1. Business Source Complete database tutorial - Introduction
   Last updated August 19, 2013

2. The Business Source Complete database includes full text articles from over 3,470 journals and other sources in management, economics, finance, accounting, and international business, including the Harvard Business Review.

3. The database also offers access to company profiles, market research reports, SWOT (Strengths, Weaknesses, Opportunities, & Threats) analysis, industry profiles, and country reports.

4. To access the Business Source Complete database, start at the library homepage:

5. http://libguides.regis.edu/library

6. Links to the databases can be found on the research guides. Look for the Subject and Course Research Guides link on the library homepage.
   Select Subject & Course Research Guides

7. Links to the Business Source Complete database can be found on any of the subject guides that address issues related to business, management, or leadership. Choose the guide that best fits your area of research.

8. Select subject area
9. Select research guide
10. On the research guide, click the highlighted link to open the database. The database will open in a new browser window. If you are off-campus, you will need to log in with your RegisNET username and password first before proceeding.

12. Contact the library reference desk if you have additional questions.

13. END
1. Business Source Complete database tutorial - Article search
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2. Enter your search terms in to the search boxes
3. Use the multiple search boxes to divide your topic into different “building blocks”.
4. 3783 results. That’s a lot! Let’s make this search more specific by using the same subject headings the database uses.
5. Use the Subject:Thesaurus Term list to identify subject headings for your topic. Selecting a subject heading from this list will narrow your previous search to items that specifically address the subject.
6. Expand the Subject: Thesaurus Term menu
7. Select matching subject headings for your topic
8. You may select multiple subject headings from the menu
9. Click the Update button to continue
10. 2,011 results. That’s more focused! Return to the Subject: Thesaurus Terms list to identify more subject headings if necessary.
11. Select additional subject headings as needed until you get a manageable number of results
12. Click the Update button to continue
13. 218 results. Much more manageable!
14. Use the search options menu to place additional limits on your search.
15. Select the Show More » link for the full menu of search options
16. Add limits towards the end of your search. Too many limits at the beginning of your search can create zero search results.
17. Contact the library reference desk if you have additional questions.
18. END
1. Business Source Complete database tutorial -
2. Industry profiles
   Last updated August 19, 2013
3. Using the Search Options menu, you can limit your search to industry profiles.
4. Enter the industry name or description in the first search box
5. Select Industry Profile from the Publication Type menu
6. Click the Search button
7. Search results have been limited to documents that are classified as industry profiles
8. You can also perform a keyword search and then limit your results to industry profiles afterward.
9. Enter the industry name or description in the first search box
10. Click the Search button
11. The keyword search yields thousands of results from various types of publications
12. Select the Show More link
13. Select Industry Profiles
14. Click the Update button to continue
15. Search results have been limited to documents that are classified as industry profiles
16. Contact the library reference desk if you have additional questions.
17. END
1. Business Source Complete database tutorial -
2. Company Profiles
   Last updated August 19, 2013
4. Click the More link
5. Enter company name
6. Click the link for the PDF file to open the company profile
7. Profiles include a SWOT (Strengths, Weaknesses, Opportunities, & Strengths) analysis, a list of key employees, identification of top competitors, and other company specific information.
8. Contact the library reference desk if you have additional questions.
9. END
1. Business Source Complete database tutorial -
2. Company SWOT analysis
   Last updated August 19, 2013
3. If you are searching for company information, you can limit your search results to a SWOT (Strengths, Weaknesses, Opportunities, & Threats) Analysis.
4. Enter company name in search box
5. Click the Search button
6. In many cases, if available, the SWOT analysis for the company will be listed at or near the top of the search results
7. You may also limit your search results to only SWOT analysis reports.
8. Select the Show More link
9. Click the SWOT Analysis check box
10. Click the Update button to continue
11. Search results have been limited to documents that are classified as SWOT analysis reports
12. Click the PDF link for the SWOT Analysis
13. SWOT Analysis reports are taken from the MarketLine Company Profiles.
14. Contact the library reference desk if you have additional questions.
15. END
1. Business Source Complete database tutorial -
2. Country Reports
   Last updated August 19, 2013
3. Enter name of country
4. Select Country Report from the Publication Type menu below the search boxes
5. Click the Search button
6. The search results include thousands of reports specific to the country from different publications
7. In this example, Country Report refers to the specific title of the publication.
8. Click the highlighted title to view more information about this document
9. Click the Source title of the publication again to view information about this source
10. Country Reports are published by the EIU: Economist Intelligence Unit
    Notice the 6 month delay for full text access
11. Contact the library reference desk if you have additional questions.
12. END
1. Business Source Complete database tutorial -

2. Market research reports

   Last updated August 19, 2013

3. To search for Market Research Reports, start with a keyword search for the industry you are interested in.

4. Enter the industry name or description in the first search box

5. Click the Search button

6. Select the Show More link

7. Click the check box for Market Research Reports

8. Click the Update button to continue

9. Search results have been limited to documents that are classified as market research reports

10. Contact the library reference desk if you have additional questions.

11. END