



Grande Prairie, Alberta

www.peacelibrarysystem.ab.ca

Working with ProQuest and Canadian Newsstream



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1 Definition

Databases: are where information is stored on a certain topic. The Peace Library System subscribes to multiple databases that ProQuest sorts through in order to find the content that matches your search. We currently have one subscription to Canadian Newsstream.

ProQuest: is the site where you input a search. The ProQuest search runs through all the subscribed and selected databases to find the relevant information.

2 About ProQuest

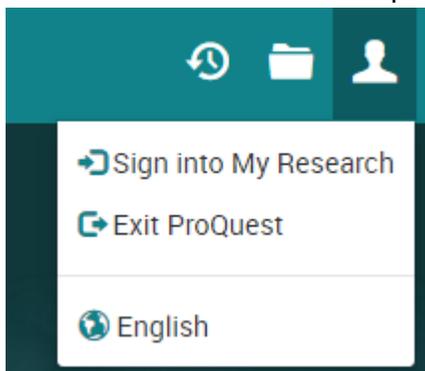
ProQuest is the platform in which you run searches through the databases the Peace Library System has subscriptions to. ProQuest allows you to search through the Canadian Newsstream database for information. You are welcome to save all of the relevant content to your ProQuest account and organize it. This allows you to use one location to hold all of your data instead of risking losing it or having to use multiple sites.

3 Your Account

3.1 Create

Once you have logged into TRAC and accessed the ProQuest website you can choose to create an account on ProQuest where you can save all of your information.

1. Select the silhouette on the top right and select “Sign into My Research”



2. Select “Create a My Research account”

3. Fill out the form

Create a My Research account ✕

All fields are required.

Username

Used to sign into your account.

Password

Use 8 or more letters and numbers.

Retype
password

First name

Displays on screen when you are signed in.

Last name

Displays in emails sent from your account.

Email address

Used for account confirmation, forgotten password reminders, and alerts.

Do you have a RefWorks Account? (optional) [Learn more](#)

Yes, I have an existing RefWorks account that I want to link with My Research.

I have read and agree to the privacy policy and terms and conditions (linked below).

[Privacy policy](#) [Terms and Conditions](#)

Cancel

Create account

4. Select "Create account" on the bottom
5. Check your email and activate your account with link sent from ProQuest

3.2 Use

Once you have created an account, you are able to store all of the information you found on ProQuest. You can create customized folders to organize the things you find by class, topics, time or other things. Your account also allows you to save searches, set up alerts and more.



My Research : Manage Folders

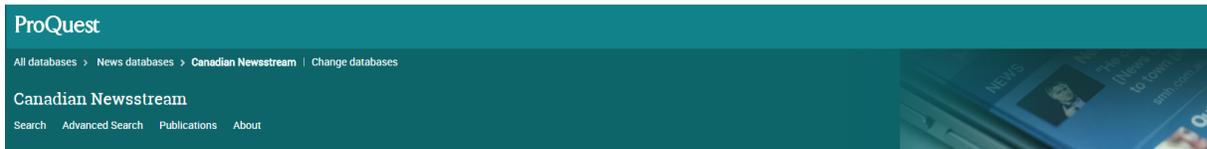
American Politics (8 documents)	Rename	Move	Copy	Clear	Delete
Canadian Politics (3 documents)	Rename	Move	Copy	Clear	Delete
Sports (4 documents)	Rename	Move	Copy	Clear	Delete

View

- All Documents
- Documents not in a folder

Folders

- Manage Folders
- New folder



Saved searches (1)

Combine selected searches with And Or

Select items 1-1

1 **Name:** Literacy AND technology [Edit name](#)
Searched for: eReaders AND literacy
Databases: Canadian Newsstream
Notes: Focus on eReaders
Saved: August 12 2016

[Modify Search](#) [Delete](#) [Create alert](#) [Create RSS feed](#) [Get link](#)

Combine searches: Search tips

Examples: 1 AND 3 or "6"
(1 AND 3) OR (1 AND 2)
3 NOT treatment

View

- Recent searches (6)

Tip

Get notified!
Set up an alert or an RSS feed if you want to know when new results are available for your favourite searches.
[Learn more](#)



Alerts (1)

Select items 1-1 Delete selected alerts

1 **Alert name:** Literacy and technology
Alert ID: 492977
Frequency: Daily until August 26, 2016
Your email address: smercer@peace.librarysystem.ab.ca
Searched for: eReaders AND literacy
Databases: Canadian Newsstream
Date created: August 12 2016
Date modified: August 12 2016

[Modify alert](#) [View results](#) [Delete](#)

Select items 1-1 Delete selected alerts

Sort by:

Date created (newest first)

Tip

Alerts for full text.
If you want only complete documents included in your alert email, search with the "full text" box selected when you set up an alert.
[Learn more](#)

4 Search

4.1 Basic

Use the default search bar that will appear on the home page to search for keywords, subjects or authors. Some searches may return a large amount of results which is when you should use the filters on the left to limit to full text, source type, publication, subject, company, location, language. You can see what your filter options will look like on the left.

190 Results [Search within](#)

Relevance

Narrow results

- Full text
- Source type
- Publication date
- Publication title
- Document type
- Subject
- Company/organization
- Location
- Person
- Language

4.2 Advanced Search

The advanced search is available by selecting it from under the default basic search. It allows you to get more specific about where you want your keywords to be and takes some of the filter fields from the basic search (on the left) and allows you to apply them.

Advanced Search also offers you the option to look up all subject headings, companies, people and locations in its catalogue and find what you are looking for. For example, if you want to find every article with Hillary Clinton you can search the database for “Clinton, Hillary” as a person.

4.3 Search History

On the top right of the screen, select  to see your recent searches. From here, you can select the searches and save them, create alerts or edit them. You also have the option on the very top to type in the search number and run multiples. For example, if you have this search history:

Items selected: 0  Delete Save Show all details  Export all searches Saved searches (1)					
<input type="checkbox"/>	Set ▼	Search	Databases	Results	Actions
<input type="checkbox"/>	S8	 eReaders AND literacy  Limits applied	Canadian Newsstream	3*	Actions ▼
<input type="checkbox"/>	S7	 eReaders AND literacy	Canadian Newsstream	190*	Actions ▼
<input type="checkbox"/>	S6	 eReaders AND literacy	Canadian Newsstream	190*	Actions ▼
<input type="checkbox"/>	S5	 Olympics	Canadian Newsstream	521,241*	Actions ▼
<input type="checkbox"/>	S4	 Hillary Clinton	Canadian Newsstream	52,864*	Actions ▼
<input type="checkbox"/>	S3	 Bernie Sanders	Canadian Newsstream	3,912*	Actions ▼
<input type="checkbox"/>	S2	 Sanders	Canadian Newsstream	69,792*	Actions ▼
<input type="checkbox"/>	S1	 Trudeau	Canadian Newsstream	225,075*	Actions ▼

You can type into the top search bar “2 AND 5” to run the search “Sanders AND Olympics” or you can try (1 AND 5) OR (2 AND 5) to get search results for “Trudeau AND Olympics” as well as “Sanders AND Olympics.”

4.4 Subject & People

If you decide to continue a search based on the findings of an article, you can use the subject and people option. For example, run a search for “eReaders AND literacy” and select an article from the results page. Some of them may have this feature on the right hand side:

Search with indexing terms ▲

Subject

- Politics
- Governors
- Native peoples

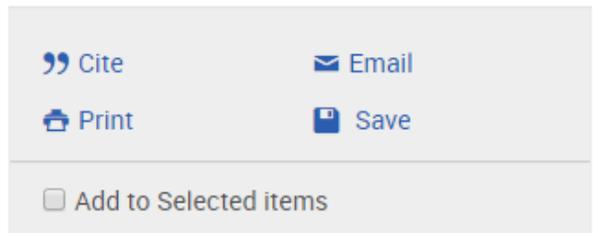
People

- Onley, David
- Wynne, Kathleen

You can choose to continue searching by one or more of the people or subjects listed.

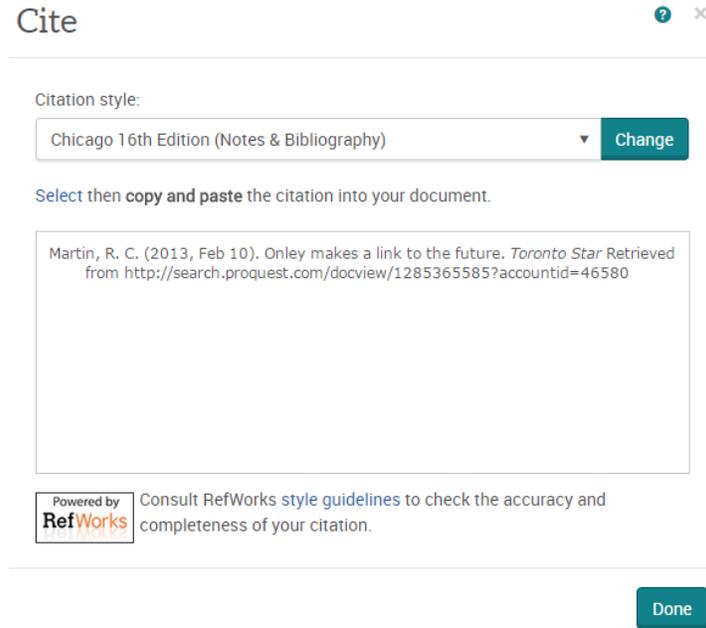
5 Citations

On the far right of article pages, you will see this box:



A vertical menu on the right side of the page with a light gray background. It contains four icons with corresponding text: a double quote icon for 'Cite', an envelope icon for 'Email', a printer icon for 'Print', and a floppy disk icon for 'Save'. At the bottom, there is a checkbox labeled 'Add to Selected items'.

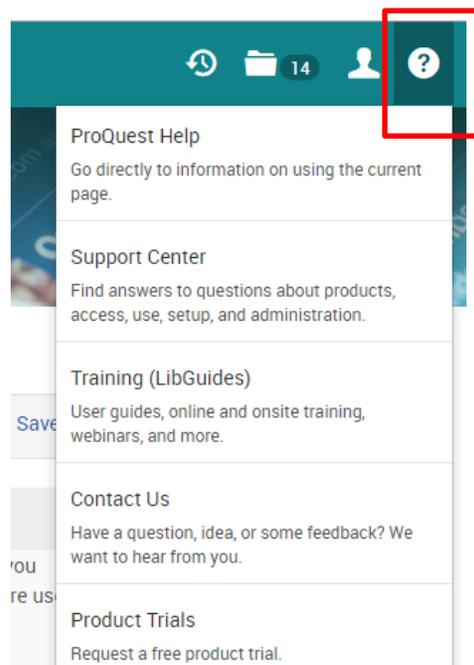
If you select “Cite” a popup window will appear where you select what citation style you need and can copy and paste the citation from the window into your paper or article.



A popup window titled 'Cite' with a close button (X) and a help icon (?). It features a 'Citation style:' dropdown menu currently set to 'Chicago 16th Edition (Notes & Bibliography)' with a 'Change' button. Below the menu, it says 'Select then copy and paste the citation into your document.' A text box contains a sample citation: 'Martin, R. C. (2013, Feb 10). Onley makes a link to the future. *Toronto Star* Retrieved from <http://search.proquest.com/docview/1285365585?accountid=46580>'. At the bottom left is a 'Powered by RefWorks' logo, and to its right is the text 'Consult RefWorks [style guidelines](#) to check the accuracy and completeness of your citation.' A 'Done' button is located at the bottom right of the popup.

6 Help

The top right of the screen has a question mark beside your account icon. Here you can find links to ProQuest help, support, training and contact information.



A screenshot of a user interface showing a help menu. The menu is triggered by a question mark icon in the top right corner, which is highlighted with a red box. The menu items are: 'ProQuest Help' (Go directly to information on using the current page.), 'Support Center' (Find answers to questions about products, access, use, setup, and administration.), 'Training (LibGuides)' (User guides, online and onsite training, webinars, and more.), 'Contact Us' (Have a question, idea, or some feedback? We want to hear from you.), and 'Product Trials' (Request a free product trial.).