

## Business Source Complete

A scholarly business database covers full-text journals and periodicals on marketing, management, economy, finance, accounting and other business subjects. Indexing and abstracts for the most important scholarly business journals back to 1886 are included. Additional full text non-journal content includes financial data, books, monographs, major reference works, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analysis, faculty seminars (video) and more.

此學術性商學資料庫，收錄市場學、管理學、經濟學、金融、會計和其他商學科目的全文期刊和雜誌，並提供由 1886 年起最重要之學術性商學期刊的索引及摘要。此外，全文非期刊內容則包括財務數據、書籍、專題論文、主要參考書、會議論文、個案研究、投資研究報告、行業報告、市場研究報告、國家報告、公司簡介、SWOT 分析及大學研討會(影音)等。

### Searching by Keyword

#### Basic Search

1. Enter your search terms in the **Find** field.
2. Click the **Search Options** link to use specific search modes or apply limiters if appropriate.
3. Click the **Search** button and the result list is displayed.

#### Advanced Search

1. Click the **Advanced Search** link below the **Find** Field.
2. Enter your search terms in the **Find** field.
3. Select the search field from the optional **Select a Field** drop-down list.
4. Enter additional search terms in the rest of **Find** fields.
5. Select Boolean operators (AND, OR, NOT) to combine the **Find** field entries.
6. Select from the **Search Options** to use specific search modes or apply limiters if appropriate.
7. Click the **Search** button and the result list is displayed.

### Searching Within Publications

1. Click the **Publications** link at the top of the EBSCOhost screen.
2. Enter all or part of a publication name in the **Browse** field.
3. Select a search type, i.e. **Alphabetical, By Subject & Description, or Match Any Words**.
4. Click the **Browse** button and a publication title list is displayed.
5. Mark the checkboxes to the left of the publications you want to search.
6. Click the **Add** button next to the **Mark Items for Search**.
7. Add more terms in the **Find** field to revise the search.
8. Click the **Search** button and the result list is displayed.

### Searching by Business Thesaurus

1. Click the **Thesaurus** link at the top of the EBSCOhost screen.
2. Enter your search terms in the **Browse** field.
3. Select a search type, i.e. **Term Begins With, Term Contains or Relevancy Ranked**.
4. Click the **Browse** button and the result list is displayed.
5. Mark the checkboxes to the left of the terms you want to search.
6. Select Boolean operators (AND, OR, NOT) to combine the search terms.
7. Click the **Add** button next to the **Select term, then add to search using**.
8. Click the **Search** button and the result list is displayed.

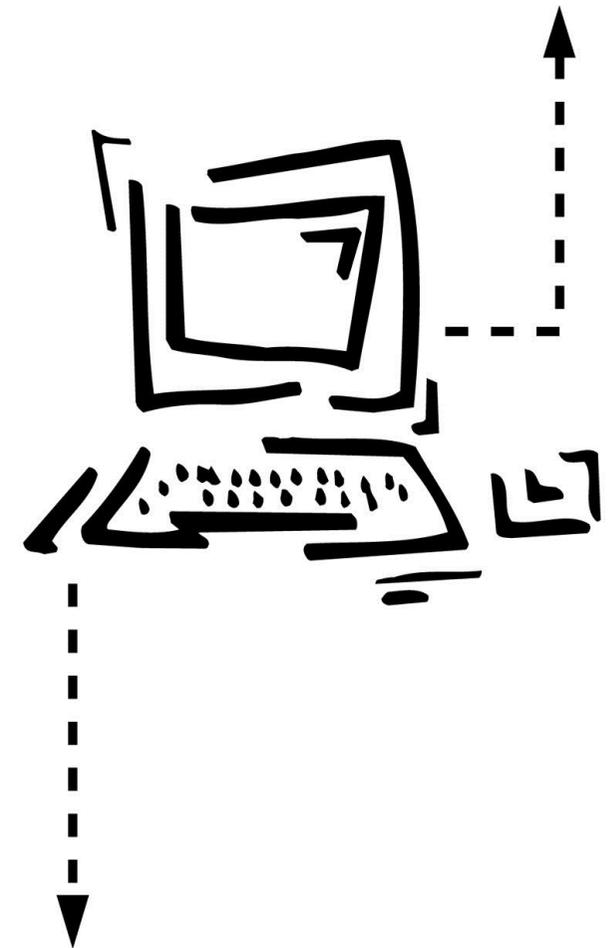
### Browsing and Searching for Company Profiles

1. Click **More** link at the top of the EBSCOhost screen and then select **Company Profiles** link.
2. Use the **Previous | Next** and **A-Z** links to page through the company profiles list.
3. Enter all or part of a company name in the **Browse** field to conduct a search.
4. Select a search type, i.e. **Alphabetical or Match Any Words**.
5. Click the **Browse** button to view a result list of companies.
6. Click the hyperlinked **company name** to view the company profile.
7. Click the **PDF Complete Report** link to view the full report.

### Browsing and Searching by Source Type (Academic Journals, Country Reports, Industry Reports, Market Research Reports, SWOT Analysis, etc.)

1. Select **Enhanced Business Searching Interface** link under Business Source Complete to enter into the database.
2. Click the **Publications** link at the top of the Enhanced Business Searching Interface screen or any of the source-type links in the **Browse** column of **Advanced Search**.
3. Select a specific source type under the **Browse By Type** list to the left of the **Browse for** field and the beginning of the list displayed.
4. Use the **Previous | Next** and **A-Z** links to page through the list of the specific source type.
5. Enter all or part of a publication name in the **Browse for** field to conduct a search.
6. Select a search type.

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7. Click the **Browse** button to view your term as they appear in the Publications Authority File and a result list is displayed.
8. Click the hyperlinked **publication name** to view the publication details.
9. Click the **PDF Full Text** link to view the complete report.

## Viewing Business Videos

1. Click **More** link at the top of the EBSCOhost screen and then select **Images/Business Videos** link.
2. Enter your search terms in the **Find** field or use "Business" as a search term to view all available Business Videos.
3. Select from the **Search Options** to use specific search modes or apply limiters if appropriate.
4. Click the **Search** button and the result list is displayed.
5. Click the **Video** link for the desired article to view a Business Video.

## Viewing Search Results

1. View the articles found in the center of the result list screen.
2. Select any of the limiters or clusters displayed on the left column of the result list screen to refine your search if applicable.
3. Click on the **title** link, **HTML Full Text** link or **PDF Full Text** link to view the full record of an article in a different format.

## Printing Your Results

1. Click the title link to select the record you want to print on the result list screen or click **add to folder** link under the articles to print all the selected article records together.
  2. Click the **Printer** icon to open the *Print Manager Window*.
  3. Choose the settings, i.e. **Standard Field Format**, **Citation Format** or **Customized Field Format**.
  4. Click the **Print** button.
  5. The article(s) or citation(s) is/are displayed in your browser window.
  6. Click the **Print** button.
  7. Follow the standard procedures to pay for and collect the printouts in the Library.
- \* To print a PDF file, use the print capability available from the Adobe Acrobat Reader.

## Available At 使用地點

Hong Kong Central Library, City Hall, Kowloon, Ping Shan Tin Shui Wai, Sha Tin, Tsuen Wan and Tuen Mun Public Libraries.

香港中央圖書館、大會堂公共圖書館、九龍公共圖書館、屏山天水圍公共圖書館、沙田公共圖書館、荃灣公共圖書館及屯門公共圖書館。

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