

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.

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



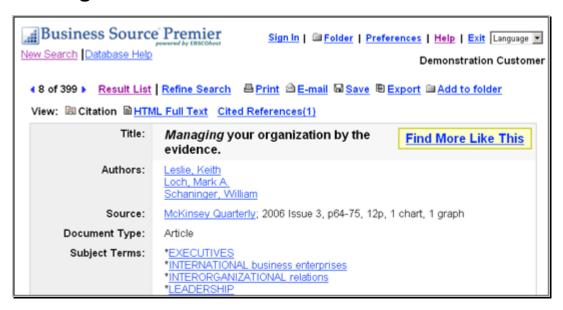
2. A Keyword search is run against the main database and a Result List is displayed. The search terms are retained in the **Find** field above the Result List.





- 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 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.
- 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.)
- 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.