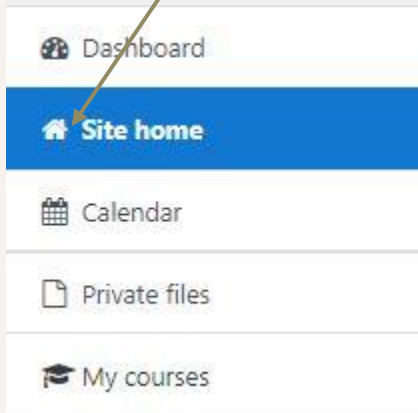


ProQuest  
Database



# How to find ProQuest on Moodle

Step 1



Step 2



Step 3



All the links



After you have clicked on the ProQuest link the following screen will appear.  
**Step 4. Click Change Databases**

## ProQuest Databases

You are searching 5 databases

[Basic Search](#)

[Advanced Search](#)

[Publications](#)

[Browse](#)

[Change Databases](#)

All

Scholarly Journals

Books

Videos & Audio

Dissertations & Theses

All source types ▾

Enter search terms...



Full text

Peer reviewed ⓘ

Search tips

When you click Change Databases you will land on the following screen

From here you can choose the database you want to use







## Select Databases

Tip: Add database shortcuts, making it easier to select one or more favorite databases.

Select databases to search, then click **Use selected databases** to go to the search form.

**Use selected databases**

Brief view | Detailed view View by name | View by subject

- Select all  Full Text Included
- Computer Science Database** ⓘ   
Computer science - journal articles, tables & figures  
Subject Area(s): Computer Science  
[View title list](#)
  - Coronavirus Research Database** ⓘ   
A free health and medical research database for openly available content related to the COVID-19 outbreak.  
Subject Area(s): Unassigned
  - Ebook Central** ⓘ   
Multidisciplinary - e-books  
Subject Area(s): Unassigned
  - ProQuest One Business** ⓘ   
An intuitive and comprehensive business library containing millions of full-text items across scholarly and popular periodicals, newspapers, market research reports, dissertations, books, videos and more.  
Subject Area(s): Business  
[View title list](#)
  - Publicly Available Content Database** ⓘ   
Designed to complement other databases and collections, this database brings together or links to full text for publicly available content from a number of different sources from around the world.  
Subject Area(s): Unassigned  
[View title list](#)

# ProQuest Database: Edvantage Institute Australia

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ProQuest is an online platform with a **collection of many databases** that provide access to thousands of academic journals, eBooks, magazines, newspapers, dissertations, and other publications, as well as streaming media from business and the sciences to literature and politics.

At EIA it is suggested that you access the following two databases through ProQuest:

Business

**PROQUEST ONE BUSINESS**

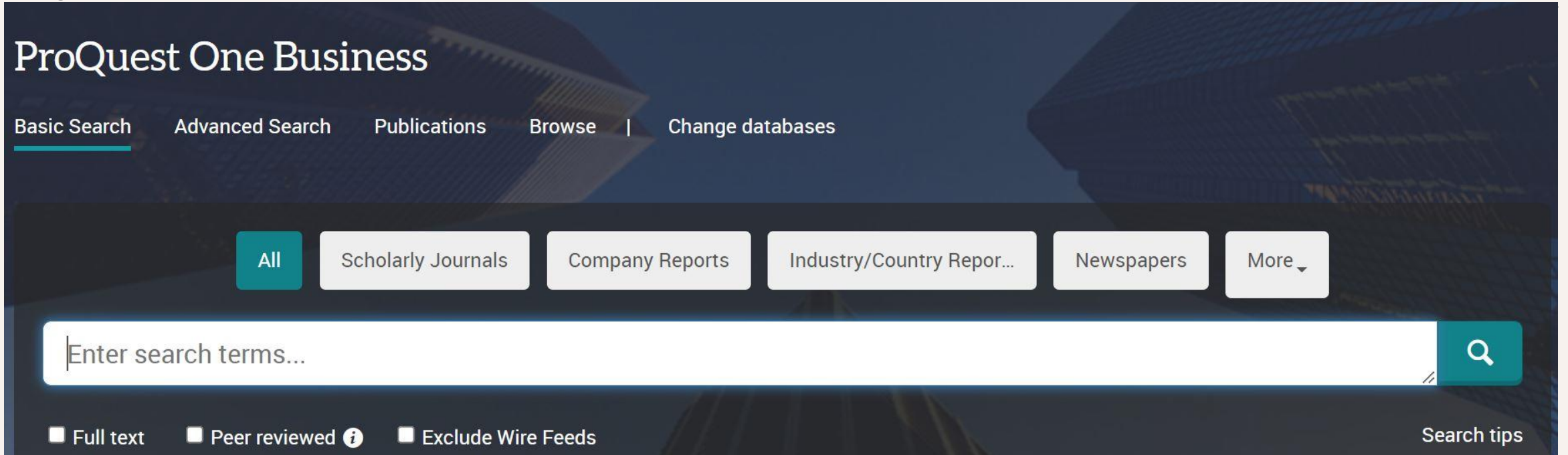
Science & Technology

**COMPUTER SCIENCE DATABASE**

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# PROQUEST ONE BUSINESS

Subjects Covered: Business

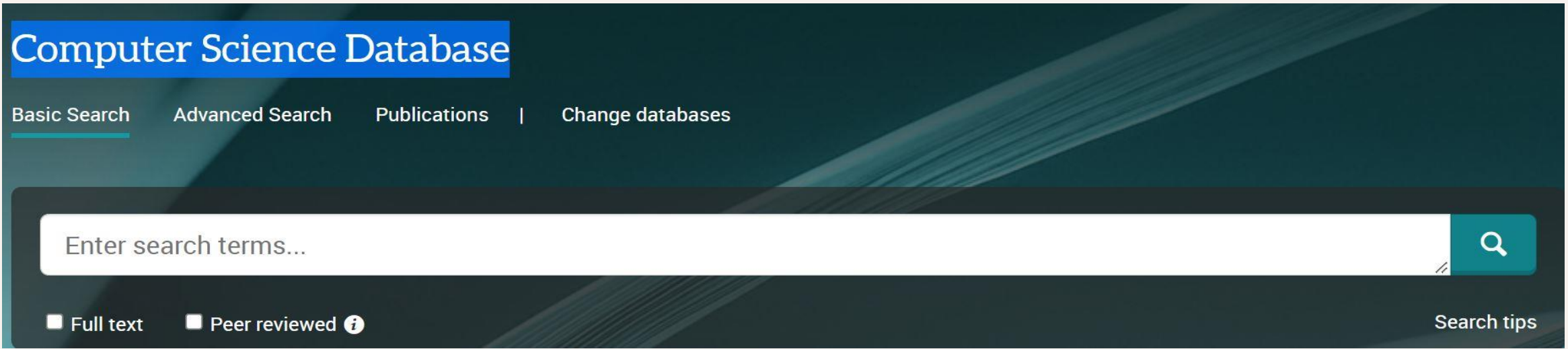


The screenshot shows the ProQuest One Business search interface. At the top, the title "ProQuest One Business" is displayed in white on a dark blue background. Below the title, there are navigation links: "Basic Search" (underlined), "Advanced Search", "Publications", "Browse", and "Change databases". A row of filter buttons is visible, including "All" (highlighted in teal), "Scholarly Journals", "Company Reports", "Industry/Country Repor...", "Newspapers", and "More" with a dropdown arrow. A large search bar with the placeholder text "Enter search terms..." and a teal search button with a magnifying glass icon is positioned below the filters. At the bottom of the interface, there are three filter options: "Full text", "Peer reviewed" (with an information icon), and "Exclude Wire Feeds". A "Search tips" link is located in the bottom right corner.

**ProQuest One Business is a complete business library containing millions of full-text items across scholarly and popular periodicals, newspapers, market research reports, dissertations, books, videos and more.**

# COMPUTER SCIENCE DATABASE

Subjects Covered: Science & Technology



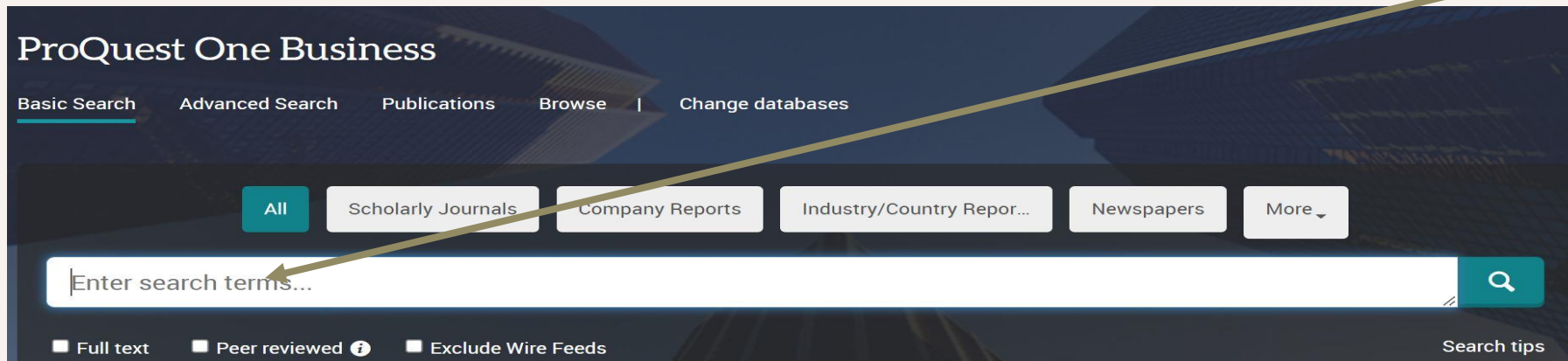
The screenshot shows the user interface of the Computer Science Database. At the top left, the text "Computer Science Database" is displayed in white on a blue background. Below this, there are four navigation links: "Basic Search" (underlined), "Advanced Search", "Publications", and "Change databases". A large search bar with the placeholder text "Enter search terms..." and a magnifying glass icon is positioned below the navigation links. Underneath the search bar, there are two filter options: "Full text" and "Peer reviewed" (with an information icon). In the bottom right corner of the search area, there is a link for "Search tips".

## Subject coverage

- Computer Science
- Information Systems
- Computer Security
- Database Design
- Software Development
- Web Commerce
- LANs
- WANs
- Intranets
- Internet

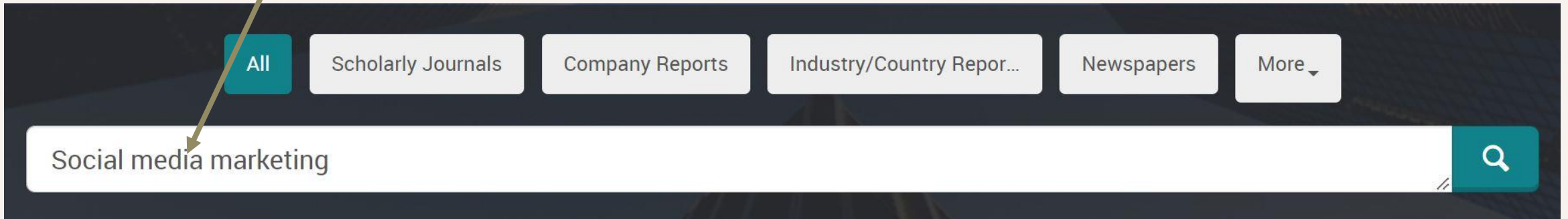
# How to use a Database

- A database is like an electronic filing system which has documents you can search to access scholarly sources on-line.
- Databases are organised into **records** containing searchable **fields**, and each **field** contains specific information.
- To access information in a database, you use the database's **search engine**.



# How to use a Database

- For example if you are studying Social Media Marketing you will type your topic into the search engine:



Successful searching is largely about being precise.

# How to use a Database

This search resulted in 2,189,092 results. This is too much information to search through. To use the database effectively it is important to narrow the search criteria

2,189,092 results

Sorted by: Relevance

Limit to:

- Exclude Wire Feeds
- Full text
- Peer reviewed

Source type:

- Scholarly Journals (145,956)
- Books (16,948)
- Audio & Video Works (330)
- Dissertations & Theses (24,703)
- Newspapers (71,038)

More >

Select 1-20

1

Wire Feed

Social Media Marketing Workshops Announced for 2015 by Boot Camp Digital: Boot Camp Digital, the social media training company, expands its 2015 schedule to offer five new social media marketing workshops in San Diego, Washington, DC, New York, San Francisco and Miami. The 2-Day Social Media Co ... PR Newswire; New York [New York]. 31 Dec 2014.

...Boot Camp Digital and social media marketing educator. She points to the stat...  
...social media into their business and marketing strategy," said Neher. ...  
...Digital (www.bootcampdigital.com) announces the expansion of its social media...

Abstract/Details Full text

2

Wire Feed

Ignite Social Media to Hold "Ask Me Anything" Webinar Series on Best-in-Class Social Media Marketing : Leading social media marketing agency, Ignite Social Media , plans to host a series of "Ask Me Anything" webinars on critical social media marketing topics this November. PR Newswire; New York [New York]. 27 Oct 2020.

...webinars on critical social media marketing topics. This complimentary series...  
...ignitesocialmedia.com/ask-me-anything-social-media-marketing-webinar-series/ ...  
...and execute strategic social media marketing programs for some of the world's...

Details Full text

# How to Narrow your search

Sorted by  
Relevance

Limit to

- Exclude Wire Feeds
- Full text
- Peer reviewed

Source type

- Scholarly Journals (146,128)
- Books (16,975)
- Audio & Video Works (330)
- Dissertations & Theses (24,703)
- Newspapers (71,175)
- More >

Publication date

- Last 12 Months
- Last 5 Years
- Last 10 Years
- 1900 - 2023 (decades)

To narrow your search you can apply filters.

For example if you tick the box for **Full text** and **Peer review** your search results narrow from 2,189,092 to 128,205

Although this has narrowed the search a lot 128,205 is still a lot of articles.

You can narrow the search even further by choosing the **source type** and/or by setting the **publication date**.

Generally you will want the most up to date research. By narrowing your search to the **last 12 months**, you have brought down the number of articles from 128,205 to 3,926

128,205 results

Sorted by  
Relevance

Limit to

- Full text
- Peer reviewed

3,926 results

Applied filters  
Clear all filters  
Last 12 Months

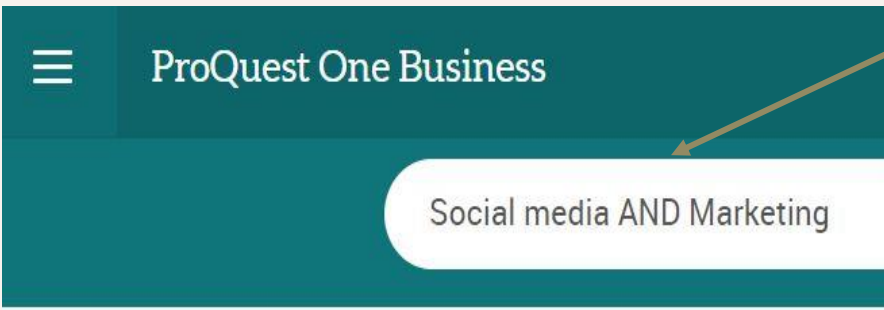
Sorted by  
Relevance

Limit to

- Full text
- Peer reviewed

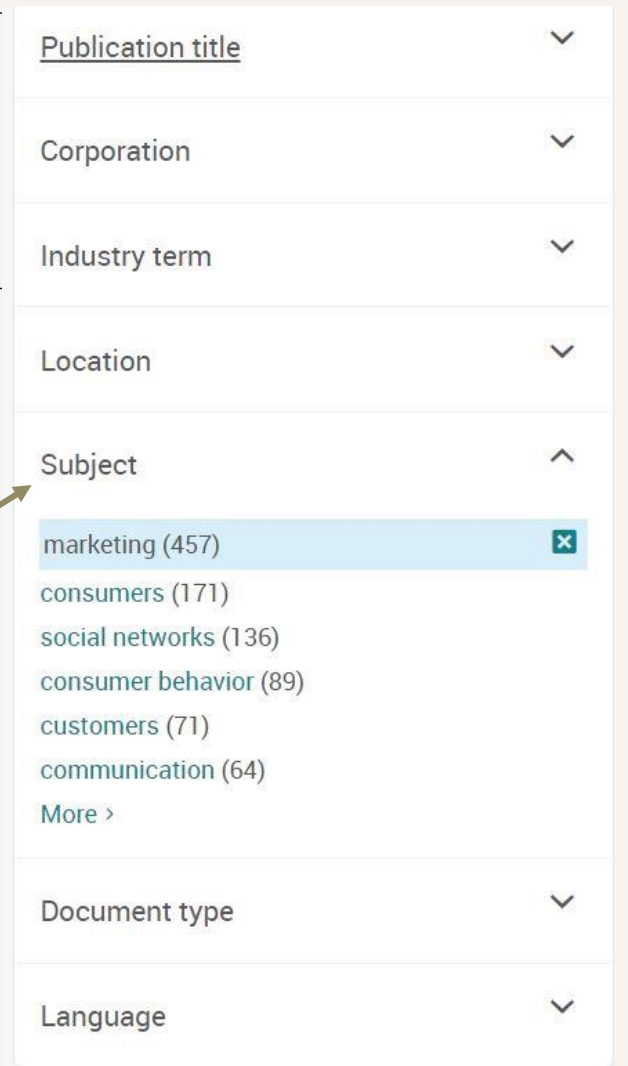
# How to Narrow your search

3,926 is still a lot of articles to search through. Another way to narrow your search is to separate your search terms with **AND** [this must be in capital letters]



3,773 results

This lowered your information to 3,773 results, which is still very high. The next step you can take is to click the **subject link** which is in the drop down menu under neath the date range.



457 results

Applied filters

Clear all filters

Scholarly Journals 

Last 12 Months 

marketing 

Sorted by

Relevance 

Limit to

Full text

Peer reviewed

Source type 

 Scholarly Journals (457) 

Publication date 

Last 12 Months 

# How to Narrow your search

You have now brought your search down to 457 results

Learning how to use databases effectively takes practice.

Remember that not all the information that you bring up in the results will be relevant to your search, so it is a good idea to record all the steps in your searches. This will allow you to replicate a search and keep track of what your searches have covered.

# Advanced Searching

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We have looked at some techniques for conducting a basic search, but there are also a number of methods you can use to conduct an advanced search

## Phrase Searching

To get more specific results you might want to search for a **"phrase"** which must be enclosed in inverted commas.

e.g. entering **"human resource development"** would retrieve documents that contain those three words together rather than in separate places.

Note that if you searched for **human resource development**, you would be searching for items that contain **human AND resource AND development**, not necessarily *together*.

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# Advanced Searching

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## Truncation

Truncation is a technique that broadens your search to include various word endings and spellings.

**Truncation symbol \*** can be used to search for different forms of a word

It can replace up to 5 characters.

Can be used inside or at the end of a word, or between words to replace a word.

For example: nurs\* would retrieve documents containing "nursing", "nursed", "nurses", etc.

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# Advanced Searching

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**Wildcards** are similar to truncation.

Wildcards substitute a symbol for one letter of a word.

This is useful if a word is spelled in different ways, but still has the same meaning.

## Wildcard Symbols

Frequently used wildcard symbols include the question mark **?**, the hatch symbol **#** or the asterisk **\***

Please Note\* Different databases use different wildcard symbols, so it is important to check the database 'Help' information or 'Search Tips' for details about which symbol to use.

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# Advanced Searching

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## Question Mark

Use of **question mark?** as wildcard character

You can use the **?** to replace a **single character**.

It can be used at **end** or **middle** of word, but not at the start.

It allows you to search for different spellings of a word

For example: a search for “organi**?**ational” will retrieve citations containing organisational or organizational.

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# Advanced Searching

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## Hash symbol

Use of hash symbol # as wildcard character

You can use # to replace one or two characters

For example: a search for colo#r will retrieve citations containing color or colour

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# Advanced Searching

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Refining the search results: **Boolean operators**

Boolean operators form the basis of mathematical sets and database logic.

They connect your search words together to either narrow or broaden your set of results. The three basic Boolean operators are: **AND**, **OR**, and **NOT**.

These help you to combine or exclude keywords in a search, giving you more specific and helpful results. When you use these words in a search they must be in **CAPITAL LETTERS**.

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# Advanced Searching

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## AND

Placed between words means both words must appear in each reference. This will **narrow** your search.

For example: management **AND** ethics will retrieve all references which contain **both** terms.

## OR

Placed between words, **OR** connects two or more similar concepts telling the database that ANY of your search terms can be present in the resulting records which will **broaden** your search.

e.g. *accounting* **OR** *enterprise* will retrieve all references with *accounting* or, *enterprise* as well as references with both terms.

If there is more than one word for your subject, you can use **OR** to identify articles that use one term or the other (e.g. work **OR** labour).

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# Advanced Searching

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## NOT

Less commonly, you might want to use **NOT** in a search to exclude words from your search and narrow your search, telling the database to ignore concepts that may be implied by your search terms.

Example: cloning **NOT** sheep

As you can see there are many tips and tricks you can use when you search.

The main thing to keep in mind is 'DON'T MAKE YOUR SEARCH TOO BROAD'.

Choose your search term carefully: the more words you include, the more specific your search will be.

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