quick start guide

Design & Applied Arts Index (DAAI)

University of Bolton

Design and Applied Arts Index (DAAI) is an Art & Design database which contains information including journal articles, dissertations, newspaper articles and company information.
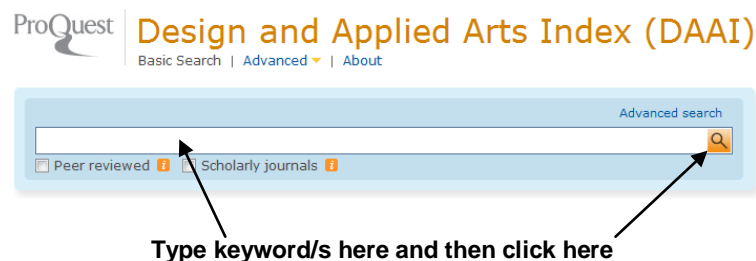
Location and logging on

DAAI can be found in the **Electronic Resources** section of the Library website or **Databases** from the Quick Links menu. There are also links to it from certain subject resources pages.

Click on **D** under *Browse our A – Z of electronic resources.* Then, scroll down and click on the blue **DAAI** link.

At the University of Bolton's Electronic Resources Login page, enter your usual university username and password and click on **Login**.

Finding information

In the **Basic Search** box, enter your search terms and click 🔍 . Think about keywords that are most relevant to your research, use simple keywords rather than long complicated phrases or sentences (click on **Advanced Search** for more search options and **Help** for search tips).

ProQuest | Design and Applied Arts Index (DAAI)
Basic Search | Advanced ▾ | About

Advanced search

☐ Peer reviewed ℹ️   ☐ Scholarly journals ℹ️

Type keyword/s here and then click here
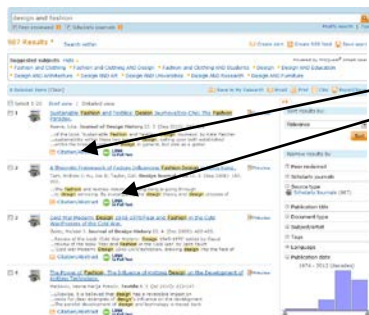
Narrowing results

In the **Basic Search** option there are a number of ways to narrow a search. You can include additional search terms, search for 'peer reviewed' or 'scholarly journals' only, as well as narrow a search by 'date', 'source types', 'document type' or 'publication title' – these options are available at the top and right hand side of the screen, see image overleaf.
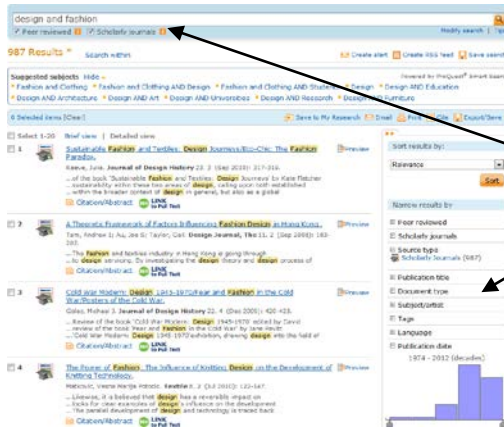
Looking at results

On the results page records are displayed in brief detail. To see the abstract (summary of an article), plus additional details of a record, click on 📄 Citation/Abstract . To see whether you can access the full text of a record, click on 360 LINK to Full Text . If a link is available, in the pop-up window that appears, click on **Article** to view the full text of the article.

If you see **'Sorry no holdings were found for this journal'**, check the Library catalogue to see if a print copy is available, if not you can use the Inter-Library Loan service. For full details see: http://www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx

Saving, printing, emailing results

Before you can save, print or email record(s), you need to select ones that you want. Simply click in the tick box ☑ at the side of the record. You can then click on either ✉ Email , 🖨 Print or 💾 Export/Save depending on want you want to do.

Selected records are not retained after you exit the database. To store them for future use, you will need to click on 👤 My Research and create an account.

Exiting: when you have finished don't forget to click on Exit at the top of the screen.