Library Hours
Fall, Winter, Spring Terms
Check library portal page for summer hours

- **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. to 10:30 p.m.
  - Friday & Sun: Closed
  - Saturday: 8:30 a.m. – 3:00 p.m.

Circulation Periods
Renewable by Phone
- Books – 4 weeks

For Use in Library Only:
- Journals
- 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

COM 340

Professional Communication
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.

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 at Troy
The library has a black and white copy machine which work with your PaperCut account.

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.
Library Links:

**Find Articles**
- On-Campus Databases: Search the library's databases from on campus
- Off-Campus Databases: Search the library's databases from off campus
- Find electronic journals: Find a journal in the library's databases
- Find print journals: Find a print magazine or journal in the library collection
- Inter-library loan: Request an article from another library

**Research Guides** – Access tailored web pages arranged by topic to help you make the best use of library resources.

**Find Books**
- Library Catalog: Find books in the library catalog
- E-books: Electronic books accessible from any computer
- MeLCat: Find and request books in Michigan academic and public libraries
- Other Library Catalogs: Find books in Metro Detroit area libraries
- WorldCat: Search a catalog of libraries worldwide
- Inter-library loan: Request a book from another library

**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
Library Portal

To access the library portal, click on the Login link located at the upper right of the home page at http://www.walshcollege.edu; on the next screen enter your user name and password. Click on the menu icon in the upper left corner of the portal screen. Select Library, then one of the items from the drop-down options; for example, Databases.

The Library Portal Page currently consists of these links:

- **Library Home** – 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
- **Find Books** – Access the online catalog.
- **Research Guides** – use these subject specific guides to help find appropriate resources in Accounting, Finance, Communications, Legal Resources, Management, Marketing, and many other topics.
- **Interlibrary Loan** – Get information on how to borrow books from other libraries.
- **New Books** – Get a list of new books recently added to the library collection.
- **Research 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.
- **Solutions Manuals** – Find available solutions manuals for a number of classes.
- **Library Blog** – Read news about the Walsh College Library.
Research Guides: Communication

The Communication Research Guide at http://researchguides.walshcollege.edu/communicationguide is a collection of library print and electronic resources important to COM students. The guide includes tutorials and a list of databases to meet your research needs. 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 Communications link and then choose any of the tabs for more information listed under that tab:

- Citing in APA Style
- Evaluating Information
- Doing Presentations
- Class Handouts
- Database Tutorials
- Books to Read
- Research Papers
- New Books
- Using MeLCat

NB Researchguidecom320
The following online databases are available for research 24/7:

<table>
<thead>
<tr>
<th>Database Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABI/Inform Complete: ProQuest</strong></td>
<td>Full text articles on global business and management topics.</td>
</tr>
<tr>
<td><strong>Accounting &amp; Tax</strong></td>
<td>As part of the ProQuest ABI/Inform Complete database, it includes full text</td>
</tr>
<tr>
<td></td>
<td>articles on current accounting and tax topics.</td>
</tr>
<tr>
<td><strong>ArchiveGrid</strong></td>
<td>Includes historical documents, personal papers, and family histories held in</td>
</tr>
<tr>
<td></td>
<td>museums, libraries, and archives around the world.</td>
</tr>
<tr>
<td><strong>ArticleFirst</strong></td>
<td>Index of articles from the table of contents of magazines and journals.</td>
</tr>
<tr>
<td><strong>LexisNexis Academic</strong></td>
<td>Full text articles including transcripts and congressional hearings, as well</td>
</tr>
<tr>
<td></td>
<td>as company reports.</td>
</tr>
<tr>
<td><strong>Academic OneFile: Gale</strong></td>
<td>Full text academic journals covering the social sciences, education, humanities,</td>
</tr>
<tr>
<td></td>
<td>psychology, medicine, science, and criminal justice.</td>
</tr>
<tr>
<td><strong>Business Decision</strong></td>
<td>Detailed company profiles, product and brand information combined with</td>
</tr>
<tr>
<td></td>
<td>investment reports, rankings and market share data allow users to better</td>
</tr>
<tr>
<td></td>
<td>penetrate the consumer marketplace.</td>
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<tr>
<td><strong>Business Economics &amp; Theory</strong></td>
<td>Full text articles in magazines and academic journals focusing on topics in</td>
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<tr>
<td></td>
<td>economics.</td>
</tr>
<tr>
<td><strong>Business Insights: Global</strong></td>
<td>Retrieve case studies and research companies, industries, and economies around</td>
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<tr>
<td></td>
<td>the world.</td>
</tr>
<tr>
<td><strong>BNA Accounting Portfolios</strong></td>
<td>Full text explanation and analysis of accounting topics.</td>
</tr>
<tr>
<td><strong>BNA Tax Management Portfolios</strong></td>
<td>Topic-driven analysis for researching and analyzing state and federal tax</td>
</tr>
<tr>
<td></td>
<td>topics.</td>
</tr>
<tr>
<td><strong>CCH IntelliConnect</strong></td>
<td>Full text federal and state tax literature.</td>
</tr>
<tr>
<td><strong>Checkpoint: RIA</strong></td>
<td>Warren, Gorham &amp; LaMont/RIA Tax Research Materials, Internal Auditing</td>
</tr>
<tr>
<td></td>
<td>materials, FASB Original Pronouncements, Current Text, EITF materials,</td>
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<tr>
<td></td>
<td>Exposure Drafts, and Staff Implementation Guides – Q &amp; A. Ask librarian for</td>
</tr>
<tr>
<td></td>
<td>the password for FASB materials.</td>
</tr>
<tr>
<td><strong>Checkpoint Accounting,</strong></td>
<td>Professional Standards, Audit &amp; Accounting Guides, AICPA Other Alerts,</td>
</tr>
<tr>
<td><strong>Audit &amp; Corp Finance: RIA</strong></td>
<td>Technical Practice Aids.</td>
</tr>
<tr>
<td><strong>Communications &amp; Mass Media</strong></td>
<td>This collection provides current information from more than 100 journals</td>
</tr>
<tr>
<td><strong>Collection</strong></td>
<td>focused on all aspects of the communications field. Key subjects covered</td>
</tr>
<tr>
<td></td>
<td>include: advertising and public relations, literature and writing,</td>
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<tr>
<td></td>
<td>linguistics, and many more.</td>
</tr>
<tr>
<td><strong>Computer Database</strong></td>
<td>Computer-related product introductions, news and reviews in areas such as</td>
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<tr>
<td></td>
<td>hardware, software, electronics, engineering, communications and the</td>
</tr>
<tr>
<td></td>
<td>application of technology.</td>
</tr>
<tr>
<td><strong>CountryWatch</strong></td>
<td>Detailed country reports with political, economic, investment, social, and</td>
</tr>
<tr>
<td></td>
<td>environmental overviews.</td>
</tr>
<tr>
<td><strong>Credo Reference</strong></td>
<td>Online access to business dictionaries and encyclopedias.</td>
</tr>
<tr>
<td><strong>D&amp;B Million Dollar Database</strong></td>
<td>Information on over 1,300,000 U.S. leading public and private businesses.</td>
</tr>
</tbody>
</table>
Demographics Now  The database provides business and residential information to assess business viability, create sales leads and/or marketing mailing lists, analyze population trends, find potential sponsors and donors, and more.

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

EBSCO E-Book Collection  Full text of over 25,000 books in electronic format

EBSCO Regional Business News  Incorporates 75 business journals, newspapers and newswires covering all metropolitan and rural areas within the United States.

Environmental Studies & Policy  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

ERIC  Journal articles and reports in education (mostly full text)

Expanded Academic ASAP: Gale  Full text of journals, magazines, and newspapers covering the arts and humanities, social sciences, science and technology

FACTIVA  Business news, company financial statements, industry ratios, business web links

First Research  Industry information on small businesses

FirstSearch/WorldCat  The OCLC online catalog contains 40 million records describing books and materials owned by libraries around the world.

Faulkner Advisory for IT Studies (FAITS)  Technology reports, tutorials, marketplace overviews product guides, company profiles, and directories

Faulkner’s Security Management Practices  Provides reports on critical management issues for those charged with providing enterprise-wide security

FIS Mergent Online: Company Data  Financial information on US and International companies including annual reports

Gale Directory Library  Search Ward’s Business Directory of Private and Public Companies in Mexico and Canada, as well as access the current publication of Business Rankings Annual


General OneFile: Gale  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.

General Reference Center Gold: Gale  Full text articles on general business topics

GPO Monthly Catalog  Index only (no full text) for U.S. government documents (Congressional reports, hearings, debates, judiciary materials.

Health Ref Center Academic: Gale  Full text articles on fitness, medicine, and health designed for academic libraries.

Health and Wellness Resource Center  Includes health/medical journals, reference books, & over 700 health-related videos; it is designed for students, patients, health professionals

InfoTrac Business Collection  Business Collection provides coverage of all business disciplines, including accounting, economics, finance, marketing, management and strategy, as well as business theory and practice.
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>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>LegalForms</td>
<td>Gale Legal Forms provides actual forms and documents in Word format helping users to deal with their legal needs – whether for business, personal, or litigation purposes. In addition, this resource also includes a law digest, legal Q and As and an attorney directory</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>Search simultaneously for books and articles held by the Walsh College Library.</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>
</tbody>
</table>
Social Sciences Abstracts: Abstracts with some full text of articles on the social sciences; available in the FirstSearch database.


Statistical Abstract of the World: Collection of the statistical abstracts of approximately 40 countries.


U.S. History Collection: 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.

ValueLine Investment Online: Company financial information on approximately 7500 companies as well as short summaries of over 100 industries.

Wall Street Journal: Search the current issue or back issues using the Factiva database.


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, entrepreneurship, finance, global business information, health care reform, human resources, human resource management, information assurance, legal resources, labor relations, management, marketing, project management, MBA 670, MGT 461, MGT 501 organizational change & learning, operations management, organizational design, QM 515, 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.
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

**Operators**
- and - Finds articles with both terms
- or – Finds articles with one or both terms
- not – finds the first term and excludes the second
- Quotation marks - Searches for the exact phrase

**Results Screen**

- ProQuest suggests other subjects to search
- View APA citation
- ProQuest highlights your keywords
- Preview abstract or summary of the article

**Operators**
- and - Finds articles with both terms
- or – Finds articles with one or both terms
- not – finds the first term and excludes the second
- Quotation marks - Searches for the exact phrase

**Narrow Results by Source Types:**
- Scholarly Journals
- Reports
- Magazines
- Dissertations & Theses
- Newspapers
- Conferences & Proceedings
- Trade Journals
- Other Sources
- Trade Journals
- Wire Feeds

**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.

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

Enter the publication title in the search box.

You can also choose from an alphabetical list.

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.

You will get a message that your alert has been created
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.
LexisNexis Academic: News Search

Click on the tab:

Search the News
U.S. and World News

A drop box menu will display.

Enter your keywords in the Search for box. Note: Academic searches as though the and operator was between words unless you use quotes.

By Source Type:
Click on the blue I icon to get more information about the contents of each type.
Major World Publications
Newspapers
Magazines
Wire Services
Broadcast Transcripts
Blogs
All News

Search Results Screen

Select a source type from the list.

You can add another search term and redo your search to narrow the results.

Go out to web sites on your topic.

Click on the title that interests you.
On this screen you are viewing the full text of the article.

Navigation Options:

- **Results List** – Go back to your list of search results
- **Edit Search** – Return to the original search screen and make changes to your search.
- **New Search** – Return to search screen to do a new search.

Available Retrieval Options:

- Print document
- Save document
- Email document
- Copy document link

View Options

- **List** – a numbered list of documents
- **Expanded List** – a list plus 4 words on either side of your search words
- **Full Document** – full text of the document is available
- **Full with indexing** – full document with search terms highlighted.
- **Custom** – customized display of the document using segments (author, byline, company, country, etc.)
- **KWIC** – (Key Words in Context) your search terms surrounded by approximately 25 words on each side.

NB14
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.

**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 the thesaurus, subject headings, companies, products, people, and author-supplied keywords: Ex: SU wall street
- **AB** Abstract: keyword search: 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

**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

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

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 3½ Floppy (A:), name the file; click Save.
- Email
  - Enter email address and subject

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
NB10
1. Click on Search in the top bar.
2. In the free text search box enter \texttt{hd=} and your search terms; for example: \texttt{hd=facebook passwords}; \texttt{hd} stands for headline
3. Select a date range.

4. A list of search results displays. Notice some articles are preceded by a box with a \texttt{/<>}. This indicates an outside web page. Articles with a blue corner are articles chosen by the Factiva staff.

5. Number 5 is preceded by a blue corner and does not have a box with a \texttt{/<>} inside. This indicates an article in the database.
6. The left navigation area presents an analysis of what you have pulled up in your total search results: Companies, Executives, Industries, Keywords, Regions, Subjects, Sources, Dates. Shown below is article number 11 from the list:

Notice there is the option to listen to the article. You may also have the option to translate the article into other languages.

Viewing, Printing, and Saving Options:

View the articles you selected

Print format: choose Article Format for the complete article or headline format for only the headline

Download in PDF format

Download in RTF format

Save Article

Read posted FAQs

How to Access
Go to the college portal page at https://myportal.walshcollege.edu/. From the Library tab at the top of the screen select Databases. Scroll down & click on the General Reference Center Gold link. From the top column choose one of the following:

- **Basic Search** (default) to find word or phrases in titles, citations, abstracts, or the entire text
- **Subject Guide Search** to search by topic, people, products, organizations, locations, etc..
- **Publication Search** to search for information about a publication and access online issues by date
- **Advanced Search** to find articles using indexes such as author, title, etc. See the next page for details.

Basic Searching (default)
Use basic searching when you have several search terms. Select radio buttons to switch between searching words in Subject, Keyword, or anywhere in the Entire document.

Logical Operators
- **and** business etiquette and germany finds documents with both terms
- **or** jobs or employment finds documents with one or the other or both words
- **not** morale not motivation finds documents with the word morale and excludes those that contain the word motivation

Quotation marks search for the exact phrase within the quotes:
- “job satisfaction”

Proximity Operators
- **Wn** employee morale w/5 management styles 2nd search term must occur within 5 or fewer words after the 1st search term.
- **Nn** productivity n10 motivation The two search terms must occur within 10 or fewer words of each other in any direction.

Useful Icons and Links
- Print article
- Email article
- Save document to a file
- Download to MP3 player
- Bookmark an article or search results to revisit later
- Citation Tools - Generate a citation in APA
- Create a Search Alert
- Share this page via a social bookmarking system or service

Marked Items – View a list of articles you selected for later viewing and printing

TRANSLATE – read the article in another language

Wildcards *
- * stands for any number of characters including none.
- Examples: labo*r matches labor and labour
- mentor* = mentor, mentors, mentoring, etc
Subject Guide Search
Search for topics, people, products, locations, companies, organizations

Enter subject in the search box
Full text retrieval is the default

Limit search to scholarly journals
Select a date range

The next screen displays a list of subheadings. Click on the green plus sign to reveal the list of subheadings.

Select the Related Subjects link to get similar subjects; click on any of these related subjects to retrieve additional articles.

A long list of subjects in alphabetical order is displayed when you click on the + sign.

Click on a subheading to retrieve articles
Advanced Search Using Indexes

Use when you want to search by author, document title, publication title, company name, etc.

Searching by Index

Start your search expression with the appropriate 2 letter abbreviation or click on the drop-down menu for the Search Index and click on one of the selections. Example:
Select document title from the Search Index and type rage against rfid; select author and enter ethan butterfield or butterfield, ethan to find the article, Rage Against RFID, written by Butterfield

Index Searching
- ke organizational change and resistance
  Searches for words in title, author, subject, abstract, and annotation fields.
- su crisis management
  Searches for articles on the subject, crisis management.
- tx management styles
  Finds the words management styles appearing within the body of the article.
- ab investment opportunities
  Searches for the terms in article abstracts
- ti coming revolution in issues management
  Searches for a specific title.
- au lewis, richard d
  Searches for articles written by the author
- pu forbes
  Searches for articles by publication title.
- da may 26 2009
  Finds articles published on 05-26-09
- cO ford motor company
  Search by company name
- p0 bill gates or gates bill
  Search for an individual
- b0 coca cola
  Search for brand name

Search Limiters

Narrow search results further by choosing any of the following:
- Limit to full text, peer-reviewed publications, or documents with images
- By publication date – All, before, on, after, between two dates
- By publication title – Enter a magazine, journal, or newspaper title
- By subject – Search by topic

By Content Type:
- Academic Journals – Limit search results to academic Publications
- Magazines – Limit search results to magazines
- News – Limit search to newspapers, newswires
- Multimedia – Limit to maps, images, videos

Search Limiters

All Dates search all available dates (default)
Before articles published before a specified date
After articles published after a specified date
Between articles published between 2 dates
Browse Publications
Search for Specific Publications

General Reference Center Gold

1. Enter all or part of the publication title.

2. You can limit searches to scholarly articles.

3. Choose a publication format or leave the default.

4. Select a date range.

5. The next screen brings up publication(s) containing the words you entered, in this case one publication, Journal of Accountancy. Point to the publication title to display an information box about the publication.

6. Click on the link to go to a list of articles in that volume and issue.

7. You can search the full text back issues to Nov. 1, 1989 for this publication.

8. You can search back issues. Click on the drop-down menu.

NB 12
Opposing Viewpoints in Context

- Full text articles from 450 international sources
- Over 14,000 pro/con viewpoints
- 300+ profiles of federal agencies and special interest groups
- 10,000+ topic Overviews
- 2,000+ biographies
- Reference- Gale e-reference books

1,000+ court case overviews
- Videos, images, and audio files
- Statistics (graphs, tables, charts)
- Primary Sources – excerpts from transcripts of interviews, legislative acts, speeches, testimonials, etc.
- Websites – summary and direct links

Home Page

Quick Search
You can do a quick search with keywords at the top of the screen. As you type possible options display. You can also select one of the options located above the search box:
- All – Search all categories
- Viewpoints- Search pro and con positions
- Academic Journals – Search scholarly journals
- Primary Sources – Search for transcripts of interviews, legislative acts, resolutions, speeches, etc.
- Statistics – Search for charts, graphs, tables that provide empirical data
- More – Search for images, videos, audio, news, magazines, reference, websites

Enter keywords, select an option, and click search

Note: Click the View All link to get an alphabetical list of topics under that category
Issues Link – Click the Issues tab to retrieve a list of all issues. When you select a category, for example, **Business and Economics**, you get a list of issues in that category arranged in alphabetical order.
In the example below, we selected the Consumer Debt link. Displayed are the following links:

- Featured Viewpoints - pro/con arguments
- Viewpoints – pro/con arguments
- Academic Journals - articles
- Statistics
- Reference
- News
- Websites
- Maps (if available)
- Magazine articles
- Videos

**Tools**

- **Bookmark** – Bookmark the document for later viewing
- **Download** – Save as a file in html or pdf
- **Share** - Share in Facebook, Twitter, LinkedIn, Reddit, Blogger, Tumbr and more
- **Citation Tools** - Generate a citation for your document in APA format
- **Email** – Email the document
- **Print** – Print the document or image
- **Dictionary** - Find a definition
- **Translate** - Translate into Spanish, French, Japanese, German, Italian, Portuguese, Chinese (Simplified), Korean
- **Save**- Save the document in your search history for later viewing


