

# RUN RUN SHAW LIBRARY 邵逸夫圖書館

## CD-ROM Databases Quick Search Guide

### EIU Country Reports

The Economist Intelligence Unit (EIU) provides comprehensive reports on the latest economic, political, and market conditions all over the world.

Subject coverage: economics, politics and government

Temporal coverage: **1993-2000** (Please use **Business Source Complete** to obtain Country Reports published after year 2000)

#### START

1. At the Library home page (<http://www.cityu.edu.hk/lib>), click on **Electronic Resources**.
2. Under **Electronic Databases**, click on by Title.
3. Select one of the EIU Country Reports from the alphabetical list.
4. Click on the access EIU Country Reports link in the pop-up window.

#### SEARCH

Enter a term, or use the syntax below to form a complex search, in the “Search:” box, then click  .

#### Search syntax

Use the following symbols and operators in your search statements to broaden/narrow your search.

#### Boolean and Proximity Operators

Operator	Example	Find records containing:
and	china and economy	both <i>China</i> and <i>economy</i>
or	poor or poverty	<i>poor</i> , <i>poverty</i> , or both <i>poor</i> and <i>poverty</i>
not	java not bali	the place name <i>Java</i> but not <i>Bali</i>
with	children with labour	both <i>children</i> and <i>labour</i> in any one of the database fields
near	children near labour	<i>children</i> and <i>labour</i> in the same sentence

#### Truncation and Wildcards

Symbol	Function	Example	Find records containing:
*	substitute any string of zero or more characters	technolog*	technology, technologies, technological, technologically
?	substitute one character or none	labo?r	labour or labor

#### Parentheses

Use parentheses to avoid ambiguity in complex search statements, e.g., typing **third world and (poor or poverty)** to retrieve records containing either *poor* or *poverty*, then select those also contain *third world*.

#### Field Searching (Limit the search to a particular field):


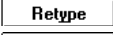


Label	Field name	Example	Find ...
CN	Country Name	china in cn	records that contain “China” in the Country Name field
PB	Publication	i) profile in pb ii) report in pb	i) Country Profile ii) Country Report
PD	Publication Date	97 in pd	records that were published in 1997
PY	Publication Year	i) py>1993 ii) py<1998 iii) py>=1992 iv) py<=1999 v) py=1997-2000	i) records published after 1993 ii) records published before 1998 iii) records published in/after 1992 iv) records published in/before 1999 v) records published during the period from 1997 to 2000

## Searching with Set Numbers

- There is a set number for each search result in Search History.
- Combine sets with Boolean operators (AND, OR, NOT), e.g., #1 and #2 not #3
- You can also combine a set with another search term, e.g., #2 and poverty

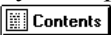
## **Using the Search History**

Highlight a results set and click:


- ◆  to view results.
- ◆  to enter the search statement in the “Search:” box.
- ◆  and set limit options to limit the search.
- ◆  to clear any or all of the results sets.

## ***Table of Contents Screen***

The Table of Contents lists all of the countries covered in the EIU Country Reports database, as well as the publication year, reporting quarter, and section titles for each report.

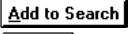

1. Click  in the Button bar.
2. Double-click on a country/report name to display section titles for each report.
3. Double-click on a section title to display full-text of the section.

### **DISPLAY RESULTS**

1. Results will be displayed in the bottom half of the screen.
2. Click  to view full-text of the records.

## Lateral Searching



Select terms directly from the record and search for them:

1. Highlight a term in a record.
2. Click  to add the highlighted term to the “Search:” box.
3. Click .



### **MARK/UNMARK RECORDS**

- Click the book/page icon to mark the record/section of a record. Click again to unmark.
- Select **Unmark All** to clear all marked records.

### **PRINT**

1. Click  to display the Print Records dialog box.
2. Select options for printing, if desired.
3. Click .

### **SAVE**

1. Click  to display the Download Records dialog box.
2. Type in a file name and choose an appropriate drive.
3. Select options for downloading, if desired.
4. Click .

### **QUIT**

Choose [Exit] from File in the Menu bar.