



General Business File ASAP, 1980 - present

Scope: Contains company directory listings, articles on company performance and activity, as well as industry events and trends. Includes access to investment reports, trade publications, newspapers and journals.

How to Access:


- Click on the word “Chicopee CLIC” in the blue “quick links” box at the bottom right of the home page (www.chicopeepubliclibrary.org)
- Click on the label “Business”.
- Click on “General Business File ASAP, 1980 – present”.
- Log on using the CLIC username and password or your library card number. (Check the “Homework Helper” bookmark, or see the librarian, if you forget the username and password).

How to Search?

1. **Keyword Search:** The default search, “Keyword”, is used to search for articles on specific topics.

Ex. Keyword: cotton clothing

The keyword searches only the title, citation or abstract of articles for you keyword unless you select the button for “search entire article”. Other limits are found below the keyword search box.

**Chicopee Public Library**
General BusinessFile ASAP

Keyword search

Click in the entry box and enter search term(s)

Search for words in title, citation, abstract in entire article content

Type words to search for. You can use AND, OR, NOT. Results are sorted by date.

Limit the current search (optional)

to articles with text

to refereed publications

by date all dates before on after

between and

to the following journal(s)

to entries containing the word(s)



2. **Subject Search:** The subject search is a good way to narrow down your topic if you are not sure what words to use.
Example: Subject: Clothing

Entries containing or related to your subject list will be displayed: ex. Clothing Accessories, Clothing and Dress Design, etc.

3. **Advanced Search:** The most important feature of the advanced search is company profiles. You can search the business index, SIC codes or search investment reports by ticker symbols. You need to click on “Company Profiles” in order to have a drop down for a company name in the Advanced Search box.
4. **Journal Search:** This is a way to see if a specific journal is part of the database or to search just that specific journal.

To view **text** (a full article) or **abstracts** (summary of the article), click on the title in blue. If you want to save articles to a list, check the box to the left. Click on the “View Mark List” to the left to see your list and print it OR email it to yourself.

Questions??

If you have questions, please ask a Reference Librarian and call us at 413-594-1800 x108 or visit us at 449 Front Street, Chicopee, MA 01013. Meebo: chicopee_ref