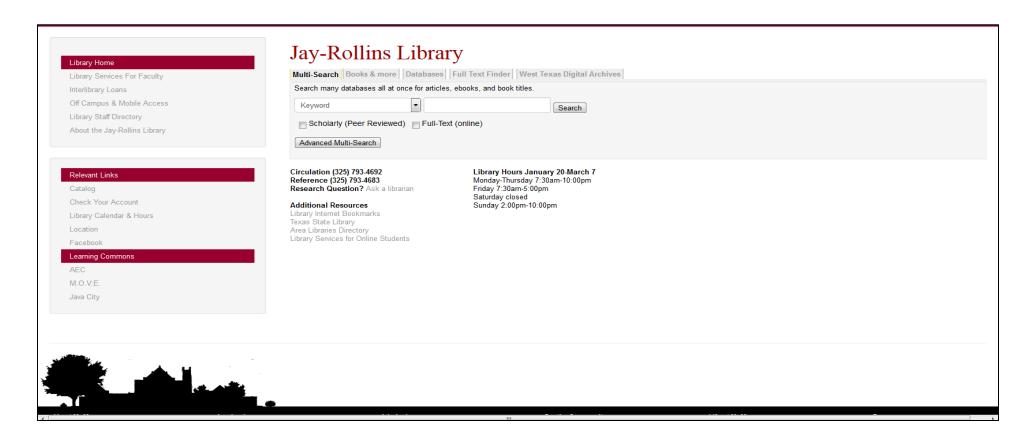
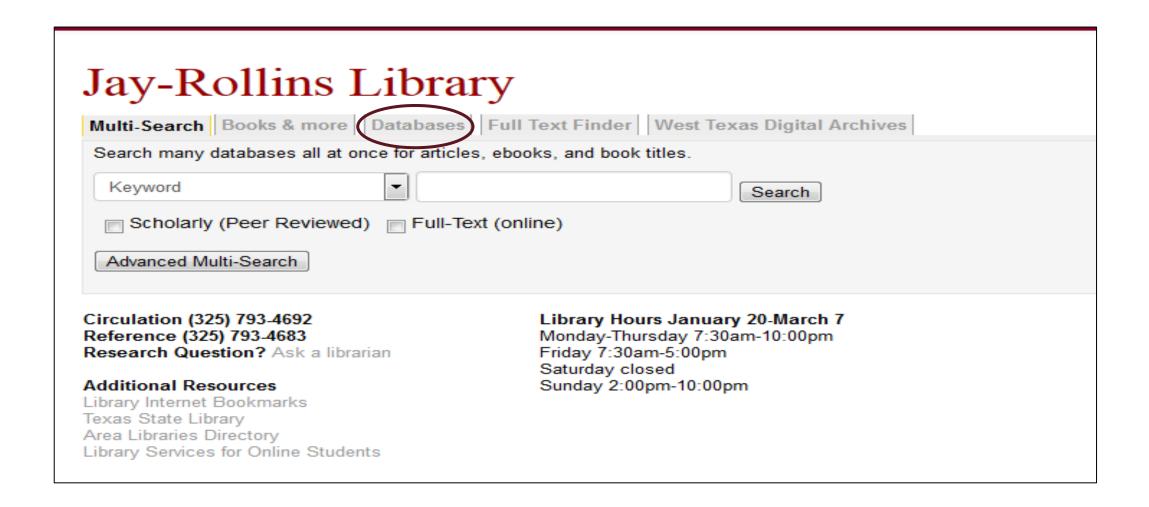
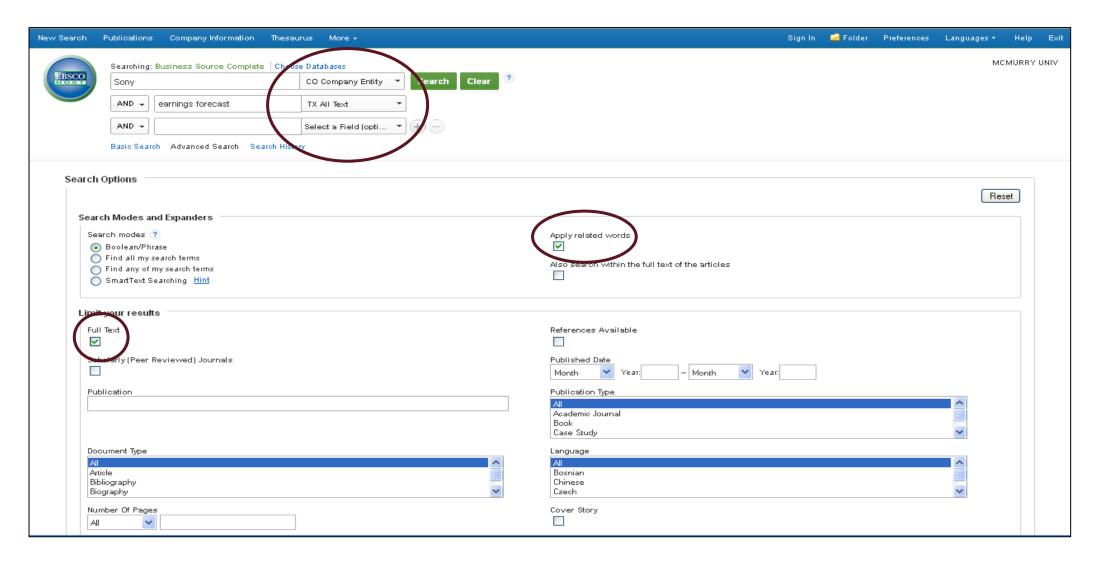
## Searching EBSCO's Business Source Complete @ the Library

## library.mcm.edu

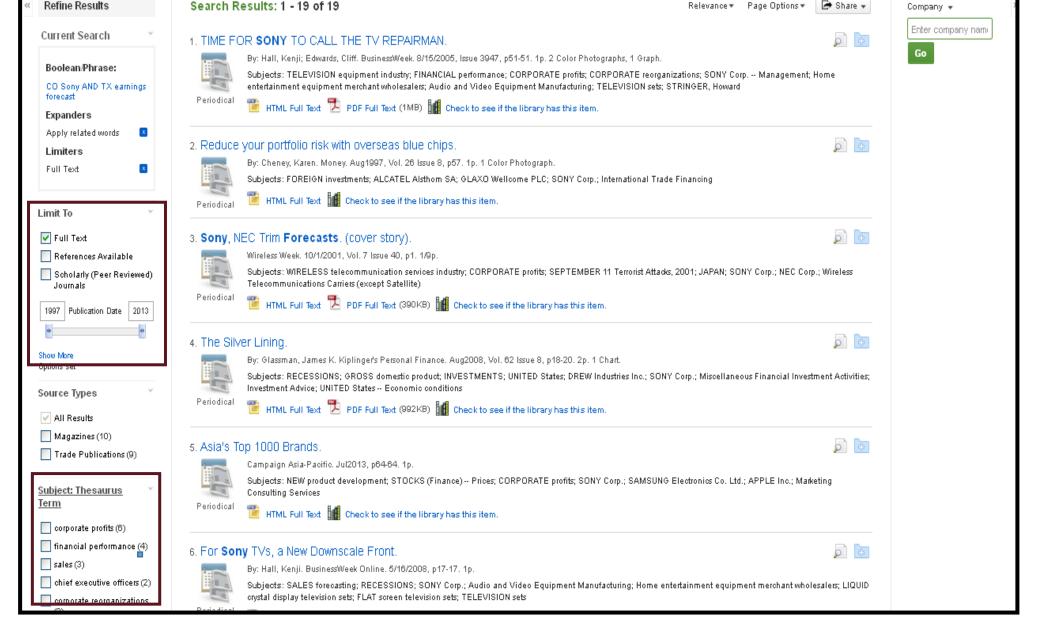




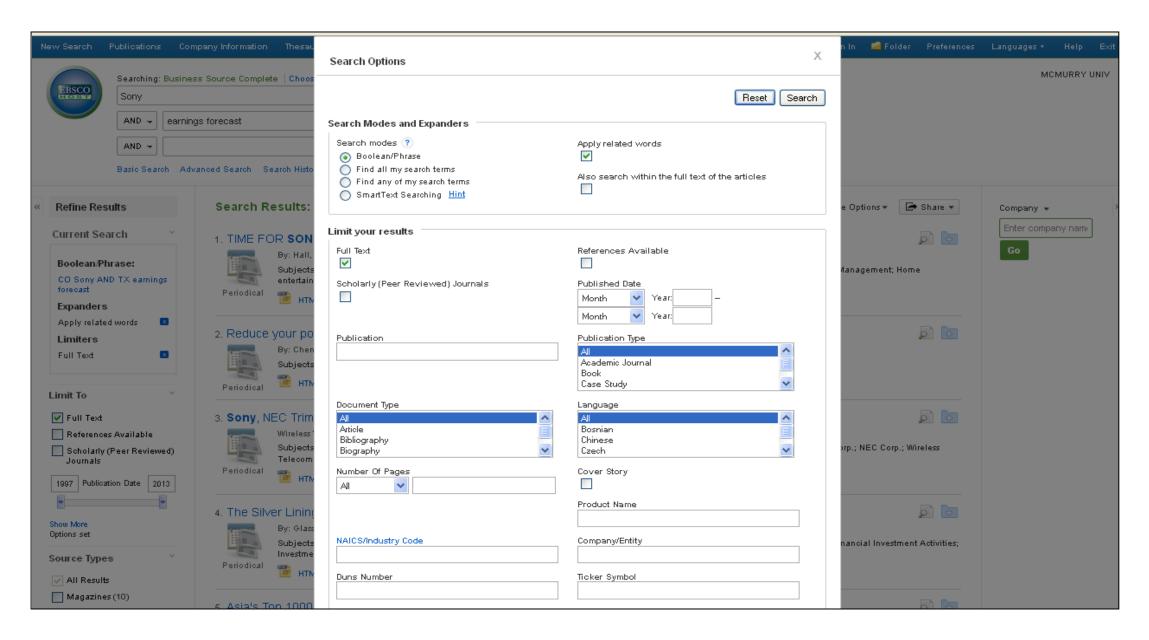
Business Source Complete is part of our Multi-Search EDS but you may also search it as a separate database. To search Business Source Complete as an individual database: select the **DATABASE** tab on the Library homepage and look for it under Alphabetical or Subject List links.



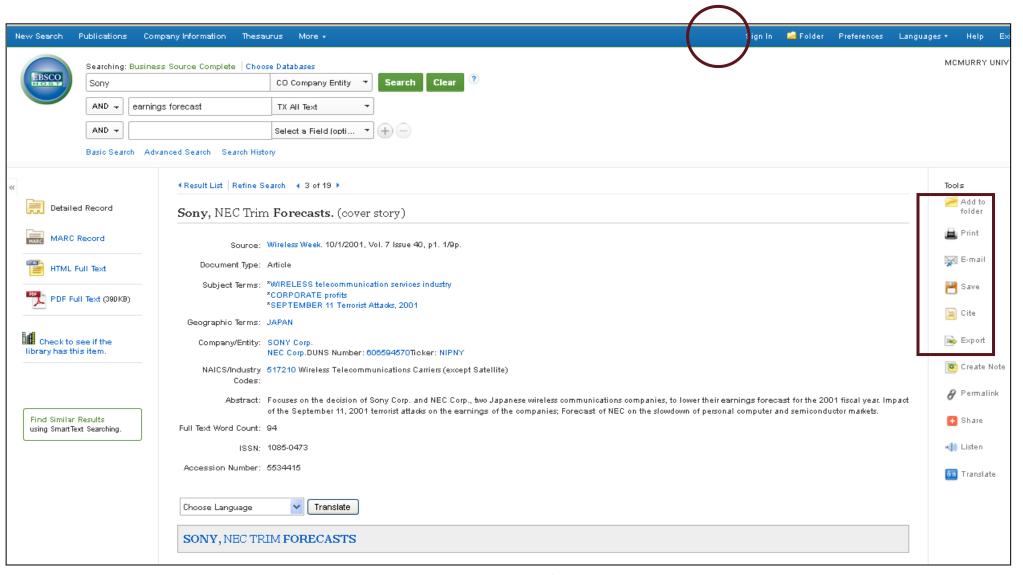
We'll begin by conducting a search using the guided style **Find** fields in Advanced Search. In the first **Find** field, we will enter *Sony* and select **CO Company Entity** from the **Select a Field** drop-down list to the right. This will restrict our results to those related to *Sony*. In the second **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**.



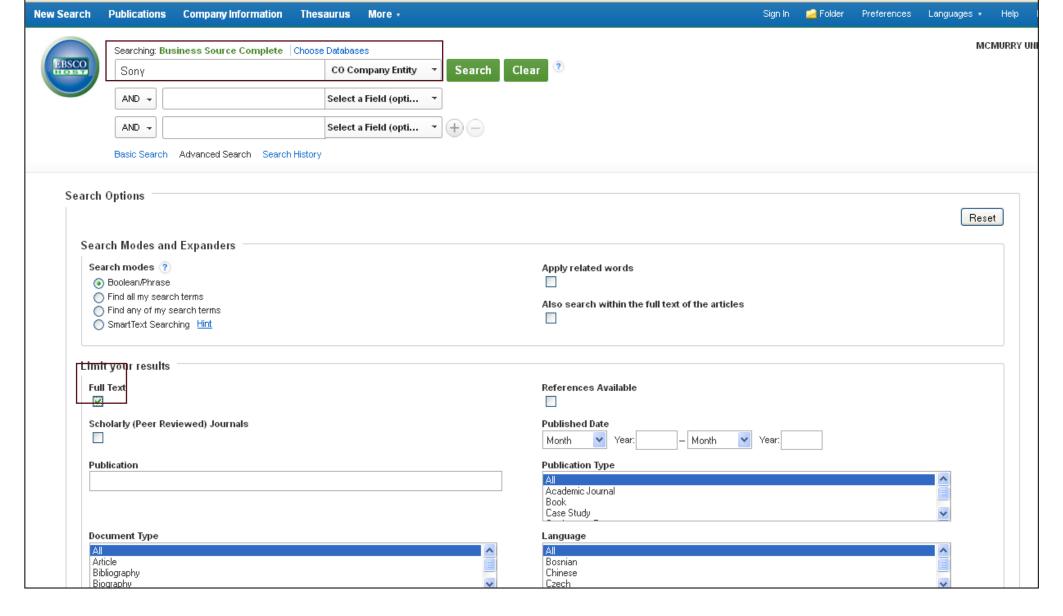
List defaults to showing All Results and can be filtered to view results by **Thesaurus Term** or other options under the column on the left side. You can refine your search by using the limiters featured in the **Limit To** section, or by clicking the **Show More** link found under the date slider feature.



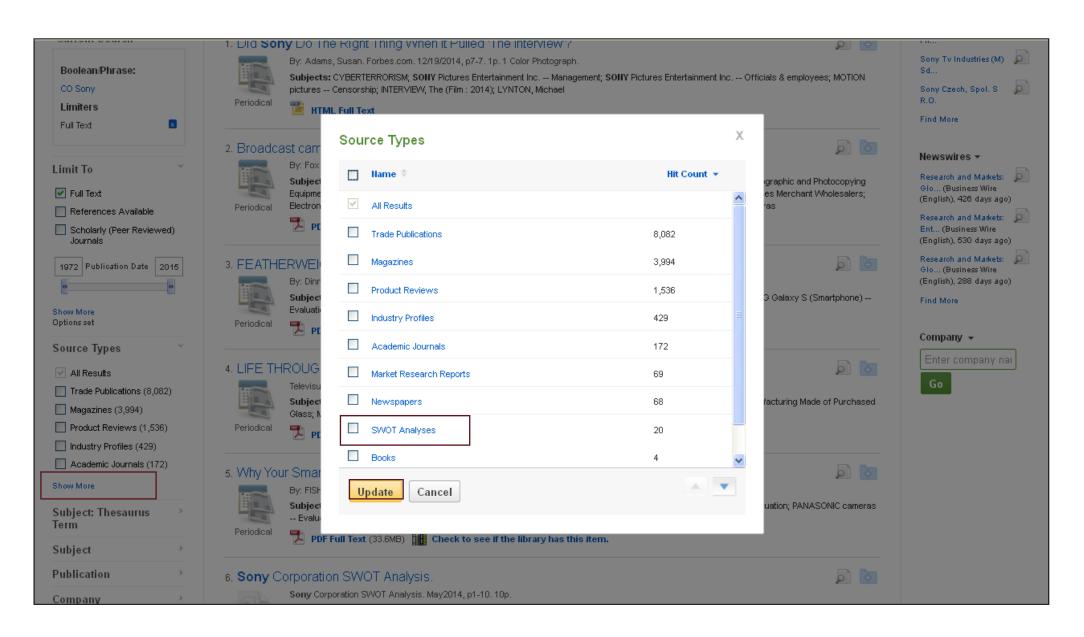
In the **Search Options** window, it is easy to limit or expand your search criteria and click **Search** to generate a new result list.



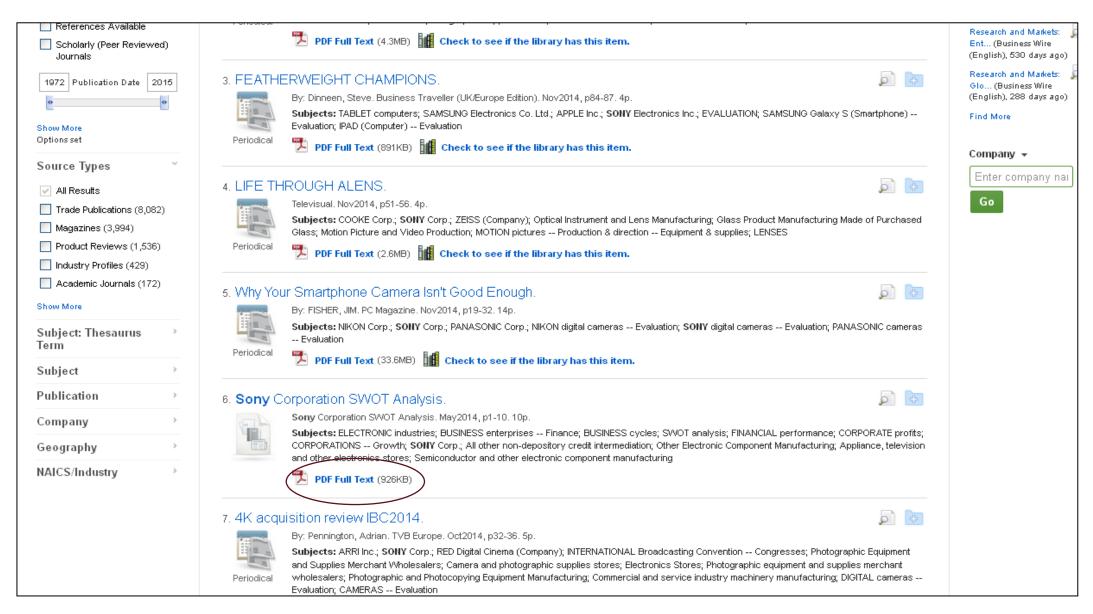
You can print, email, save, cite or export a single result from the detailed display when you click on the corresponding icon. You can also add multiple results to the folder, then print, email, save, cite or export them from inside the folder. Folder contents can be saved by clicking on the **Sign In**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



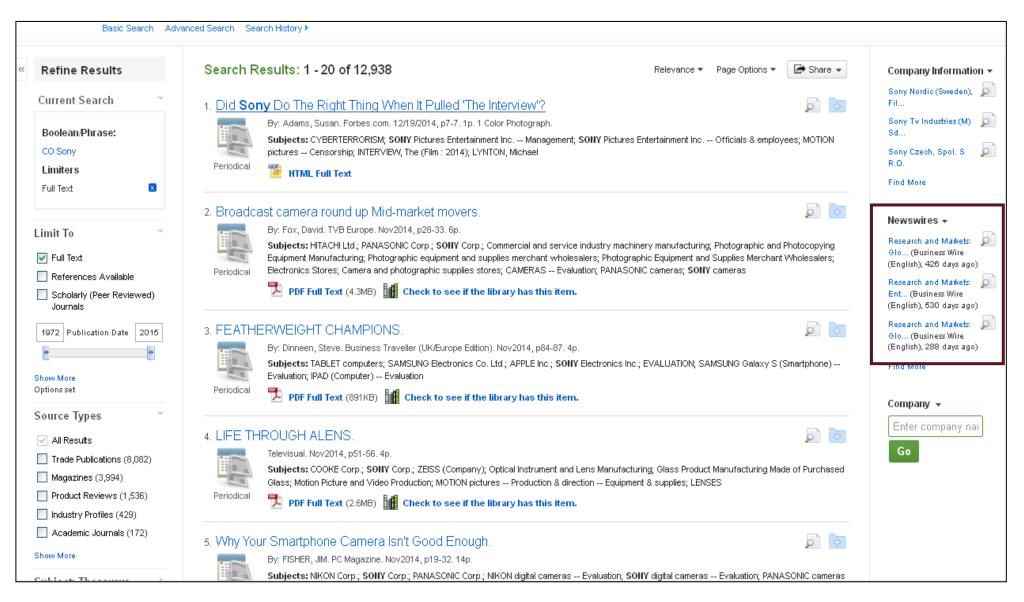
Using Business Source Complete, you can also search for certain types of documents. For example, let's say you would like to read a SWOT Analysis of Sony Corp., outlining the company's strengths, weaknesses, opportunities and threats. From the Advanced Search screen, enter *Sony* in the **Find** field and select **CO Company Entity** from the drop-down menu. Apply the **Full Text** limiter and click **Search**.



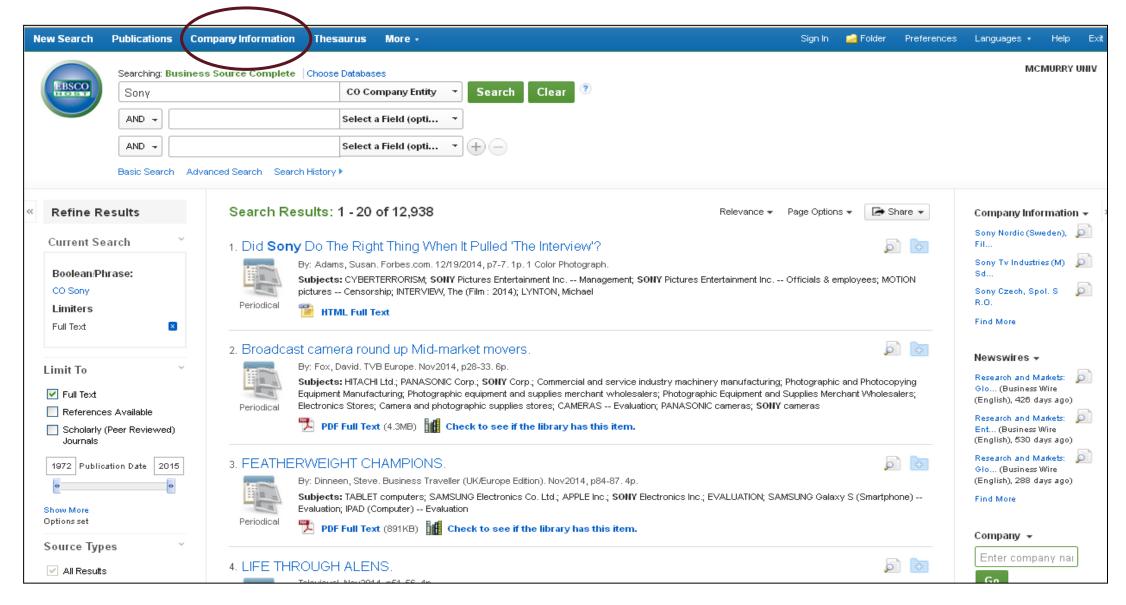
A result list is displayed. Under **Source Types** on the left side, click Show More, check **SWOT Analyses**, and click **Update**.



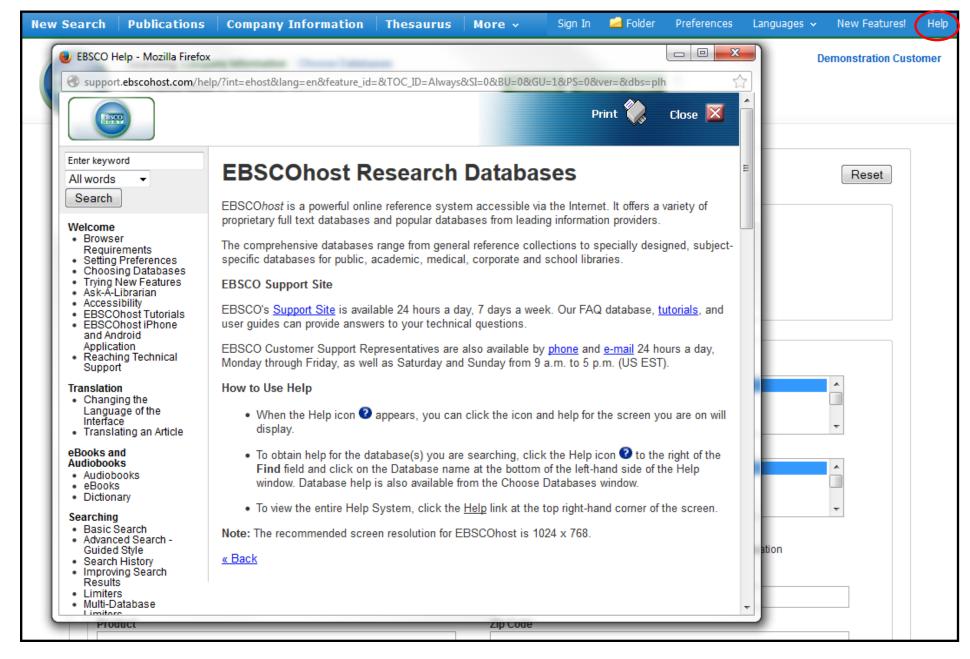
Your results are limited to those containing SWOT Analyses or other types of analyses. Click on the **PDF Full Text** link to read the article.



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 <a href="http://support.ebsco.com">http://support.ebsco.com</a>.



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



## Jay-Rollins Library



Questions?
Contact library staff at 793-4692/793-4683
or library@mcm.edu.
We are here to help!