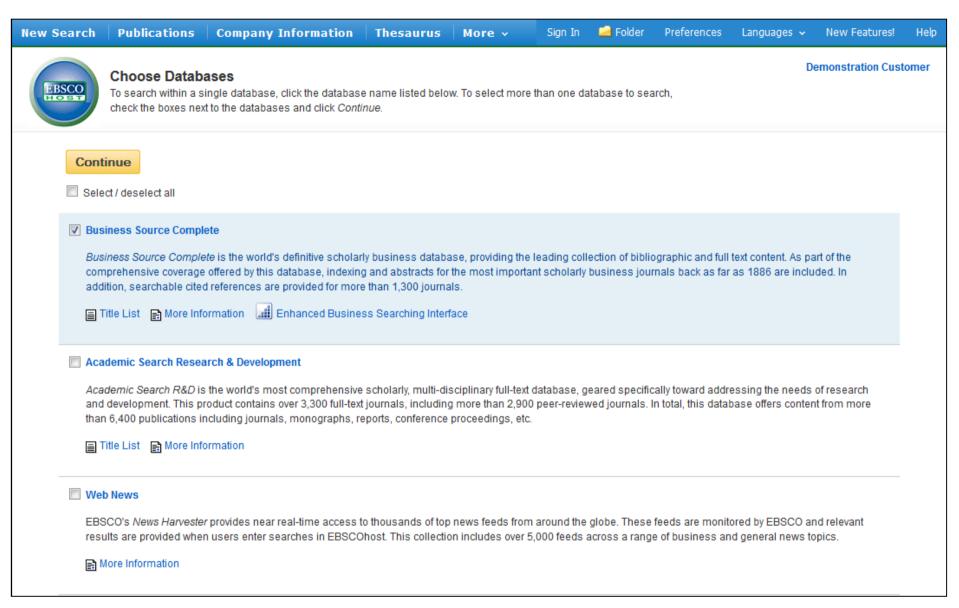
The Business Source Databases Basic Searching

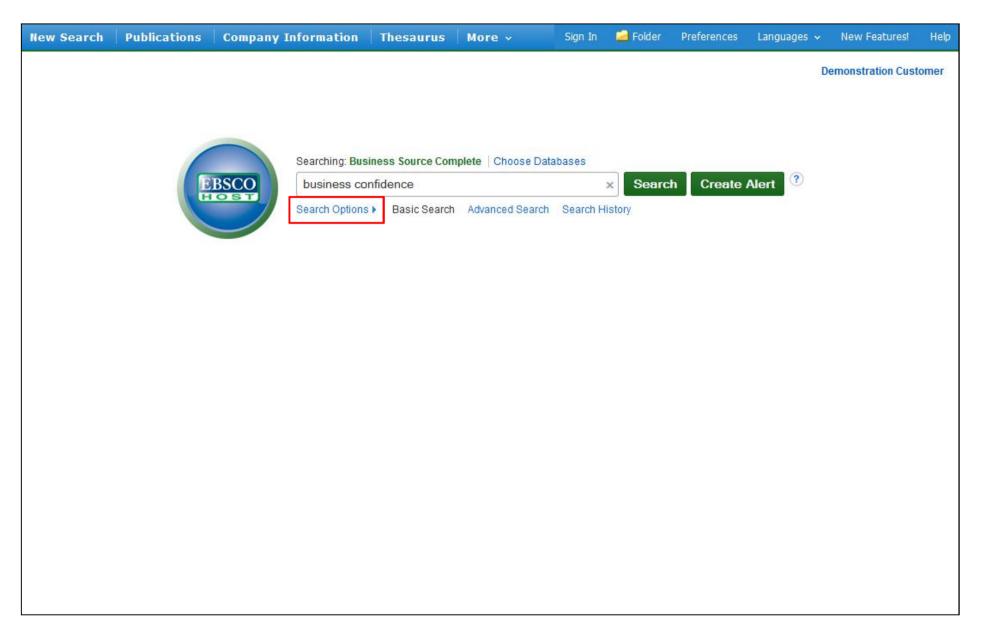
Tutorial



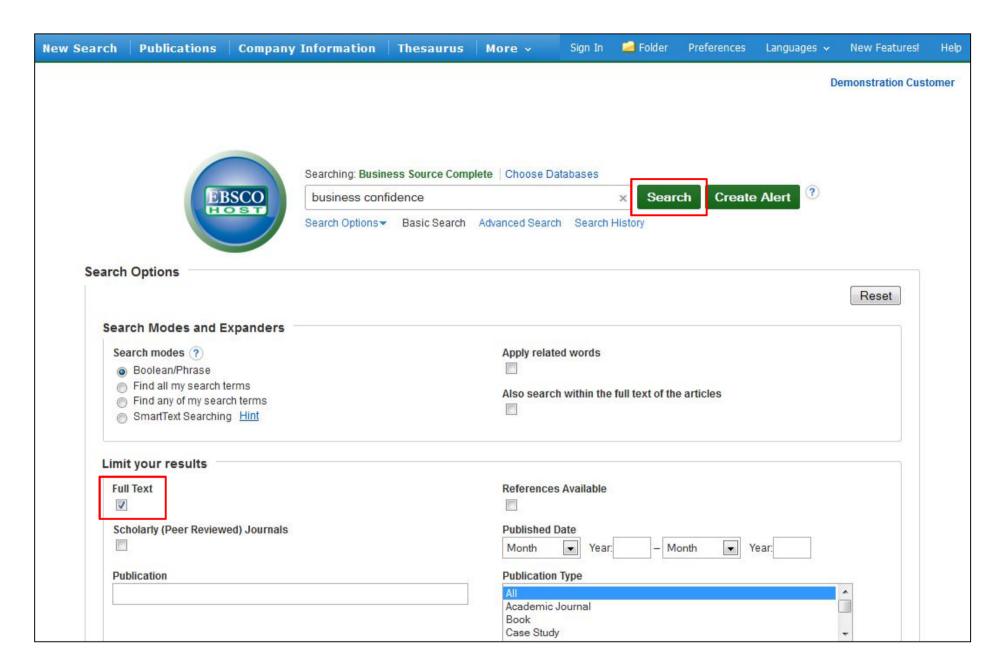




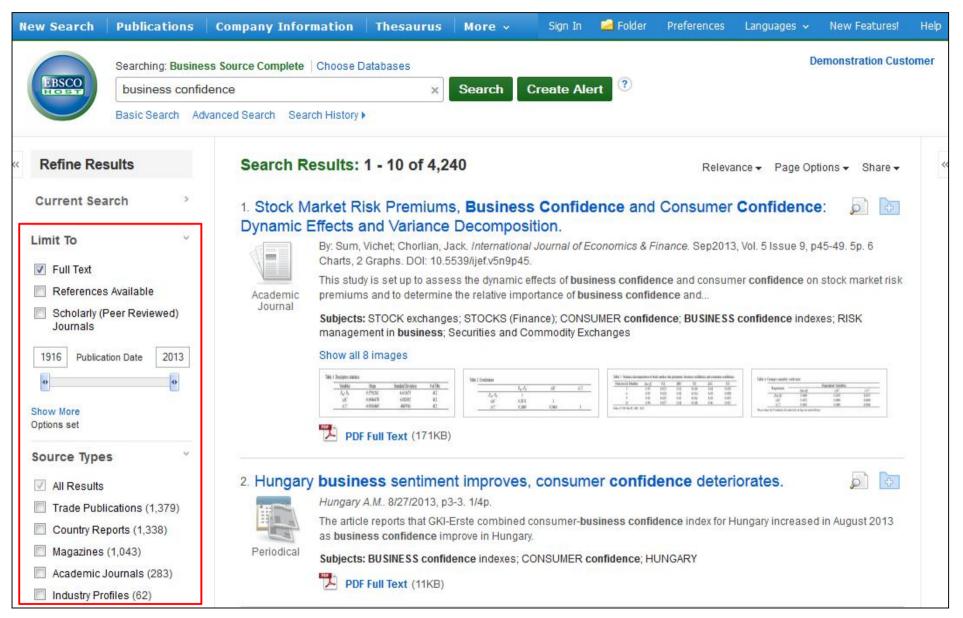
Welcome to EBSCO's Basic searching on the Business Source databases tutorial, designed to provide users with an overview of the many features available within the Business Source databases on the EBSCO*host* interface. In this tutorial, we will look at performing a basic search as well as some key features that can help you find the information most relevant to your search topic.



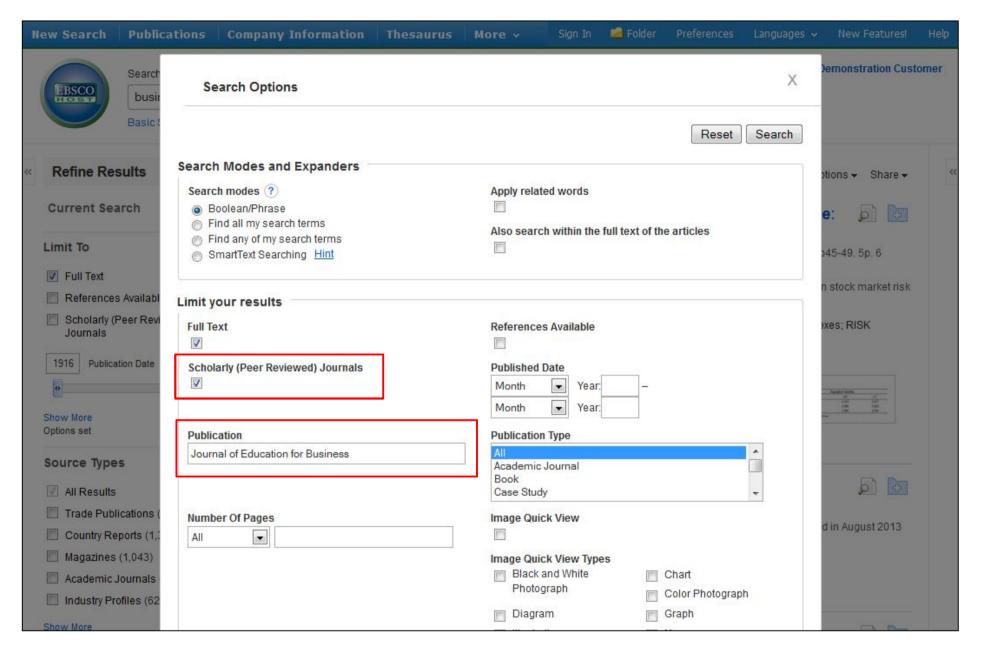
We'll begin by conducting a search on the Basic Search screen. We'll enter *business confidence* in the **Find** field. You can apply limiters and expanders from the Search Options menu. If the Search Options menu is not expanded by default, click the link below the **Find** field.



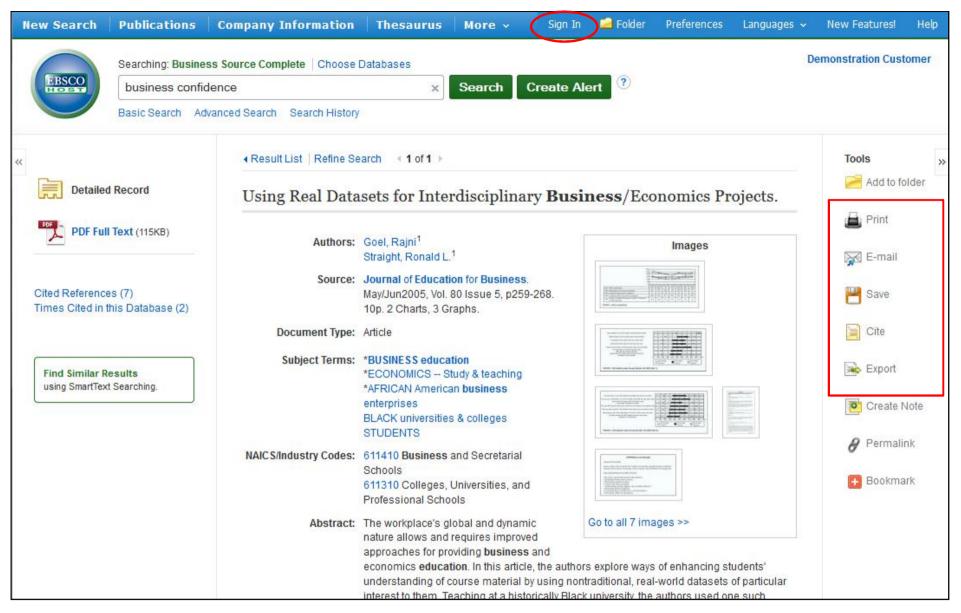
Apply any desired limiters, such as Full Text, and click Search.



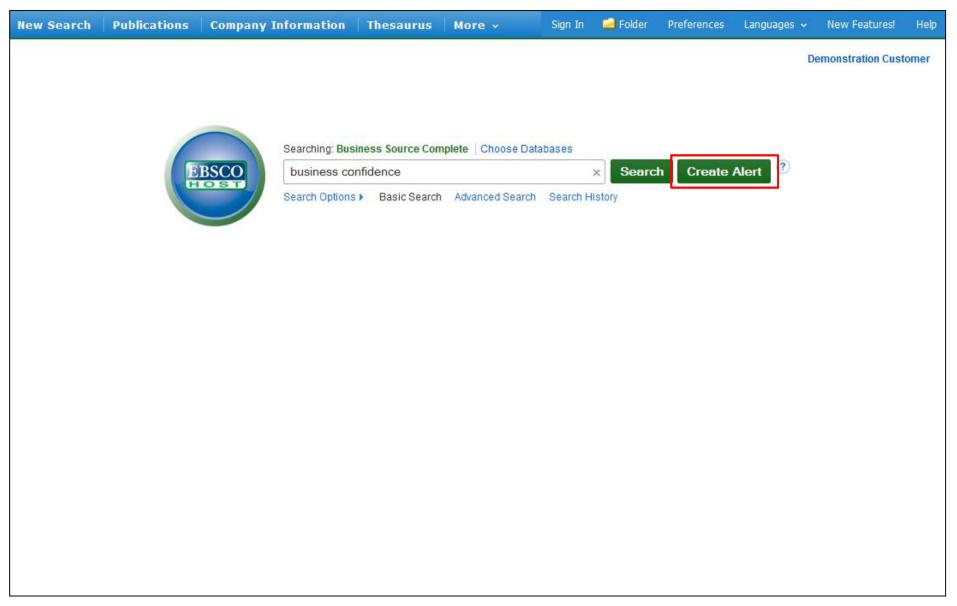
The Result List defaults to showing All Results, and can be filtered to view results by specific document type, such as **Academic Journals**, **Trade Publications**, **Country Reports**, **Industry Profiles**. You can refine your search by using the limiters featured in the **Limit To** section, or by clicking the **Show More** link found under the date slider feature.



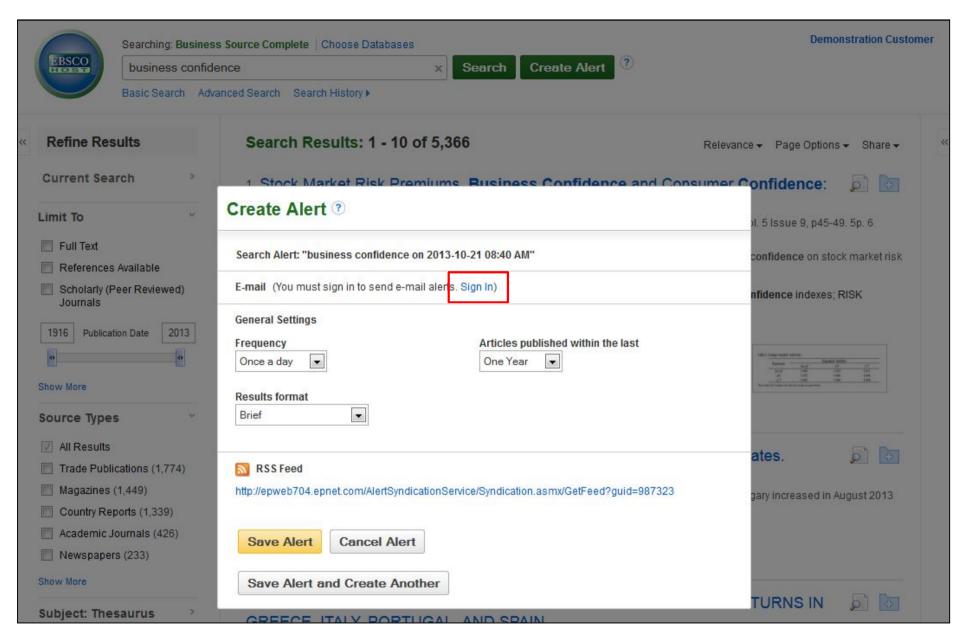
In the **Search Options** window, it is easy to limit or expand your search results. Select the desired limiters and expanders and click **Search** to view an updated result list that reflects your changes.



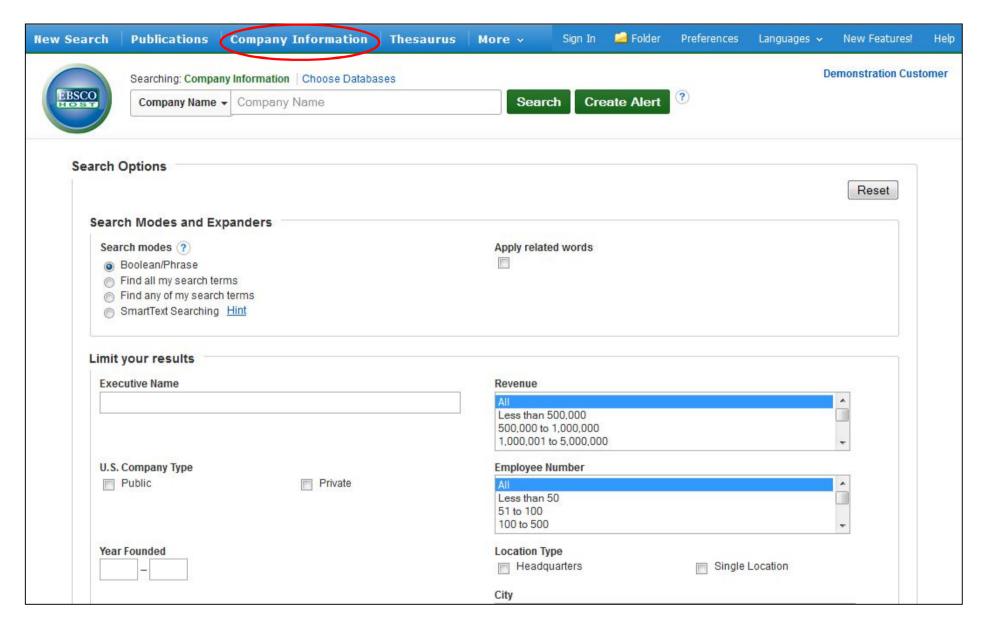
You can print, email, save, cite or export a single result from the detailed display when you click on the corresponding icon. You can also add multiple results to the folder, then print, email, save, cite or export them from inside the folder. Folder contents can be saved by clicking on the **Sign In** link, then setting up a personalized folder account at no charge.



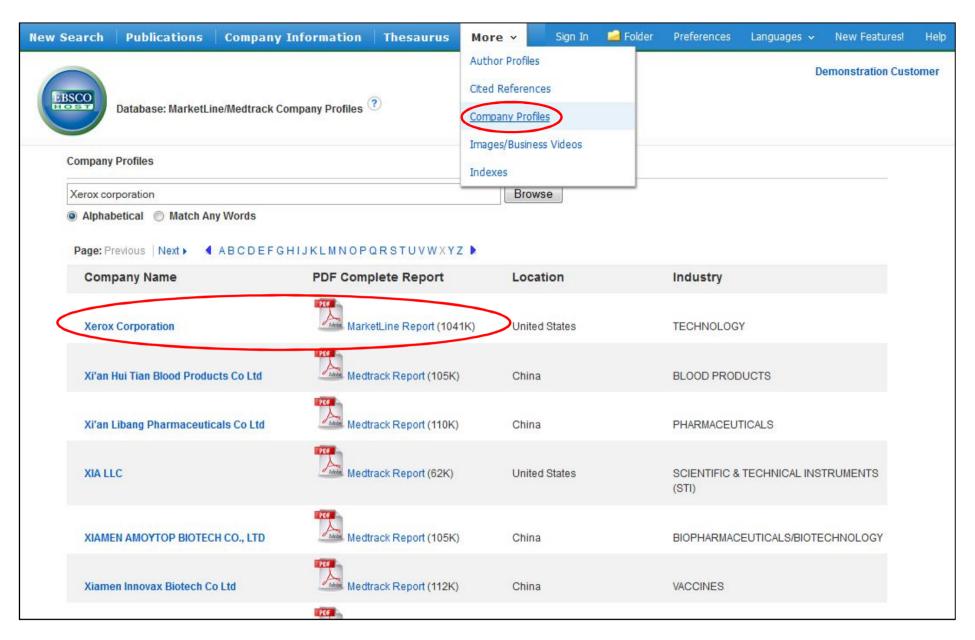
If enabled by your administrator, you can create search alerts right from the Basic Search screen. Search alerts can be set up to notify you via email when new articles related to your search terms have been added to your *Business Source* database. Simply enter your search terms in the **Find** field and click **Create Alert**.



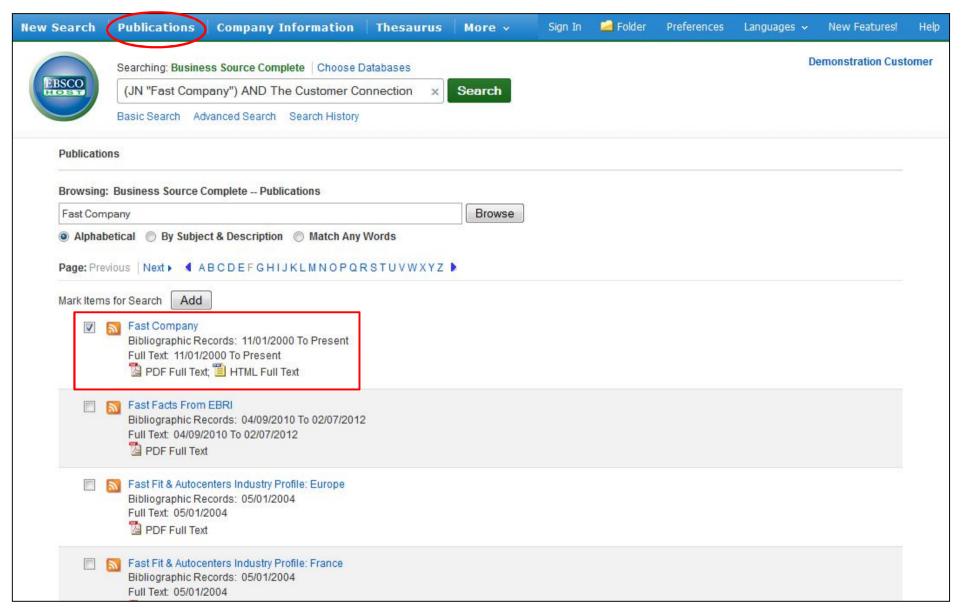
The Create Alert window is displayed. Sign In to your personal My EBSCO*host* folder by clicking the **Sign In** link, add your email address and click **Save Alert**. Or, simply copy and paste the **RSS Feed** link into an RSS reader of your choice and click **Save Alert**.



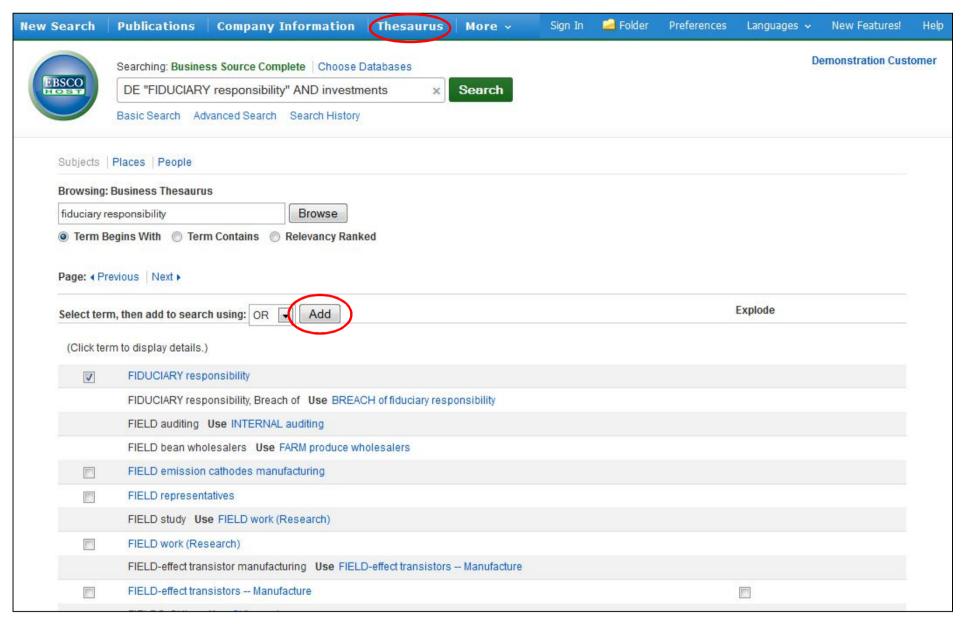
If available for your *Business Source* database, the Company Information screen offers detailed company information including hierarchical corporate structures and access to company profiles. For more information on this feature, see the **Company View** tutorial, available on the EBSCO Support Site at http://support.ebsco.com.



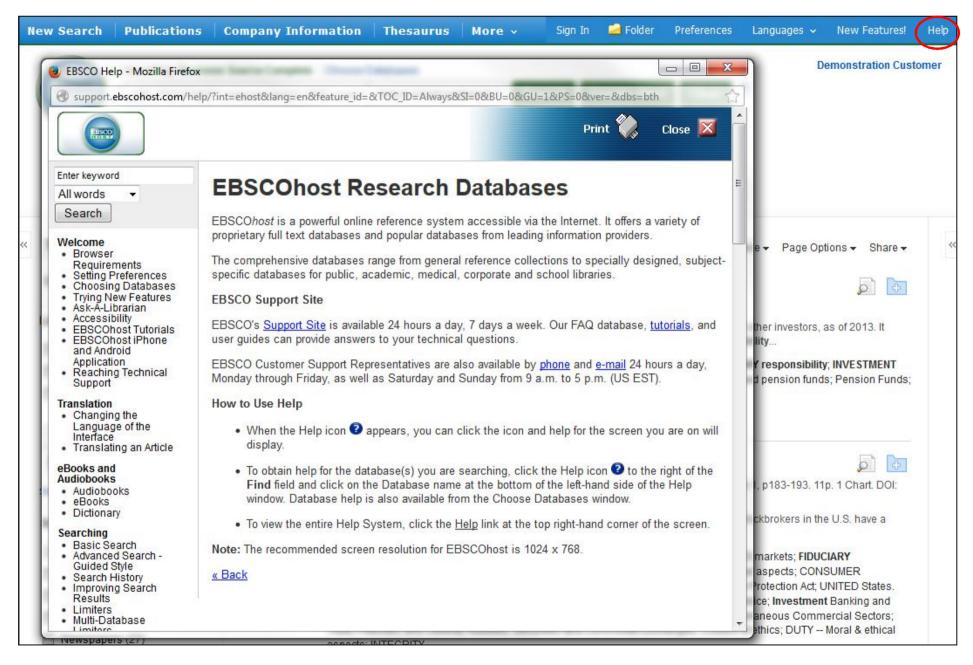
The **Company Profiles** link offers access to thousands of reports in Portable Document Format (PDF). You can browse the alphabetized list of company reports presented when you click on the button, or simply enter a company name in the **Browse for** field and click **Browse**.



Click on **Publications** to search within any publication in the database. You can select a publication from the list shown, or enter its name in the **Browse Publications** field, check the box in front of the resulting name link and then click **Add**. You can add search terms in the **Find** field, then click **Search** to view all articles from that publication that contain your search terms.



The **Thesaurus** link is a controlled vocabulary of business terms that assist in more effectively searching the database. For a specific subject, enter a term in the **Browsing** field and click **Browse**. Check the box in front of the desired term and click **Add**. You can add search terms before clicking **Search**.



At any time, click on the Help link to view the complete online Help system.



For more information, visit the EBSCO Support Site http://support.ebsco.com