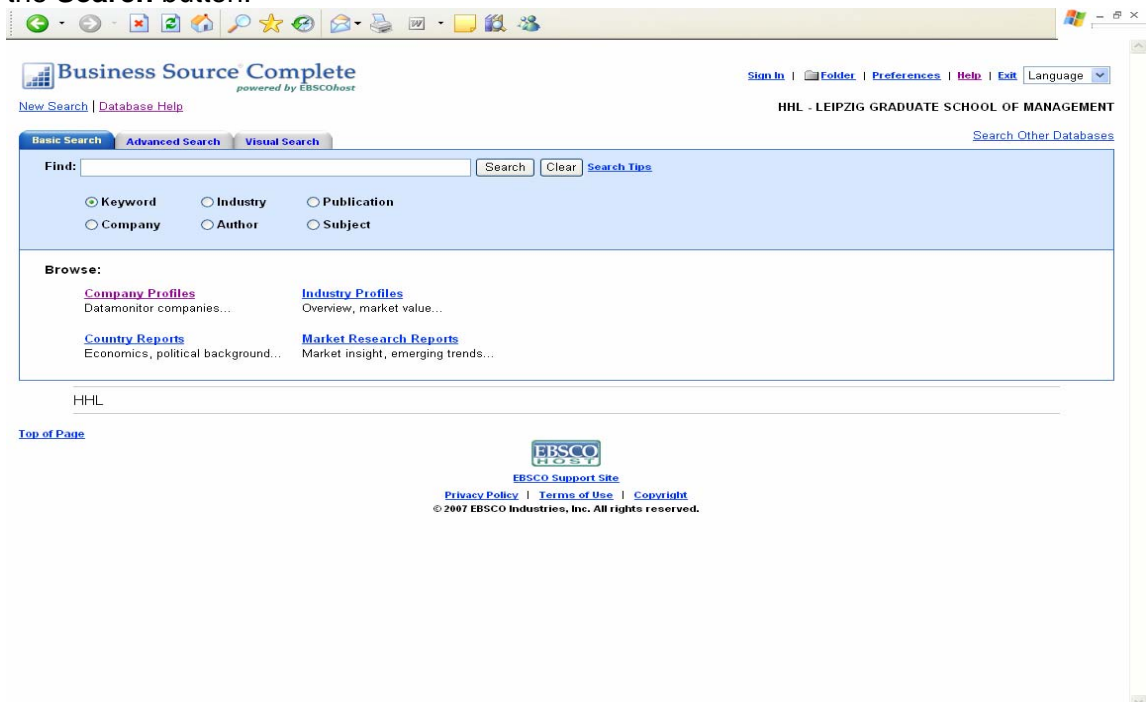


# Basic Search Help Sheet

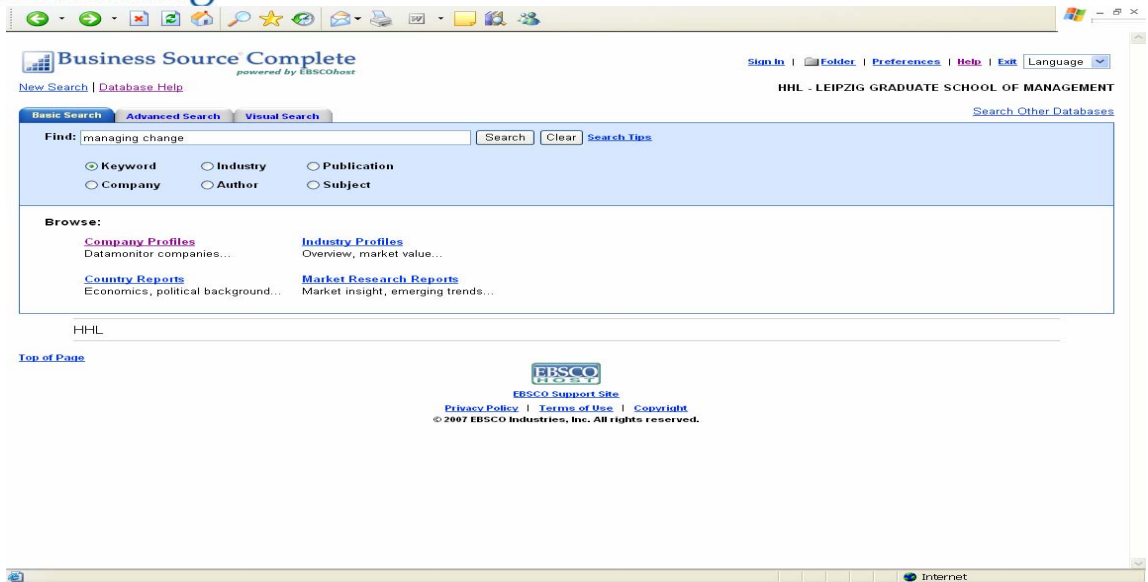
## Creating a Basic Search

On the Business Searching Interface, Basic Search provides both the ability to keyword search and a "lookup" feature that lets you search within the Indexes and Authority Files. You can also go directly to screens that let you browse Company Profiles, Industry Reports, Country Reports and Market Research Reports.

1. Enter your search terms in the **Find** field, select the **Keyword** radio button and click the **Search** button.



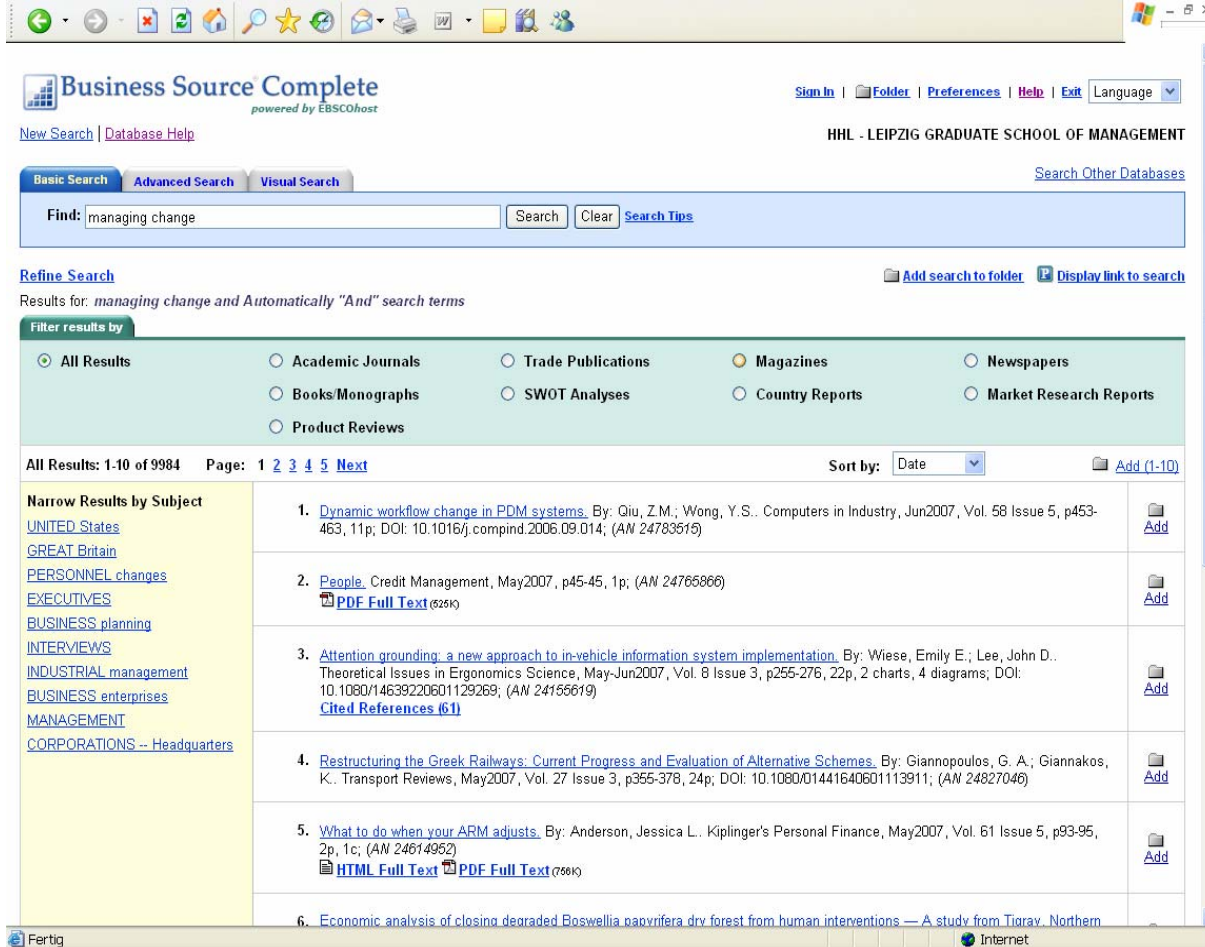
2. A Keyword search is run against the main database and a Result List is displayed. The search terms are retained in the **Find** field above the Result List.



The screenshot shows the Business Source Complete website interface. At the top, there is a navigation bar with links for [New Search](#) and [Database Help](#). The main search area is titled "Business Source Complete" and includes a search bar with the text "managing change" and buttons for "Search", "Clear", and "Search Tips". Below the search bar, there are radio buttons for selecting search criteria:  Keyword,  Industry,  Publication,  Company,  Author, and  Subject. A "Browse:" section offers links to [Company Profiles](#), [Industry Profiles](#), [Country Reports](#), and [Market Research Reports](#). The page also features a "Top of Page" link and an "EBSCO HOST" logo. The footer contains the text "EBSCO Support Site", "Privacy Policy | Terms of Use | Copyright", and "© 2007 EBSCO Industries, Inc. All rights reserved."

- To return to Basic Search with your search terms retained, click **Refine Search**.
- To return to Basic Search with your search terms cleared, click the **Basic Search** tab.

## Viewing Search Results



The screenshot shows the Business Source Complete interface. At the top, there is a navigation bar with 'Business Source Complete powered by EBSCOhost', 'Sign In', 'Folder', 'Preferences', 'Help', 'Exit', and a 'Language' dropdown. Below this, there are tabs for 'Basic Search', 'Advanced Search', and 'Visual Search'. The search bar contains the text 'managing change' and buttons for 'Search', 'Clear', and 'Search Tips'. A 'Refine Search' section is visible, showing 'Results for: managing change and Automatically "And" search terms'. Below this, there are radio buttons for filtering results by subject, with 'All Results' selected. The main results area shows 'All Results: 1-10 of 9984' and 'Page: 1 2 3 4 5 Next'. The results are sorted by 'Date'. A 'Narrow Results by Subject' sidebar is on the left, listing categories like UNITED STATES, GREAT Britain, PERSONNEL changes, EXECUTIVES, BUSINESS planning, INTERVIEWS, INDUSTRIAL management, BUSINESS enterprises, MANAGEMENT, and CORPORATIONS -- Headquarters. The main list contains six search results, each with a title, author, journal information, and links for 'Add', 'HTML Full Text', and 'PDF Full Text'.

- 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.

## Additional Features

### Searching an Index or Authority File from Basic Search

1. Enter your search terms in the **Find** field, select a radio button other than Keyword and click the **Search** button.
2. The Index or Authority File you selected is displayed at the closest match to your search terms. If no terms were entered, the Index or Authority File displays at the beginning of the list.



3. Mark terms, add them to the **Find** field, and click **Search**. A Result List is displayed. Your search terms are retained in the **Find** field above the Result List.

## **Accessing Browse Screens from Basic Search**

1. Click on any of the **links** on the **Browse** area of the screen. (Company Profiles, Industry Reports, Company Reports or Market Research Reports.)
2. The corresponding Browse list of available profiles or reports is displayed. You can mark items, add them to the **Find** field, and click the **Search** button. A Result List is displayed.