**ProQuest User Guide**

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# A: Accessing ProQuest Databases and Creating a Personal Account

**1. Accessing ProQuest Databases**

* Go to the Library Website: <https://www.northerncarealliance.nhs.uk/research-education/library>
* Select ‘Evidence Toolkit’ – Scroll down to the ‘Databases’ drop-down – Select ‘ProQuest’
* You may be prompted to sign in at this stage, or in a few steps’ time. **Sign in using your OpenAthens account** (Select ‘Northern Care Alliance’ as your institution if prompted).

This will take you to the following **ProQuest** front page ***or* to the ‘Select Databases’ screen** (in which case jump to step 3):

A screenshot of a computer

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**2.** From the menu across the top, you can choose the database you would like to search by clicking on **‘Change Databases’**:

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**3.** Select the database you want to search, for instance **PsycINFO.** Then click **‘Use selected databases’**. *We recommend searching one database at a time***:**

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**4.** Onceyou have selected a database, you can begin searching. However**,** you will first need to **create a personal/research account** **to** **save your searches and results**. If you already have a personal account, login to it now.

**Click on the person icon in the top right corner:**

Graphical user interface

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**5.** From here, either **sign into your existing Research Account, or select ‘Create My Research Account’:**

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# **B: Searching for Terms**

**To get back to the ProQuest front page, click on the ProQuest icon** on the top left:



**6. To start a search, click on ‘Advanced Search’:**

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**You can now start entering your search terms in the fields:**

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**7. To select which fields you would like to search, use the drop-down menus.** You can choose to search anywhere in an item’s record, or narrow your search down to specific fields:

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**8.** If you want to search more than one specific field, for example, Title and Abstract, you need to search for these on separate rows using ‘**OR’. Once you’ve entered your search term, select ‘Search’:**

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**9.** This will take you to the results page. **To see your current search, click on ‘Recent Searches’ or the clock icon:**

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**10.** This will show you your search strategy so far.

To search further, you will need to get back to the **Advanced Search** by clicking on **the three lines** on the top left-hand corner:

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**Repeat steps 7-10 for all keywords.**

# **C: Searching for Subject Headings**

11**. To search for Subject Headings, select Thesaurus from the menu bar.** *Make sure to clear the search fields of previous keyword searches:*

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**12. Type in what subject headings you want to search for and click ‘Find’**:

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**13.** The Thesaurus may have exactly what you’re looking for, or offer suggestions to other subjects – have a go at searching for alternative terms too. **Click on the relevant heading if there is one**:

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**14. Tick the term(s) you want to use and click on ‘Add to search’.** The Thesaurus will suggest broader and narrower terms, which you can also select, or **click on the notes icon to find out more about each term**:

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**15.** This will add the subject heading to the search field. **Click ‘Search’ to search for the subject heading:**

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**Repeat steps 11-15 for all subject headings.**

**Head back to your Recent Searches (by clicking the clock icon – see Step 9) to combine your search terms.**

# **D: Combining Search Terms and Subject Headings**

**16. Combine your terms and subject headings by typing OR between the line numbers you want to combine (without the preceding ‘S’)** E.g., 1 OR 2 OR 3

Then click ‘Search’:

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**Head back to ‘Recent Searches’** (or click the clock icon) to view your strategy so far, including the results for the first concept (Line 4 in the example below):

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**Repeat steps 7-16 to search for the rest of your concepts.**

**17.** **Once you have searched all your concepts, combine them using ‘AND’ and click ‘Search’.** In the below example, line 4 combines the results for one concept (passive smoking) and line 9 for the second concept (cancer):

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# **E: Filtering and Saving Results**

**18.** On the results page, **you can filter down your results** by publication date, language, gender etc. on the left-hand side options bar:

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**19.** **You can save individual results by ticking their selection box and clicking the ‘Save to My Research’ icon**. These results will now be saved in your ‘My Research’ folder:

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**20. To export results, select the results you would like to export and click on the 3 dots to view all save options.**

From here you can save your results in your Research Folder, send them via email, export to reference management software or save them as PDF:

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**21.** As well as saving the results, **we highly recommend saving your search**. To view your search, **head back to your Recent Searches by clicking the clock icon:**

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**22. Select the search lines and click ‘Save’:**

Text, email

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**23. Give your search strategy a name** and add comments if you wish**.**

**Click ‘Save’:**

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**24. You can access your saved searches and saved results from your account menu:**

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More questions? Book onto a training session with one of our experts:

<https://www.northerncarealliance.nhs.uk/research-education/library>

[evidence@nca.nhs.uk](mailto:evidence@nca.nhs.uk)

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