

Using ProQuest

ProQuest provides students with online access to the full text of the *Wall Street Journal*.

*For over 2,100 full text newspapers from the U.S., Asia and the U.K, including the *New York Times*, please go to the NewsBank Web site through the library's web page at: <http://www.lec.edu/library>.

To Access ProQuest on or off campus:

1. Go to the library web page at <http://www.lec.edu/library>.
2. Click on either **ProQuest** or **Online Newspapers & News**. Either link will take you to the ProQuest access site.
3. If on the campus network, click on the **ProQuest On Campus link**. Proceed with search.
3. If off campus, click on the **ProQuest Off Campus link**.
 - a. Click on **Connect to ProQuest**.
 - b. When prompted, type in **Account Name** and **Password**. Please call the library for password information.
 - c. Proceed with logon.

SEARCH OPTIONS

BASIC SEARCH: search using a word or phrase

1. Click in the **white box** and type in a word or phrase.
2. You may choose to narrow your search to a **Date Range** or to **Full Text Articles Only** by choosing the appropriate boxes.
3. Click on **Search**.
4. Click on the article (linked in blue) that you wish to access. Or, click under **Suggested Topics** to narrow your results.

MORE SEARCH OPTIONS (Basic Search): several other options that are available to refine your search

1. Click on the **More Search Options Tab**.
2. Choose to search by **Publication Title** or **Author**.
3. Choose to search in the citation/abstract fields or the citation/article fields.
4. Choose to restrict your search to document type, such as Editorial, Feature, Review, etc.
5. Choose to sort my *Most recent first* or *Most relevant first*.

ADVANCED SEARCH: search using different fields, such as Title or Author

1. Click in the **white box** and type in a word or phrase.
2. Click on the **gray down arrow** to select **fields** (such as Document Title, Subject, Authors, etc.)
3. Use the **operators AND, OR, AND NOT, WITHIN 3 and PRE/1** as appropriate.
5. You may choose to narrow your search to a **Date Range** or to **Full Text Articles Only** by choosing the appropriate boxes.
4. Click on **Search**.
5. Click on the article (linked in blue) that you wish to access.
6. For more search options, click on the **More Search Options Tab** at the bottom of the screen.

BROWSING AN ISSUE:

1. Click on the **Publication Search** tab.
2. Choose "W" for *Wall Street Journal*, or click on the *Wall Street Journal* link.
3. Click the date you wish to browse.
4. Click on the article(s) you want to read.

MARKING, EMAILING, AND PRINTING RESULTS

MARKING CITATIONS:

1. After you have retrieved your article, click in the **white box** next to the article to place a checkmark in the box.
2. When you have selected all your desired items, click on the **My Research** tab, located near the top of the screen. There should be a number indicating the number of articles you have marked.
3. You may email your articles or print your bibliography.
4. To clear your current marked list, click on **Clear All**.

EMAILING RESULTS (single article):

1. Click on **Email** under **Document View**.
2. Select **Citation Style**.
3. Select **Format**
4. Select to **Send Email as HTML or Plain Text**.
5. Fill in your name.
6. Fill in the **Email address**.
7. Fill in the **Subject** and/or **Message** boxes (optional)
8. Click on **Send Email**.

PRINTING RESULTS:

1. Click on **Print** under **Document View**.
2. Click on **File**, then **Print** from your Internet browser.

PRINTING YOUR BIBLIOGRAPHY:

1. Mark your citations as described above.
2. Click on **My Research**.
3. Click on **Create Your Bibliography**.
4. Choose your format
5. Choose your citation style (APA, MLA, etc.)
6. Click on **Print**.

OPERATORS

Operators allow you to narrow or broaden your search to obtain the most relevant results.

AND	Match all words
OR	One term or the other must appear in the document
AND NOT	The first term but not the second must appear in the document
WITHIN/#	One term is within a certain number (#) of the second
NOT WITHIN/#	The first term is not within a certain number (#) of the second
PRE/#	The first term is preceded by the second within a certain number of terms
WITHIN DOC	Both terms must appear in the same document or indexing