

# 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.



**Business Source Premier**  
powered by EBSCOhost

Sign In | Folder | Preferences | Help | Exit | Language

New Search | Database Help | Demonstration Customer

Basic Search | Advanced Search | Visual Search | Search Other Databases

Find:  Search Clear Search Tips

Keyword   
  Industry   
  Publication  
 Company   
  Author   
  Subject  
 Full Text

**Browse:**

- [Company Profiles](#)  
DataMonitor Companies...
- [Academic Journals](#)
- [Industry Profiles](#)  
Overview, Market Value...
- [SWOT Analyses](#)
- [Country Reports](#)  
Economics, Political background...
- [Authors](#)
- [Market Research Reports](#)  
Market insight, emerging trends...

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.



Basic Search | Advanced Search | Visual Search | Search Other Databases

Find:  Search Clear Search Tips

[Refine Search](#)   
 [Add search to folder](#)   
 [Display link to search](#)   
 [Create alert for this search](#)

Results for: *managing change* and Automatically "And" search terms

Filter results by

All Results   
  Academic Journals   
  Trade Publications   
  Magazines   
  Books/Monographs  
 SWOT Analyses   
 Country Reports   
 Market Research Reports   
 Product Reviews

All Results: 1-10 of 9626    Page: 1 2 3 4 5 Next    Sort by: [Date] Add (1-10)

Narrow Results by Subject	Results	Action
<a href="#">United States</a>	1. <a href="#">Lessons from the 2003 heat wave: a French perspective</a> . By: Salagnac, Jean-Luc. Building Research & Information, Jul2007, Vol. 35 Issue 4, p450-457, 8p, 4 charts, 1 graph; DOI: 10.1080/09613210601056554; (AN 25192010)	<a href="#">Add</a>
<a href="#">PERSONNEL changes</a>	<a href="#">Cited References (16)</a>	
<a href="#">GREAT Britain</a>	2. <a href="#">Take Responsibility for Climate Change</a> . Harvard Business Review, Jul2007, Vol. 85 Issue 7, p58-59, 2p, 1c; (AN 25355680)	<a href="#">Add</a>
<a href="#">EXECUTIVES</a>	<a href="#">PDF Full Text</a> (1.1MB)	
<a href="#">AUSTRALIA</a>		
<a href="#">ORGANIZATIONAL</a>		

- 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 Premier interface. At the top, there is a navigation bar with links for Sign In, Folder, Preferences, Help, Exit, and a Language dropdown. Below this, there are links for New Search and Database Help, and the text 'Demonstration Customer'. A status bar indicates '8 of 399' results and provides links for Result List, Refine Search, Print, E-mail, Save, Export, and Add to folder. The 'View' section shows options for Citation, HTML Full Text, and Cited References(1). The main content area displays a search result with the following details:

<b>Title:</b>	<i>Managing your organization by the evidence.</i>	<a href="#">Find More Like This</a>
<b>Authors:</b>	<a href="#">Leslie, Keith</a> <a href="#">Loch, Mark A.</a> <a href="#">Schaninger, William</a>	
<b>Source:</b>	<a href="#">McKinsey Quarterly</a> ; 2006 Issue 3, p64-75, 12p, 1 chart, 1 graph	
<b>Document Type:</b>	Article	
<b>Subject Terms:</b>	*EXECUTIVES *INTERNATIONAL business enterprises *INTERORGANIZATIONAL relations *LEADERSHIP	

- 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.