**PROQUEST QUICK GUIDE**

**THIS GUIDE WILL GET YOU STARTED WITH THE BASIC FEATURES OF PROQUEST!**

**STEP 1: BHHSLIBRARY.COM, CHOOSE RESEARCH & TOOLS-🡪DATABASES**



**STEP 2: CHOOSE PROQUEST. USERNAME/PASSWORD IS ONLY NEEDED FOR PHONE OR HOME ACCESS!**

**Username = BEVERLYHHS**

**Password = Normansbhhs1# (password is case sensitive)**

**STEP 3—USE BASIC SEARCH, CHECK “FULL TEXT” BOX & ENTER YOUR SEARCH TERM(S)**



**STEP 4—APPLY SOURCE TYPE FILTERS TO RESULTS.**



CHOOSE to sort by MOST RECENT FIRST. This will put the newest results FIRST.

Next, click on MORE OPTIONS to eliminate source types you do NOT want to use (see Step 5).

CHOOSE the sources you want to INCLUDE and the ones you want to EXCLUDE in the pop-up box.

Click APPLY.

**STEP 5—CHOOSE SOURCE TYPE**.

**STEP 6—CHECK YOUR SORTING AND FILTERING.**

MAKE SURE YOUR SORT IS “NEWEST FIRST”.

Look at your Applied Filters. You can eliminate any of these filters by clicking on the X next to the filter.

Click on “Enter a date range”



**STEP 7—NARROW DOWN RESULTS BY EXACT DATES.**



**STEP 8—ENTER THE DATE RANGE AND CLICK “UPDATE”.**



Use the ABSTRACTS of articles to screen them (abstracts are summaries of the articles).

Click on Abstract/Details to see author, sources and the URL of the article (you need the URL for presentations etc.)

**STEP 9—USE ABSTRACTS TO SCREEN ARTICLES.**



**STEP 10—USE THE TOOLBOX TO CITE, PRINT, EMAIL OR SAVE THE ARTICLE. IF YOU CREATE AN ACCOUNT AND CLICK “ADD TO SELECTED ITEMS”, YOU CAN SAVE YOUR RESEARCH AND LOG ON LATER TO RETRIEVE IT (SEE STEP 11).**



STEP 11—THE USER TOOLBAR HAS SEVERAL USEFUL FUNCTIONS!



1 = SEARCH HISTORY

2 = ARTICLES SAVED TO ONLINE FOLDER

3 = REGISTER FOR A FREE ACCOUNT TO SAVE AND RETRIEVE ONLINE!

? = USER GUIDE

**STEP 12—SUMMARY**

1. **ALWAYS USE FULL TEXT!**
2. **REGISTER FOR A FREE ACCOUNT SO YOU CAN SAVE ARTICLES!**
3. **PROQUEST WILL CITE YOUR ARTICLES FOR YOU!**
4. **EMAIL ARTICLES TO YOURSELF, YOUR TEACHER, AND YOUR WORK PARTNERS!**
5. **USE THE ABSTRACTS (SUMMARIES) TO GET AN IDEA OF WHAT EACH ARTICLE IS ABOUT SO YOU KNOW IF IT’S WORTH YOUR TIME TO READ THE WHOLE ARTICLE!**
6. **USE THE FILTERS TO SELECT SOURCE TYPES, NARROW BY DATES, AND MORE.**