



The Online Library

Senate House Library, University of London



Quick Start Guide- Business Search Premier

Full text coverage of nearly 7,600 business publications, including full text coverage of over 1,100 peer-reviewed, scholarly journals. Coverage back to 1922 in some cases.

Searching

Searching: **Business Source Premier** | [Choose Databases >](#)

flexible working [?](#)

[Search Options](#) | [Basic Search](#) | [Advanced Search](#) | [Visual Search](#) | [Search History/Alerts](#) | [Preferences >](#)

There are Basic, Advanced and a Visual Search options. Take a few moments to have a look at these different screens, and see which works best for you and the research you are doing. The Visual Search is a new facility, which presents your results in blocks or columns.

Search Modes

Search Options

Search modes [?](#)

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Within the Basic and Advanced search screen you can conduct your search in different ways using the search modes. Click the [?](#) icon within the database for further help

Boolean/Phrase – Supports the use of AND, OR and NOT and also allows you to use quotation marks for an exact phrase

Find all of my search terms – adds AND to all search terms entered (e.g. web AND accessibility)

Find any of my search terms – adds OR to all search terms entered (e.g. web OR accessibility)

SmartText Searching - You can copy and paste chunks of text (up to 5000 characters including spaces) to search for results..



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Apply related words- includes synonyms and plurals of search terms(words with the same or a similar meaning)

Also search within the full text of articles- select this to look for your terms in the whole article not just the abstract and citation.

Limit your results

You can narrow down your search by placing limits on it. If you only want full text articles select 'full text' in the tick box. You can also limit the search to academic journals by selecting 'Scholarly (Peer Reviewed) Journals'.

If you only wanted the most recent information you could use the '**Published Date from**' box.

Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Publication Type: All, Periodical, Newspaper, Book

Number of Pages: All

References Available

Published Date from: May Year: 2001 to July Year: 2009

Publication: [text box]

Language: All, Dutch, English, French

Image Quick View

There are further options to limit your search if you select 'Advanced Search'

Browsing

If you want to browse journal titles on a certain subject, first select 'publications' from the top of the screen.



Then select 'by Subject & Description' and type in your subject into the search box. The search below would be for journals about management.

Publications

Browsing: Business Source Premier -- Publications

Management [Browse]

Alphabetical By Subject & Description Match Any Words



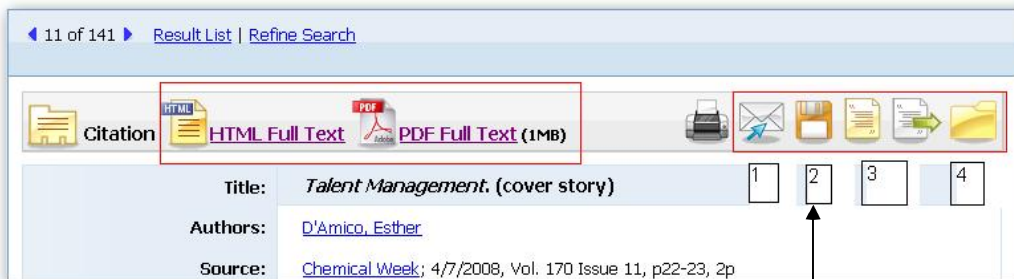
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Printing, saving and emailing your results

From your results list click on the title of the article you wish to print.

The article below is available in 2 different formats. Click on HTML Full Text or PDF Full text to open the file.



HTML documents

To email HTML –click on the envelope icon (1)

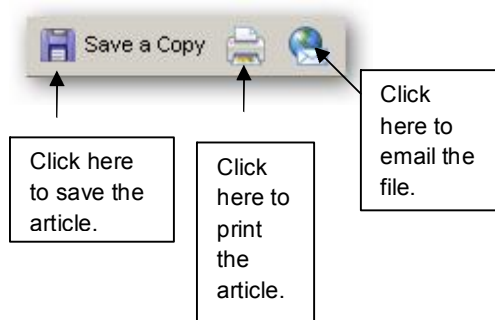
To save HTML – click on the disk icon (2)

To export to reference management software click on the export icon (3)

To save to a folder * click on the folder icon (4)

PDF's

Once you have opened the PDF you should see a toolbar at the top of the page.



*Using the folder

If you find a number of useful articles you can save them to a folder and then print, email or save them all at the same time. To add an article to a folder click on the folder icon(4)

You can also do this from the results list.

If you need any help whilst using Business Source Premier click on the question mark icon If you encounter any problems please contact the Online library on +44 (0)20 7862 8478 (between 09.00 and 17.00 GMT), by email on OnlineLibrary@shl.lon.ac.uk or the enquiries form at <http://www.external.ull.ac.uk/help/enquiries/>