

## Creating an Advanced Search

The Company, Industry, Author and Publication fields are “pre-selected” search fields that can be used separately or with the Keyword Find field on Advanced Search. The fields are joined together using “and.”

1. Enter your search terms in the **Find** field.
2. Click one of the **links** next to the pre-selected fields (for example, Choose Company, Choose Industry, etc.).
3. A pop-up window displays the appropriate list (Company, Industry, Author, and Publication). Select the terms from the list and click the **Add to Search** button.
4. The terms are added to the pre-selected **Find** field. To clear the entry field, click **Reset**.
5. 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.)
6. Click **Search**. A Result List is displayed.

You can use **Boolean operators** to create a very broad or very narrow search.

- The **AND** operator combines search terms so that each result contains *all* of the terms. For example, type **electronic and resources** to find articles that contain *both* words.
- The **OR** operator combines search terms so that each result contains *at least one* of the terms. For example, type **college or university** to find articles that contain *either* word.
- The **NOT** operator excludes search terms so that each result does *not* contain the terms that follow it. For example, type **computers not apple** to find articles that contain *computers*, but *not apple*.

## Additional Features

### Searching an Index or Authority File from Advanced Search

1. Click any of the links at the top of the **Browse** column (for example, Subjects, Authors, Cited References, or Indexes).
2. The Index or Authority File you selected is displayed. Enter your search terms in the **Browse** for field and click **Browse**. A list of results that match your search terms appears.
3. Mark the terms that you want, click the Add button, and then click Search. A Result List is displayed.

### Searching for Publications from Advanced Search

1. Click any of the **links** in the **Publications** area of the **Browse** column (for example, Publications, Academic Journals, Country Reports, etc.).
2. The corresponding list of available publications is displayed. You can mark items, add them to the **Find** field, and click **Search**. A Result List is displayed.

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The Business Searching Interface's Advanced Search with Guided Style fields is designed for more experienced searchers—students and teachers who are familiar with using multiple **Find** fields, Limiters, Expanders and Boolean search terms.

1. In the first **Find** field, enter your search terms.
2. Choose the search field from the **Select a Field** drop-down list. (For example, select the *Title* field.)
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. You can enter another Boolean operator, keyword, and search field in the third set of **Find** fields.
6. Select any limiters or expanders that you want to apply. (For example, you could select a specific Document Type such as *Case Study*.)
7. If a **More Options** link appears, you can click it to view all limiters that are available.
8. Click the **Search** button. A Result List is displayed.

## Searching Techniques

**Boolean operators** allow you to create a very broad or very narrow search.

- The **AND** operator combines search terms so that each result contains *all* of the terms. For example, type **electronic and resources** to find articles that contain *both* words.
- The **OR** operator combines search terms so that each result contains *at least one* of the terms. For example, type **college or university** to find articles that contain *either* word.
- The **NOT** operator excludes search terms so that each result does *not* contain the terms that follow it. For example, type **computers not apple** to find articles that contain *computers*, but *not apple*.

**Wildcard (?) and Truncation (\*)** allow you to create searches using terms that have unknown characters, multiple spellings or various endings.

- A **wildcard search** (represented by a **?**) will find all instances of your term(s) by automatically replacing the **?** with a letter. Enter your term(s) and replace each unknown character with a **?**. For example, type **ne?t** to find results containing **neat**, **nest** or **next**. The Business Searching Interface does not find **net** because the wildcard replaces a *single* character.
- A **truncation search** (represented by an asterisk **\***) will find all forms of your term(s). Enter the root of a word and replace the ending with an **\***. For example, type **comput\*** to find the words **computer** and **computing**.