

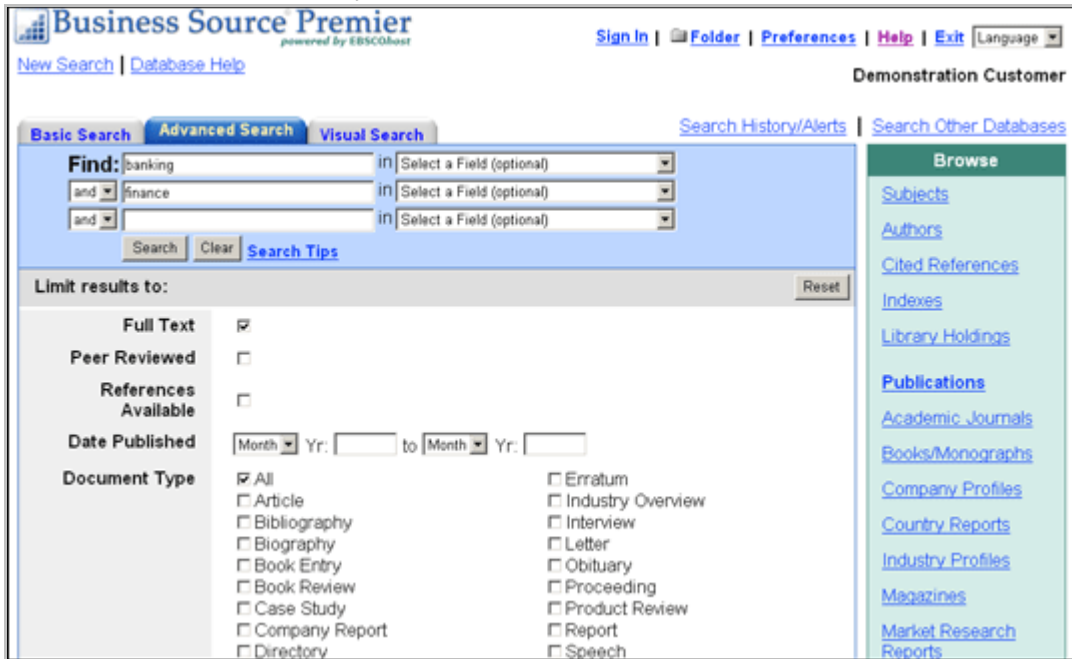
# Advanced Search Help Sheet

## Guided Style Fields

### Creating an Advanced Search

The Business Searching Interface's Advanced Search with Guided Style fields is designed for more experienced searchers—students and teachers who are familiar with using multiple **Find** fields, Limiters, Expanders and Boolean search terms.

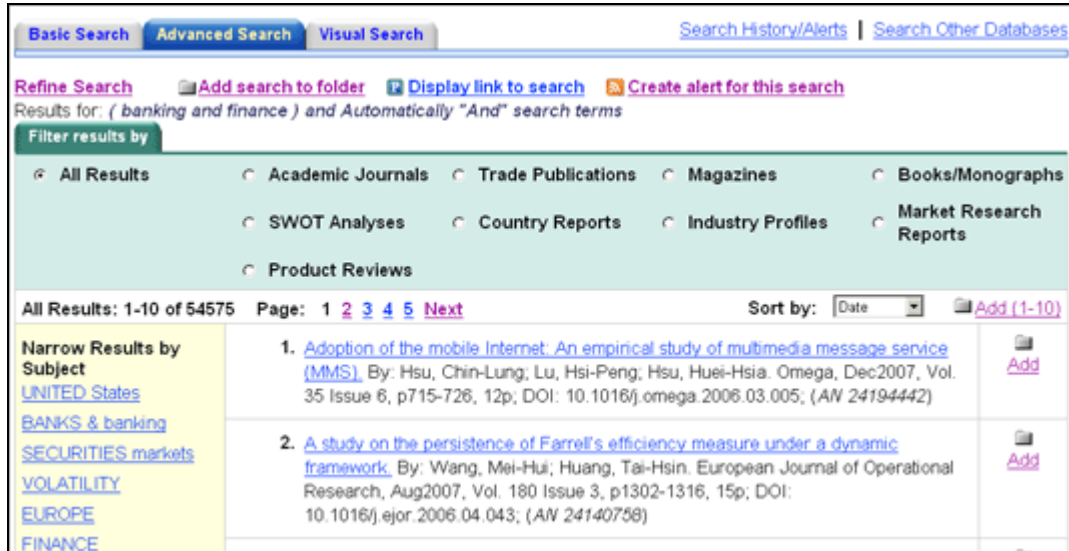
1. In the first **Find** field, enter your search terms.



The screenshot displays the Business Source Premier Advanced Search interface. At the top, there are navigation links for 'Sign In', 'Folder', 'Preferences', 'Help', 'Exit', and a 'Language' dropdown. Below this, there are tabs for 'Basic Search', 'Advanced Search', and 'Visual Search'. The 'Advanced Search' tab is active, showing three 'Find' fields. The first field contains 'banking', the second 'finance', and the third is empty. Each field has a dropdown menu labeled 'Select a Field (optional)'. Below the search fields are buttons for 'Search', 'Clear', and 'Search Tips'. A 'Limit results to:' section includes checkboxes for 'Full Text', 'Peer Reviewed', and 'References Available', along with a 'Date Published' range selector and a 'Document Type' list with checkboxes for various document types. On the right side, there is a 'Browse' sidebar with links to various categories like 'Subjects', 'Authors', 'Cited References', 'Indexes', 'Library Holdings', 'Publications', 'Academic Journals', 'Books/Monographs', 'Company Profiles', 'Country Reports', 'Industry Profiles', 'Magazines', and 'Market Research Reports'.

2. Choose the search field from the **Select a Field** drop-down list. (For example, select the *Title* field.)
3. Repeat steps 1 and 2 for the second set of **Find** fields.
4. Select a Boolean operator (**AND**, **OR**, **NOT**) to combine the two **Find** field entries.
5. You can enter another Boolean operator, keyword, and search field in the third set of **Find** fields.
6. Select any limiters or expanders that you want to apply. (For example, you could select a specific Document Type such as *Case Study*.)
7. If a **More Options** link appears, you can click it to view all limiters that are available.
8. Click the **Search** button. A Result List is displayed.

## Viewing Search Results



The screenshot shows a search results interface with the following elements:

- Navigation tabs: Basic Search, Advanced Search, Visual Search.
- Links: Search History/Alerts, Search Other Databases.
- Refine Search options: Add search to folder, Display link to search, Create alert for this search.
- Results for: ( banking and finance ) and Automatically "And" search terms.
- Filter results by: All Results (selected), Academic Journals, Trade Publications, Magazines, Books/Monographs, SWOT Analyses, Country Reports, Industry Profiles, Market Research Reports, Product Reviews.
- Summary: All Results: 1-10 of 54575. Page: 1 2 3 4 5 Next. Sort by: Date. Add (1-10).
- Narrow Results by Subject: UNITED States, BANKS & banking, SECURITIES markets, VOLATILITY, EUROPE, FINANCE.
- Search Results:
  1. [Adoption of the mobile Internet: An empirical study of multimedia message service \(MMS\)](#). By: Hsu, Chin-Lung; Lu, Hsi-Peng; Hsu, Huei-Hsia. Omega, Dec2007, Vol. 35 Issue 6, p715-726, 12p; DOI: 10.1016/j.omega.2006.03.005; (AN 24194442) [Add](#)
  2. [A study on the persistence of Farrell's efficiency measure under a dynamic framework](#). By: Wang, Mei-Hui; Huang, Tai-Hsin. European Journal of Operational Research, Aug2007, Vol. 180 Issue 3, p1302-1316, 15p; DOI: 10.1016/j.ejor.2006.04.043; (AN 24140758) [Add](#)

- 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.

## Searching Techniques

**Boolean operators** allow you to create a very broad or very narrow search.

- The **AND** operator combines search terms so that each result contains *all* of the terms. For example, type **electronic and resources** to find articles that contain *both* words.
- The **OR** operator combines search terms so that each result contains *at least one* of the terms. For example, type **college or university** to find articles that contain *either* word.
- The **NOT** operator excludes search terms so that each result does *not* contain the terms that follow it. For example, type **computers not apple** to find articles that contain *computers*, but *not apple*.

**Wildcard (?)** and **Truncation (\*)** allow you to create searches using terms that have unknown characters, multiple spellings or various endings.

- A **wildcard search** (represented by a **?**) will find all instances of your term(s) by automatically replacing the **?** with a letter. Enter your term(s) and replace each unknown character with a **?**. For example, type **ne?t** to find results containing **neat**, **nest** or **next**. The Business Searching Interface does not find **net** because the wildcard replaces a *single* character.
- A **truncation search** (represented by an asterisk **\***) will find all forms of your term(s). Enter the root of a word and replace the ending with an **\***. For example, type **comput\*** to find the words **computer** and **computing**.