Searching EBSCO’s Business Source Complete @ the Library

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Business Source Complete is part of our Multi-Search EDS but you may also search it as a separate database. To search Business Source Complete as an individual database: select the DATABASE tab on the Library homepage and look for it under Alphabetical or Subject List links.
We’ll begin by conducting a search using the guided style **Find** fields in Advanced Search. In the first **Find** field, we will enter *Sony* and select **CO Company Entity** from the **Select a Field** drop-down list to the right. This will restrict our results to those related to *Sony*. In the second **Find** field, we’ll enter *earnings forecast* and select **TX All Text**. We’ll also apply the **Full Text** limiter as well as the Apply related words expander to include more articles related to our terms. Next, we’ll click **Search**.
List defaults to showing All Results and can be filtered to view results by Thesaurus Term or other options under the column on the left side. 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 criteria and click **Search** to generate a new result list.
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.
Using Business Source Complete, you can also search for certain types of documents. For example, let’s say you would like to read a SWOT Analysis of Sony Corp., outlining the company’s strengths, weaknesses, opportunities and threats. From the Advanced Search screen, enter Sony in the Find field and select CO Company Entity from the drop-down menu. Apply the Full Text limiter and click Search.
A result list is displayed. Under Source Types on the left side, click Show More, check SWOT Analyses, and click Update.
Your results are limited to those containing SWOT Analyses or other types of analyses. Click on the PDF Full Text link to read the article.
When searching *Business Source Complete*, you may see news feeds containing articles related to your search terms appear in the right column of the result list. Hold your mouse over the preview icon to view information about the article, or click the title link to read the full text of the article.
If available for your Business Source Complete 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.
At any time, click on the **Help** link to view the complete online Help system.
Questions?
Contact library staff at 793-4692/793-4683
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We are here to help!