

Ebsco database: Business Source Complete

Basic Search Help Sheet

Creating a Basic Search

1. On the Basic Search Screen, enter your search terms in the **Find** field.

The screenshot shows the EBSCO Research Databases Basic Search interface. At the top, there are navigation links: Sign In, Folder, Preferences, New Features!, Help, and Exit. Below these are tabs for Basic Search, Advanced Search, Visual Search, and Choose Databases. The user is logged in as a 'Demonstration Customer'. The 'Find' field contains the text 'American history'. Below the 'Find' field, there is a dropdown menu for 'Specific Database(s)' and a note that the search is performed in 'Academic Search Elite, American Humanities Index'. There are 'Search' and 'Clear' buttons next to the 'Find' field. Below the search area, there are tabs for 'Refine Search', 'Search History/Alerts', and 'Results'. The 'Limit your results' section is expanded, showing 'Full Text' as an unchecked checkbox. Below this, there is a section for 'Special limiters for Academic Search Elite' with fields for 'Publication' and 'Published Date'.

2. Use **Limiters** to narrow your search. For example:
 - Full Text – limits search results to full text articles.
 - Publication – limits search results to articles from a specific title.
3. Use **Expanders** to broaden your search:
 - Also search within the full text of the articles – expands search results by finding your term(s) within the full text of the articles.
 - Also search for related words – expands results to include synonyms and plurals.
 - Automatically “And” search terms – expands results by applying the **AND** operator between terms, e.g., enter **space shuttle** to retrieve results for **space** and **shuttle**.
4. Click the **Search** button. A Result List is displayed.

Searching Techniques

- **Booleans** (AND, OR, NOT) can be used to broaden or narrow your search.
- The **Wildcard** (?) can be used to replace any character. Enter **ne?t** to find results containing **neat**, **nest** or **next**.

- **Truncation** (*) will find all forms of a word. Enter **comput*** to find results containing **computer** and **computing**.
- The **Near** (N) operator will find search terms within **x** words of one another, regardless of order. Enter **tax N5 reform** to find results that would match **tax reform** as well as **reform of the tax code**.
- The **Within** (W) operator will find search terms within **x** words of one another, in the order in which you entered them. Enter **tax W8 reform** to find results that match **tax reform** or **tax without the ability to reform**, but do not match **reform of the tax code**.

Viewing Search Results

- The **article title** link takes you to the citation information and/or the full text.
- The **HTML Full Text** link takes you directly to the full text of the article.
- The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe ® Reader®.
- Clicking the **Folder** icon to the right of a result saves it to the Folder.
- When a **Find More Like This** appears, click to perform a search for articles with similar subject headings. A new Result List will display.

Printing/E-mailing/Saving Search Results

- Click the **Print**, **E-mail**, or **Save** icon. Follow the directions on screen to print, e-mail, or save your results. You can e-mail and save your results in popular formats such as MLA and APA.
- You can print, e-mail or save several results at the same time by saving them to the Folder, and then printing, e-mailing or saving all at once.

To save your results for future use, click the **Sign In to My EBSCOhost** link and set up a personal account. Once you sign in, your results are saved to the Folder, and can be retrieved at any time.