



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



1. GETTING STARTED

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 is your one-stop solution for effective and efficient academic research management, allowing you to effortlessly collect, organise and reference information from various sources in a centralised, colour-coded database.

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.



YouTube:
Pro-Study Overview Video

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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

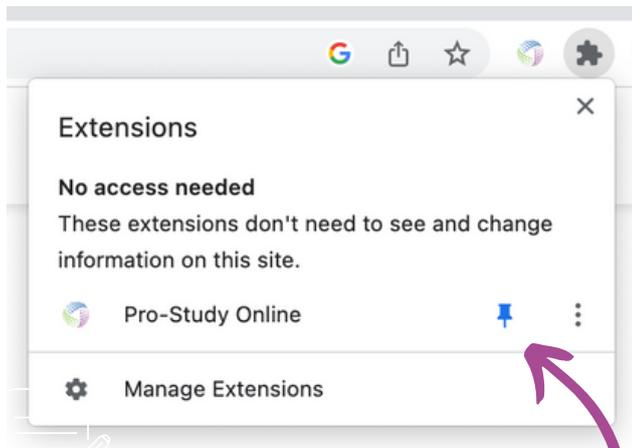
 Pro-Study Online >

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



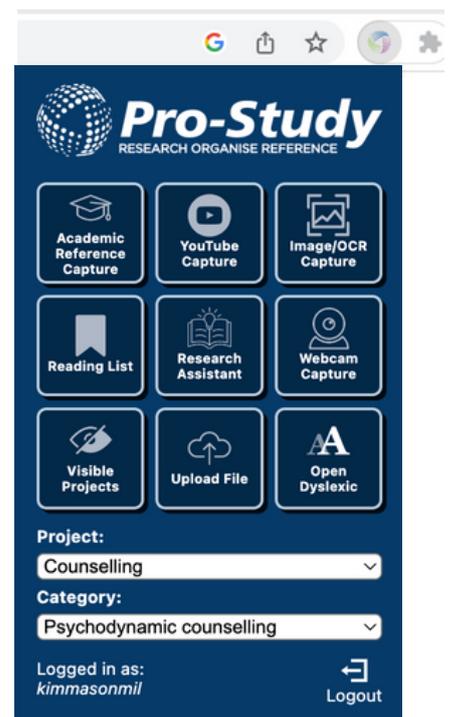
①

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

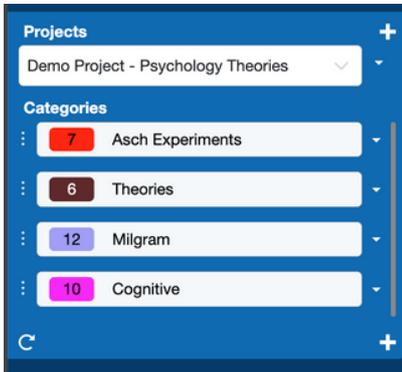
The Pro-Study Extension icon will then be visible. Click on the Pro-Study icon and the extension menu will load.





Creating a New Project

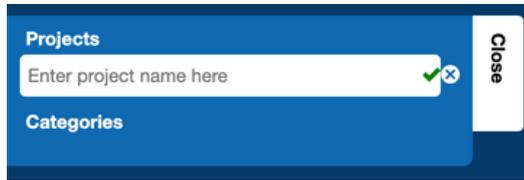
Creating projects and categories within Pro-Study gives your work structure and can help you stay organised.



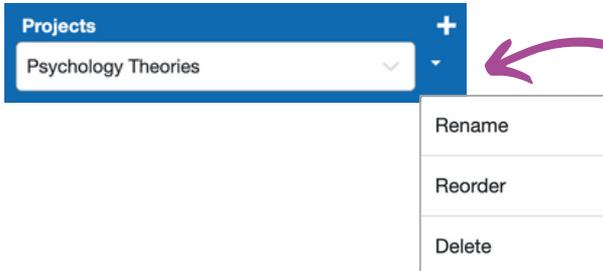
1 To make a new project click the + icon next to projects on the side panel

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

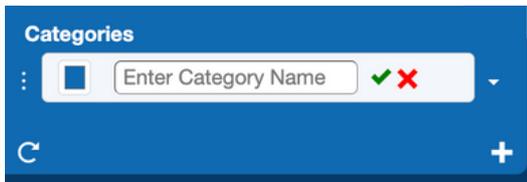


3 Click the down arrow to Delete or Rename your Projects



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

Adding Categories



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, annotate and categorise information, helping you turn vast amounts of data into structured, manageable chunks of knowledge.

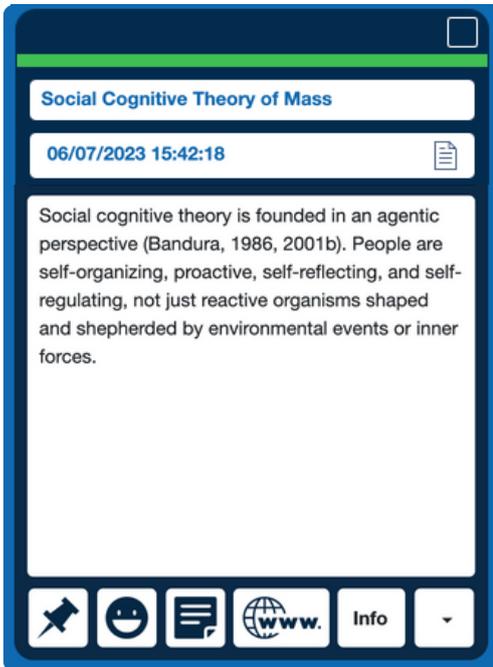


Capturing Information

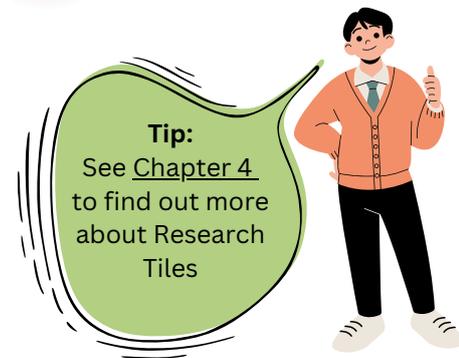
Research Tiles

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

- Hyperlink back to the source
- Author (when the website includes an author)
- Article title
- Capture Date
- Content type Icon



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

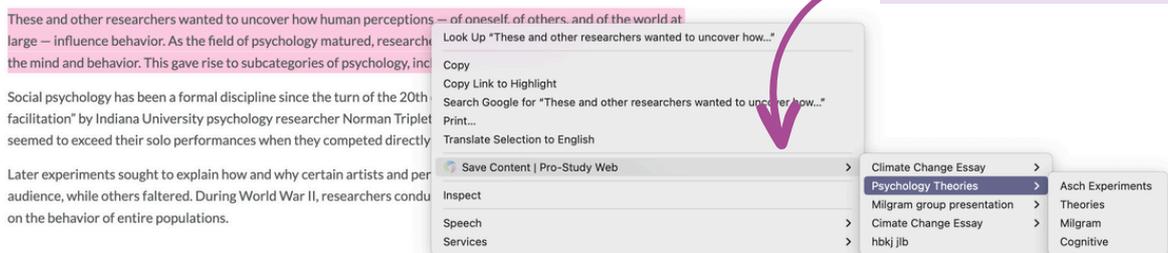


Capturing from Web Pages

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



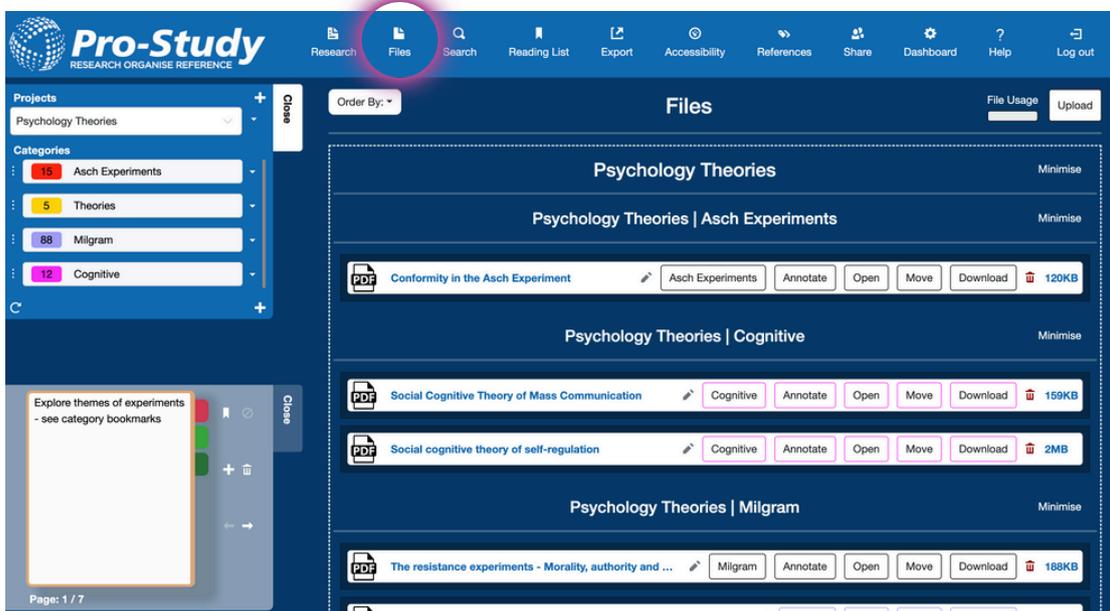
④ Images can also be captured by using right click and 'Save Content'

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

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

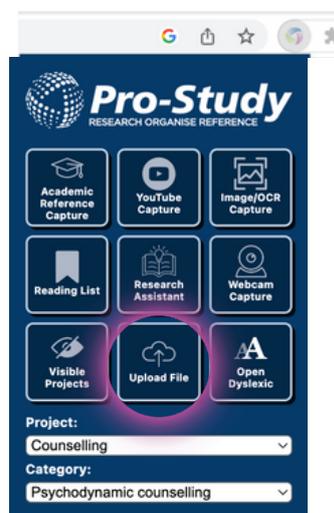


② Click on Upload to add new files

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

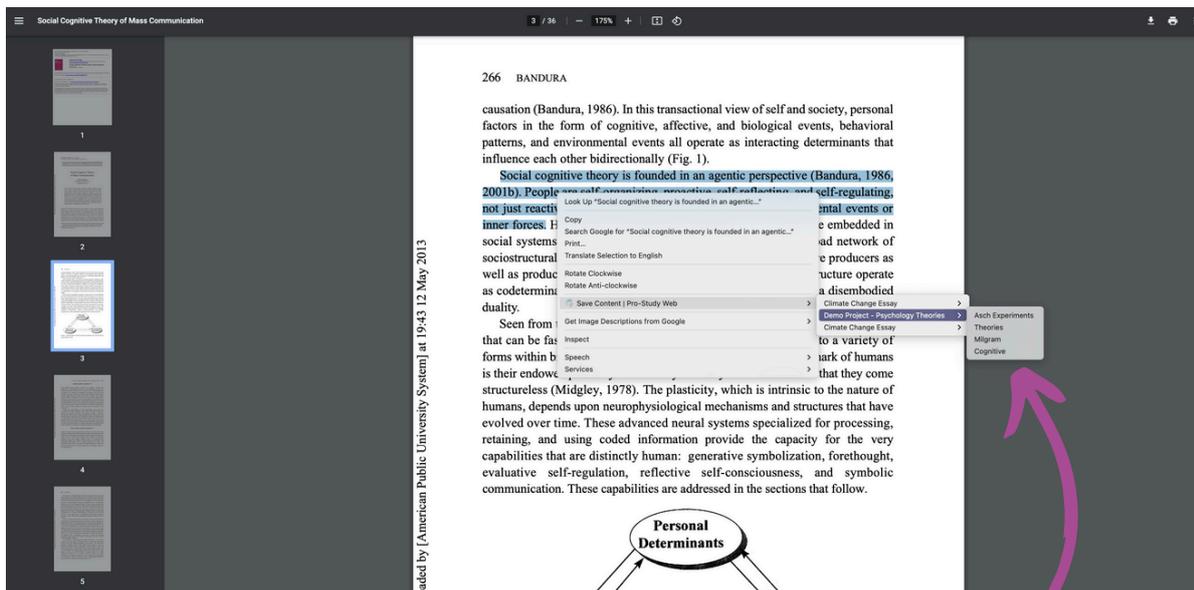
3 Files will be displayed with the title of the file, a file icon for quick identification and a link to the attached project category



Opening and Capturing Information from Uploaded Files



1 Click the Open button to view your file

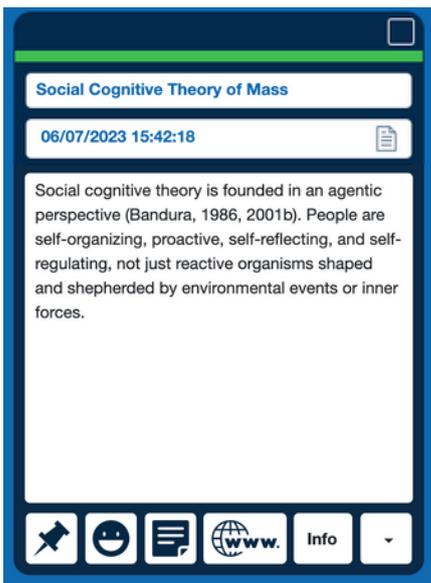


2 Once a file is open you can use the standard highlight, right-click capture method

3 Research Tiles will be produced with the captured research from a file.

4 Research Tiles will include the title of the original file and a hyperlink back to the original file source. The source will automatically be set to Journal, but can be changed in the Info window.

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



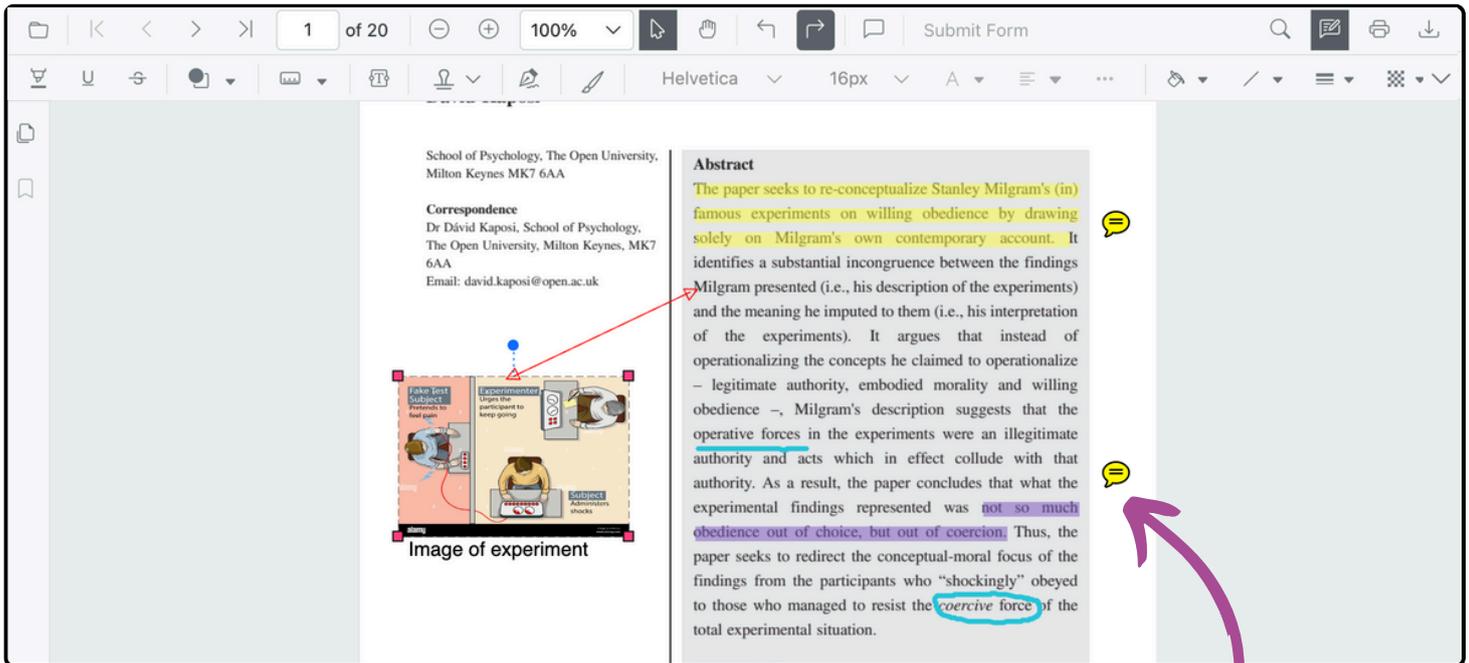


Annotating Images and PDFs

Use the Annotation Tools to mark up documents and highlight key information. These can also be utilised when using the Image/OCR Capture tool in the browser extension.



1 Click the *Annotate* button on any PDF or Image



Annotation Tools available:

-  Text highlighting
-  Text Formatting (underline, strikethrough)
-  Add shapes including arrows
-  Add text
-  Add Images using Custom Stamps
-  Draw Ink - Free draw
-  Colour Selection
-  Add comments

2 Double click any annotation to add/view comments

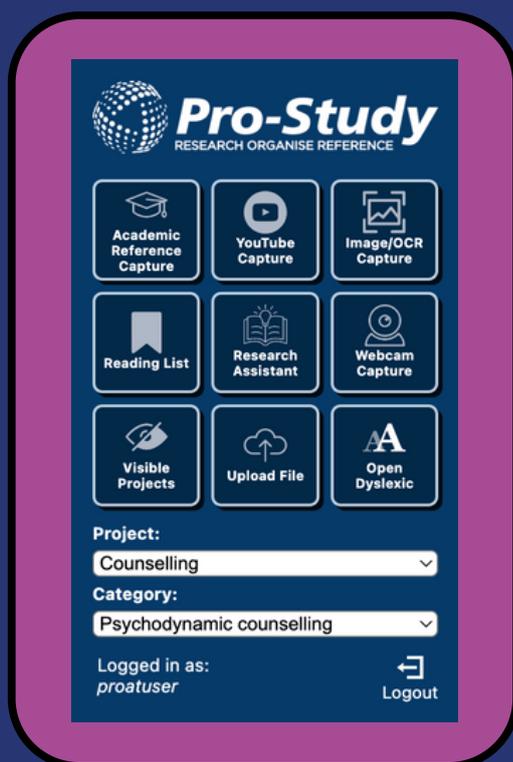
3  Click the Download button to save a copy of your annotated file

4  Click *Save* to save your annotations



Chapter 3

Pro-Study Browser Extension



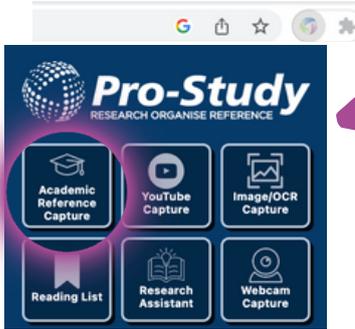
The Pro-Study browser extension includes a number of features that will help you easily collect research to add to your projects and categories.

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



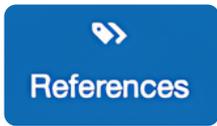
Academic Reference Capture

Use the Academic Reference Capture to add reference information using a DOI or ISBN number.



1 Open the Pro-Study Extension, choose a project and category in the drop-down menu and click *Academic Reference Capture*.

2 Add the ISBN of the book or select DOI and add the DOI number from the journal article you'd like to add.



3 This will show up in the References Tab for that Project.

Tip:
See [Chapter 7](#) to find out more about Referencing using Pro-Study



YouTube Capture

Use the YouTube Capture button to save whole videos as Research Tiles.



These can be watched directly within Pro-Study.



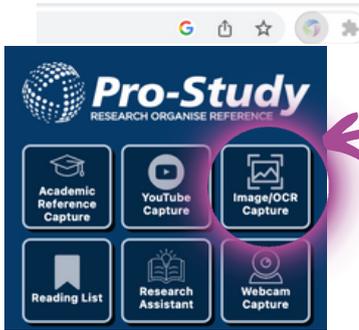
1 When viewing a YouTube video, open the Pro-Study Extension, choose a project and category in the drop-down menu and click *YouTube Capture*.

2 The video will be saved as its own Research Tile with your specified Project and can watch the video directly in the Tile.



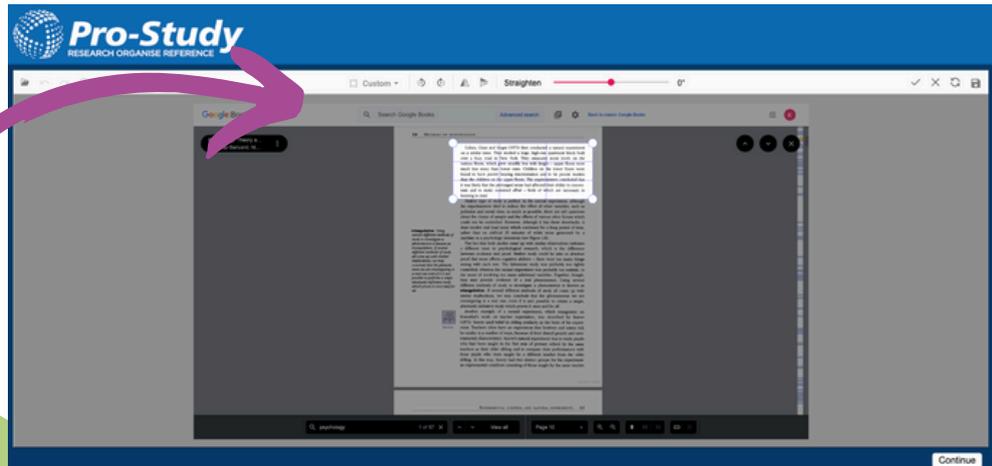
Image/OCR Capture

This feature can be used to capture images and any text. 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. Click Image/OCR Capture button

② Use the editing tools to crop the screenshot to capture the specific text you want.



- Pen
- Line
- Rectangle
- Ellipse
- Arrow
- Path
- Add Text
- Add Image

Tip: You can also use the editing tools to annotate images with text or drawings, as well as changing the background colour to suit your preference.



③ Add any missing bibliographical information

Obedience to Authority - Google Books

Title: Obedience to Authority - Google Books

Author: Unknown

Image:

who hear and read them: *Obey authority at all costs!* The consequences of disobedience to authority are formidable and damnable. Once created, these myths and parables get passed along by subsequent authorities, now parents, teachers, bosses, politicians, and dictators, among others, who want their word to be followed without dissent or challenge.

Project: Demo Project - Psychology Theories

Category: Asch Experiments

Comments:

Content Type: WebPage

WebPage link: https://www.google.co.uk/books/edition/Obedience_to_Authority/KwjhDgAAQBAJ?hl=en&gbpv=1&dq=mligr

Publish Date: dd/mm/yyyy

Publisher: Unknown

Place Of Publication:

Buttons: OCR, Cancel, Save

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



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

⑤ Click Save Tile





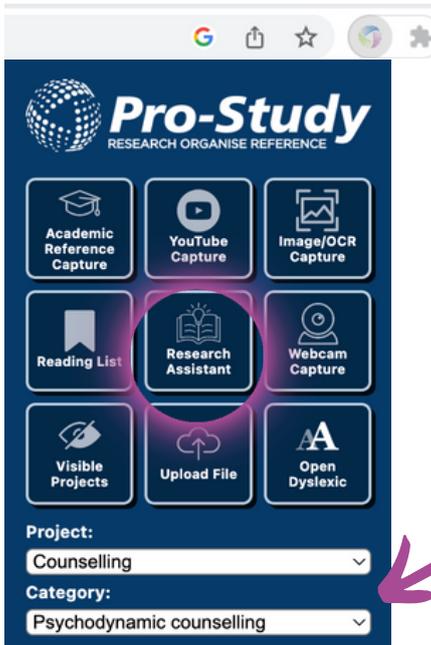
Research Assistant



Use the Research Assistant 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 the Research Assistant to find the key information on a whole web page or document.

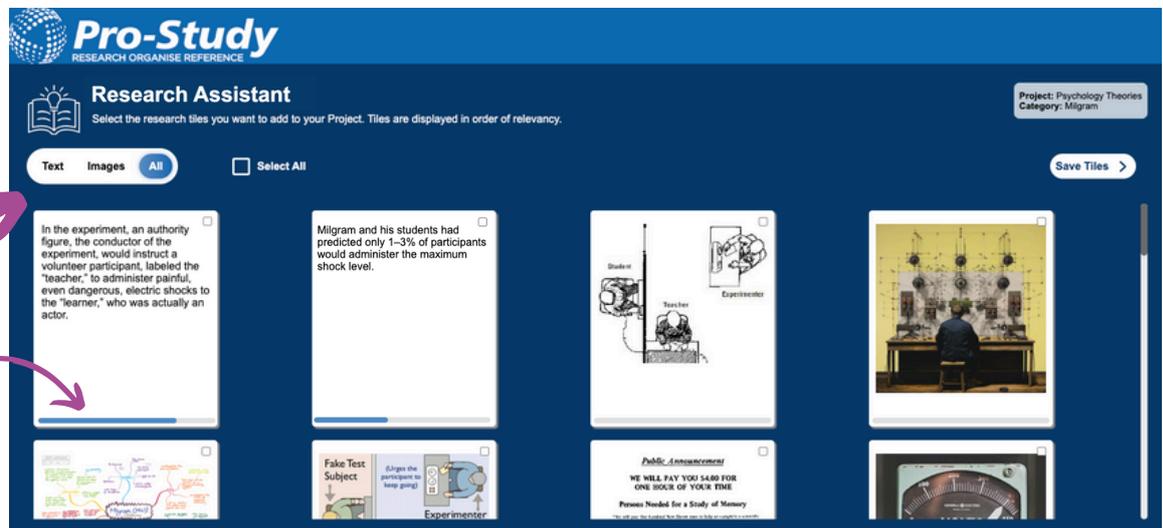


1 Open the Webpage or File you want to research, and ensure that no text or images are selected on the webpage or file so that the Research Assistant can function correctly.

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

3 Click the 'Research Assistant' Tool and wait for the Research Assistant to analyse the content.

4 Switch between text and Images to view content



5 The Relevancy bar will indicate the content's relevancy.

6 Select the Research Tiles you want to keep and click *Save Tiles*.



Tip:
The Research Assistant eliminates clutter on web pages or journals such as adverts, helping you quickly locate the key information.



Research Assistant - Specific Text

Analysing Specific Text

1 Highlight all the content you want the Research Assistant to analyse

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

3 Click the 'Research Assistant' Tool

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

behaviour/asch-conformity-experiments/

StudySmarter AI will be

Find Study Materials Create Study Materials

Asch's conformity experiment

To study the effects of group pressure in a laboratory environment Asch (1951, 1956) investigated whether participants' judgements on a simple visual perception task will be affected by group pressure. The sample consisted of 123 male, American students.

Deception was used to elicit conformity. Participants took part in a task in a group and didn't know they were the only subject of the experiment. Participants thought they were a member of a larger panel making the judgements. They met the other group members who were taking part in the task, not knowing they were confederates.

Definition

Confederates are actors that pretend to be participants in an experiment.

After the stimuli were presented to the group in some trials, all other group members unanimously gave a wrong answer to the task. Participants had to decide whether to provide the right answer and stand out from other group members or whether to conform to the group that is making a mistake and avoid the anxiety of being the

<p>Credibility and Incredulity in Milgram's Obedience Experiments: A Reanalysis of an Unpublished Test</p> <p>7/19/2023 2:30:58 PM</p> <p>The findings are discussed in the context of methodological questions about the reliability of Milgram's questionnaire data and their broader theoretical relevance.</p>	<p>Credibility and Incredulity in Milgram's Obedience Experiments: A Reanalysis of an Unpublished Test</p> <p>7/19/2023 2:30:58 PM</p> <p>Stanley Milgram's papers became available to researchers in 1993 through the Yale University Archives.</p>	<p>Credibility and Incredulity in Milgram's Obedience Experiments: A Reanalysis of an Unpublished Test</p> <p>7/19/2023 2:30:58 PM</p> <p>This analysis revises our perception of the classical interpretation of the experiment and its putative relevance to the explanation of state atrocities, such as the Holocaust.</p>
--	--	--



Tip: Research Tiles created using the Research Assistant 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.



Reading List

Choose a project and category and then click the Reading List button in the Pro-Study Extension. This will save the whole page for later use.



Visible Projects

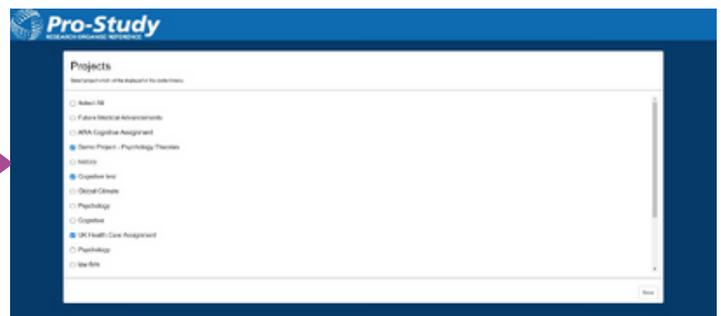
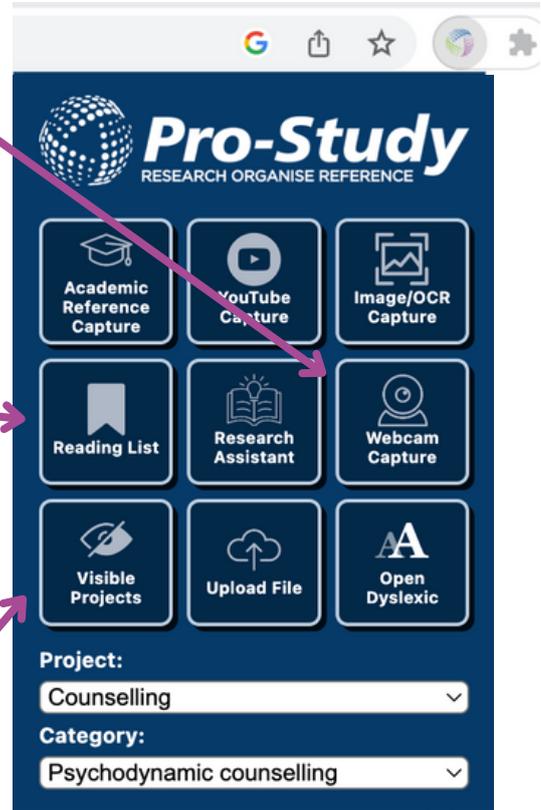
You may have multiple projects in your Pro-Study database. To help capture information and save it to the correct project and category you may want to reduce the number of visible projects in the capture menu.



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.

What was the Stanley Milgram experiment?
The Stanley Milgram experiment is one of the most famous and controversial studies in the history of psychology. The study was conducted in the early 1960s, and it examined people's willingness to obey an authority figure, even when that obedience caused harm to others. In this article, we'll take a closer look at the Milgram experiment, its significance, and its impact on psychology.



Upload File

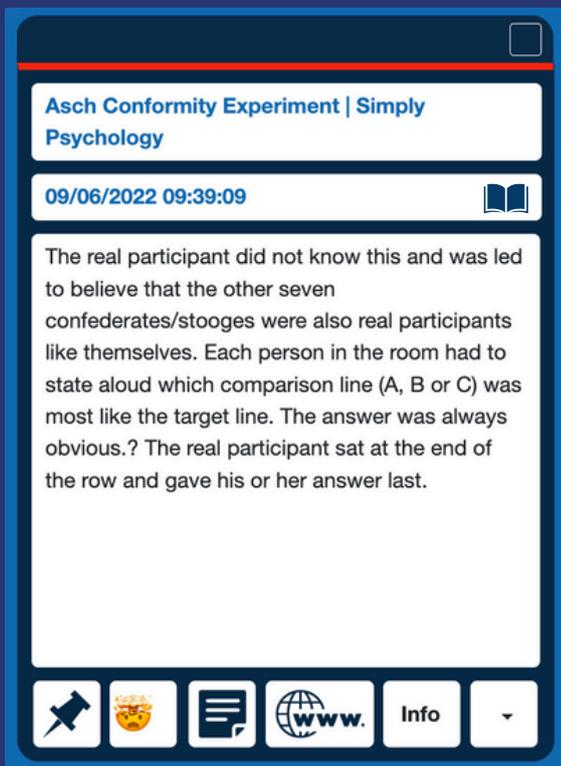


Downloaded a useful File? Upload this directly in the Pro-Study Browser Extension.



Chapter 4

Research Tiles

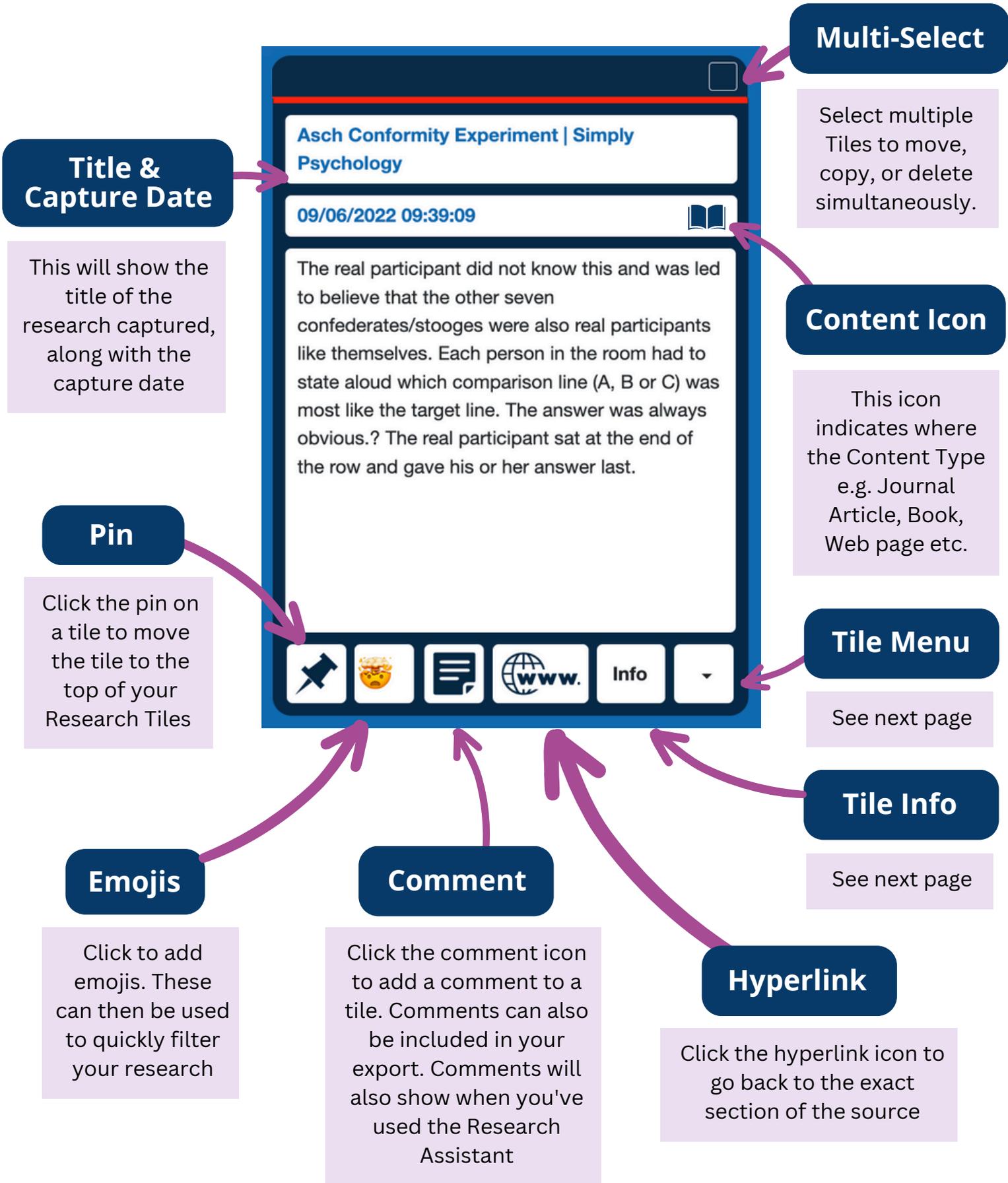


Research Tiles are the backbone of your Pro-Study Projects.

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



Research Tiles





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)

Boundaries in the practice of humanistic counselling

Article Title *	Content Type
Boundaries in the practice of humanistic counselling ✓	Journal ✓
Author *	Tag
Ian R. Owen ✓	Tag name
Content	Year Of Publication *
<input type="radio"/> Author(s) <input checked="" type="radio"/> Organisation	1997 ⚠
The concept of boundaries is first discussed in relation to its usages and practical consequences. An analysis of some core principles and assumptions about boundaries that guide the communicative psychotherapy approach of Robert Langs leads into a comparison with person-centred counselling. ✓	Volume *
Category	25 ✓
Humanistic ✓	Issue *
DOI	2 ✓
https://doi.org/10.1080/03069889708253799 ✓	Page Range *
Journal Name *	163-174 ✓
British Journal of Guidance & Counselling ✓	Reference Preview
https://doi.org/10.1080/03069889708253799 DOI Add	Owen, I.R. (1997) 'Boundaries in the practice of humanistic counselling', <i>British Journal of Guidance & Counselling</i> , 25(2), pp. 163-174.
	* Required
	Close Save

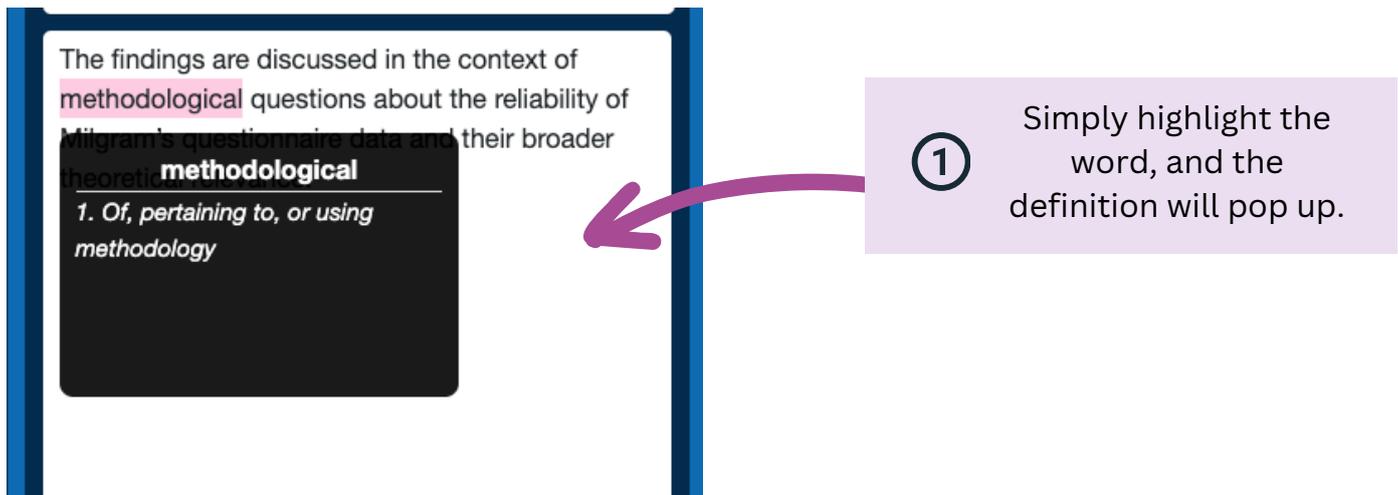
③ Add any missing information to help with referencing later.

Tip:
Find out more about how to add reference information in the Referencing Chapter.



Word Definition

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

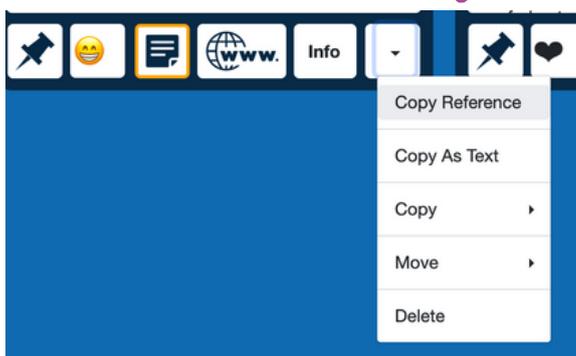


The findings are discussed in the context of methodological questions about the reliability of Milgram's questionnaire data and their broader theoretical **methodological**

methodological
1. Of, pertaining to, or using methodology

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

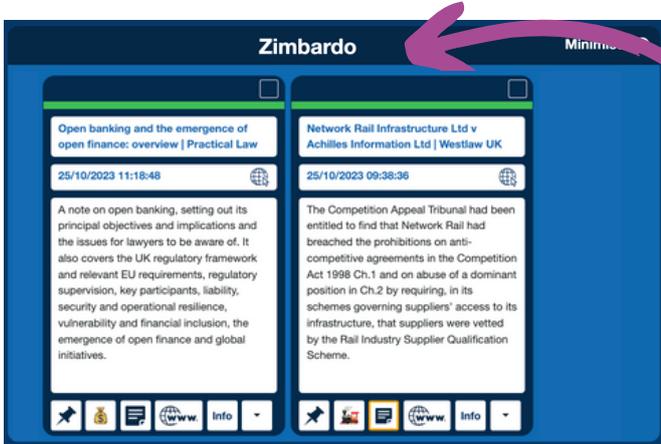
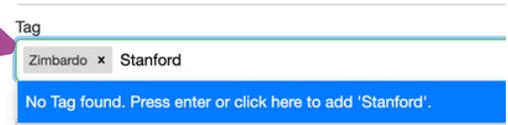


Organising your Research Tiles

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

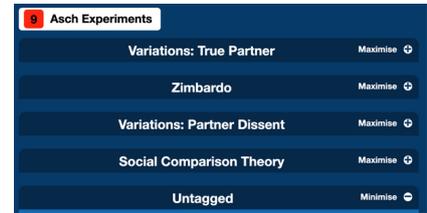
Tags

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



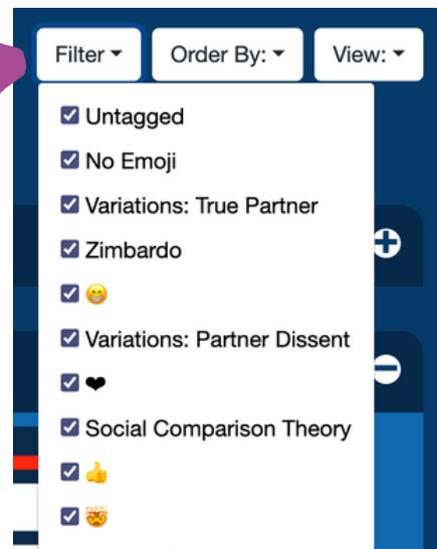
2 This will then add that tile to a section with other tiles that have the same Tag. These tagged sections can be minimised so only certain tiles are visible.

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.



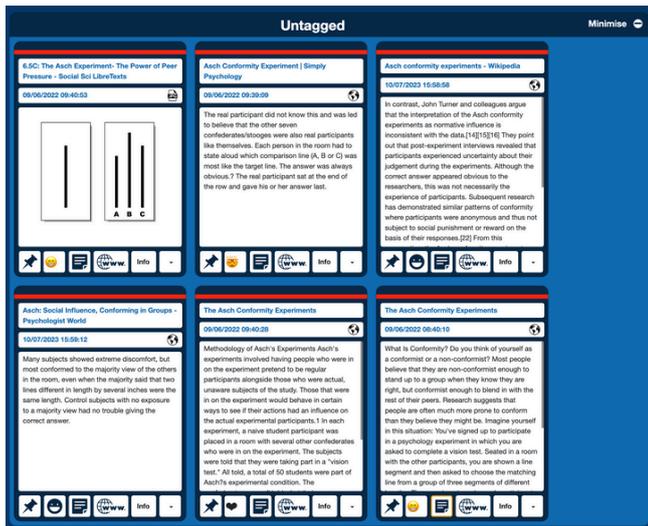


Changing the View



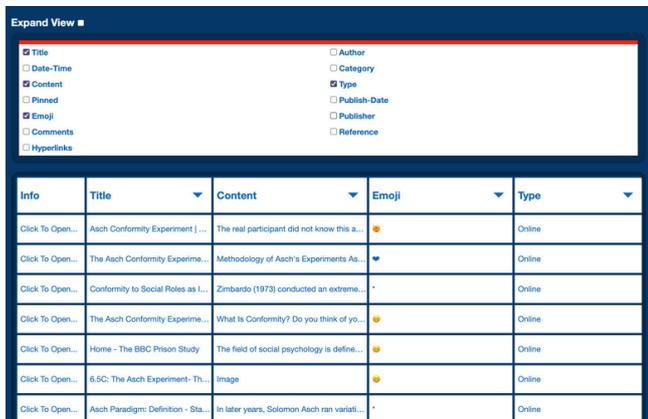
Depending on the context of your project, you may want to view your Research Tiles in different ways.

These can be accessed under the 'View' menu



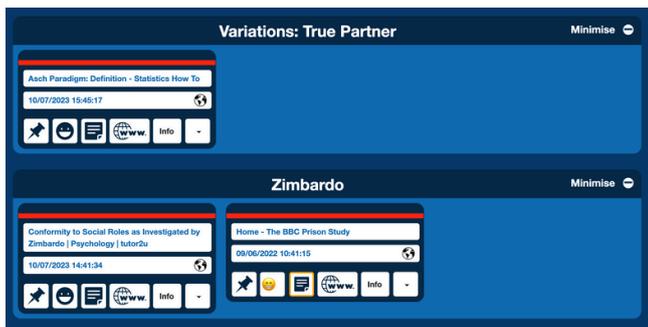
Tiled

'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.



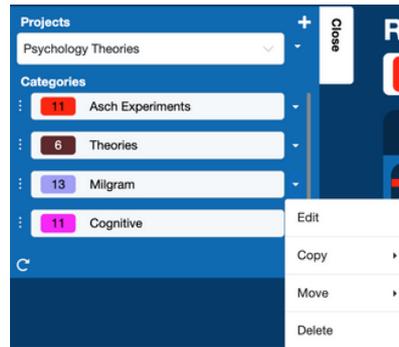
Compact

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



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 will have a research counter so you know how many tiles are within each category

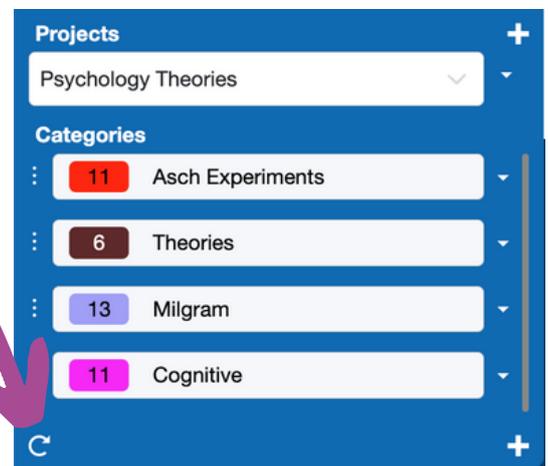
Research Tiles

11 Asch Experiments

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

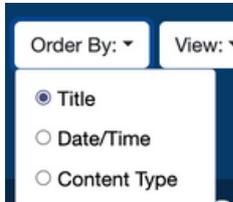
Tip:

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.





Order By

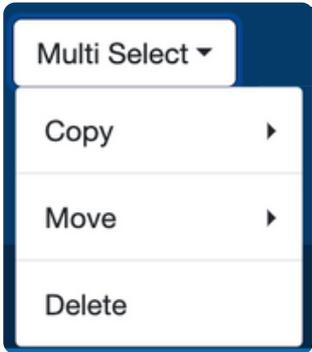


Order Tiles within each category by their Title, Date/Time uploaded or the type of content

Multi-Select Tiles

1 Select Tiles using the tick box in the corner of each Tile

2 Click the Multi Select button and choose to Copy/Move to another Project or Category. You can also delete multiple tiles at once.



Research Tiles

15 Asch Experiments

View: Multi Select Order By: Filter

Zimbardo

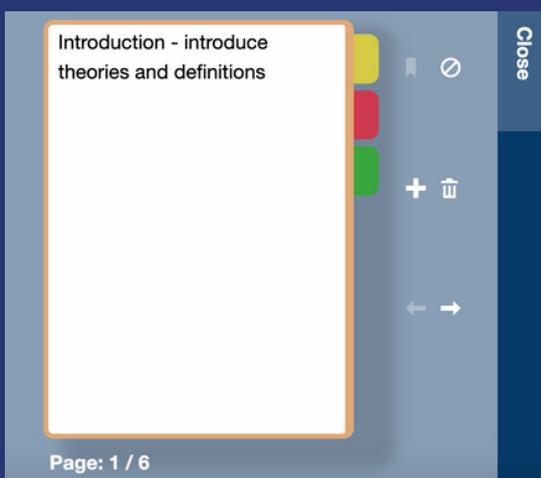
Minimise

- Conformity to Social Roles as Investigated by Zimbardo | Psychology | tutor2u
10/07/2023 14:41:34
- Asch: Social Influence, Conforming in Groups - Psychologist World
10/07/2023 13:59:12
- Asch Conformity Experiment | Simply Psychology
09/06/2022 08:38:57



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

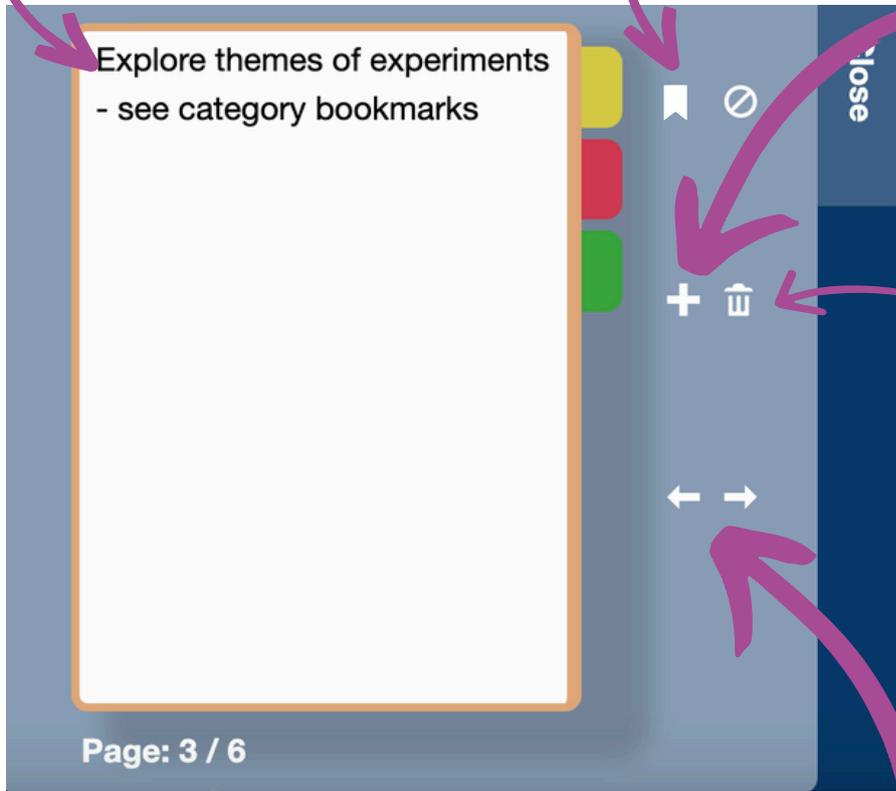
② Add a Bookmark (See next page)

③ Add another note by clicking the + icon

③ Use the bin icon to delete a note

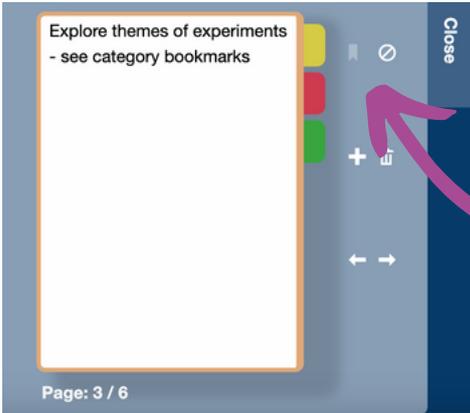
④ Skip through your notes using the arrows

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

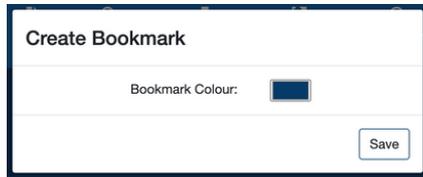




Adding Bookmarks



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

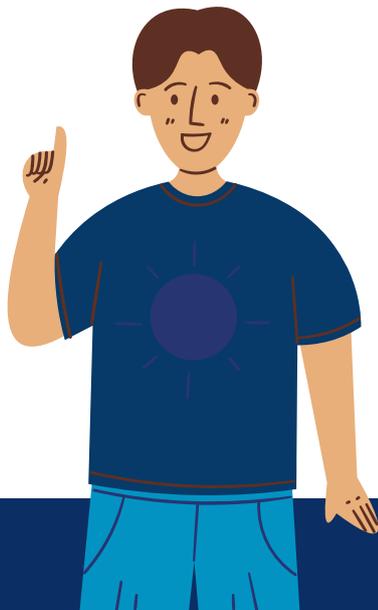


② This will show up as a coloured tab at the side of your note

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

Referencing



With Pro-Study you can create a fully formatted Reference List to accompany your projects. You have access to over 9500 referencing styles, allowing you to make sure your referencing is exactly how it should be formatted.



References Tab

Reference Style
Over 5500+ different reference styles available, click to search

York

York St John University - Harvard

University of York - American Psychological Association 6th edition

University of York - Chicago Manual of Style 16th edition

University of York - Harvard - Archaeology

University of York - Harvard - Environment

University of York - Harvard

University of York - IEEE

University of York - Modern Humanities Research Association 3rd edition

University of York - Modern Language Association 8th edition

University of York - OSCOLA

University of York - Vancouver

Annals of the New York Academy of Sciences

① Use the Reference Style Search Bar to select the reference style you need.

② Click save and this style will then be set as default.

③ Select your Project and Category or Choose *Select All* to view all references in the project.



Projects: Psychology Theories **Categories:** Select All

Order by A-Z Order by source

④ Choose to view your references in alphabetical order or grouped by source.

Book
(2013) *Psychology*. Springer London, Limited.

Seymour Papert (1980) *Mindstorms*. Harvester.

Online
(2022) *How Would People Behave in Milgram?S Experiment Today? - Behavioral Scientist* [Online]. Available from: <https://behavioralscientist.org/how-would-people-behave-in-milgrams-experiment-today/#:~:text=However%2C%20French%20television,in%20the%201960s.> [Accessed 9 June 2022].



Click the copy icon to copy the individual reference to the clipboard.

Source Types

- Web Page
- Book
- E-Book
- Journal
- E-Journal

Remove Duplications

If you have created numerous Research Tiles from the same source, click *Remove Duplications* to view only one reference per source.



Use the arrow icon to take you back to the Research Tile this is associated with. From here you can edit the reference details



Export References

Export References List

1 Once you have your Project and Category selected, Click the *Export Reference List*.

Export

Export as

PDF

To

File Google Drive Zotero

2 Next choose the type of file you'd like to create and where you'd like to save your reference list.

3 Choose whether to save your reference List to your computer or Google Drive. Your references can also be added to your Zotero library.

4 Pro-Study will then create a fully formatted Reference List in your Specified Style

5 You can also use *Copy all References* to copy all the references in the list to the clipboard.

Bibliography.

Bell, J. (1993) Doing your research project: a guide for first-time researchers in education and social science. 2nd ed. Buckingham ; Philadelphia: Open University Press.

Coyne, I. et al. (2016) 'An exploration of clinical practice in sites with and without clinical nurse or midwife specialists or advanced nurse practitioners, in Ireland', BMC Health Services Research, 16(1), p. 151. Available at: <https://doi.org/10.1186/s12913-016-1412-8>.

Hargreaves, S. (ed.) (2016) Study skills for students with dyslexia: support for specific learning difficulties (SpLDs). 3rd edition. Thousand Oaks, CA: SAGE Publications (Sage study skills series).

Htay, M. and Whitehead, D. (2021) The effectiveness of the role of advanced nurse practitioners compared to physician-led or usual care: A systematic review, International Journal of Nursing Studies Advances, 3, p. 100034. Available at: <https://www.sciencedirect.com/science/article/pii/S2666142X21000163> (Accessed: 14 November 2023).

McNicholl, A. et al. (2021) The impact of assistive technology use for students with disabilities in higher education: a systematic review, Disability and Rehabilitation: Assistive Technology, 16(2), pp. 130-143. Available at: <https://doi.org/10.1080/17483107.2019.1642395>.

Mortimore, T. (2003) Dyslexia and learning style: a practitioner's handbook. Repr. London: Whurr.

Schadewaldt, V. et al. (2013) 'Views and experiences of nurse practitioners and medical practitioners with collaborative practice in primary health care - an integrative review', BMC Family Practice, 14(1), p. 132. Available at: <https://doi.org/10.1186/1471-2296-14-132>.

Wilson, A., Pearson, D. and Hassey, A. (2002) 'Barriers to developing the nurse practitioner role in primary care—the GP perspective', Family practice, 19(6), pp. 641-646. Available at: <https://academic.oup.com/famppra/article-abstract/19/6/641/477714> (Accessed: 14 November 2023).

Copy all References

Tip: References can also be exported within the *Export* Tab either as a standalone list or part of your exported Project documents.

Export



Export References Only

Include References



ISBN/DOI Look Up Tool

Tile Info Window



Use the Academic Reference Capture to add reference information using a DOI or ISBN number. This can be accessed through the Browser Extension or through the Info Window on each Tile.

1 Click the *Add ISBN/DOI* button

Add ISBN/DOI >

2

Select either ISBN or DOI, enter the number and click *Add*

Boundaries in the practice of humanistic counselling

Article Title *	Boundaries in the practice of humanistic counselling	Content Type	Journal
Author *	Ian R. Owen	Tag	
Content	The concept of boundaries is first discussed in relation to its usages and practical consequences. An analysis of some core principles and assumptions about boundaries that guide the communicative psychotherapy approach of Robert Langs leads into a comparison with person-centred counselling.	Year Of Publication *	1997
Category	Humanistic	Volume *	25
DOI	https://doi.org/10.1080/03069889708253799	Issue *	2
Journal Name *	British Journal of Guidance & Counselling	Page Range *	163-174
https://doi.org/10.1080/03069889708253799		Reference Preview	Owen, I.R. (1997) 'Boundaries in the practice of humanistic counselling', <i>British Journal of Guidance & Counselling</i> , 25(2), pp. 163-174.

3

This will add all of the referencing details for that book or journal article to the text boxes. Any missing information will be highlighted in red.

What is an ISBN or DOI number?

These are unique identification numbers given to books and journal articles. Each book has an ISBN numbers and will often begin with 978, whilst DOI numbers start with 10. or http://doi.org/10.

Author(s) Organisation

http://

When referencing organisations rather than authors, (e.g. NHS, The Guardian, BBC News), use the **Organisation** toggle to ensure accurate referencing.

Web Extension

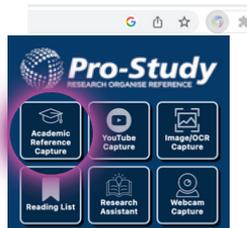
1 Add the ISBN/DOI from the book or journal article you'd like to add.

2

This will create a Research Tile for that Journal Article or Book

Enter ISBN/DOI number: i

ISBN Save





Referencing using the Project Assist App



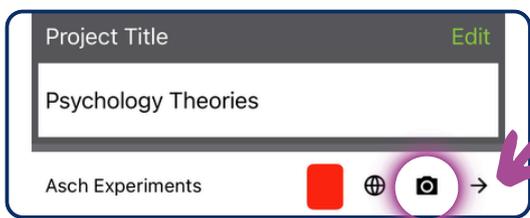
Available on Android & iOS devices

The dedicated Project Assist App is a great tool for capturing text from physical books and documents. By simply scanning a book barcode, you will gain access to over 27 million book references.



[GUIDE LINK](#)

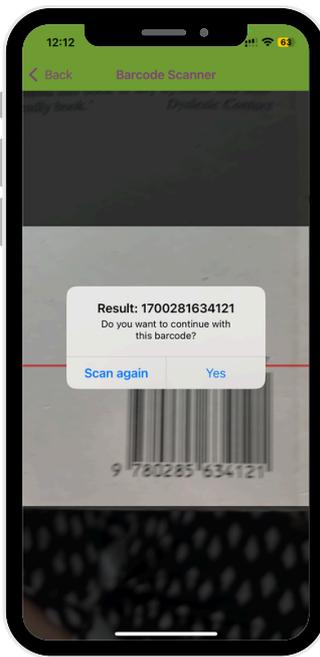
For more guidance on how to use the Project Assist App, see our the app User Guide



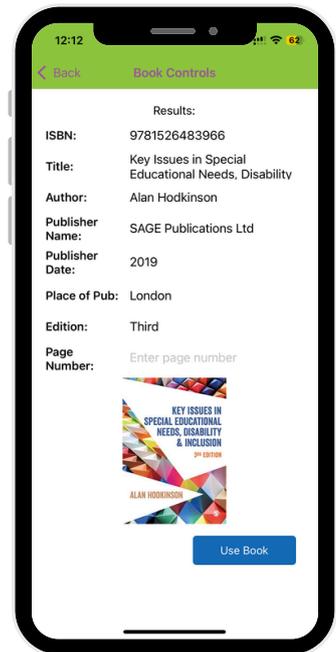
① Capture text or images using your phone's camera by clicking the Camera icon in the specified category.



② Once you have captured the text, click *Scan Barcode*.



③ Use the camera to scan the book's barcode. Click *Yes* to proceed.



④ View the book details, adding any missing information and click *Use Book*.



Chapter 8

Toolbar Features



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

- Search
- Reading List
- Export
- Share
- Accessibility



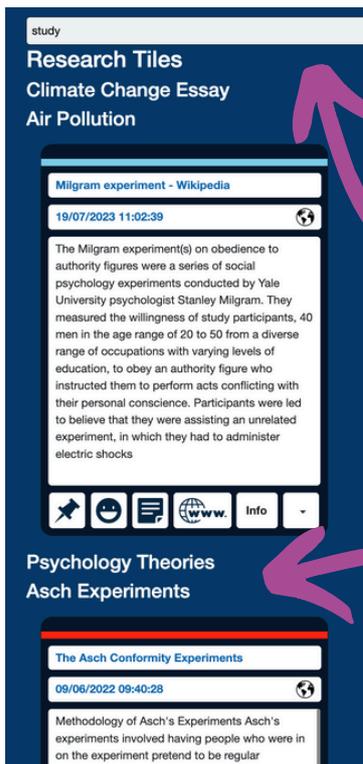
Search Function



Pro-Study allows you to search across all of your projects for key words or phrases.

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.



Reading List

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

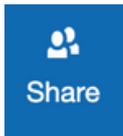
1 When on the web page, choose the project you'd like to save the webpage to and click *Reading List*.

2 Captured bookmarks will be listed under the Reading List tab on the toolbar



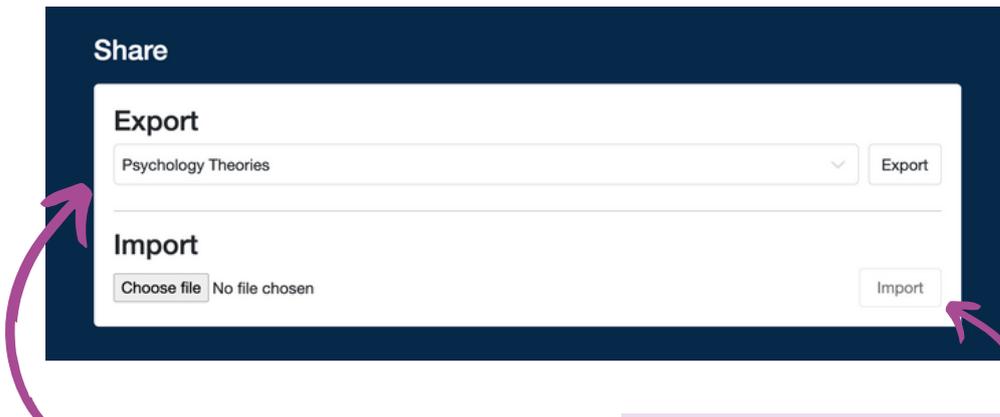
3 Click the 'Bin' icon to delete an item from the list





Share

Pro-Study allows you to easily share projects with other Pro-Study users, making it really useful for group work to keep everyone on the same page.



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.

Dashboard



Use the Dashboard feature to quickly access your Pro-Study Profile, where you can review your information and make any necessary edits or updates.



Exporting Your Projects



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.

① Click on the Export Tab on the Toolbar

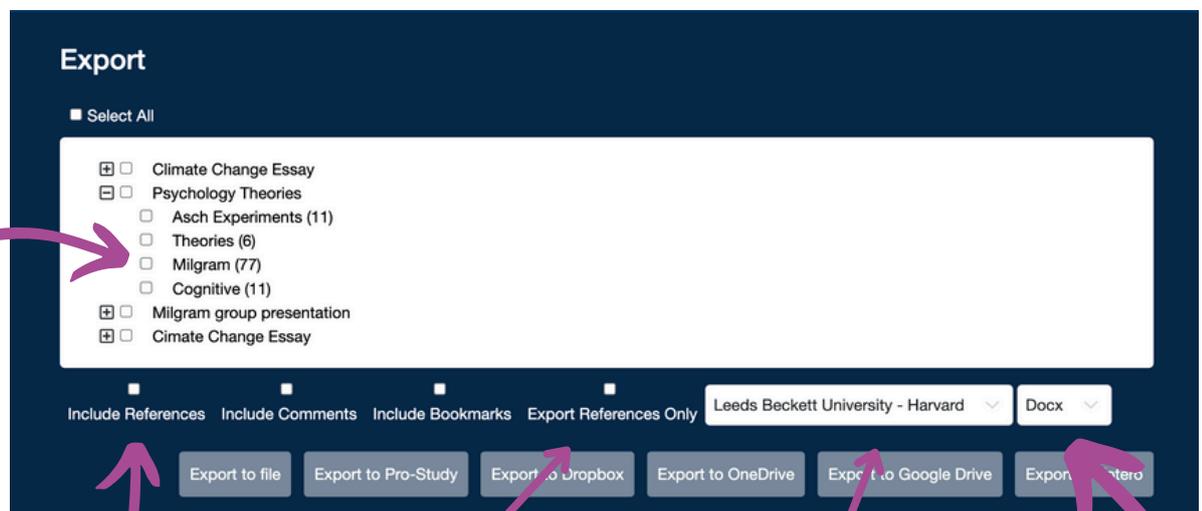
② Choose which projects and categories to Export (you can mix and match)

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

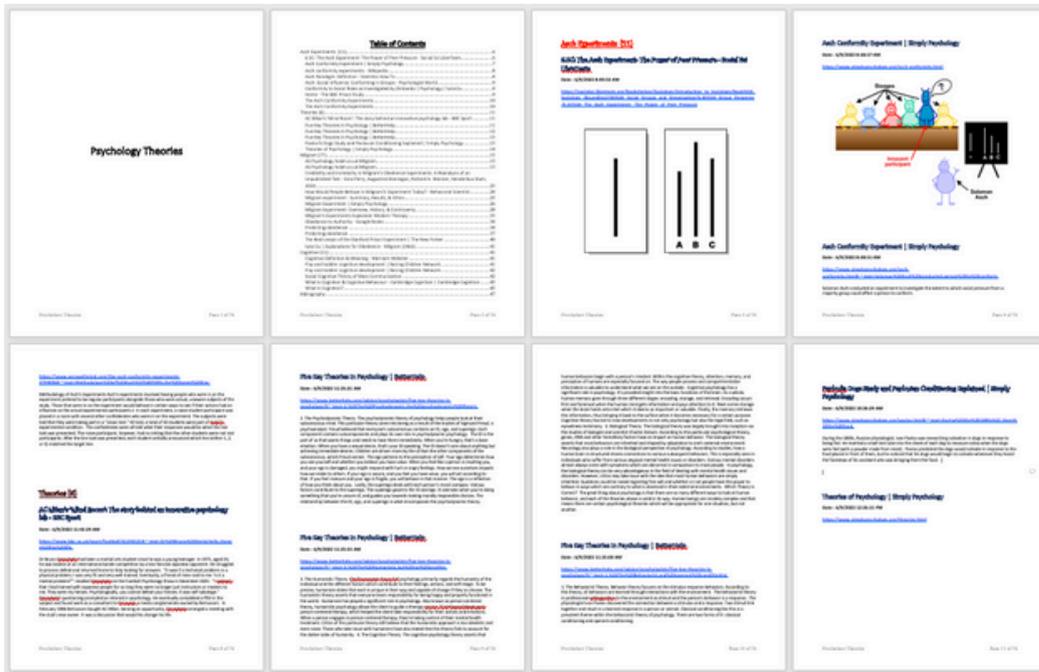
⑥ Choose the type of file you want to create. You can choose from Docx, PDF or CSV (Excel). Then click Export to file





Exported documents

Example of an exported Document:



The reference list will be on the final page

Comments will show up in the right hand comment bar

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].



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

Windows

ctrl + **+** to zoom in.

ctrl + **-** to zoom out.

MacOS

⌘ + **option** + **+** to zoom in.

⌘ + **option** + **-** to zoom out.

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.
Research Assistant	The Research Assistant 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.
Reading List	Use the Reading List in the Web Browser to save useful webpages to return back to later.
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