Searching for Articles & other Items in the online Forbes in the database Business Source Complete

Use this guide to learn how to (1) browse in the latest issue of the Forbes, (2) search for articles in the journal, and (3) get the full text.

To Connect to the Forbes
You can connect to the Forbes online in 3 easy steps!

1. Start with the Library’s Business Research Guide:
   http://ohiodominican.libguides.com/business

2. Click on the Journals tab near the top

3. Then click on the link to the journal.

Off campus? You will be prompted for your Library log-in: your last name + last 7 digits of ODU ID no.
Need help with off-campus access? Go to www.ohiodominican.edu/library/off-campus-access

Your Options in the database Business Source Complete

You can now (a) browse the latest issue (or any other) or (b) search within the journal using this database.
To Search within the Journal

To search on a topic:

The database will put the journal in the top search box by default. All you need to do is put in your keywords that describe your topic.

To search for a specific article:

The database will put the journal in the top search box by default. All you need to do is type in the title of your article (or at least the first half of the title) and select *TI Title* from the drop-down menu.

You then may need to identify the article you are seeking among the results.

**Tip:** Look at the author names as well as the publication dates to distinguish among the articles. The subjects listed beneath that information will also give you an idea.
Getting the Full Text

Once you find an article and want the full text, you have two options: HTML or PDF.

Tip: PDFs will always include all the images, graphs, & charts; HTML may not.

Need Assistance?

Ask a Librarian: 614.251.4754 | 888.681.8044 | refdesk@ohiodominican.edu

http://www.ohiodominican.edu/library/help/ask