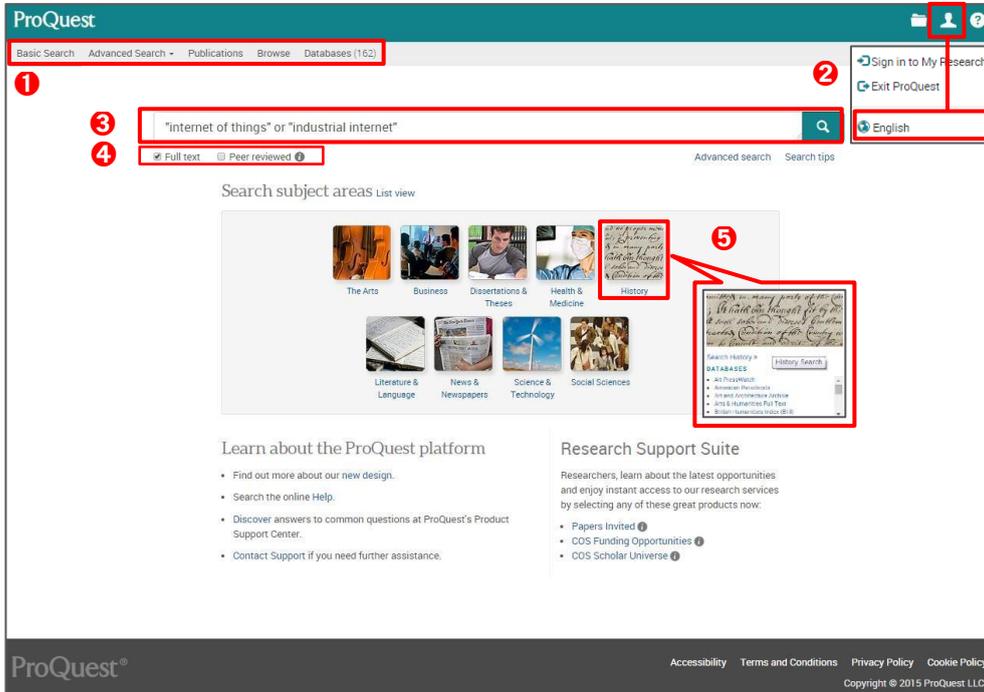


ProQuest Platform's easy navigation and simple search options allow you to find the relevant information that you need very quickly.

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

## Basic Search



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

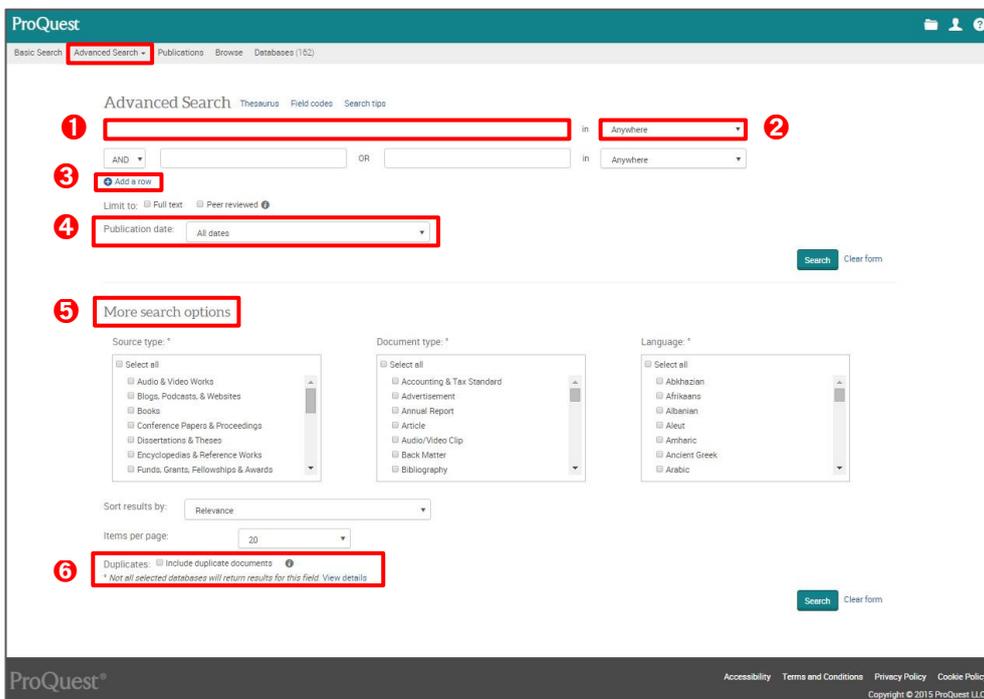
**2 Interface Language**  
There are as many as 17 language options to select.

**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



**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.

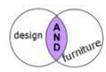
**5 More Search Options** There are further search options available such as Source type / Document Type / Language/ Sort results by / Items per page etc.

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

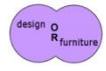
\* You can save the search strategies that you created in Advanced Search from the search result page. You need to create the My Research account explained in P.4.

\* Please click [Clear form] button when you want to clear the previous search strategy and create a new one.

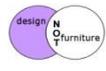
**Search Tips –Operators**



**AND:** Look for documents that contain **all** of your words or phrases.  
e.g. design AND furniture -> Search records that contain both 'design' and 'furniture'.



**OR:** Look for documents that contain **any** of your words or phrases.  
e.g. design OR furniture -> Search records that contain 'design' or 'furniture'.



**AND NOT:** 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**

**\*(asterisk)-----**You can widen your search by putting \*at the end of your keyword.

e.g. econom\* -> Look for documents with economics, economic, economy, economist etc.

**?-----**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 -> Look for documents with woman, women etc.

**“ ”-----**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.

**( )-----** The condition bracketed with ( ) is prioritized than the other condition(s) set.

e.g. (british OR english) AND music → This sample search strategy looks for documents that contain firstly 'british' or english', and secondly contain 'music'.

british or english and music → This search strategy in contrast looks for documents that contact 'british', or both 'english' and 'music'.

**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** Narrow results by: Filter by Full text, Peer reviewed, Source type, Publication date, etc.

**2** Search within: Input field to narrow results by keyword.

**3** Preview: Clickable icon to view abstract/index.

**4** Selected Items: Checkboxes to select records for actions like print or email.

### 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.

Search Within

### 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** Hide highlighting: Toggle to remove highlights.

**2** Full Text: Toggle to view the full document text.

**3** References: Clickable icon to view references.

**4** Cited by (5): Link to view documents that cite the current document.

**5** Search with indexing terms: Dropdown menu to search by subject terms.

### 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.

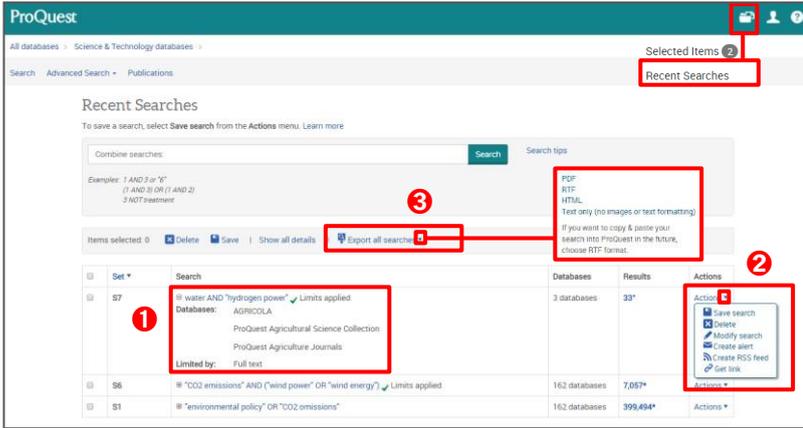
### 4 Cited by & Documents with shared references

- \* 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



### 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.

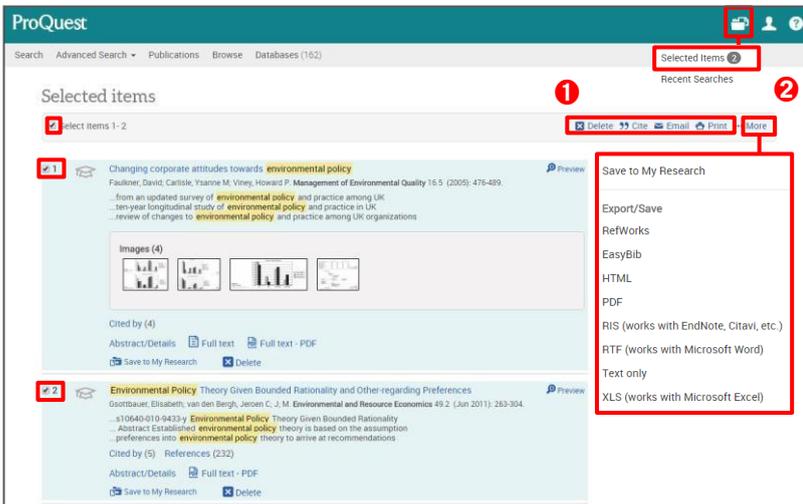
### 2 Actions

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



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.

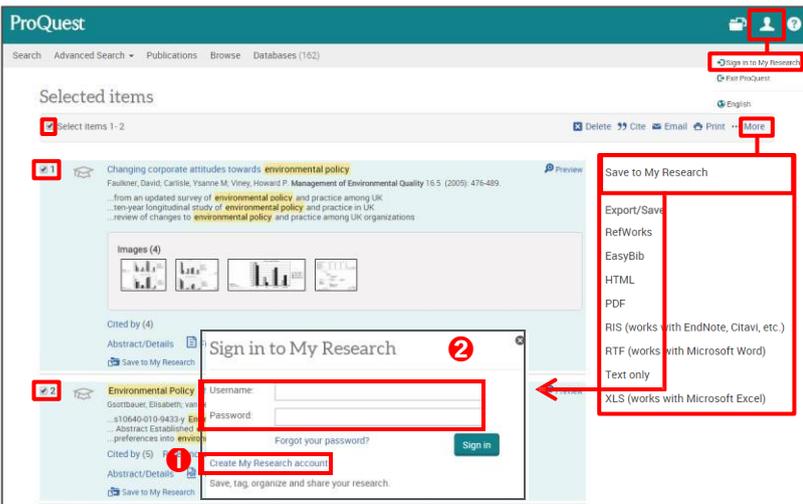
### 2 Search Results Output - 2

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



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.

### ProQuest

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