

*DEVRY LIBRARY USER GUIDE*  
**PROQUEST DATABASES**  
(Articles from Magazines, Journals, & Newspapers 8/04)

**To open ProQuest:**

1. From the Orlando DeVry Home Page ([www.orl.devry.edu](http://www.orl.devry.edu)) click on “Library” in the left frame.
2. Click on “Library Databases” from the top menu.
3. Click the gateway link “DeVry Library Databases” to get Authentication Pop-Up Box. Enter user name and password (Get at Library; Call, or Stop By).
4. From the list of databases, Click on (Proquest link) at <http://proquest.umi.com/login>.

**To search for articles:**

1. Type in your “**Query**,” check the “**Full Text**” box and then click on the **Search** button. “Multiple Databases” is the default setting.
2. To search selected databases click on the box next to the “Database” and select the ones of your interest and then click on “Search.”
3. To search for articles that are older than 1997 choose “Before this date” from the “Date Range” drop down menu.
4. You can search utilizing different methods - on the top of the screen you will find tabs that allow you to do a “Basic Search”, “Advance Search”, “Topic Search”, and “Publication Search.”

**To print or e-mail:**

1. Click on the title to open the article. Use the yellow “Print” button at the upper-left of the article and follow the on-screen instructions.
2. You may also email the article to yourself by clicking on the “Email” button next to the Print button.

**Documentation items:**

1. At the top of the article find and copy the reference sheet information, i.e. Author, Title, Publication, Volume, Number, Page, URL where it was found, and Date.
2. APA and MLA guides can be found at [http://www.orl.devry.edu/academics\\_formats.html](http://www.orl.devry.edu/academics_formats.html). Click on APA or MLA and the guide will open.