

# **Business Searching Interface (BSI)**

## **User Guide**

***support.ebsco.com***

## Table of Contents

Search Screens .....	4
Basic Search .....	4
Advanced Search Screens .....	7
Advanced Search with Guided-Style Fields .....	7
Advanced Search with Pre-Selected Fields .....	9
Search History .....	12
The Search History Screen .....	13
Visual Search .....	14
Columns Style Result List .....	14
Block Style Result List .....	17
Search Tools .....	18
Boolean Operators (And, Or, Not) .....	18
Using Stop Words .....	19
Using Quotation Marks .....	19
Using Punctuation .....	19
Wildcard (?) and Truncation (*) Symbols .....	20
Field Codes .....	20
Proximity Searches .....	20
Limiters .....	21
Expanders .....	22
Browse Screens .....	23
Browsing by Subject .....	23
Term Begins With .....	23
Term Contains .....	24
Relevancy Ranked .....	24
Using Explode and Major Concept .....	24
Searching for People and Places .....	25
Browsing an Index .....	26
Cited Reference Searching .....	27
Browsing Cited References .....	27
Searching for Cited References .....	29

Searching by Publication .....	31
Marking Items for Search .....	33
Setting Up a Journal Alert .....	34
Setting Up a One-Step Journal Alert .....	37
Saving Searches and Alerts.....	38
Saving Searches .....	38
Saving a Search as an Alert.....	40
Setting Up a One-Step Search Alert .....	43
Setting Up a Personal Account .....	44
Setting Up a Charge Back Account .....	45
Viewing Search Results .....	47
Viewing the Result List.....	47
Clustered Result List .....	48
Viewing the Full Record .....	49
Available Formats .....	49
Citation View .....	49
HTML Full Text View .....	50
PDF View .....	51
Linked Full Text View.....	51
Using the Folder.....	52
Managing Custom Folders .....	53
Linking to Information.....	56
<i>SmartLinks</i> .....	56
Persistent Links .....	56
CustomLinks.....	56
Printing/E-mailing/Saving/Exporting.....	57
Printing/E-mailing/Saving/Exporting.....	57
Printing Your Results.....	57
Saving Your Results to a File .....	59
E-mailing Your Results.....	62
Custom Fields for Print/E-mail/Save .....	65
Exporting Your Results.....	67

# Search Screens

## 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.

### To conduct a Basic Keyword Search:

1. From the Basic Search Screen, enter search terms, select the **Keyword** radio button and click **Search**.

The screenshot shows the 'Business Source Premier' search interface, powered by EBSCOhost. At the top, there are links for 'Sign In', 'Folder', 'Preferences', 'Help', 'Exit', and a 'Language' dropdown menu. Below these are links for 'New Search' and 'Database Help', and a 'Demonstration Customer' label. The main search area has three tabs: 'Basic Search' (selected), 'Advanced Search', and 'Visual Search'. A 'Search Other Databases' link is also present. The 'Find:' section contains a text input field with the text 'managing change', and 'Search' and 'Clear' buttons. To the right of the input field is a 'Search Tips' link. Below the input field are six radio buttons: 'Keyword' (selected), 'Industry', 'Publication', 'Company', 'Author', and 'Subject'. There is also a checkbox for 'Full Text'. The 'Browse:' section lists several categories with links: '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.

The screenshot displays the Ebsco Business Searching Interface. At the top, there's a 'Filter results by' section with radio buttons for various publication types: All Results (selected), Academic Journals, Trade Publications, Magazines, Newspapers, Books/Monographs, SWOT Analyses, Country Reports, Market Research Reports, and Product Reviews. Below this, it shows 'All Results: 1-50 of 10595' and 'Page: 1' with navigation links 2, 3, 4, 5, and Next. A 'Sort by: Date' dropdown and an 'Add (1-50)' button are also present. On the left, a 'Narrow Results by:' section is expanded to 'Subject', showing a list of subject categories: UNITED States, GREAT Britain, ORGANIZATIONAL change, BUSINESS planning, INFORMATION technology, INDUSTRIAL management, and PERSONNEL changes. The main results area lists three items:

1. [Dynamic modeling and control of supply chain systems: A review](#). By: Sarimveis, Haralambos; Patrinos, Panagiotis; Tarantilis, Chris D.; Kiranoudis, Chris T.. Computers & Operations Research, Nov2008, Vol. 35 Issue 11, p3530-3561, 32p; DOI: 10.1016/j.cor.2007.01.017; (AN 31561883) [Add](#)
2. [Application Development Using Fault Data](#). By: Qi Feng; Mookerjee, Vijay S.; Sethi, Suresh P.. Production & Operations Management, Summer2008, Vol. 17 Issue 2, p162-174, 13p, 2 charts, 12 graphs; DOI: 10.3401/poms.1080.0019; (AN 31696399) [Cited References \(1\)](#) [Add](#)
3. [Managing complexity in industrial collaborations](#). By: Schuh, G.; Sauer, A.; Doering, S.. International Journal of Production Research, May2008, Vol. 46 Issue 9, p2485-2498, 14p; DOI: 10.1080/00207170701737781; (AN 31314090) [Cited References \(6\)](#) [Add](#)

- 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.
- To carry your search terms and expanders over to Advanced Search, click **Advanced Search**.

### To search an Index or Authority File:

1. From the Basic Search Screen, enter search terms, select a radio button other than **Keyword** and click **Search**.
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.

Indexes

Browse an Index:  Browse

Browse for:

Page: [Previous](#) | [Next](#)

Select one or more terms and add to search using:

Term	Records Count
The term <i>Kanter</i> would appear here had there been an exact match	
<input type="checkbox"/> KANTER, ALLEN	1
<input type="checkbox"/> KANTER, ANDREW S.	1
<input type="checkbox"/> KANTER, ARLENE S.	2
<input type="checkbox"/> KANTER, ARNOLD	3
<input type="checkbox"/> KANTER, ARNOLD B.	14

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.

### To access Browse Screens:

1. From the Basic Search Screen, 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 **Search**. A Result List displayed.

Company Profiles

Browse for:  Browse

☒ Alphabetical ☐ Match Any Words

Page: [Previous](#) | [Next](#)    [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Company Name	PDF Complete Report	Location	Industry
<a href="#">A B Watley Group, Inc.</a>	<a href="#">Datamonitor Report</a> (83K)	United States	FINANCE
<a href="#">A NOVO SA</a>	<a href="#">Datamonitor Report</a> (72K)	France	TELECOMS
<a href="#">A S Watson &amp; Company Limited (Watson)</a>	<a href="#">Datamonitor Report</a> (78K)	Hong Kong	RETAIL
<a href="#">A-Mark Financial Corporation</a>	<a href="#">Datamonitor Report</a> (84K)	United States	FINANCE

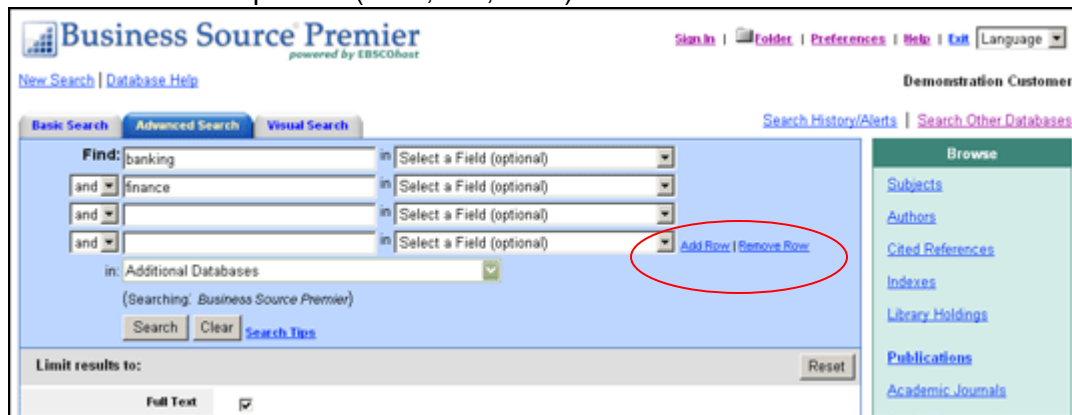
## Advanced Search Screens

### Advanced Search with Guided-Style Fields

If you click Advanced Search from a Basic Search Result List, your search terms are placed in the first search field on the Guided-Style version of Advanced Search. If the library administrator set any "hidden" expanders, they are also carried to Advanced Search.

#### To create an Advanced Search:

1. In the first **Find** field, enter a keyword. To remove search terms, click the **Clear** button. To reset limiters/expanders to their defaults, click the **Reset** button.
2. Choose the search field from the drop-down list (for example, search in only the Subject Terms field of the citation).
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. If you need additional rows, click the **Add row** link. Up to 12 rows can be displayed. To delete a row, click the **Remove row** link.
6. If a **More Options** link appears, you can click it to view all limiters and expanders that are available. You can add any of these limiters/expanders to your search. (To close this link, click **Hide Options**.)

7. Click **Search**. A Result List is displayed.



8. To refine your search from the Result List, click the **Refine Search** link. You will be returned to Advanced Search with search terms, limiters and expanders retained in the appropriate fields.

### The Boolean Operators (And, Or, Not)

- **And** - combines search terms so that each search result contains all of the terms. For example, **travel AND Europe** finds articles that contain both *travel* **AND** *Europe*.
- **Or** - combines search terms so that each search result contains at least one of the terms. For example, **college OR university** finds results that contain either *college* **OR** *university*.
- **Not** - excludes terms so that each search result does not contain any of the terms that follow it. For example, **television NOT cable** finds results that contain *television* **but NOT** *cable*.

**Note:** If "Suggest Subject terms" is marked, but Field Codes are used, "Suggest" is ignored and a keyword search is run. If only limiters are selected, "Suggest" is ignored and a keyword search on the limiters selected is run.

## Advanced Search with Pre-Selected Fields

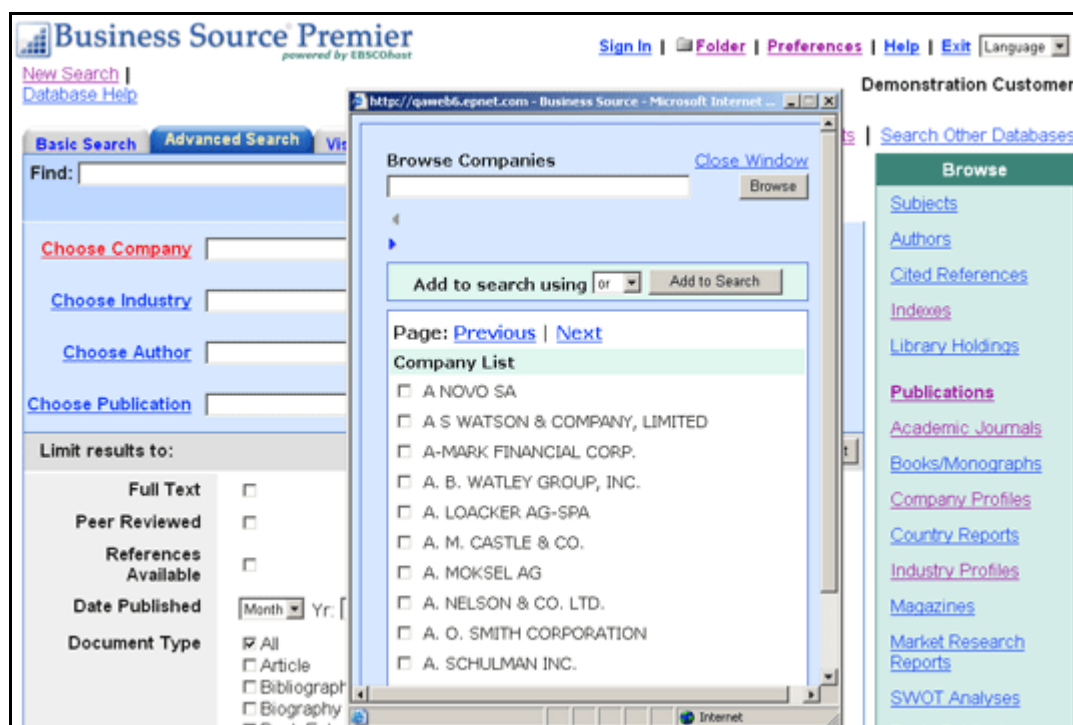
The Company, Industry, Author and Publication fields are “pre-selected” search fields that can be used separately or in combination with the Keyword **Find** field on Advanced Search. The fields are connected via **AND**.

### To create an Advanced Search using Pre-selected Fields:

1. From the Advanced Search Screen, enter terms in the **Find** field and combine with the pre-selected fields, or use them separately.

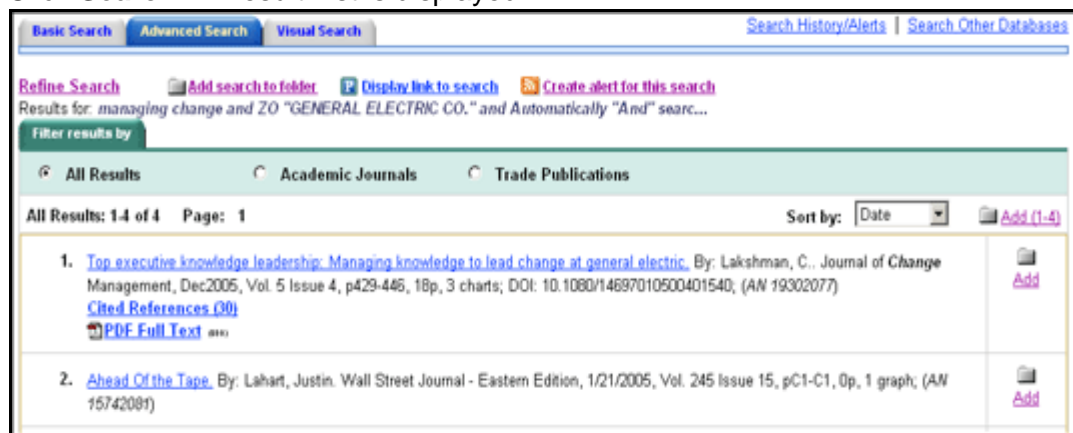
The screenshot shows the 'Business Source Premier' Advanced Search page. At the top, there's a navigation bar with links like 'Sign In', 'Folder', 'Preferences', 'Help', 'Exit', and a 'Language' dropdown. Below this, the 'Advanced Search' tab is selected. The 'Find' field contains the text 'managing change'. To the right of the 'Find' field are 'Search' and 'Clear' buttons. Below the 'Find' field, there are four pre-selected fields: 'Choose Company' with the value 'ZO "GENERAL ELECTRIC CO."', 'Choose Industry' (empty), 'Choose Author' with the value 'ZA "WELCH, JACK"', and 'Choose Publication' (empty). Each of these fields has a 'Reset' button to its right. Below these fields is a 'Limit results to:' section with checkboxes for 'Full Text' (checked), 'Scholarly (Peer Reviewed) Journals', 'References Available', and a 'Published Date' range selector. On the right side of the page, there is a 'Browse' sidebar with links to 'Subjects', 'Authors', 'Cited References', 'Indexes', 'Publications', 'Academic Journals', 'Books/Monographs', 'Company Profiles', 'Country Reports', 'Industry Profiles', 'Magazines', and 'Market Research Reports'.

2. Click one of the links next to the pre-selected fields, e.g., Choose Company, etc.
3. A pop-up window displays the appropriate list (company, industry, author, publication). Select the terms from the list and click the **Add to Search** button. The terms are added to the pre-selected **Find** field. To clear the entry field, click **Reset**.



(If you enter terms in the pre-selected field before clicking on the lookup list link, you will be positioned to the nearest term in the list that matches your entry. Once you add terms from the list to the search, your previous entry in the pre-selected field is replaced by the newly added terms.)

4. Select any limiters that you want to apply. (If a **More Options** link appears, you can click it to view all limiters that are available. To close this link, click **Hide Options**.)
5. Click **Search**. A Result List is displayed.



6. To refine your search from the Result List, click the **Refine Search** link. You will be returned to Advanced Search with search terms, limiters and expanders retained in the appropriate fields.

**Notes:**

- Upon revising or re-running a line of search history for a search created with pre-selected fields back into the Advanced Pre-selected style screen, the search string, limiters and expanders are displayed in the appropriate boxes. (When the search terms are “posted,” that state is retained when the user revises or re-runs the search.)
- If you refine a search after following a persistent link to a search with pre-selected fields (and the link provides the user with full access to the Business Searching Interface), the search string is displayed in the top **Find** field, and limiters are displayed in the appropriate boxes on the Advanced Search Screen with pre-selected fields.
- If "Suggest Subject terms" is marked, but Field Codes are used, “Suggest” is ignored and a keyword search is run. If only limiters are selected, “Suggest” is ignored and a keyword search on the limiters selected is run.

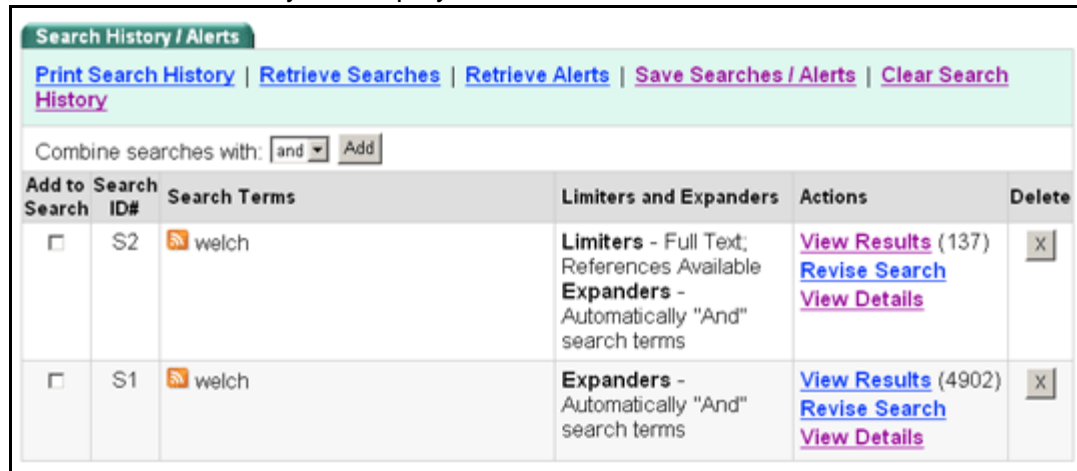
## Search History



All searches performed on the Advanced Search Screen are available from the Search History/Alerts tab. From this tab you can combine recent searches and retrieve previous searches saved in your personal folder.

**Note:** If enabled by your library administrator, Search History may also be available from Basic Search.

### To use your search history:

1. On the Advanced Search Screen, when you click the **Search History/Alerts** sub-tab, all lines of Search History are displayed.



Search History / Alerts					
<a href="#">Print Search History</a>   <a href="#">Retrieve Searches</a>   <a href="#">Retrieve Alerts</a>   <a href="#">Save Searches / Alerts</a>   <a href="#">Clear Search History</a>					
Combine searches with: <span>and</span> <span>Add</span>					
Add to Search	Search ID#	Search Terms	Limiters and Expanders	Actions	Delete
<input type="checkbox"/>	S2	 welch	<b>Limiters</b> - Full Text; References Available <b>Expanders</b> - Automatically "And" search terms	<a href="#">View Results</a> (137) <a href="#">Revise Search</a> <a href="#">View Details</a>	<input type="button" value="x"/>
<input type="checkbox"/>	S1	 welch	<b>Expanders</b> - Automatically "And" search terms	<a href="#">View Results</a> (4902) <a href="#">Revise Search</a> <a href="#">View Details</a>	<input type="button" value="x"/>

2. You can do any of the following:
  - Mark the lines of search you want to use and click the **Add** check box. You will be returned to the search screen with the lines of search added to the **Find** field. Click **Search**. A Result List is displayed.
  - Click the **RSS alert icon** to display and then copy the Syndication Feed URL into your newsreader.
  - Click a linked **View Results (xx)**. The search is automatically run and a Result List is displayed.
  - Click a **Revise Search** link. You will be returned to the search screen with the terms added to the **Find** field and any limiters/expanders marked. Click **Search**. A Result List is displayed.
3. To clear your search history, either click **Clear Search History**, or end your session.
  - The search history available to you includes only the searches from the current session. Unless you create a saved search, when your session ends, search history is cleared.
  - If you change databases, your search history is saved (the query only, not the result counts).

- If the limiters and expanders you applied in the original databases are not available when you change databases or search screens, your searches may be affected.
- If search history is opened in a new database, "Rerun" appears in the Results column. This indicates that the counts are not known because the search has not been run on your current database. When you view the results (by clicking on the "Rerun" link), a new search is launched and its results counts are added to the search history.

## The Search History Screen

- **Combine searches with** - To combine lines of history, mark the check box to the left of the lines and select a Boolean operator (and, or, not) from the drop-down list, and click **Add**. The lines of history will be placed in the **Find** field.
- **Search ID #** - The number assigned to your search. You can also select a search from the list by entering S and the search number (S1, S2, etc.).
- **Search Terms** - The terms you entered in the **Find** field, including any field codes or Boolean operators. If you have set up the search as an RSS feed, the RSS logo will appear.
- **Limiters/Expanders** - The limiters and/or expanders used in your search are displayed.
- **Actions**
  - **View Results/Rerun** - Either **View Results** (xx) or **Rerun** appears as a hyperlink. Click the link to return the search and display an updated Result List.
  - **Revise Search** - Indicates that the lines of search can be edited. When you click **Revise Search**, the search terms are displayed in the Find field and the limiters and expanders. You can then edit the search manually, entering field codes or changing limiters on the Search Options area.
  - **View Details** - To view the details of the search, including which interface, search screen and database were used, click **View Details**. A pop-up window appears, displaying the details of the search.
- **Delete** - Indicates that individual lines of search history can be deleted. If you delete a line earlier within search history, any dependent lines are deleted, and the remaining lines of history are renumbered. A message displays when you delete lines of search history.

## Visual Search

If a Visual Search tab appears, you can also search *BSI* and have your results presented in an interactive, visual map. You can switch between Result List styles at any time by selecting either Block style or Column style from the Display Style menu. Adobe Flash Player 8.x or higher is required when using Visual Search.

### Columns Style Result List

To conduct a visual search:

1. Click the **Visual Search** tab at the top of the *BSI* screen.
2. Enter your search terms in the **Find** field.
3. Click **Search**. Your search results are displayed in columns. To follow a path, click on the subject (or publication) name. Your results are narrowed even further.



4. **Results Sorting Options** - To see different ways to group, sort, or filter your search, click any of the buttons above the Result List. You can select these options at any time – before you run your search, or after, when you are viewing your results.
  - **Group Results** – You can group by Subject or by Publication Name.
  - **Sort Results** – You can sort the results by Date (newest to oldest), or by Relevance (articles with the greatest relevance at the top of the list; those with the least relevance at the bottom of the list).
  - **Filter Results by Date** – Move the Date Range slider to filter from the newest articles to the oldest.
  - **Display Style** – Switch between the Blocks or Columns styles at any time.

## To preview an article:

1. To view the citation, click the **article title** inside the result. The Summary window displays more information about the article, including Title, Author, Journal Name, and a brief abstract.

The screenshot displays a database search interface. On the left, a vertical sidebar contains a list of subject categories: MANAGEMENT, CORPORATE culture, MANAGEMENT science, ORGANIZATIONAL structure, CHIEF executive officers, ORGANIZATION, EGO (Psychology), INFLUENCE (Psychology), COMMUNICATION in organizati..., and ORGANIZATIONAL behavior. Below these categories is a green bar indicating '8 Results'. The first result, 'Leading Change Without Authority.' by Oakley, Ed, is highlighted with a red box. It includes the date 'Aug 1, 2007', the journal 'Material Handling Management', and a 'Full Text: PDF' link. The second result, 'Finding form: elite sports and the business of change.' by Gilmore, Sarah, is also visible. On the right, a 'Summary' window is open, showing details for the first article: Title, Date, Journal, Author, and Abstract. A red box highlights the 'More' link at the bottom of the summary window. Above the summary window, there is a 'Collect Articles' section with a green square icon and a link to 'Add to Folder'.

**MANAGEMENT**

**CORPORATE culture**

**MANAGEMENT science**

**ORGANIZATIONAL structure**

**CHIEF executive officers**

**ORGANIZATION**

**EGO (Psychology)**

**INFLUENCE (Psychology)**

**COMMUNICATION in organizati...**

**ORGANIZATIONAL behavior**

**8 Results**

**Leading Change Without Authority.**  
Oakley, Ed  
Aug 1, 2007 Material Handling Management  
Full Text: PDF

**Finding form: elite sports and the business of change.**  
Gilmore, Sarah  
May 1, 2007 Journal of Organizational Change Management  
Abstract Only

**Calendar.**

**Collect Articles**

To print, email, or save  
[Add to Folder](#)

**Summary**

**Title:** Leading Change Without Authority.  
**Date:** Aug 2007  
**Journal:** Material Handling Management  
**Author:** Oakley, Ed  
**Abstract:** The author discusses several challenges faced by managers in implementing change initiatives. Leadership is seen as a key factor in managing change effectively. As a leader, the manager must be able to influence employees for the success of a change initiative. There is a need to let go of one's ego-driven desire to control in order to make the shift from management to leader...  
Full Text: PDF

[More](#)

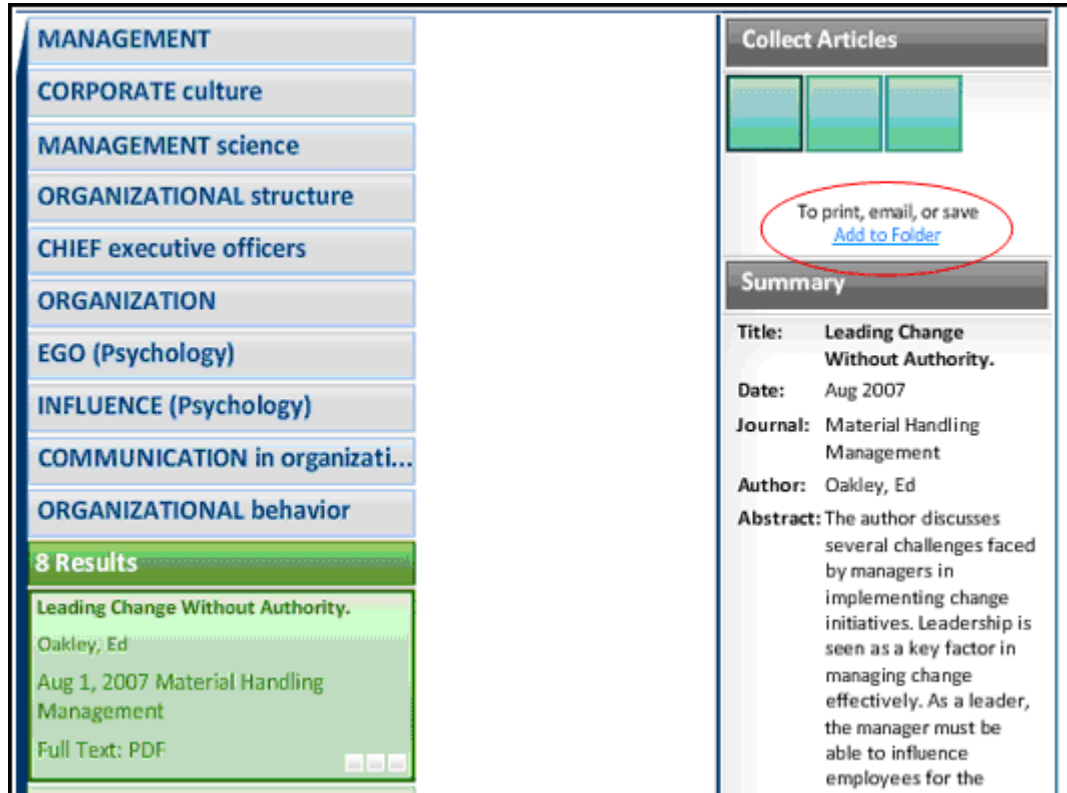
2. To view the full text of the article (if available), click the **More** link at the bottom of the citation. The Summary window will expand to display the full article.

## To collect articles:

Use the Collect Articles area to "drag-and-drop" articles that you are interested in. Items that you "collect" will remain there for the current session, unless you remove them. You will need to collect the items that you want to save to your folder.

**To save items to your folder:**

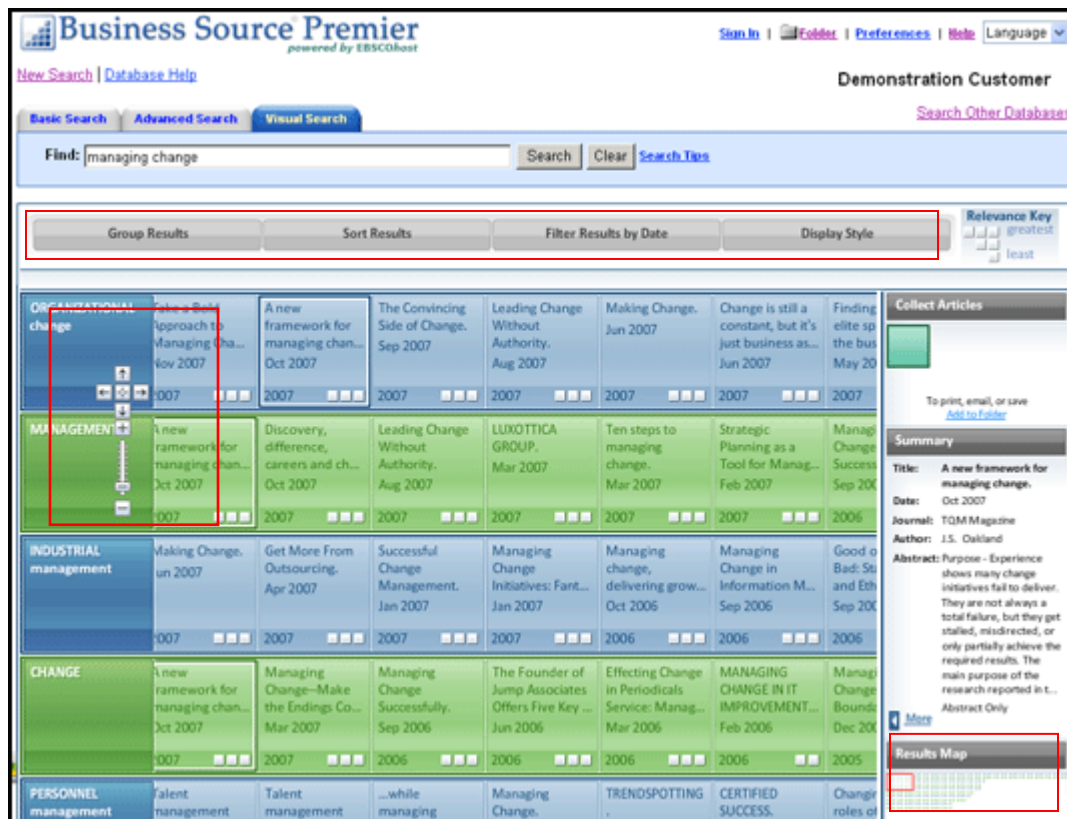
1. With your Result List displayed, drag the articles to the **Collect Articles** area.



2. Click the **Add to Folder** link. The items are immediately added to your "session" folder.
3. If you want to save the items for use in a future session, be sure to sign into *your My Business Source* account.

## Block Style Result List

If you select a Display Style of Blocks, the "block-style" Result List will display.



The Block Style Result List has two additional features - the control arrows, and the Results Map. To follow a path, use the control arrows on the left-hand side of the screen. Or, click in a new block within the Results Map to move to a different area of the Result List.

**Note:** Your library administrator decides whether Visual Search will be available, and which style (blocks or columns) will be the default Result List style.

# Search Tools

## Boolean Operators (And, Or, Not)

Boolean logic defines logical relationships between terms in a search. The *Boolean search operators* are **and**, **or** and **not**. You can use these operators to create a very broad or very narrow search.

- **And** combines search terms so that each search result contains all of the terms. For example, **travel and Europe** finds articles that contain both *travel* **and** *Europe*.
- **Or** combines search terms so that each search result contains at least one of the terms. For example, **college or university** finds results that contain either *college* **or** *university*.
- **Not** excludes terms so that each search result does not contain any of the terms that follow it. For example, **television not cable** finds results that contain *television* **but not** *cable*.

The following table illustrates the operation of Boolean terms:

And	Or	Not
Each result contains <b>all</b> search terms.	Each result contains <b>at least one</b> search term.	Results <b>do not contain</b> the specified terms.
The search <i>heart</i> <b>and</b> <i>lung</i> finds items that contain <b>both</b> <i>heart</i> and <i>lung</i> .	The search <i>heart</i> <b>or</b> <i>lung</i> finds items that contain either <i>heart</i> or items that contain <i>lung</i> .	The search <i>heart</i> <b>not</b> <i>lung</i> finds items that contain <i>heart</i> <b>but do not contain</b> <i>lung</i> .

## Using Stop Words

*Stop words* are commonly used words such as articles, pronouns and prepositions. Stop words are not added to the search dictionary, since their relevance is minimal, but they are counted as words for proximity (the distance between words). Ignoring stop words allows the program to retrieve a more precise Result List, especially for a relevancy ranked search.

The search engine ignores stop words (such as *the*, *for*, *of* and *after*), finding any single word in its place. For example, if you entered *company of America*, the search engine would find *company of America*, *company in America*, or *company for America*. It would not find *company of the America*, because the search engine retains a word distance.

If you enter two stop words, the search engine will find any two words in the place of the stop words. For example, if you searched for *company of the America*, the search engine finds any two words in the place of the stop words.

EBSCO has two primary lists of stop words, separate for Boolean and Natural Language searching. Additionally, several databases have their own list of stop words. All of these lists were created based upon The Library of Congress' suggestions on stop words, as well as our own statistical analysis.

## Using Quotation Marks

Typically, when a phrase is enclosed by double *quotations marks*, the exact phrase is searched. This is not true of phrases containing stop words. A stop word will never be searched for in an EBSCO database, even if it is enclosed in double quotation marks. A search query with stop words only (i.e. no other terms) yields no results.

## Using Punctuation

If you enter phrases with *punctuation*, the search engine searches for the term both with and without the punctuation. For example, if you enter *television: talk show*, the search engine finds results with *television talk-show*, *television talk show*, and if synonyms have been activated, *TV talk show*.

If you enter hyphenated words in a search, the search engine automatically searches for the word in both hyphenated and non-hyphenated forms. For example, entering *coca-cola* will find both *Coca Cola* and *Coca-Cola*.

## Wildcard (?) and Truncation (\*) Symbols

Use the *wildcard* and *truncation* symbols to create searches where there are unknown characters, multiple spellings or various endings. Neither the wildcard nor the truncation symbol can be used as the first character in a search term.

- The *wildcard* is represented by a question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a ?. The search engine finds all citations of that word with the ? replaced by a letter.

For example, type **ne?t** to find all citations containing **neat**, **nest** or **next**. The search engine does not find **net** because the wildcard replaces a single character.

- *Truncation* is represented by an asterisk (\*). To use truncation, enter the root of a search term and replace the ending with an \*. The search engine finds all forms of that word.

For example, type **comput\*** to find the words **computer** or **computing**.

## Field Codes

You can use *field codes* to create a search using indexed fields referenced in either the citation or full display (or full text, if available). EBSCO uses two-character abbreviations for field codes such as SU-Subject, AU-Author or TI- Article\_Title.

Field codes are database specific. For more information on which searchable fields are available for a database, on the Choose Databases Screen, click the **More Information** link for the database.

### To create a search using a field code:

1. At the Search Screen, type one of the two-letter codes before your search terms in the text entry field. For example, to search for articles that include the subject sports injuries and the term hockey, type: **SU Sports Injuries and Hockey**.
2. Click **Search**. The Result List appears.

## Proximity Searches

You can use a *proximity search* to search for two or more words that occur within a specified number of words (or fewer) of each other in the databases. Proximity searching is used with a keyword or Boolean search.

The proximity operators are composed of a letter (**N** or **W**) and a **number** (to specify the number of words). The proximity operator is placed between the words that are to be searched, as follows:

- *Near Operator (N)* - **N5** finds the words if they are within five words of one another regardless of the order in which they appear.

For example, type **tax N5 reform** to find results that would match tax reform as well as reform of income tax.

- *Within Operator (W)* - In the following example, **W8** finds the words if they are within eight words of one another and in the order in which you entered them.

For example, type **tax W8 reform** to find results that would match tax reform but would not match reform of income tax.

## Limiters

*Limiters* let you narrow the focus of your search so that the information retrieved from the databases you search is limited according to the values you select. You can use more than one limiter if more than one is available.

Common limiters that can appear on Advanced Search include:

- **Full Text** – Click to limit results to articles with full text.
- **Cover Story** – Click to limit results to articles that were featured as cover stories.
- **Local Titles** – Click to limit results to articles available at your library.
- **Journal/Magazine** - Enter a journal/magazine name in this field to limit results to articles only from that title.
- **Peer Reviewed** - Limits search results to articles from peer-reviewed journals. Peer-reviewed journals are publications that include only those articles that have been reviewed and/or qualified by a selected panel of acknowledged experts in the field of study covered by the journal.
- **Date Published** - Use this option to search for articles within a specified date range. Create a range by using the drop-down lists to specify the months of the range and enter the last two digits of the year in the entry fields to specify the years of the range.
- **Number of Pages** - Enter a number in this field to limit results to a specific number of pages in length. Place the < (less than) or > (greater than) symbol before the number to search for articles with a specific page length range. For example: to search for articles that are greater than three pages in length, enter >3 in this field. You can also use a dash to enter a range of pages. For example, to find articles between five and ten pages long, enter 5 - 10.

Limiters **do** limit one another. If you select both Full Text and Cover Story limiters, the results that are retrieved include only Full Text items that are Cover Story items. The exception to this rule is the use of Full Text and Local Titles limiters. In this situation, use of these limiters produces a list of results that has Full Text or is part of a local collection. Limiters may vary by interface, database and search screen.

### To create a search using a limiter:

1. In the **Find** field, enter your search terms.
2. Select the limiter you want to use from the **Limit Your Results** section of the Search Screen.
3. Click **Search**. The Result List appears.

## Expanders

*Expanders* let you broaden the scope of your search. They do this by widening your search to include words related to your keywords or including the actual text of the full text results in your search.

Common expanders that may appear on Advanced Search include:

- Apply additional terms to query – expands results to include synonyms and plurals.
- Also search within the full text of the articles – expands search results by finding your term(s) within the full text of the articles.
- Automatically "And" search terms – expands results by applying the AND operator between terms, e.g., typing **space shuttle** would give results for *space and shuttle*.

### To create a search using an expander:

1. On Advanced Search, enter your search terms in the **Find** field.
2. Select the expander you want to use from the **Expand results to** area of the Search Screen.
3. Click **Search**. The Result List appears.

# Browse Screens

## Browsing by Subject

### To browse by Subject:

1. From the Advanced Search Screen, click the **Subjects** link. The Subjects Browse Screen is displayed.

Select term, then add to search using: <span>or</span> <span>Add</span>		Explode
<input type="checkbox"/> <a href="#">FINANCE</a>		<input type="checkbox"/>
<input type="checkbox"/> <a href="#">LOCAL finance</a>		<input type="checkbox"/>
<input type="checkbox"/> <a href="#">CORPORATIONS -- Finance</a>		<input type="checkbox"/>
<input type="checkbox"/> <a href="#">HOUSING -- Finance</a>		<input type="checkbox"/>
<input type="checkbox"/> <a href="#">MUNICIPAL finance</a>		<input type="checkbox"/>
<input type="checkbox"/> <a href="#">OPTIONS (Finance)</a>		<input type="checkbox"/>

2. Enter your search terms in the **Browse for** entry field, and then select from: Term Begins With, Term Contains, or Relevancy Ranked radio buttons and click **Browse**.
3. A list of headings is displayed. In some databases, you can hover over the **Scope** link and view the entire Scope Note. Clicking on the **Scope** link positions you directly at the Scope Note area of the detail screen.
4. As you select headings, mark explode and/or major concept, and then add to your search using and, or, or not, your search is being built in the **Find** field.
5. To display a list of results that match your search terms, click **Search**.

### Term Begins With

If you browse the Subject list and enter "finance" in the **Browse for** field and select **Term Begins With**, the list displays the terms in alphabetical order:

FINANCE  
FINANCE charges  
FINANCE companies  
FINANCE houses Use FINANCE companies  
FINANCE, International Use INTERNATIONAL finance  
FINANCE, Local Use LOCAL finance

## Term Contains

If you browse the Subject list and enter “finance” in the **Browse for** field and select **Term Contains**, the term searched for appears first followed by a list of terms displayed in alphabetical order:

FINANCE  
ACCOUNTING -- Effect of inflation on  
AGENCIES, Rating (Finance) Use RATING agencies (Finance)  
ANTI-inflationary policies  
BANK investment contracts  
BANKS & banking, Foreign

## Relevancy Ranked

If you browse the Subject list and enter “finance” in the **Browse for** field and selected **Relevancy Ranked**, the exact match for the term appears first followed by a list of terms displayed in order of relevance.

FINANCE  
LOCAL finance  
CORPORATIONS -- Finance  
HOUSING -- Finance  
MUNICIPAL finance  
OPTIONS (Finance)

## Using Explode and Major Concept

### Explode

When you *Explode* a term, you create a search query that “explodes” the subject heading. The headings are exploded to retrieve all references indexed to that term as well as all references indexed to any narrower terms.

### Major Concept

When you select *Major Concept* for a term, you create a search query that finds only records for which the subject heading is a major point of the article. Searches are limited with specific qualifiers (subheadings) to improve the precision of the search, and limited to major subject headings indicate the main concept of an article.

### Combining Explode and Major Concept

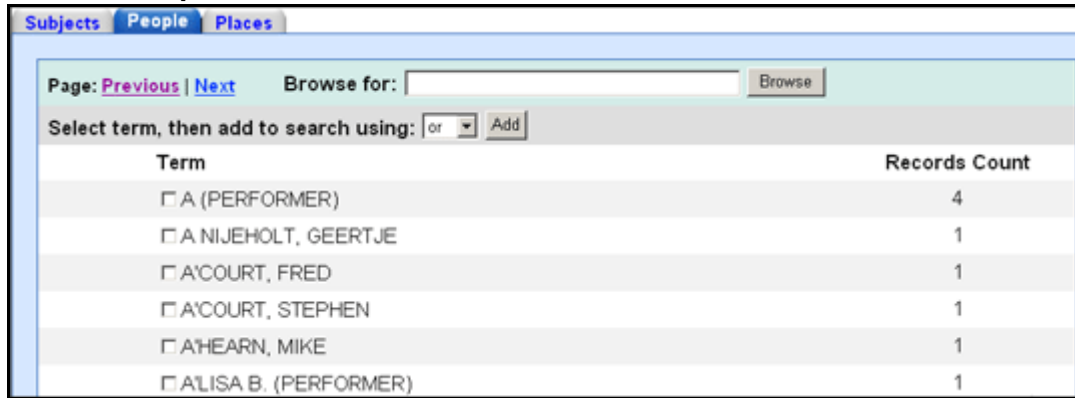
If you select Explode and Major Concept, you retrieve all references indexed to your term (and its narrower terms) and all articles for which the subject heading is a major point of the article.

## Searching for People and Places

In certain databases, People and Places appear as additional sub-tabs when you view the Thesaurus or Subject Terms list.

### To browse for People or Places:

1. Click the **People** or **Places** sub-tab.



The screenshot shows a web interface with three tabs: 'Subjects', 'People', and 'Places'. The 'People' tab is selected. Below the tabs, there is a 'Page: Previous | Next' link and a 'Browse for:' text input field with a 'Browse' button. Below this is a section 'Select term, then add to search using:' with a dropdown menu set to 'or' and an 'Add' button. A table displays a list of terms and their corresponding record counts.

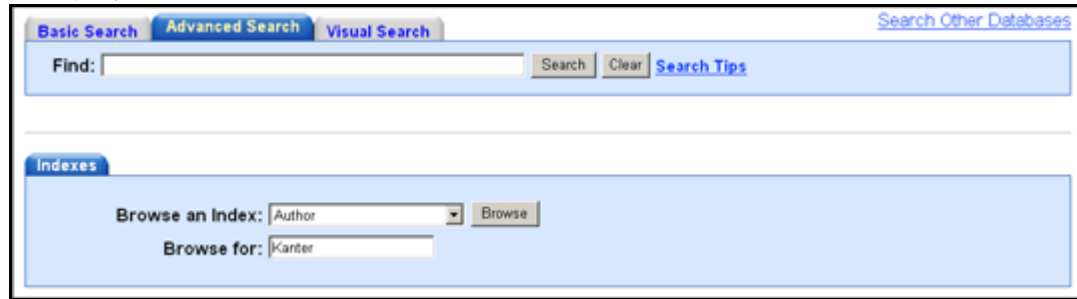
Term	Records Count
<input type="checkbox"/> A (PERFORMER)	4
<input type="checkbox"/> A NIJEHOLT, GEERTJE	1
<input type="checkbox"/> A'COURT, FRED	1
<input type="checkbox"/> A'COURT, STEPHEN	1
<input type="checkbox"/> A'HEARN, MIKE	1
<input type="checkbox"/> ALISA B. (PERFORMER)	1

2. Enter search terms in the **Browse for** field and click **Browse**. A list of indexed terms is displayed. (You could also page through the terms using the **Next** | **Previous** links and mark the terms you want.)
3. You can mark terms and click **Add**. The terms are added to the **Find** field.
4. Click **Search**. A Result List is displayed.

## Browsing an Index

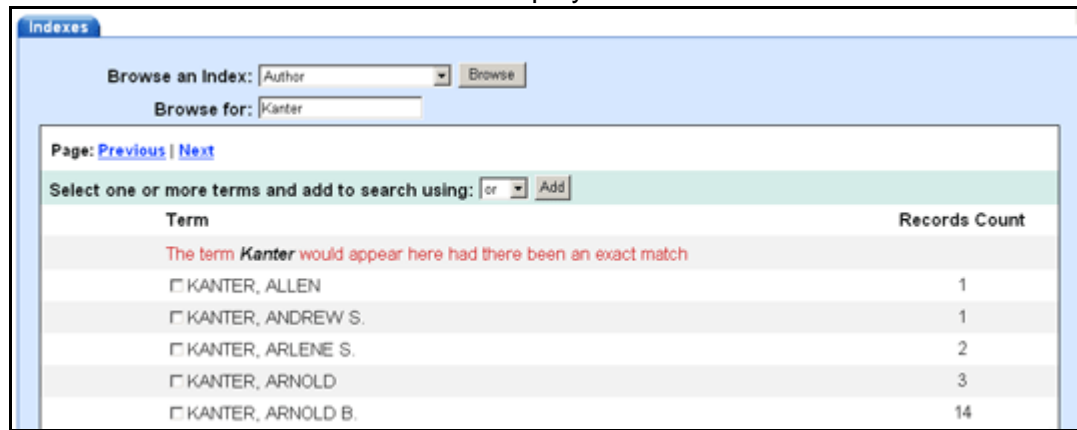
### To browse Indexes from Advanced Search:

1. From the Advanced Search Screen, click the **Indexes** link. The Indexes Browse Screen is displayed.



The screenshot shows the 'Indexes' section of the search interface. At the top, there are tabs for 'Basic Search', 'Advanced Search', and 'Visual Search', along with a link to 'Search Other Databases'. Below these is a search bar with a 'Find:' label, a text input field, and buttons for 'Search', 'Clear', and 'Search Tips'. The 'Indexes' section is highlighted with a blue header. It contains a 'Browse an Index:' dropdown menu set to 'Author' and a 'Browse for:' text input field containing 'Kanter'. A 'Browse' button is located to the right of the dropdown.

2. From the **Browse an Index** drop-down list, select a field. (For example, Author or Subject—the fields vary by database. You can enter a term in the **Browse for** text entry field or leave it empty.)
3. Click **Browse**. A list of index terms is displayed.



The screenshot shows the 'Indexes' section after clicking 'Browse'. The 'Browse an Index:' dropdown is still set to 'Author', and the 'Browse for:' field contains 'Kanter'. Below the input fields, there is a table of index terms. The table has two columns: 'Term' and 'Records Count'. The first row is a red message: 'The term *Kanter* would appear here had there been an exact match'. The following rows are terms with their respective record counts: 'KANTER, ALLEN' (1), 'KANTER, ANDREW S.' (1), 'KANTER, ARLENE S.' (2), 'KANTER, ARNOLD' (3), and 'KANTER, ARNOLD B.' (14). Above the table, there is a 'Page: Previous | Next' link and a 'Select one or more terms and add to search using:' dropdown set to 'or', with an 'Add' button.

Term	Records Count
The term <i>Kanter</i> would appear here had there been an exact match	
KANTER, ALLEN	1
KANTER, ANDREW S.	1
KANTER, ARLENE S.	2
KANTER, ARNOLD	3
KANTER, ARNOLD B.	14

4. Build a search query by marking the terms and selecting a Boolean operator (and, or, not). Click **Search**. You are returned to the Keyword Search screen. A Result List is displayed.

## Cited Reference Searching

### Browsing Cited References

Some databases provide the ability to "browse cited references." When you run a Basic or Advanced Keyword Search, any "Cited References" or "Times Cited in this Database" links that are available are presented with your search results.

The screenshot shows a search results page with tabs for 'Basic Search', 'Advanced Search', and 'Visual Search'. Below the tabs are links for 'Refine Search', 'Add search to folder', 'Display link to search', and 'Create alert for this search'. The results are for the query 'managing change and Full Text; References Ava...'. There are two results listed:

1. [Managing Our Way to Economic Decline](#). By: Hayes, Robert H.; Abernathy, William J.; Hayes, Robert H.. Harvard Business Review, Jul/Aug2007, Vol. 85 Issue 7/8, p138-149, 12p, 3 charts, 3 graphs, 1c; (AN 25355782) [Cited References \(8\)](#) [PDF Full Text](#) (1.3MB)
2. [A MARKET-ORIENTED APPROACH TO RESPONSIBLY MANAGING INFORMATION PRIVACY CONCERNS IN DIRECT MARKETING](#). By: Dolnicar, Sara; Jordaen, Yolanda. Journal of Advertising, Summer2007, Vol. 36 Issue 2, p123-149, 27p; (AN 25299480) [Cited References \(45\)](#) [PDF Full Text](#) (557K)

**Cited References** - If you click the **Cited References** hyperlink on a result, the Cited References sub-tab presents a list of records cited in your original article.

The screenshot shows the 'Cited References' sub-tab for the article 'Balancing risk, that is my life': The politics of risk in a hospital operating theatre department. The page displays a list of records cited in the original article:

1. Risk Society: Towards a New Modernity; Beck, U.; 1992, London : Sage. Document Type: Book Citation; (AN RSTNM.BECK.SAGE.A11B) [Citation Record] [Times Cited in this Database\(197\)](#)
2. An Ethnographic Study of Threats to Patient Safety in the Operating Theatre. Final Report of a Study funded by the National Patient Safety Research Programme; Boaden, R.; Harrison, S.; McDonald, R.; Parker, D.; Walshe, K.; Waring, J.; 2005, Birmingham : National Patient Safety Research Programme. Document Type: Book Citation; (AN ESTPSOTFRSFNPSRP.BOADEN.NATIONALPATIENTSAFETYRESE.BJJE) [Citation Record] [Times Cited in this Database\(1\)](#)

**Related Records** - If you select one or more cited references and click the **Related Records** button, the Related Records sub-tab presents a list of records related to your original article. These records are sorted by relevance, based on the greatest number of shared references.

Related Records for: ['Balancing risk, that is my life': The politics of risk in a hospital operating theatre department.](#)

Original Results

Cited References Citing Articles **Related Records**

To store items added to the folder for a future session, [Sign In to My Business Source.](#)

1-10 of 33 Page: 1 2 3 4 Next [Add \(1-10\)](#)

These records are related to the article shown above and are sorted by relevance, based on the greatest number of shared references.

1. <a href="#">'Balancing risk, that is my life': The politics of risk in a hospital operating theatre department.</a> By: McDonald, Ruth; Waring, Justin; Harrison, Stephen. <i>Health, Risk &amp; Society</i> , Dec2005, Vol. 7 Issue 4, p397-411, 15p; DOI: 10.1080/13698570500390705; (AN 19114355) <a href="#">Cited References (57)</a> <a href="#">Times Cited in this Database(1)</a>	<a href="#">Add</a>
2. <a href="#">Risk Migration and Scientific Advance: The Case of Flame-Retardant Compounds.</a> By: Alcock, Ruth E.; Busby, Jerry. <i>Risk Analysis: An International Journal</i> , Apr2006, Vol. 26 Issue 2, p369-381, 13p; DOI: 10.1111/j.1539-6924.2006.00739.x; (AN 20251740) <a href="#">Cited References (64)</a>	<a href="#">Add</a>
3. <a href="#">Ethics Creep: Governing Social Science Research in the Name of Ethics.</a> By: Haggerty, Kevin. <i>Qualitative Sociology</i> , Winter2004, Vol. 27 Issue 4, p391-414, 24p; DOI: 10.1023/B:QUAS.0000049239.15922.a3; (AN 15603589) <a href="#">Cited References (33)</a> <a href="#">PDF Full Text (137)</a>	<a href="#">Add</a>

**Times Cited in this Database** - If you click the **Times Cited in this Database** hyperlink on a result, the Citing Articles sub-tab presents a list of records that cite your original article.

Citing Articles for: ['Balancing risk, that is my life': The politics of risk in a hospital operating theatre department.](#)

Original Results

Cited References **Citing Articles** Related Records

To store items added to the folder for a future session, [Sign In to My Business Source.](#)

1-1 of 1 Page: 1 [Add \(1-1\)](#)

These records cite the article shown above.

1. <a href="#">Language games and tragedy: The Bristol Royal Infirmary disaster revisited.</a> By: Kewell, B. J. <i>Health, Risk &amp; Society</i> , Dec2006, Vol. 8 Issue 4, p359-377, 19p; DOI: 10.1080/13698570601008305; (AN 23462754) <a href="#">Cited References (47)</a>	<a href="#">Add</a>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------

1-1 of 1 Page: 1 [Add \(1-1\)](#)

Cited References and Times Cited within this Database hyperlinks are also displayed on the article detail page. Records with Cited References and Times Cited within this Database links can be saved to the folder. However, linking to Cited References or Citing Articles lists is not available from the folder.

## Searching for Cited References

If a database supports "cited reference" searching as well as "cited reference" browsing, a Cited References Search Screen is also available.

Enter search terms in the author, title, source, year or all fields. The results of a cited reference search are displayed below the Cited References sub-tab. The Search fields remain available so you can edit your search terms or run a new search.

**Cited References** - From the Cited References Search Screen, the Cited References sub-tab presents a list of citation records for the search terms you entered.

Searched references for: *WA Liedtka, Jeanne*

Cited Author: <input type="text" value="Liedtka, Jeanne"/>	Cited Title: <input type="text"/>	<input type="button" value="Search"/>	<a href="#">Search Tips</a>
Cited Source: <input type="text"/>	Cited Year: <input type="text"/>		
All Citation Fields: <input type="text"/>			

**Cited References** **Citing Articles** To store items added to the folder for a future session, [Sign in to My Business Source.](#)

1-10 of 10 Page: 1 [Add \(1-10\)](#)

To view citing articles, mark checkboxes and click *Find Citing Articles*.

1. Corporate Social Responsibility: A Critical Approach; Freeman, Edward R.; Liedtka, Jeanne  
Business Horizons; 1991 Issue July-August, p92-98, 7p. Document Type: Article Citation; (AW  
AFBDGEJH) [Citation Record] [Add](#)
- ☐ 2. The Soft Underbelly of Stakeholder Theory: Towards Understanding Community; Freeman, R.  
Edward; Dunham, Laura; Liedtka, Jeanne Darden School Working Paper, 2001. Document Type:  
Book Citation; (AW ACFCHADF) [Citation Record] [Add](#)  
**Times Cited in this Database(1)**
3. Corporate Social Responsibility: A Critical Approach; Freeman, R. Edward; Liedtka, Jeanne  
Business Horizons; 1991 Vol. 34 Issue 4, p97. Document Type: Article Citation; (AW  
BH.CD.IG.FREEMAN.CSRCA) [Citation Record] [Add](#)

**Citing Articles** - From the Cited References sub-tab, you can mark check boxes, click **Find Citing Articles**, and retrieve a list of Citing Articles.

Searched for citing articles in: *WA Liedtka, Jeanne*

Cited Author: <input type="text" value="Liedtka, Jeanne"/>	Cited Title: <input type="text"/>	<input type="button" value="Search"/>	<a href="#">Search Tips</a>
Cited Source: <input type="text"/>	Cited Year: <input type="text"/>		
All Citation Fields: <input type="text"/>			

[Cited References](#) **[Citing Articles](#)** To store items added to the folder for a future session, [Sign In to My Business Source](#).

1-2 of 2 Page: 1 [Add \(1-2\)](#)

These records cite: *WA Liedtka, Jeanne*

1. <a href="#">WHAT STAKEHOLDER THEORY IS NOT</a> . By: Phillips, Robert; Freeman, R. Edward; Wicks, Andrew C.. Business Ethics Quarterly, Oct2003, Vol. 13 Issue 4, p479-502, 24p, 2 charts; (AN 11431048) <a href="#">Cited References (68)</a> <a href="#">Times Cited in this Database(15)</a> <a href="#">PDF Full Text</a>	<a href="#">Add</a>
2. <a href="#">TERMS OF GLOBAL BUSINESS ENGAGEMENT IN ETHICALLY CHALLENGING ENVIRONMENTS: APPLICATIONS TO BURMA</a> . By: Schermerhorn Jr., John R.. Business Ethics Quarterly, Jul99, Vol. 9 Issue 3, p485-505, 21p, 2 charts; (AN 2076506) <a href="#">Cited References (82)</a> <a href="#">PDF Full Text</a>	<a href="#">Add</a>

1-2 of 2 Page: 1 [Add \(1-2\)](#)

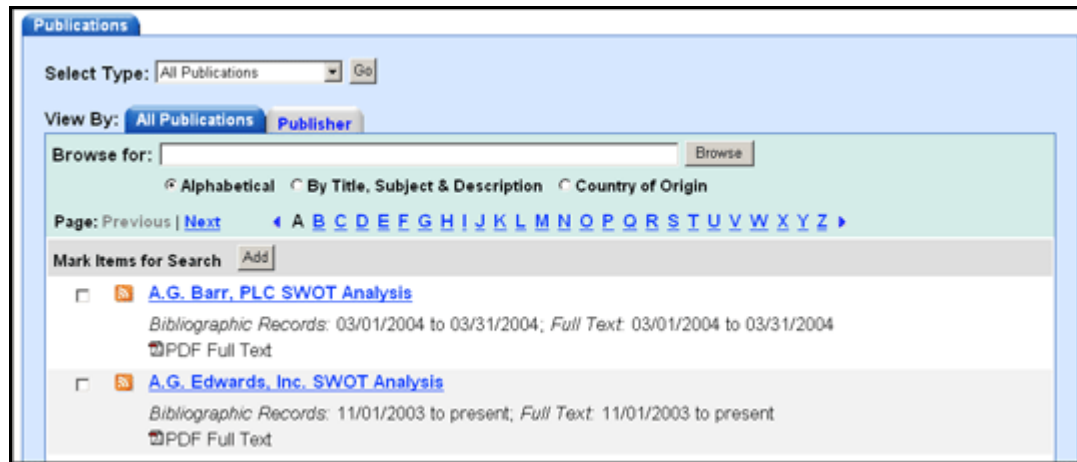
**Note:** Support for cited reference searching varies by database.

## Searching by Publication

The *Publication Authority File* lists the information contained in a database according to journal or magazine name.

### To browse a Publication Authority File:

1. From Advanced Search, click the **Publication** link or any of the **source-type** links (Academic Journals, Magazines, etc.). The Publication Authority File (or section of the file--e.g., Newspapers) appears, with the beginning of the list displayed.



2. From the Publications tab, enter your search terms in the **Browse for** field. You can enter all or part of a publication name. (For example, you could enter *Time*.) To narrow by source type (Industry Reports, SWOT Analyses, etc.), select from the Select Type drop-down list.

3. Select a search type. Click one:
  - **Alphabetical** - Finds journals beginning with the letters you entered. Results are displayed in alphabetical order.
  - **By Title, Subject & Description** - Finds publications that carry that term in the Subject, Description or Title fields of the Publication Details.
  - Depending on the type of publication you are searching for, additional selections may be displayed. When searching within Country or Industry Reports, you may also be able to narrow by Country, Region, Industry, or All Reports.
4. Click **Browse** to view your terms as they appear in the Publication Authority File. A Result List is displayed.
5. Browse the list by using the **scroll bar** or the **arrow keys** to move up or down the current page, or by using the up or down arrows at the top and bottom of the page.

For a description of the journal or publication, click the hyperlinked **Publication Name**.

The information found in the Publication Details may include: the title, ISSN, publisher information (name, address, publisher URL), title history, bibliographic record and full text coverage, publication type, the subject and/or a description of the journal, and whether the journal is peer reviewed.

Hyperlinks to all issues are displayed in a column on the right side of the screen. If the journal displays a title history, you can switch between **All Issues** in the history or **Current Title Only** (the issues for the current title being displayed).



## Marking Items for Search

You can use the *Mark Items for Search* feature to search several publications at the same time, or to combine publication names with other search terms.

### To search for several publications at the same time:

1. With the Publication Result List displayed, mark the check boxes to the left of the publications you want to search. Click **Add**. The publications you selected are placed in the **Find** field on the Search Screen. (They are combined with "or.")
2. To search within those publications, click **Search**. To revise your search, you can add more terms in the **Find** field and click **Search**.

For example, enter *science* in the **Browse for** field and click **Browse**. You could then mark the publications *Science and Society* and *Science as Culture*, and click **Add**. Your selections would be posted in the **Find** field as:

JN "Science & Society" OR JN "Science as Culture"

You could click **Search**, and obtain results from both publications. You could also edit your search in the **Find** field, adding "and humanity" to your search. This would provide a different set of search results.

### To search within a publication:

1. From a journal's Publication Detail Screen, click the **Search within this publication** link.



2. The Search screen appears with the **JN** tag and the journal name entered in the **Find** field. Add any additional search terms and/or limiters and click **Search**.
3. A Result List is displayed.

# Setting Up a Journal Alert


To set up a journal alert:


1. From the Advanced Search Screen, click the **Publications** link. To locate the publication, enter the title in the **Browse Publications** field and click **Browse**, or use the **A – Z** links and the left/right arrows to browse through the list of titles.
2. From the journal's Publication Details Screen, click the **Journal Alert** link. If you have not signed into your personal account, you will be prompted to do so.



3. The Journal Alert Screen appears. The Journal Alert name, Date Created, Database, and Interface name are automatically filled in.
4. In the **Run Alert for** field, select how long the journal alert should run:
  - One month (the default)
  - Two months
  - Six months
  - One year

## Journal Alert Screen


**Business Source Premier**  
powered by EBSCOhost

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[Sign Out](#) |  [Folder](#) | [Preferences](#) | [Help](#) | [Exit](#) | Language ▼

[New Search](#) |  
[Database Help](#)

**Demonstration Customer**

### Journal Alert

Enter information in the fields below. You will be notified each time a new issue is made available on BSI for the following journal: *ABA Banking Journal*

Alert Name	ABA Banking Journal
Date Created	3/23/2007
Databases	Business Source Premier
Interface	BSI
Run Alert for	<span style="border: 1px solid black; padding: 2px;">One Year ▼</span>
Alert Options	Alert results format <input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input type="radio"/> Bibliographic Manager <input checked="" type="checkbox"/> Limit EBSCOhost access to only the articles sent <input type="checkbox"/> Alert on full text only
E-mail Properties	<input checked="" type="radio"/> Email all alerts and notices <input type="radio"/> Email only creation notice <input type="radio"/> No e-mail (RSS only) E-mail Address (please separate e-mail addresses with a semicolon) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <input type="checkbox"/> Hide addresses from recipients Subject <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Title <div style="border: 1px solid black; height: 20px; width: 100%;"></div> E-mail [From] address <div style="border: 1px solid black; height: 20px; width: 100%;"></div> E-mail Results format <input checked="" type="radio"/> Plain Text <input type="radio"/> HTML <input type="radio"/> Link to TOC page on EBSCOhost <input checked="" type="radio"/> Article links embedded within the e-mail message Include in e-mail <input checked="" type="checkbox"/> Query <input checked="" type="checkbox"/> Frequency

Save
Cancel

### In the **Alert Options** area

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.
2. To **limit EBSCOhost access to only the articles in the alert** (rather than the entire site), mark the check box to the left of this field.
3. **Alert on full text only** – Mark the check box to indicate that you want to set up an alert for only the full text

*In the **E-Mail Properties** area*

1. Indicate how you would like to be notified. Select one:
  - E-mail all alerts and notices (the default)
  - E-mail only creation notice
  - No e-mail (RSS only) – if you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).
2. **E-mail Address** - to be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. **Hide Addresses from recipients** – if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the “To” field.
4. **Subject** - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *Business Source Alert Notification*.
6. **E-mail [From] address** - defaults to *EPAAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format to use**: Plain Text or HTML.
8. Indicate whether you want to include: **Link to TOC page on BSI** or **Article links embedded within the e-mail message**.
9. **Include in e-mail** - To have your search string included with your results, mark the **Query** check box. To include the frequency (how often the alert will run), mark the **Frequency** check box.
10. When you have finished making changes, click **Save**. You will be returned to the Publication Details Screen. A message is displayed that indicates a journal alert has been set for the publication.

## Setting Up a One-Step Journal Alert

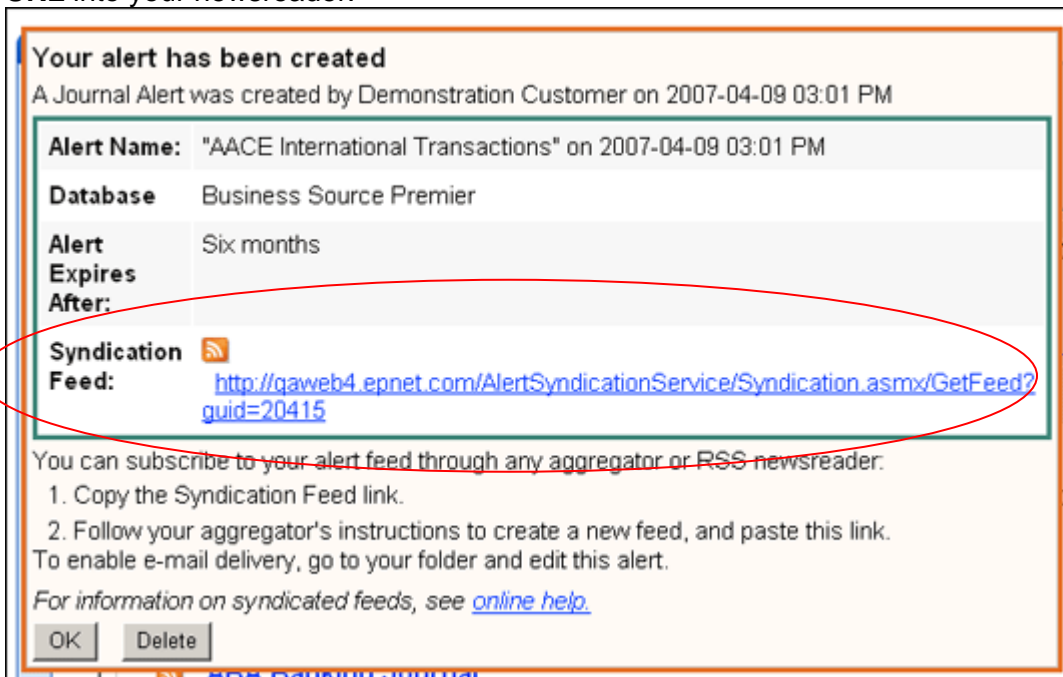
If enabled by your library administrator, you may also be able set up one-step journal alerts right from the Publications Browse Screen.

**To set up a one-step journal alert:**

1. Click the **Publications** link on the sub-toolbar. Once you have found the desired publication, click the **RSS alert** icon to the left of the publication name.



2. A pop-up screen displays with the journal alert information. Copy the **Syndication Feed URL** into your newsreader.



3. If you decide that e-mail delivery of the alert information is required, click the **Sign in and create a new alert** link. Once you sign in to My BSI, the Journal Alert Screen appears. You can save the alert as described earlier in "Setting Up a Journal Alert."

# Saving Searches and Alerts

## Saving Searches

You can save single or multiple searches for later use.

### To save searches:

1. From the Search History/Alerts Screen, click **Save Searches/Alerts**. The Saved Search/Alerts Screen appears.

#	Query	Limiters/Expanders	Last Run Via	Results
S2	banking	<b>Limiters</b> - References Available; Full Text <b>Expanders</b> - Automatically "And" search terms	<b>Interface</b> - bsi <b>Search Screen</b> - Advanced Search <b>Database</b> - Business Source Premier	5432
S1	SU banking and finance	<b>Expanders</b> - Automatically "And" search terms	<b>Interface</b> - bsi <b>Search Screen</b> - Advanced Search <b>Database</b> - Business Source Premier	24897

2. If you have not already logged in to your personal account, you will be prompted to sign in. Enter your **user name** and **password**; or click **Cancel** and return to the Advanced Search Screen.
3. Enter a **Name** and **Description** for the search. (For example, *mysearch1*)
4. In the **Save Search As** field, select one of the following:
  - Saved Search (Permanent)
  - Saved Search (Temporary 24 hours)
  - Alert - If you selected Alert, additional fields are available. For more information, see "Saving a Search as an Alert."
5. To save the search, click **Save**; otherwise, click **Cancel**. You are returned to the Search History/Alerts Search Screen.

You can retrieve your saved searches and alerts and edit and reuse them.

**To retrieve searches:**

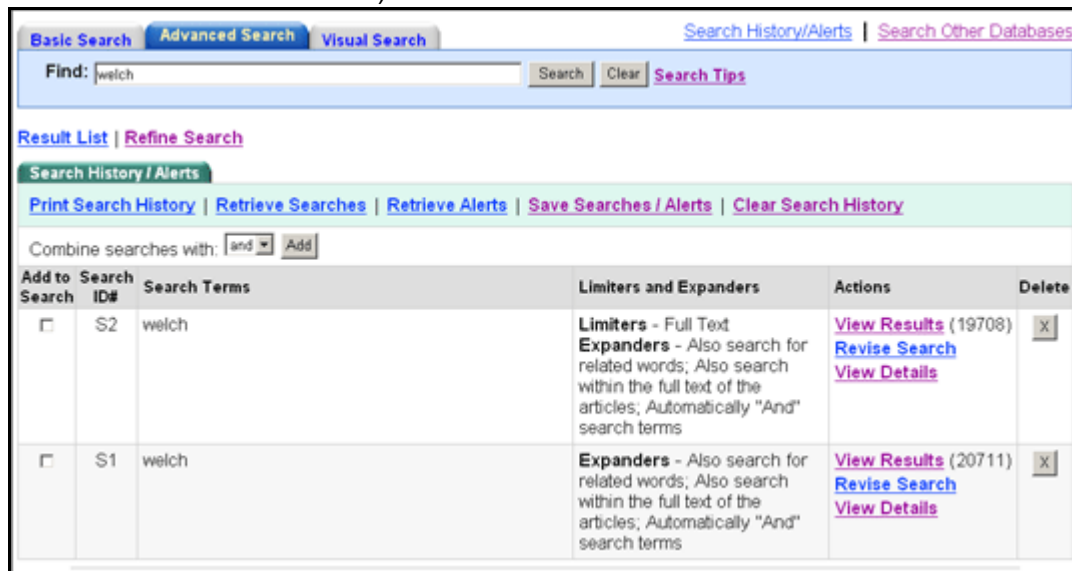
1. From the Search History/Alerts Screen, click **Retrieve Searches**.
2. If you have not already logged into your personal account, you will be prompted to sign in. Enter your **user name** and **password**; or click **Cancel** and return to the Advanced Search Screen.
3. If you currently have search history open, you are prompted to save your current search. If you proceed without saving, the retrieved search appears and your current search is cleared. To retrieve a search from the Saved Searches List, click on the **Retrieve Saved Search** link.
4. You are returned to the Advanced Search Screen. The **Find** field now includes all information for the search you retrieved. All search counts are replaced with question marks. When you view the results (by clicking on a **Rerun** link in the Results column), a new search is launched and its results are added to the search history.

**Note:** If you retrieve a search saved on EBSCOhost into the Business Searching Interface, your results may vary. This is because the limiters may be different on either interface.

## Saving a Search as an Alert

To save a search as an alert:

1. From the Advanced Search Screen, or from the Result List, click the **Search History/Alerts** link. (If enabled by your library administrator, Search History may also be available from Basic Search.)



2. From the Search History/Alerts Screen, click **Save Searches/Alerts**. The Saved Search/Alert Screen appears. If you have not already signed in to your personal account, you will be prompted to do so.


On the **Save Search/Alert** Screen:


1. Enter a **Name** and **Description** for the Alert.
2. To run the Alert against a different database, select the **Databases** from the drop-down list. (Hold down the control key and left-click your mouse to select multiple databases.)
3. **Search strategy** – The search terms are displayed. (*not editable*)

In the **Save Search As** area of the screen:

1. To save the search as an Alert that can be automatically run, click the **Alert** radio button.
2. To select how often the search will be run, from the **Frequency** drop-down list, select one:
  - Once a day
  - Once a week
  - Bi-weekly
  - Once a month (the default).

## Save Search/Alert Screen


**Business Source Premier**  
powered by EBSCOhost

Not Mary? [Sign in here.](#)  
[Sign Out](#) |  [Folder](#) | [Preferences](#) | [Help](#) | [Exit](#) | [Language](#)

[New Search](#) | [Database Help](#)

Demonstration Customer

### Save Search/Alert

Name of Search/Alert	<input type="text"/>
Description	<input type="text"/>
Date Created	3/23/2007
Databases	<div>Business Source Premier</div> <input type="text"/>
Search Strategy	welch
Interface	BSI
Save Search As	<input type="radio"/> Saved Search (Permanent) <input type="radio"/> Saved Search (Temporary, 24 hours) <input checked="" type="radio"/> Alert Frequency <div>Once a day</div> Articles published within the last <div>No Limit</div> Run Alert for <div>One Year</div>
Alert Options	Alert results format <input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input type="radio"/> Bibliographic Manager <input checked="" type="checkbox"/> limit EBSCOhost access to only the articles sent
E-mail Properties	<input checked="" type="radio"/> Email all alerts and notices <input type="radio"/> Email only creation notice <input type="radio"/> No e-mail (RSS only) E-mail Address (please separate e-mail addresses with a semicolon) <div><input type="text"/></div> <input type="checkbox"/> Hide addresses from recipients Subject <div><input type="text"/></div> Title <div>Business Source Alert Notification</div> E-mail (From) address <div>qaalerts@epnet.com</div> E-mail Results format <input checked="" type="radio"/> Plain Text <input type="radio"/> HTML Include in e-mail <input checked="" type="checkbox"/> Query <input checked="" type="checkbox"/> Frequency

3. To limit which articles are searched, from the **Articles published within the last** drop-down list, select one:
  - One month
  - Two months
  - Six months
  - One year
  - No limit (the default)

4. In the **Run Alert for** field, select one:

- One month
- Two months
- Six months
- One year (the default)

*In the **Alert Options** area of the screen:*

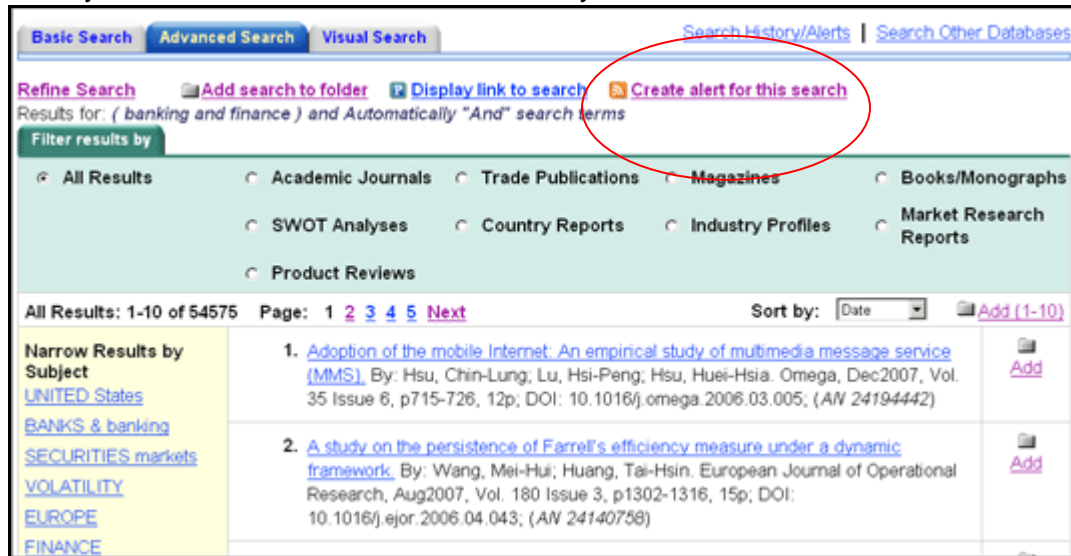
1. Select the **Alert results format**: Brief, Detailed, or Bibliographic Manager.
2. To **limit access to only the articles in alert** (rather than the entire site), mark the check box to the left of this field.

*In the **E-mail Properties** area of the screen:*

1. Indicate how you would like to be notified. Select one:
  - E-mail all alerts and notices (the default)
  - E-mail only creation notice
  - No e-mail (RSS only) - if you select this option, the remaining E-mail Options will be hidden (because they are not necessary for RSS).
2. Enter your **E-mail Address**. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. **Hide addresses from recipients** - if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.
4. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *Business Source Alert Notification*.
6. **E-mail [From] address** - Defaults to: *EPAAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format** to use: Plain Text or HTML.
8. To have your search string included with your results, mark the **Include query string in results** check box. To include the alert frequency, mark the **frequency** check box.
9. When you have finished making changes, click the **Save** button.

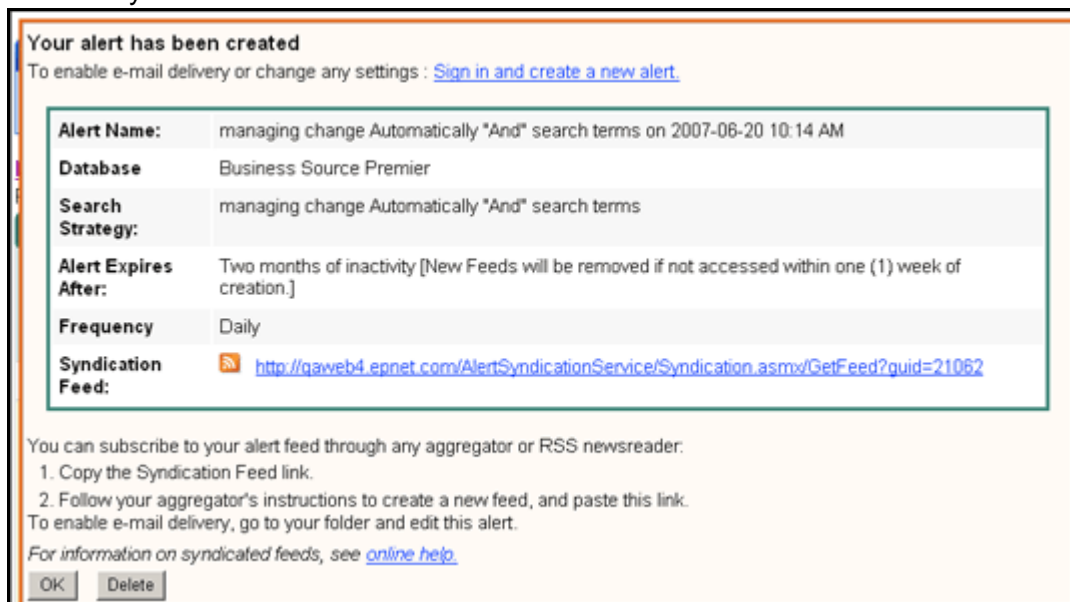
## Setting Up a One-Step Search Alert

If enabled by the library administrator, you may be able to set up search alerts in just one step directly from the Result List or Search History Screens.



To set up a one-step search alert:

1. From the Result List or Search History Screen, click the **RSS alert** icon, or the **Create alert for this search** link.
2. A pop-up screen displays with the search alert information. Copy the **Syndication Feed URL** into your newsreader.



3. If you decide that e-mail delivery of the alert information is required, click the **Sign in and create a new alert** link. Once you sign in to My BSI, the Search Alert Screen appears. You can save the alert as described earlier in "Saving a Search as an Alert."

## Setting Up a Personal Account

If provided by your library administrator, you can set up a *personal account* that can be used in all EBSCO interfaces. With a personal account, you can save search results, persistent links to searches, saved searches, search alerts, journal alerts and web pages to your personal folder.

### To set up a personal account:

1. From the Sign In Screen, click the **I'm a new user** link.
2. The Create a New Account Screen displays with Personal Account entered in the Account Type field.

Sign In To save items in a personal folder, set up an account by entering the following information and then click Submit.

Create a new account

Account Type	Personal Account	<a href="#">More Info</a>
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
E-mail Address	<input type="text"/>	
User Name	<input type="text"/>	This is the user name you will use to sign in to My Business Source.
Password	<input type="password"/>	Five-character minimum, no spaces
Retype Password	<input type="password"/>	
Secret Question	<input type="text" value="[Select One]"/>	Used to help identify your account if you forget your user name or password.
Secret Answer	<input type="text"/>	

Note: Please remember your account information for future reference.

3. Fill in the fields on the Create a New Account Screen. When you have completed the fields, click **Continue**.
4. If all the information was accepted, a message appears that provides your user name and password. Click **OK**. You will be automatically signed in as a personal user. You should note the user name and password you created so you can log in at a future session.

When you set up a personal account, we ask for your name, e-mail address, a unique login name, password, and password validation. EBSCO uses this information only to identify you at log in so your searches are not viewed or used by anyone else. We do not share this information. Click on our privacy policy for more information.

If you have forgotten your *password*, you can submit your user name to retrieve your password.

### To reset your password:

1. From the Login Screen, click **I forgot my password**. A screen appears.
2. Enter your **user name** and click **Continue**. You are prompted to answer the question you entered as a password hint.
3. Enter your new password twice.
4. Click **Continue**. You are automatically signed in as a personal user based on your new password. You should note the new password so you can sign in at a future session.

## Setting Up a Charge Back Account

If you are a corporate user (for example, a law firm or an advertising agency) who needs to track usage on a per client basis for billing purposes, you can set up a *Charge Back Account*. In addition to having all features available in a personal account, you can also set up clients, start a timer to track usage by client, and obtain a report of the time spent. Usage information can be printed and/or e-mailed.

### To set up a charge back account:

1. From the Sign In Screen, click the **Create a Charge Back Account** link.
2. The Create a New Account Screen displays with Charge Back Account entered in the Account Type field.

The screenshot shows a web form titled "Create a new account". At the top, it says "To save items in a personal folder, set up an account by entering the following information and then click Submit." The form has a light blue header with the text "Create a new account". Below this, the "Account Type" is set to "Charge Back Account" with a "More info" link. The form contains several input fields: "First Name", "Last Name", "E-mail Address", "User Name" (with a note: "This is the user name you will use to sign in to My Business Source."), "Password" (with a note: "Five-character minimum, no spaces"), "Retype Password", "Secret Question" (a dropdown menu showing "[Select One]"), and "Secret Answer" (with a note: "Used to help identify your account if you forget your user name or password."). At the bottom, there is a "Note: Please remember your account information for future reference." and two buttons: "Submit" and "Cancel".

3. After you have completed the Create a New Account Screen click **Submit**. A confirmation message is displayed. Click **OK**.
4. The Set Up New Client Screen appears. Enter the charge back information for the first client and click Submit. Your charge back information is displayed.
5. You can continue entering charge back clients, or click **Cancel** and return to searching. You can add, change or delete charge back clients at any time.

**To use charge back with Business Searching:**

1. Sign in using a charge back account user name and password. Your list of Charge Back clients is displayed.
2. Select a client from the Charge Back List and click **Start Timer**. When you have finished searching for that client, click the **Stop Charge Back Timer** link.
3. The Charge Back Report Screen displays the client name, date, and time spent searching. You can print and/or e-mail the report.

# Viewing Search Results

## Viewing the Result List

Search results can be citations, full text, document summaries or abstracts, and can include links to full text.



- Each result is numbered, and the available formats for the article are displayed—HTML Full Text, PDF Full text, or Linked Full Text. Click the linked page numbers (or forward/backward arrows) to move through the Result List.
- Where a "Sort by" drop-down list is available, you can re-sort your results by author, date, relevance, etc.
- You can change your Preferences settings (from the Utility Toolbar) to specify how many results per page should be displayed, and how much detail should be displayed for each result—title only; a brief citation; or a detailed citation of the article.
- The article title is a hyperlink to the "best view" as selected by the library administrator—this could be the citation; a brief citation plus full text; a PDF file; or links to full text. To view a different format, click on any of the icons listed below the title.
- When a Result List is displayed, an **Add search to folder** icon appears to the right of your search string. You can add the query to the folder as a persistent link to a search.
- From a Result List, you can click the **Display link to search** icon that appears at the end of the search string. The search query is displayed in a shaded area below the link. Highlight the link text and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.
- When the **Create alert for this search** link displays at the end of the search string, you can create an alert right from the Result List., even if you are not signed in to *My BSI*.

## Clustered Result List

Some databases support organizing the Result List by subjects, authors, or journals.

This feature, also known as “clustering,” is helpful if you want to discover the major subject groups for your topic without having to browse multiple pages of results, or checking individual articles to see if they are relevant.

The screenshot displays a search interface with a top navigation bar containing radio buttons for 'All Results', 'Academic Journals', 'Magazines', and 'Product Reviews'. Below this, it shows 'All Results: 150 of 6348' and 'Page: 1' with a 'Next' link. A 'Sort by: Date' dropdown and an 'Add (150)' button are also present. The main area is divided into two columns. The left column, titled 'Narrow Results by:', lists various subjects: 'BANKS & banking', 'SECURITIES markets', 'FINANCE', 'VOLATILITY (Financial)', 'SECURITIES', 'STOCK exchanges', 'UNITED States', 'FINANCIAL institutions', and 'MONETARY policy'. The right column displays three search results, each with a title, author information, publication details, and links for 'Cited References' and 'PDF Full Text'. Each result also has an 'Add' button in the right margin.

Filter results by	
<input checked="" type="radio"/> All Results <input type="radio"/> Academic Journals <input type="radio"/> Magazines <input type="radio"/> Product Reviews	
All Results: 150 of 6348    Page: 1 <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">Next</a> Sort by: <span>Date</span> <a href="#">Add (150)</a>	
<b>Narrow Results by:</b>	
<b>▼ Subject</b>	
<a href="#">BANKS &amp; banking</a>	
<a href="#">SECURITIES markets</a>	
<a href="#">FINANCE</a>	
<a href="#">VOLATILITY (Financial)</a>	
<a href="#">SECURITIES</a>	
<a href="#">STOCK exchanges</a>	
<a href="#">UNITED States</a>	
<a href="#">FINANCIAL institutions</a>	
<a href="#">MONETARY policy</a>	
1. <a href="#">The Agency Problems Embedded in Firm's Equity Investment</a> . By: Yeh, Yin-Hua; Lee, Tsun-Siou; Shu, Pei-Gil. Journal of Business Ethics, Apr2008, Vol. 79 Issue 1/2, p151-166, 16p, 6 charts, 1 diagram; DOI: 10.1007/s10551-007-9387-3; (AN 31518633)	<a href="#">Cited References (02)</a> <a href="#">PDF Full Text</a>
2. <a href="#">MEASURING CONSUMER SATISFACTION IN INTERNET BANKING: A CORE FRAMEWORK</a> . By: Ziqi Liao; Tow Cheung, Michael. Communications of the ACM, Apr2008, Vol. 51 Issue 4, p47-51, 5p, 3 charts, 1 diagram; DOI: 10.1145/1330311.1330322; (AN 31663005)	<a href="#">Cited References (12)</a> <a href="#">PDF Full Text</a> (152KB)
3. <a href="#">A Guide to Serving the Estate and Financial Planning Needs of Gay Men, Lesbians, and Same-Sex Couples</a> . By: Kapp, Joseph; Burkholder, Nicholas E.. Journal of Financial Planning, Mar2008, Vol. 21 Issue 3, p54-64, 8p; (AN 31273549)	<a href="#">Cited References (1)</a> <a href="#">PDF Full Text</a> (609KB)

You can page through the results just as on a “regular” Result List. Or, to narrow your results, click a hyperlinked subject in the “Narrow Results by Subject” column. A new Result List, limited to the chosen subject, is displayed and a new list of subjects appears in the left-hand column.

- Clustered Results are grouped by Subject, Journal or Author (as set in EBSCOadmin).
- The first 125 results, relevancy ranked, will appear for the clusters selected in EBSCOadmin.
- The maximum number of clusters (subjects) is 9.

**Note:** Your Library Administrator decides whether this feature will be available.

# Viewing the Full Record

## Available Formats

When you click the title of an article, the "Best View" selected by your library administrator is displayed. This can be a citation, HTML full text or PDF. To view a different format, click on any of the icons displayed on the **Formats** line.

## Citation View

When the citation view is displayed, it may also include a summary or an abstract. Your original keywords are highlighted throughout the record. If activated by your library administrator, the full text of the article may appear below the citation.



- The author and subject of the record can appear as links that let you perform a search of that particular field.
- Where a **Find More Like This** link appears, you can click the link to perform a search for articles with similar subject headings. A new Result List will display.
- The source may display a link or journal logo that leads to a detailed view of the source or publication. Clicking on the journal logo links you to a detailed description of the journal. Clicking **Back** returns you to the full record of the article.
- The source may also include a table of contents link that lets you perform a search on the same issue of the source or publication.

## HTML Full Text View

When the HTML full text view is displayed, you can also return to the citation, or any PDF or linked text by clicking on the available icons. The text is displayed formatted and ready for printing. A brief citation is always included at the end of the article.

The screenshot shows the Business Source Premier interface. At the top, there's a header with the logo, navigation links (Sign In, Folder, Preferences, Help, Exit), and a Language dropdown. Below the header, there's a sub-header with 'New Search' and 'Database Help' links, and a 'Demonstration Customer' label. The main content area displays search results for '14 of 346' items. It includes links for 'Result List', 'Refine Search', 'Print', 'E-mail', 'Save', and 'Add to folder'. Below these, there's a 'View:' section with options for 'Citation', 'HTML Full Text', 'PDF Full Text (2.7MB)', and 'Cited References(10)'. The article title is 'Managing Media and Advertising Change with Integrated Marketing' by Calder, Bobby J., and Malthouse, Edward C., from the Journal of Advertising Research, 00218499, Dec2005, Vol. 45, Issue 4. The database is 'Business Source Premier'. The article content is displayed in a two-column format. The left column contains a 'Contents' table of contents with links to 'THE INTEGRATED MARKETING PARADIGM', 'MEDIA AND ADVERTISING', 'RELATIONSHIP BRANDS', 'CONCLUSION', and 'REFERENCES'. The right column contains the article text, which discusses the integrated marketing process and its role in improving advertising effectiveness.

**Business Source Premier**  
powered by EBSCOhost

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

New Search | Database Help

Demonstration Customer

14 of 346 | Result List | Refine Search | Print | E-mail | Save | Add to folder

View: Citation | HTML Full Text | PDF Full Text (2.7MB) | Cited References(10)

**Title:** *Managing Media and Advertising Change with Integrated Marketing*. By: Calder, Bobby J., Malthouse, Edward C., Journal of Advertising Research, 00218499, Dec2005, Vol. 45, Issue 4  
**Database:** Business Source Premier

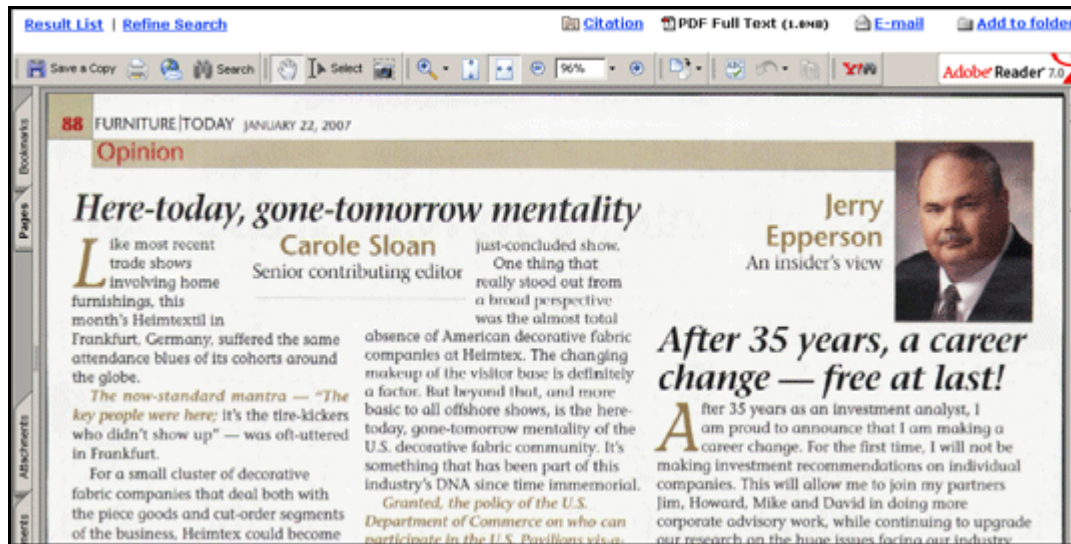
**Managing Media and Advertising Change with Integrated Marketing** Find More Like This

Contents	
<a href="#">THE INTEGRATED MARKETING PARADIGM</a>	This article defines the integrated marketing process and shows how it can be used to improve advertising. It discusses how integrated marketing thinks about brands, the consumer experience with products or services, and contact points. The role of media in delivering messages is reconsidered and ways of measuring the engagement with a medium are discussed. Integrated marketing also addresses the relationship between brands and customized contact points.
<a href="#">MEDIA AND ADVERTISING</a>	THE WORLD OF MEDIA and advertising is changing. A dominant trend is the movement away from assuming that media exposure equals advertising effectiveness to considering the role of media engagement on effectiveness. Other developments include the increased use of digital video recorders (DVRs), media fragmentation, new media, expanding advertising clutter, and so on. Marketing has struggled to keep up with these <b>changes</b> . It needs to be less reactive and move out-in-front of them. Integrated marketing offers the best opportunity for this.
<a href="#">RELATIONSHIP BRANDS</a>	
<a href="#">CONCLUSION</a>	
<a href="#">REFERENCES</a>	Integrated marketing is best thought of as a paradigm for doing marketing (Calder and

- From either the citation or full text views, you can refine your search, return to the Result List, save to the folder, and print, e-mail, or save the article.
- Where a **Find More Like This** link appears, you can click the link to perform a search for articles with similar subject headings. A new Result List will display.

## PDF View

When the PDF view is displayed, the article opens in the Adobe Acrobat Reader. To print the article, use the print capability available from the Reader. You can also return to the citation, any full text, or linked text by clicking on the available icons. From the PDF view, you can also refine your search, return to the Result List, or e-mail the article.



## Linked Full Text View

You can link to full text articles from electronic journals subscribed to through EBSCO Subscription Services and Electronic Journals Service.

When the linked full text result is displayed, you can also return to the citation, full text, or linked text by clicking on the available icons. When you click on an available hyperlink and open full text, you can refine your search, return to the Result List, and print, e-mail or save the article.

## Using the Folder

To collect several articles, click the **Add** icon for each article. To add all items on a page to your folder, click **Add (1-10)** at the top of the Add column. Result numbers to be added will change as you page through the list of results.

The screenshot shows the search results page with tabs for Basic Search, Advanced Search, and Visual Search. Below the tabs are links for Search History/Alerts and Search Other Databases. A 'Refine Search' section includes links to 'Add search to folder', 'Display link to search', and 'Create alert for this search'. The results are for the query 'managing change and Automatically "And" search...'. A 'Filter results by' section lists various categories like All Results, Academic Journals, Trade Publications, Magazines, Books/Monographs, SWOT Analyses, Country Reports, Market Research Reports, and Product Reviews. The results list shows 'All Results: 1-10 of 9901' and a 'Page: 1 2 3 4 5 Next' navigation. A 'Sort by: Date' dropdown and an 'Add (1-10)' button are also present. The list contains three articles, each with an 'Add' icon in the right margin.

Article Title	Author	Journal	Volume	Issue	Date	Pages	DOI	AN	Action
1. From material flow analysis to material flow management Part II: the role of structural agent analysis	By: Binder, Claudia R.	Journal of Cleaner Production	Vol. 15	Issue 17	Nov2007	p1605-1617	10.1016/j.jclepro.2006.08.017	(AN 25768016)	Add
2. Fire the manager to improve performance?	By: Fidrmuc, Jana P.; Fidrmuc, Jan.	Economics of Transition	Vol. 15	Issue 3	Sep2007	p505-533	10.1111/j.1468-0351.2007.00285.x	(AN 25617607)	Add
3. A RULE-BASED APPROACH FOR SEMANTIC ANNOTATION EVOLUTION	By: Luong, P.-H.; Dieng-Kuntz, R.	Computational Intelligence	Vol. 23	Issue 3	Aug2007	p320-338	10.1111/j.1467-8640.2007.00308.x	(AN 25802274)	Add

As you add the articles to the folder, you can click the **Folder** icon and review which items have been added. You can then print, e-mail or save many results all at the same time. If you have signed in via *My BSC* or *My BSP*, any search results that you collect in your folder will be automatically saved at the end of the session.

The screenshot shows the 'Folder List' interface. On the left is a sidebar with links for Articles (3), Images (0), Videos (0), Persistent Links to Searches (0), Saved Searches (0), Search Alerts (0), Journal Alerts (0), and Web Pages (0). The main area is titled 'Articles' and shows '1-3 of 3 Page: 1'. It includes links for Print, Email, Save, and Export, and a 'Sort by: Name' dropdown. Below this is a 'Select All' checkbox and a 'Delete Items' button. The list contains three articles, each with a checkbox and an 'Add' icon in the right margin.

Article Title	Author	Journal	Volume	Issue	Date	Pages	DOI	AN	Action
1. CEO who shaped the modern Pru	By: Lerner, Andrew S.	Pensions & Investments	Vol. 36	Issue 5	3/3/2008	p12-12		(AN 31266257)	Add
2. Managing for Agility		Computerworld	Vol. 42	Issue 8	2/18/2008	Special section p4-4		(AN 30036679)	Add
3. Roadmap for successful succession planning	By: Miles, Stephen A.; Dysart, Theodore L.	Directors & Boards	Vol. 32	Issue 2	2008 1st Quarter	p57-59		(AN 29406997)	Add

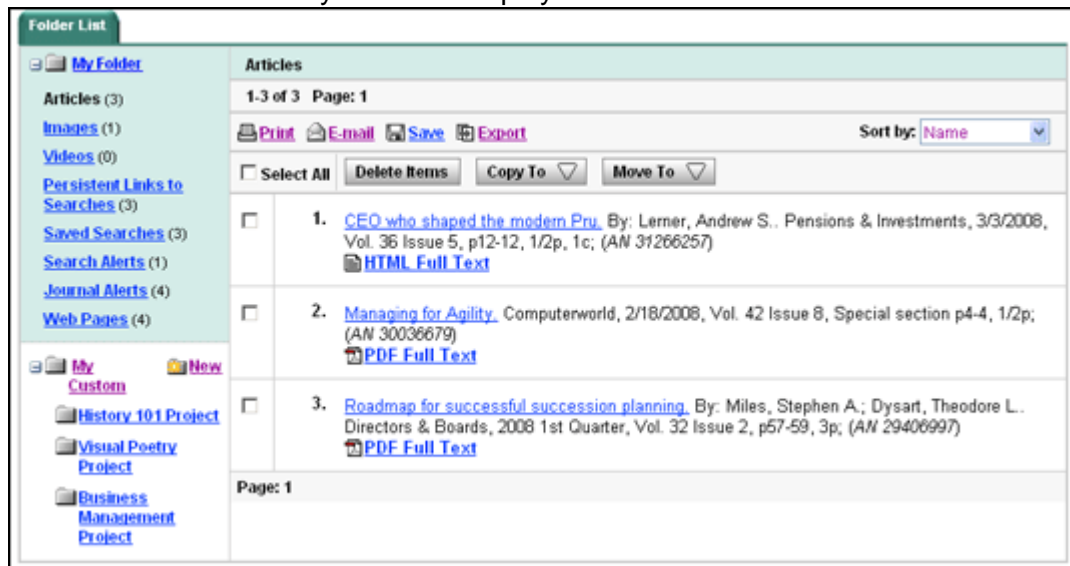
## Managing Custom Folders

You can create new custom folders and sub-folders, rename folders, move items to different folders, and add notes to a folder. You can create as many levels of folders and sub-folders as you like. However, only four levels of folders and sub-folders are displayed. Any folders below that will display at level four.

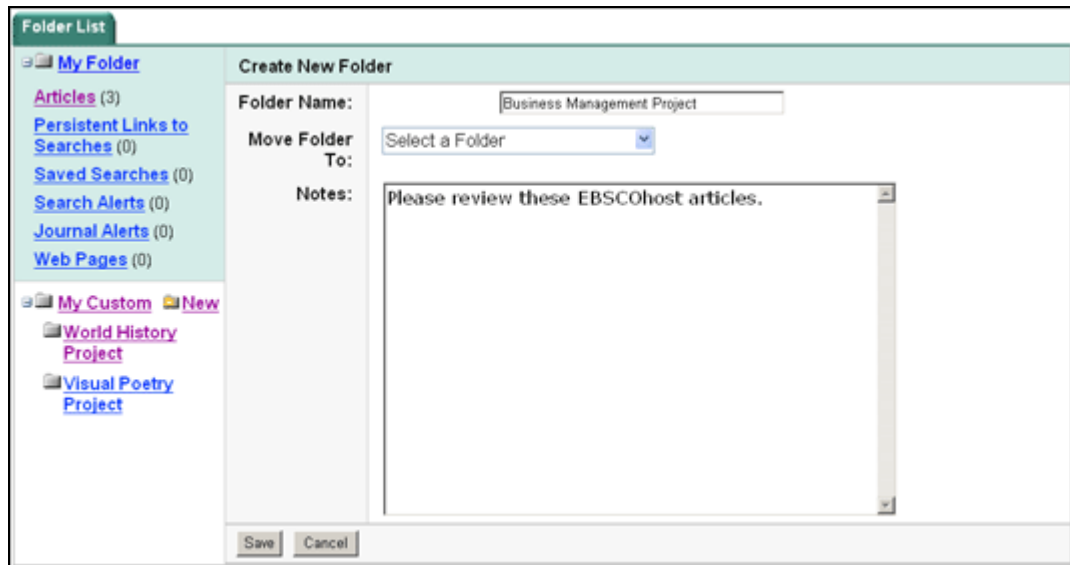
You must be signed in as a personal user (My BSI) to use the custom folders feature.

### To create a new custom folder:

1. Click the **Folder** icon. My Folder is displayed.



2. Click the **New** link to the right of the **My Custom** link. The Create New Folder Screen displays.



3. In the **Folder Name** field, enter a name for the folder; up to 40 characters.

4. **Move Folder To** – You can select a “level” for the folder. (For example, you could create a “History” folder, and then place a “U.S. History” folder within it.)
5. In the **Notes** field, you can enter information regarding the folder; up to 200 characters.
6. Click **Save**. You are returned to the Folder area, with your named folder displayed in the left-hand column.

**To rename a folder:**

1. Click the **Folder** icon then click on the **named folder** that you want to rename.
2. In the **Folder Name** field, enter the new name for the folder; up to 40 characters.
3. Click **Save**. You are returned to the Folder area, with your renamed folder displayed in the left-hand column.

**To delete a folder:**

1. Click the **Folder** icon then click on the **folder** that you want to delete.
2. Click **Delete Folder**. A confirmation message displays.
3. Select **Yes**. The folder and its contents are permanently deleted.

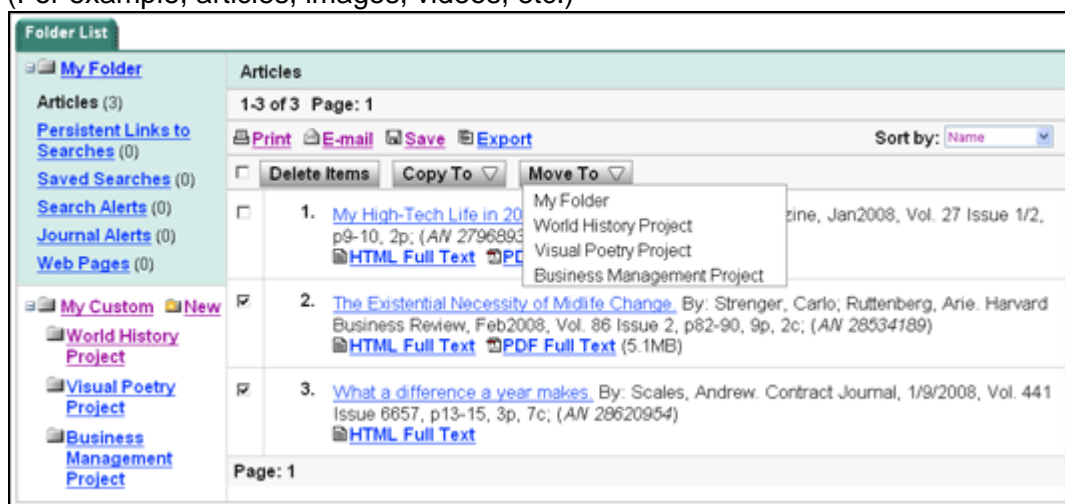
**Note:** the top-level folder (My Folder) can never be deleted.

**To move a folder and its contents to different folder:**

1. From within the Folder, select the **folder** that you want to move.
2. Click the **Move To** button. Select the folder to which you want to move the items (the “target” folder). The folder and its contents are moved to the target folder.

### To move items to a different folder:

1. From within the **Folder**, mark the check box to the left of the items that you want to move.  
(For example, articles, images, videos, etc.)



2. Click the **Move To** button. Select the **folder** to which you want to move the items (the “target” folder). The items will be moved to the target folder.

### To copy items to a different folder:

1. From within the Folder, mark the **check box** to the left of the items that you want to copy.  
(For example, articles, images, videos, etc.)
2. Click the **Copy To** button. Select the folder to which you want to copy the items (the “target” folder). The items will be copied to the target folder.

### To delete items from a folder:

1. From within any folder, mark the **check box** to the left of the items that you want to delete.  
(For example, articles, images, videos, etc.)
2. Click the **Delete Items** button. The items are automatically deleted.

# Linking to Information

## **SmartLinks**

You can link to full text articles from electronic journals subscribed to through EBSCO Subscription Services using the EBSCO*host* Electronic Journals Service (EJS). When checking for links, SmartLinks searches all full text databases your library administrator makes available.

*SmartLinks* are present in the Result List and in the Full Record when:

- The article does *not* contain full text or a page image (PDF) but is available in full text in another EBSCO*host* database.
- The article is available in an electronic journal your institution subscribes to through EJS.

To link directly to the article, click the hyperlinked article title.

## **Persistent Links**

Persistent linking lets users retrieve an article by clicking on a link embedded in a web site. This feature lets professors, teachers and librarians include links to articles on their web pages.

Persistent links to articles can be e-mailed or saved. When you e-mail search results, persistent links to articles are automatically included with the e-mail. Persistent links to searches can also be added to the folder and e-mailed or saved.

Only authorized users can access the articles. A user who cannot be authenticated is prompted with an error message indicating that he does not have the proper access rights for the article.

The library administrator activates persistent linking through EBSCO*admin*.

## **CustomLinks**

If your library supports an online public access catalog, your library administrator can make links to it available on the full record display next to the "View Links" heading.

The text of the link varies, but generally reads "Check library catalog for this item." Clicking this link takes you to your library holdings catalog page (often in a new browser window).

From this page you can see if the journal is available in your library. Depending on the features available in your library catalog, you may be able to request the item through interlibrary loan.

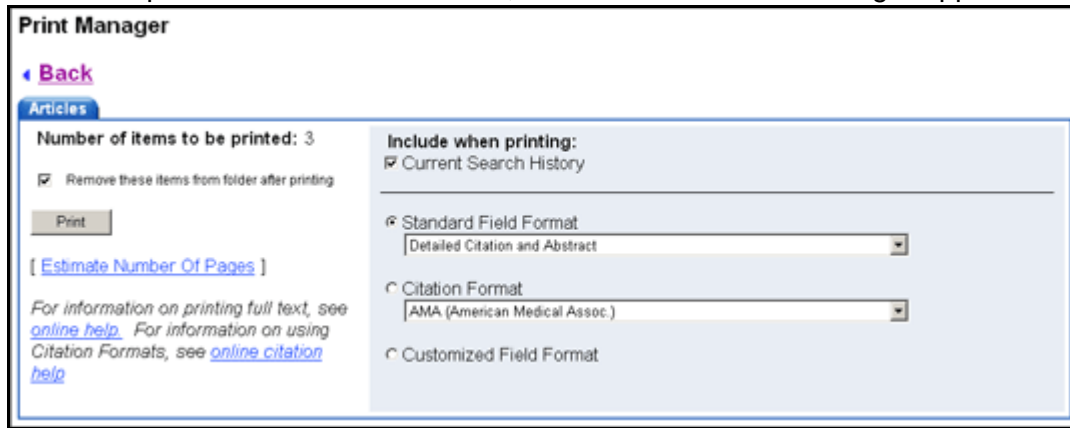
If made available by your library administrator, you may also be able to link to: document delivery services, book services, search engines, and other linking servers.

# Printing/E-mailing/Saving/Exporting

## Printing Your Results

To print one or more articles or citations:

1. From the open result or from the folder, click **Print**. The Print Manager appears.



The screenshot shows the 'Print Manager' window. At the top left is a 'Back' link. Below it is a tab labeled 'Articles'. The main area is divided into two columns. The left column shows 'Number of items to be printed: 3', a checked checkbox for 'Remove these items from folder after printing', a 'Print' button, and a link to 'Estimate Number Of Pages'. It also includes links for 'online help' and 'online citation help'. The right column is titled 'Include when printing:' and contains three options: 'Current Search History' (checked), 'Standard Field Format' (selected in a dropdown menu showing 'Detailed Citation and Abstract'), and 'Citation Format' (selected in a dropdown menu showing 'AMA (American Medical Assoc.)'). There is also an option for 'Customized Field Format'.

2. If you are in the folder, **Remove these items from folder after printing** appears. Indicate whether you want to empty the folder of all items after printing.
3. **Include when printing** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text) will be printed. (Most users will not need to use the "Customized Field Format" selections.)
4. **HTML Full Text** (when available) – Indicate whether the HTML Full Text of the article (if available) should be included.
5. **Current Search History** (when available) – Indicate whether the current search history should be printed with your Result List Items. (**Note:** It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you've edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)

6. **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
  - Brief Citation – Indicates that only a brief citation should be printed.
  - Brief Citation and Abstract – Indicates that a brief citation and an abstract should be printed.
  - Detailed Citation and Abstract – A detailed citation and an abstract should be printed.
7. **Citation Format** - If you would like to print your citations in a specific format, select one from the drop-down list:
  - AMA - American Medical Association
  - APA - American Psychological Association
  - Chicago/Turabian Author - Date
  - Chicago/Turabian Humanities
  - MLA - Modern Language Association
  - Vancouver/ICMJE
8. **Customized Field Format** - If you want to select which fields are included with your results, see Custom Fields for Print/E-mail/Save.
9. Click **Print**. The articles or citations are displayed in your browser window. Click the **Print** icon on the browser toolbar.
10. To return to the article or citation, click **Back**. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked **Remove these items from folder after printing**.

**Note:** If your library administrator has provided the ability to translate an article, you must print the translated article directly from your browser window.

#### **To print PDF Full Text:**

If you are printing an item that includes PDF Full Text, the PDF does not automatically format for printing from your browser window. You must open the PDF in Adobe Acrobat Reader, and use the Reader's print capability.

If the item includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader's print capability.

#### **To print Linked Full Text:**

If you are printing an item that includes Linked Full Text, you must follow the links directly to the Full Text and then print.

If the item includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to follow the links directly to the Full Text and then print.

## Saving Your Results to a File

To save one or more articles or citations:

1. From an open result or from the folder, click **Save to Disk**. The Save Manager appears.

The screenshot shows the 'Save Manager' dialog box. At the top left is a 'Back' button. Below it is a tab labeled 'Articles'. The main area is divided into two columns. The left column shows 'Number of items to be saved: 3' and a checked checkbox 'Remove these items from folder after saving' with a 'Save' button below it. Below the checkbox is a note: 'For information on saving full text, see [online help](#). For information on using Citation Formats, see [online citation help](#)'. The right column is titled 'Include when saving:' and contains three checked checkboxes: 'HTML link(s) to article(s)' and 'Current Search History'. Below these is a horizontal line. Under the line are three radio button options: 'Standard Field Format' (selected), 'Citation Format', and 'Customized Field Format'. The 'Standard Field Format' option has a dropdown menu showing 'Detailed Citation and Abstract'. The 'Citation Format' option has a dropdown menu showing 'AMA (American Medical Assoc.)'.

2. If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of all items after saving.
3. **Include when saving** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and HTML links to articles) will be saved.
4. **HTML Full Text** – Indicate whether the HTML Full Text of the article (if available) should be included.
5. **HTML links to articles** – Indicate whether HTML links to the articles you have selected should be included. (To save only the persistent links to the articles, clear the Additional citation details and abstract and the HTML Full Text check boxes and be sure to mark the HTML links to articles check box.)
6. **Current Search History** (when available) – Indicate whether the current search history should be saved with your Result List Items. (**Note:** It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you've edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)

7. **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
  - Brief Citation – Indicates that only a brief citation should be saved.
  - Brief Citation and Abstract – Indicates that a brief citation and an abstract should be saved.
  - Detailed Citation and Abstract – Indicates that a detailed citation and an abstract should be saved.
8. **Citation Format** - If you would like to save your citations in a specific format, select one from the drop-down list:
  - AMA - American Medical Association
  - APA - American Psychological Association
  - Chicago/Turabian Author - Date
  - Chicago/Turabian Humanities
  - MLA - Modern Language Association
  - Vancouver/ICMJE
9. **Customized Field Format** - If you want to select which fields are included with your results, see "Custom Fields for Print/E-mail/Save."
10. To save the results, click **Save**; otherwise, click **Back**.
11. From your browser menu, click **File>Save As**. Enter the path where the file should be saved (for example, *C:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as an HTML or text file.
12. Click **Save**. To return to the open article or to the folder, click **Back**.

#### **To save PDF Full Text:**

If you are saving an item that includes PDF Full Text, the PDF does not automatically save from your browser window. You must open the PDF in Adobe Acrobat Reader, and use the Reader's save capability.

If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader's save capability.

#### **To save Linked Full Text:**

If you are saving an item that includes Linked Full Text, you must follow the links directly to the Full Text, and then save it.

If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to follow the links directly to the Full Text, and then save it.

**To copy a persistent link to a search:**

1. From a Result List, click the **Display link to search** icon at the end of the search query displayed above the **Find** field.
2. The search query is displayed in a shaded area below the link. Highlight the link text and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.

**To save persistent links to searches to the folder:**

1. From a Result List, click the **Add search to folder** icon at the end of the search query displayed above the **Find** field. The search query is now saved in the folder as a persistent link to a search.
2. From the persistent links to searches area of the folder, click **Save to Disk**. The Save Manager appears. A Links to Searches sub-tab is displayed.
3. If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of all items after saving.
4. Click **Save**; otherwise, click **Back**.
5. From your browser menu, click **File>Save As**. Enter the path where the file should be saved (for example, *C:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as an HTML or text file.

**Note:** The library administrator decides whether the persistent links feature is available.

## E-mailing Your Results

### To e-mail one or more articles or citations:

1. From the open result or from the folder, click **E-mail**. The E-mail Manager appears.

The screenshot shows the 'E-mail Manager' window. At the top left is a 'Back' link. Below it is a tab labeled 'Articles'. The main area contains several input fields: 'Number of items to be e-mailed: 3', 'E-mail Address:' (with a note 'Separate each e-mail address with a semicolon.'), 'Subject:', and 'Comments:'. Below these is a 'Format:' section with radio buttons for 'Rich Text' (selected) and 'Plain Text'. There is a checkbox for 'Remove these items from folder after e-mailing' and a 'Send' button. On the right side, there is a section titled 'Include when sending:' with a checked box for 'PDF as separate attachment (when available)'. Below this are three radio button options: 'Standard Field Format' (selected), 'Citation Format', and 'Customized Field Format'. The 'Standard Field Format' has a dropdown menu showing 'Detailed Citation and Abstract'. The 'Citation Format' has a dropdown menu showing 'AMA (American Medical Assoc.)'. At the bottom, there is a note: 'For information on e-mailing Linked Full Text, see [online help](#). For information on using Citation Formats, see [online citation help](#)'.

2. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1@address.com; name2@address2.com*).
3. Enter a **Subject** to appear on the e-mail subject line. (For example, *Results of research on topic ABC.*) (40-character maximum.)
4. Enter any **Comments** you would like to include with your e-mail.
5. **Format** – Select whether you want to send the e-mail in Rich Text or Plain Text format.
6. If you are in the folder, **Remove these items from folder after e-mailing** appears. Indicate whether you want to empty the folder of all saved items after e-mailing.
7. **Include when sending** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and PDF Full Text) will be sent. (Most users will not need to use the "Customized Field Format" selection.) *Persistent links to articles are automatically included in the e-mail.*
8. **HTML Full Text** (when available) – Include the HTML Full Text of the article, if available.
9. **PDF as a separate attachment** (when available) – Include all citation information and the article in Adobe PDF format, if available.

10. **Current Search History** (when available) – Indicate whether the current search history should be e-mailed with your Result List Items. The history will be delivered as a separate HTML attachment. (**Note:** It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you've edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)
11. **Standard Field Format** – Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
12. **Citation Format** - If you would like to e-mail your citations in a specific format, select one from the drop-down list:
  - AMA - American Medical Association
  - APA - American Psychological Association
  - Chicago/Turabian Author - Date
  - Chicago/Turabian Humanities
  - MLA - Modern Language Association
  - Vancouver/ICMJE
13. **Customized Field Format** – If you want to select which fields are included with your results, see "Custom Fields for Print/E-mail/Save."
14. To send the e-mail, click **Send**; otherwise, click **Back**. A message appears when your e-mail has been sent. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked Remove these items from folder after e-mailing.

#### **To e-mail Linked Full Text:**

If you are e-mailing an item that includes Linked Full Text, you must follow the links directly to the Full Text and then e-mail it. Otherwise, only the citation and any available HTML Full Text will be sent. If you follow the links to the Full Text and it is PDF format, the PDF will be sent as an attachment to the e-mail.

#### **To e-mail persistent links to searches:**

1. From a Result List, click the **Add search to folder icon** at the end of the search query displayed above the **Find** field. The search query is now saved in the folder as a persistent link to a search.
2. From the Persistent Links to Searches area of the folder, click **E-mail**. The E-mail Manager appears. A Links to Searches sub-tab is displayed.
3. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1 @address.com*; *name2 @address2.com*.)

4. Enter a **Subject** to appear on the e-mail subject line. (For example, *Results of research on topic ABC.*) (40-character maximum.)
5. Enter any **Comments** you would like to include with your e-mail.
6. If you are in the folder, **Remove these items from folder after e-mailing** appears. Indicate whether you want to empty the folder of all items after e-mailing.
7. Click **Send**; otherwise, click **Back**.
8. A message appears when your e-mail has been sent. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked **Remove these items from folder after e-mailing**.

**Note:** The library administrator decides whether the persistent links feature is available.

## Custom Fields for Print/E-mail/Save

Most users will want to include the Standard Fields for the database being searched when printing, e-mailing or saving search results. If you would like to select the fields to be included within your print, e-mail or save output, you can make these selections in the Customized Field Format area of the Print/E-mail/Save Managers.

**To customize which fields are included with print/e-mail/save:**

1. From the Print, E-mail or Save Manager, select **Customized Field Format** and click the **Select Fields** button.

**Articles**

Number of items to be saved: 1

For information on saving full text, see [online help](#). For information on using Citation Formats, see [online citation help](#)

**Include when saving:**

☒ HTML Full Text (when available)

☒ HTML link(s) to article(s)

☐ Standard Field Format

☐ Citation Format

☒ Customized Field Format

**Select Fields for Output**

**Fields in Common**

<input type="checkbox"/> Abstract Information	<input type="checkbox"/> Author Information	<input checked="" type="checkbox"/> Authors
<input checked="" type="checkbox"/> Document Type	<input type="checkbox"/> Event Information	<input checked="" type="checkbox"/> Full Text Information
<input checked="" type="checkbox"/> Identifiers	<input checked="" type="checkbox"/> ISBN	<input checked="" type="checkbox"/> ISSN
<input type="checkbox"/> Keywords	<input type="checkbox"/> Language Information	<input type="checkbox"/> Links
<input type="checkbox"/> Notes	<input type="checkbox"/> Other Title Information	<input checked="" type="checkbox"/> Publication Information
<input checked="" type="checkbox"/> Publisher Information	<input checked="" type="checkbox"/> Record Type	<input type="checkbox"/> Region
<input checked="" type="checkbox"/> Source	<input type="checkbox"/> Subjects	<input checked="" type="checkbox"/> Title

2. On the **Select Fields for Output** area of the screen, mark the check boxes to the left of the fields you want to include. The fields shared by all the databases you are searching appear in the **Fields in Common** area at the top of the screen. The individual databases are displayed in alphabetical order, with a maximum of five databases per page. You can use the page numbers or navigation arrows to view additional lists of database fields.

3. Click **Continue**, or click **Cancel** to discard your changes. Your selections will be retained throughout the session for all print, e-mail, or save activity. If you want your selections retained for a future session, be sure to sign in as a personal user.
4. Continue printing, e-mailing or saving your search results.

**Notes:**

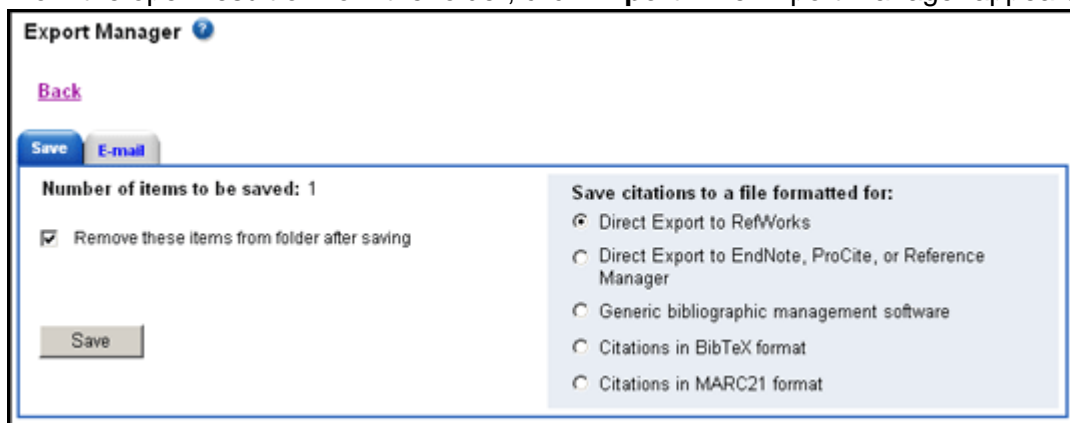
- The Customized Field selections do not apply to output using the Bibliographic Manager.
- If you use the Customized Field Format option, the estimated number of pages to be printed, e-mailed or saved is not available.

## Exporting Your Results

From the Export Manager, you can save or e-mail citations in a format compatible with your bibliographic management software. Your library administrator decides whether the Export feature is displayed.

### To save citations in bibliographic manager format:

1. From the open result or from the folder, click **Export**. The Export Manager appears.

The screenshot shows the 'Export Manager' dialog box. At the top left is a 'Back' link. Below it are two buttons: 'Save' and 'E-mail'. The main area is divided into two sections. The left section, titled 'Number of items to be saved: 1', contains a checked checkbox labeled 'Remove these items from folder after saving' and a 'Save' button. The right section, titled 'Save citations to a file formatted for:', contains five radio button options: 'Direct Export to RefWorks' (selected), 'Direct Export to EndNote, ProCite, or Reference Manager', 'Generic bibliographic management software', 'Citations in BibTeX format', and 'Citations in MARC21 format'.

2. If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of all items after saving.
3. **Save citations to a file formatted for** - select one of the following:
  - **Direct Export to RefWorks** - exports citations directly to RefWorks web-based bibliographic management software. (Your library must have a subscription to RefWorks to use this option. You must also set your browser to accept pop-ups.)
  - **Direct Export to EndNote, ProCite, or Reference Manager** - includes those fields supported by ISI's Direct Export technology. (This would be useful if you are at a remote location and have bibliographic management software such as ProCite® or EndNote® on your home or office computer. You could save your citations at a school or public library and import them into your citation library at home.)
  - **Generic bibliographic management software** - includes all fields available with a citation.
  - **Citations in BibTeX format** – includes citation fields in BibTeX format.
  - **Citations in MARC21 format** - includes citation fields in MARC format.

4. To save the results, click **Save**.

- If you saved your citations in a format that can be uploaded to bibliographic management software, the articles and citations are displayed in your browser window. Save from your browser window. Be sure to enter the path where the file should be saved (for example, *C:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as an HTML or text file. Click **Save**.
- If you saved in Direct Export format and bibliographic management software (such as ProCite® or EndNote®) is installed on your computer, that software should automatically open. You should be able to indicate whether to add the citations in the export.txt file to a new or existing citation library.

#### Notes:

- For more information, you should review the bibliographic software documentation.
- Some browser versions include a pop-up blocking feature. If you are using RefWorks, you should enable your browser to allow pop-ups from *epnet.com* servers.

#### To e-mail citations in bibliographic manager format:

1. From the open article or citation, or from the folder list, click **Export**. The Export Manager appears.

Export Manager ?

[Back](#)

Save E-mail

Number of items to be e-mailed: 1

☒ Remove these items from folder after e-mailing

E-mail Address:

Separate each e-mail address with a semicolon.

Subject:

Comments:

Send

E-mail a file with citations in:

- ☒ EndNote, ProCite, or Reference Manager format
- ☐ Generic bibliographic management format
- ☐ Citations in BibTeX format
- ☐ Citations in MARC21 format

2. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1@address.com; name2@address2.com*).
3. Enter a **Subject** to appear on the e-mail subject line. (For example, *Citations for topic ABC.*) (40 character maximum.)
4. Enter any **Comments** you would like to include with your e-mail.
5. If you are in the folder, the **Remove these items from folder after e-mailing** option is displayed. Indicate whether you want to empty the folder of all saved items after exporting.

6. **E-mail a file with citations in** - select one of the following:

- **EndNote, ProCite, or Reference Manager format** - includes those fields supported by ISI's Direct Export technology. (This would be useful if you are at a remote location and have bibliographic management software such as ProCite® or EndNote® on your home or office computer. You could e-mail yourself citations at a school or public library and import them into your citation library at home.)
- **Generic bibliographic management software format** - includes all fields available with a citation.
- **Citations in BibTeX format** – includes citation fields in BibTeX format.
- **Citations in MARC format** - includes citation fields in MARC21 format.

**Note:** Persistent links to the records are automatically included in the e-mail and the export file.

7. To e-mail the results, click **Send**.

**Notes:**

- For more information on exporting files to bibliographic management software, you should review that product's documentation.
- The Export Manager does not support the Customized Fields feature.