ProQuest Central is a large multi-disciplinary academic database. It consists of a collection of smaller subject specific databases. You can access information such as journal articles, dissertations, newspaper articles and company information.

**Location**
ProQuest Central can be found in the Electronic Resources section of the Library website or the Databases tab in the Quick Links menu. Click on ‘P’ from the A-Z list and then click on ProQuest Central (alternatively, it is possible to select one specific database from the list contained in ProQuest Central, eg, Accounting and Tax & Banking Collection). There are also links to it from most Subject Guides.

**Electronic Resources Login**
Click on the resource title, you will then see the University of Bolton’s Electronic Resources Login Page. Enter your usual university username and password and login.

**Finding information**
You can search all of the databases in ProQuest by typing a keyword in the search box or select a specific subject database to search from the list of Included databases at the bottom of the page such as the Engineering Database.

To change to another subject specific database, click on Change databases at the top of the page and select one from the list. To return to the full list, click on ProQuest Central.
Click on **Advanced search** for more search options and **Search tips** for help. Think about keywords relevant to your research, you may need to do several searches using different keywords to find useful information.

**Viewing results**
Click on the **title** of an article or **Full text - PDF** link to view it in full. Some results are Abstract only (summary of the article) and not full-text. To see if an article is available in another database, click on **360 LINK to Full Text**. If not, use the online Inter-Library Loans service to order a copy: [https://www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx](https://www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx)

Remove abstract only results by ticking the **Full text** box and running the search again.

Click on **Scholarly Journals** to see results from academic journals only, these will be material of high academic quality which you should use before magazines or trade publications for example.

You can mark selected results by clicking in the tick box next to them. This allows you to do further searches until you have a sufficient set of relevant articles. You can access these results in your current session by clicking on **Selected items**. However, they will be deleted when you exit the database. To permanently save selected documents, set up a **My Research**. You can also export citations to Refworks if you have a Refworks account.

**Note:** the content of ProQuest Central is available in **Discover@Bolton**. See the Discover@Bolton cribsheets for details.

**Further support and information**
For general help during staffed hours, speak to a member of staff at the Library Help Desk. For specialist help during office hours, Tel. 01204 903232 or email subjecthelp@bolton.ac.uk