

Quick Start Guide Version 3



PRO-STUDY QUICK START GUIDE

Contents

The Pro-Study Toolbar
Getting Started with a Project
Selecting Different Projects4
Categories4
Collecting Information
Research Capture Counter5
Capture text from an article with a link back to the original source5
Bookmark7
Drag and drop whole files onto categories8
Image Capture9
OCR Feature
Preview Data11
Moving and Copying Captured Information12
Keyword Filter
Exporting to Microsoft Word and the Pro-Study Cloud14
Export Referencing Options15
Downloading your Research from the Cloud15
Manage Projects
Backup17
Restore
Colour Overlay



The Pro-Study Toolbar

The Pro-Study toolbar sits across the top of your screen and you can use it to access all of the Pro-Study features.





Getting Started with a Project

- Once you have downloaded Pro-Study locate the Pro-Study programme on your computer and open it.
- When you first open Pro-Study the main tool bar will dock to the top of your screen
- 4 To make a new project click on *Manage* and select *New Project*.



- Give the project a name and a module number (if you do not have a module number you can just use this space to input some extra information about the project).
- Then give your first category a name and choose a colour in the drop down menu to represent this category.

Project name	Medical Advancements		
Module No.	MA Essay Research		
Category Name	Augmented	-	
Category Name	Cyborgs	- 1	×
ategory Name	Medical 3D Printing	<u>.</u>	K + -
ategory Name	Medical 3D Printing	· · · ·	
		ОК	Cance

- You can choose from a wide selection of colours or even use the colour selector to pick a colour from your screen. Simply select the colour selector and click and drag to pick a colour from you screen.
- Keep repeating by clicking the solution until you have completed all the categories you require for your project and then click <u>OK.</u>
 - Please note you may have a maximum of 20 categories per project.
- 4 Now the first project is ready to be used and should look something like the example below.

Pro-Study	Ô	Manage	Bookmark	Preview	Export	Colour Overlay	Project Medical Advancements	(6) Augme	ented	(4) Cyborgs	v	(2) Medical 3D ▼	(11) Holographi	× ×
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3 Page								wwv	v.р	ro-st	t u	dy.co	. u k	



Selecting Different Projects

- All of your projects are securely and automatically saved in one place in the Pro-Study database.
- Click on the drop box in the middle of the main toolbar where you can see the name of the current project you are working on.
- 4 A list will appear with all of your projects.

	(Ô)	Manage	Bookmark	Preview	Export	Colour Overlay	Project Medical Ad	dvancements	•	(6) Augmented	(4) Cyborgs	(2) Medical 3D .	(11) Holographi.	∧ X • ⊘
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Categorie	es													

- 4 You can see all of your categories on the right hand side of the main tool bar.
- You can change the colour of a category anytime by clicking on the drop down box next to the category and selecting a different colour.
- You can change which categories you are viewing by using the scroll bar on the very right hand side of the main tool bar.

Collecting Information

- Access the internet using Google Chrome, Edge or Firefox. You can also gather information from PDFs and Word documents.
- Highlight the specific text on the webpage or document that you would like to keep and select the category that you want the text to be stored in.





- In the previous example the user has already made a project to help with an assignment on 'Medical Advancements'. In order for them to store a useful piece of text all they need to do is highlight the required text and click the category that this belongs to. In the example above this would be the 'red category' as this category represents anything related to 'Augmented Reality'.
- Pro-Study will then store the selected text into the category to be previewed later, including all the referencing information from online sources.
- If you are unsure of what specific text you want you can click <u>Bookmark</u> to come back to a website or document later.

O Manage Bookmark Preview	Export Colour Overlay	Project Medical Advancements	(6) Augmented (4) Cyborgs	(2) Medical 3D (11) Holographi 🔶 🗙

Research Capture Counter

As you collect each new piece of information the counter on each category will go up indicating that the piece of information has successfully been captured and how many pieces of information there are within each category.

Project		(5) Augmented	(4) Cyborgs	(2) Medical 3D		(11) Holographi	*	×
Medical Advancements	•	· · · · · · · · · · · · · · · · · · ·	•	•	r	~	Ŧ	\oslash

Capture text from an article with a link back to the original source

You can select text in a Word document or PDF and capture that piece of information within a category by simply clicking on it. It will also make a link back to the file in the Preview window just the same as an online source.



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eview Data						23	
roject					Filter		
ledical Advancements				•			
Augmented Reality (5)	Cyborgs (4)	Medical 3D printing (2)	Holographic Data (11)	AI (3)	Medical Tricorders (1)	Robots (0)	
Contents						*	
The most obvious changes h of two refrigerators and could	ave been phys I only store 3.7	ical size and the amount 5mb of data. A modern de	of data that can be stored: the esktop drive can store 3Tb in a	IBM 350 R unit smalle	AMAC from 1956, was abou er than a paperback book.	t the size	
http://www.techradar.com/ne	ws/computing-	components/storage/wha	tever-happened-to-holograp	nic-storage-	1099304		
What is holographic data st	orage? Webop	oedia Definition 26/0	9/2017 16:20:08				
Holographic storage is a ma- much smaller space. The ter- beam (which carries the data beam intersect, the hologram	ss storage tech chnology uses a) and the refer n is recorded ir	nology that uses three-di holograms which are cre ence beam. In holograph the light sensitive storag	mensional holographic image ated when a light from a sing ic storage, at the point where e medium.	es to enable e laser bea the referenc	more information to be stor m is split into two beams; the beam and the data carryin	ed in a e signal ng signal	
http://www.webopedia.com/T	ERM/H/hologr	aphic_data_storage.html					
Holographic Data PDF.pdf	27/09/201	7 12:02:31					
The reflection hologram, in w	hich a truly thr	ee-dimensional image is	seen near its surface, is the				
most common type shown in incandescent light, held at a :	galleries. The specific angle :	hologram is illuminated l and distance and located	on the viewer's side of the				DDE
hologram. Thus, the image c	onsists of light	reflected by the hologram	n. Recently, these				PDF
holograms have been made	and displayed	in color-their images opt	ically indistinguishable				
from the original objects. If a white light: if a diamond is the	mirror is the ot e object, the ho	ect, the holographic ima lographic image of the d	ige of the mirror reflects				
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You can therefore easily capture and organise specific information, with links automatically made, from multiple sources e.g. PDF Articles, Word documents and Websites.

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ledical Advancements				•			
Augmented Reality (5)	Cyborgs (4)	Medical 3D printing (2)	Holographic Data (10)	AI (3)	Medical Tricorders (1) Robots (0)	
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To understand the concepts and Properties of Light; Mo Optics; and Module 1-4, Ba	s presented here idule 1-2, Light S asic Physical Opt	e, you will need to have studi Sources and Safety; Module ics.	ed Module 1-1, Nature 1-3, Basic Geometrical				
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Holographic data storage:	the next big th	ing? 26/09/2017 16:04	:25				=
Every enterprise needs and Nobody wants to keep disc long-term readability and re next vehicle for long-term o	hival storage to r s powered, spin eliability concern offline archival sto	neet compliance requiremen ning and serviced for up to 50 s. Optical storage is emergir orage, bringing a mix of large	nts and address litigation is 0 years or more. Tape is rer ng as an attempt to fill this g e capacity and decades of r	sues, but "de movable and jap, and holo media stabilit	eep" archiving remains a l securable, but tape car ographic storage may en ty.	a challenge. ries its own nerge as the	
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Bookmark

- You can save whole webpages and articles to review later by clicking on the Bookmark tool on the main toolbar.
- 4 You can view your collected bookmarks by clicking on *Manage* and then *Bookmarks*.



To open bookmarks choose the correct project name in the drop down box and then click on the required bookmark.



Drag and drop whole files onto categories

You can also drag and drop whole files onto any category within a project. This is particularly useful if you want to go through an Article at a later date to further analyse and categorise. This is great for literature reviews.



This can be any file type e.g. PDFs, Word documents, Images etc. This will again include file icons representing each file type capture in the Preview window.

review Data							x
Project					ilter		
Medical Advancements				•			
Augmented Reality (5)	Cyborgs (4)	Medical 3D printing (2)	Holographic Data (10)	AI (3)	Medical Tricorders (1)	Robots (0)	
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To understand the concept and Properties of Light; Mo	ts presented here odule 1-2, Light S	e, you will need to have studie lources and Safety; Module 1	ed Module 1-1, Nature 1-3, Basic Geometrical				
Optics; and Module 1-4, Ba	asic Physical Opt	ics.				-	-
C:\Users\Webb\Desktop\Ho	olographic Folde	r\Holographic Data PDF.pdf				7	
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You can even add whole folders and shortcut links to websites to any category.

(file) Holographic Folder 26/09/2017 16:04:57		
Holographic Folder		
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Holographic data storage- the next big thingurl		
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		Ŧ



Image Capture

Pro-Study comes with an image capture feature



To use this feature simply select the image capture tool on the main tool bar and then draw a box around the desired image. The image capture window will then load where you can select the project and category to save the image. Everything else is captured automatically e.g. the URL and Title however you can edit these if required.

îtle	Health Care SWOT Analysis, Medical	Strategic Planning, Healthcare marketing Update
JRL	http://www.healthcaresuccess.com/b	olog/medical-advertising-agency/swot.html
roject	Uk Health Care 👻	
ategory	SUIDT Anatysis	
I N	STRENGTHS	WEAKNESSES
E R N A L	Examples: Special expertise, reputation, cost, advantages, technology advantages, etc	Examples: Limited service lines, marketing deficiencies, management of staff problems, etc
E	OPPORTUNITIES	THREATS
X T E R N A L	Examples: New technology, lack of dominant competition, new markets or services, etc	Examples: New or increased competition, insurance plan changes, adverse demographic changes, adverse govt. policies, economic
		slowdowns, etc
OCR		Save Cancel



OCR Feature

Pro-Study also includes an OCR tool for converting inaccessible text into accessible text. This is often an issue for when they use online books, Google Scholar etc whilst researching. The example below can be found by following this link.

You use the image capture tool to capture the text as an image and then simply click the OCR tool button and it will automatically convert it for you. You then select the project and category as normal to save it.





Preview Data

Preview your collected information in the preview window, <u>Preview</u> can be found on the main toolbar. This will allow you to access the information you have collected. This will also inform you of how many pieces of text you have collected so far and the date and time you collected them.

Preview Data					X				
Project			ſ	Filter					
Medical Advancements			•						
Augmented Reality (5) Cyborgs (4) Medical 3D printing (2)	Holographic Data (10)	AI (3)	Medical Tricorders (1)	Robots (0)				
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To understand the concepts presented and Properties of Light; Module 1-2, Li Optics; and Module 1-4, Basic Physica	here, you will need to have studi ght Sources and Safety; Module I Optics.	ed Module 1-1, Nature 1-3, Basic Geometrical							
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Observe carefully the orientation of the the left side lean toward the right, those center are perpendicular to the plane of "mirror" bisects the angle formed betw	"mirrors" formed inside the emul e on the right side lean toward the of the holograms. In precise terms een rays from S and S¢.	sion. The "mirrors" on e left, and those in the s, the plane of each							
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Holographic data storage: the next b	ig thing? 26/09/2017 16:04	:25			=				
Every enterprise needs archival storage to meet compliance requirements and address litigation issues, but "deep" archiving remains a challenge. Nobody wants to keep discs powered, spinning and serviced for up to 50 years or more. Tape is removable and securable, but tape carries its own long-term readability and reliability concerns. Optical storage is emerging as an attempt to fill this gap, and holographic storage may emerge as the next vehicle for long-term offline archival storage. bringing a mix of large capacity and decades of media stability.									
http://www.computerweekly.com/featur	e/Holographic-data-storage-the-	next-big-thing							
(file) Holographic Folder 26/09/20	17 16:04:57								
Holographic Folder					7				

- 4 You can change between projects in the drop down box at the top of the preview window.
- You can click on different tabs to change between categories.
- 4 You can click the hyperlink which will take you back to the original website or file
- You can click in the text and edit it or add additional notes.
- You can delete any information you may no longer require by right clicking on the text and clicking delete.



Moving and Copying Captured Information

You can also move or copy previously captured information between projects and categories. A very useful tool as research projects grow. To do this you right click on the desired piece of information in the preview window and choose if you wish to copy or move it, then you choose the project and category and Pro-Study will perform the task.





Keyword Filter

You can filter through your categories for specific keywords to help locate specific sources of information.

Filter		

In the example below you can see the research consists of a total of 10 pieces of information that have been captured in the Holographic category. By putting the word 'physical' in the filter box Pro-Study shows just the 2 results that contain that specific keyword.

Preview Data	1.44.0	Effectivements", 12	Sel ADC				×
Project					Filter		
Medical Advancements				•	physical		
Augmented Reality (5)	Cyborgs (4)	Medical 3D printing (2)	Holographic Data (10)	AI (3)	Medical Tricorders (1)	Robots (0)	
Contents							
Holographic Data PDF.pd	f 26/09/2017	7 16:03:07					
To understand the concept and Properties of Light; Mo Optics; and Module 1-4, Ba	s presented here idule 1-2, Light S asic Physical Opti	, you will need to have studie ources and Safety; Module 1 cs.	ed Module 1-1, Nature -3, Basic Geometrical				
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The most obvious changes two refrigerators and could	have been physi only store 3.75m	cal size and the amount of d ib of data. A modern desktop	ata that can be stored: the l drive can store 3Tb in a un	BM 350 R it smaller f	AMAC from 1956, was about than a paperback book.	the size of	
http://www.techradar.com/r	news/computing-	components/storage/whatev	er-happened-to-holographi	c-storage-	1099304		
					-		



Exporting to Microsoft Word and the Pro-Study Cloud

- Exporting your projects will generate a useful document that will contain all of your information from your selected categories.
- It will also include a navigation pane for re-structuring, contents page and all the online referencing done for you.
- **Use the** *Export* tool on the main toolbar to access the Export window.
- 4 You can export whole projects or individual categories into Microsoft Word or the Cloud.
- Exporting your research to the Cloud will allow you to download and view your research from any device by logging into the members area on the Pro-Study website www.prostudy.co.uk
- To do this simply tick the boxes of the projects you want and use the + button to expand the list to select individual or whole categories.
- Then click either <u>Export</u> to export your chosen projects straight into MS Word or <u>Export to</u> <u>Pro-Study Cloud</u> to export your chosen topics to the Pro-Study website.

Export	X
Select Projects and Categories	I
Select All	
	~
Hedical Advancements	
History of Medicine	
- Threats	
researchers	_
⊕ listory of Medicine 2	=
We Health Care	
UK Health Care 2	
	~
Export to Pro-Study Cloud	Export to Word

It will first warn you that you may need to change the referencing style (this can be done in <u>Export Options</u> under <u>Manage</u>) to meet your assignment requirements and then ask where you would like to save the Word document. You can tick the box asking not to be shown this

warning again.



Once you click save it will save the Microsoft word document and then open it automatically. It will contain all of your chosen research with a handy contents page at the top and all the referencing completed in a bibliography section at the bottom.

Export Referencing Options

- In this window you can change the export options for the referencing to match the referencing style that is required.
- You will be able to choose what you need to be included in the referencing e.g. Author, Year etc and also change the order this information is to be exported into Microsoft Word.
- 4 You can also change which bits of information need to be in Bold, Italics and Underlined.
- 4 As well as the option to add any of your own information.

To change the export options first click on *Manage* and then click *Export Options*.

ords	- Varia	Tal-	1		
hor	Year	M Title	AccessMode	DateAccessed	URL

- You can select or un-select what bits of information you want in the referencing e.g. you could un-select the 'Author' like in the example above.
- To change the order of the referencing click where you want the information to be and then select the box of what you want e.g. Un-select the Year, click in the middle of the sentence e.g. after 'Date Accessed' and re-select Year, this will then put the Year in the middle of your referencing line.
- If you need part of the information to be in e.g. Bold, highlight the required part and select the 'Bold' option.
- If you need to add your own information simply click in the referencing line where you would like this to appear and type it in.
- Once you have set up your export options click OK and it will save those settings for future use.

Downloading your Research from the Cloud

- Visit the Pro-Study website at <u>www.pro-study.co.uk</u> and login to the member's area using the same username and password you used when registering.
- In the members area you will be able to download any of the research you have previously exported to the cloud into Microsoft Word.



- Once logged in click on the 'dashboard' link located under your name at the top of the webpage and select 'My Projects'.
- Once you have located the required project click on the document number and this will download the file.

Manage Projects

In the manage window you will be able to manage your projects, add new categories, delete categories, re-order categories, backup your projects, restore your projects, view your bookmarks, change the colour on the colour overlay and change your export options. This quick start guide goes into detail on how to fully use each of these features.



- To manage a project click on <u>Manage</u> and then click on <u>Manage Projects</u> on the main toolbar.
- You can use the 3 dots on the side of the category to move the categories and re-organise them.
- Within the Manage Projects window you are able to delete a whole project or individual categories, simply click on the to do this.
- 4 You can also increase the amount of categories you have by clicking the 🚺 button.

Manage Projects			x
Project			
Uk Health Care		-	X
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research paper	+		
Category Name			
Medicine		- X -	
SWOT Analysis		- X :	
Focus Group		- 🗙 :	
		OK Can	cel



Backup

- It is important to once in a while backup your projects incase your computer fails and loses it memory.
- 4 You can also use this tool to share your projects with other Pro-Study users.
- To do this simply click on <u>Manage</u> and then click on <u>Backup</u> and choose a place to save your projects. It may be worth saving the file on an external source e.g. a usb memory stick

Restore

- 4 You can restore backed up projects using the restore tool.
- To do this click on <u>Manage</u> and then click on <u>Restore</u>, it will then ask you "Do you want an automatic backup on restoring the database". You can then find and select the backup and the projects will be loaded.

Colour Overlay

- If you click on the <u>Colour Overlay</u> tool on the main tool bar a colour overlay will be placed over the screen.
- You can choose what colour this overlay is by clicking on <u>Manage</u> and then clicking <u>Colour</u>
 <u>Overlay</u>. In this window you will have the option to change the colour of the overlay.

