



Business Source Complete via EBSCOhost Basic Search Help Sheet

Creating a Basic Search

1. On the Basic Search Screen, enter your search terms in the **Find** field.

The screenshot shows the EBSCOhost Basic Search interface. At the top, there is a navigation bar with links for 'New Search', 'Publications', 'Thesaurus', 'Author Profiles', and 'More'. On the right side of the navigation bar are links for 'Sign In', 'Folder', 'Preferences', 'Languages', 'New Features!', and 'Help'. Below the navigation bar, the user is identified as 'Demonstration Customer'. The main search area features the EBSCOhost logo on the left, followed by the text 'Searching: Business Source Complete' and a link 'Choose Databases >'. Below this is a search input field containing the text 'Business Source Complete'. To the right of the input field are 'Search' and 'Clear' buttons, along with a help icon. Below the search bar is a horizontal menu with links for 'Search Options', 'Basic Search', 'Advanced Search', 'Visual Search', and 'Search History'. The 'Search Options' link is highlighted with a red rectangular box.

2. If you want to use any of the optional Limiters or Expanders, click the **Search Options** link.

The screenshot shows the 'Search Options' panel expanded on the EBSCOhost Basic Search interface. The panel has a green header with the text 'Search Options' and a 'Reset' button on the right. Below the header, there are two columns of options. The left column is titled 'Search modes' and contains four radio button options: 'Boolean/Phrase' (selected), 'Find all my search terms', 'Find any of my search terms', and 'SmartText Searching Hint'. The right column is titled 'Apply related words' and contains a checkbox that is not selected. Below these options is a section titled 'Limit your results' which contains two checkboxes: 'Full Text' (not selected) and 'References Available' (not selected).

You can use a specific **search mode**, such as “Find all of my search terms,” or “SmartText Searching”; apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as “Apply related words.”

3. To close the **Search Options**, click the link again.





4. Click the **Search** button. The Result List displays.

The screenshot shows the EBSCO search interface. At the top, there are navigation tabs: New Search, Publications, Thesaurus, Author Profiles, and More. Below these is a search bar with the text 'fiduciary responsibility' and buttons for Search and Clear. The search results are displayed in a list format. On the left side, there are filters for 'Refine your results' and 'Source Types'. On the right side, there is a 'Folder has items' section. Red circles highlight the search results count (1328 Results for...), the navigation arrows, and the folder view.

Viewing Your Search Results

The Result List Screen has three columns—Narrow your results, All Results, and Limit your results. You can hide or show the different areas by clicking the control arrows near the top of your results.

- **All Results** – The articles that were found display in the center of the Result List Screen.
 - The **article title** link takes you to the citation information and/or the full text. Place your mouse over the **Preview** icon  to view the Abstract.
 - The **HTML Full Text** link takes you directly to the full text of the article.
 - The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe® Reader®.
 - The **Relevancy** indicator  tells you how relevant the article is based on your search terms.
- **Refine your results** – Apply limiters right from the Result List. Select any of the limiters displayed and click **Update**. A revised Result List displays. (You can refine your search even more by clicking the **Show more** link under Refine your results.)
- **Narrow your results** – You can narrow by source type, subject, journal, author, and more.



- **Folder** – To save an article to the Folder, click the **Add to Folder** link to the right of the Relevancy indicator at the bottom of the result. To view the items in your Folder, click the **Go to Folder View** link.
- **Related Information** – When additional sources such as images, blogs, and Web news are available, they will be displayed.

Printing/E-mailing/Saving Search Results

EBSCOhost search results page for the article "Trust Protector: Roles and Liability." The page displays the following information:

- Authors:** Michalek, Natalie B.1 nmichalek@newyorklife.com
- Source:** Journal of Financial Service Professionals; May2010, Vol. 64 Issue 3, p33-37, 5p
- Document Type:** Article
- Subject Terms:** *MANAGEMENT, *TAXATION, *FIDUCIARY liability, *FIDUCIARY responsibility, *FINANCIAL planners, *LIABILITIES (Accounting), TRUSTS & trustees, REASONABLE care (Law), BENEFICIARIES -- Legal status, laws, etc., QUALIFIED terminable interest property trusts, GRANTOR trusts, TAX lawyers, MARITAL deduction
- Geographic Terms:** UNITED States
- NAICS/Industry Codes:** 523930 Investment Advice, 541611 Administrative Management and General Management Consulting Services, 523991 Trust, Fiduciary, and Custody Activities
- Abstract:** The need for a trust protector in addition to the standard fiduciary office is examined. In most cases, the well-settled law governing trustees is sufficient to effectuate the settlor's intentions,

The right-hand side of the page features a "Tools" menu with options: Added, Print, E-mail, Save, Cite, Export, Create note, Permalink, and Bookmark. Below this menu, a section titled "Folder has items" lists three items: "Socially Responsible Inve...", "RETHINKING AGENCY THEORY...", and "Trust Protector: Roles an...". A "Go to: Folder View" link is provided below the list.

- Click the **Print**, **E-mail**, or **Save** icon and follow the directions on screen to print, e-mail, or save your results. You can print, e-mail or save several results at the same time by saving them to the **Folder**, and then printing, e-mailing or saving all at once.
- Use the **Cite** icon to view your results in popular citation formats such as MLA and APA.
- Use the **Export** icon to export your results in a bibliographic manager format of your choice.
- To save your results for future use, be sure to sign in to your personal account (My EBSCOhost). Once you sign in, your results are saved to the Folder, and can be retrieved at any time.