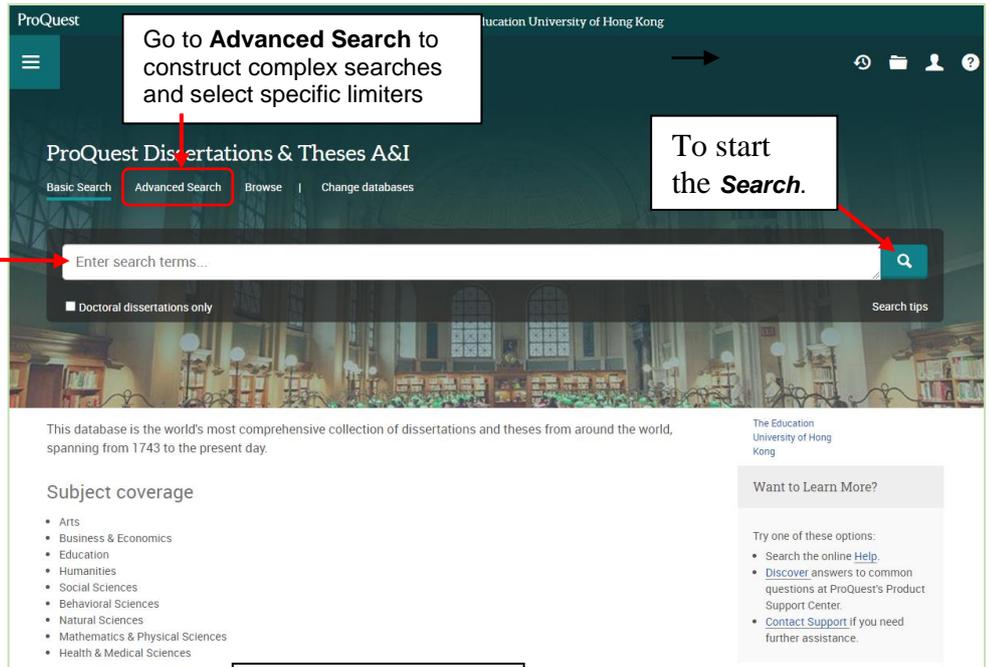


# USER GUIDE for *ProQuest Dissertations and Theses A&I*

ProQuest Dissertations and Theses (PQDT) provides information about doctoral dissertations and master's theses. It represents the work of authors from over 1,000 graduate schools and universities and it contains more than 2 million entries. Some records provide a free first 24-page preview with ordering information.

## 1. Getting started

Enter search terms in the **Basic Search Box**.

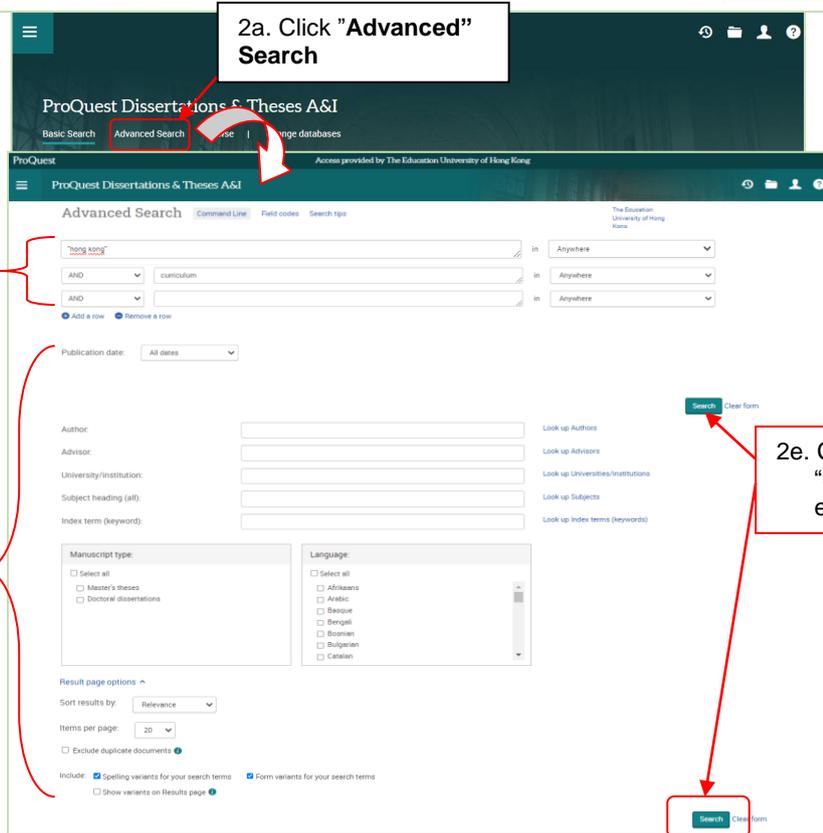


## 2. Advanced Search

2b. Enter search term and select the field to search on e.g., author, document title, Index Term (Keywords), etc.

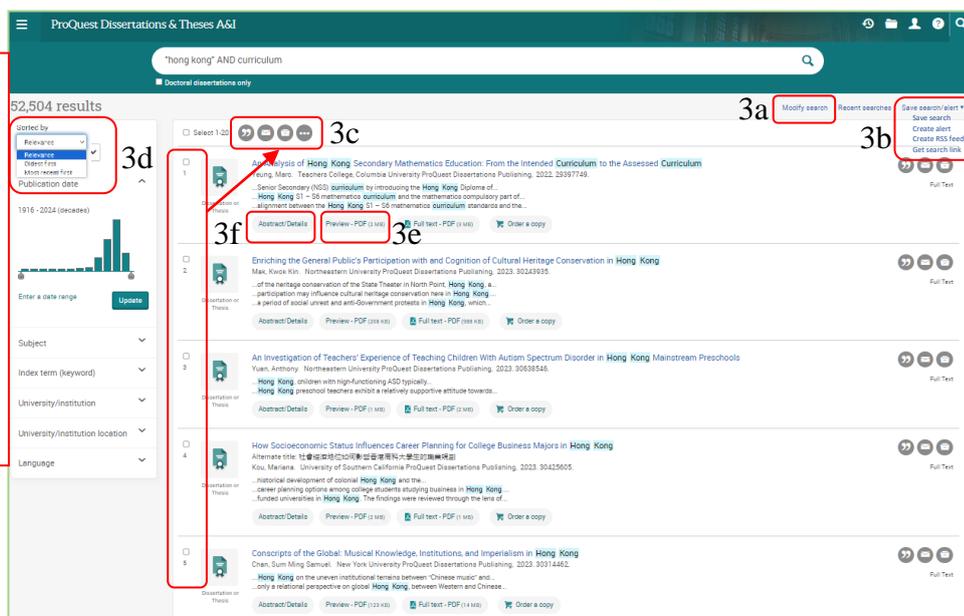
2c. Select Operators **AND**, **OR**, **AND NOT**.

2d. Further define the search with Limit your search results to full-text, Publication date or source type, etc.



### 3. Search Result

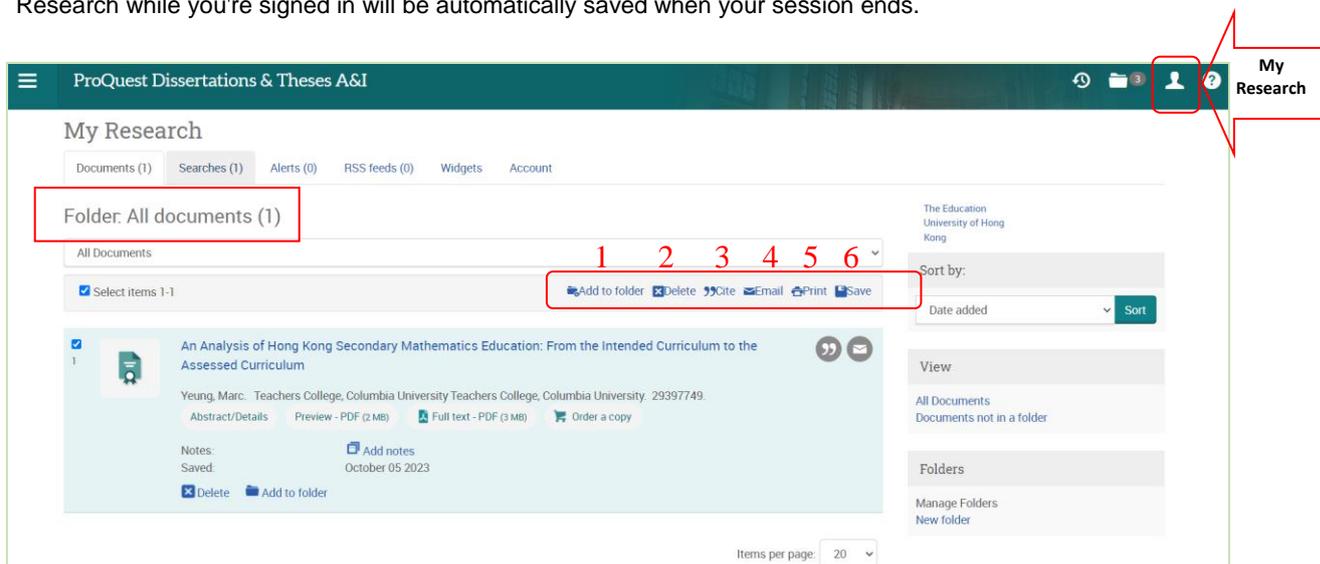
- 3a. Modify search options.
- 3b. Set up alerts, Create RSS feed, Save Search
- 3c. Mark items to "Save to My Research" folder, or "Email", "Print", "Cite", "Export/Save" from the results page
- 3d. Sort or narrow results by relevance, publication date etc.
- 3e. Preview the content
- 3f. View the Citation / Abstract or Preview etc.



### 4. Other features and tools

#### 4a. My Research – Creating a personal account

**My Research** is a feature in ProQuest that allows you to save, manage, and organize content and supporting materials. You can add, delete, email, print, cite, save, and more. Simply click on **"My Research"** in the top right corner. By default, the page shows **"Folder: All documents"** with the **"Documents"** tab selected. Unless you move them to another folder, all your documents will stay in **"All documents"**. Any documents added to My Research while you're signed in will be automatically saved when your session ends.



- 4a.1 Click the **"Add to folder"** button to move the selected documents to a designated folder of your choice.
- 4a.2 Click the **"Delete"** button to remove a document from your list.
- 4a.3 Click the **"Cite"** button to create a citation that you can include in your bibliography.
- 4a.4 Click the **"Email"** button to send the document with yourself or others.
- 4a.5 Click the **"Print"** button to open a formatted print-friendly version.

4a.6 Click the "**Save**" button to choose your desired output format from the drop-down menu. If you have a RefWorks account, you can synchronize it with your existing My Research account at any time. This allows for seamless integration and access to your saved materials across both platforms.

**i.** Select from the drop-down menu to select a file format (HTML, PDF, RefWorks, excel etc.)

**ii.** You can export document citation to a citation management tool, such as RefWorks.

**iii.** Select from the drop-down menu, specifying the level of information (results listing only or citation, abstract, indexing etc) that you want to save in your document.

**iv.** The **Citation style** dropdown is enabled only when the **Bibliography** checkbox above it is selected.

**v.** Click **Continue** to output the documents

**vi.** Input your **Login name** and **Password**

**Import References**

Import completed - 3 references imported

- ▶ Import Log
- ▶ Edit Imported References
- ▶ Duplicate Checking Options

## 4b. Alert set up, create RSS Feed and Save Search



### 4b.1 Create Alert – create new content alerts to be sent via email.

1.1 View sources that will be used in searching for the alert.

1.2 Enter e-mail details and optional message.

1.3 Include either new materials only, or choose to also receive historical information

1.4 Schedule to receive alerts daily, weekly, monthly, or quarterly. Stop alerts in as little as two weeks or as much as one year. Renew at any time.

1.5 Click **Create alert** button to save settings

### 4b.2 Create RSS Feed – create an on-demand RSS Feed URL to run any saved search

Choose to isolate only newly found materials each time the feed is run, or choose to also receive historical information along with new materials

### 4b.3 Save Search – save the selected document to My Research

Click the **Save search** button to save the current search to My Research. After you save a search, you'll be able to re-run it anytime you are in ProQuest.