ProQuest Direct provides access to a suite of databases via a single search interface. Databases include ABI/INFORM, American Medical Association Publisher Database, National Newspaper Abstracts, ProQuest Newspapers, ProQuest Reference Asia, and Research Library. ProQuest Direct also contains a collection of databases providing access to historical periodicals such as the New York Times, Washington Post, Los Angeles Times, Wall Street Journal, and Christian Science Monitor. The time period covered will vary from database to database.

<table>
<thead>
<tr>
<th>Connecting</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Via MEDCat</strong></td>
<td><strong>Via E-Resources</strong></td>
</tr>
<tr>
<td>- Go to medcat.med.nyu.edu.</td>
<td>- Go to library.med.nyu.edu.</td>
</tr>
<tr>
<td>- Select Title Search.</td>
<td>- Click on E-Resources in the green navigation bar at the top of the screen.</td>
</tr>
<tr>
<td>- Search for ProQuest Direct.</td>
<td>- Under the heading “Databases,” select “All databases” or use the search box to search for ProQuest Direct.</td>
</tr>
<tr>
<td>- Click on the link Connect to: ProQuest Direct in the catalog record.</td>
<td>- Click on the ProQuest Direct link in the list of results.</td>
</tr>
</tbody>
</table>

Once you are connected you will be asked to select the database(s) that you wish to search. The default is to search all databases. Please note that historical and non-historical database cannot be combined for searching. You can modify your database selection(s) from the Basic and Advanced search screens by using the Database drop down menu located under the search box(es).

- To select a **single database**, click on the name of the database. A search screen will open.
- To select **multiple databases**, click the **Clear All Databases** link. Then click in the check box beside each database you wish to search. Click the **Continue** button to once you have made you selections.

**Searching**

Searches in ProQuest Direct are not case-sensitive. A search will be processed from left to right unless Boolean operators and/or parentheses are used. In this case, parenthetical search statements are processed first. ORed statements take precedence over AND, and AND NOT statements.

**Basic Search** (default)

- To perform a basic search, simply type in a word or two-word phrase and click the **Search** button.
- If a phrase is three or more words long, use double quotes (“ ”) to search for the exact phrase.
- You may use the Boolean operators, AND, OR, AND NOT, and parentheses to structure your search.

**Advanced Search**

Advanced searching allows for more control over a search by specifying the field in which a concept is searched. Field searching can help increase the relevance of the items retrieved by searching for terms in fields where they are likely to be most significant, or have the meaning you intend.

- Select the Advanced Search tab at the top of the screen to change to advanced search mode.
- Enter your first concept in the search box.
- Use the drop down menu to the right to select the search field to be searched.
- For each additional search line, select the appropriate Boolean operator. Enter your search term(s) in the search box, and select the search field. You can add or remove rows by clicking on “Add a row” or “Remove a row” located below the search boxes.
- When you have completed your strategy, click the **Search** button to execute the search.
Topics Search
The Topic Guide feature allows you to search within an index or browse within a hierarchical subject directory.

To search for a topic, type a word or phrase in the search box, and click the “Find Term” button. A results list will display in the bottom part of the screen.
- Select View documents to display results.
- Select Narrow by Related Topic to locate additional articles. If you select this option, The default is All Topics. Select one of the Index links at the top of the results list – Subjects, Companies/Orgs, People, Locations, Dates, Publications – to access results from other indexes.

To browse the Topic Guide, click on the browse the subject directory link located under the search box on the main Topic Guide screen. Click on the relevant topics until you are able to view articles. (Remember that a topic may be covered in more than one category.)

Publications Search
This search tab allows you to search for the title of a publication, and then browse by volume and issue, or search within the publication.

Applying Limits
You can apply additional criteria to Basic and Advanced searches to further increase the specificity of results, limit the number of items retrieved, or focus on a particular publication type.

Basic limits are listed on search screens below the search box(es). These include limiting by Date range, Full-text articles only, and Scholarly journals including peer-reviewed.

Additional limits are available by clicking on the More Search Options tab at the bottom of the search screen. These include limiting by Publication Title, Author, Search Field (“Look for terms in”), and Publication Type. You can also sort results by date or relevance.

Displaying
The list of search results will display automatically once you have executed a search. The default display is a brief citation format with ten items per page.

To change the number of items displayed per page, use the “Results per page” drop down menu in the lower right corner of the results list. The minimum is 10 items per page. The maximum is 30 items per page.

To display the abstract or full-text of an item, click on the title, or select one of the text display options listed below each citation. Display formats include: Citation, Abstract, Full-text (html), Text+Graphics (html with graphics), and Page image (PDF). Available formats will vary from item to item.

To display results by type of publication, use the publication type tabs at the top left of the results list. Publication types will vary depending on the results of each search.

Navigating
To move from page to page use the page numbers, or First, Previous, and Next links in the lower right corner of the results screen. You can also use the Back and Forward buttons in your Internet browser.

To return to the search screen, simply scroll to the bottom of the results screen. The search screen is available and will display your current search. You can modify the existing search or type in a new search. (Not available in Publication Search.)

To change search type, click on the appropriate search tab located at the very top of the screen. The main search tabs are available from every search and display screen in the database.
To return to a previous search, return to the main search screen, or locate the search box at the bottom of your results screen. Click on the Recent Searches link to display the list of searches you have performed. Click on the results link for the search results you wish to re-display. (Not available in Publication Search.) Alternatively, you can select the My Research tab at the top of the screen. This will allow you to access any marked records as well as previous searches. Click on the linked search strategy in the Recent Searches list to re-execute the search.

Exporting Documents

NOTE: Obtaining the full-text of an entire list of articles from ProQuest Direct is currently only possible via email.

To email full-text articles:
- Select the articles that you want by clicking the check boxes to the left of each citation.
- When you have finished making your selections, click the My Research tab at the top of the screen beside the search tabs. The list of selected articles will display.
- Select the Email marked documents option.
- A Print/Email formatting screen will display.
- Select the email options you desire from the available list, fill in the email form fields, and then click the Send Email button at the bottom of the screen.

Other Output Options

To print or email an individual article:
- Display the article in the format you wish to print.
- Click the Print or Email button located in the upper left corner of the results list under the heading Document View.

To print/save/email article citations and abstracts:
- Select the articles that you want by clicking the check boxes to the left of each citation.
- When you have finished making your selections, click the My Research tab at the top of the screen beside the search tabs. The list of selected articles will display.
- Select the Create your bibliography option. A bibliography formatting screen will display.
- Select the format and citation style from the available options, and then click the Email, Print, or Download button at the bottom of the screen.

To export/download citations to a bibliographic management program:
- Select the articles that want by clicking the check boxes to the left of each citation.
- When you have finished making your selections, click the My Research tab at the top of the screen beside the search tabs. The list of selected articles will display.
- Select Export citations into EndNote, ProCite, RefWorks or Reference Manager.
- From the following screen, select the option that is most appropriate or desirable for you.
- Follow the computer instructions on your screen to complete the export/download.

Search Alerts

ProQuest Direct allows you to set up a service to notify you if new documents are added to the database for a particular search strategy. This service allows you to stay current on a particular topic without recreating a search or wading through results that you have seen previously.

To create a Search Alert:
- Create and execute the search strategy you wish to save.
- Click on the My Research tab at the top of the screen beside the search tabs.
- Locate the Recent Searches section of the My Research screen. Click on the Set up Alert button beside the appropriate search strategy. The Search Alert options window will open.
- Select the Schedule (Daily/Weekly/Monthly/Every three months) from the available pull-down menu.
- Select a Stop after date. NOTE: The current maximum is one year, but alerts can be renewed by repeating this process.
- Fill in the email form fields and click the Save button at the bottom of the screen.
To create a journal/publication alert:

- Click on the Publications tab at the top of the screen.
- Search or browse for the publication title.
- Click on the link for the journal/publication title in the list of results to display the table of contents.
- Click on the My Research tab at the top of the screen beside the search tabs.
- Locate the Visited Publications section of the My Research screen. Click on the Set up Alert button beside the appropriate title.
- Select a Notification option and Stop After date. NOTE: The current maximum is one year, but alerts can be renewed by repeating this process.
- Fill in the email form fields and click the Save button at the bottom of the screen.

Help

Context-sensitive help is available by clicking the Help link in the upper right corner of any screen. Search Tips are available in the gray “Tools:” area located above the search box(es) on the main search screens.

For general assistance with database searching, stop by the Library Information Desk, or contact the Library at (212) 263-8483 or searchwk@library.med.nyu.edu.

Disconnecting

There is no formal mechanism to disconnect or logoff from the database. Once you have finished using the database, simply click the Home button in your browser. Please note that this will not clear your searches or results. You search session will remain active until the database times out after a specified period of inactivity.