



## Business Source Complete via EBSCOhost Basic Search Help Sheet

### Creating a Basic Search

1. On the Basic Search Screen, enter your search terms in the **Find** field.

The screenshot shows the EBSCOhost Basic Search interface. At the top, there are navigation links: New Search, Publications, Thesaurus, Author Profiles, More, Sign In to My EBSCOhost, Folder, New Features!, and Help. The user is identified as a "Demonstration Customer". The search term "Business Source Complete" is entered in the search field. Below the search field, there are buttons for "Search" and "Clear", and a help icon. A red box highlights the "Search Options" link, which is part of a menu that also includes "Basic Search", "Advanced Search", "Visual Search", "Search History/Alerts", and "Preferences".

2. If you want to use any of the optional Limiters or Expanders, click the **Search Options** link.

The screenshot shows the "Search Options" panel expanded. It includes a "Reset" button in the top right corner. Under "Search modes", there are four radio button options: "Boolean/Phrase" (selected), "Find all my search terms", "Find any of my search terms", and "SmartText Searching" with a "Hint" link. Under "Apply related words", there are two checkboxes: "Apply related words" and "Also search within the full text of the articles". Under "Limit your results", there are two checkboxes: "Full Text" and "References Available".

You can use a specific **search mode**, such as “Find all of my search terms,” or “SmartText Searching”; apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as “Apply related words.”



3. To close the **Search Options**, click the link again.
4. Click the **Search** button. The Result List displays.



The screenshot shows the EBSCO search interface. At the top, there are navigation tabs: 'New Search', 'Publications', 'Thesaurus', 'Author Profiles', and 'More'. The search bar contains 'fiduciary responsibility' and has 'Search' and 'Clear' buttons. Below the search bar, there are options for 'Basic Search', 'Advanced Search', 'Visual Search', 'Search History/Alerts', and 'Preferences'. The main content area is divided into three columns: 'Narrow Results by', 'All Results', and 'Limit your results'. The 'Narrow Results by' column on the left has a dropdown arrow circled in red. The 'All Results' column in the center shows a list of search results, with the first result circled in red. The 'Limit your results' column on the right has a 'Folder has items' section with a red circle around it. The search results list includes titles, abstracts, and links to full text (HTML and PDF) and relevancy indicators.

## Viewing Your Search Results

The Result List Screen has three columns—Narrow your results, All Results, and Limit your results. You can hide or show the different areas by clicking the control arrows near the top of your results.

- **All Results** – The articles that were found display in the center of the Result List Screen.
  - The **article title** link takes you to the citation information and/or the full text. Place your mouse over the **Preview** icon  to view the Abstract.
  - The **HTML Full Text** link takes you directly to the full text of the article.
  - The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe® Reader®.
  - The **Relevancy** indicator  tells you how relevant the article is based on your search terms.



- **Narrow your results** – You can narrow by source type, subject, journal, author, and more.
- **Limit your results** – Apply limiters right from the Result List. Select any of the limiters displayed and click **Update**. A revised Result List displays. (You can refine your search even more by clicking the **Search Options** link under Limit your results.)
- **Folder** – To save an article to the Folder, click the **Add to Folder** link to the right of the Relevancy indicator at the bottom of the result. To view the items in your Folder, click the **Go to Folder View** link.
- **Related Information** – When additional sources such as images, blogs, and Web news are available, they will be displayed.

## Printing/E-mailing/Saving Search Results

2 of 1225 | [Result List](#) | [Refine Search](#)

Citation PDF PDF Full Text (873KB)

**Title:** Getting a grip on *fiduciary responsibilities*.

**Authors:** [Shepherd, Leah carlson](#)

**Source:** [Employee Benefit News](#); Apr2006, Vol. 20 Issue 5, p48-48, 1/2p

**Document Type:** Interview

**Subject Terms:** \*[AUDITORS](#)  
\*[FIDUCIARY responsibility](#)  
\*[LIABILITY \(Law\)](#)  
\*[EMPLOYERS](#)  
\*[EMPLOYEE fringe benefits -- Law & legislation](#)

**Geographic Terms:** [UNITED States](#)

**Company/Entity:** [ARNOFF & Associates \(Company\)](#)

**NAICS/Industry Codes:** [523991 Trust, Fiduciary, and Custody Activities](#)

**People:** [ARNOFF, Bob -- Interviews](#)

**Abstract:** Interviews *fiduciary* audit specialist and president of Arnoff and Associates Bob Arnoff on *fiduciary responsibilities* of employers in the U.S. Impact of U.S. Labor Department auditor number on the *fiduciary responsibilities* of employers; Relevance of breach as a common mistake of employers in their *fiduciary* duties; Myth of complacency about *fiduciary responsibility*.

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**Persistent link to this record (Permalink):** <http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=2050>

**Database:** Business Source Complete

**Related Information**

**Similar Results**

[Find Similar Results](#) using SmartText Searching. ?

**Folder has items**

[Fiduciary responsibility ...](#)

[Getting a grip on fiducia...](#)

[From Fiduciary to Vivanta...](#)

Go to: [Folder View](#)

- Click the **Print**, **E-mail**, or **Save** icon and follow the directions on screen to print, e-mail, or save your results. You can print, e-mail or save several results at the same time by saving them to the **Folder**, and then printing, e-mailing or saving all at once.
- Use the **Cite** icon to view your results in popular citation formats such as MLA and APA.
- Use the **Export** icon to export your results in a bibliographic manager format of your choice.
- To save your results for future use, be sure to sign in to your personal account (My EBSCOhost). Once you sign in, your results are saved to the Folder, and can be retrieved at any time.