

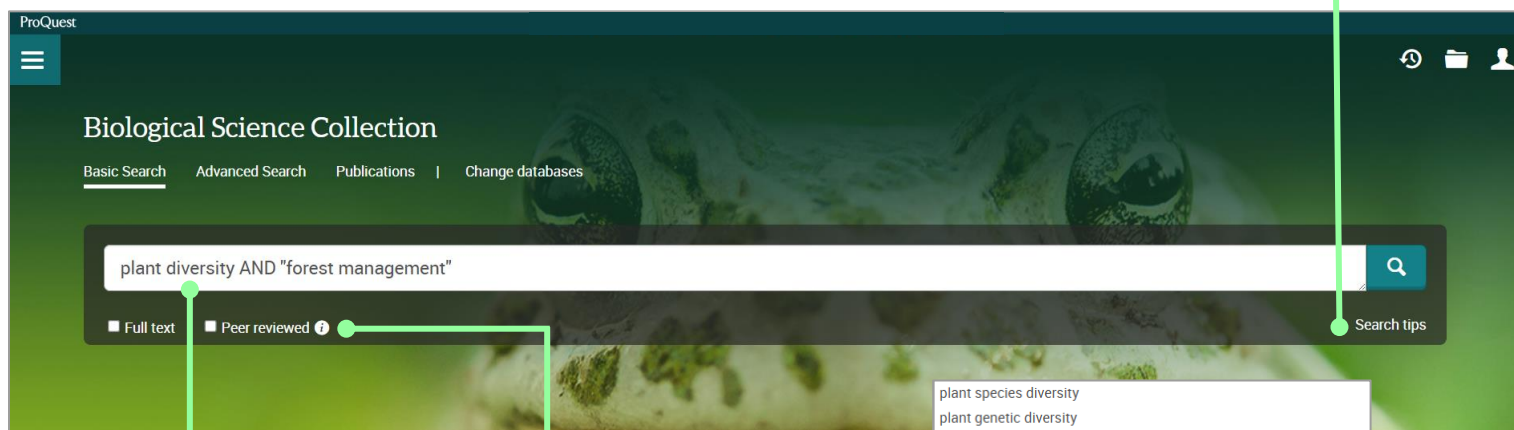
# Basic Search Guide

The ProQuest Platform Basic Search Quick Guide provides a straightforward, four-step approach to conducting basic searches, including entering search terms, reviewing the results page, applying filters, and managing results and documents. This guide helps users efficiently find and utilize relevant information.

## Entering the search terms

Create a simple search strategy by combining terms in the Basic Search box.

Be sure to check out **Search tips** if you need help building your search query.



Use various search operators to enhance your search.

You can use Boolean operators **AND**, **OR** or **NOT**, special characters such as **asterisk (\*)** or **quotes ("" )**, or more advanced operators such as **NEAR/** and **PRE/**.

Refine by **Peer reviewed** or by **Full-text** if the databases contain full-text documents.

Some databases are bibliographical (abstracts and indexing only).

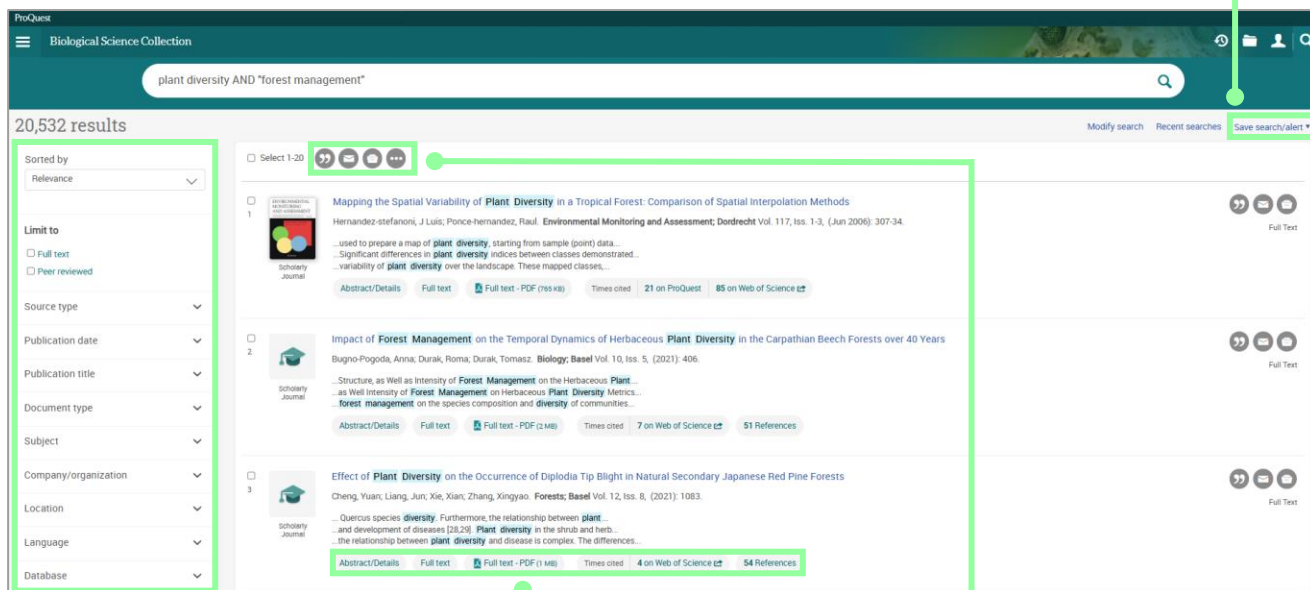
plant species diversity  
plant genetic diversity  
plant functional diversity  
plant diversity in ponds  
plant diversity and productivity experiments in european grasslands  
plant diversity  
plant community diversity grassland  
plant community diversity  
mycorrhiza plant diversity  
ecology: diversity and stability in plant communities  
[Turn off auto-complete](#)

**Suggested terms** appear from search queries made by ProQuest users as you write.

## Working with results

Explore different ways for working with your results on the Results page.

The **Save Search/Alert** option allows you to create an alert and save the current search in your My Research Account.



Results are automatically sorted by **Relevance**.  
Multiple **filters** are available for search refinement.

Quickly access the **Abstract**, **Full-text** or **References** of the relevant result.

Check the box next to each item to **cite**, **send**, **save**, **share** or **export** them.

## Refine your search using filters

Sorted by  
Relevance

Limit to  
☐ Full text  
☐ Peer reviewed

Source type  
Scholarly Journals (19,321)  
Books (26)  
Audio & Video Works (1)  
Dissertations & Theses (905)  
Newspapers (2)  
More >

Publication date  
1980 - 2025 (decades)  
  
Enter a date range  
Update

Publication title

Document type

Subject  
forests (8,834)  
forest management (7,847)  
biodiversity (6,173)  
trees (5,619)  
climate change (4,361)  
More >

Company/organization

Location

Language

Database

Limit your results to **Full-text** (available for databases with full-text documents) or **Peer-reviewed** documents.

Along with **Scholarly Journals**, most databases include many other types of sources.

Drag the bar or enter a date range manually to filter your documents by their **Publication date**.

Use the **Subject** filter to identify results which contain the term as the topic, and not just as a word appearing anywhere in the document.

## Getting help



Click the **Help button** on any page to get detailed in-product walkthroughs, including search tips and examples.

Find more search tips by [visiting our ProQuest Platform LibGuide Search tips page.](#)

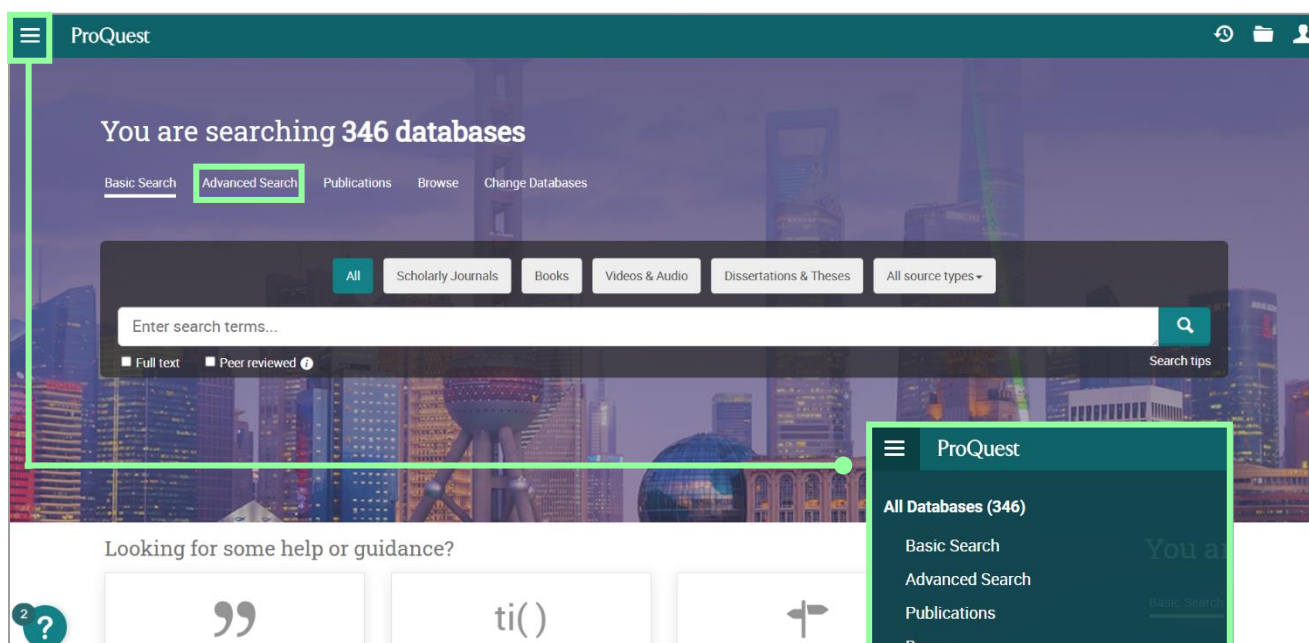
For more information, please [visit our ProQuest Platform LibGuide.](#)

# Advanced Search Guide

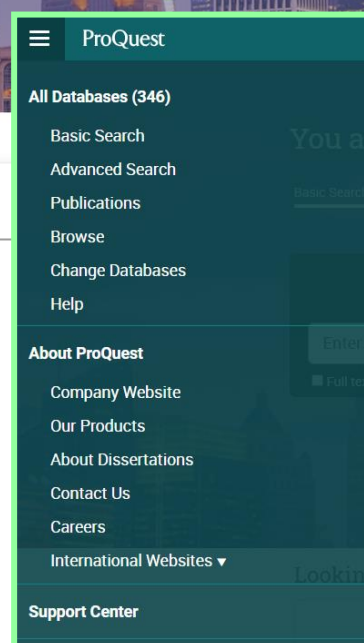
The ProQuest Platform Advanced Search Quick Guide provides a concise, step-by-step approach to using advanced search features, including Boolean operators, field-specific searches, thesauri and proximity operators. It helps users refine their searches effectively to retrieve precise results and export, share, save or cite results.

## Accessing Advanced Search

a) Through the ProQuest Platform top menu



b) Through the ProQuest Platform upper-left corner menu



## Optimizing your search

Enter the search terms in the form.

Putting the terms in **quotation marks ("")** will search for an exact phrase.

Using the **Boolean operators AND, OR or NOT** will expand or broaden your search.

Selecting the **specific fields** will determine where you will search for the term.

Advanced Search
Command Line
Thesaurus
Field codes
Search tips

"anxiety disorder" or depression
in
Anywhere

AND
mobile NEAR/2 phone OR cellphone
in
Anywhere

AND
teen\* OR adolescent OR juvenile
in
Anywhere

Add a row
Remove a row

Using the **truncation character (\*)** will retrieve variations of the term.

**Proximity Operator PRE** finds terms with X number of words between them, in the order they are entered in the search.

**Proximity Operator NEAR** find terms with X number of words between them, regardless of the order in which they occur.

Anywhere
Anywhere except full text – NOFT
Abstract – ABSTRACT\*
All abstract & summary text – SUMMARY\*
All subjects & indexing – SUBJECT\*
Author – AUTHOR\*
Document text – FULLTEXT\*
Document title – TITLE\*
Publication title – PUBLICATION\*
More options
Page – PAGE\*

Options for further, advanced search refinement are available in the Advanced Search page, such as **limiters** to **Full-text** and **Peer reviewed results**, **Publication date**, **Source type**, **Document type** and **Language**.

Fields and refinement options vary according to the database.

Limit to: ☐ Full text ☐ Peer reviewed ⓘ

Publication date: All dates

Search Clear form

Source type:
☐ Select all
☐ Archival Materials
☐ Artistic & Aesthetic Works
☐ Audio & Video Works
☐ Blogs, Podcasts, & Websites
☐ Books
☐ Conference Papers & Proceedings
☐ Dissertations & Theses

Document type:
☐ Select all
☐ Accounting & Tax Standard
☐ Administrative/Organization Materials
☐ Advertisement
☐ Annual Report
☐ Archival/News Footage
☐ Archival Collection
☐ Archival Materials

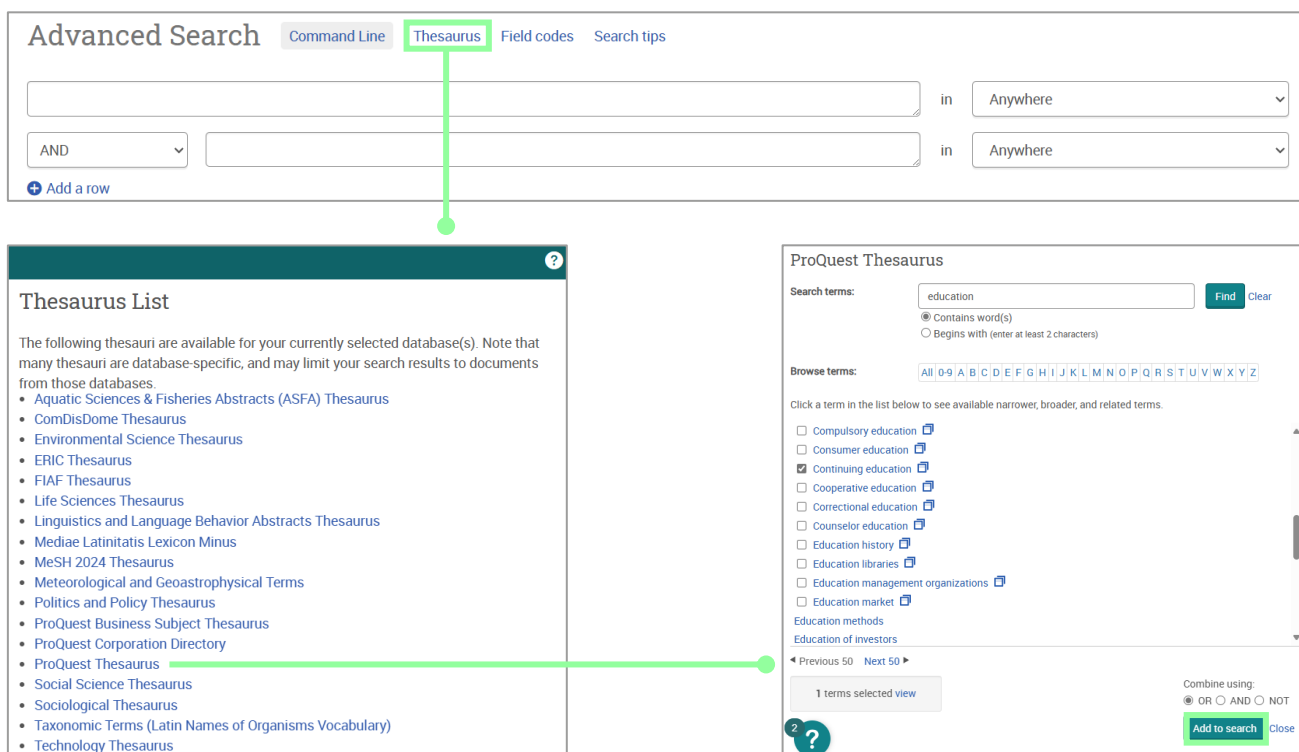
Language:
☐ Select all
☐ Afar
☐ Afrikaans
☐ Albanian
☐ Aleut
☐ Algonquian languages
☐ Amharic
☐ Ancient Greek

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## Going further: Using the Thesaurus

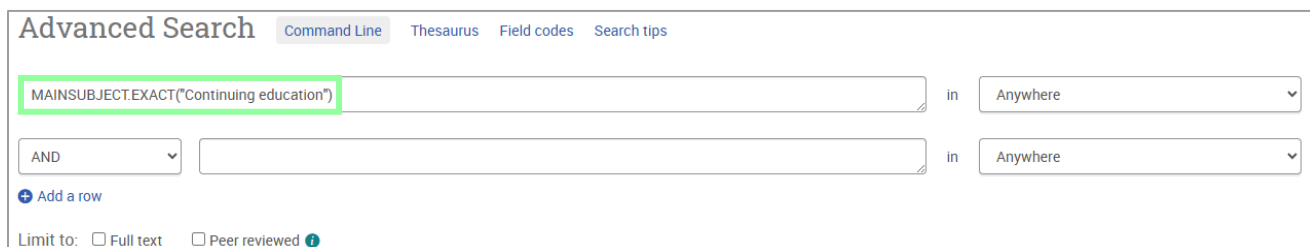
A thesaurus is an alphabetical listing of controlled subject terms in a database, used to classify and organize information for that database. The thesaurus shows relationships between terms such as synonymous or related terms, and hierarchical arrangements such as broader terms, or narrower terms.

Select the **Thesaurus** from the Advanced Search page, next to the Command Line.



The screenshot shows the ProQuest Advanced Search interface. The 'Thesaurus' tab is selected in the top navigation bar. Below the search bars, the 'Thesaurus List' is displayed, showing a list of available thesauri. The 'ProQuest Thesaurus' interface is also shown, displaying a list of terms related to 'education'. The 'Continue education' term is selected, and the 'Add to search' button is highlighted.

Select the term in the Thesaurus and Add it to the search.



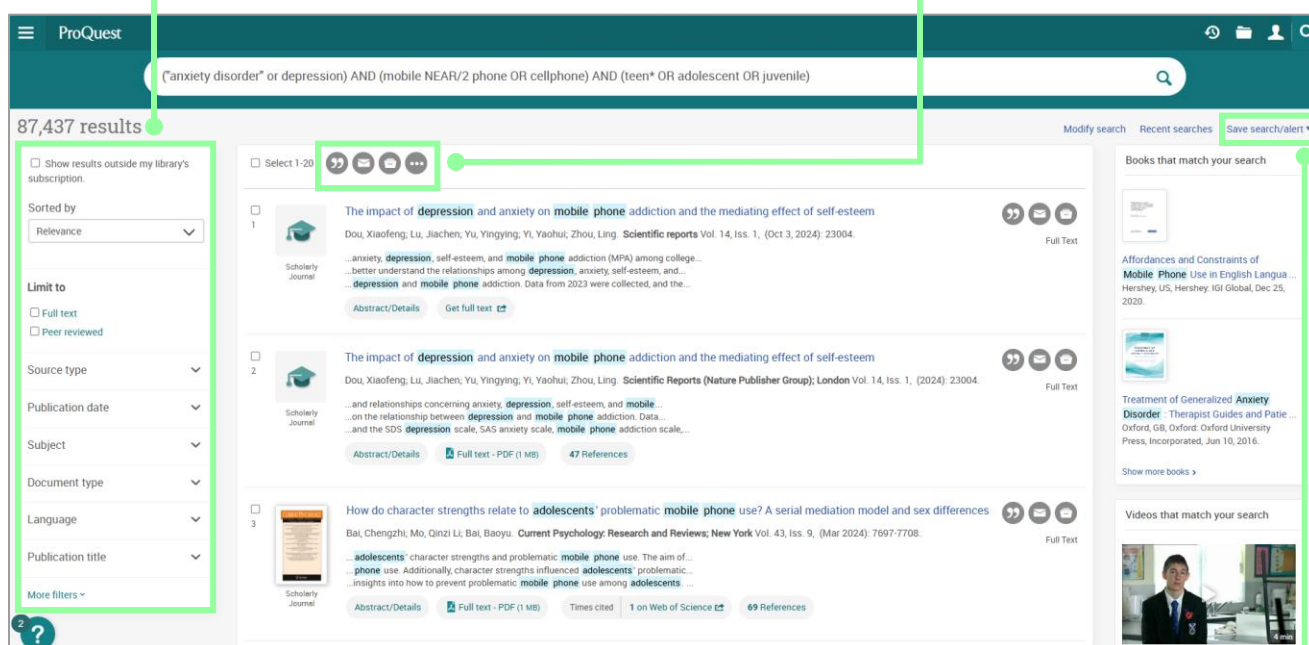
The screenshot shows the ProQuest Advanced Search interface with the search results. The search term 'MAINSUBJECT.EXACT("Continuing education")' is entered in the search bar. The 'Add to search' button is highlighted.

## Working with results

By hitting Search, Search results page will display. You can modify the search query directly from the Search results page.

Use **filters** on the left side of the page to narrow down your search.

You can select the documents by checking the box next to each item to **generate references**, **send** them via mail, **print** them or **save** them in various formats.



The screenshot shows the ProQuest search results page for the query: ("anxiety disorder" or depression) AND (mobile NEAR/2 phone OR cellphone) AND (teen\* OR adolescent OR juvenile). The page displays 87,437 results. On the left, there is a sidebar with filters such as "Show results outside my library's subscription", "Sorted by Relevance", "Limit to" (Full text, Peer reviewed), "Source type", "Publication date", "Subject", "Document type", "Language", and "Publication title". The main results area shows three items, each with a checkbox for selection and icons for actions like "Full Text", "Abstract/Details", and "Get full text". The right sidebar shows "Books that match your search" and "Videos that match your search". A green box highlights the "Save search/alert" button in the top right corner of the results area.

The **Save Search/Alert** option allows you to create an alert and save the current search in your My Research Account.



## Getting help



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