Library
(248) 823-1228

Library Hours
Fall/Winter/Spring

Troy
Mon - Thurs  8:30 a.m. - 10:30 p.m.
Friday  8:30 a.m. - 5:00 p.m.
Saturday  8:30 a.m. - 5:00 p.m.
Sunday  NOON - 5:00 p.m.

Novi
Mon. – Thurs.  3:30 p.m. – 10:30 p.m
Saturday  8:30 a.m. – 3:00 p.m.
Fri. & Sunday  Closed

Circulation Periods
Renewable by Phone

Books – 4 weeks – grad students

For Use in Library Only:
Journals (hard copy)
Reference Books
Tax Materials
Class Reserves

Overdue Fines:
Four day grace period
First day thereafter, $1.25
Books $.25/ day
Annual reports $.25 / day

Reserve Items:
Four minute grace period
First minute thereafter, $1.25
$.25 per minute

FIN 506
Library Services

Reference Service
Reference librarians are available to help students formulate research strategies using both print and electronic resources. Students may call (248) 823-1228, visit the library for reference help, or email questions to librarian@walshcollege.edu.

Library Orientations
Every semester the librarians offer tailored classroom presentations demonstrating the online databases. Instructors initiate the arrangements for these orientations.

MeLCat Michigan Electronic Library
Students and faculty can use MeLCat to borrow books from other libraries. MeLCat is a resource-sharing service that lets library patrons search for, locate, and request materials from a single, comprehensive online catalog that includes the holdings of other libraries around the state. MeLCat provides access to millions of items, including books, audio books, music, movies, and other library materials. The Walsh College Library, however, does not borrow or lend DVDs, CDs, or audio visual materials through MeLCat. To order a book through MeLCat go to http://elibrary.mel.org/search. Most books arrive within a week or less.

DALNET Reciprocal Borrowing
Patrons can now request items from other local area academic libraries, through their Walsh online catalog and have them delivered to their library by using the DALNET Get It Local feature of the online catalog. When you have done a search on the shared catalog system and don’t see an item you want, you can click the DALNET Get It Local button which takes you to the shared catalog. Select the item you want, and click the Request a copy link. Enter your library card number to complete the transaction. Books will be delivered to Walsh.

Borrowing from Other Academic Libraries Using Michicard
Students can request a Michicard sticker to be placed on their Walsh library card; see http://michigan.gov/michicard for a list of participating public and academic libraries. Students may also go directly to one of the participating DALNET libraries with which Walsh College Library has worked out reciprocal borrowing privileges. Students must return borrowed materials at a time set by the lending library. You will be asked to present a drivers license and a Walsh class registration receipt as proof that you are a currently enrolled student. Check with a librarian for more information.

Interlibrary Loan — Using the Web/Portal Pages—Books Outside Michigan
Books and articles not owned by Walsh College Library can be borrowed through Interlibrary Loan. Before requesting a loan, a student should seek the assistance of a reference librarian to make sure all Walsh Library resources have been checked for the needed item. Faculty and currently enrolled students may request ILL via the library web page. For more information on ILL, visit the library, call (248) 823-1337, or check the Interlibrary Loan web page at http://www.walshcollege.edu/interlibraryloan or select the Interlibrary Loan link under the Library tab in the college portal.

Reserve Materials
Reserve materials that instructors place on reserve for students are stored at the circulation desk and may be checked out for two hours.

Copy Machines
The library has two black and white copy machines which work only with copy cards which can be purchased and reused by adding additional money to them using the card dispenser machine.

Study Area
Study tables are located by the windows on the north and south sections of the library, as well as at back of the library behind the reference collection.

2012
**Library Links:**

<table>
<thead>
<tr>
<th>Find Articles</th>
<th>Find Books</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Campus Databases:</strong> Search the library's databases from on campus</td>
<td><strong>Library Catalog:</strong> Find books in the library catalog</td>
</tr>
<tr>
<td><strong>Off-Campus Databases:</strong> Search the library's databases from off campus</td>
<td><strong>E-books:</strong> Electronic books accessible from any computer</td>
</tr>
<tr>
<td><strong>Find electronic journals:</strong> Find a journal in the library's databases</td>
<td><strong>MeLCat:</strong> Find and request books in Michigan academic and public libraries</td>
</tr>
<tr>
<td><strong>Find print journals:</strong> Find a print magazine or journal in the library collection</td>
<td><strong>Other Library Catalogs:</strong> Find books in Metro Detroit area libraries</td>
</tr>
<tr>
<td><strong>Inter-library loan:</strong> Request an article from another library</td>
<td><strong>WorldCat:</strong> Search a catalog of libraries worldwide</td>
</tr>
<tr>
<td><strong>Research Guides</strong> – Access tailored web pages arranged by topic to help you make the best use of library resources.</td>
<td><strong>Inter-library loan:</strong> Request a book from another library</td>
</tr>
</tbody>
</table>

**About the Library** – Learn about library collection and services and access contact information.

**Ask a Librarian** – Email your question to a reference librarian for help
Walsh College Library Portal

To access the library portal, click on the yellow Student Login tab located at the upper right of the home page at http://www.walshcollege.edu; then select the Active Campus Portal link. Another way is to click the Library link on the home page, then the Walsh Student Portal link under Current Students. Enter your email name and password. Next, select the Library link at the top of the screen. You can also go directly to the portal at https://myportal.walshcollege.edu.

The Library Portal Page currently consists of these links:

Main Page – Access directory information and library hours for both campuses.

Library Staff – get a list of library staff members with telephone and e-mail information

Databases – click on this tab to access the library’s online databases

Research Guides – use these subject specific guides to help find appropriate resources in Finance, Doctoral Information, Communications, Management, Marketing, and Accounting (coming soon).

Research Paper Help – Read about the proper ways to document your sources of information, avoid plagiarism. Go to links to improve oral and written communication skills. Download one copy for personal use of the APA Style Guide to Electronic Resource and access the Library’s guide to APA documentation.

Walsh Virtual Librarian- Ask a librarian a question via email.

Solutions Manuals – Find available solutions manuals for a number of classes.
RESEARCH GUIDES: FINANCE

Financial Information Research Guides at http://researchguides.walshcollege.edu/finance is a collection of library print and electronic resources important to finance students. The guide includes tutorials and a list of databases to meet your research needs for company, industry, and investment information. You can also access the guides by going to the portal page; under the Library tab select Databases; and then click on the Research Guides link from the navigation menu on the left. Select the Finance link and choose any of the tabs for more information under that tab:

- FAQs
- Tutorials
- Finance Databases
- Company Information
- Company Web Sites
- Industry Information
- Investment Information
- Economics Web Sites
- Newspapers
- Business Plans & Startups
- Business Ethics
- International Business
- Course Guides
- Citing in APA Style
- Demographics and Statistics
- Michigan Demographics
- New Books
- Using MelCat
The following online databases are available for research 24/7:

**ABI/Inform Complete: ProQuest**  Full text articles on global business and management topics.

**Accounting & Tax**  As part of the ProQuest ABI/Inform Complete database, it includes full text articles on current accounting and tax topics.

**ArchiveGrid**  Includes historical documents, personal papers, and family histories held in museums, libraries, and archives around the world.

**ArticleFirst**  Index of articles from the table of contents of magazines and journals.

**LexisNexis Academic**  Full text articles including transcripts and congressional hearings, as well as company reports.

**Academic OneFile: Gale**  Full text academic journals covering the social sciences, education, humanities, psychology, medicine, science, and criminal justice.

**Business Insights**  Full text articles from 1980 to the present with information on companies, markets and industries, market trends, mergers and acquisitions, management theory.

**BNA Accounting Portfolios**  Full text explanation and analysis of accounting topics.

**BNA Tax Management Portfolios**  Topic-driven analysis for researching and analyzing state and federal tax topics.

**CCH IntelliConnect**  Full text federal and state tax literature.


**Checkpoint Accounting, Audit & Corp Finance: RIA**  Professional Standards, Audit & Accounting Guides, AICPA Other Alerts, Technical Practice Aids.

**Communications & Mass Media Collection**  This collection provides current information from more than 100 journals focused on all aspects of the communications field. Key subjects covered include: advertising and public relations, literature and writing, linguistics, and many more.

**Computer Database**  Computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.

**CountryWatch**  Detailed country reports with political, economic, investment, social, and environmental overviews.

**Credo Reference**  Online access to business dictionaries and encyclopedias.

**D&B Million Dollar Database**  Information on over 1,300,000 U.S. leading public and private businesses.

**Dissertations and Theses**  Database of all dissertations and theses available in WorldCat, an online library of books and other materials in libraries worldwide.

**EBSCO Business Source Elite**  Full text from top management, marketing, economic magazines and journals.
<table>
<thead>
<tr>
<th>Database Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBSCO Regional Business News</td>
<td>Incorporates 75 business journals, newspapers and newswires covering all metropolitan and rural areas within the United States.</td>
</tr>
<tr>
<td>Environmental Studies &amp; Policy</td>
<td>Covering the field of environmental issues and policy, this collection, which includes nearly 200 journals, provides instant access to the multiple viewpoints of this volatile field of study, including perspectives from the scientific community, governmental policy makers, as well as corporate interests.</td>
</tr>
<tr>
<td>E-Journals</td>
<td>The database locates full-text articles published in the library databases.</td>
</tr>
<tr>
<td>ERIC</td>
<td>Journal articles and reports in education (mostly full text)</td>
</tr>
<tr>
<td>Expanded Academic ASAP: Gale</td>
<td>Full text of journals, magazines, and newspapers covering the arts and humanities, social sciences, science and technology</td>
</tr>
<tr>
<td>FACTIVA</td>
<td>Business news, company financial statements, industry ratios, business web links</td>
</tr>
<tr>
<td>First Research</td>
<td>Industry information on small businesses</td>
</tr>
<tr>
<td>FirstSearch/WorldCat</td>
<td>The OCLC online catalog contains 40 million records describing books and materials owned by libraries around the world.</td>
</tr>
<tr>
<td>Faulkner Advisory for IT Studies (FAITS)</td>
<td>Technology reports, tutorials, marketplace overviews product guides, company profiles, and directories</td>
</tr>
<tr>
<td>Faulkner’s Security Management Practices</td>
<td>Provides reports on critical management issues for those charged with providing enterprise-wide security</td>
</tr>
<tr>
<td>FIS Mergent Online: Company Data</td>
<td>Financial information on US and International companies including annual reports</td>
</tr>
<tr>
<td>General Business File ASAP: Gale</td>
<td>Full text investment reports; news and articles on companies, industries, and products</td>
</tr>
<tr>
<td>General OneFile: Gale</td>
<td>News and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, etc.</td>
</tr>
<tr>
<td>General Reference Center Gold: Gale</td>
<td>Full text articles on general business topics</td>
</tr>
<tr>
<td>GPO Monthly Catalog</td>
<td>Index only (no full text) for U.S. government documents (Congressional reports, hearings, debates, judiciary materials.</td>
</tr>
<tr>
<td>Health Ref Center Academic: Gale</td>
<td>Full text articles on fitness, medicine, and health designed for academic libraries.</td>
</tr>
<tr>
<td>Health and Wellness Resource Center</td>
<td>Includes health/medical journals, reference books, &amp; over 700 health-related videos; it is designed for students, patients, health professionals</td>
</tr>
<tr>
<td>InfoTrac Newsstand</td>
<td>A collection of thousands of full text international, national, state, and local newspapers</td>
</tr>
<tr>
<td>Gale Professional Collection</td>
<td>Full text journals covering educational topics</td>
</tr>
<tr>
<td>Insurance &amp; Liability Collection</td>
<td>This collection covering environmental issues and policy includes nearly 200 journals which provide multiple viewpoints, including perspectives from the scientific community, governmental policy makers, as well as corporate interests</td>
</tr>
<tr>
<td>Internet Encyclopedia</td>
<td>3 volume online encyclopedia of computer terms and computer related articles</td>
</tr>
<tr>
<td>Database Type</td>
<td>Description</td>
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</tr>
<tr>
<td>JSTOR</td>
<td>Full text articles covering business, economics, finance, management, and statistics.</td>
</tr>
<tr>
<td>LearningExpress Library</td>
<td>Interactive online learning platform of academic and licensing/certification practice tests, elementary level testing for math and reading. Includes a section that takes users from job assessment to success on the job.</td>
</tr>
<tr>
<td>LegalTrac (Gale)</td>
<td>Articles in all major law reviews, law journals, specialty law and bar association journals, and legal newspapers</td>
</tr>
<tr>
<td>Library Catalog</td>
<td>Online catalog of books held by Walsh and other college libraries in the area.</td>
</tr>
<tr>
<td>Military &amp; Intelligence</td>
<td>A custom collection of over 400 journals, covering all aspects of the past and current state of military affairs. Key subjects include socioeconomic effects of war, governmental policies, the structure of armed forces, etc.</td>
</tr>
<tr>
<td>Morningstar Investment Research Center</td>
<td>Access financial information on thousands of mutual funds.</td>
</tr>
<tr>
<td>OAlster</td>
<td>Catalog of digital resources including books, articles, and multimedia.</td>
</tr>
<tr>
<td>OECD</td>
<td>Access to the OECD Economic Outlook and OECD Economic Surveys</td>
</tr>
<tr>
<td>Opposing Viewpoints in Context</td>
<td>Full text viewpoint articles, topic overviews, full-text magazines, academic journals, news articles, primary source documents, statistics, images, videos, audio files and links to websites on today’s hottest social issues.</td>
</tr>
<tr>
<td>Psychology Collection</td>
<td>This collection gives individuals a basic understanding of the study of the mind, emotions and how the human mind develops and diminishes over time.</td>
</tr>
<tr>
<td>Small Business Collection</td>
<td>This database provides insights, tips, strategies and success stories about entrepreneurship. Users will find 250 subject-appropriate full-text periodicals.</td>
</tr>
<tr>
<td>Small Business Resource Center</td>
<td>Learn how to start, finance or manage your small business. Resources include sample business plans, how to guides, articles and websites.</td>
</tr>
<tr>
<td>Social Science Research Network</td>
<td>SSRN offers advanced research with full text in the social sciences in the areas of accounting, economics, entrepreneurship, finance, health, management, marketing, negotiations, etc.</td>
</tr>
<tr>
<td>Social Sciences Abstracts</td>
<td>Abstracts with some full text of articles on the social sciences; available in the FirstSearch database.</td>
</tr>
<tr>
<td>S &amp; P Net Advantage</td>
<td>U.S. Industry profiles, trends, ratios, and statistics, stock reports, mutual fund information, as well as <em>Industry Global Supplements</em> for Europe, Asia, Latin America</td>
</tr>
<tr>
<td>U.S. History Collection</td>
<td>This collection of over 40 journals provides balanced coverage of both the current thought and events in US History, as well as scholarly work being established in the field; useful both to the novice historian and to the advanced academic researcher.</td>
</tr>
<tr>
<td>ValueLine Investment Online</td>
<td>Company financial information on approximately 7500 companies as well as short summaries of over 100 industries.</td>
</tr>
<tr>
<td>Wall Street Journal</td>
<td>Search the current issue or back issues using the Factiva database.</td>
</tr>
</tbody>
</table>
World History Collection This collection of over 40 journals provides coverage of both the current thought and events in World History, as well as scholarly work being established in the field; useful both to the novice historian and to the advanced academic researcher.

INTERNET Internet for educational research via Microsoft Explorer is available at all computer terminals. For remote access to the library database, go to the portal page at [https://myportal.walshcollege.edu/](https://myportal.walshcollege.edu/). To check on your user name and password students can go to [https://webadvisor.walshcollege.edu/](https://webadvisor.walshcollege.edu/). Students can also contact the Office of Information Technology Help Desk at (248) 823-1350 for any technical problems with their ID and password.

Printing from Library Computers
Each term students are given a printing allowance of $24.50. Once that allotment is used up, students will (1) need to add money to their account through the business office or (2) pay for copies with their charge card; click on the PaperCut icon located at the bottom of your screen and fill out the required information. Any money not used during a term will be carried over to the next term. No refunds will be made.

Research Guides [http://researchguides.walshcollege.edu/](http://researchguides.walshcollege.edu/)
The library has prepared subject-specific research guides to help you with research. Currently, the guides cover these subject areas: accounting, APA documentation, communication, doctoral student guide, entrepreneurship, finance, global business information, health care reform, human resources, information assurance, legal resources, labor relations, management, marketing, project management, MBA 670, operations management, organizational design, reading lists, and tax.

Instructional Handouts
Since each database is searched differently, the library provides instructional guide sheets for each database. Students may also obtain instructional handouts for online databases from the library web page at [http://researchguides.walshcollege.edu](http://researchguides.walshcollege.edu). For finance-oriented tutorials also select the Finance link and then the Tutorials tab.

The librarians also encourage students to ask for assistance in learning how to search the electronic databases.
An Easy Way to Search for Full Text Articles in Specific Magazines, Journals, or Newspapers:

The Serial Solutions database allows users to locate which online database indexes the full text of specific magazines, journals, or newspapers. The database can be extremely useful. For example, let’s say you find only the abstract of an article in one database, and it is exactly what you need. You will want to find the full text in another database, but where would you look? Searching every library database would be time-consuming. Serial Solutions solves this problem by providing a database listing magazines, journals, and newspapers, along with the online databases where they can be found.

Go to the portal page at https://myportal.walshcollege.edu, select Databases from under the Library tab. Scroll down and select the E-Journals Available on the Library’s Online Databases link from the list. On-Campus users can access the database by going to http://www.walshcollege.edu/oncampusdatabases and then selecting the same E-Journals link. A screen with alphabetical letters will be displayed. Simply click on the appropriate letter for the magazine, journal, or newspaper you are looking for. The next screen displays all the periodicals alphabetized under that letter. Scroll down and find the publication you are looking for. After each journal title is a list of databases that index that particular magazine, journal, or newspaper. Clicking on one of the links takes you to the search screen of the database indexing the publication you want or to a screen that allows you to search your magazine or journal by title.

Full-text journals, magazines, and newspapers are available in the following databases licensed to Walsh College Library:

- ABI/Inform Complete: ProQuest
- Academic: LexisNexis
- Business Insights: Essentials
- Computer Database
- EBSCO Business Source Elite
- EBSCO Regional Business News
- Expanded Academic ASAP
- FACTIVA

(Gale) Opposing Viewpoints in Context
- General OneFile
- General Business File ASAP
- General Reference Center Gold
- Health and Wellness Resource Center
- Health Reference Center Gold
- JSTOR
- LegalTrac

To find titles of magazines, journals, and newspapers available in the library in print format, you will need to search the Library's Online Catalog. If the title you want is not available online or at the library, you may use the Library's Interlibrary Loan Services available on the library web page at http://www.walshcollege.edu/interlibraryloan.
Business Insights: Essentials

Search Tips

Business Insights: Essentials combines sophisticated research tools with convenient access to a range of comprehensive learning materials. Designed to move researchers quickly to higher levels of understanding and application, Business Insights: Essentials uses statistical data sources, news articles, academic journals and topical reference materials organized by company and industry to quickly engage users in the global business environment.

General Navigation
On the homepage, you will find the following options for beginning your research:

- Basic Search
- Advanced Search

Below the name of the database, you will find the menu bar with additional options:

- Home
- Company Finder: Develop lists of key competitors by industry or location and sort them according to revenue and other metrics.
- Industries: Browse a list of industries.
- Compare Companies: Generate statistics for a single company or compare multiple companies.
- Compare Industries: Generate statistics for a single industry or compare multiple industries.
- Saved Items: Collect documents during your research that interest you! Documents you have saved or “starred” can be found here.
- Search History: Keep track of the last 20 searches you have performed.
- Glossary: Displays a list of business terms and definitions.

Getting Started with a Basic Search
To perform a Basic Search, enter a company, industry, topic or other search terms in the search box found on the home page. A basic search box will also be located in the upper right hand corner on most pages.

Note: Information is organized contextually around company and industry. Your basic search will look for a Company or Industry Profile that matches your search terms and display those results first, along with any news, case studies, market share reports and other types of content found.
Sorting Your Search Results

Your results are listed in the order shown in the Sort By drop-down list.

- **Publication Date**: Sorts by publication date with the most recent documents displayed first.
- **Article Title**: Sorts alphabetically by document title.
- **Publication Title**: Sorts alphabetically by the title of the source publication.
- **Relevance**: Sorts by how closely documents match your search query.

Filtering Search Results by Content Type

The content types found are listed in the left-hand margin. The number shown in parentheses equals the number of results found for that content type. Click a content type link to view only those results. Depending on your search criteria, below is a list of content types you may see:

- **Recent News**: Articles from hundreds of international newspapers and news wires, updated daily.
- **Journals**: A wide variety of scholarly periodicals that contain full-text articles, updated daily.
- **Company Histories**: Provides detailed corporate chronologies and histories.
- **SWOT Reports**: Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses on hundreds of global companies.
- **Market Share Reports**: Full-text reports showing various company rankings within their industry and market share.
- **Market Research Reports**: Full-text reports on most industries from Datamonitor International.

Searching Within Search Results

Below the list of content types, you will find a Search within Results box. Enter a term and hit Enter to search within your current results.

Limit Search Results By Publication Title

Depending on the search performed and the results found, the system may present additional ways to filter your results (displayed below the Search within Results box). For example, the publication titles that make up your search results may be listed. The number shown in parentheses equals the number of results found for that title. Click a title link to view only those results.

Related Subjects

Selecting a Related Subject link performs a Subject search on the selected term.
Viewing, Listening, and Translating a Document

- **View:** Clicking on the document title from the search results page takes you to the full content of the record, be it a case study, company profile, news article or other type of content.

- **Listen:** Whenever the \[Listen\] icon is present, you can have the content on that page read out loud by a computer-generated voice.

- **Translate:** Select a language from the Translate drop-down list. The system will generate a translation of the current document in the language you selected.

Document Tools

Document tools are provided in the upper right corner of the document view box. Below is a list of available tools:

- **Save:** Saves documents to your current session under Saved Items (on the top menu bar).
- **Print Preview:** Reformats the current page for printing.
- **Generate PDF:** Creates a PDF view of your document.
- **Citation Tool:** Generates bibliographic citations based on the format of your choice.
- **Share:** Includes sharing via Bookmark URL, Email, and Social Media Sites
  - **Bookmark:** Lets you create a stable and persistent URL that you and others can use to retrieve the content you are viewing.
  - **Social Media:** Use a social media site or online bookmarking service to share a link to the content you are currently viewing.
  - **Email:** You can e-mail content you find to yourself and others.

Using the Advanced Search

Do you know the title of the document you are looking for, or its author? Or perhaps you want to search for materials published within a certain date range from a publication. Go to the Advanced Search page by clicking the Advanced Search link found below the search box in the page banner. There are 3 general ways to do an Advanced Search:

1. Enter your search terms and select an index from the drop-down list.
2. Enter your search terms, select an index from the drop-down list, and enter one or more search limiters.
3. Perform a limiters-only search without entering any search terms.

Using the Subject Guide Search

The Subject Guide Search can be accessed from within the Advanced Search to browse a dynamic list of topics, people, products, organizations and more. Enter your subject term of interest and find results grouped by the closest available matches from our business subject index. You can select a term to view a results list of matching items, or continue navigating through the Subject Guide by expanding terms and viewing related topics.
EBSCO Business Source Elite/Advanced Search

Full text coverage for more than 1,100 scholarly business, management, and economics journals, including nearly 500 peer-reviewed publications.
Offers indexing and abstracts for nearly 1,800 journals.
Includes full text (PDF) coverage dating back as far as 1985, and detailed company profiles for 10,000 companies.

Get a list of searchable fields
Enter keywords with field codes
Retrieve articles with full text
Search for articles in a specific publication

Limit searches to scholarly articles only

LIMIT BY DATE

SEARCHABLE FIELDS
Click on Field Codes to get a list of available codes to help you narrow your search

AU Keyword search for author: Ex: AU Manry, David
CO Company keyword search: Ex: CO Microsoft
TI Title keyword search: Ex: TI sexual harassment
SU Keyword search of thesaurus, subject headings, companies, products, people, and author-supplied keywords: Ex: SU wall street
AB Abstract: keyword search of abstract summaries Ex: AB tax reform
People: Keyword search of people’s names: Ex: PE buffett, warren
PS Reviews & Products: Ex: PS dell dimension 8200
SO Publication Name: Ex: SO time
TK Ticker Symbol: Ex: TK AMZN
TX Keyword search of all searchable fields Ex: TX data warehousing

Limit Search by Document Type:
abstract, article, bibliography, book review, case study, directory, editorial, entertainment review, erratum, interview, letter, literature review, obituary, poem, poetry review, proceeding, product review, recipe, short story, speech

Boolean Operators
AND retention and turnover
Finds articles that contain both terms
OR retention or turnover
Finds articles that contain either term
NOT retention not turnover
Finds articles with the term retention, but not the term turnover
Combine Terms Using Parentheses:
(motivation or job satisfaction) and turnover
Finds articles with turnover and either motivation or job satisfaction
Display Screen of Search Results

More opportunities to limit searches

Limit to full text, scholarly journal or cover story

Limit to type of publication

Narrow search to specific subjects

Proximity Searches
N near operator
Tax N5 reform
Finds tax within 5 words of reform in any order

W within operator
Tax w8 reform
Tax is within 8 words of the term reform in that order

Truncation
* finds root words
comput* finds computer(s), computing
?
replace an unknown character
ne?t find results containing neat, nest, next

EBSCO Business Source Elite

View an abstract for the article

Click on the PDF Full Text or HTML Full Text to view the complete article

USEFUL TABS/LINKS

Basic Search - Simplest search option available
Advanced Search – More complex search option
Visual Search – use interactive graphics (block or column style) to conduct a search
Keyword- Start an interactive search
Choose Database Go to the menu of EBSCO databases
Publications Go to an alphabetical list of magazines and journal titles indexed in the database
Thesaurus – Browse a list of available subject headings
Indexes (under More) – Narrow results to fields such as author, company entity, journal name, NAICS Code, ticker symbol, year of publication, etc.
Company Profiles -view Datamonitor company reports
Images – Access over 180,000 images relating to people, natural science, places, history and flags
Refine Search – Choose search criteria to narrow your search
Search History/Alerts – Save, retrieve, and reuse your advanced searches
Result List – View or return to search results
Find similar results- find articles on the same topic.
Sort by- sort search results by date, source, author, relevance

Cite: View the APA citation for the article

Search Results can be limited to the following:
All Results
Academic Journals
Trade Publications
Magazines

Viewing Formats
HTML Full Text
PDF Full Text

Delivery Options
Print
Click the print icon; click OK.

Save
Click the save icon, save in 3 ½ Floppy (A:), name the file; click Save.

Email
Enter email address and subject
Business Source Elite/
Company Profiles


① Click on the Company Profiles tab

② Enter the name of the company

Ford Motor Company
Datamonitor Report (204K)
Location: United States
Industries: AUTOMOTIVE

Company Profiles
Each company report from Datamonitor includes most of the following items:
- Company Overview
- Key facts
- Business Description
- History
- Key Employees
- Key Employee Biographies
- Major Products and Services
- Products and Services Analysis
- SWOT Analysis
- Top Competitors
- Company View
- Locations and Subsidiaries
- Latest Company Comment
- Latest Company News

The results screen brings up a PDF Report with Location/Industry category ③ Click on the PDF link.

Delivery Options
Print
Click the print icon; click OK.
Save
Click the save icon, save in 3 ½ Floppy (A:), name the file; click Save.
E-mail
Enter email address and subject.
How to Access:

① From the portal page click the Library tab, then Databases; scroll down and select the Factiva link.
② From the Get Company Snapshot drop-down menu, select Company Name or Ticker and enter a company name or ticker symbol in the search box.
③ Click the button to activate the search.

Snapshot Screen (shown below in part)
- Contact Information - company address, telephone, fax, web site
- Business Description - brief statement on the company’s business
- Peer Group: Key competitors – major competitors for your company
- Key executives; Key Financials
- SIC/NAIC industry Classification
- Stock Price Activity chart
- Performance/Segment information with charts
- Company News

News
- Latest headlines from newspapers, magazines, blogs, Web sites, Multimedia sources

Financial Results - Download to Spreadsheet Format
- Balance Sheet
- Cash Flow - Annual
- Income Statement - Annual
- Key Ratios – relative valuations, financial strength, profitability, effectiveness, efficiency
Reports

Company Report - A detailed outline of this company's primary activities, top officers and executives, competition, history, products, services, key financial ratios, and full balance sheet, income statement and cash flow statements.

Detailed Company Profile Report - A detailed outline of this company's primary activities, top officers and executives, competition, history, products, services, and key financial ratios.

Custom Report – Build a custom report by selecting the criteria from 3 topics: Business Summary, Financials and Market Activity, and News. See the next page for more information.

Financial Health - A summary of the company's financial health with the latest key indicators, margins, valuation and effectiveness ratios, and share and dividend activity data.

Ratio Comparison - Compares key financial ratios of this company against its industry, sector, and the S&P 500 Index aggregates

Custom Report - Create a report with criteria you choose: Access under Reports or click the Custom Report link.

Business Summary
- Peer Comparison
- Datamonitor Overview and History
- Datamonitor Products and Services
- Reuters Extended Business Description
- Industry Classification
- Datamonitor Company Statement
- Datamonitor SWOT Analysis

Financials & Market Activity
- Performance/Segment Information
- Key ratios
- Financial Health
- Business Segment Breakdown
- Ratio Comparison Report
- Balance Sheet – Annual
- Cash Flow – Annual
- Income Statement – Annual
- Balance Sheet – Interim/Quarterly
- Cash Flow – Interim/Quarterly
- Income Statement – Interim/Quarterly

News
- Latest News
- Performance
- Bankruptcy
- Management Moves
- Contracts/Orders
- New Products/Services
- Legal/Judicial
- Ownership Changes
- Press Releases
- Trade Articles
- Capacities/Facilities
- Earnings

USEFUL LINKS

Quotes — Current and historical stock quotes going back two years

Charting — Enter a ticker symbol or symbols up to 10 to create a chart based on the available options

Company — Return to the search Screen

Company Report [PDF] — Quickly access the company’s comprehensive report

Useful Icons

Print Results
Reformat text for printing using your browser

Save Results
Reformat text for saving as html or .txt

Email Your Results
Email up to 100 documents
First Research Industry Profiles

Industry Profiles offer a guide to over 900 industry segments updated quarterly; the summaries include information on trends and factors affecting the industry:

- Competitive landscape
- Products, operations, technology
- Sales and marketing
- Finance and regulation
- Regional & International issues
- Human Resources
- Industry employment growth
- Recent developments
- Quarterly industry updates
- Business challenges
- Trends and opportunities
- Executive insight
- Call prep questions – suggested questions to consider
- Financial information
- Industry forecast
- Industry drivers

The database offers a variety of ways to search for industry profiles. See numbers 1, 2, 3.

1. Enter the SIC, NAICS, or name of the industry in the search box at the top of the screen if you know it.

2. Quick search for industries by keyword, SIC Code, or NAICS Code

3. Click to display industry segments

4. Click the Browse Industry Profiles link. Enter SIC code, NAICS code or keywords; for example: sic 3711, naics 33611, or the keywords, automobile manufacturing.

You can also browse an alphabetical list of industry profiles.

You can also click on the blue boxes before a sector to expand the list of profiles in it.

AVAILABLE SECTORS:
- Construction and real estate
- Government, Education, Recreation
- Finance & Insurance
- Retail
- Food & Agriculture
- Services
- Healthcare
- Manufacturing
- Technology and Communications
- Transportation, Energy, Storage
- Wholesale
NAVIGATION TABS:

- **Industries: Your Starting Place**
  Find industry profiles for over 900 industries.

- **North American Regional Information**
  Select a state or Canadian province to access concise industry statistics, employment data, real estate information, and web resources.

- **Sales & Marketing: Customize Communication**
  Access sample templates so you can customize your communication to customers in email, voicemails, and prospect letters.

- **Industry Prospector**
  Rank industries based on key economic and financial metrics. Drill down into industries that best fit your research needs. Industry Prospector gives you the power to select and rank industries based on 34 financial metrics, 2 human resources metrics, 7 industry drivers, forecasted growth, and international trade growth and dollars. Use the following search metrics to find business opportunities and identify risks:
  - **Financial Metrics** – 34 metrics derived from income statements, balance sheets, and financial ratios
  - **HR Metrics** - Employment growth and average worker wages.
  - **Industry Drivers** - 7 industry drivers that have a positive or negative economic impact on an industry
  - **Forecast** - Predicted industry growth for the next two years.
  - **International Trade** - U.S. imports & exports in total $ annual value and % growth

- **International Global Content**
  - Access a list of Canadian industry profiles.
  - Read international news.
  - View top industries for US imports.
  - Explore global web links.
  - Access international acronyms.

OTHER OPTIONS

**Call Prep Questions**
Call Prep Sheets are one-page “Executive Summaries” designed to give you strategic insight into your prospect's business issues before you pick up the telephone. Call Prep Sheets are located as a link within of each of our Industry Profiles covering 900 industry segments available to you through your First Research subscription. Just click on the “View Call Prep Sheet” button at the bottom of the Industry Profile chapter list to dig in.

**MP3 Podcasts** (Located on the bottom of the Industries page under *Intelligence On the Go*)
Listen or download industry profiles. Each five-minute podcast provides a quick industry overview.

**Self-Paced Training Sessions** (under the Tools and Resources heading on the Industry page)
View detailed modules with search tips on how to make maximum use of the database.
Walsh College Library  

FIS Mergent Online

U.S. Company Data – Financial information on over 25,000 U.S. public companies (active & inactive)

International Company Data – Financial information for over 20,000 non-U.S. companies

U.S. Annual Reports – Current and historical annual reports on 40,000 U.S. public companies

International Annual Reports – Current annual reports on over 75,000 non-U.S. companies

Country Profiles - Country statistical data and map (includes GDP)

◆ Go to the library portal page at https://myportal.walshcollege.edu/; click on the Library tab, then on Databases. Select FIS Mergent Online: Company Data from the list of databases.

◆ Click the Enter Mergent Online box on the left of the screen. Enter the company name or ticker symbol. A list will display.

BASIC COMPANY SEARCH

Select one or more of the databases to search

As you enter the company name or ticker symbol, a list of choices will display. Click on the appropriate choice.

USEFUL TABS:

◆ Company Details:
  Synopsis – Directory information, business summary, SIC, NAICs, key executives, key financials, company news
  Highlights – Financial highlights including income statement, balance sheet, cash flow, liquidity indicators, etc.
  History – Important dates in the history of the company
  Business – List of the company’s primary/secondary NAICS and SIC codes and a description of the business
  Property – List of property owned by the company
  Subsidiaries – List of the company’s subsidiaries
  Long Term Debt – Summary list of the company debts
  Capital Stock – issue details, stock splits, voting rights, dividends paid
  Business Segments – business analysis of revenues and earnings before taxes, as well as geographic analysis

◆ Executives – Individual executive details on the company’s officers and directors, including biographies, compensation, committees, and executive insider trading

◆ Ownership – Institutional and insider holdings on the specific company

◆ Company Financials – Historical as reported and standardized financials, as well as ratios, restated financials, prelims, and business analysis. Financials go as far back as 15 years and can be downloaded to a spreadsheet.

◆ Filings – Government documents filed by the company

◆ Reports – View and/or download company annual reports (back to 1995), industry reports, buy/sell/hold reports, and Mergent pre-defined reports which includes a Full Company Report, Company Details Report, Financial Details Report, and Executives Report.

◆ Filings – Government documents filed by the company

◆ News – Recent updated company news stories, including joint ventures

◆ Competitors – View and/or create company competitors based on industry codes and financial highlights; included are news items about your selected company, as well as its competitors.
FIS Mergent Online: Easy Search for Companies by Industrial Classification:
(SIC, NAICS, or MIC (Mergent’s Industrial Classification))

Use Code Lookup

SIC CLASSIFICATION
Click on the + box to expand the contents.
Drill down to the specific code you need.
0 +AGRICULTURE, FORESTRY & FISHING
1 +MINING & CONSTRUCTION
2 +MANUFACTURING (CODES 20-29 OUT OF 20-39)
3 +MANUFACTURING (codes 30-39 out of 20-39)
4 +TRANSPORTATION, COMMUNICATION & UTILITIES
5 +WHOLESALE & RETAIL TRADE
6 +FINANCE, INSURANCE & REAL ESTATE
7 +SERVICES (Codes 70-79 OUT OF 70-89)
8 +SERVICES (Codes 80-89 out of 70-89)
9 +PUBLIC ADMINISTRATION & NON-CLASSIFIABLE

You will get a list of companies based on your search criteria
Create a company analysis list by entering check marks before the company name.

NAICS CLASSIFICATION
Click the + box to expand the contents
11 +Agriculture, Forestry, Fishing, Hunting
21 +Mining
22 +Utilities
23 +Construction
31 +Manufacturing (31-33)
32 +Manufacturing
42 +Wholesale Trade
44 +Retail Trade
45 +Retail Trade
48-49 +Transportation and Warehousing
51 +Information
52 +Real Estate and Rental and Leasing
54 +Professional, Scientific & Technical Management of Companies & Enterprises
56 +Administrative and Support & Waste Management & Remediation Services
61 +Educational Services
62 +Health Care and Social Assistance
71 +Arts, Entertainment, & Recreation
72 +Accommodation & Food Services
81 +Other Services
92 +Public Administration

Select the classification; enter the SIC or NAICS number if you know it or use the Code Lookup feature.

Click on a company link to go directly to its report.


Click here to show results for all criteria searched.
REPORT BUILDER with FIS Mergent Online

Three reports can be built:

Custom report – select criteria from a list to include in the report

Report Wizard or Pre-defined Reports – Drag, drop, and reorder icons (Company Description, Executive Compensation, Subsidiaries, Financials, Insider Transactions, Institutional Holdings, History, 3 Year of End of Day) and place in the Report Preview box.

Company Comparison Report – create a report that compares a selected company against the industry or the company against a selected group of companies

CUSTOM REPORTS

Select from the List of 5 categories by clicking the + sign to expand a list of subcategories:

<table>
<thead>
<tr>
<th>Company Details</th>
<th>Synopsis, Financial Highlights, Property, Subsidiaries, Long Term Debt, Capital Structure, Earnings Estimates, Business Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing Information</td>
<td>Closing Price, Dividend yield, EPS, DPS, Market Cap, 52 Week Range, PE Ratio, Price Change %</td>
</tr>
<tr>
<td>Company Financials</td>
<td>Type (Prelims, As Reported, Restated), Frequency (Annuals, Quarters), Currency (As reported or choose foreign currency), Scale (As reported, no scale, in thousands, in millions, in billions), Select Period (Past Year, Last 2, 3,5, 10, or 15 Years/Quarters), Years (present – 1997), Income Statement, Balance Sheet, Cash Flows, Ratios</td>
</tr>
<tr>
<td>Executives</td>
<td>Officers, Directors, Committees, Compensation, Insider Holdings, Insider Trades</td>
</tr>
<tr>
<td>News</td>
<td>Recent News, History, Joint Ventures, Business, Corporate Events</td>
</tr>
</tbody>
</table>

Click on the item(s) you want in the report and click on the > to add the item(s) you want. Click < to remove the item from the report. Choose >> to automatically add all available data to the report.

Select the format for the report: HTML, Word, Excel, PDF.

Click the Create Company Report button.
Report Builder Comparison Reports: Compare Company Against the Industry
Create reports which compare your currently selected company against a number of competitors within the same industry.
Click on the Report Builder tab. Select the Comparison Reports link.

Select NAIC or SIC number. Choose Worldwide or Target Country (U.S.)

Choose the group of companies against which you will compare the currently selected company: Top 10, 25, 50, or Bottom 10, 25, 50 Companies or All Companies

Organize report by individual items or by company

Select a year

Click on the + sign to display subcategories, select an item and click on the > to add it to the report; repeat to add more items

Select a format: HTML, Word, Excel, PDF

3 Data Items to Select from

<table>
<thead>
<tr>
<th>Corporate Information</th>
<th>Address, Email Address, CIK, Auditor, Fax number, Legal Counsel, MIC, NAICS Codes, SIC Codes, State of Incorporation, Country of Incorporation, State/Province, Stock Exchange, No. of Employees, Region, Shareholders, Ticker, Transfer Agent, Web Site, Year Incorporated/Founded, Telephone, Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financials</td>
<td>Advertising, Current liabilities, Current Assets, Current Liabilities, Earnings before Tax, EBITDA, Inventories, Net Interest (Banks), Net Loans and Leases (Banks), Net Property Plant &amp; Equipment, R&amp;D, Selling General and Admin, Total Deposits (Banks only), Cash Flow from Operations, Long-term Debt, Net Income, Operating Income, Stockholders Equity, Total Assets, Total Liabilities, Total Revenue</td>
</tr>
<tr>
<td>Ratios</td>
<td>Advertising % TR, Calculated Tax Rate %, Current Ratio, Earnings Before Tax Margin %, EBITDA Margin %, Gross Margin %, Interest Coverage, Inventories % TA, Inventory Turnover, Loans to Deposits (Banks Only), Long-term Debt/Equity, Loss Ratio % (Insurance Only), LT Debt to Equity, Net Current Assets % TA, Net Interest Margin % (Banks only), Net PPE % TA, Net PPE Turnover, Net Profit Margin %, Operating Margin %, Quick Ratio, R&amp;D % TR, Revenue per Employee, ROA % (Net), ROE % (Net), ROI % (Operating), Selling Gen &amp; Admin % TR, Total Asset Turnover, Total Debt to Equity</td>
</tr>
</tbody>
</table>
Comparison Reports: Compare Company Against a Custom Group

You have to create a list of companies before you can build this report. One way is to go to the competitors tab and click on the companies you want. When you select a company, in the quick intro at the top of the page you will see the company name followed by a + sign; for example: *Toyota Motor Corp (NYS: TM)* to Company Analysis List. Click on the + sign to add the company to your Analysis List. Repeat for all the companies you want in the report. Then click on My Mergent Tools+/Company Analysis List.

Select from the Data Items:

**Corporate Information** – Directory information, NAIC codes, SIC codes, ticker, state of incorporation

**Financials** - Advertising, Cash Flow from Operations, Current Assets, Current Liabilities, Earnings Before Tax, EBITDA, Inventories, Long Term Debt, Net Income, Net Interest (Banks Only), Net Loans & Leases (Banks Only), Net Property Plant & Equip, Operating Income, Research & Development, Selling General & Admin, Stockholders Equity, Total Assets, Total Deposits (Banks Only), Total Liabilities, Total Revenue

**Ratios** - Advertising % TR, Calculated Tax Rate %, Current Ratio, Earnings Before Tax Margin %, EBITDA Margin %, Gross Margin %, Interest Coverage, Inventories % TA, Inventory Turnover, Loans to Deposits (Banks Only), Long-term Debt/Equity, Loss Ratio % (Insurance Only), LT Debt to Equity, Net Current Assets % TA, Net Interest Margin % (Banks Only), Net PPE % TA, Net PPE Turnover, Net Profit Margin %, Operating Margin %, Quick Ratio, R&D % TR, Revenue per Employee, ROA % (Net), ROE % (Net), ROI % (Operating), Selling Gen & Admin % TR, Total Asset Turnover, Total Debt to Equity
FIS Mergent PREDEFINED REPORTS for the Currently Selected Company

There are two types

☑ Predefined Reports: Select Data Items
Click on the Reports tab.
Select the Mergent Reports link.

Four Available Reports:
Click on the + icon next to each of the report titles to expand a list of all of the topics, headings, subheadings, and data covered within the report

♦ Full Company Report: Complete Quantitative and Qualitative Report on the company. All financial data cover the last 3 years.
♦ Company Details Report: Includes all the quantitative and qualitative information on five years of annual & quarterly financial statements
♦ Financial Details Report: Includes five years of quantitative "as-reported" data.
♦ Executives Report: Includes three years of quantitative "as-reported" data

Formats for Viewing Reports:
Word Excel
PDF HTML

☑ Second Predefined Report: Click and Drag Icons
Click on the Report Builder tab.
Select the Report Wizard link.
Drag one or more of the icons into the Report Preview Screen. Reorder the icons, if desired.
FIS Mergent Multiple Company Reports (Competitors)
You must first do a company search. Then click on the Competitors tab. Click here to create a competitor report. Click on the X before a company to remove it from the list. You can also click Add all to company Analyst List. If you choose this option, click on My Mergent Tools.
Select Company Analyst List.
Select companies in company analyst list by clicking on the company name and then on the > sign. Select items from the Data Items and click >. Data items include Company Details, Pricing Information, Company Financials, Executives, and News.
Click Create Multiple Company Report.
The report you generate will have all the companies with the selected data items, one after the other.

Create a Company Analysis List Using Basic Search
Click on the + to Company Analysis List link to add a company to your Company Analysis. Use this method when you are comparing companies with different SIC or NAICs numbers.
The link is at the top of the company report after the company name.
Do another basic company search and repeat the procedure to add other companies.
When you finish selecting companies, click on the My Mergent Tools button.
Select Company Analyst Link. The screen shown above will display.

Saving for Later Retrieval
Save your report by clicking on Save Report Template List.
You will be asked to enter your email address and then a name for your report.
Select Load Report Template to view a template you previously created.
FIS Mergent Industry Reports

Industry Reports are available for the following industries:

- Automotive
- Aviation
- Banking
- Biotechnology
- Chemicals
- Construction
- Construction - Public Infrastructure
- Consumer Services
- Electricity
- Energy
- Food & Beverage
- Health
- Metal Works
- Mining
- Non-Precious Metals
- Oil and Gas
- Pharmaceuticals
- Precious Metals
- Property & Development
- Retail
- Retail - General
- Telecommunications
- Textiles

The regions covered are **North America, Asia Pacific, and Europe**.

If you have done a company search, click on the **Reports** tab or if you are at the initial search screen, click on the **Report Search** tab.

Then click on the **Industry Reports** link.

**DISPLAY OPTIONS:**

**View** link
View opens up an html page with the following information: sector overview, sales, sector performance, leading companies in the industry, mergers, acquisitions & divestments.

**PDF** file
The PDF file opens up a detailed report (over 30 pages) on the automotive industry in North America and covers the current environment, industry profile, market trends and outlook.  

NB 10
**ProQuest ABI/Inform Complete**

Search worldwide business periodicals for information on advertising, marketing, economics, human resources, finance, taxation, computers and information on over 60,000 companies.

**Basic Search Screen**

- **Enter keywords**
- **Click to activate the search**
- **Access search tips**
- **Go to the Advanced Search Screen**

**Results Screen**

- **ProQuest suggests other subjects to search**
- **View APA citation**
- **Sort by Relevance**
- **Date (oldest first)**
- **Date (most recent first)**
- **Refine the search to a source type.**

**Narrow Results by Source Types:**

- Scholarly Journals
- Magazines
- Newspapers
- Trade Journals
- Wire Feeds
- Reports
- Dissertations & Theses
- Conferences & Proceedings
- Other Sources

**Additional Ways to Narrow Results**

- Publication Title
- Document Type (article, news, feature, general information, report, industry report, commentary)
- Keyword
- Subject
- Classification
- Co/org
- Location
- Person
- Language
- Date
Fields from the drop-down menu

**Keyfields + text** – Search in the text of the article and in the abstract, author, document text, document title, subject fields.

**Citation/abstract** – CAB Search for keywords in the citation and abstract.

**Abstract AB** – Search for keywords in the abstract of articles

**Author AU** – Search for a specific author

**Document Text FT** Search for keywords in the body of the article

**Document Title TI** – Search for keywords in the title of the article.

**Publication Title- PUB** – Search for keywords in the titles of periodicals

**Subject heading (all)** – Search for subject keywords from a controlled list

**Tags – TAG** – Label documents with keywords to share or use for later searching.

**Classification** – CC 4 digit numbers that let you target search by topic, industry or market, geographical area, or article type

**Co/Org ORG** - Search for a company or organization

**Location** – LOC – Search for a specific geographic area or location

**NAICS- NAICS** - Search for articles on a specific industry

**Person PER** – Search for articles about a specific person

**Product Name NP** – Find articles about a specific product

**Viewing Formats:**

- **Full Text** gives you the citation, abstract, and full text only of the article with no graphics
- **Citation/Abstract** – view the summary and citation for the article
- **Full Text PDF** gives you the pdf file for the article as originally published.
Additional Actions:
Save- save articles and documents
☑ Email – email articles to yourself or group member

Tags - access tags that have been assigned a document. Tags are relevant words or phrases given to items in ProQuest to help you organize your research and classify items. You can share your tags with other users or keep them private using My Research, and follow existing tags to find related material. You can add as many tags to a document as you want.

Other Types of Advanced Search

■ Command Line- This feature is best for expert searchers who want to use command line syntax like ti(social entrepreneurship ) or au(spear, roger).

■ Find Similar – Enter or paste text from a document to find similar items. Limit search to full text or scholarly journals. Display options by Relevance, Date (oldest first), or Date (most recent first)

■ Look Up Citation -Use when you want to find document and have incomplete information such as only the title or only the auth (or ISSN, ISBN, date, date range, document ID). You can also use this feature to make sure you have an entry in your bibliography correct.

■ Obituaries – Search obituaries, death notices in newspapers. Look up a deceased person and also search for names of relatives, occupations, hobbies, location of death, or other personal information
Click the **Publications** link at the top of the screen.

Enter the publication title in the search box.

Select from the menu:
- In title (default)
- Title begins with
- In publication summary
- In subject

You can also choose from an alphabetical list.

You can enter keywords to search just this publication.

Click the + sign to display the issues under those years.

For example, click on the + in front of 2010-2011 and again on the + in front of 2010 to display the contents under 2010; then select the month and issue of your choice.
Create new content alerts to be sent to you by email. If you are researching a topic for an extended period of time, you might want to set up an email alert or an RSS feed so that you will automatically be notified of new articles on your subject of research.

Setting up an Email Alert:

After you retrieve your search results, select the Set up alert link at the top of the screen.

Not shown: Select HTML or text-only format to receive your email.
ProQuest ABI/Inform Complete   RSS Feeds

Setting up an RSS Feed

An RSS feed for your current search, or for a publication title, serves the same purpose as an alert. Your RSS feed lets you know when new documents (or issues) are available in ProQuest. However, an RSS feed gives you more flexibility of access. Instead of only being delivered by email, you can integrate your RSS feed into an RSS reader or into a Web page. When you create an RSS feed, ProQuest provides you with a link that you can add to an RSS reader—such as the one built into Microsoft Outlook—or integrate into your own Web page or a Web page at your institution. Clicking the link at any time will display the most current matching search results, or the most current issue’s contents.

Click on the Create RSS feed link at the top of the search results screen.

The next screen tells you that your feed has been created. It will expire in 3 months if it is not accessed. You can also delete the feed at this screen if you change your mind.

You can view and manage all of your RSS Feeds when you are signed into your My Research account. First you need to create an account by selecting the My Research account button.
Net Advantage is an online database which provides access to S & P’s Industry Surveys, Sub-Industry Reviews, Stock Reports (including closed-end funds), Stock Guide, Earnings Guide, Dividend Records, Bond Guide, Mutual Fund Reports, The Outlook, Security Dealers of North America, Register of Corporations (including private companies), and Register of Executives.

Click on the Companies Tab.
1. Select a publication from the drop-down menu.
2. Search by ticker or company name.
3. Click the Go button.

The next screen displays the Stock Report in pdf file format. Reports are usually 8 pages in length.

Company Profile:
- Overview – Business summary and fact sheet.
- Quote – Current stock quote
- News – Current news headlines about company
- Chart – Stock chart (1 day to 5 years)

Stock Reports
- Statistics
- News Headlines
- Sub-Industry Outlook
- Wall Street Consensus with Analysts’ Recommendations

Vital Statistics
- Valuation – Key stock statistics, per share data, relative standing by calendar year
- Financials – Revenues, EPS, income statement, other financial data
- Corporate Actions – Dividend data, stock splits
- Industry Information – Brief industry information for the company researched
- Competitors (All) – Complete list of competitors for the company researched
- Competitors (Covered by S&P) – Competitors found in the S & P database
- Industry News – News headlines and press releases by date

Stock Reports – View in html or pdf format

NB
STANDARD & POOR'S

NET ADVANTAGE

Net Advantage is an online database which provides access to S & P’s Industry Surveys, Sub-Industry Reviews, Stock Reports (including closed-end funds), Stock Guide, Earnings Guide, Dividend Records, Bond Guide, Mutual Fund Reports, The Outlook, Security Dealers of North America, Register of Corporations (including private companies), and Register of Executives.

♦ Industry Surveys - Provides in-depth economic and business information on 55 major U.S. industries, including trends and key industry ratios and statistics
♦ Sub-Industry Reviews - Provides a half-page review of 137 industries.
♦ Search Industry by Company Name or Ticker – Use this option if you are unsure what industry or sub-industry your company is in.

Industry Surveys

1. Click the Industries box at the top of the screen.
2. You will get a list of industries. You can view the report in HTML or PDF format or download to a spreadsheet.
3. Select one of the 55 industries. Choose the HTML or PDF versions.

If you do not know what industry your company is in, enter the ticker symbol or company name to go to the correct industry.

55 Industries
Advertising
Aerospace & Defense
Agribusiness
Airlines
Alcoholic Beverages & Tobacco
Apparel & Footwear
Autos & Auto Parts
Banking
Biotechnology
Broadcasting Cable
Chemicals: Basic
Chemicals: Specialty
Communications Equipment
Computers: Software
Computers, Storage & Peripherals
Computers: Consumer – Services & the Internet
Computers: Commercial Services
Computers: Hardware
Computers: Networking
Electric Utilities
Environmental & Waste Mgt.
Financial Services: Diversified
Financial Services: Home
Financial Services: Mergers & Acquisitions
Financial Services: Specialty
Healthcare Facilities
Healthcare: Managed Care
Healthcare: Pharmaceuticals
Heavy Equipment & Trucks
Homebuilding
Household Durables
Household Nondurables
Industrial Machinery
Insurance: Life & Health
Insurance: Property-Casualty
Investment Services
Lodging & Gaming
Lodging & Recreation
Logistics
 Metals: Industrial; Metals: Precious
Movies & Home Entertainment
Natural Gas: Distribution
Oil & Gas: Equipment & Services
Oil & Gas: Production & Mktg.
Paper & Forest Products
Publishing & Advertising
Restaurants
Retailing: General
Retailing: Specialty
Semiconductors
Semiconductor Equipment
Supermarkets & Drugstores
Telecommunications: Wireless
Telecommunications: Wireline
Thrifts & Mortgage Finance
Transportation: Commercial
### Sub-Industries

Advertising  
Aerospace & Defense  
Agricultural Products  
Air Freight & Logistics  
Airlines  
Airport Services  
Alternative Carriers  
Aluminum  
Apparel Retail  
Apparel, Accessories & Luxury Goods  
Application Software  
Asset Management & Custody Banks  
Auto Parts & Equipment  
Automobile Manufacturers  
Automotive Retail  
Biotecnology  
Brewers  
Broadcasting  
Building Products  
Cable & Satellite  
Casinos and Gaming  
Catalog Retail  
Coal & Consumable Fuels  
Commercial Printing  
Commodity Chemicals  
Communications Equipment  
Computer & Electronics Retail  
Computer Hardware  
Computer Storage and Peripherals  
Construction and Engineering  
Construction Materials  
Construction, Farm Machinery, & Heavy Trucks  
Consumer Electronics  
Consumer Finance  
Data Processing and Outsourced Services  
Data Processing Services  
Department Stores  
Derivatives  
Distillers and Vintners  
Distributors  
Diversified Banks  
Diversified Capital Markets  
Diversified Chemicals  
Diversified Metals and Mining  
Diversified Real Estate Activities  
Diversified REIT’s  
Drug Retail  
Education Services  
Electric Utilities  
Electrical Components & Equipment  
Electronic Equipment Manufacturers  
Electronic Manufacturing Services  
Employment Services  
Environmental & Facilities Services  
Fertilizers & Agricultural Chemicals  
Food Distributors  
Food Retail  
Footwear  
Forest Products  
Gas Utilities  
General Merchandise Stores  
Gold  
Health Care Distributors  
Health Care Equipment  
Health Care Facilities  
Health Care Services  
Health Care Supplies  
Health Care Technology  
Heavy Electrical Equipment  
Highways & Railtracks  
Home Entertainment Software  
Home Furnishings  
Home Improvement Retail  
Homebuilding  
Homefurnishing Retail  
Hotels, Resorts & Cruise Lines  
Household Appliances  
Household Products  
Housewares & Specialties  
HR & Employment Services  
Hypermarkets & Super Centers  
IT Consulting & Other Services  
Industrial Conglomerates  
Independent Power Producers & Energy  
Industrial Gases  
Industrial Machinery  
Insurance Brokers  
Integrated Oil & Gas  
Integrated Telecommunication Services  
Internet Retail  
Internet Software & Services  
Investment Banking & Brokerage  
Leisure Facilities  
Leisure Products  
Life & Health Insurance  
Managed Health Care  
Marine  
Marine Ports & Services  
Meat, Poultry & Fish  
Metal & Glass Containers  
Mortgage REIT’s  
Motorcycle Manufacturers  
Movies & Entertainment  
Multi-Sector Holding  
Multi-line Insurance  
Office Electronics  
Office REIT’s  
Office Services & Supplies  
Oil & Gas Drilling  
Oil & Gas Equipment & Services  
Oil & Gas Exploration & Production  
Oil & Gas Refining, Marketing, Transportation  
Other Diversified Financial Services  
Packaged Foods & Meats  
Paper Packaging  
Paper Products  
Personal Products  
Pharmaceuticals  
Photographic Products  
Precious Metals & Minerals  
Property & Casualty Insurance  
Publishing  
Railroads  
Real Estate Development  
Real Estate Services  
Real Estate Operating Companies  
Regional Banks  
Reinsurance  
Restaurants  
Retail REITS  
Security Alarm Services  
Semiconductor Equipment  
Semiconductors  
Soft Drinks  
Specialized Finance  
Specialty Chemicals  
Specialized Consumer Services  
Specialty Stores  
Steel  
Systems Software  
Tech Distributors  
Textiles  
Thrifts & Mortgage Finance  
Tires & Rubber  
Tobacco  
Trading Companies & Distributors  
Trucking  
Water Utilities  
Wireless Telecommunication Services  

### Additional Links

**Global Industry Reports**  
Access reports from Europe in Autos & Auto Parts, Banking, Foods & Beverages, Media, Oil & Gas, Pharmaceuticals, Telecommunications, Tobacco; also reports from Asia in Airlines and Telecommunications  

**Industry Focus**  
One page analyst commentary on various industries  

**Stovall's Sector Watch**  
Sam Stovall, S&P Chief Investment Strategist, offers his commentary on industry sector information  

**Economic Insight**  
Short commentary on some aspect of the economy such as the employment picture, GDP, wholesale prices, and more  

**Economic Calendar**  
A list of dates for upcoming economic events  

**Trends & Projections**  
An 8 page summary of the economy including charts on retail activity, consumer confidence, consumer finance, interest rates, economic indicators etc.

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**Printing**

*It is best to print the pdf version, rather than the html.*

- Choose the **PDF** link.  
- Select the print icon in Adobe Acrobat.  
- Click OK.

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**Saving in PDF**

- Display the format.  
- Click the save icon in the toolbar of Acrobat.  
- Enter a file name in the File Name box: For example: restaurants  
- Save as type: Acrobat (*.pdf).  
- Click Save.  
- You must view your document with Adobe Acrobat Reader.

NB 13
Value Line Online: Company & Industry Information

To quickly find a company stock report, click on the Standard Edition, Small & Mid-Cap, or Plus Edition link under Quick Index. The Plus Edition combines the first two editions plus an additional 4,000 reports.

Company Report

After Lookup Company enter either the name of the company or the ticker symbol.

Next choose either the PDF or HTML version

Click on the company name or the PDF file to bring in a one-page summary of the company’s financials.

Click on the Industry link to display a list of companies in the same industry as your company.

Display the company report in HTML.

Enter company ticker symbol or name; use ticker symbol for the easiest search.

View the Ratings & Reports file.

View the Summary & Index file.

View the Selection & Opinion report.
Industry Reports (these vary according to the Edition you selected)
Choose Lookup Industry to get a one-page industry report. Click on the pdf icon for the report or click on the name of the industry to get a list of companies in that industry:

Advertising
Aerospace/Defense
Air Transport
Apparel
Auto & Truck
Auto Parts
Bank
Bank (Canadian)
Bank (Foreign)
Bank (Midwest)
Beverage
Biotechnology
Building Materials
Cable TV
Canadian Energy
Cement & Aggregates
Chemical (Basic)
Chemical (Diversified)
Chemical (Specialty)
Coal
Computer Software/SVCS
Computers/Peripherals
Diversified Co
Drug
E-Commerce
Educational Services
Electric Util. (Central)
Electric Util. (East)
Electric Util. (West)
Electrical Equipment
Electronics
Entertainment
Entertainment Tech
Environmental
Financial SVCS. (Div.)
Food Processing
Food Wholesalers
Foreign Electronics
Funeral Services
Furn/Home Furnishings
Grocery
Healthcare Information
Heavy Construction
Homebuilding
Hotel/Gaming
Household Products
Human Resources
Industrial Services
Information Svcs
Insurance (Life)
Insurance (Prop/Cas.)
Internet
Investment Co.
Investment Co. (Foreign)
Machinery
Manuf. Housing/RV
Maritime
Medical Services
Medical Supplies
Metal Fabricating
Metals & Mining (Div.)
Natural Gas (Distrib.)
Natural Gas Utility
Newspaper
Oil/Gas Distribution
Oilfield Svcs/Equip
Packaging & Container
Paper/Forest Products
Petroleum (Integrated)
Petroleum Producing
Pharmacy Services
Power
Precious Metals
Precision Instrument
Property Management
Public/Private Equity
Publishing
R.E.I.T.
Railroad
Recreation
Reinsurance
Restaurant
Retail (Special Lines)
Retail Automotive
Retail Building Supply
Retail Store
Securities Brokerage
Semiconductor
Semiconductor Equip.
Shoe
Steel (General)
Steel (Integrated)
Telecom. Equipment
Telecom Services
Thrift
Tobacco
Toiletries/Cosmetics
Trucking
Utility (Foreign)
Water Utility
Wireless Networking

Survey Issues
Click on Survey Issues in the left navigation screen to get the following reports:

Summary and Index – The front cover contains a Table of Contents, three important market statistics, and a list of all the industries VL follows in alphabetical order with their industry rank relative to the other 90 industries next to the name of the industry. The page number is to the right. The market statistics are found in 3 boxes. The first box (a) has the median of estimated price/earnings ratios of all stocks with earnings covered in The Value Line Investment Survey (around 1,700). The second box (b) shows the median of estimated dividend yields (total dividends expected to be paid in the next 12 months divided by the recent price) of all dividend-paying stocks in the Survey. The third box (c) contains the estimated median price appreciation potential 3 to 5 years into the future for the 1,700 stocks in The Survey, based on VL’s hypothesized economic environment 3-5 years hence. On page 2 you will find an alphabetical listing of all stocks in the publication with references to their location in Ratings and Reports. Information about companies includes: recent stock price, VL’s Timeliness, Safety and Technical Ranks, beta, 3-5 year target price range and % appreciation potential, each stock’s current P/E ratio, each stock’s % estimated yield for the next 12 months, 12 month earnings (6 months historical and 6 months estimated), estimated dividends for the next 12 months, VL’s industry rank, latest earnings and dividend declarations, etc.

Beginning on page 24 there are a list of useful screens: industries in order of timeliness, stocks moving up or down in timeliness rank, timely stocks in timely industries, conservative stocks, highest dividend yielding stocks, stocks with the highest estimated 3 to 5 year price appreciation potential, best and worst performing stocks in the past 13 weeks, stocks with the lowest and highest P/E ratios, stocks with the highest estimated annual total returns (next 3 to 5 years), stocks with the highest projected 3 to 5 year dividend yield, highest growth stocks.

Ratings and Reports – This section has one-page reports on approximately 1,700 companies and one or two page reports on over 70 industries. The company reports contain Timeliness, Safety and Technical Ranks, Value Line’s 3 to 5 year forecasts for stock prices, income and balance sheet data, as much as 17 years of historical data, and analysts’ commentaries. There are also stock price charts, quarterly sales,
earnings, and dividend information, etc. Each page is updated every 13 weeks. Important news occurring during these 13 week intervals will be published in a Supplementary Report. Every week, there will be a new edition of Ratings & Reports with approximately 135 company reports grouped by industry and a smaller number of one or two page industry reports. Over a 3 month period, revised reports will be issued on approximately 1,700 companies and over 90 industries.

Selection and Opinion - contains the latest economic and stock market commentary and investment advice, along with one or more pages of research on interesting stocks or industries, and a variety of pertinent economic and stock market statistics. It also includes 3 hypothetical stock portfolios (Stocks with above-average year-ahead price potential, stocks for income and potential price appreciation, and stocks with long-term price growth potential).

Useful Links


Flash Tutorials: View this two part tutorial

http://www.walshcollege.edu/upload/flash/Library/ValueLinepdfreport/ValueLinepdfreport.swf

http://www.walshcollege.edu/upload/flash/Library/Valuelinehtml/Valuelinehtml.swf

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