

quick start guide Discover@Bolton - Advanced



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.

Select an item for temporary storage by clicking on the **folder** icon. You can store your items permanently if you have a Discover@Bolton Refworks account – see overleaf.

Iniversity f Bolton



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. Click on **Help** at the top of the screen for further details. The Advanced Search located next to the basic search box will help you to structure your search.

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 created your account, when you add items to your folder, your selection will be stored permanently in your account. To access **RefWorks** at any time click on the folder icon at the top of the screen.



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 Harvard style. You don't need the long url Bolton 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, so explore the various options available to you.

*This is not the same service as RefWorks accessible via the Databases A-Z. 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 <u>subjecthelp@bolton.ac.uk</u>. You can give feedback via summonfeedback@bolton.ac.uk.