The Basics of ProQuest databases

Navigation

**Step 1:** Access the Benner Library homepage at library.olivet.edu.

**Step 2:** Click on ‘Subject Guides’ on the home page.

**Step 3:** Click on ‘eResources A-Z’

**Step 4:** Click on the arrow beside a database to see its specifics as well as the database provider.

![Database Navigation](image)

Combined search of the nine ProQuest databases to which Benner Library subscribes. (all full text)

**Step 5:** Select a ProQuest database.

**Note:** For this tutorial, we will be using the general ProQuest Databases. However, these strategies can be applied to most ProQuest databases covering any subject.

Finding Research in ProQuest

**Step 1:** Type in your search term(s). For example, type in ‘mental disorders’ and ‘stigma’, and click ‘Search’. This will bring up a list of results and terms available for your search.

![Search Term Example](image)
Step 2: Limit your search results by clicking ‘Modify Search’

Step 3: Put time constraints on your search results by selecting ‘After this date...’ from the drop down list. Then type in the year corresponding to the class assignment.

Step 4: Check mark ‘Peer reviewed’ if you only want to search for peer reviewed articles and then hit ‘Search’ again.

Step 5: Narrow results further by using the toolbar on the left side of the screen. Use the subject section to include or exclude topics from your search. Check mark the terms you want to include or exclude by clicking ‘More options’. After selecting the appropriate subjects, click ‘Apply’.

Step 6: Repeat the process with other sections including Document Types, Classifications, and Language tabs.

Using an Article

Step 1: View an article by clicking the ‘Full text’ or ‘Full text-PDF’ link to view the article.
Step 2: If the article is not available, make an Interlibrary Loan Request by clicking on ‘Interlibrary Loan’.

Step 3: Fill out the Interlibrary Loan form. Make sure to use your Olivet email address. Once all the fields are filled out, click ‘Submit’. The full text article will be sent to you by email within a few days.
Questions?

Contact Pam Greenlee through the ‘Contact Grad & Adult Librarians’ link under the ‘Help’ tab on the Benner Library Homepage!