

# PROQUEST PLATNIUM STUDENT TUTORIAL

## Welcome to ProQuest Platinum Student Tutorial!

Follow the steps below and answer the questions to learn how to search ProQuest Platinum.

**Step 1:** Go to the [Learning Resources Centre](#) homepage. Under the section called databases click the **ProQuest** icon. (if you are accessing ProQuest from home you will need to log onto ProQuest using a username and password. Ask your Teacher-Librarian if you do not know the username and password.)

**Step 2:** At the myproducts homepage, click the **ProQuest Platinum** icon. →



**Natural Language Searching** - search using keywords or free text.

**Step 3:** In the basic search box type in **affect of internet on teens**. Click **search**.

ProQuest®

Basic Advanced Topics Publications My Research  
0 marked items

Databases selected: ProQuest Newspapers, Education Periodicals, Platinum Periodicals, Reference

Basic Search Tools: Search Tips Browse Topics

→ [affect of internet on teens] [Search] [Clear] ←

Database: Multiple databases... [Select multiple databases]

Date range: All dates

Limit results to:  Full text documents only  Scholarly journals, including peer-reviewed [About](#)

[More Search Options](#)

- How many results to you get? \_\_\_\_\_
- Are all the results relevant to your search? \_\_\_\_\_
- How many newspaper articles make mention of your search terms? \_\_\_\_\_

**Boolean Searching** - to retrieve more precise results, combine search terms using AND, OR, NOT operators. Boolean searching can be used in both the basic or advanced search screens.

**Step 4:** Click **refine search**. In the search box type **teens and internet**. Click **search**.

The screenshot shows the ProQuest Basic Search interface. At the top, there is a 'Basic Search' title and a 'Tools' menu with links for 'Search Tips', 'Browse Topics', and '1 Recent Searches'. The search box contains the text 'teens and internet'. To the right of the search box are 'Search' and 'Clear' buttons. Below the search box, there are several options: 'Database: Multiple databases...' with a dropdown arrow and a link 'Select multiple databases'; 'Date range: All dates' with a dropdown arrow; and 'Limit results to:' with two checkboxes: 'Full text documents only' and 'Scholarly journals, including peer-reviewed' with a link 'About'. At the bottom, there is a 'More Search Options' button.

- How many results do you get in total? \_\_\_\_\_
- How many of these results are from scholarly journals? \_\_\_\_\_
- How many newspapers make mention of teens and internet? \_\_\_\_\_

**When to use quotations** - use quotations to search for a phrase or words in an exact order.

**Step 5:** Click **refine search**. Type in **teens and “online information services”** (with quotation marks). Click **search**.

- How many results do you get? \_\_\_\_\_
- Click on the most recent article from the results list. Does it contain the exact phrase “online information services”? \_\_\_\_\_

**Step 6:** Now try the same search **teens and online information services** (without quotations).

- How many results do you get now? \_\_\_\_\_
- Do you get a different set of results? Do you get more or less results than your previous search? \_\_\_\_\_
- These articles mostly discuss the topic of: \_\_\_\_\_

**Proximity Searching** - searching for keywords that are a certain number of words apart.

**Step 7:** Click **refine search**. Click **clear** to clear out your search. In the blank search box type in **teens w/10 "internet use"**.

- How many results do you get? \_\_\_\_\_
- Click on the article entitled "European teens grow as targets for internet ads". How many words are between teens and internet use? \_\_\_\_\_
- Do the words appear in the exact order as in your search? (i.e. the word teens appears before "internet use"). \_\_\_\_\_

**Limiting your search** - limit your search to return more specific results. Return full-text current articles and find pictures relating to your search topic.

**Step 8:** Click **Back to Results**. Click **refine search**.

**Basic Search** Tools: [Search Tips](#) [Browse Topics](#) [6 Recent Searches](#)

teens w/10 "internet use"

Database:  [Select multiple databases](#)

Date range:

Limit results to:  Full text documents only  Scholarly journals, including peer-reviewed [About](#)

[More Search Options](#)

**Step 9:** At the basic search screen check the box next to **full text documents only** option. Click **search**.

- Do you get more or less results than your previous search? \_\_\_\_\_

**Step 10:** Click **Advanced Search** tab. Type in **teens and internet** in the search box. Click the arrow on the box with citation and abstract selected. Select **image caption** from the drop down list. Click **search**.

ProQuest®

Basic **Advanced** Topics Publications My Research 0 marked items

Databases selected: ProQuest Newspapers, Education Periodicals, Platinum Periodicals, Reference

**Advanced Search** Tools: Search Tips Browse Topics 7 Recent Searches

teens and internet

AND

AND

Add a row | Remove a row

Database: Multiple databases...

Date range: All dates

Limit results to:  Full text documents only  Scholarly journals, including peer-review

More Search Options

Copyright © 2006 ProQuest Inc. All rights reserved.

Image caption

- Do your results include text + graphics? \_\_\_\_\_
- Click on the document entitled **“Net-wise teens: Safety, ethics, and innovation”**. Scroll down through the document until you find a graph depicting the use of internet by teens.
- Right click on the image and choose save image from the menu if you wish. Save it to wherever you like. How could including a graph in your research reports be useful?

**Step 11:** Click **Advanced Search** tab again. In the row below your search field type in **“chat room”**. Click the arrow next to the box that displays AND. Select **AND NOT** from the drop down list.

ProQuest®

Basic **Advanced** Topics Publications My Research 0 marked items

Databases selected: ProQuest Newspapers, Education Periodicals, Platinum Periodicals, Reference

**Advanced Search** Tools: Search Tips Browse Topics 7 Recent Searches

teens and "internet use"

AND NOT

AND

OR

AND NOT

WITHIN 3

PRE/1

Add a row | Remove a row

Database: Multiple databases... Select multiple databases

Date range: All dates

Limit results to:  Full text documents only  Scholarly journals, including peer-reviewed About

More Search Options

Search Clear

**Step 12:** Click the arrow next to the box that displays image caption. Select **Citation and document text** from the drop down list. Do the same for the box that displays "chat room" in the search box.

ProQuest®

Basic Advanced Topics Publications My Research  
0 marked items

Databases selected: ProQuest Newspapers, Education Periodicals, Platinum Periodicals, Reference

Advanced Search Tools: Search Tips Browse Topics 7 Recent Searches

teens and "internet use"

AND NOT "chat room"

AND

Add a row | Remove a row

Database: Multiple databases...

Date range: All dates

Limit results to:  Full text documents only  Scholarly journals, including peer-review

More Search Options

Copyright © 2006 ProQuest Inc. All rights reserved.

**Step 13:** Click **search**.

- How many results do you get? \_\_\_\_\_
- Are these results relevant to your search? \_\_\_\_\_

**Step 14:** Click on **refine search**. At the advanced search screen click on the arrow next to the database field. Select **Education-Education Periodicals** from the drop-down list.

Advanced Search Tools: Search Tips Browse Topics 8 Recent Searches

teens and "internet use" Citation and document text

AND NOT "chat room" Citation and document text

AND Citation and abstract

Add a row | Remove a row Search Clear

Database: Education - Education Periodicals Select multiple databases

Date range: Multiple databases...

Limit results to:  Full text documents only  Scholarly journals, including peer-review

More Search Options ^ Hide options

**Step 15:** Click the arrow next to the date range box. Choose **Last 12 months** from the drop down list.

**Step 16:** Click **search**.

- How many results do you get? \_\_\_\_\_
- What is the publication date for the first article on your list? \_\_\_\_\_

**Viewing results** - sort results by most recent, mark documents to review later, filter results by type of document. See only full text documents.

**Step 17:** Click on **show only full text** at the top of your results list. Your results list now displays full-text articles only. To see all documents again click **Show all documents**.

**Step 18:** Click on **trade publications** tab.

The screenshot shows a search results interface with the following elements:

- Navigation tabs: All sources, Scholarly Journals, Trade Publications (selected).
- Action bar:  Mark all, 0 marked items, Email / Cite / Export, Show all documents.
- Results list:
  - RESULTS**  
Anonymous. *American Libraries*. Chicago: Nov 2005. Vol. 36, Iss. 10; p. 28 (1 page)  
Links: Full text, Page Image - PDF, Citation
  - become a Google power user**  
Holly Gunn. *Teacher Librarian*. Seattle: Jun 2005. Vol. 32, Iss. 5; p. 14 (9 pages)  
Links: Text+Graphics, Page Image - PDF, Abstract
  - Parents Turn to Filters**  
Anonymous. *American Libraries*. Chicago: May 2005. Vol. 36, Iss. 5; p. 20 (1 page)  
Links: Full text, Page Image - PDF, Citation
- Page indicator: 1-3 of 3

**Step 19:** Click the first article in your list.

**Step 20:** Click **jump to full text** to begin reading the document.

**Step 21:** At the top of the article check the box **Mark document** to review later. Notice that you now have one article in my research folder.

**Filter type of documents displayed** - display documents from one of the publication types.

**Step 22:** Click **Back to Results** to return to your results list.

**Step 23:** Click the **Scholarly Journals** tab.

- How many results are displayed now? \_\_\_\_\_

**Step 24:** Mark the first document in your scholarly journals only list. Two items should be in my research folder.

**Sort results** - by default results are arranged from most recent at the top of the list to least recent. You can also change the order of results to display the most relevant to least relevant documents.

**Step 25:** Click **all sources** tab to display all your results.

**Step 26:** Click the arrow on the sort results by menu. Choose **most relevant first**.

- What is the date of the most recent publication?\_\_\_\_\_

**Browsing topics** - browse suggested topics, and the topic tree to broaden or narrow your search.

**Step 27:** Go back to your results list. At the top of the page, you will see a list of suggested topics. Click on the topic **Teenagers and Internet**.

- How many results are retrieved?\_\_\_\_\_
- Do you get more or less results than your previous search? Why do you think that is?  
\_\_\_\_\_
- Are these results as relevant as the results from your initial search (teens and internet use)?\_\_\_\_\_

CONGRATULATIONS! YOU HAVE COMPLETED THE PROQUEST PLATINUM STUDENT TUTORIAL.  
FOR MORE INFORMATION SEE THE [PROQUEST PLATINUM QUICK REFERENCE GUIDE](#).

HAVE FUN SEARCHING!