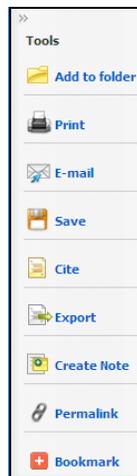

PRINTING, E-MAILING, CITING, & MORE

After clicking on a link for an article or other document, you will see a list of “Tools” appear on the right (see image). The tools menu provides you options for printing, e-mailing, or saving the article or other document, which may include the full-text. You will also note an option for citing called “Cite.” Clicking on cite will provide examples for citing the article in APA, MLA, and other recognized styles. Be sure to always double-check machine-generated citations for accuracy!



UNIQUE FEATURES

Languages - You can change the default language of the database from English to Spanish, Italian, Portuguese, and over 20 other languages. Simply scroll over languages in the upper right area of the screen to see your language options. Please note that abstracts and articles will not be translated with this feature, but all of your search options will be in the language you select, which may make formulating your search easier for you.

Working with Folders - As you conduct your research, you have the option to place any search results in a temporary folder. Simply click “**Add to Folder**” next to the folder icon to begin. Before exiting out of the database, click on the folder icon in the upper right area of the screen. Once you do this, you will have options to print, save, or e-mail all items in your folder, which may include the full-text of articles. **Important Note:** Since this is a temporary folder, any items you place in the folder will be removed once you close the database! To save your search results in a more **permanent** folder you can access anytime you enter the database, sign up for a My EBSCOhost account by clicking on **Sign In** near the top center area of the page.

Nealley Library

Santa Ana College

1530 W. 17th Street

Santa Ana, CA 92706-3398

Reference: 714.564.6708

Circulation: 714.564.6700

Periodicals: 714.564.6711

This is one guide in a series of Nealley Library Online Resources Guides featuring online resources for students, staff, and faculty. Stop by the Reference Desk to discover other guides and resources for your research.

NEALLEY LIBRARY
ONLINE RESOURCES GUIDES

BUSINESS SOURCE PREMIER

24/7 access
for business research...
All in one place!



Business Source Premier - Everything for Business Research in One Database!

FEATURES

Business Source Premier, provided by EBSCO, is a rich, online database that is an essential tool for research in all areas related to business. Below are some of the database highlights:

1. Over 2,100 full-text journals, some titles dating back to 1965
2. Over 10,000 company profiles
3. Over 5,000 industry reports
4. Over 1,000 trade journals & general business magazines
5. Over 4,000 case studies
6. Country reports

WHERE IS IT?

It is easy to access and search **Business Source Premier** from any computer with an Internet connection. Off campus access is limited to current students, faculty, and staff.

FROM THE LIBRARY AND CAMPUS:

1. Begin at the **Library Home Page** (www.sac.edu/students/library/nealley)
2. Click on **Find Articles**
3. Scroll down the page to the Business section and click on the link for **Business Source Premier**

FROM HOME:

1. Begin at the **Library Home Page** (www.sac.edu/students/library/nealley)
2. Click on "**Connect from Home**" next to Find Articles
3. Enter your WebAdvisor ID & Password
4. Scroll down the page to the Business section and click on the link for **Business Source Premier**

SEARCHING - STEP ONE

Business Source Premier will open to the **Basic Search** page. In this guide, we will investigate the **Advanced Search** page. Simply click on the link for **Advanced Search** under the search box to get to the **Advanced Search** page displayed on the right. Enter your search results in the search boxes. If helpful in refining your search, you can use the optional drop-down menu next to the search boxes to limit to a company, a location (use GE Geographic Terms), subject terms and more. For this search, articles are being sought on tea products sold at Starbucks, so Starbucks is entered in the first search box as a company and tea is entered in the second box as a subject.

1. Checking the box for **Santa Ana College Library** will limit your results to articles that are available in print at the library.
2. Checking the box for **Full Text** will limit your search results to entire articles that are available online in the database. This is helpful if you are conducting your research at home.
3. Checking the box for **Scholarly (Peer Reviewed) Journals** will remove any magazine, trade journal, and newspaper articles.

SEARCHING - STEP TWO

Any search results will appear in the center of the page.

1. Clicking on the linked document title will provide you more information, including an abstract or summary of the article (if available).
2. If an article looks helpful for your topic, scanning the subjects tied to the article can help you locate other possible subjects to search.
3. If available, a link for the full text will appear.

TIP: When the library is closed, online help is just one click away! A Help link is always available in the upper right-hand corner of any screen in this database.

