

# ProQuest Dialog™ How Do I...?

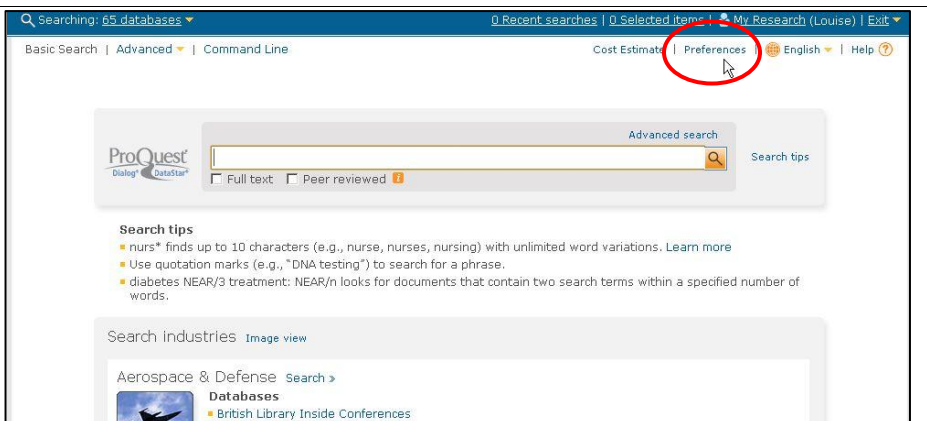
## CHOOSING DATABASES

### Create a database shortcut?

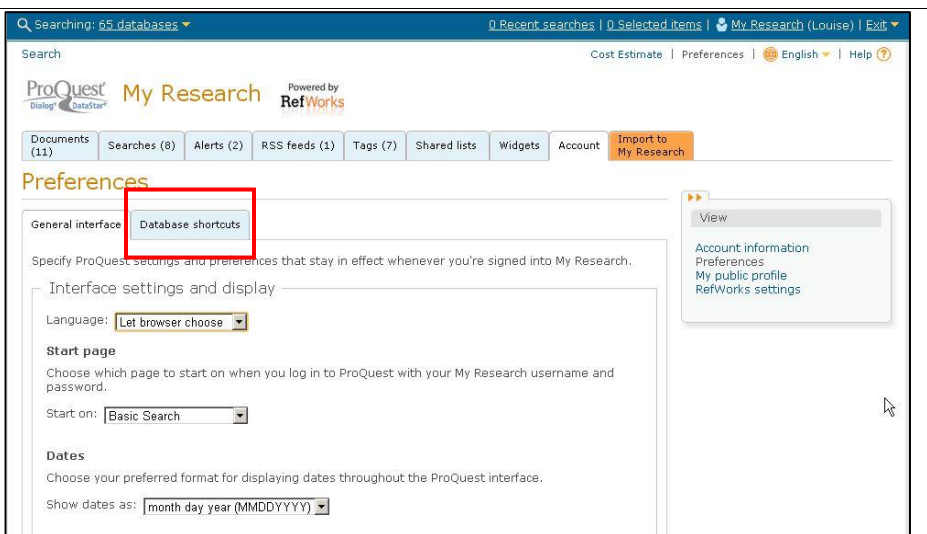
**TASK:** Create shortcuts to your favorite databases or groups of databases so you can quickly access them after logging in to ProQuest Dialog. You can also specify a shortcut as the default selection whenever you are signed into your My Research account.

1. Log in to ProQuest Dialog then click **Preferences**.

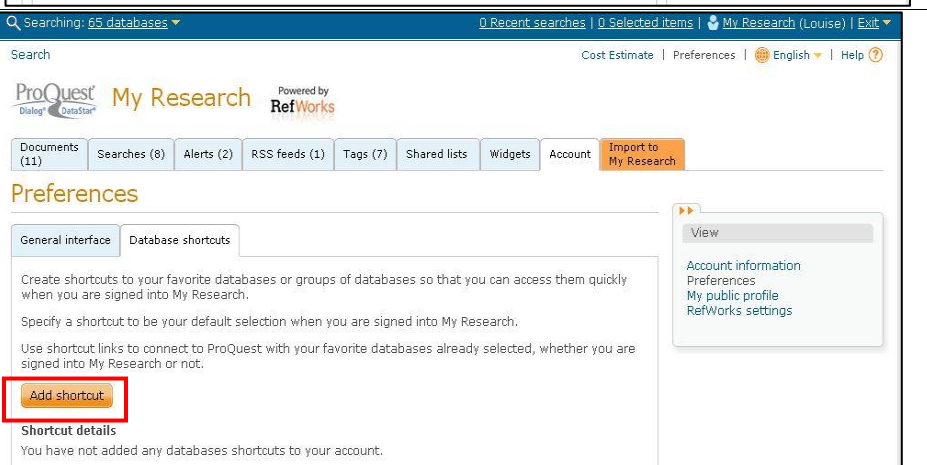
**Note:** You must have and log into your **My Research** account to create a database shortcut.



2. Click the **Database shortcuts** tab.



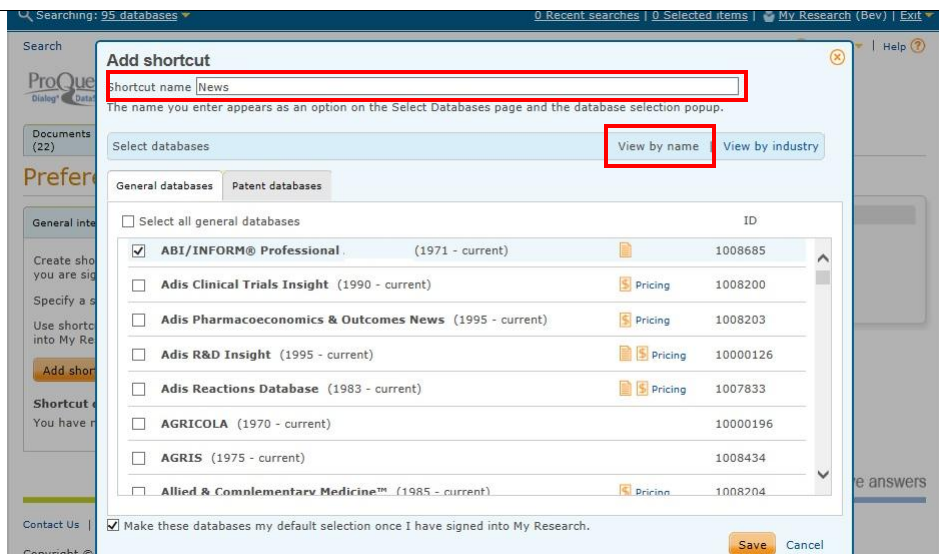
3. Click **Add shortcut**.



4. Give the shortcut a name.

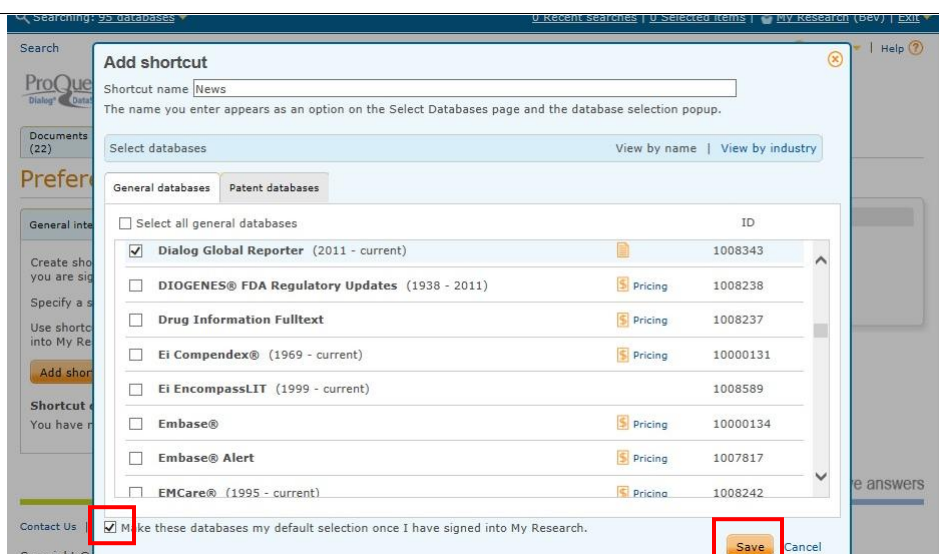
5. From the **View by Name** list, scroll down and check the databases you want to include.

You can also click **View by industry** to choose databases from an industry cluster.



5. Click **Save**.

If you wish to make this group of databases your default when you log in, select the option to **Make these databases my default selection once I have signed into My Research**.

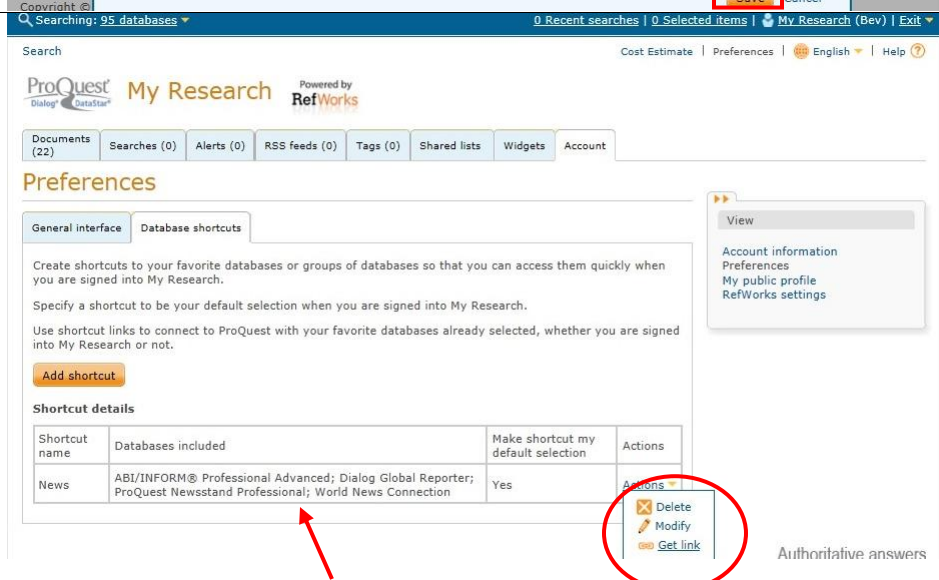


6. Any shortcuts created will appear in the Database shortcuts section of the Preferences page.

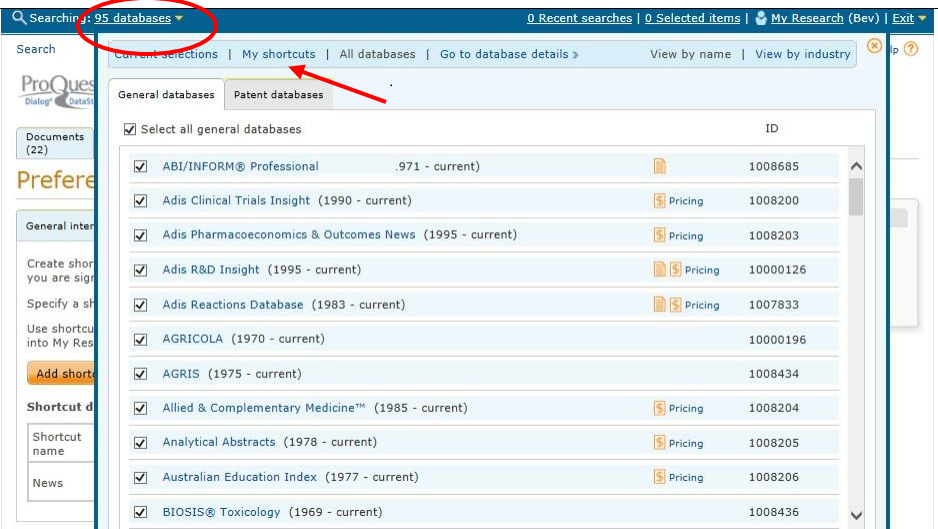
Shortcut details contain the Shortcut name and databases included.

Click **Actions** to:

- Delete a shortcut
- Modify a shortcut
- Generate a customized login link to your chosen databases



7. To see your shortcut link, click the down arrow next to **Databases**. **My shortcuts** displays as one of the tabs.



8. Click the link to access your **News** shortcut.



9. The navigator line indicates you are searching four databases.

Now enter a query in **Basic Search** or click **Advanced** or **Command Line** to begin your research.



## NEED HELP?

For information on ProQuest Dialog contact Dialog Global Customer Support

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