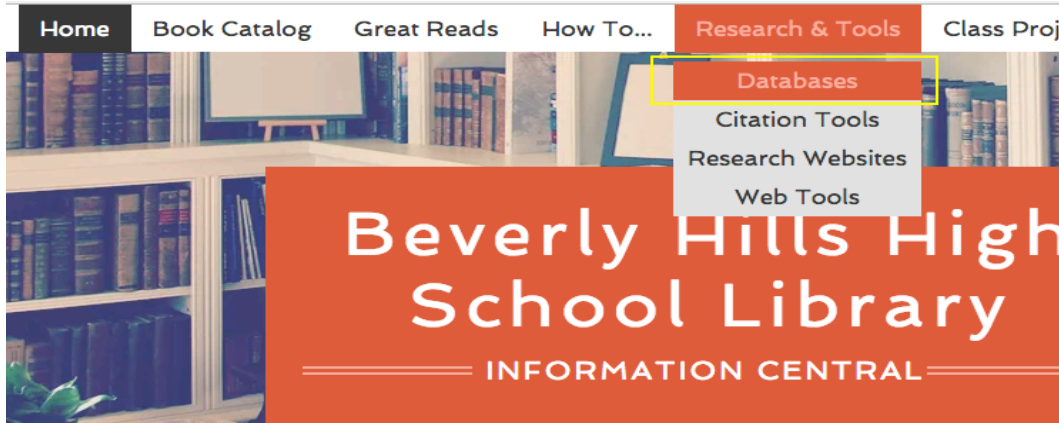# PROQUEST QUICK GUIDE

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

STEP 1: BHHSLIBRARY.COM, CHOOSE RESEARCH & TOOLS→DATABASES
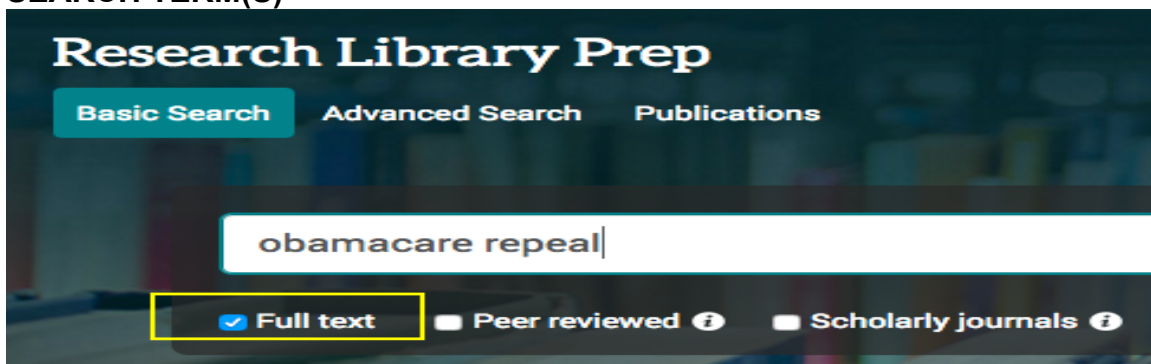

STEP 2: CHOOSE PROQUEST. USERNAME/PASSWORD IS ONLY NEEDED FOR PHONE OR HOME ACCESS!

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.

22,091 Results   Search within

✓ Relevance
Oldest first
Most recent first   Sort

Narrow results

Full text   ⌄

Peer reviewed   ⌄

Scholarly journals   ⌄

Source type   ⌃

▤ Newspapers (11,928)
▦ Reports (5,590)
⊕ Blogs, Podcasts, & Websites (2,136)
▣ Magazines (1,018)
▯ Other Sources (626)
More options...

STEP 5—CHOOSE SOURCE TYPE.

Source type   ×

Include	Exclude	Source type	Count ▼
☑	☐	▤ Newspapers	11,928
☐	☑	▦ Reports	5,590
☐	☑	⊕ Blogs, Podcasts, & Websites	2,136
☑	☐	▣ Magazines	1,018
☐	☑	▯ Other Sources	626
☐	☑	▤ Trade Journals	582
☐	☑	⊜ Scholarly Journals	196
☐	☑	▤ Wire Feeds	15

Cancel   **Apply**

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 6—CHECK YOUR SORTING AND FILTERING.

12,946 Results   Search within

Relevance ▼ | **Sort**

Narrow results

Applied filters

Source type:
(Newspapers ☒ OR Magazines ☒) NOT
(Reports ☒ AND Blogs, Podcasts, & Websites
☒ AND Other Sources ☒ AND Trade
Journals ☒ AND Scholarly Journals ☒ AND
Wire Feeds ☒)
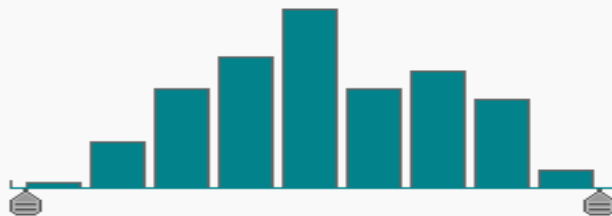
MAKE SURE YOUR SORT IS "NEWEST FIRST".

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

STEP 7—NARROW DOWN RESULTS BY EXACT DATES.

Publication date ︿

2009 - 2017 (years)

Enter a date range | **Update**

Click on "Enter a date range"

STEP 8—ENTER THE DATE RANGE AND CLICK "UPDATE".

Enter a date range Hide

(Valid formats: yyyy-mm-dd, yyyy-mm, yyyy)

Starting: 2017-01-05

Ending: 2017-01-12

Update

STEP 9—USE ABSTRACTS TO SCREEN ARTICLES.

‹ Back to results ‹ 5 of 198 ›

GOP offers no details on Obamacare repeal: Leaders refuse to outline plan on replacing law

Mascaro, Lisa; Levey, Noam N. Chicago Tribune [Chicago, Ill] 05 Jan 2017: 1.
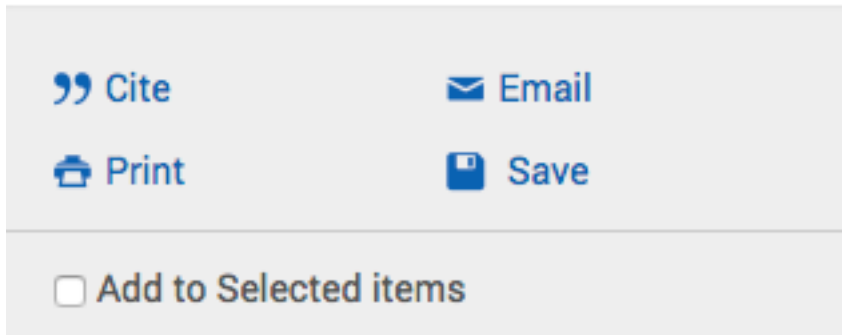
Full text | Abstract/Details

Abstract Translate [unavailable for this document]   Hide highlighting

Neither President-elect Donald Trump nor Vice President-elect Mike Pence, who met with House and Senate Republicans at the Capitol, offered lawmakers details about their repeal plan – a centerpiece of their winning campaign – short of vague promises that Trump would take executive action after he assumes office in just over two weeks.

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 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.**