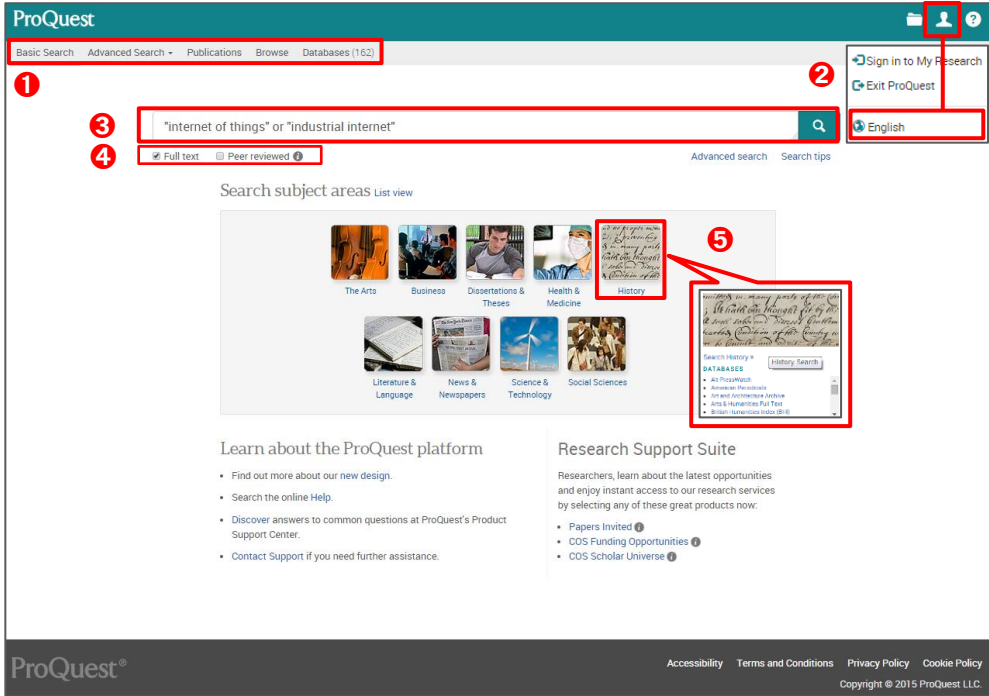


ProQuest Platform's easy navigation and simple search options allow you to find the relevant information that you need very quickly.
 (* Your screen may look different depending on the types of databases your library subscribes)

Basic Search



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

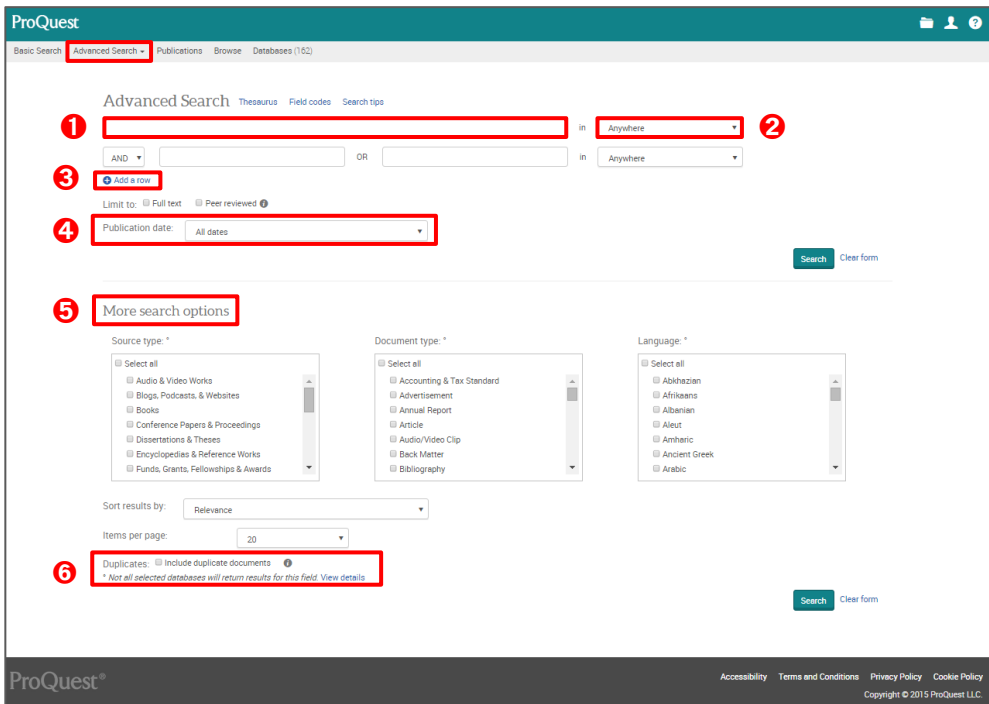
2 Interface Language
 There are as many as 17 language options to select.

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	
<p>*(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.</p> <p>? -----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.</p> <p>“ ” -----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.</p> <p>()----- 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'.</p> <p>british or english and music → This search strategy in contrast looks for documents that contact 'british', or both 'english' and 'music'.</p>	

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 Narrowing Results: The left sidebar contains various filters such as Full text, Peer reviewed, Source type, Publication date, and Classification.

2 Search within: A search box above the results list allows for refining the search within the current results.

3 Preview: A 'Preview' button is located next to each search result entry.

4 Check Box: A checkbox is provided for each result to facilitate bulk actions like printing or emailing.

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.

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: A button to toggle document highlighting.

2 Full Text: A button to view the full text of the document.

3 References: A button to view the references for the document.

4 Cited by (5): A button to view documents that have cited the current document.

5 Search with indexing terms: A sidebar menu that allows searching for related documents based on 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.)

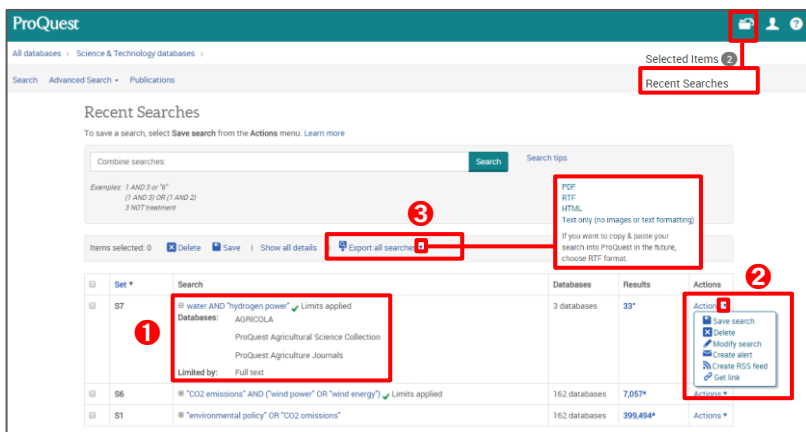
2 Keyword Navigation on Full Text
 [Turns on search term navigation] allows you to jump to the next page where the keyword is. Navigate with ◀ ▶ that are displayed both before and after the keywords.

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

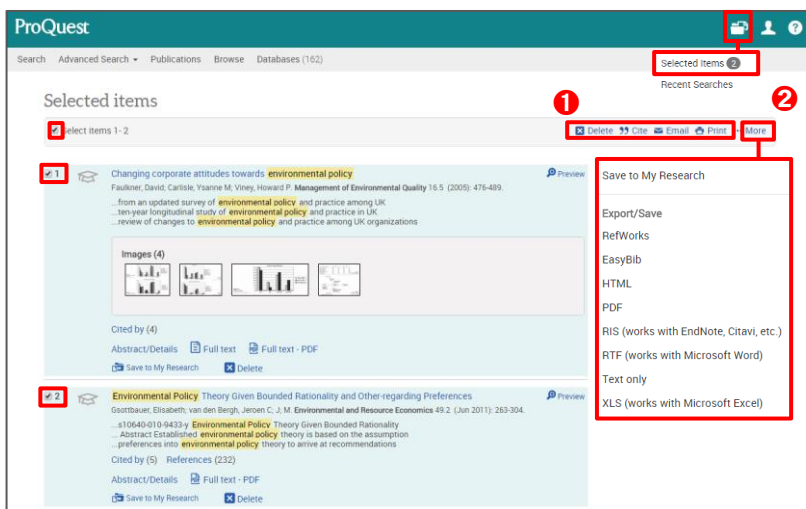


1 Viewing Used Databases
 You can display the list of databases that were used in each search. The other filtering options used are also shown here.

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

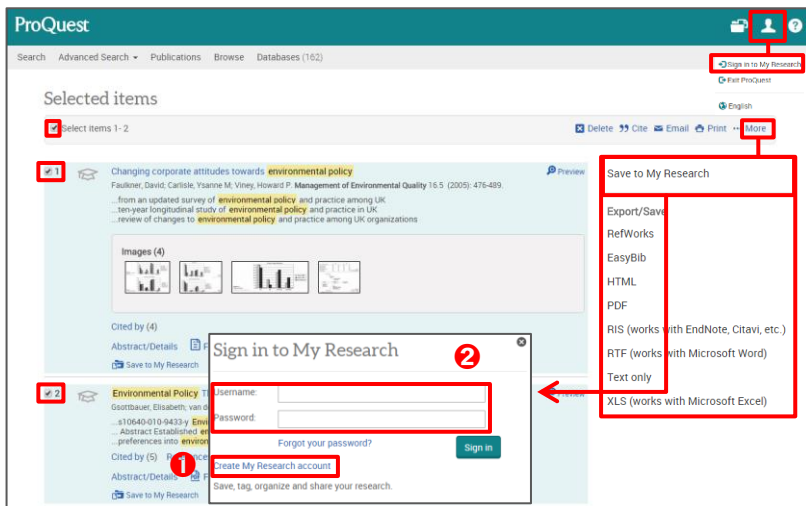


You can save searched records with ticked boxes at once. You can also apply other options to the results.

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.

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