Pro-Study

RESEARCH ORGANISE REFERENCE

Quick Start Guide

Version 3

PRO-STUDY QUICK START GUIDE
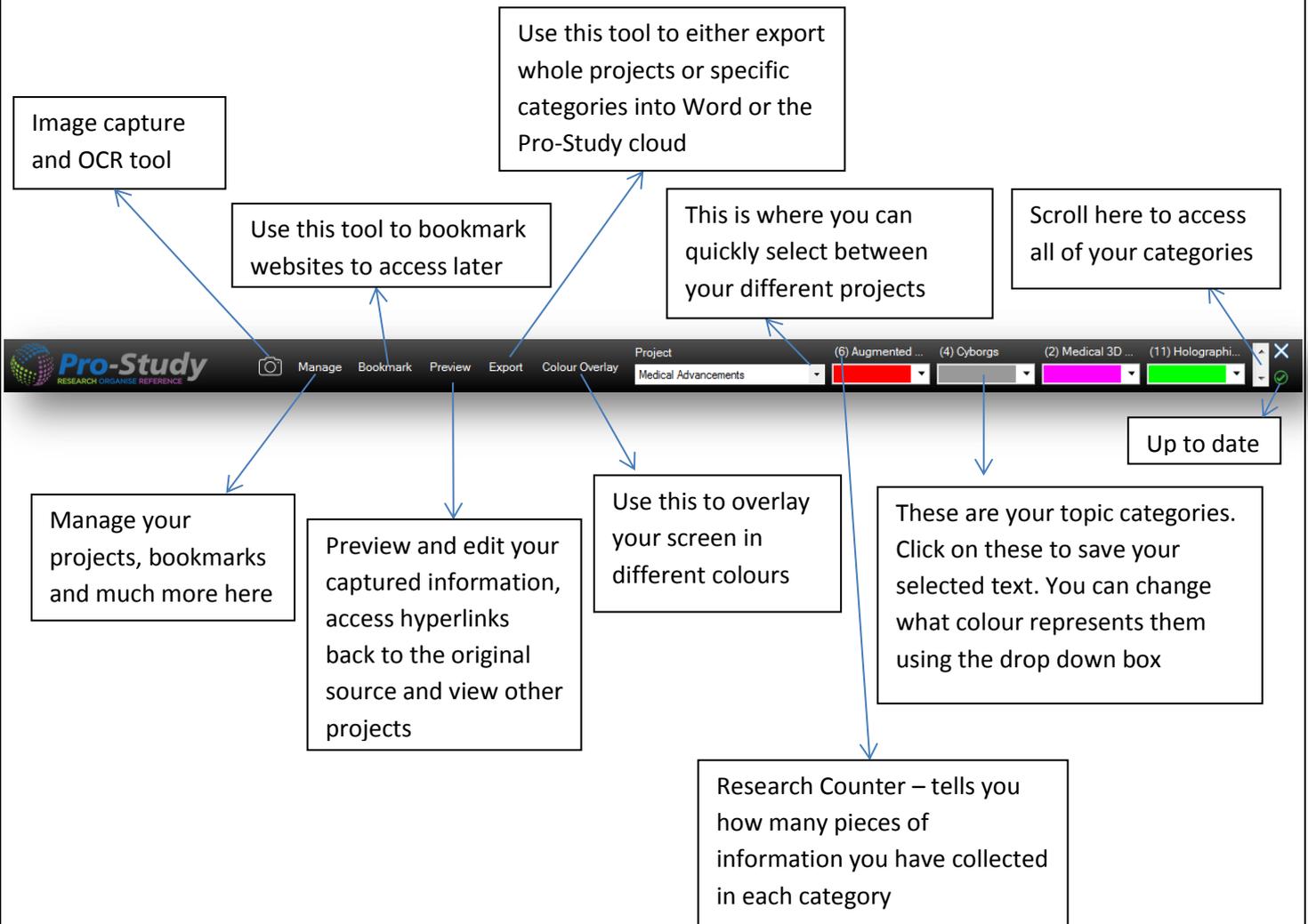
Contents

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.

Use this tool to either export whole projects or specific categories into Word or the Pro-Study cloud

Image capture and OCR tool

Use this tool to bookmark websites to access later

This is where you can quickly select between your different projects

Scroll here to access all of your categories

Manage your projects, bookmarks and much more here

Preview and edit your captured information, access hyperlinks back to the original source and view other projects

Use this to overlay your screen in different colours

These are your topic categories. Click on these to save your selected text. You can change what colour represents them using the drop down box

Up to date

Research Counter – tells you how many pieces of information you have collected in each category

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
- To make a new project click on *Manage* and select *New Project*.
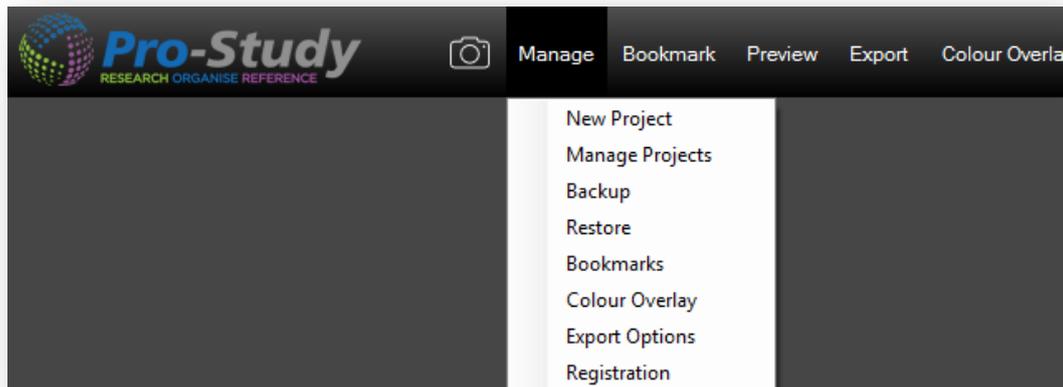
- Give the project a name and a module number (if you do not have a module number you can just use this space to input some extra information about the project).
- Then give your first category a name and choose a colour in the drop down menu to represent this category.
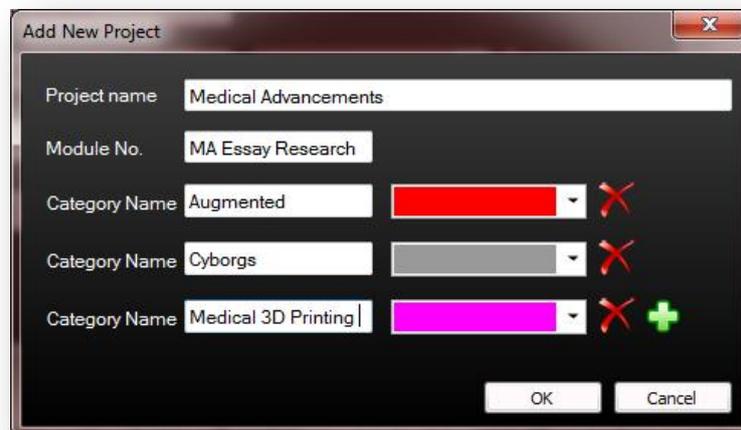
- You can choose from a wide selection of colours or even use the colour selector to pick a colour from your screen. Simply select the colour selector and click and drag to pick a colour from you screen.
- Keep repeating by clicking the ✚ button until you have completed all the categories you require for your project and then click *OK.*
  - *Please note – you may have a maximum of 20 categories per project.*
- Now the first project is ready to be used and should look something like the example below.

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.

➕ A list will appear with all of your projects.

Categories

➕ 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.

Click here
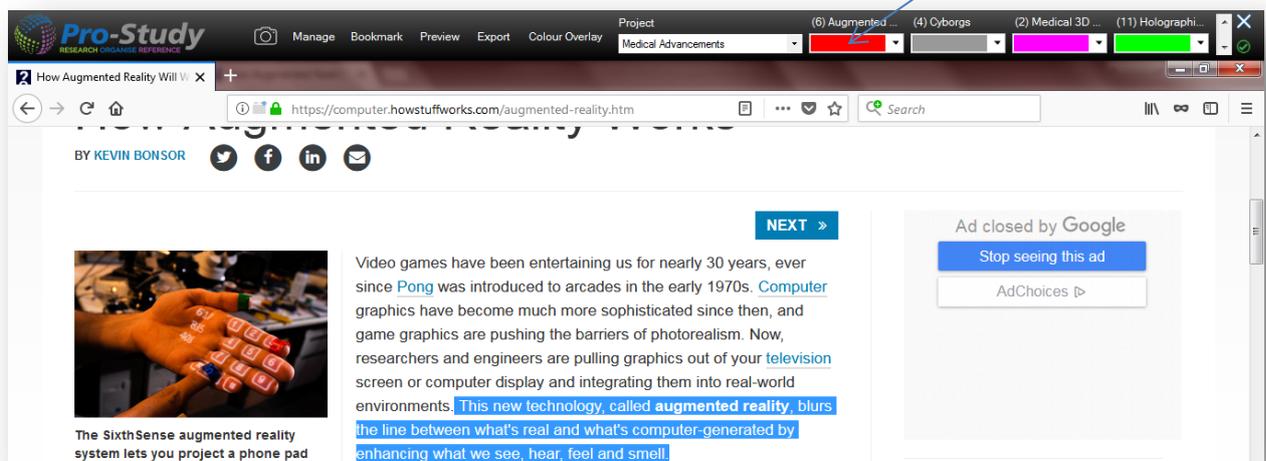
- In the previous example the user has already made a project to help with an assignment on 'Medical Advancements'. In order for them to store a useful piece of text all they need to do is highlight the required text and click the category that this belongs to. In the example above this would be the '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 *Bookmark* to come back to a website or document later.


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.
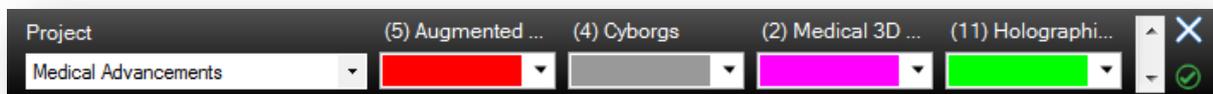

## Capture text from an article with a link back to the original source

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.
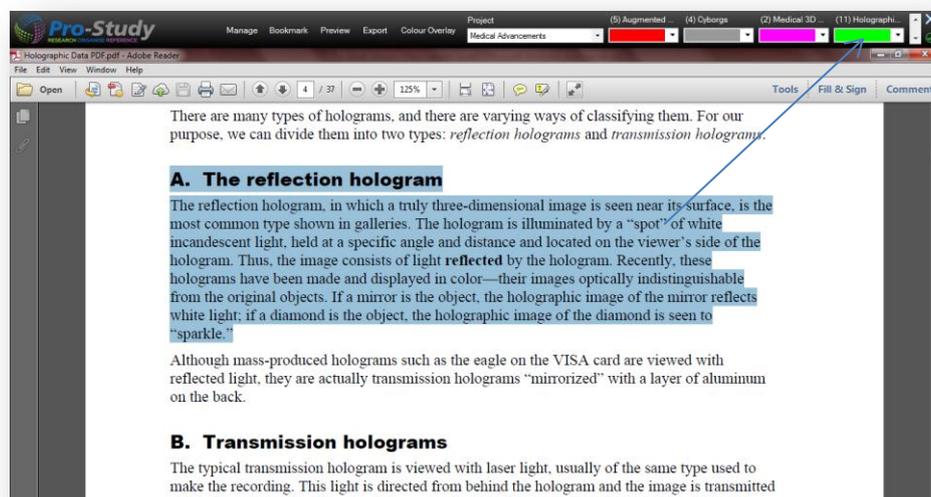
In the image below you can see the text from the PDF has been categorised and has a link back to the original source in the Preview window. It also includes an icon in the Preview window that represents the file type to help identify the correct piece of information. This can help to critically analyse an article, journal etc.


PDF Icon
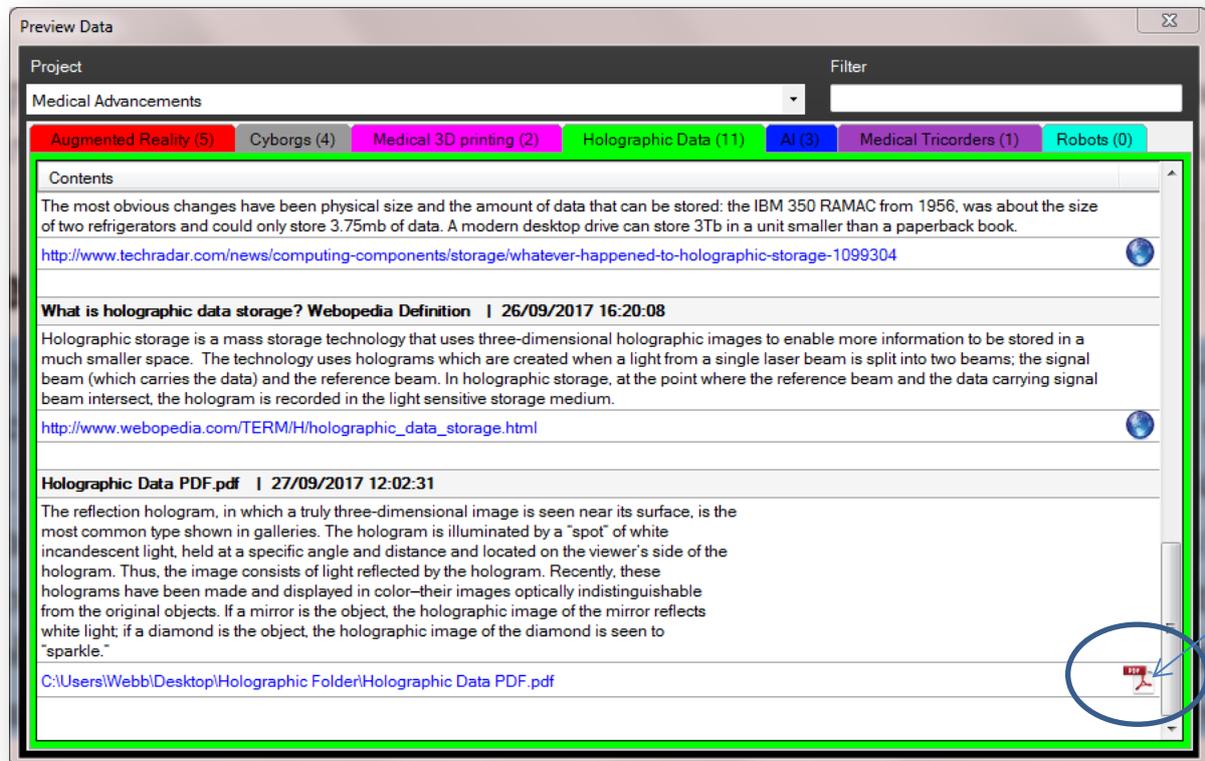
You can therefore easily capture and organise specific information, with links automatically made, from multiple sources e.g. PDF Articles, Word documents and Websites.
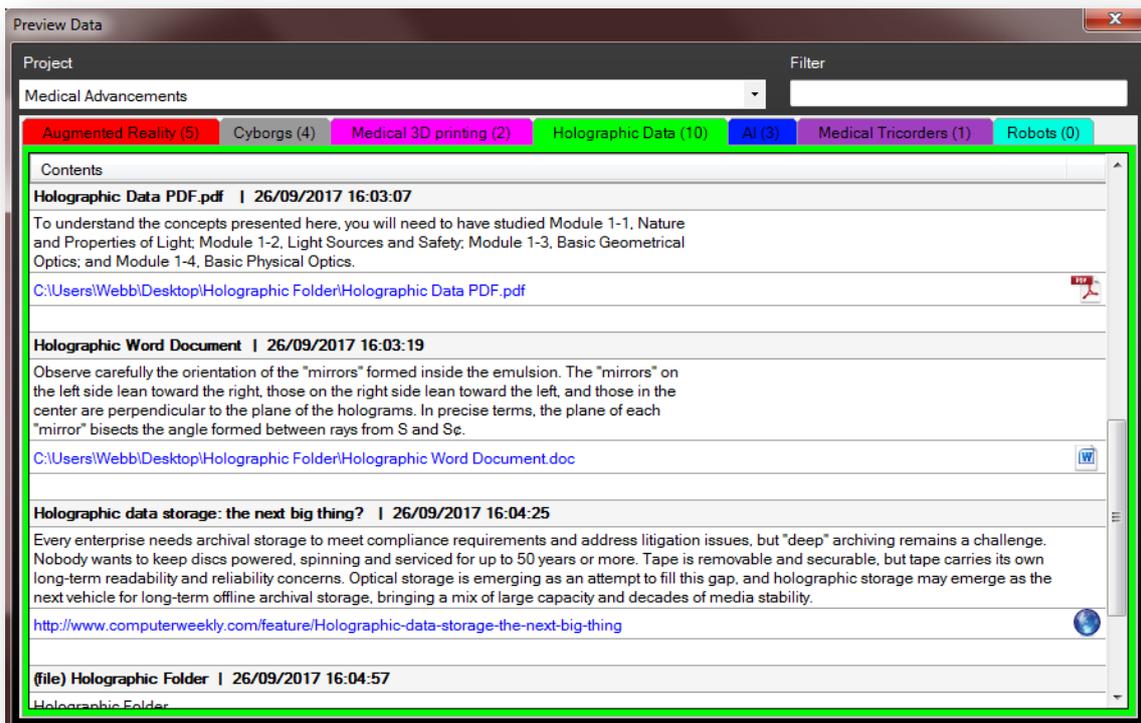
Bookmark

- You can save whole webpages and articles to review later by clicking on the Bookmark tool on the main toolbar.
- You can view your collected bookmarks by clicking on *Manage* and then *Bookmarks*.
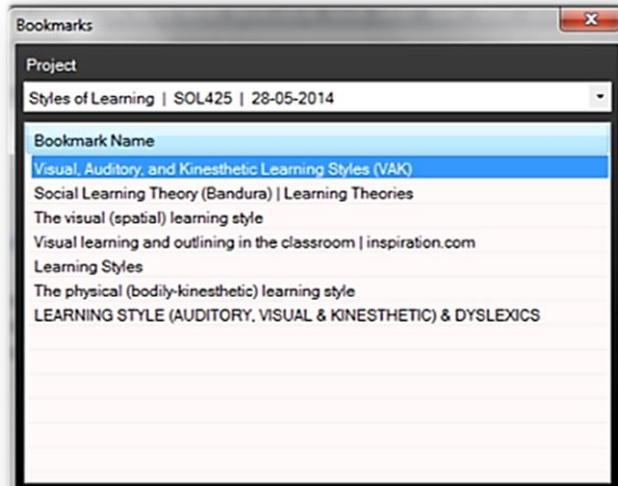
- To open bookmarks choose the correct project name in the drop down box and then click on the required bookmark.

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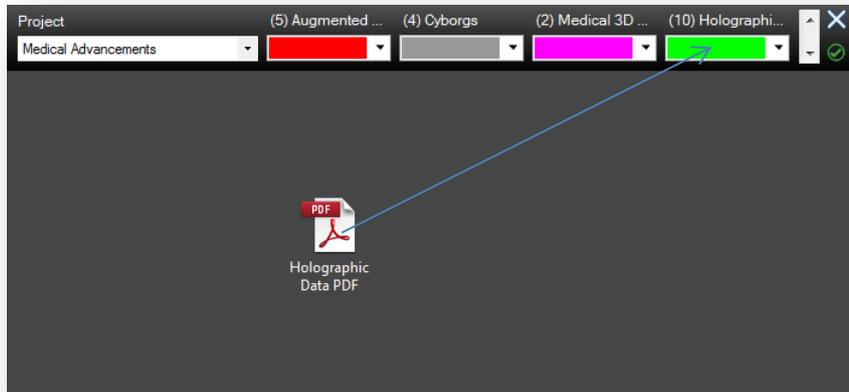
This can be any file type e.g. PDFs, Word documents, Images etc. This will again include file icons representing each file type capture in the Preview window.
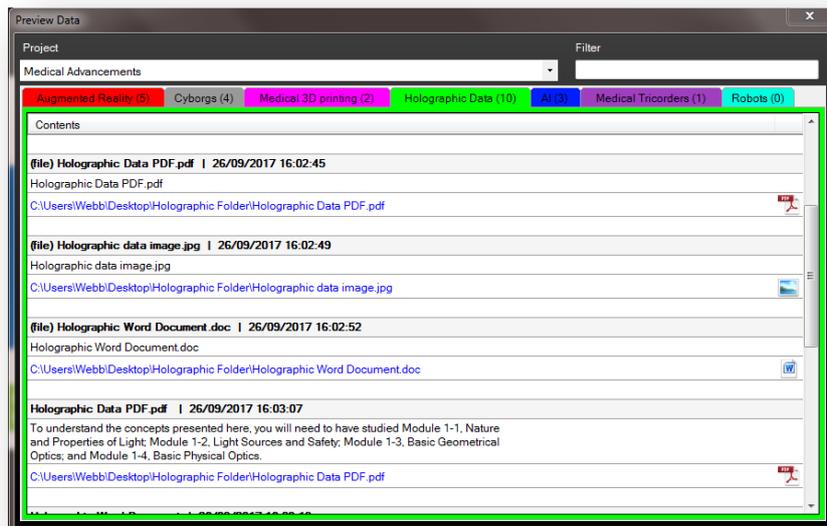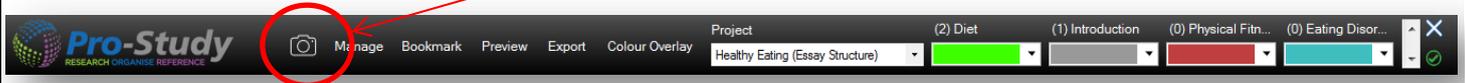

You can even add whole folders and shortcut links to websites to any category.
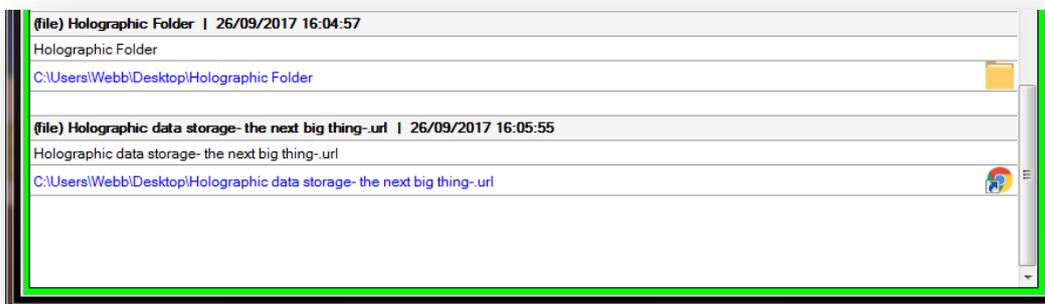
Image Capture
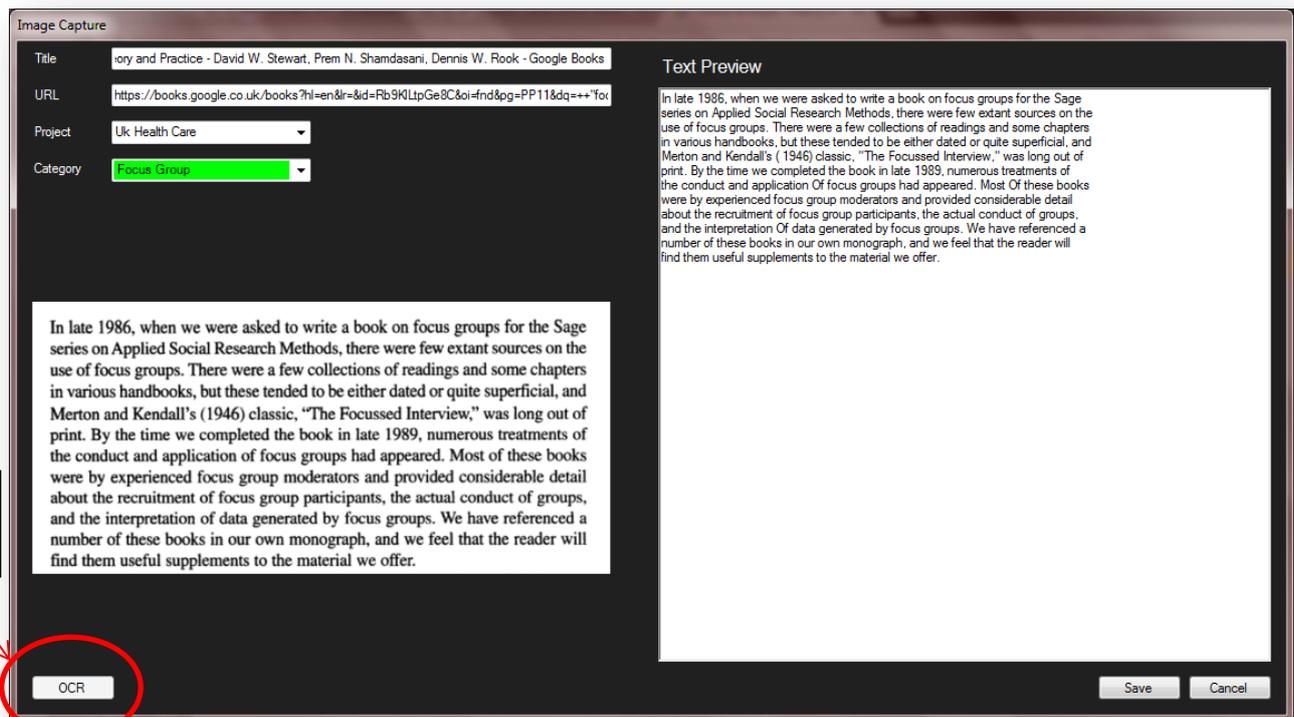
Pro-Study comes with an image capture feature

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.
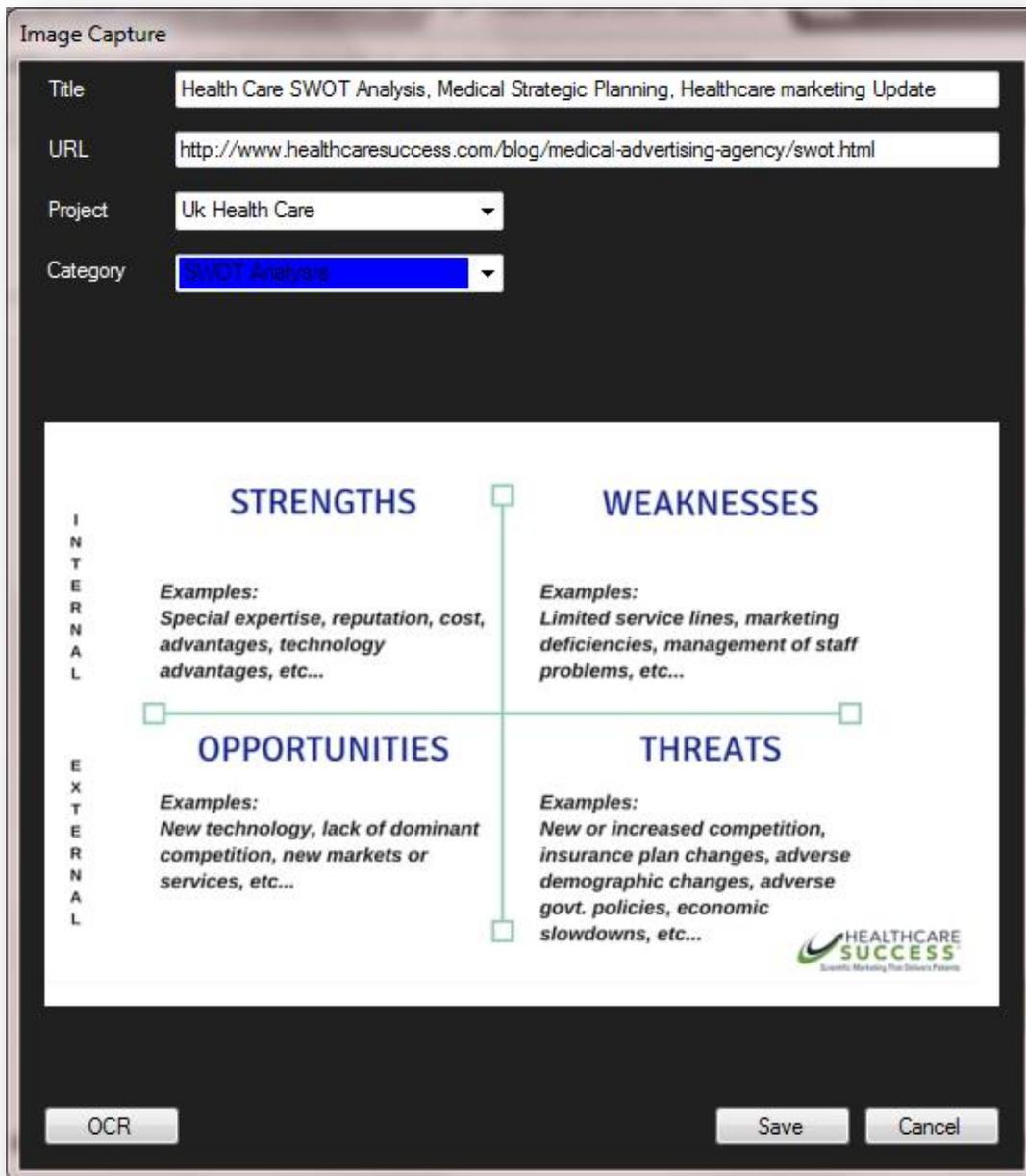
OCR Feature

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.


OCR tool

Preview Data

- Preview your collected information in the preview window, _Preview_ 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.
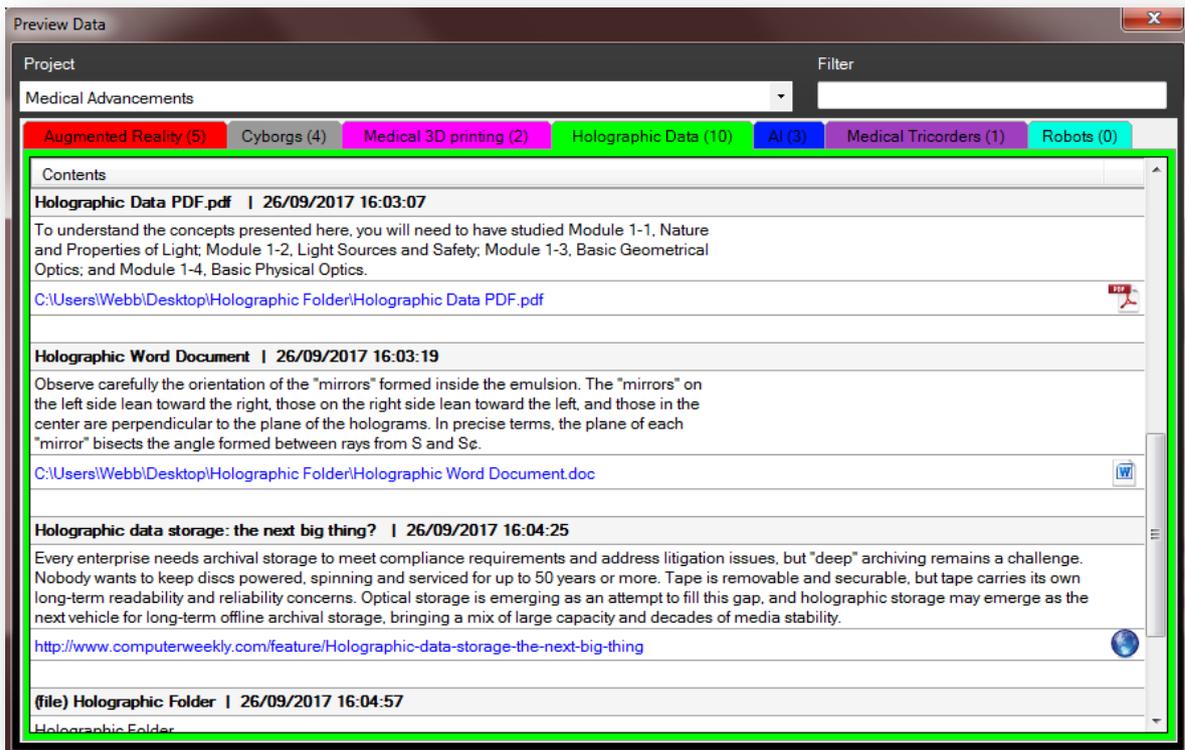
- You can change between projects in the drop down box at the top of the preview window.

- You can click on different tabs to change between categories.

- 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.
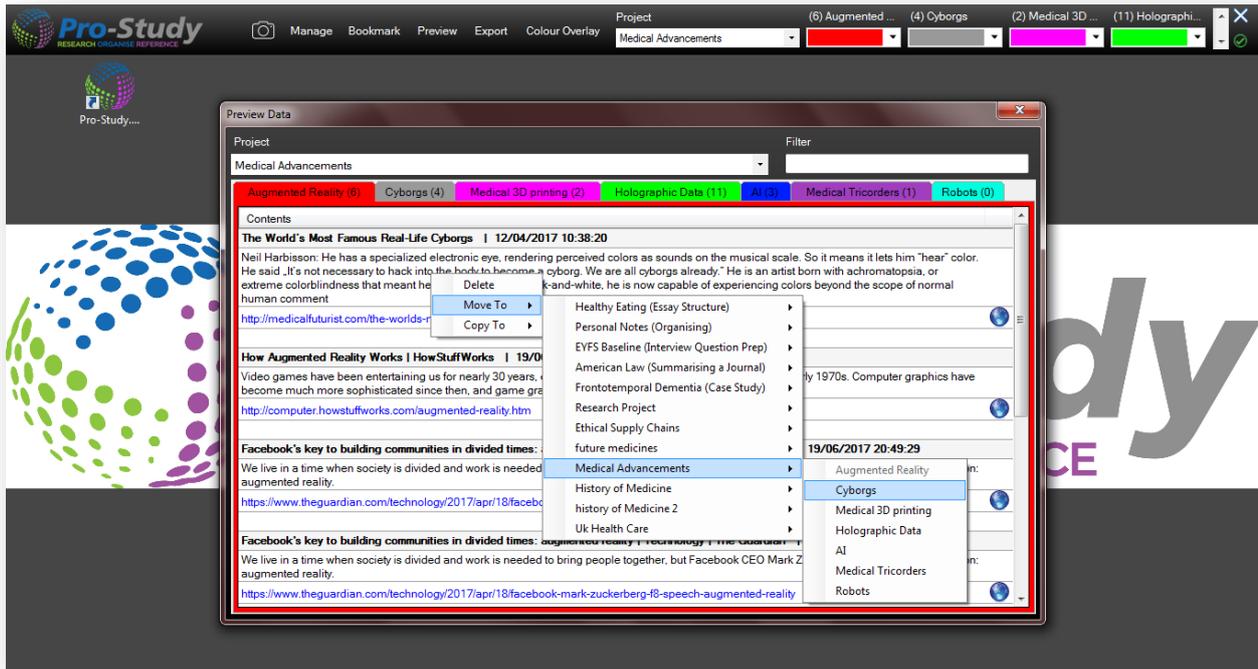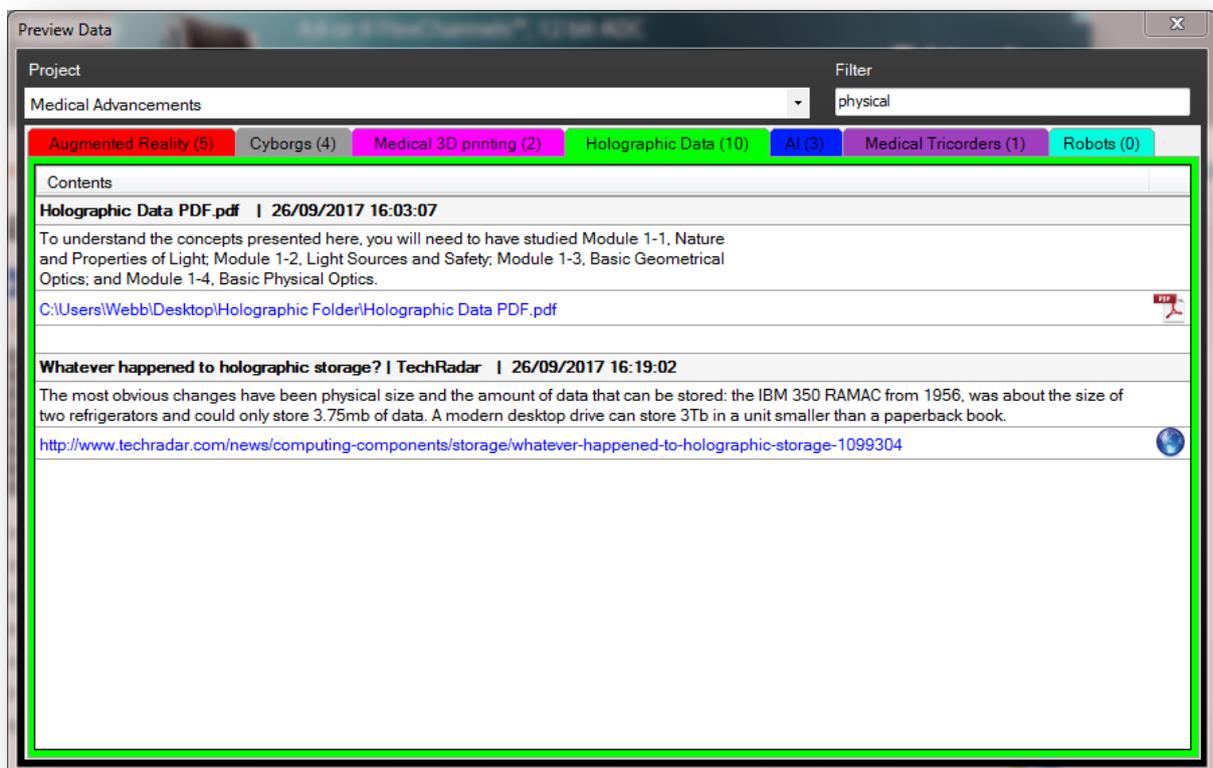
Keyword Filter

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

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.

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.
- 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.pro-study.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 Export to export your chosen projects straight into MS Word or Export to Pro-Study Cloud to export your chosen topics to the Pro-Study website.
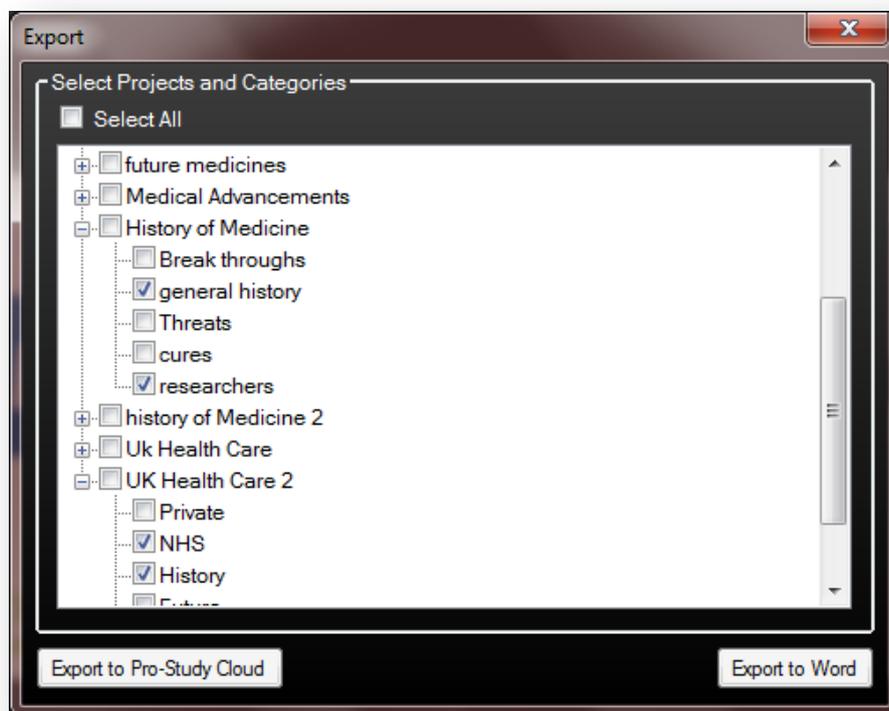
- It will first warn you that you may need to change the referencing style (this can be done in Export Options under Manage) to meet your assignment requirements and then ask where you would like to save the Word document. You can tick the box asking not to be shown this warning again.
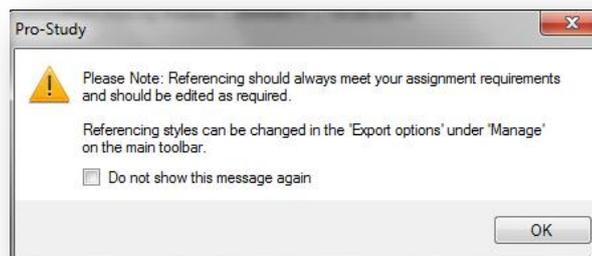
Once you click save it will save the Microsoft word document and then open it automatically. It will contain all of your chosen research with a handy contents page at the top and all the referencing completed in a bibliography section at the bottom.

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.

You can also change which bits of information need to be in Bold, Italics and Underlined.

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.*
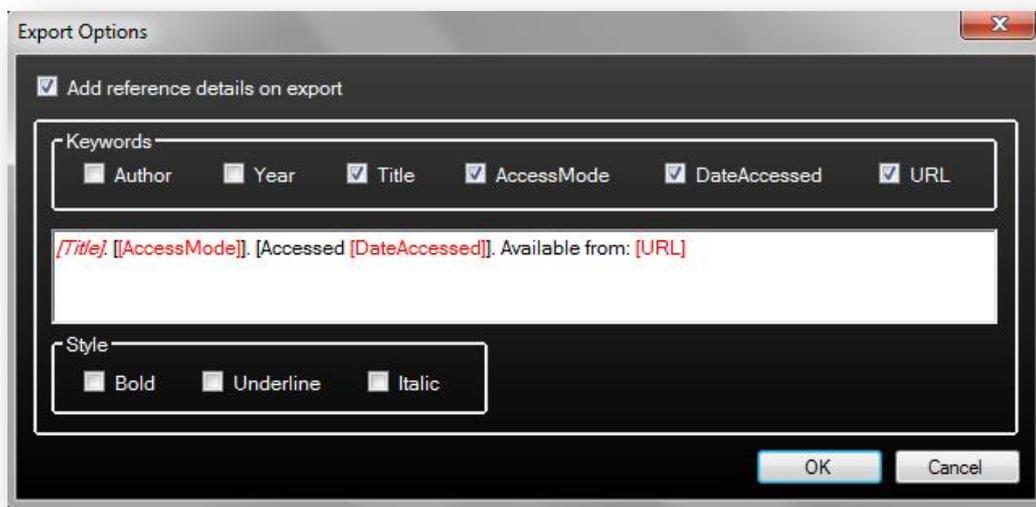
You can select or un-select what bits of information you want in the referencing e.g. you could un-select the 'Author' like in the example above.

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 www.pro-study.co.uk 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.
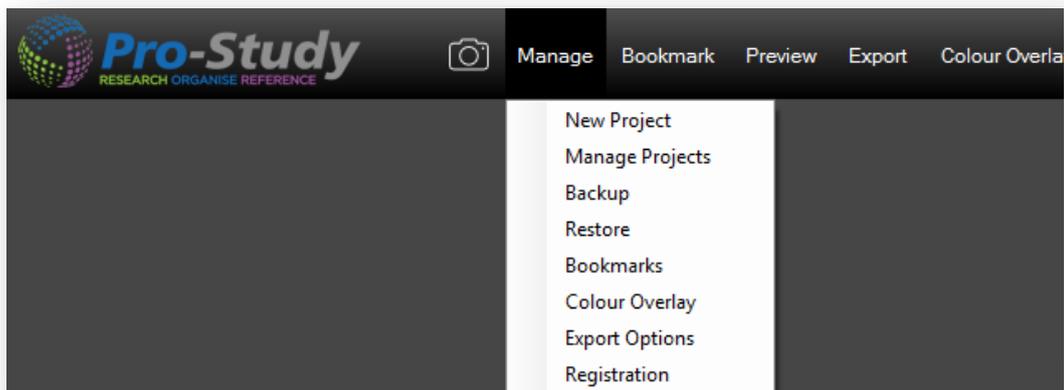
- To manage a project click on *Manage* and then click on *Manage Projects* on the main toolbar.
- You can use the 3 dots on the side of the category to move the categories and re-organise them.
- Within the Manage Projects window you are able to delete a whole project or individual categories, simply click on the ✖ to do this.
- You can also increase the amount of categories you have by clicking the ➕ button.
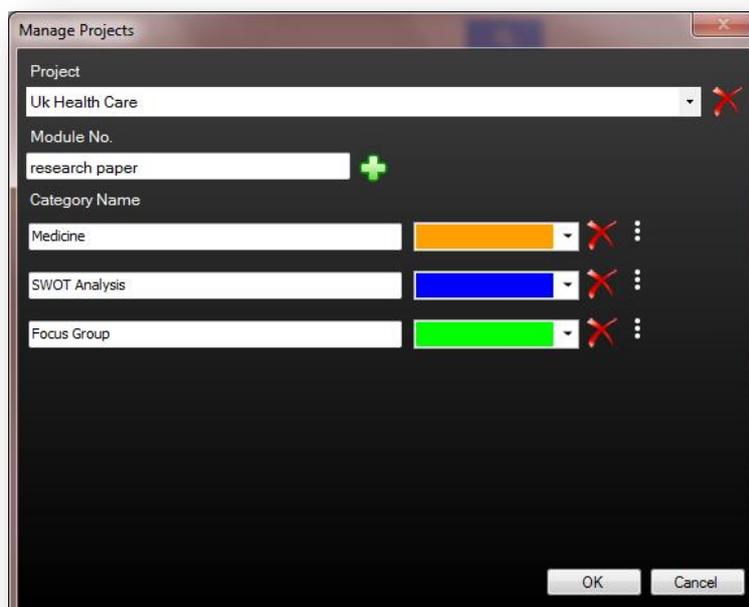
Backup

- It is important to once in a while backup your projects incase your computer fails and loses it memory.
- You can also use this tool to share your projects with other Pro-Study users.
- To do this simply click on *Manage* and then click on *Backup* 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

- You can restore backed up projects using the restore tool.
- To do this click on *Manage* and then click on *Restore*, 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 *Colour Overlay* 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 *Manage* and then clicking *Colour Overlay*. In this window you will have the option to change the colour of the overlay.