

## ProQuest User Guide

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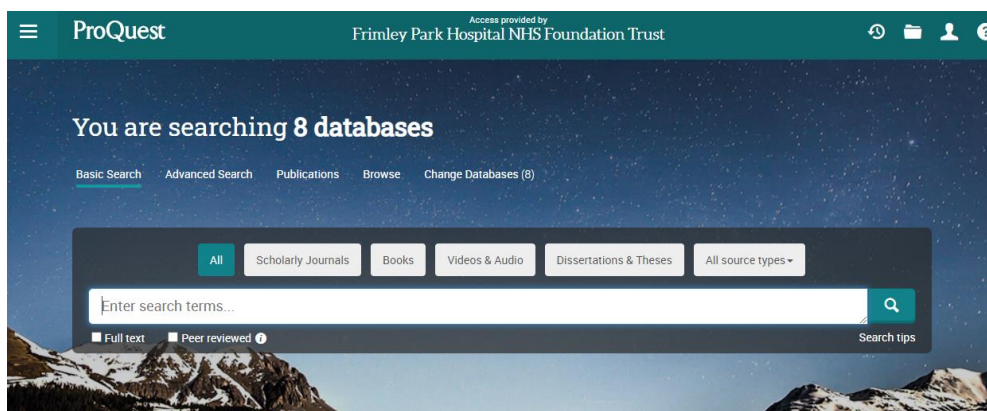
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### A: Accessing ProQuest Databases and Creating a Personal Account

#### 1. Accessing ProQuest Databases

- An **NHS OpenAthens account** is required to access the databases. To register, go to:  
<https://openathens.nice.org.uk/>
- Once registered, login to the OpenAthens **My Resources** page at:  
<https://openathens.nice.org.uk/Hub/Resources>
- From the list of resources, select **ProQuest**.
- You may be prompted to sign in at this stage, or in a few steps' time. **Sign in using your OpenAthens account.**

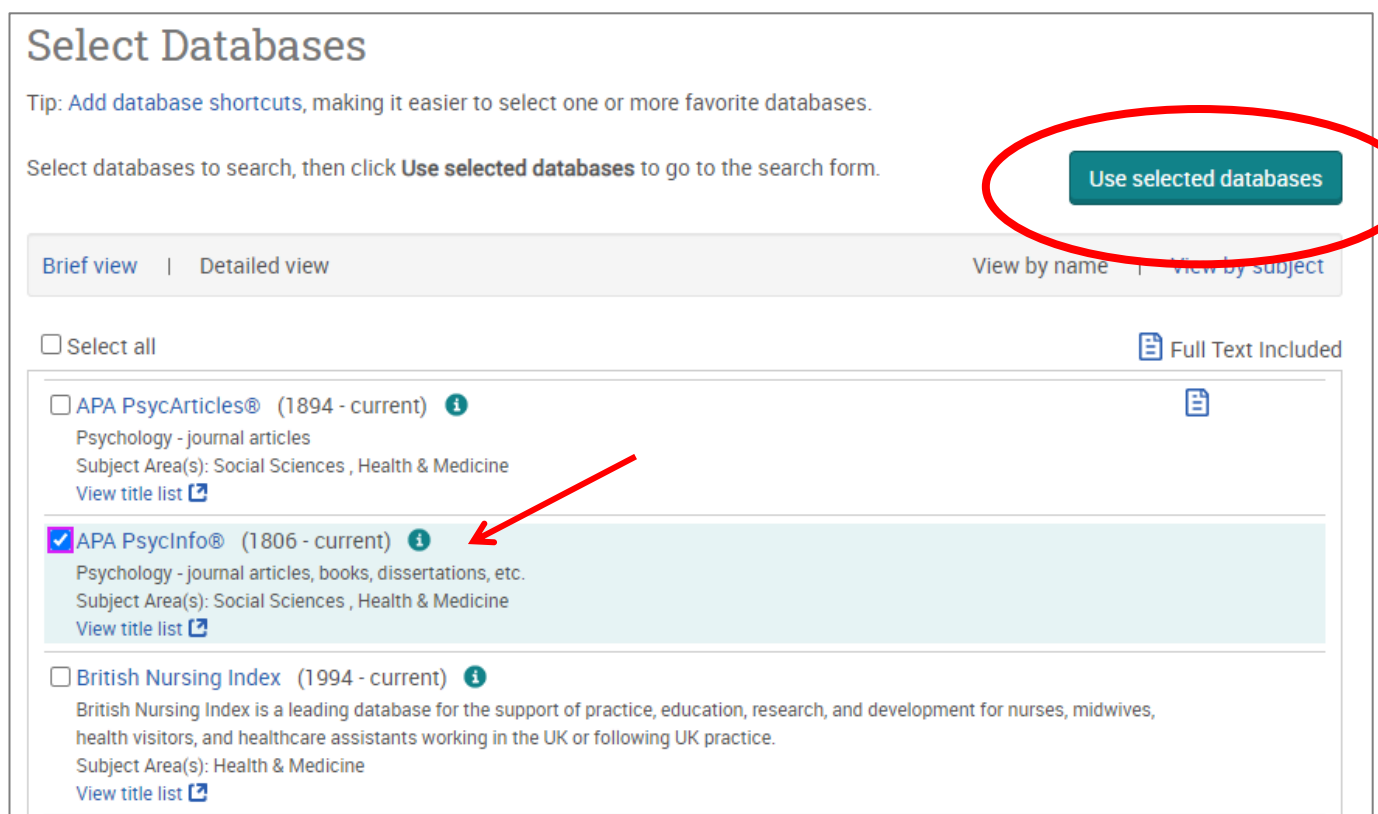
This will take you to the following **ProQuest** front page or to the 'Select Databases' screen (in which case jump to step 3):



2. From the menu across the top, you can choose the database you would like to search by clicking on **'Change Databases'**:

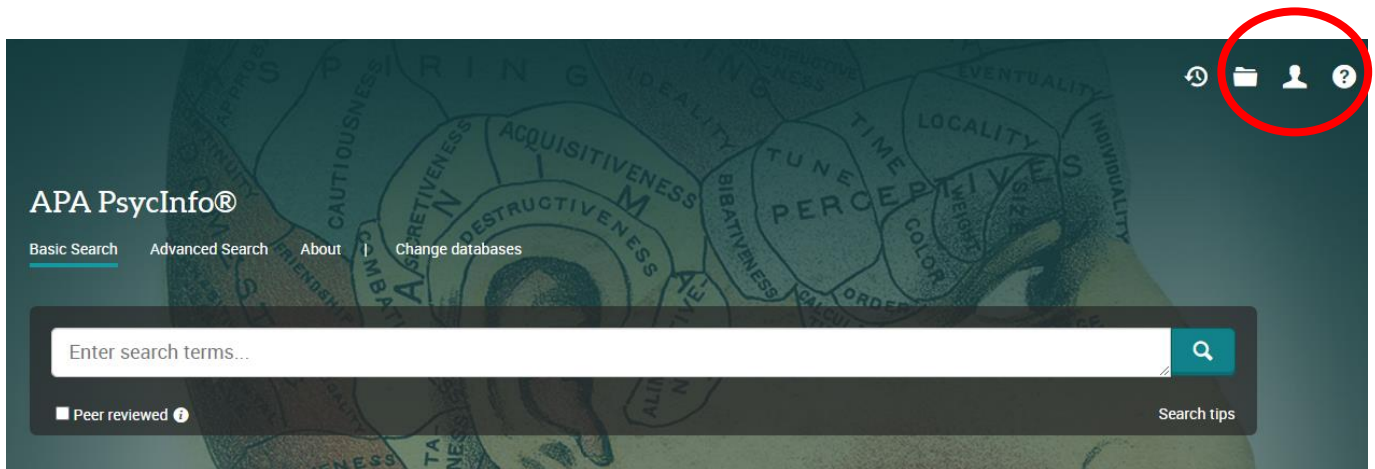


3. Select the database you want to search, for instance **PsycINFO**. Then click **'Use selected databases'**. *We recommend searching one database at a time:*

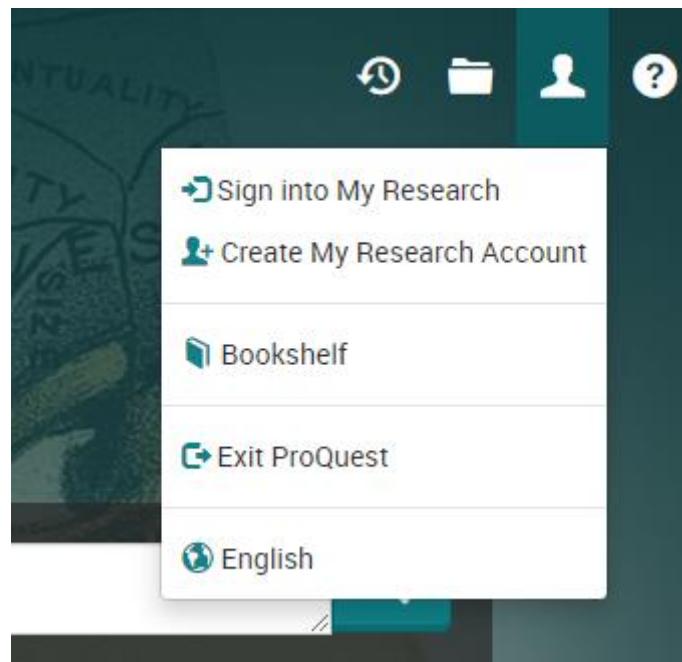


4. Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

Click on the person icon in the top right corner:



5. From here, either **sign into your existing Research Account**, or select **‘Create My Research Account’**:



## B: Searching for Terms

6. To start a search, click on 'Advanced Search':



You can now start entering your search terms in the fields:

7. To select which fields you would like to search, use the drop-down menus. You can choose to search anywhere in an item's record, or narrow your search down to specific fields:

8. If you want to search more than one specific field, for example, Title and Abstract, you need to search for these on separate rows using 'OR'. Once you've entered your search term, select 'Search':

"passive smok\*"

OR

"passive smok\*"

Document title – TI

Abstract – AB\*

Search Clear form

9. This will take you to the results page. To see your current search, click on 'Recent Searches' or the clock icon:

APA PsycInfo®

ti("passive smok\*") OR ab("passive smok\*")

365 results

Modify search Recent searches Save search/alert

Sorted by: Relevance

Limit to: ☐ Peer reviewed

Passive smoking: Knowledge, exposure and responses among adolescents in a rural setting in Sri Lanka

Perera, Emmanuwlge Madhurangi; Gunawardena, Nalika Sepali.

International Journal of Adolescent Medicine and Health Vol. 29, Iss. 4, (Aug 2017): 1-6.

Abstract/Details Full text - PDF (90 kB) Cited by (1) References (10)

10. This will show you your search strategy so far.

To search further, you will need to get back to the **Advanced Search** by clicking on the **three lines** on the top left-hand corner:

Access provided by Frimley Park Hospital NHS Foundation Trust

APA PsycInfo®

Recent Searches

To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

Combine searches:  Search Search tips

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

Items selected: 0 [Delete](#) [Save](#) [Show all details](#) [Export all searches](#)

	Set	Search	Databases	Results	Actions
<input type="checkbox"/>	S1	ti("passive smok*") OR ab("passive smok*")	APA PsycInfo®	365	Actions

ProQuest Access provided by Frimley Park Hospital NHS Foundation Trust

APA PsycInfo®

Recent Searches

ProQuest - Selected Databases ▲

To save a search, select Save search from the Actions menu. Learn more

Basic Search

Advanced Search

About

Change databases

About ProQuest ▲

Company Website

About Dissertations

Contact Us

Careers

International Websites ▼

Support Center

All Products

Search

Search tips

Databases	Results	Actions
APA PsycInfo®	365	Actions ▼

Health Libraries Network

Advanced Search

Command Line Recent searches Thesaurus Field codes Search tips

"secondhand smok\*" OR "second hand smok\*" in Document title – TI

OR "secondhand smok\*" OR "second hand smok\*" in Abstract – AB

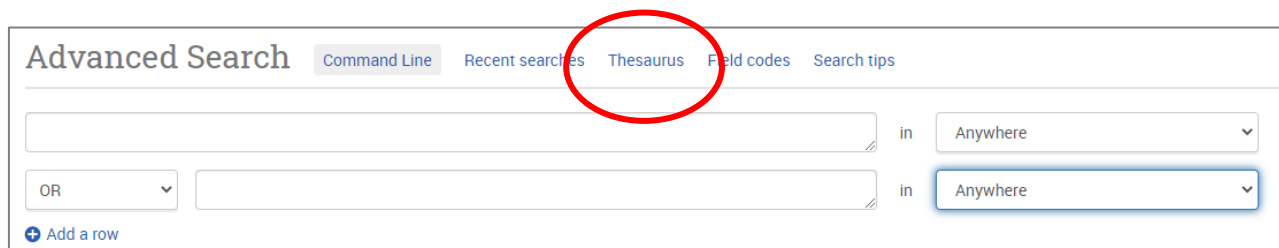
+ Add a row

Repeat steps 7-10 for all keywords.

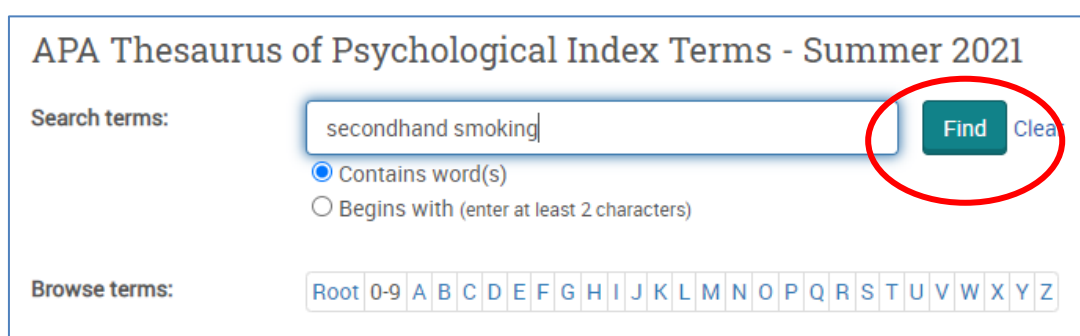


## C: Searching for Subject Headings

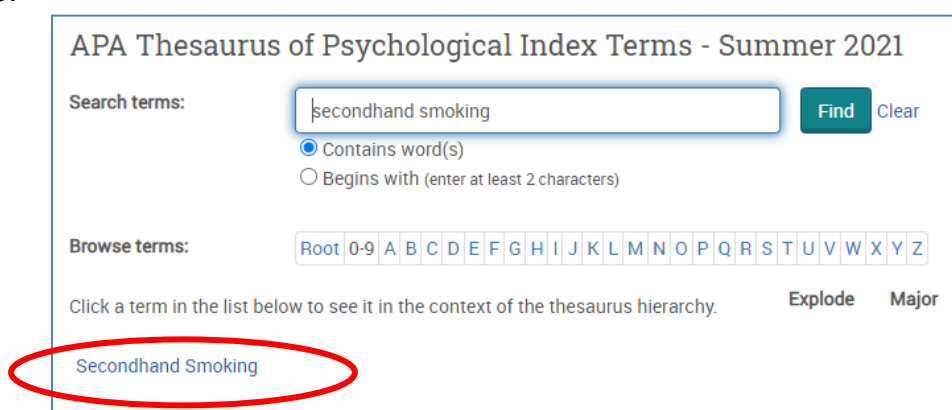
11. To search for Subject Headings, select Thesaurus from the menu bar. *Make sure to clear the search fields of previous keyword searches:*



12. Type in the subject headings you want to search for and click 'Find':



13. The Thesaurus may have exactly what you're looking for, or offer suggestions to other subjects – have a go at searching for alternative terms too. **Click on the relevant heading if there is one:**



14. Tick the term(s) you want to use and click on 'Add to search'. The Thesaurus will suggest broader and narrower terms, which you can also select, or **click on the notes icon to find out more about each term:**

**Search terms:**  Find Clear

☒ Contains word(s)  
☐ Begins with (enter at least 2 characters)

**Browse terms:**  0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Hierarchical view | Relational view 📄 - notes

☒ **Root of APA Thesaurus of Psychological Index Terms - Summer 2021**

- ☐ Sciences 📄
- ☐ Biology 📄
- ☐ Physiology 📄
- ☐ Physiological Processes 📄
- ☐ Environmental Effects 📄
- ☐ Exposure 📄
- ☐ Chemical Exposure 📄
- ☒ **Passive Smoking** 📄  
Use for: **Secondhand Smoking**
- ☐ Behavior 📄
- ☐ Drug Usage 📄
- ☐ Tobacco Smoking 📄
- ☐ Passive Smoking 📄

	<input type="checkbox"/> Explode	<input type="checkbox"/> Major
<input type="checkbox"/> Sciences	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Biology	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Physiology	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Physiological Processes	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Environmental Effects	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exposure	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Chemical Exposure	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Passive Smoking</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Behavior	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Drug Usage	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tobacco Smoking	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Passive Smoking	<input type="checkbox"/>	<input type="checkbox"/>

1 terms selected view

Combine using:  
☒ OR ☐ AND ☐ NOT

Add to search Close

**15.** This will add the subject heading to the search field. Click **'Search'** to search for the subject heading:



MAINSUBJECT.EXACT("Passive Smoking") in Anywhere

AND in Anywhere

+ Add a row

Limit to: ☐ Peer reviewed ☐ Impact statements

Publication date: All dates

**Search** Clear form

Repeat steps 11-15 for all subject headings.

Head back to your Recent Searches (by clicking the clock icon – see Step 9) to combine your search terms.

## D: Combining Search Terms and Subject Headings

**16. Combine your terms and subject headings by typing OR between the line numbers you want to combine (without the preceding 'S') E.g., 1 OR 2 OR 3**

Then click 'Search':

Recent Searches

To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

1 OR 2 OR 3 **Search** Search tips

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

Items selected: 0 ☐ Delete Save Show all details ☐ Export all searches Saved searches (0)

	Set	Search	Databases	Results	Actions
<input type="checkbox"/>	S3	MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	923	Actions
<input type="checkbox"/>	S2	ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")	APA PsycInfo®	1,181	Actions
<input type="checkbox"/>	S1	ti("passive smok*" OR ab("passive smok*")	APA PsycInfo®	363	Actions

**Head back to 'Recent Searches'** (or click the clock icon) to view your strategy so far, including the results for the first concept (Line 4 in the example below):

<input type="checkbox"/>	Set ▾	Search	Databases	Results	Actions
<input type="checkbox"/>	S4	(ti("passive smok*" OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")) OR MAINSUBJECT.EXACT("Passive Smoking"))	APA PsycInfo®	1,778	Actions ▾
<input type="checkbox"/>	S3	MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	923	Actions ▾
<input type="checkbox"/>	S2	ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")	APA PsycInfo®	1,181	Actions ▾
<input type="checkbox"/>	S1	ti("passive smok*" OR ab("passive smok*"))	APA PsycInfo®	363	Actions ▾

**Repeat steps 7-16 to search for the rest of your concepts.**

**17. Once you have searched all your concepts, combine them using 'AND' and click 'Search'.** In the below example, line 4 combines the results for one concept (passive smoking) and line 9 for the second concept (cancer):

[Search tips](#)

Examples: 1 AND 3 or "6"

(1 AND 3) OR (1 AND 2)

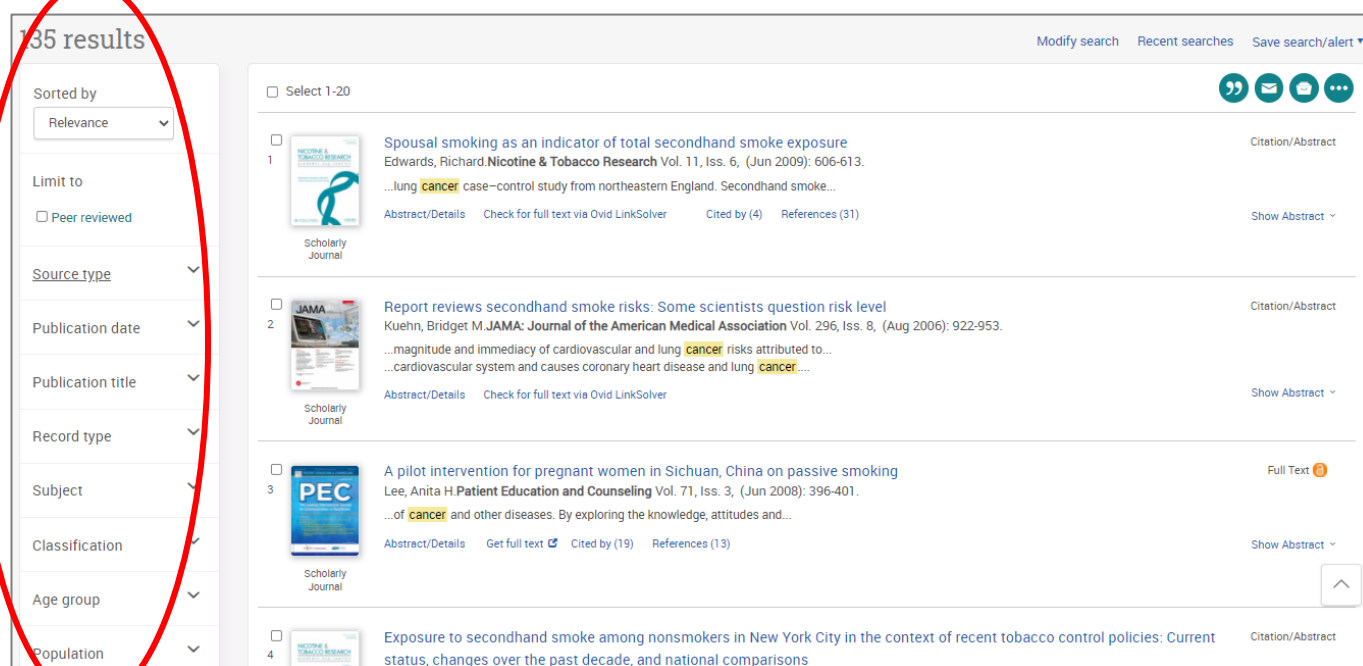
3 NOT treatment

Items selected: 0     Saved searches (0)

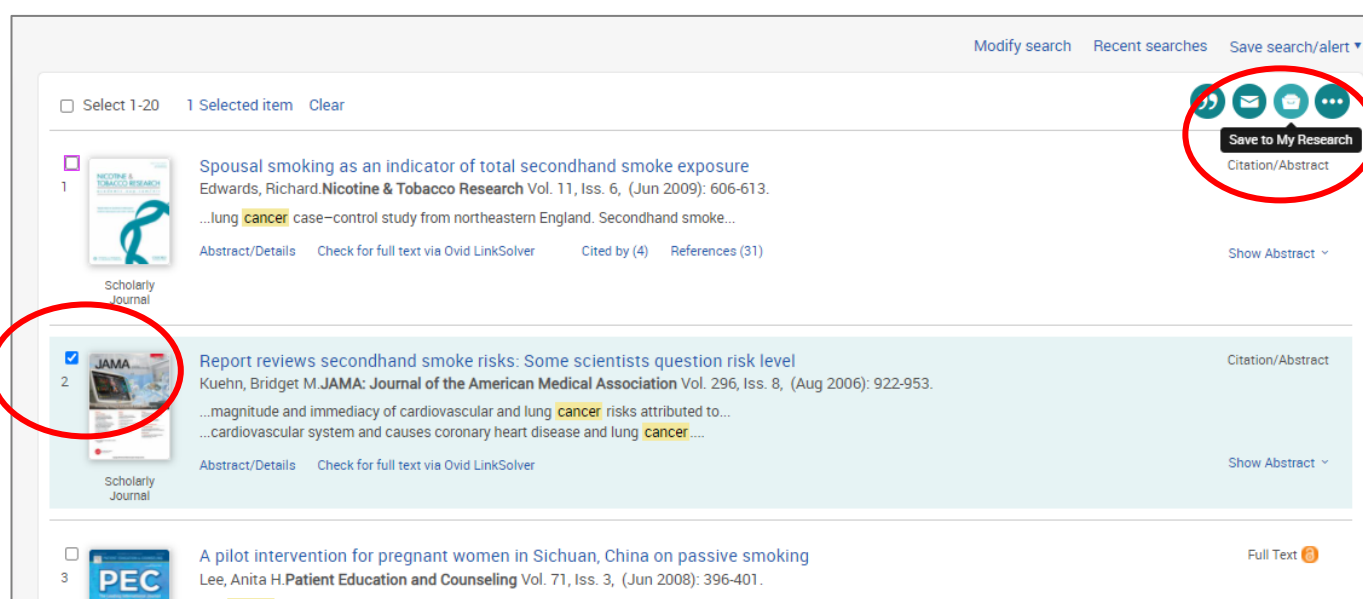
<input type="checkbox"/>	Set ▾	Search	Databases	Results	Actions
<input type="checkbox"/>	S9	(ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)) OR (MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))	APA PsycInfo®	79,958	Actions ▾
<input type="checkbox"/>	S8	MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")	APA PsycInfo®	20	Actions ▾
<input type="checkbox"/>	S7	ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)	APA PsycInfo®	17,660	Actions ▾
<input type="checkbox"/>	S6	ti(neoplasm*) OR ab(neoplasm*)	APA PsycInfo®	1,258	Actions ▾
<input type="checkbox"/>	S5	ti(cancer*) OR ab(cancer*)	APA PsycInfo®	66,115	Actions ▾
<input type="checkbox"/>	S4	(ti("passive smok*" OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")) OR MAINSUBJECT.EXACT("Passive Smoking"))	APA PsycInfo®	1,778	Actions ▾

## E: Filtering and Saving Results

**18. On the results page, you can filter down your results** by publication date, language, gender etc. on the left-hand side options bar:

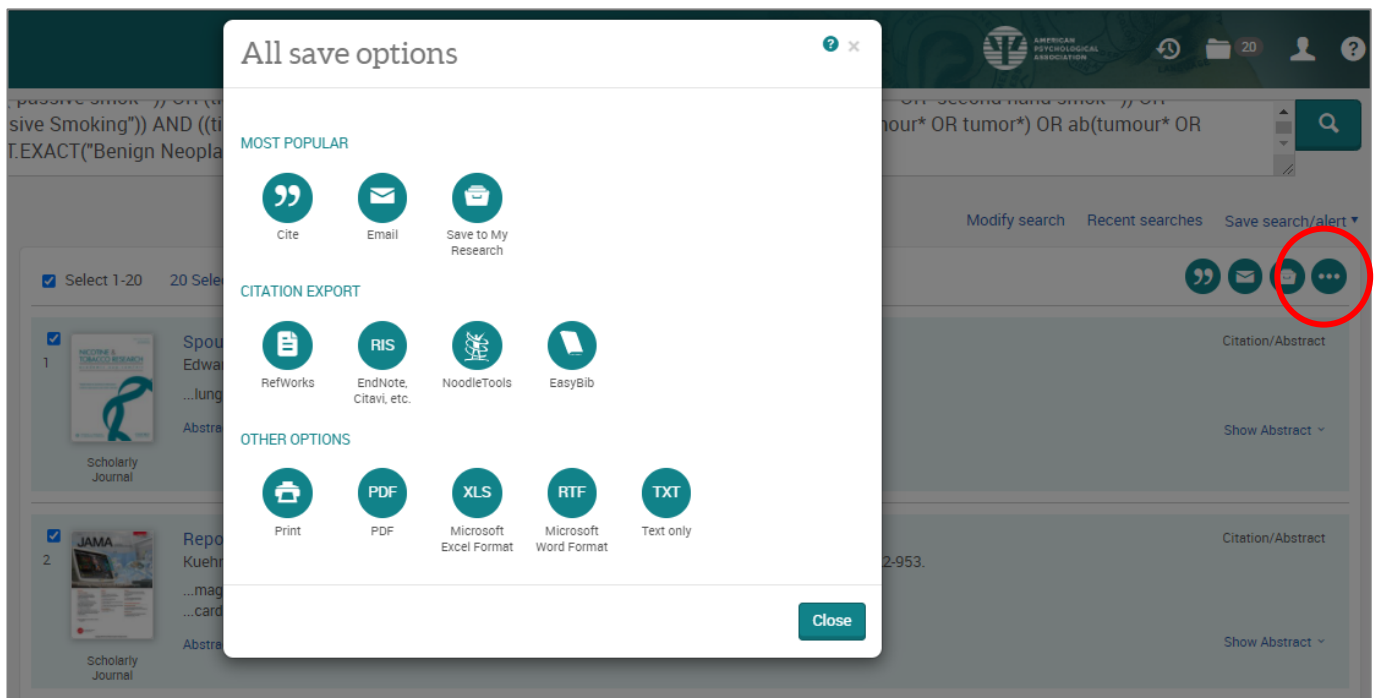


**19. You can save individual results by ticking their selection box and clicking the 'Save to My Research' icon.** These results will now be saved in your 'My Research' folder:

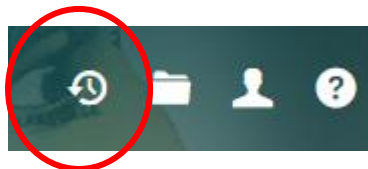


**20. To export results, select the results you would like to export and click on the 3 dots to view all save options.**

From here you can save your results in your Research Folder, send them via email, export to reference management software or save them as PDF:



**21. As well as saving the results, **we highly recommend saving your search**. To view your search, head back to your Recent Searches by clicking the clock icon:**



**22. Select the search lines and click 'Save':**

Items selected: 10     ▼

<input checked="" type="checkbox"/>	Set ▼	Search
<input checked="" type="checkbox"/>	S10	@ ((("passive smok*" OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*" OR ab("secondhand smok*" OR "second hand MAINSUBJECT.EXACT("Passive Smoking")) AND ((ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR a tumor*)) OR (MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))))
<input checked="" type="checkbox"/>	S9	@ (ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)) OR (MAINSUBJECT.EXA Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))
<input checked="" type="checkbox"/>	S8	@ MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")
<input checked="" type="checkbox"/>	S7	@ ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)
<input checked="" type="checkbox"/>	S6	@ ti(neoplasm*) OR ab(neoplasm*)
<input checked="" type="checkbox"/>	S5	@ ti(cancer*) OR ab(cancer*)

**23. Give your search strategy a name and add comments if you wish.  
Click 'Save':**

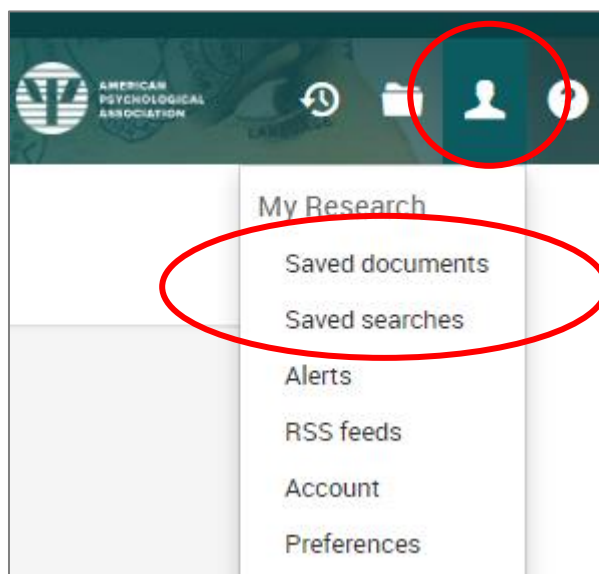
## Save search to My Research

Name your search:

Add a note: (optional)

Cancel

**24. You can access your saved searches and saved results from your account menu:**



More questions? Please contact us with your query, or arrange a 1-to-1 training sessions:

<https://www.fhft.nhs.uk/careers/library-services/contact-the-libraries/>