribes to. All the databases you are currently searching will be checked. You can use the checkbox labeled "Select all" to toggle between all databases being selected and none of them being selected.

You may toggle between the Brief view or the Detailed view as per your preference. In either view, you can select a database title to open a dedicated Basic Search for the selected collection. Green information links provide additional detail about each database or collection. In Detailed view, a "View title list" link allows you to download the latest title list for any database or collection.

Sometimes the name of a database or collection is less helpful for narrowing a search than having a specific subject area on which to focus. In the upper right, selecting "View by subject" will change the list of your institution's databases to display a list of subject areas instead.

When viewing by subject, you can select the checkmarks next to your desired subject or subjects or click directly on a subject area to focus searches on that subject.

To choose multiple options from any of these views, select the relevant checkboxes and then select the "Use selected databases" button on the upper right to return to your newly customized Basic Search screen.

## Selecting a Collection for Searching Slide 2 (Slide Layer)

### Selecting a Collection for Searching

**Select Databases**

Tip: Add database shortcuts, making it easier to select one or more favorite databases.

Select databases to search, then click **Use selected databases** to go to the search form.

Brief view | Detailed view | View by name | **View by subject**

**Select all** |  Full Text Included

- Academic Video Online**  
Academic Video Online makes video material available with curricular relevance: documentaries, interviews, performances, news programs and newscasts, and more.  
Subject Area(s) Unassigned
- American Periodicals (1740 - 1940)**  
American periodicals of general interest, children's publications, journal articles for women, Civil War - magazines and journal articles.  
Subject Area(s) Literature & Language, Social Sciences, History, The Arts  
New title list
- The Annual Register: A Record of World Events (1758 - current)**  
The Annual Register: A Record of World Events has been published every year since 1758. It is a valuable source of contemporary topics, historical context and biographical information for the historian.  
Subject Area(s) Literature & Language, Social Sciences, History  
New title list
- Art, Design & Architecture Collection (1973 - current)**  
Current and comprehensive indexing for fine art, art history, architecture, design and applied arts.  
Subject Area(s) Social Sciences, The Arts  
View title list

## Selecting a Collection for Searching Slide 3 (Slide Layer)

### Selecting a Collection for Searching

**Select Databases**

Tip: Add database shortcuts, making it easier to select one or more favorite databases.

Select databases to search, then click **Use selected databases** to go to the search form.

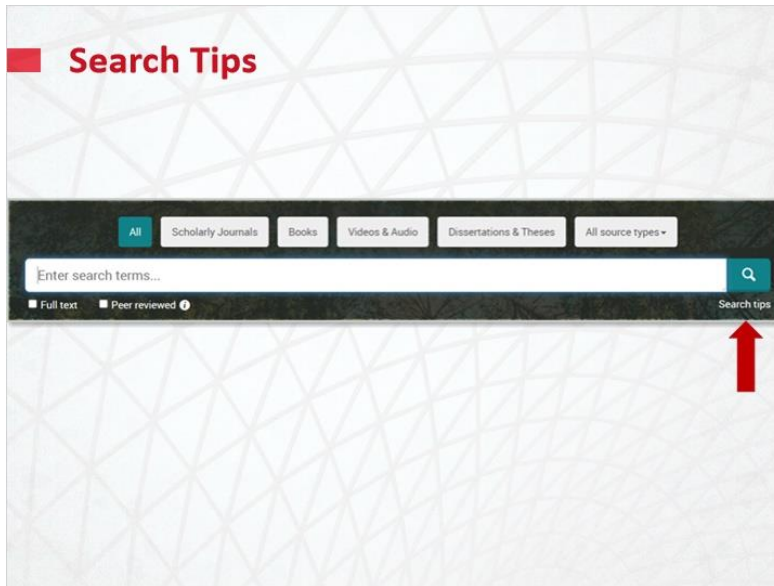
Brief view | Detailed view | View by name | View by subject

**Select all** |  Full Text Included

<input checked="" type="checkbox"/> <b>The Arts databases</b>	Search The Arts subject area
<input checked="" type="checkbox"/> <b>Business databases</b>	Search Business subject area
<input checked="" type="checkbox"/> <b>Dissertations &amp; Theses databases</b>	Search Dissertations & Theses subject area
<input checked="" type="checkbox"/> <b>Health &amp; Medicine databases</b>	Search Health & Medicine subject area



## 1.7 Search Tips

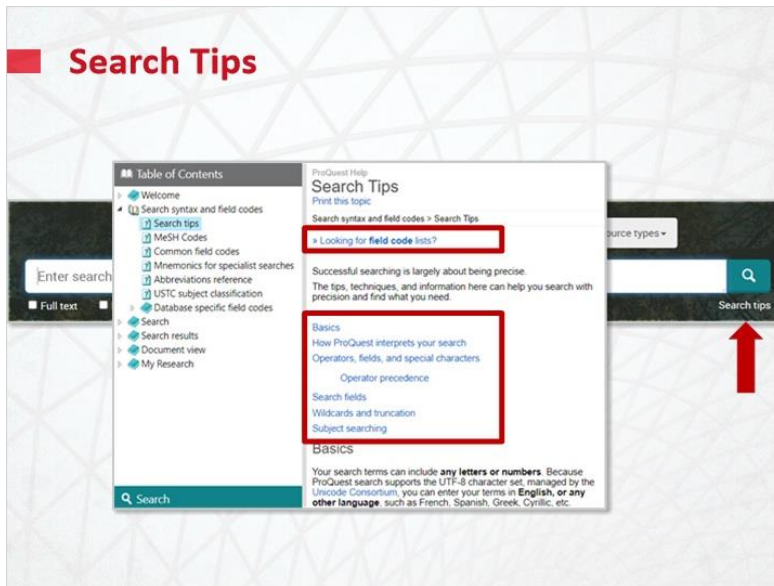


### Notes:

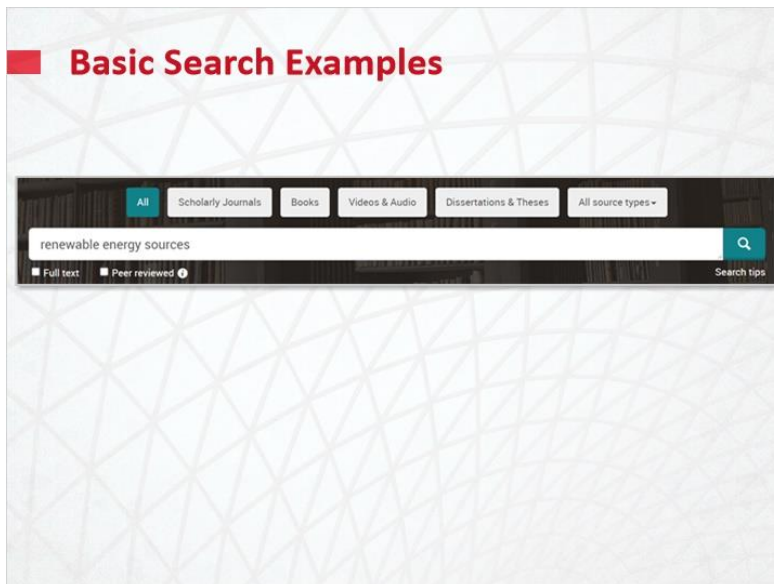
Even when using **Basic Search**, the most frequently used search field functions are available for use.

On the main search screen, clicking **Search Tips** will provide access to an index of searchable topics that help explain your options in building a search, such as common field code abbreviations, operators, or wildcards.

## Search Tips Slide 2 (Slide Layer)



## 1.8 Basic Search Example



### Notes:

A Basic Search may be simply a few words typed out or may use various search tools.

Here is a sample Basic Search that is just composed of keywords.

The words 'renewable energy sources' are entered in this search with no operators or field codes. This is a broad search that will return a large number of results, which can be filtered down on the search results page.

Here is an example of a complex search that uses search tools.

In this search, “renewable energy sources” is placed in quotation marks. This will require all returned results to contain this exact phrase.

The second part of the search will be run first because it is in parentheses. Inside the parentheses is a proximity search between the words ‘hydro’ and ‘generator.’ The proximity equation connecting them is N/15, which means that those terms must be found within fifteen words of each other in any returned result.

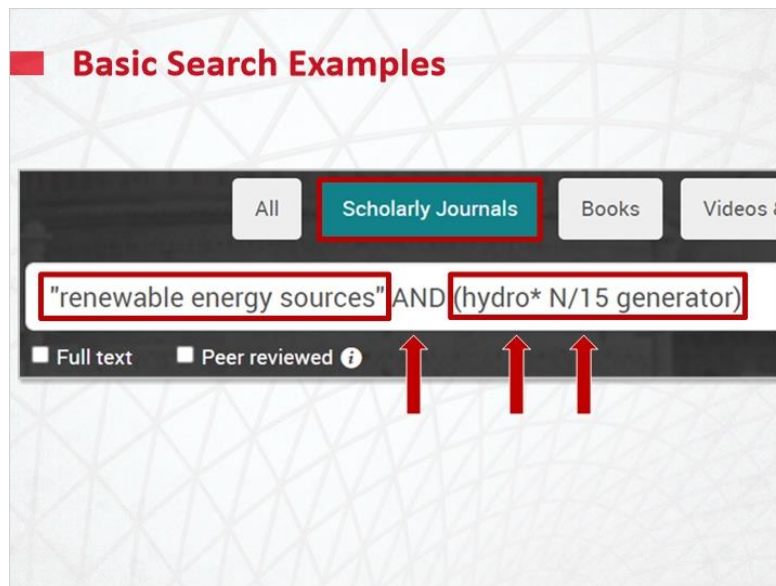
The word “hydro” is truncated with an asterisk to include various possible endings to the root term, including hydro (by itself), hydroelectric, or hydrogen.

Finally, the first and second parts of the search are connected with a Boolean operator: “AND.” This means that both the first and second parts of the search must be included in all returned results.

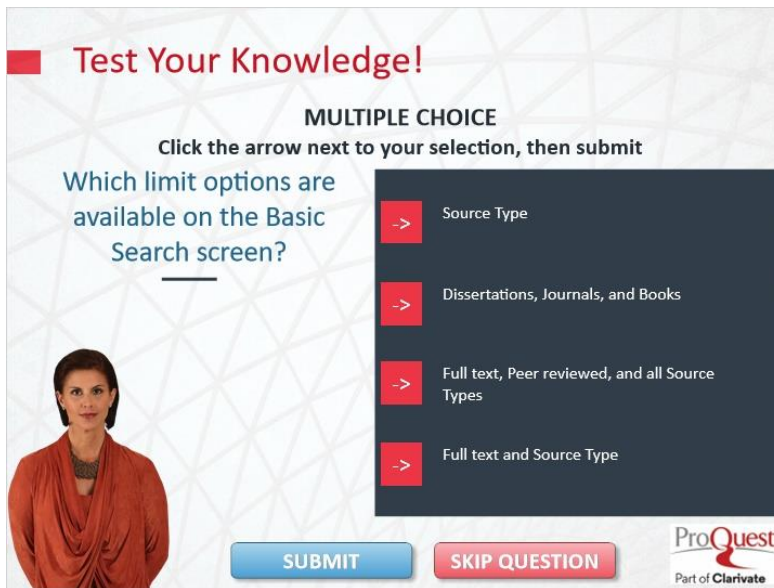
Before submitting the search, the “Scholarly Journals” button was selected to limit the results by source type.

This more complex search will return a much smaller number of results that may require less filtering. Depending on the type of research you are doing, either approach can be effective. For more search tips and strategies, visit the ProQuest Platform LibGuide. A link is provided at the end of this session.

## Second search example (Slide Layer)



## 1.9 Test Your Knowledge



**Test Your Knowledge!**

**MULTIPLE CHOICE**

Click the arrow next to your selection, then submit

Which limit options are available on the Basic Search screen?

- > Source Type
- > Dissertations, Journals, and Books
- > Full text, Peer reviewed, and all Source Types
- > Full text and Source Type

**SUBMIT** **SKIP QUESTION**

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The screenshot shows a woman in a red top on the left side of the interface.

### Notes:

Test Your Knowledge!


Click the arrow next to your selection, then submit to check your answer.

Which are the limit options available in the Basic Search?

Incorrect. The correct answer is Full text, Peer reviewed, all Source Types.

That's correct. Congratulations! Press Continue to move ahead.

## 1.10 Summary



**Summary**

**LEARNING OBJECTIVE**

Create searches using keywords and limiters from the Basic Search screen

**LEARNING OBJECTIVE**

Select specific databases to search

**LEARNING OBJECTIVE**

Recall where to find ProQuest Platform search tips

ProQuest.  
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### Notes:

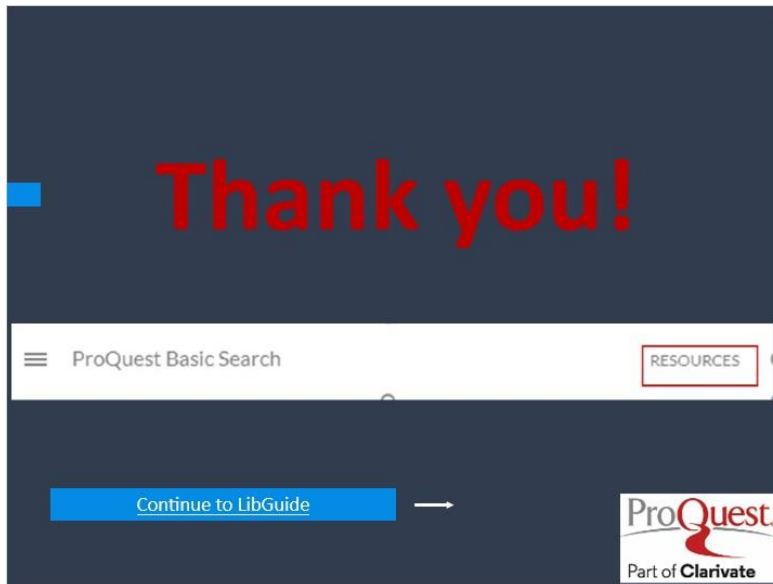
This session has covered the following learning objectives

Create searches using keywords and limiters from the Basic Search screen

Select specific databases to search,

and Recall where to find ProQuest Platform search tips.

## 1.11 Thank you!



### Notes:

This concludes this session. Thank you for joining! To learn more, please click on the **Resources** link, as illustrated, in the upper right corner of this session player, or visit our ProQuest Platform LibGuide Product page by clicking the LibGuide link at the bottom of this screen.

## 1.12 Copyright

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