

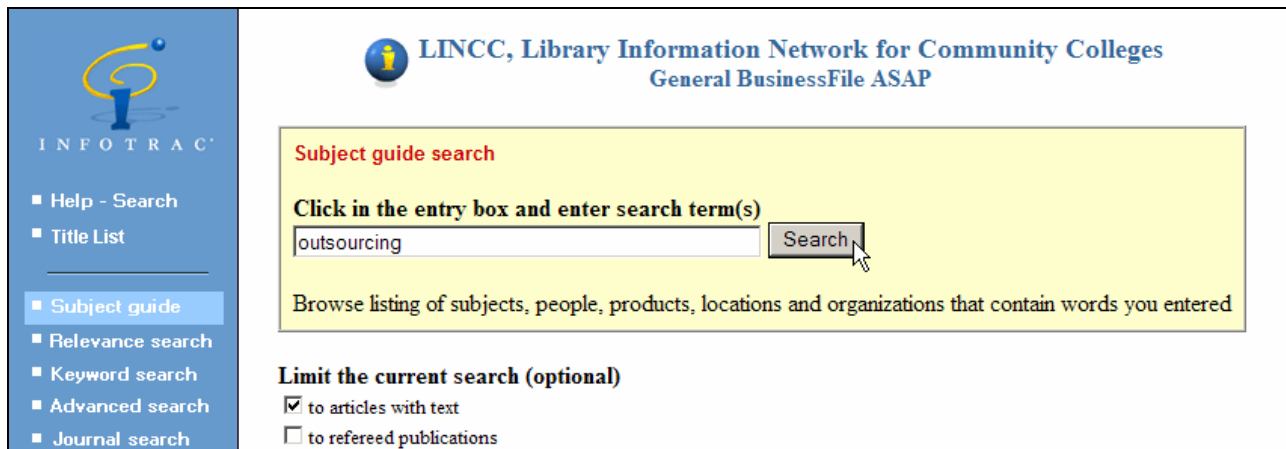
**University/College Library
Broward Community College, Central Campus**

General Business File ASAP

General Business File ASAP (ASAP) is a database that indexes newspaper, magazine, and journal articles in all areas of business and management. It is a powerful index that allows one to search for full-text articles by subject and keyword. Topics range from analysis of company performance and activity, industry events and trends as well as the latest in management, economics and politics.

Access to General Business File ASAP

1. Go to the University/College Library Web page at <http://ucl.broward.edu/>
2. From this page, go to Finding Articles menu.
3. Select Express Login to Databases.
4. Enter your Borrower ID. Type in your 14-digit library barcode number on the front of your ID card.
5. Enter Your PIN number (last four numbers of your social security number). You may change your PIN to any four numbers you choose.
6. Click on [Log on] button.
7. From the middle column, select General Business File ASAP.
8. Click on [Connect to Database] button.



LINCC, Library Information Network for Community Colleges
General BusinessFile ASAP

Subject guide search

Click in the entry box and enter search term(s)

outsourcing Search

Browse listing of subjects, people, products, locations and organizations that contain words you entered

Limit the current search (optional)

to articles with text

to refereed publications

Searching Strategies

- The database supports the following types of searches: Subject Guide (default), Relevance Search, Keyword Search and Advanced Search.
- Articles can be limited to: *Full-text, Refereed Publications, date and journals.*

Subject Guide Searching (Default)

Subject Guide search uses controlled vocabulary to find only articles that match your exact topic.

1. Click in the search box and type the word **outsourcing**.
2. Under the "Limit the current search" section, select the "to articles with text" box.
3. Press Enter or click the Search button to start the search.
4. The subject guide list will be displayed on the screen. Every subject heading with the
5. word **outsourcing** is listed in alphabetical order where **outsourcing** is the first word.
6. From the subject guide list, you can click to view articles or you can narrow periodical articles by subdivision.
7. Click on the word "Narrow" to view a list of subjects from which to choose.
8. View the articles listed under the subdivision **analysis**. This will take you to your Citation List.

Outsourcing	View 5644 articles or Narrow by subdivision
Outsourcing Centre	View 2 articles
Outsourcing Insight	View 2 articles
Outsourcing Insight Inc.	View 1 article

Keyword Search

Click on the link **Keyword Search** in the navigation bar. This will allow you to search your topic by keywords. A Keyword Search looks for the word or words entered. Results are listed from most recent to oldest publication date. Keyword search comes in most handy when trying to answer reference questions. Whereas with subject search, you may only enter one topic at a time, you can search on several topics in keyword search.


Click in the search box and type the words **outsourcing and economic aspects**. Choose to search in **search in title, citation, abstract**. Click on **Search** button to start the search.

Remember, keyword search only searches for your search terms entered; unlike subject search where you can find see and see also references to refer you to the right topic.

Viewing the Results

- The articles on a citation list are sorted in reverse chronological order.
- Your citation list always shows your search strategy at the top of the page. There are twenty citations per page; you have next page, previous page, first page and last page icons at the top and bottom of the citation list page.
- The citations give a brief description of the article. From the citation you can tell what information the database contains for the article: **text**– full text of the article; **text with graphics**– full text of the articles with images from the article; **PDF**– a facsimile of paper article. This information is shown as a link directly beneath the citation.
- The title of the article is a hyperlink; you may click it or the text, text with graphics, and PDF link to view the article.
- Printing and e-mailing options appear at the bottom of the article. You may also be able to download the article in PDF format and see it in it's original format (using Adobe Acrobat Reader.)

Search History: **Articles:** outsourcing
Limited by: full text; refereed publications

[Click here](#) to search  for additional results from image search.

———— Citations 1 to 20 (of 309) ————



Mark all items on this page

[For hire: Russian engineers.](#) (My View) Karen Auguston-Field. *Design News* Jan 12, 2004 v59 i1 p9(1) (556 words)

Mark

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[Transformational outsourcing: outsourcing can be more than a tool for cutting costs and improving organizational focus. Increasingly, it is a means of acquiring new capabilities and bringing about fundamental strategic and structural change.](#) Jane C. Linder. *MIT Sloan Management Review* Wntr 2004 v45 i2 p52(7) (5359 words)

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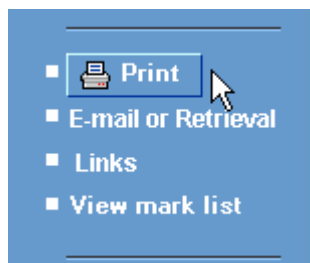
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[IBM will export thousands of jobs to India, China; calling it "global sourcing," IBM has told its managers it will move the work of as many as 4,730 programmers to India, China and elsewhere, affecting workers in at least five U.S. states.](#) (Offshore Employment ...)(Brief Article) *Work & Family Newsbrief* Jan 2004 p1(1) (245 words)

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E-mailing the Full-text Article

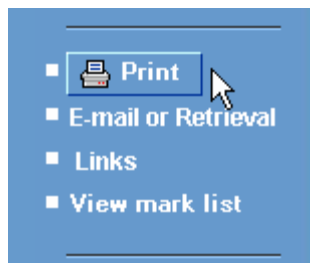


1. To get full-text article, click on the article title.
2. At the left side of each article is the "E-mail" icon.
3. Click on the "E-mail" icon.
4. Type in your complete e-mail address.
5. Click on Send button.

Note: Each article will appear as a separate e-mail in your mailbox. Be sure to check your e-mail address before you press the send button.

If you have trouble following the on screen directions, please ask a librarian for help.*

Printing the Full-text Article



1. To view full-text article, click on the article title.
2. At the left side of each full-text article is the printing option.
3. Click on the "Print" icon.
4. Click on the OK button.

Printing sequences are different depending on the type of computer used. If you have trouble following the on screen directions, please ask a librarian for help.*

Saving the Full-text Article

1. Insert your diskette into drive: A
2. At the left side of full-text article, Click on the "Print" icon.
3. Click the Cancel button.
4. The article will display on the screen. On top left corner of the browser, click on "File."
5. Select Save As...
6. Click on the down arrow in the "Save in" box, and select "3½ Floppy (A:)"
7. Click on the down arrow in the "Save as Type" box, and select Text File (*.txt)
8. Click in the "File name" box, rename the filename and add .txt to the end of the filename.
9. Click on the "Save" button.
10. Click on the "Back" button in the top row of your browser.
11. Click on "Results List" link at the left side of the screen.

Note: If you save more than one article, you will need to change the filename. Ask a librarian if you need help.*

Citing Full-text Articles from General Business File ASAP:

APA Style: http://valencia.cc.fl.us/lrcwest/inspiration/general_business_apa.htm

MLA Style: http://valencia.cc.fl.us/lrcwest/inspiration/general_business.htm

Reference Desk: 954-201-6223 or 954-201-6653

Monday - Thursday 8:00 a.m. - 9:00 p.m.

Friday 8:00 a.m. - 6:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Sunday 2:00 p.m. - 9:00 p.m.

Sunday (IIIA & IIIB) 2:00 p.m. – 6:00 p.m.

Changes in hours are posted on the U/CL Web Page at <http://ucl.broward.edu/>

Prepared by: DT 04/07/2004