

### USING ProQuest's *WALL STREET JOURNAL*

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ProQuest's *Wall Street Journal* is available on the Library Research workstations or from on or off-campus internet-connected computers. The database provides the full-text articles from the *WSJ* going back to at least 1986, with some material from earlier years. It includes the entire text of written articles, but no graphs or data, such as stock prices. Please note, the Sawyer Library holds current issues of the paper and holdings of the microfilm of the *Wall Street Journal* going back to 1970, if you are interested in charts, prices, or other visual material.

#### To BEGIN

Double-click on the *Wall Street Journal* icon or choose it from the list of "Databases When You Are On/Off Campus" from the Sawyer Library web page to get to pull up the screen that begins:

Searching collections: **Wall Street Journal**

Next, choose a search option. Choose from the following menu, for information on the search options.

<a href="#">Basic</a>
<a href="#">Guided</a>
<a href="#">Advanced</a>
<a href="#">Natural Language</a>
<a href="#">Publication</a>

#### BASIC SEARCHING

The screen begins with the basic search option. You may enter a word or phrase to execute a simple search, or you may choose a more complex option. The basic search screen automatically searches CURRENT issues, which includes information from 1999 to the present. To find an article or information from 1986 or earlier, click on the "drop arrow" and select either "Backfile (1986 - 1998)" or "Deep Backfile (Prior to 1986)".

Here are the steps for doing a **BASIC** search:

1. From **Search Methods**, select **basic**.
2. Type a **word** or **phrase** in the search field. Combine more than one term using **AND** to focus your search. Use **OR** to broaden the search, or **AND NOT** to eliminate a search term. If you are searching with a phrase that is longer than two words, put the phrase in **quotation marks**.
3. If it would be helpful, then choose from the list of **Preferences**. This list includes:
  - Date Range (only most recent material will be searched, unless specified)
  - Publication Type (here, only choice is the *WSJ*)
  - Search in: (choose "citation/abstract," or "full-text")
  - Show results with full text availability only (not applicable - everything should be full-text)
  - Show peer reviewed articles (not applicable in newspaper searching)
  - Show total number of articles
4. Select the **Preferences** that apply to your search. *Please Note:* These search options apply to all Proquest databases, not just to the *Wall Street Journal*. Therefore, as indicated, many are not appropriate for *WSJ* searching.
5. Click **SEARCH**.

## GUIDED SEARCHING

Use the **Guided Search** option to focus your search within multiple search boxes, connected by the Boolean operators **AND**, **OR**, or **AND NOT**. Use the drop menus to choose different search fields or boolean operators.

Here is the list of steps for a **Guided Search**:

1. From **Search Methods**, select **guided**.
2. Type a word or phrase in the first search box.
3. Select a field type (such as author), from the **in the...field** list. Please note: There is a delay between loading the full-text and the assignment of subject headings. **Do not do a "Subject" search if you are interested in the latest articles.**
4. Repeat steps 2 and 3 for your additional search terms, choosing appropriate boolean operators (**AND**, **OR**, or **AND NOT**) to connect the terms.
5. Limit by **DATE RANGE**, if appropriate.
6. Click the **Search** button.

## ADVANCED SEARCHING

If you are an experienced researcher, you might want to search by the **Advanced Search** option. This option includes several features for focusing your search. These features include a *Thesaurus* of subject terms, and the option to do free-form Boolean searching. Here is the list of steps for doing an advanced search:

1. From **Search Methods**, select **advanced**.
2. Type a word or phrase in the search field.
3. Specify **Preferences** (as in the Basic option), if it would be helpful. However, many are not appropriate for *WSJ* searching. Try using, **Date Range** (although only the most recent materials will be searched, unless specified), **Search In;** (choose "citation and abstract" or "full-text"), or **Show total number of articles**.
4. Use the **Reference Table** options to refine your search. *Please Note:* This method is useful if you are using the features offered in the Reference Table (Such as, Thesaurus, Stop Words, Article Types, Dates, etc.) However, as in the guided method, there is a delay between the loading of full-text articles and the assignment of subject headings. **Do not do a search using "Thesaurus," "Classification Codes," or "Subject" field, if you are interested in the latest articles.**
5. Click **Search** to get a list of articles that matches your search criteria.

## NATURAL LANGUAGE

Although this method is offered on the toolbar, we do not recommend it. Instead, try entering all of your terms as "keywords" in the **Guided Search** option, described above.

## PUBLICATION

Although this option is given on the toolbar, this feature is not useful when searching just the *Wall Street Journal*.

## Looking at Your Search Results

After you click on the **Search** button, a list of relevant articles appears on the screen in "Last In, First Out", reverse chronological order. Index card or full-page icons next to each citation indicate whether an abstract of the article or the entire text of the article is available.

You may mark articles from your citation list or when the full-text of the article is displayed on the screen. When your list of **Search Results** is on the screen, mark an article by clicking in the box next to the article title. When the article is displayed on the screen, check the box that says "mark article." Click on **MARKED LIST** from the menu to see only those you have marked.

## Get a Copy of Your Article

Click the **Print Article** button. Follow the instructions on the screen:

1. To **Print** your article: Click where instructed. Then, use the print button on the browser's tool bar or print from the file menu.
2. To **Email** your article: When your article is displayed, choose *Email article*. Click in the white area at the side of the screen, enter a single email address, and click the blue portion of the email button to send the article to the address.
3. To save your article to a disk: Click **Save As** on the browser's **File Menu**. Your article will save as a text file.
4. To copy part of your article: Use the mouse and the computer's copy and paste features to copy part of the text.

## Help Screens

If you would like additional "Help" when you are using the *Wall Street Journal* database, then click on either the "**?Help**" button or the "**Search Guide**" button. Both options include several helpful features, with examples. As these are general help guides for all of the "Proquest" databases, not all of the features may be useful in the *WSJ* database.