



InfoTrac Web: Business and Company Resource Center

The Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals. Search this database to find detailed company and industry news and information.

To Access:

- Click on **InfoTrac Web** for the library's home page: <http://www.lec.edu/library>
- Put in the password. Call the library for password information. You must be a student, faculty or staff member of Lake Erie College to use this service.
- Click on **Proceed**.
- Click on **Business and Company Resource Center** to start searching.

To Perform a Company Search:

- Click in the white box next to **Company Search**.
- Type the company name or ticker in the box.
- Click on **Search**.
- Click on the desired company name.
- Click on the tabs with **bold face** to access additional information about the company, such as **Financials, News/Magazines, Rankings** or **Associations**.
- Click on the **blue link** under the article to access the company information.
- For additional information, click on the blue links at the left of the screen for articles related to Financial Data, Legal Issues, etc.

To Search for a NAICS or SIC Code:

- From the main search screen, click on the **Industry** icon.
- Click in the white box next to **Enter SIC or NAICS Code**.
- Select **NAICS** or **SIC Code** under the search box above by clicking the circle.
- Type in the NAICS or SIC Code. The codes can be browsed by clicking on Browse SIC/NAICS codes. You can also go to the following websites for more information:
 - **NAICS:** <http://www.census.gov/epcd/naics02/naicod02.htm>
 - **SIC:** <http://www.osha.gov/oshstats/sicser.html>
- Click on **Search Codes**.
- Click on the **blue link** to access the article.

To Perform a Subject Search:

- From the main search screen, click on the **Articles** icon.
- Click in the white box next to **Search Term**.
- Type in your term(s).
- Click on the gray search arrow next to **Search Type** to choose the **Subject Guide, Keyword** or **Text in Article** search.
- You can also **Limit** your search at this point (see next section.)
- Click on **Search**.

Limiting Your Search:

Conduct a search as above **EXCEPT** before you click on Search, perform one of the following:

- **Limit by Journal Name:** Click in the white box and type in the journal name. Click on Search.
- **Limit to full text:** Place a **checkmark** in the box next to **Limit to full text articles**.
- **Limit to Peer Reviewed Journals:** Place a **checkmark** in the box next to this option.
- **Limit by Date:** Select a date range using the gray pull down arrows.
- **Limit to Newspapers & Newswires:** Place a **checkmark** in the box next to this option.
- **Limit to Magazines & Journals:** Place a **checkmark** in the box next to this option.
- After selecting any or all above, click on **Search**.

To Print an Article:

- Click on the article you wish to print.
- Click on the **Print icon** on the top left of the results screen.
- Click on **File**, then **Print** from your browser.

To Email an Article:

- Click on the article you wish to email.
- Click on the **Email icon** on top left of the results screen.
- Click in the white box next to **Mail To:** and type in the email address.
- Click **Send**.

Marking Citations:

- Perform a search.
- Place a **checkmark** in the boxes next to the articles desired.
- Click on **Update Mark List** to add your selections to the list.
- Click on **View Mark List** to see which articles you have chosen.
- Choose either **Format News/Magazines for printing** or click the **Email** icon to retrieve those items.

Extra Hints:

- Click on **Search History** to retrieve any results from searches completed during the current session.
- Click on **Advanced Search** to search several keywords at once, or to narrow to an author, code, state, etc.
- To see which resources are covered in the *Business and Company Resource Center* database, click on **List of Sources**.
- Use the **Help** or **Search Tips** buttons on the left side bar for help in searching more effectively.
- To search another InfoTrac database, click on **Gale Group Databases**.

WHEN TO USE INFOTRAC'S BUSINESS AND COMPANY RESOURCE CENTER

- Quick information on a company
- News or magazine articles
- Subject searching for articles on a particular topic
- Industry news

WHEN TO USE MERGENT ONLINE

- In depth information on a company
- Building reports
- Peer group analysis
- Current/quick ratios
- Company comparisons