

## Product Tour: Periodicals Archive Online

**ProQuest Information and Learning** is a global leader in collecting, organizing and distributing value-added information to researchers. **Periodicals Archive Online (PAO), formerly known as Periodicals Content Index – Full Text (PCI)** provides an online archive of digitized, full-image journal articles and offers unprecedented access to international, scholarly literature in the humanities and social sciences disciplines from 1802 to 1995.

### Welcome to Periodicals Archive Online!

We suggest you begin exploring our service using the following:

1. Quick Search
2. Article Search
3. Find Journals
4. Information Resources
5. My Archive
6. What's New?

To access Periodicals Archive Online, follow the links on your library web page or consult your librarian for instructions.

### 1. Quick Search

A **Quick Search** box appears at the top of every page. Use it to find all of the articles in PAO by title, author or keyword, or all of the journals in PAO with a particular title or ISSN.

1. Type the term(s) you want to search for in the **Search for** box.
2. Choose whether you want to search for **Article Title, Article Title and Text, Article Author, Journal ISSN** or **Journal Title** from the drop-down box.
3. Click the **Go!** Button.
4. A Search Results Page will display listing the results that match your search terms. This will be an [Article Search Results help page](#) or a [Journal Record Search Results help page](#) depending on which you searched for.

### 2. Article Search

Choose the **Article Search** option from the tool bar.

You can search using a combination of the following criteria:

- Keyword(s)
- Article Title Keyword(s)
- Author
- Journal Title

- Language
- Journal Subject
- Year of publication
- ISSN

You can choose whether to search for keyword(s) in both **citations and article full text, citations only**, or **article full text only**. In the drop-down box next to the Keyword(s) field, click the arrow to the right of the box and choose the relevant option from the list that appears.

### Search Options

You can either search across all the data available in PAO or you can restrict your search to just book reviews, or just articles. You can also choose whether to search in citations with links to full text. Use the check boxes in the **Search Options** box to alter the scope of your search.

### Sorting Results

Search results can be sorted in one of four ways:

- By relevance
- Alphabetically by journal title
- Oldest record first
- Most recent record first

The sort order can be selected on the search page before the search is run by selecting the relevant option from the **Sort results** drop-down list, or afterwards from the results page. By default your results will be returned in relevance order.

### Displaying Results

You can choose to display 20, 50 or 100 entries on the [Article Search Results](#) page using the **Display** drop-down list; click the arrow to the right of the box and choose the relevant option from the list that appears. You can change this on the results page too. By default 50 results will display per page.

### Entering Search Terms

There are two ways in which you can enter search terms in Article Search. You can:

- Click on the select from a list link next to a search field to open a list of terms. Check one or more terms and click the Select Terms button to paste them back to the search page.
- Enter your own keywords or phrases into the relevant search fields.

In the Article Search page, you can combine search terms using [Boolean and proximity searching](#) and search for variations on search terms using [truncation](#).

**Note:** Between search boxes, all terms are treated by default as if they were combined using the Boolean operator AND.

When you have finished making your selections, click the **Search** button. The [Article Search Results](#) page will appear displaying the results of your search.

If you want to clear all search boxes and begin a completely new search, click on the **Clear Search** link at the bottom of the page.

### 3. Find Journals

Clicking on the **Find Journals** link on the tool bar allows you to browse a list of the journals in PAO by title, language or subject.

You can also access the Search Journal Records page from this area.

#### Navigating Find Journals

By default the **Find Journals by Title** list will appear. To access **Find Journals by Language** and **Find Journals by Subject**, click the appropriate link at the top of the page.

Each Find Journals list will include all of the journals in PAO that you have access to.

- The **Find Journals by Title** list is divided alphabetically; click a letter in the A-Z list at the top of the page to see all of the journals indexed under that letter.
- The **Find Journals by Language** list is divided a language per page; click a language in the list at the top of the page to see all of the journals indexed under that language.
- The **Find Journals by Subject** list is divided a subject per page; click a subject

in the list at the top of the page to see all of the journals indexed under that subject.

Click any Journal Title link to see the associated Journal Record page and List of Issues.

#### Adding Records to your Marked List

Add a record to your **Marked List** by checking the checkbox below the record. The background color of the record should change and this will show that the record is now in your **Marked List**. To remove it, uncheck the checkbox.

To add all of the record on the page to your Marked List, check the option at the top of the page to **Mark all records on this page**. To remove them, uncheck the checkbox.

For more information, go to the [Marked List Help Page](#).

### 4. Information Resources

This section of the site contains information, tools and downloads for administrators and users of Periodicals Archive Online.

- [About Periodicals Archive Online](#)  
This area included detailed information about Periodicals Archive Online.
- [Linking Information](#)  
Details about the links available from Periodicals Archive Online to other electronic journal databases, as well as guidance on using PAO with linking technologies, can be found here.
- [Downloadable MARC records and title lists](#)  
Comprehensive information about the journals included in PAO can be found here. Bibliographic records in MARC format for use in library catalogues can also be downloaded.
- [Information for Librarians](#)

This section contains information and downloads intended for librarians and administrators. Some of these have restricted access and will require

logging in, using an administrative password.

## 5. The Marked List and Options to Email, Print, and Download

**The Marked List:** The **Marked List** page lists the bibliographic records you have added from the results or full record pages during the current session. It allows you to create a list of records relevant to your research, view the full record, email, print or download the list, remove records from your list, or save records to **My Archive** if you want to keep a record beyond the current session.

**Articles and Journal Records** are stored in separate marked lists. Click the Articles/Journal Records links at the top of the Marked List page to switch between the two lists.

Note that records will only remain on the Marked List page for the duration of the current session.

Each entry in the list consists of:

- a number to indicate the position of a record in the list
- brief bibliographic information in the same format as on the results page
- a **Select** checkbox

To select an item to email, print, download, remove from Marked List or save to **My Archive**, click the **Select** checkbox underneath the item.

### To Email citations and Journal Records:

Select your items and then click the **Email Selected Citations** or **Email Selected Records** link on the right hand side of the **Marked List** page.

You can use the Email page to email the items on the relevant **Marked List** page to yourself or others in a variety of formats, and add notes to individual records.

### To Print citations and Journal Records:

Select your items and click the **Print Selected Citations** or **Print Selected Records** link on the

right hand side of the **Marked List** page.

The records listed on the Print page include the same information as on the Article Search Results page for articles or the Journal Record page for journals.

By default your list will be displayed in plain text format. To view in RIS format, click the link at the top of the page.

### To Download Citations:

Select your items and click the **Download Selected Citations** link on the right hand side of the **Marked List** page. You can download citations in several formats or export them directly to your citation manager software.

## 6. My Archive

The **My Archive** feature allows you to access your own password-protected area of PAO where you can store information for future use.

Within **My Archive** you can:

- Open the [Saved Records page](#) to access a list of the citations, or a list of the journal records you saved earlier. From here you can annotate, print, download or email them.
- Open the [Saved Searched page](#) to access a list of the searches you have saved and run, annotate, modify or delete them.
- Update your account details on the [user profile page](#).
- Subscribe to the mailing list to receive a regular newsletter on new features and contents via email.

When you have finished, click to “Log out” of **My Archive** to close your personal account, save any changes and prevent others from using it.

**Note:** If you have set up a profile and registered your email address with us, but have not logged in for almost 6 months we will send you an email reminder. If you have not logged in after 6 months we will delete your profile from our system.

## 7. Where to find help

### In North America:

- **Technical Support**  
Phone: 800-889-3358  
Email: [tsupport@proquest.com](mailto:tsupport@proquest.com)  
Web: <http://proquest.com/techsupport>
- **Search Assistance**  
Phone: 800-889-3358  
Email: [technicalsupport@proquest.com](mailto:technicalsupport@proquest.com)  
Web: <http://proquest.com/techsupport>
- **Product Help**  
Product help and downloadable guides:  
[http://proquest.com/products\\_pq/training](http://proquest.com/products_pq/training)

### Outside of North America:

- **Technical Support**  
Email: [support@proquest.co.uk](mailto:support@proquest.co.uk)  
Freephone: 0880 220 710 (UK only)  
Telephone: +44 1223 271 496 (Outside of UK)
- **Product Help**  
Product help and downloadable guides:  
<http://proquest.co.uk/pqtraining>