**Pro-Study**

RESEARCH ORGANISE REFERENCE

Mac Quick Start Guide

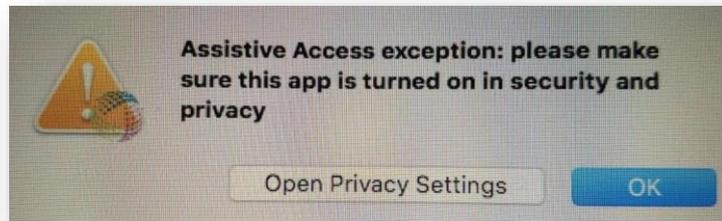Version 1

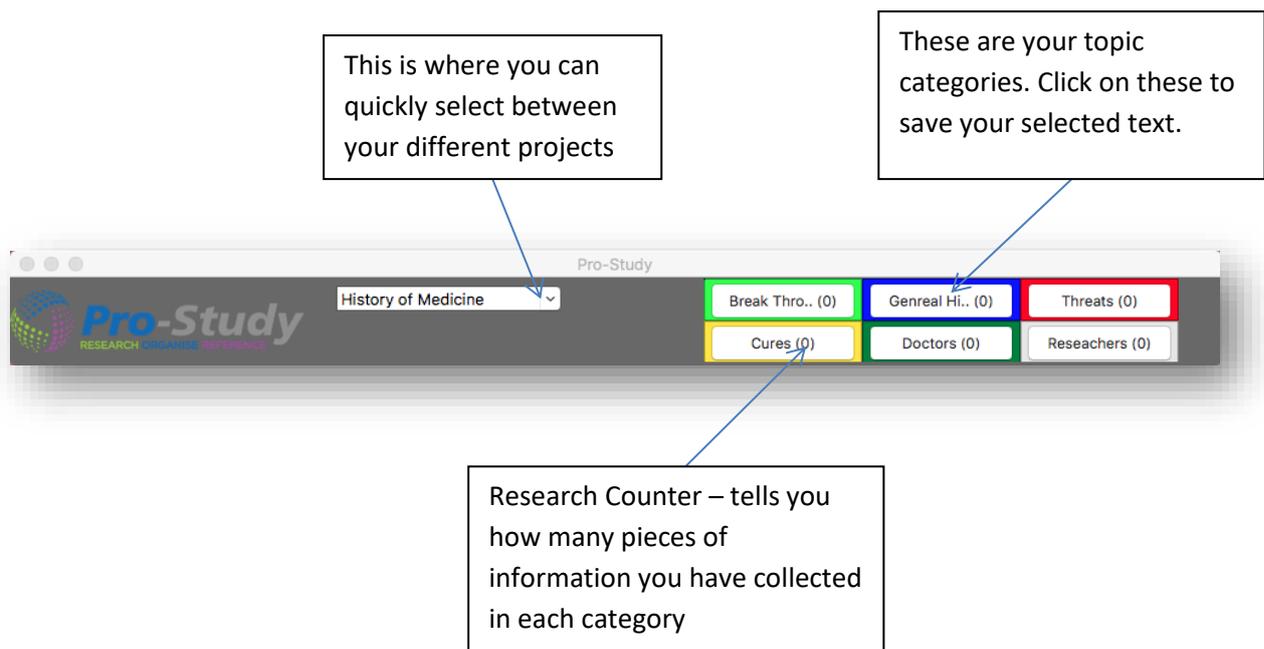# PRO-STUDY QUICK START GUIDE

## Contents

## Assistive Access Exception

- Before starting you may be asked to give access to Pro-Study in the Privacy settings.
- To do this click Open Privacy settings and tick the box next to Pro-Study.
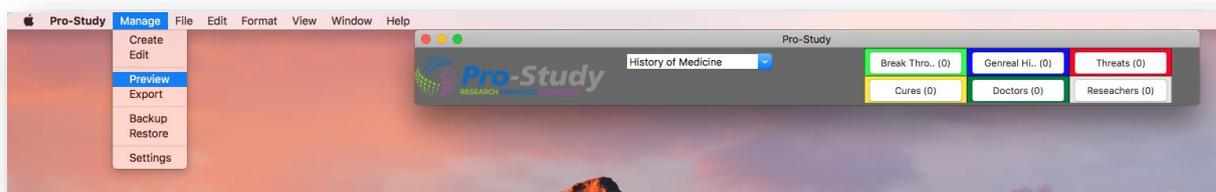- If you see this warning message again and have already done this just simply click OK.



## 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.

This is where you can quickly select between your different projects

These are your topic categories. Click on these to save your selected text.



Research Counter – tells you how many pieces of information you have collected in each category
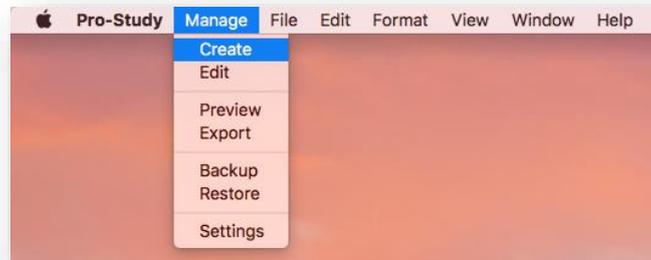
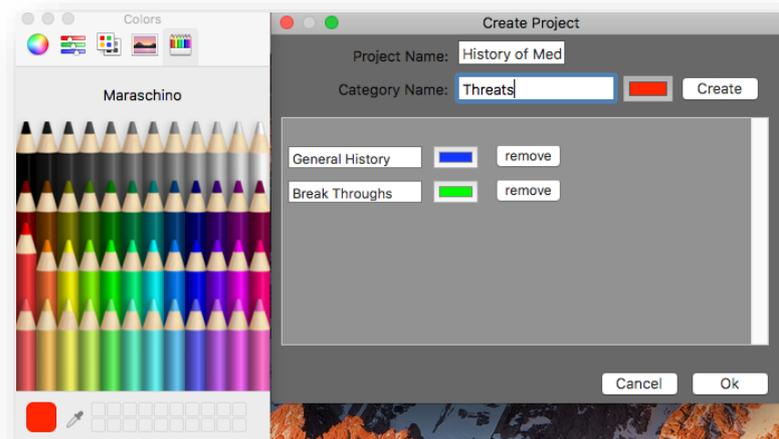You can access all of the Pro-Study options under Manage

## Getting Started with a Project

- Once you have downloaded Pro-Study locate the Pro-Study programme on your computer and open it.

- To make a new project click on *Manage* and select *Create*.

- Give the project a name.
- Then give your first category a name and choose a colour to represent this category.

- You can choose from a wide selection of colours
- Keep repeating by clicking the create button until you have completed all the categories you require for your project and then click *OK.*
    - o *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.
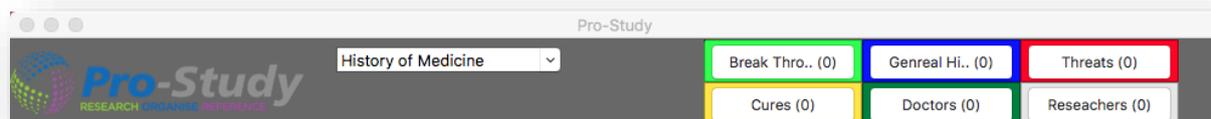
## Selecting Different Projects

- All of your projects are securely saved in one place in the Pro-Study database.
- Click on the drop down 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.
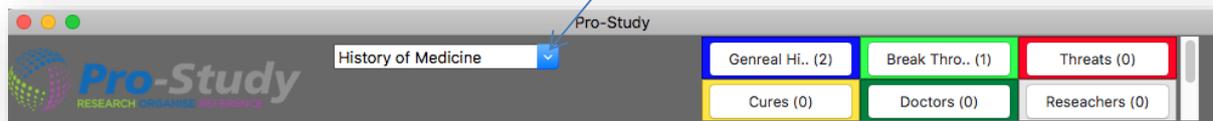


## Categories

- You can see all of your categories on the right hand side of the main tool bar.
- You can change 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 Safari, Google Chrome or Firefox.
- Highlight the specific text on the webpage that you would like to keep and select the category that you want the text to be stored in.
- Pro-Study will then store the selected text into the category to be previewed later, including all the referencing information from online sources.

## 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.
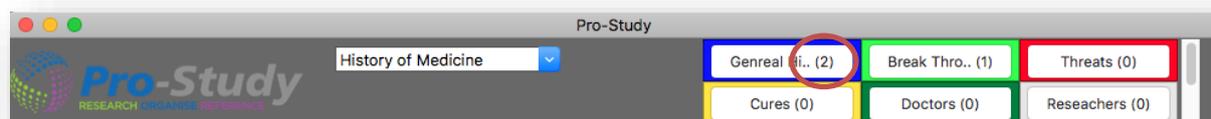
## Preview Data

- Preview your collected information in the preview window, _Preview_ can be found under Manage. 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.
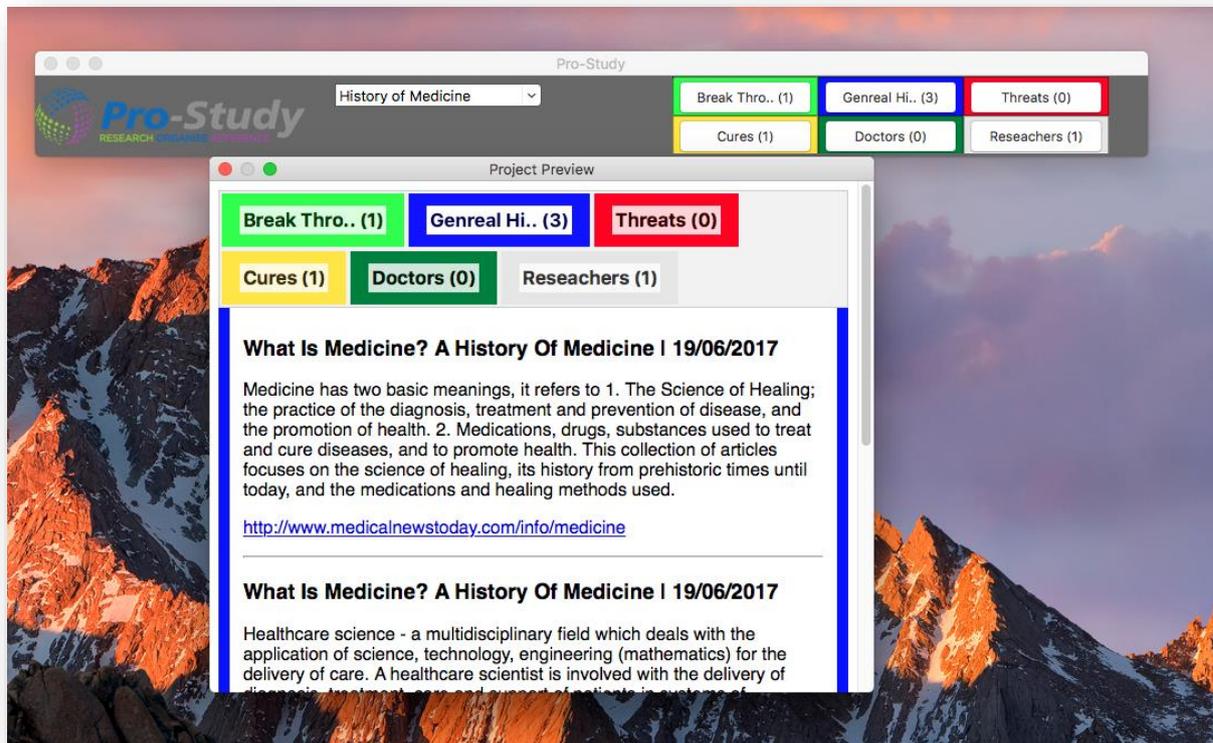


- You can click on different coloured tabs to change between categories and view the collected infomration.

- You can click the hyperlink which will take you back to the original website.

## Exporting to Microsoft Word

- 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 under Manage to access the Export window.
- You can export whole projects or individual categories into Microsoft Word
- To do this simply tick the boxes of the projects you want and use the + button to expand the list to select individual categories.
- Then click <u>OK</u> to export your chosen projects straight into MS Word
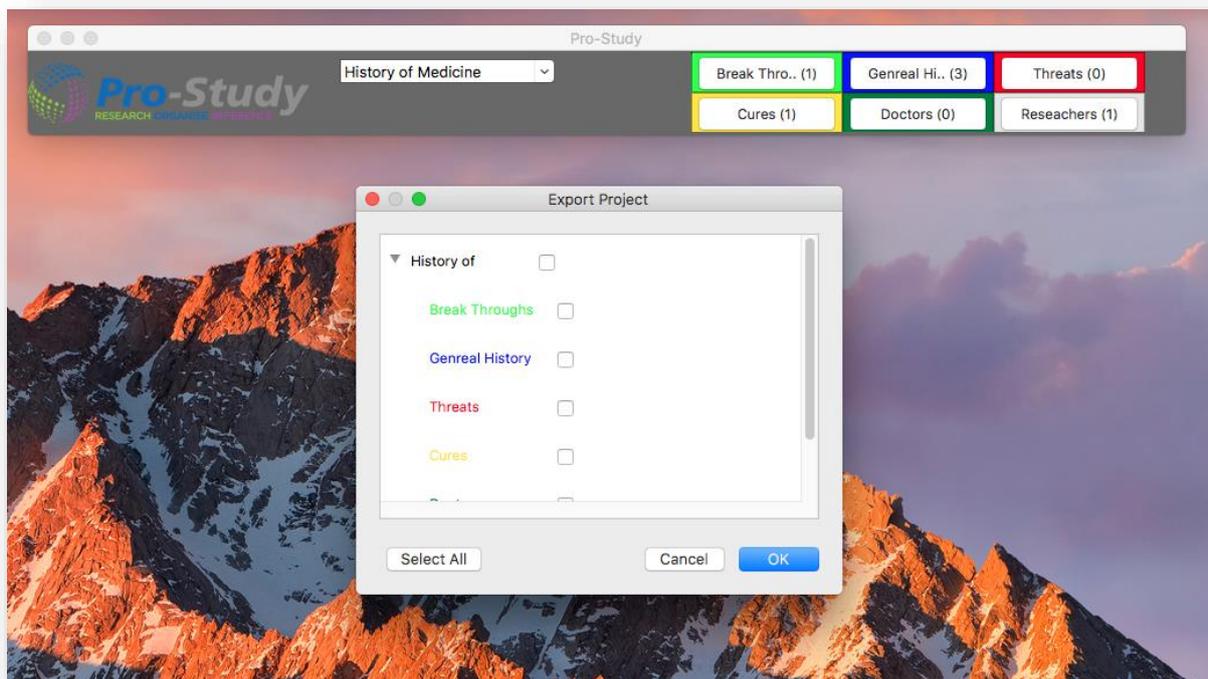


- You may need to change the referencing style (this can be done in <u>Settings</u> under <u>Manage</u>) to meet your assignment requirements.
- Once you click save it will save the Microsoft word document and then open it automatically. It will contain all of your chosen research with a handy contents page at the top, followed by your research and then all the referencing completed in a bibliography section at the bottom.

## Manage

- Under Manage you will be able to edit your projects, backup your projects, restore your projects, change the colour on the colour overlay and change your reference Style.
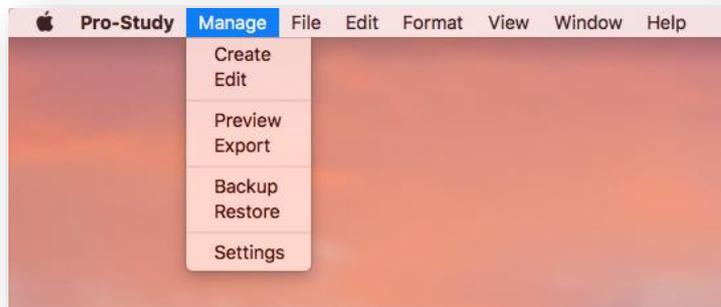


- To Edit a project click on *Manage* and then click on *Edit*.
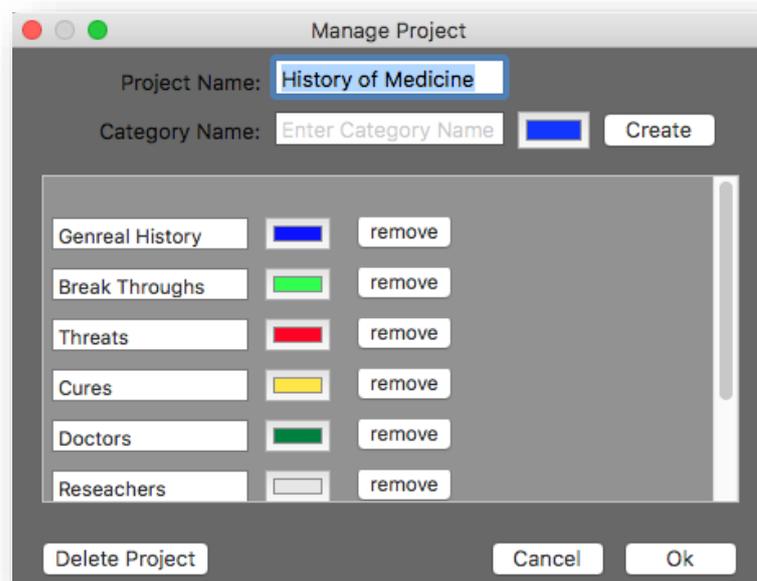


- Within the Edit Projects window you are able to delete a whole project or individual categories by simply clicking on 'remove'
- You can also increase the amount of categories you have by clicking 'Create'

## 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 Enable Overlay in Settings under manage a colour overlay will be placed over the screen.

- You can choose what colour this overlay is by clicking on *the Overlay Colour option and choosing a colour*.