

# One Business Cheat Sheet

**Always, *always* use Advanced Search.**

## Country / Risk Reports

**Terms** country name in the document TITLE

**Parameters** Full text, last 12 months

Review your results, then try:

## Industry Reports

**Terms** choose a rare word or phrase for topical relevance start with the document title (if you get no results, expand to 'everywhere but full text', then 'anywhere'.

**Parameters** Full text, last 12 months, exclude wire feeds

**Refine search** try a few different terms to broaden the search refine with terms from articles you find.

## News/Articles

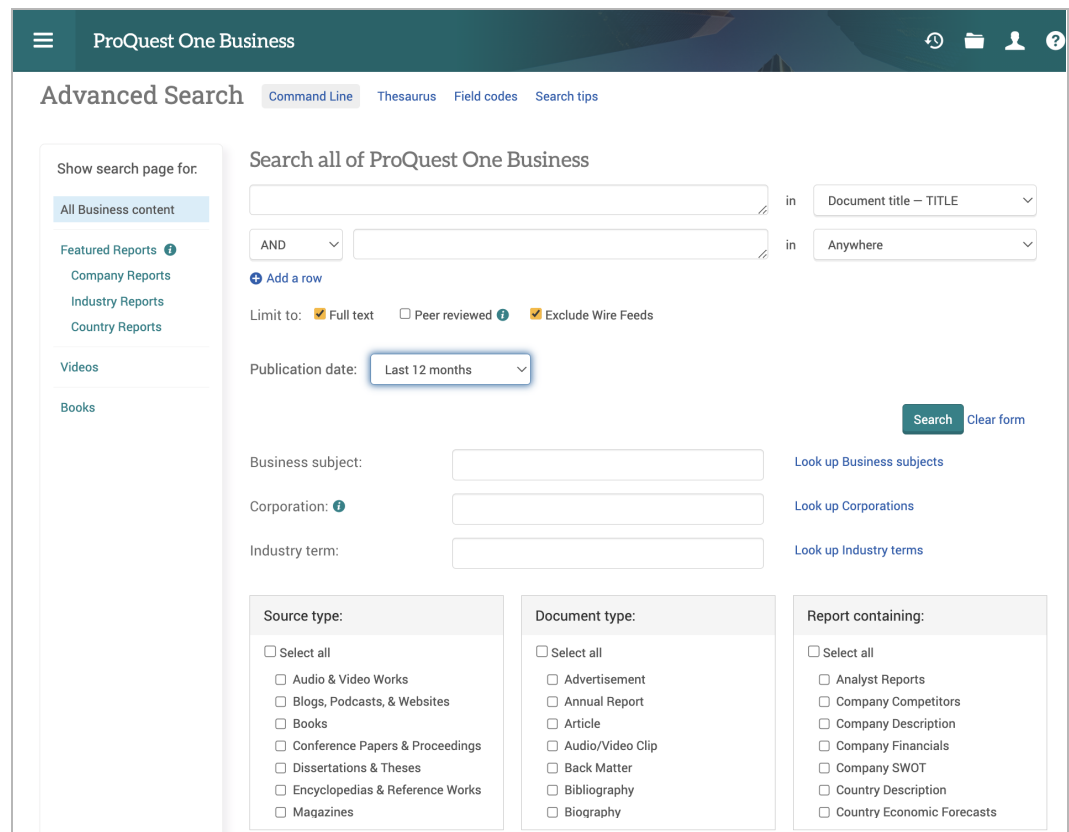
**Terms** word or phrase that will ensure topical relevance

**Location** specify the document title (if you get no results, expand to 'everywhere but full text', then 'anywhere'.

**Parameters** Full text, last **30 days** (you are looking for *news*!)

### Filter your results

Under publications on the left of your search results page, click 'more' to **filter based on the publication**. Include with the ones you know, and any titles that look promising for your industry



The screenshot shows the ProQuest One Business Advanced Search interface. The top navigation bar includes a menu icon, the text "ProQuest One Business", and icons for help, home, and user profile. Below the navigation bar, the "Advanced Search" section is active, with tabs for "Command Line", "Thesaurus", "Field codes", and "Search tips".

The main search area is titled "Search all of ProQuest One Business". It features a search bar with a dropdown menu set to "Document title -- TITLE". Below the search bar, there are options to "Add a row" and "Limit to: Full text", "Peer reviewed", and "Exclude Wire Feeds". The "Publication date" is set to "Last 12 months".

On the left side, there is a sidebar titled "Show search page for:" with a dropdown menu set to "All Business content". Below this, there are links for "Featured Reports", "Company Reports", "Industry Reports", "Country Reports", "Videos", and "Books".

On the right side, there are links for "Look up Business subjects", "Look up Corporations", and "Look up Industry terms".

At the bottom, there are three sections for filtering results: "Source type:", "Document type:", and "Report containing:". Each section has a "Select all" option and a list of specific categories with checkboxes.