quick start guide

Discover@Bolton - Advanced

Discover@Bolton enables you to search multiple databases (collections of journals) and the Library catalogue at once via a single search interface. The full-text content of journal articles and eBooks, to which the Library subscribes, is directly accessible and the availability and location of print books and other material in the Library is included. See the Discover@Bolton cribsheet for basic information on getting started.

Once you have done a search using an appropriate keyword, you can use the options on the left side of the screen to refine or sort your results. You can refine by full-text only or item type, subject area or publication date. For example, to restrict your results to ebooks only, click Full Text Online and Book/eBook. Click on Full Text Online by an item to access the material.

Note that the results are ranked by relevance and are not in date order. Use the date slider in the left panel of the screen to refine your results to your required date ranges.

Search query help

If you are struggling to find relevant results, try refining your search. You could try using “ ” with keywords that you wish to search for as a phrase rather than individual keywords,
eg. “b2b marketing”. You could also try using NOT or OR if relevant. The Advanced Search located next to the basic search box will help you to create a more structured search. Click on the menu button and then Help for assistance in using Discover.

**Discover@Bolton ProQuest RefWorks**
Click on RefWorks Log In from the menu selection at the top of the screen to create an account. You must enter your university email and choose your own password. Once you have an active account, when you add items to your folder, your selection will be stored permanently in your RefWorks account. To access RefWorks at any time click on the folder icon at the top of the screen.

![Create Bibliography function](image)

In RefWorks it is possible to select resources to create an exportable bibliography/reference list. Select the relevant results and click **Create Bibliography** as shown above. Select the style that you need, such as Harvard, and create. You will then see your results in a list that you can copy and paste into your assignment. If you are using Harvard, edit each entry to make it fit the Bolton Harvard style. You don’t need the long url given - reduce it to: http://bolton.summon.serialssolutions.com.

You can create folders to organise your results using **My Folders**. There are many other functions, including **Quick cite** which generates citations to insert into your work, so explore the various options available to you.

*This is not the same service as RefWorks accessible via the A-Z list of databases. If you already have a Refworks account you will not be able to access this account via Discover@Bolton RefWorks.*

**Further help**
Visit us at the Library Help Desk if you require any further help and guidance. Telephone: 01204 903232 or email subjecthelp@bolton.ac.uk.