





ProQuest Direct is an online information service that allows users to search for information from more than 4,000 periodicals, newspapers and other resources. Many articles are available in full text with images in HTML and Adobe Acrobat .PDF formats. Records and articles may be saved to disk, e-mailed or printed, and coverage of many publications extends back ten years or more. You may log in to ProQuest from remote locations (i.e. locations outside the library) including home, the public library, etc..

CONNECTING TO PROQUEST

1. You can access ProQuest from the NYIT Library homepage: <http://www.nyit.edu/library>
2. Select the heading **Databases by Title**.
3. Scroll down the page and select the heading **ProQuest Direct**.
4. When logging in from on-campus you will immediately be placed in the "Basic Search" mode. When logging in from off-campus, you are required to enter your username and password. As above, you will immediately be placed in the "Basic Search" mode.

BASIC SEARCH

ProQuest defaults to a search by key word in the basic search mode. You may type a word or phrase (e.g. learning styles) and click the search button. Your search results will appear, along with symbols indicating whether an article includes an abstract, is available in full text, includes graphics, or is viewable in the Adobe Acrobat .PDF format.

| Proquest Symbols Explained | |
|---|---|
|  | Citation/abstract that can be e-mailed or downloaded as a text file. |
|  | Full text that can be e-mailed or downloaded as a textfile or html file. |
|  | Text + images that can be e-mailed (minus images) or downloaded as a text or html file. |
|  | Page image that can be downloaded as a PDF file. Requires adobe acrobat reader. |

Once you have looked at the search results and have singled out an article of interest, click the article title (look for blue text) and the record will appear. You may then view, print, or e-mail the record.

TIP: You may limit your results to "Full text articles only" or "Scholarly journals" by checking the appropriate box prior to performing a search.

ADVANCED SEARCH

1. Click the **Advanced Search** tab (top left corner of screen).
2. Three main search boxes will appear, providing you with the option to utilize one, two or all three at the same time. To the left and right side of each search box are arrows, providing you with options to control your search. These arrows enable you to:
 - a) search using the **boolean operators** "and", "or", "and not," etc. (left side of interface).
 - b) Search *very* specifically by author, publication title, abstract, article title, company, location, subject, etc. (right side of interface).

TIP: You may search for electronic versions of journals in all NYIT databases simultaneously by using the NYIT Electronic Journal Locator. This tool is located on the lower left side of the library's homepage.

Advanced Search Example:

1. In the first search box, type the term **autis***, which is the truncated form of autism and autistic.
2. In the second box, type **early intervention**.
3. In the third box, type **terhune** (who is an author) and click on the arrow to the left side of this box selecting **"and not."** This configuration will search for articles on autism and autistic and early intervention, but articles not by author Chad Terhune. You may then view, print, or email the results.

BROWSE PUBLICATIONS

1. Click the tab at the top of the screen marked **Publications**.
2. Enter all or part of a magazine, newspaper or journal title. Click **Search**.
3. If your search is successful a list of journal titles will appear. After you select a title, a list of issues will appear in reverse chronological order. Click the issue of interest, and a list of articles will appear.
4. Once you have looked at the search results and have singled out an article of interests, click the article title (it's blue) and the record will appear.

Note: If you would like to view publications that may include similar subject matter, you can search by entering the keyword of a title. Example: i) a search using the keyword "training," would returns results including the publications "Training & Development," "Journal of Athletic Training" and "Training Tomorrow"; ii) a search using the keyword "education" will return a list of over 70 journals, each with the term education in its title.

THE FOLLOWING APPLIES TO ALL SEARCH MODES IN PROQUEST

1. You may **limit** searches in a number of ways:
i) by date range, ii) to full text articles, iii) by publication type, or iv) to scholarly journals.
2. The **truncation** option is also available. Type in the root of a term and end the term with a question mark (*), and you will retrieve various forms of the word. Example: the search chromoso* retrieves chromosome, chromosomes, chromosomal and chromosomally.

E-MAILING SEARCH RESULTS

Records and full text articles can be e-mailed from either a marked list or an article display.

To e-mail a single article click the yellow **Email** button on the document view screen. To e-mail a marked list, click the **My Research** tab at the top of the screen, and select **Email Marked Documents** (blue words, right side of screen). This will bring you to a form that will allow you to e-mail your list of documents.

PRINTING SEARCH RESULTS

1. To print an article you must be viewing the article in question. Click the yellow button marked **Print**.
2. If prompted by a dialog box click **Print**.
Otherwise, click **File-Print** (Ctrl P) at top of your browser and follow the onscreen instructions.
Note: you may have to click anywhere in the article to activate the page.

PRINT YOUR BIBLIOGRAPHY

You can print a **bibliography** for the articles you have added to your Marked List, or cut and paste them into your report. On the My Research page, check the box next to each article you want to include in the bibliography, then click **Create your bibliography**. You see the **Print Bibliography** page.

1. Under Format, select whether to print only the citations, or the article summaries (which include both the citation and abstract).
2. Under Citation style, select the citation format you want to use:
 - [ProQuest Standard](#)
 - [AMA](#)
 - [APA](#)
 - [Chicago: Author-Date](#)
 - [Chicago: Humanities](#)
 - [MLA](#)
 - [Turabian](#)
3. Click **Print**.

SEARCHING TIPS

1. Too many results? Decrease your search results by: i) limiting the date range being searched, and ii) being more specific *i.e.* adding more search terms.

2. Require more results? Increase your search results by: i) using "**or**" between terms, ii) using the truncation symbol * at the end of a word, and iii) lengthening the date range being searched

3. Always pay attention to your searching scenario. Are you *only* searching a current date range? Are you *only* searching citations and abstracts, as opposed to full text?