



## General Business File ASAP, 1980-current

**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:** To access General Business File ASAP, you can either visit the Chicopee CLIC website (link from the Chicopee Public Library homepage) or go through One-Search (Find It>Databases). If you are off site, log in with your library card or through Chicopee CLIC.

### How to Search:

Select the Type of Search you would like to do:

1. **Keyword Search [default]:** lets you match words in the articles themselves, not just in controlled index terms. Just enter your keywords into the box and click search.  
Example: children AND clothing
2. **Subject Guide Search:** Search the Subject Guide when what you want can be expressed as "show me articles about" a topic.  
Example(s): Bill Gates; Sun Microsystems; Seattle, Washington; World Trade Organization
3. **Relevance Search:** a simple yet effective way to search for articles. It looks for words and word variants, alone and in combination. Relevance Search is most effective when two or more search terms are entered.  
Example(s): "civil war," +television, -headache
  - a. Quotation Marks around a search term [i.e.-"civil war"] will match civil war exactly.
  - b. Plus Sign in front of a search term [+television], article must contain the word following the plus sign.
  - c. Minus sign in front of a search term [-headache], article must not contain the word following the minus sign.
4. **Advanced Search:** presents you with a framework for building as simple or as complex a search expression as you want. You can search for as many as three terms (consisting of one or more words) from as many as three different indexes, and you can link the search terms with any of three logical operators.
  - a. AND- specifies both words on either side of the operator  
(Example: alcohol AND pregnancy)
  - b. OR- specifies either, or, or both



(Example: dream OR daydreams)

- c. NOT-specifies that the word before the operator must be in the results, but not the second word

(Example: crime NOT murder]

- 5. **Journal Search:** to find a periodical by name and from there to select a specific issue. For the selected issue, you will see a table of contents listing the articles currently available in this collection.

### **Limiting your Search:**

There are a few limits available for searching to refine your search more:

- To Articles with Text: this limits to full text articles only
- To refereed publications: this limits to only peer reviewed journals
- By date: you can specific before, after, or date spans  
Example: before 1990, after 2007, or between April 2001 AND May 2002.
- By Journal: limit by journal title or titles
- By Word: add additional words to limit by