Pro-Study

RESEARCH ORGANISE REFERENCE

PRO-STUDY ONLINE

User Guide

How to use this Guide

Click the Chapter Title in the top right corner to go back to the beginning of the chapter

Click the menu icon in the bottom right corner of each page to take you back to the Main Contents Page

Click the book icon to go to the Pro-Study Glossary

Pro-Study
RESEARCH ORGANISE REFERENCE

Pro-Study is your one-stop solution for effective and efficient academic research management. Pro-Study allows you to capture, organise and reference your research, transforming the way you approach your assignments and projects.

Quickly capture information from Web pages, Textbooks, Files, Journals or Articles and effortlessly manage, organise and work on multiple projects within your Pro-Study database.

This user guide will help you navigate Pro-Study's functionalities. From saving research into Research Tiles from documents or websites, to categorising those tiles within various projects, and ultimately, exporting them into a fully formatted Word document with a complete reference list.

WATCH NOW

YouTube:
Pro-Study Overview Video

Contents

1. Getting Started..... 4

- Registration 5
- Creating a new project 6
- Adding Categories 6

2. Capturing Information..... 7

- Web Pages 8
- Uploading Files 9-10
- Opening and Capturing Information from Files 11

3. Pro-Study Browser Extension..... 12

- Screenshot and OCR 13
- Auto Tiles 14-15
- Other Extension Features 16

4. Research Tiles..... 17

- Pins, Emojis, Hyperlinks 18
- Tile Info 19
- Word Definition 20
- Tile Menu 20

5. Organising Research Tiles..... 21

- Tags 22
- Filters 22
- Changing the View 23
- Order by 24
- Editing Projects 24
- Research Capture Counter 24

6. Project Notepad..... 25

- Adding Bookmarks 27

7. Toolbar Features..... 28

- Search 29
- Bookmarks 29
- Reference Styles 30
- Share 30
- Exporting your Projects 31-32
- Accessibility 33

Glossary..... 34

Chapter 1
Getting Started

This chapter will guide you through your first steps of using Pro-Study from registration to downloading the browser extension, helping you to make the most of Pro-Study's powerful tools.

You'll also learn how to create projects and add categories - the foundation of your research organisation.

Registration & downloading the Pro-Study Extension

If you haven't already done so, please register an account here.

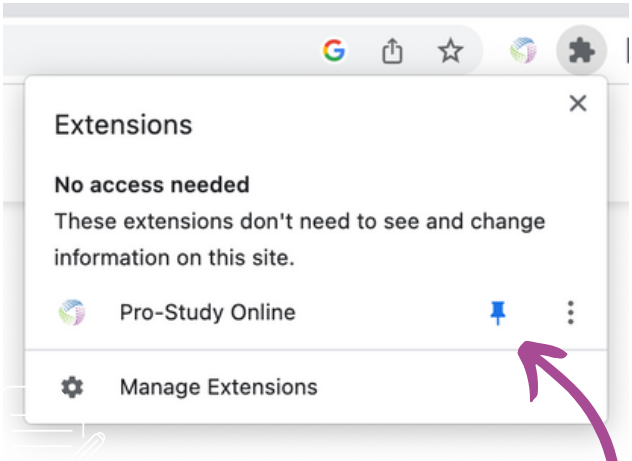
Register

Login to Pro-Study Online

Pro-Study Online

Once you have successfully logged into Pro-Study your current projects will open.

To make full use of Pro-Study we recommend downloading the Pro-Study Extension.

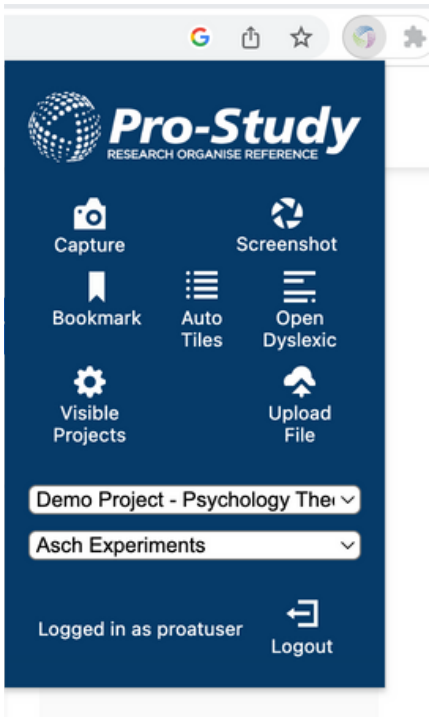


Download from the Google Chrome web store

N.B. Chrome extensions can also be downloaded and used in Microsoft Edge

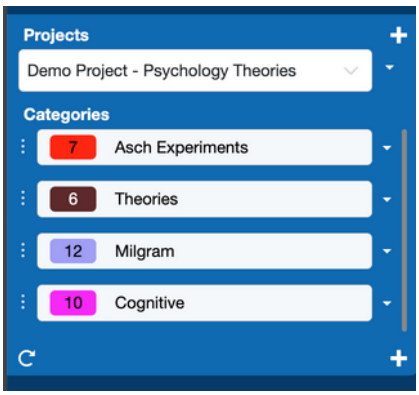
① Once installed this can be located in the top right-hand corner of your Web-Browser. Make sure to Pin this to your toolbar.

② The Pro-Study Extension icon will then be visible. Click on the Pro-Study icon and the extension menu will load.



Creating a New Project

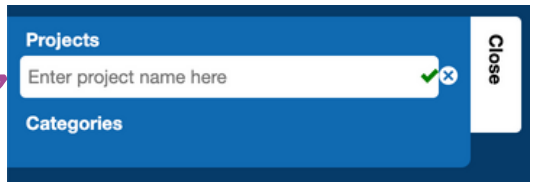
Creating projects and categories within Pro-Study gives your work structure and can help you stay organised.



① To make a new project click the + icon next to projects on the side panel

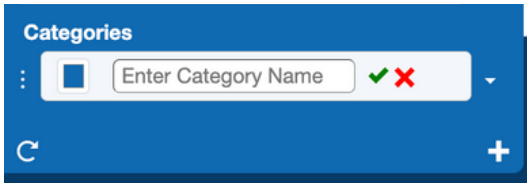
Tip:
Projects could be based on an essay, exam, presentation or any other work you need to do

② Enter the Project name and click the green tick or press enter

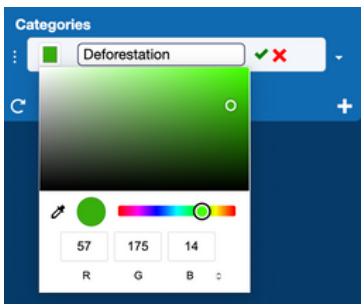


Adding Categories

Tip:
Creating categories allows you to break your project into colour coded topics and ideas



① To add a new category, click the + at the bottom of the side panel. Enter the category name



② And then choose a colour to represent that category. Once the category is ready, click the green tick or press enter. Repeat as many times as needed

Chapter 2
Capturing Information

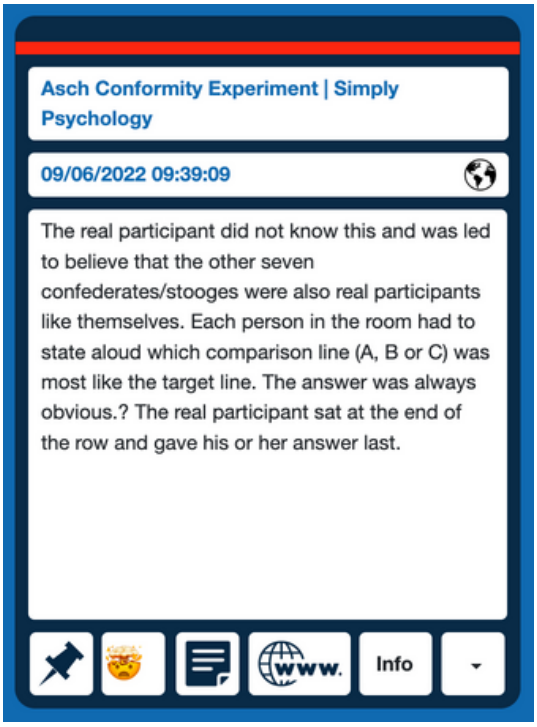
The ability to capture and organise information effectively is the foundation of any successful research process.

In this chapter we'll look at how you can use Pro-Study to gather both text and images from various sources such as web pages and uploaded files.

By the end of this chapter, you'll be able to effortlessly capture, upload and categorise information, helping you turn vast amounts of data into structured, manageable chunks of knowledge.

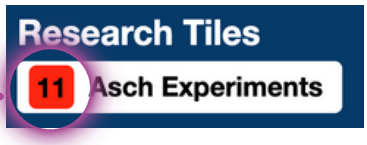
Capturing Information

Research Tiles

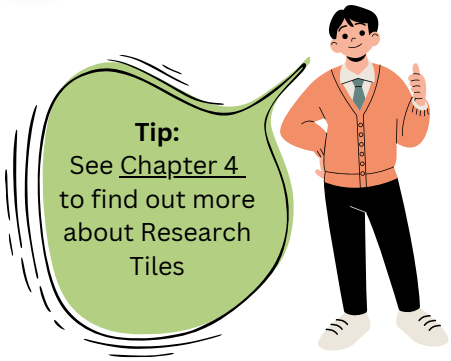


Your captured content will automatically be saved as a 'Research Tile' into your database and will include:

- a hyperlink back to the source
- author (when the website includes an author)
- article title
- timestamp
- content icon



Capture Counter: Each topic in a project will have a number next to it telling you how many Research Tiles you have collected

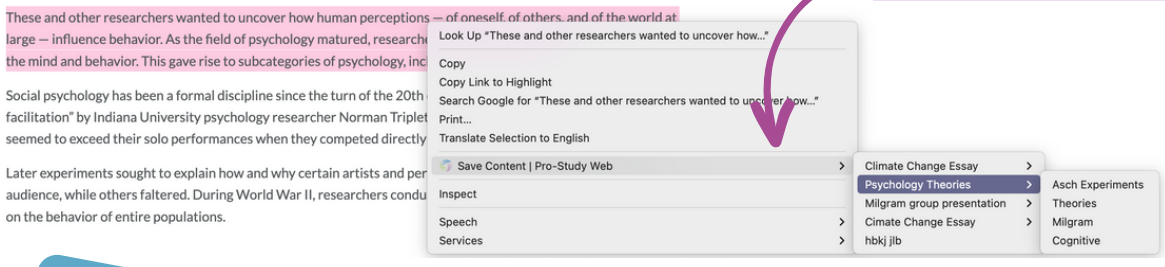


Capturing from Web Pages

Please ensure you have installed and pinned the Pro-Study Extension first.

① Highlight the content you want to save and right click on it

② Navigate to the Pro-Study 'Save Content' option in the menu



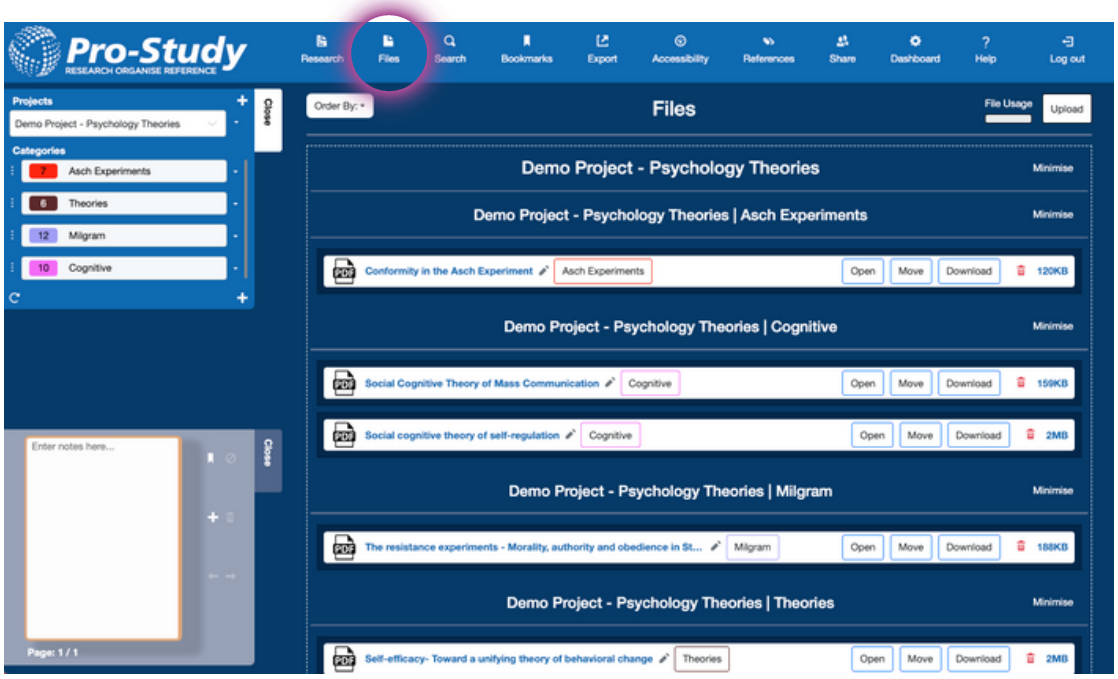
③ Find the Project and Category where you want to save the information and select it

④ Images can also be captured by using right click and 'Save Content'

Uploading Files

Upload Files to store them within the Pro-Study Cloud. Here you can also open PDF, Word, PowerPoint and Excel files and capture key information from them. Captured information will be turned into Research Tiles, the same way capturing from a website works.

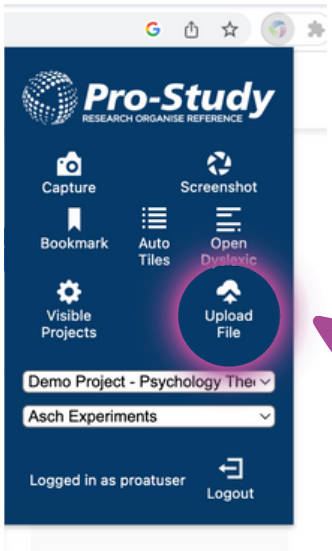
① You can find the Files tab on the top toolbar



② Click on Upload to add new files

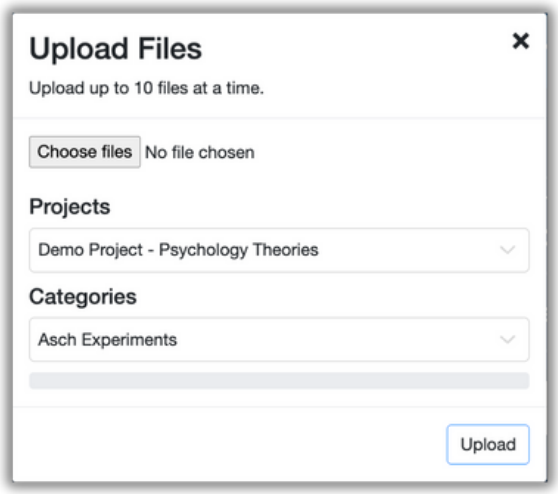
③ Or drag and drop files into the drop area to upload them

Tip:
A range of file types can be uploaded including documents, slides, pdfs and images



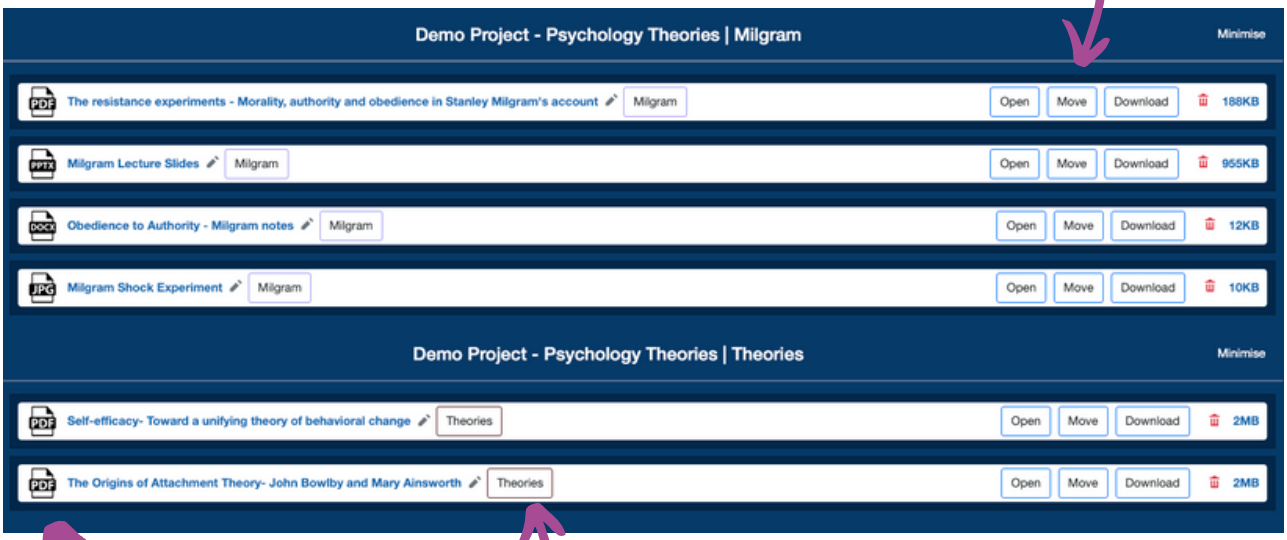
Files can also be uploaded with the 'Upload File' feature within the Pro-Study Extension.

Uploading Files



1. Choose which project and category you want the file to be linked to

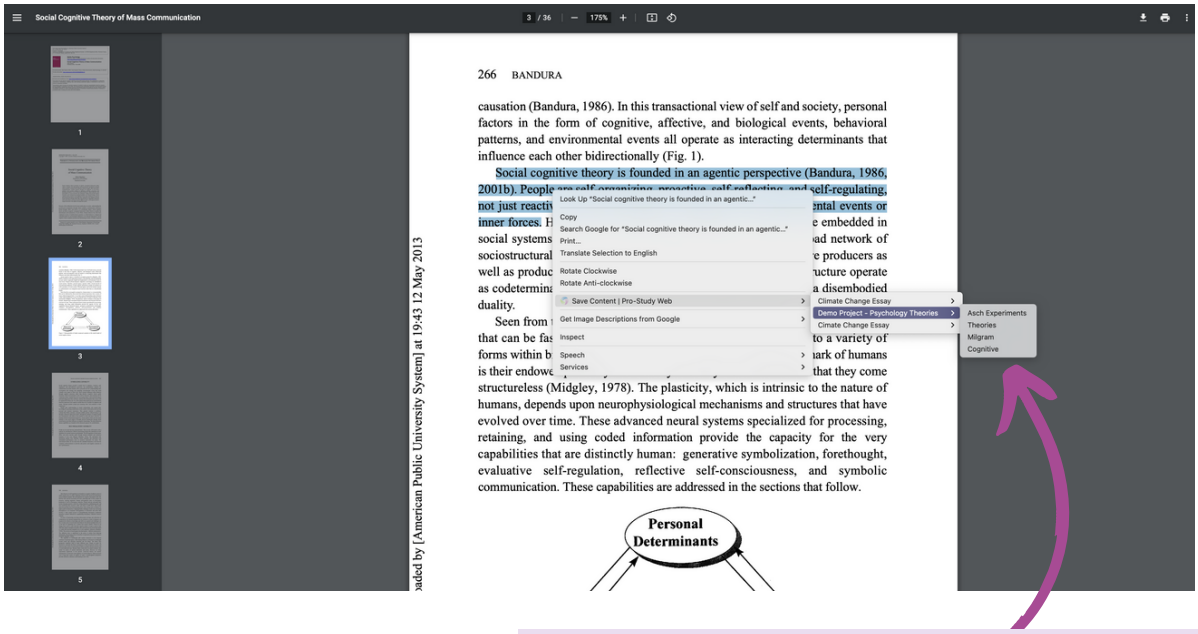
2. Files can be moved to other projects and categories, downloaded and deleted



3. Files will be displayed with the title of the file, a file icon for quick identification and a link to the attached project category

Opening and Capturing Information from Uploaded Files

1. Click the Open button to view your file



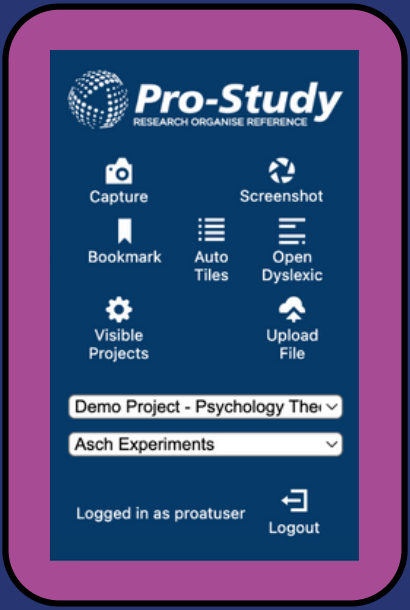
2. Once a file is open you can use the standard highlight, right-click capture method

3. Research Tiles will be produced as normal for information captured from a file.

4. Research Tiles will include the title of the original file, a file icon for quick identification and a hyperlink back to the original file source.

Tip:
The Auto Tiles tool can also be used to capture key information from a File.

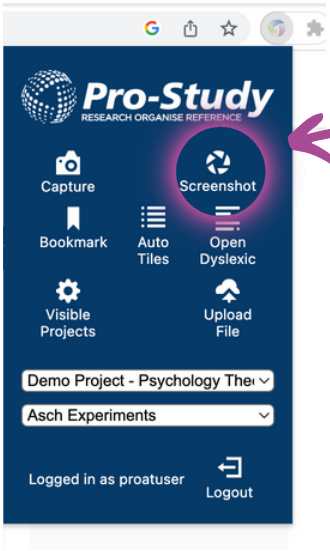
Chapter 3
Pro-Study Browser Extension



The Pro-Study browser extension includes a number of features that will help you easily collect research to add to your projects and categories.

The extension is available for Google Chrome and Microsoft Edge through the Chrome extension store.

Screenshot and OCR



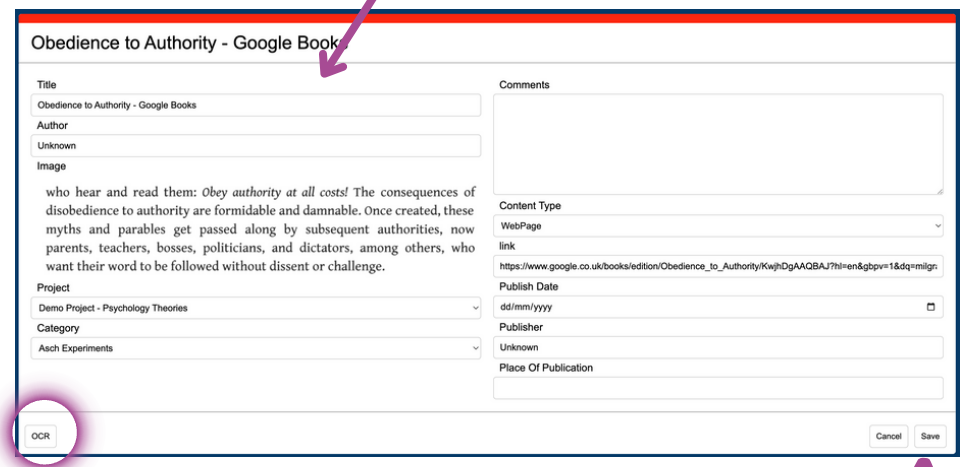
You can use the screenshot to capture any text or images. This is particularly useful if text cannot be highlighted e.g. Google Books.

① Open the Pro-Study Extension, choose a project and category in the drop-down menu and then click the screenshot tool

② Crop the image as required by drawing a box around the text.

③ Add any missing bibliographical information

④ Click the OCR button to turn an image of the text into editable text.



⑤ Click Save

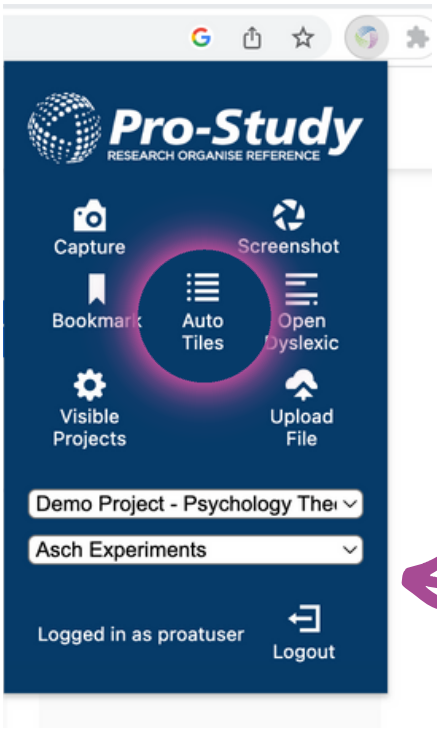
Tip:
OCR stands for Optical Character Recognition and is the process of making inaccessible text (such as within an image) into accessible text.

Auto Tiles

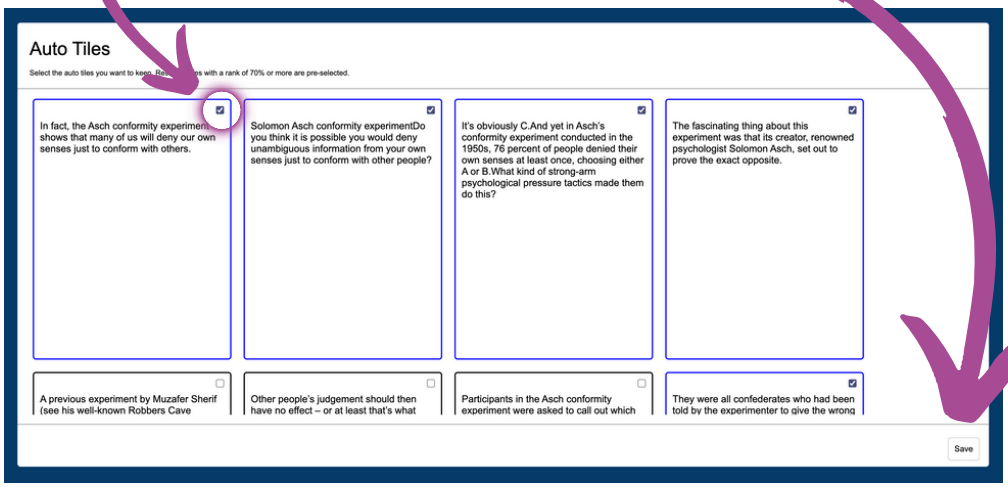
Pro-Study can use AI to automatically find the key information within a webpage or file and create Research Tiles for you.

Full Webpages or Files

Use the following steps if you'd like Auto Tiles to find the key information on a whole web page or document.



1. Open the Webpage or File you want to research
2. Ensure that no text or images are selected on the webpage or file so that the Auto Tile tool can function correctly.
3. Open the Pro-Study Extension and choose the Project and Category where you want the information saved
4. Click the 'Auto Tiles' Tool
5. Pro-Study's AI will analyse the content and new research
6. Tiles with a rank of importance over 70% will be pre-selected
7. Select the Research Tiles you want to keep and click save



Tip:
Auto Tiles also eliminates clutter on web pages or journals such as adverts, helping you quickly locate the key information.

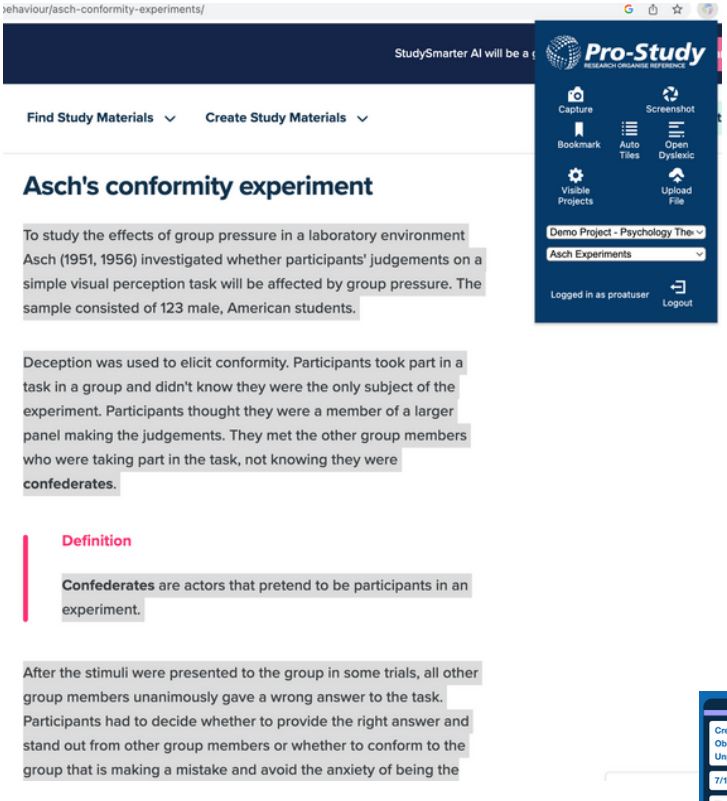
Auto Tiles

Pro-Study can use AI to automatically find the key information within a webpage or file and create Research Tiles for you.

Specific text Auto Tiles

① Highlight all the content you want Pro-Study to look through

② Open the Pro-Study Extension and choose the Project and Category where you want the information saved.



③ Click the ‘Auto Tiles’ Tool

④ Three new Research Tiles containing the most important information from the content will appear in your chosen project and category

Tip: Research Tiles created using Auto Tiles will have a comment identifying this

Other Extension Features

Webcam Capture

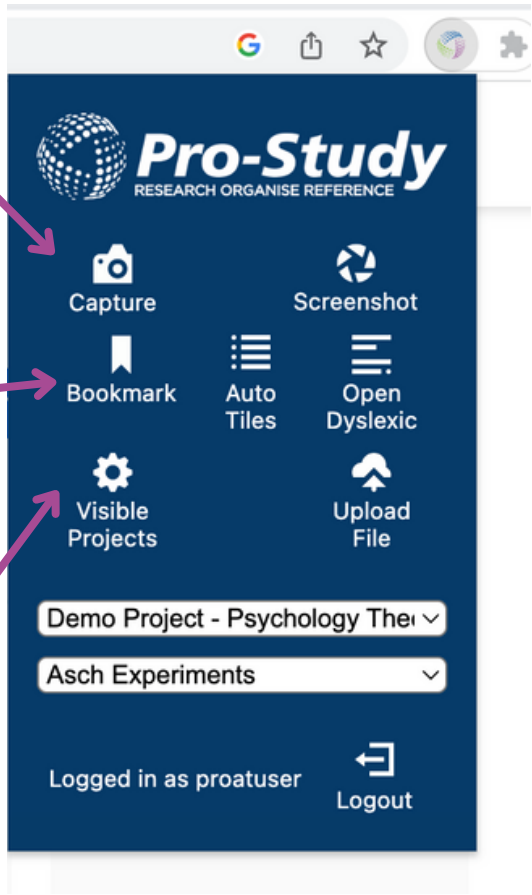
Choose a project and category and then click the Capture tool in the Pro-Study Extension. This will open your webcam so you take a picture

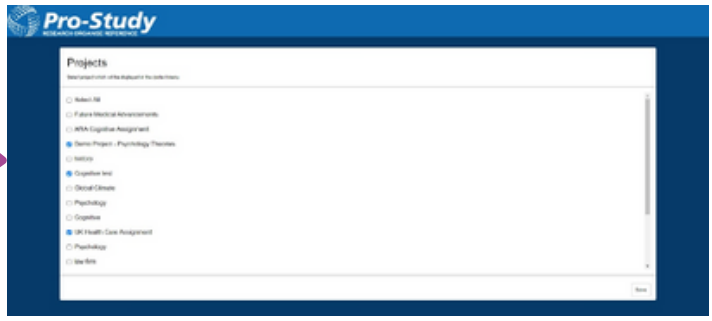
Bookmark

Choose a project and category and then click the Bookmark tool in the Pro-Study Extension. This wei save the whole page for later use

Visible Projects

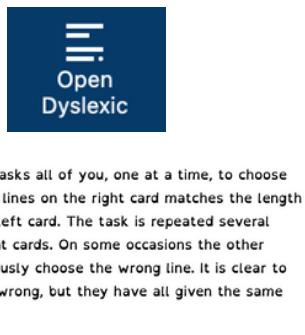
You may have multiple projects in your Pro-Study database. To help capture information and save it to the correct project and category you may want to reduce the number of visible projects in the capture menu



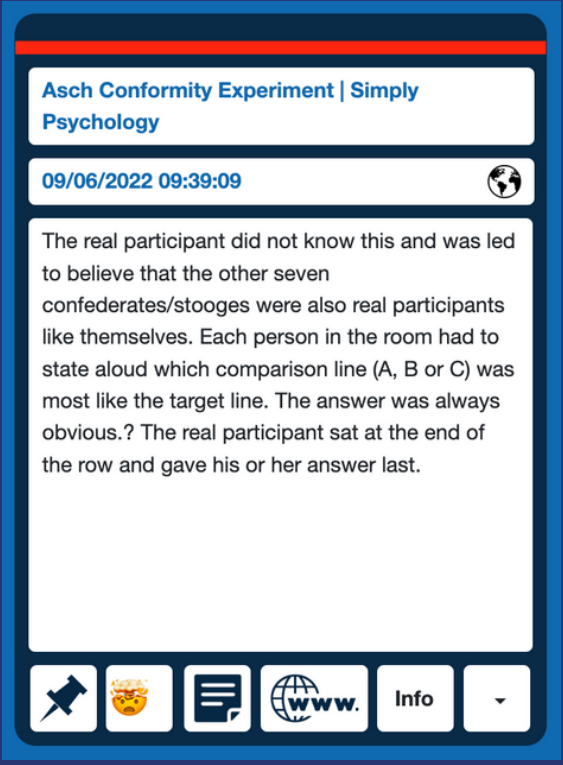


Open Dyslexic

Select the 'Open Dyslexic' Tool to change web page font styles to Open Dyslexic. This font can reduce reading errors for people with dyslexia, allowing them to distinguish individual letters



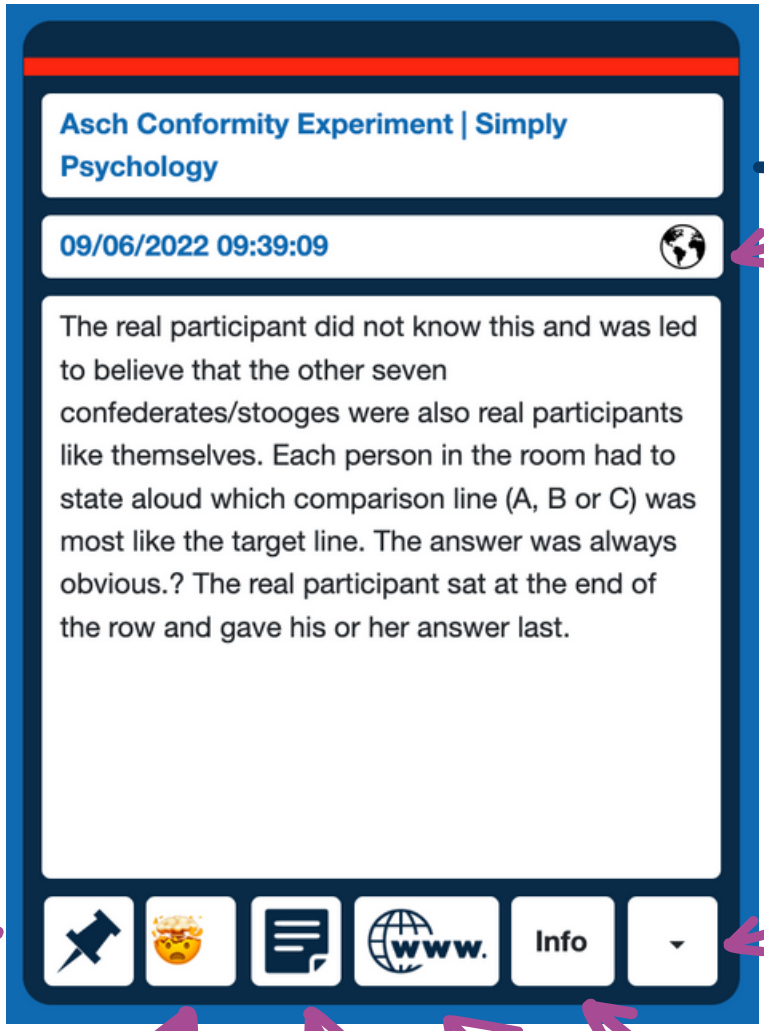
Chapter 4
Research Tiles



Research Tiles are the backbone of your Pro-Study Projects.

Research Tiles contain captured content as well as useful information, making your research readily accessible for later use.

Research Tiles



Content Icon

This icon indicates where this content has been captured from e.g. PDF, web page etc.

Pin

Click the pin on a tile to move the tile to the top of your Research Tiles

Tile Menu

See next page

Tile Info

See next page

Emojis

Click to add emojis. These can then be used to quickly filter your research

Comment

Click the comment icon to add a comment to a tile. Comments can also be included in your export. Comments will also show when you've used Auto Tiles

Hyperlink

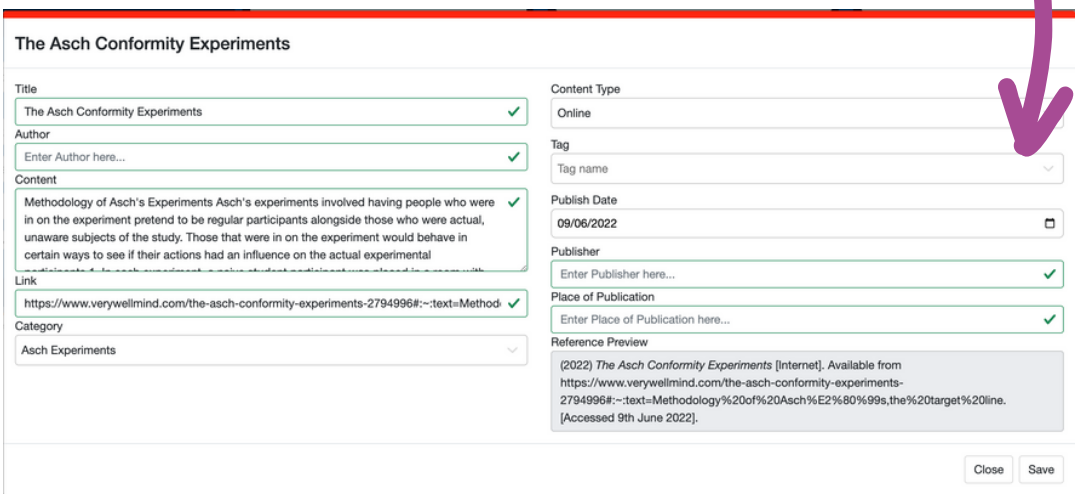
Click the hyperlink icon to go back to the exact section of the source

Tile Info

① Click 'Info' to view all the data that was collected about the content

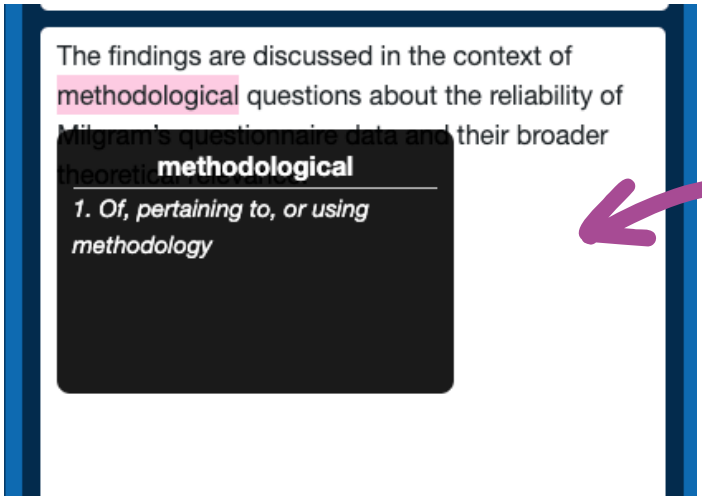
② Add tags to aid organisation (See next page)

③ Add any missing information to help with referencing later



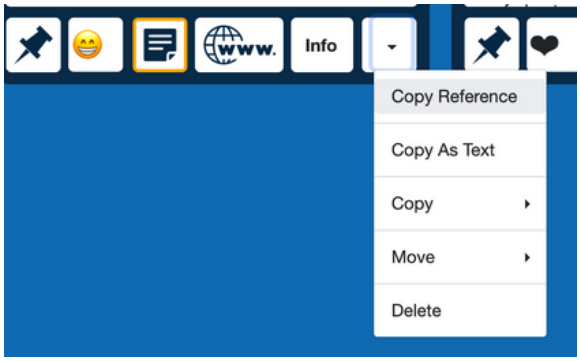
Word Definition

Pro-Study can be used to get an instant definition of a word within your captured research.



① Simply highlight the word, and the definition will pop up.

Tile Menu



Within the Tile Menu you can:

- Copy the reference and paste it elsewhere, e.g. MS Word
- Copy As Text to copy all the content and data elsewhere e.g. MS Word
- Copy the tile to another project or category
- Move the tile completely into a different project or category
- Delete the tile

Chapter 5

Organising Your Research Tiles

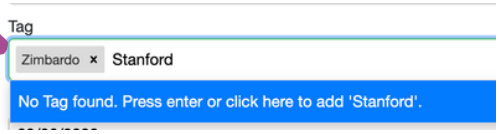
In this chapter we explore the flexible and dynamic ways you can organise and manage your Research Tiles.

Adding Tags and using filters to view your Research Tiles in different ways creates a space that adapts to your research process

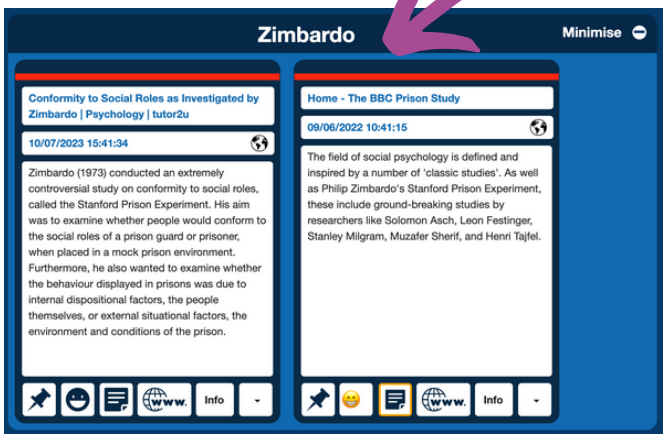
Organising your Research Tiles

Pro-Study helps you to stay organised by further options to categorise and label your Research Tiles.

Tags

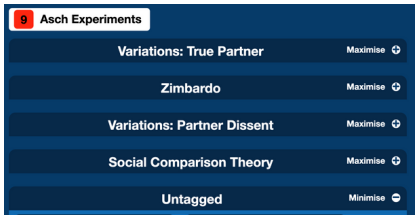


① Add a 'Tag' in the Tile info window. Choose from an existing tag or press Enter to add a new one.



② This will then add that tile to a section with other tiles that have the same Tag.

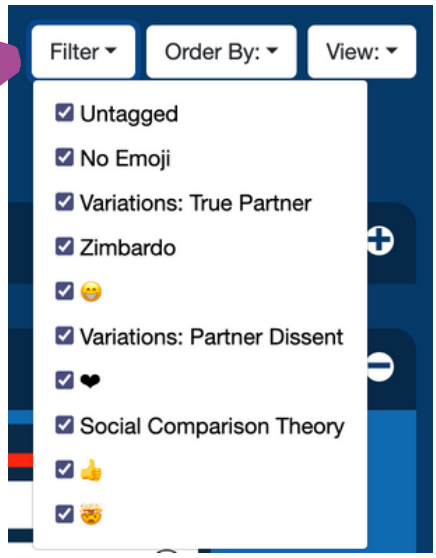
These tagged sections can be minimised so only certain tiles are visible.



Tip
Multiple tags can be added to each Research Tile

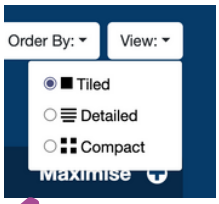
Filter

① Click on the filter button and select the filters you want applied. Only tiles with these tags or icons will be shown.

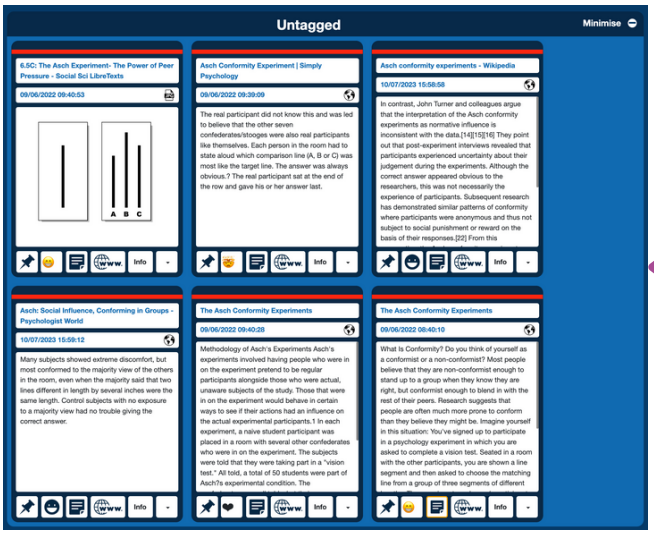


Changing the View

Depending on the context of your project, you may want to view your Research Tiles in different ways.

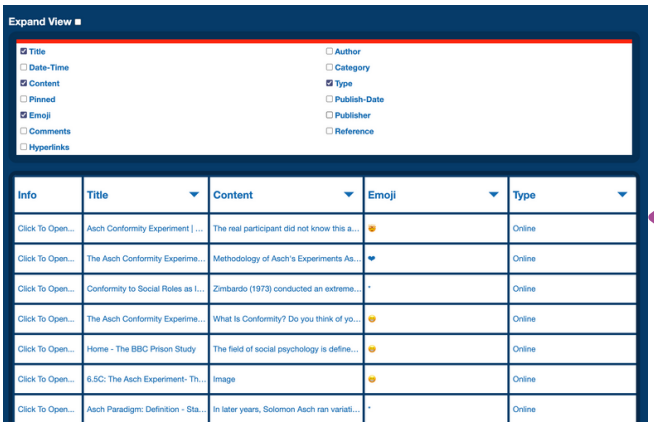


These can be accessed under the 'View' menu



Tiled

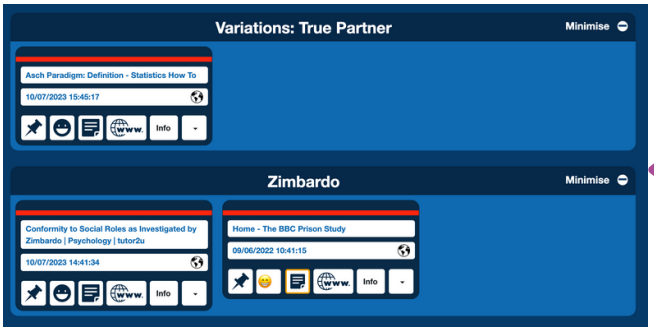
'Tiled' is the default view of your Research. Information is displayed on each tile including the Content and links.



Detailed

Detailed view creates a table of your research. Columns can be added using the tick boxes at the top of the page to show additional information for each tile such as date, author etc.

By clicking **'Expand View'** you will be able to view all of the content for each Tile.



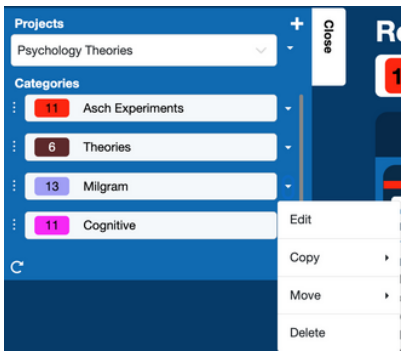
Compact

Viewing your Research Tiles in compact view hides your captured information and instead only displays the Source information and Tile Menu.

Order By

Order Tiles within each category by their Title, Date/Time uploaded or the type of content

Editing Projects and Categories



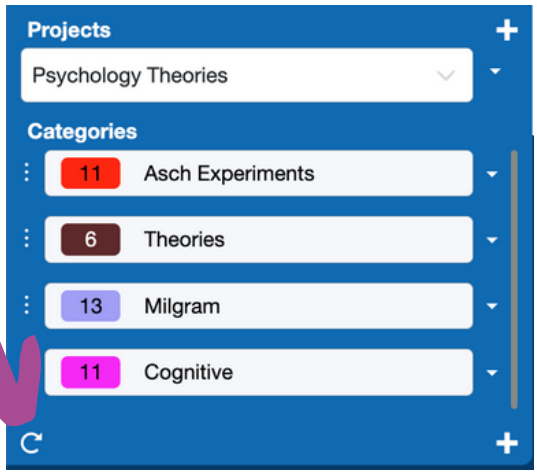
As you go along you can edit your existing projects and categories. This can be particularly useful for when you come across a new topic during your research journey.

Click the edit button to edit a specific category, or the + icon to add a new category

Research Capture Counter

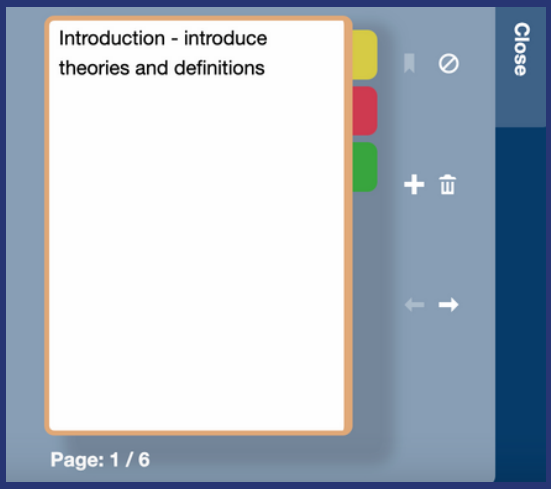
Each category within a project with have a research counter so you know how many tiles are within each category

You can click the refresh icon to make sure your projects and categories are up to date



Tip:
The Research Capture Counter is a great way to keep track of your research journey. If a category has a low number of Tiles, it may be worth spending more time on that topic.

Chapter 6
Project Notepad



As you navigate through your research journey, there may be bursts of inspiration, key insights, or important reminders that you would like to jot down quickly.

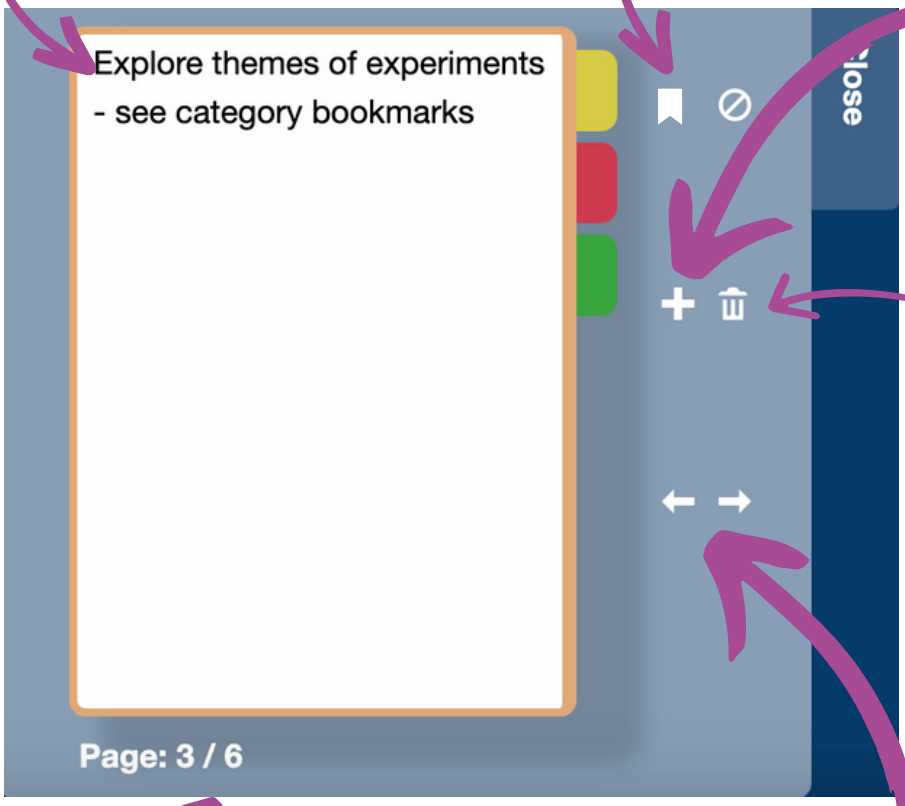
The Project Notepad is a handy, digital companion that sits at the side of your Research Tiles, ready to capture your thoughts and ideas on the fly.

Project Notepad

① Type your note in the notepad

② Add a Bookmark (See next page)

③ Add another note by clicking the + icon

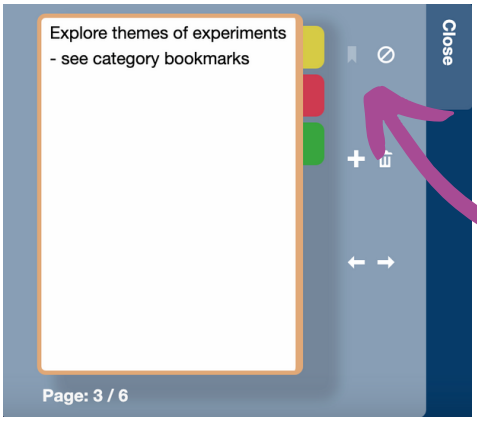


③ Use the bin icon to delete a note

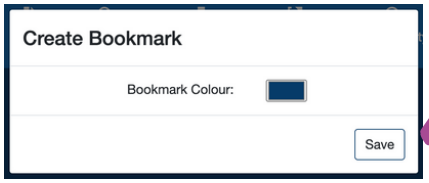
④ Skip through your notes using the arrows

⑤ The number at the bottom will tell you which page you're on

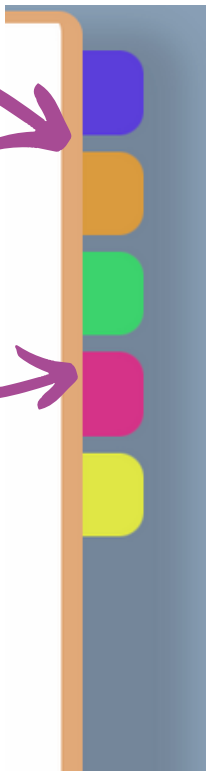
Adding Bookmarks



1. Click the Bookmark icon and choose a colour to colour code your note and click Save

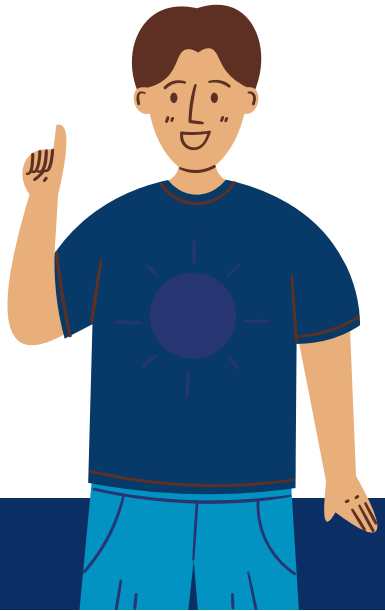


2. This will show up as a coloured tab at the side of your note



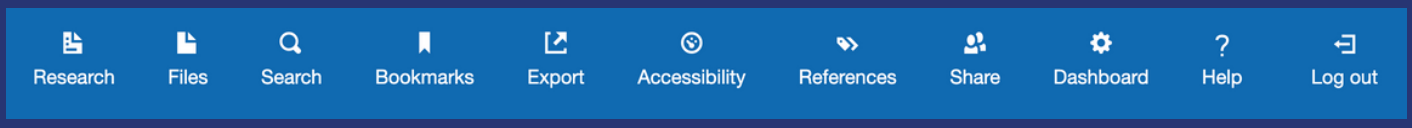
3. Click a coloured tab to go back to that note

4. Bookmarks can be removed using the no-entry icon



Tip:
Using the same colours for your bookmarks and categories can further improve your organisation.

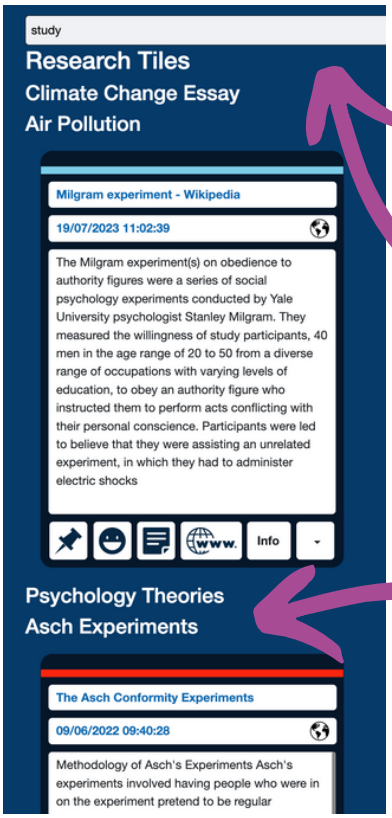
Chapter 7
Toolbar Features



The Toolbar houses Pro-Study's essential features, giving you quick and direct access to a range of functionalities including:

- Search
- Bookmarks
- Export
- Referencing Styles
- Share
- Accessibility

Search Function



Search

Pro-Study allows you to search across all of your projects.

Search for a key word in the Search feature and it will display all the results, listed by project name and category.

Here you can also click on a project title to go directly to that project.

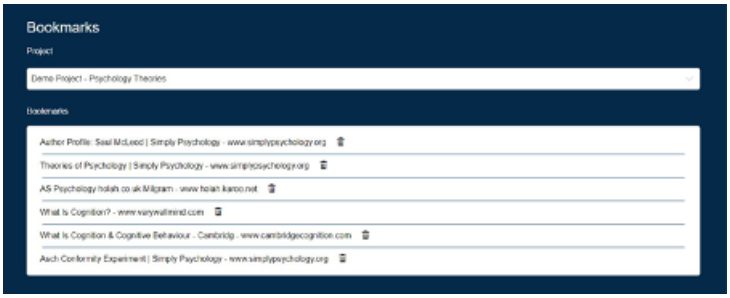
Bookmarks

Use the Bookmark feature within the Pro-Study extension to save useful websites and uploaded files to return back to later.

1. When on the web page, choose the project you'd like to save the bookmark to and click 'Bookmark'.

2. Captured bookmarks will be listed under the Bookmarks tab on the toolbar

Bookmarks

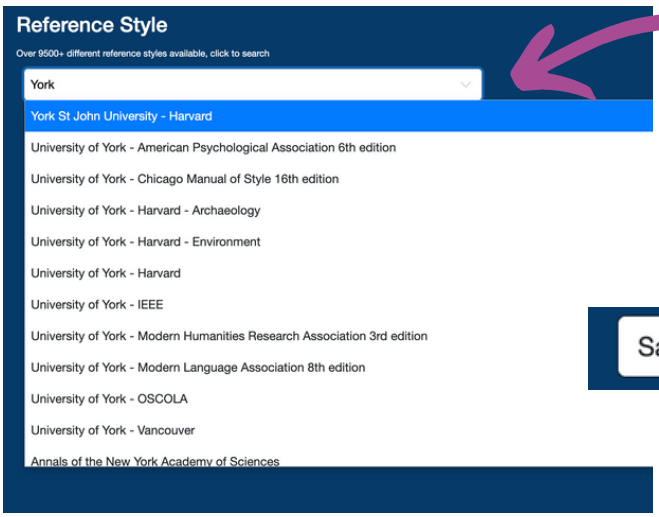


3. Click the 'Bin' icon to delete a bookmark

Reference Styles

References

Pro-Study gives you access to over 9500 referencing styles, allowing you to make sure your referencing is exactly how it should be formatted.



Search in the Reference Style window and select the reference style you need.

Click save and this style will then be set as default

Save

Tip:
Project Assist (the free companion App) also has access to over 27 million book references just by scanning the barcode.

Share

Share

You can share projects with other Pro-Study users.

To send a file to another user:

Choose the project you want to share in the drop-down menu.

Click Export and then send them the file.

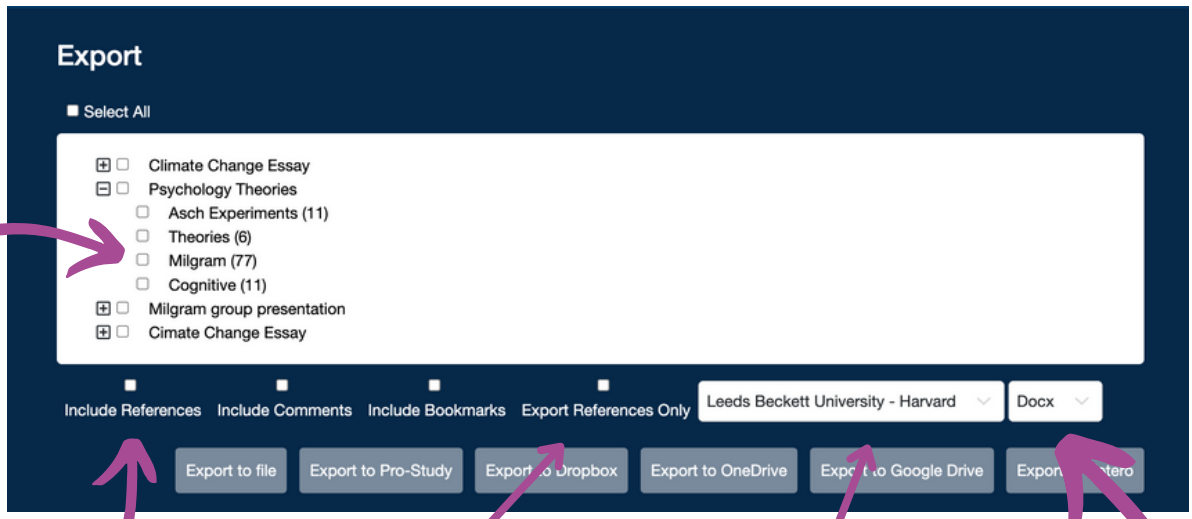
To import a project sent to you:

Click import and choose the file to import a project.

Exporting Your Projects

① Click on the Export Tab on the Toolbar

Once you have compiled your research into your project and categories, you can then export these into a fully formatted report, with all your referencing complete.



② Choose which projects and categories to Export (you can mix and match)

③ Select if you want to include the references (bibliography), comments or Bookmarks

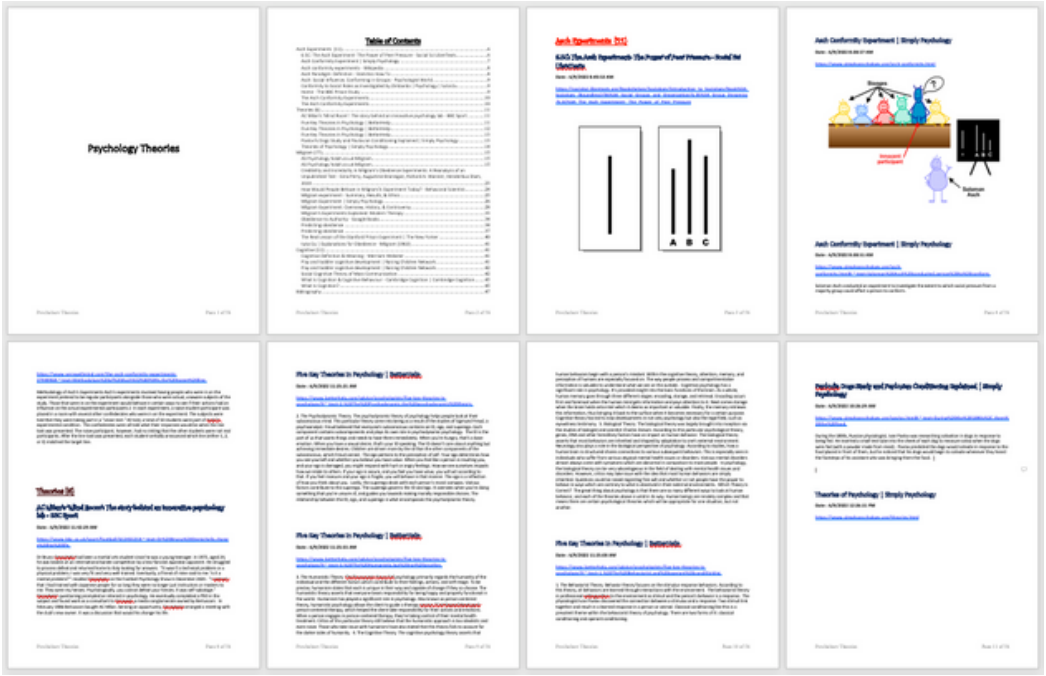
④ You can also choose to just Export the References (Bibliography) only

⑤ Use the Drop Down to select the reference style. More than 9500 styles can be found in the References main menu

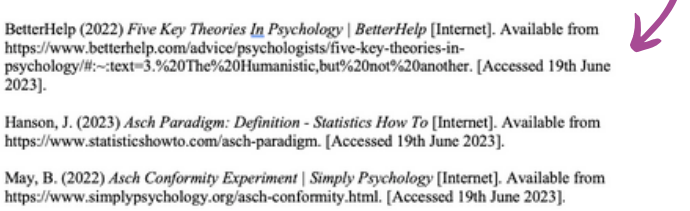
⑥ Choose the type of file you want to create. You can choose from Docx, PDF or CSV (Excel). Then click Export to file

Exported documents

Example of an exported Document:



The reference list will be on the final page



BetterHelp (2022) *Five Key Theories In Psychology | BetterHelp* [Internet]. Available from https://www.betterhelp.com/advice/psychologists/five-key-theories-in-psychology/#:~:text=3.%20The%20Humanistic,but%20not%20another. [Accessed 19th June 2023].

Hanson, J. (2023) *Asch Paradigm: Definition - Statistics How To* [Internet]. Available from https://www.statisticshowto.com/asch-paradigm. [Accessed 19th June 2023].

May, B. (2022) *Asch Conformity Experiment | Simply Psychology* [Internet]. Available from https://www.simplypsychology.org/asch-conformity.html. [Accessed 19th June 2023].

Comments will show up in the right hand comment bar

AS Psychology holah.co.uk Milgram

Credibility and Incredulity in Milgram's Obedience Experiments: A Reanalysis of an Unpublished Test

Saving to the Cloud

You can also save to the Pro-Study Cloud, Dropbox, OneDrive or Google drive Cloud platforms.

Saving your references to Zotero

In Pro-Study, click 'Export to Zotero'

Once in Zotero, go to File, Import..., Choose your file and all of your references will be saved to your library.

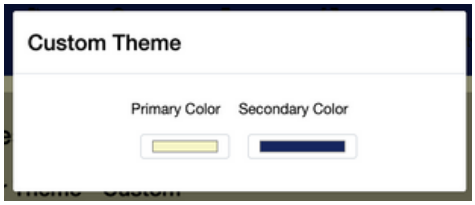
Accessibility

Pro-Study offers various accessibility features that can be customised to best suit your needs.

Colour Theme

Choose from one of the preset colours

Or click Custom to fully personalise Pro-Study environment

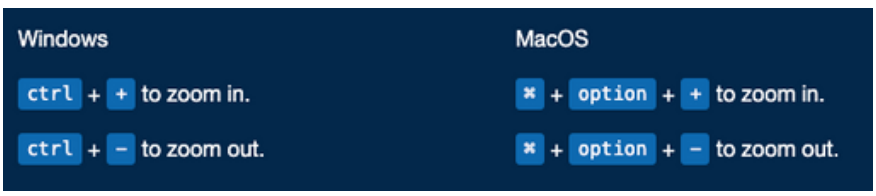


Fonts

Select your preferred font

Zoom Controls

Use the keyboard shortcuts to easily control magnification



This will also change the size of the menus and how many Tiles are in view

Pro-Study
RESEARCH ORGANISE REFERENCE

Glossary

Project	Projects can be based on work you are working towards such as an essay or revision for an exam. Pro-Study allows you to work on multiple project at the same time.
Category	Categories can be used to break down your projects into topics, helping you to break complex ideas down into manageable chunks.
Research Tile	Research Tiles contain your captured research. This can be from an array of sources. Your research tiles can also be further organised and contain a hyperlink taking you directly back to the source with the captured text highlighted.
Auto Tiles	Auto Tiles uses powerful AI to pick out key text and images from web pages and files, and allows you to save this captured research as Research Tiles.
Project Assist	Project Assist is Pro-Study's free dedicated mobile app that allows you to view your projects and capture research on the go. Book barcodes can also be scanned to collect the reference data.
Project Notepad	Project Notepad is your digital notepad allowing you to quickly jot down ideas for your work. You can further organise these using colour-coded bookmarks.
Tags	Tags are an additional way to organise and label your research, helping you to further break down and dissect your categories.

Pro-Study

RESEARCH ORGANISE REFERENCE