



Sample Searches: Safari™ Business Books Online

Please note that the content of your institution's subscription to Safari™ Books Online will most likely have been tailored to the specific needs of your institution. Therefore some or even all of the search examples shown below might not return results. If you need help with a specific query, please feel free to contact ProQuest technical support at tsupport@proquest.com.

1. You would like to find books with content on managing teams.
 - Look for the **Browse Categories** section in left search bar of Safari™ Books Online
 - If your institution has both Safari™ Tech Books Online, as well as Safari™ Business Books Online, you might have to click on **Business Books** first
 - Select **Management** to reveal sub-categories
 - From the list of sub-categories select **Teams**

Search Explained:

Every book in Safari™ Books Online is assigned one or two top level categories and up to four sub-categories, allowing you to easily browse to topics of interest.

2. You would like to find books about sales management.
 - From the top tool bar in Safari™ select **Advanced Search**
 - A pop-up dialogue box will appear – from the drop down menu select **Section Title**
 - Enter **“sales management”**
 - Click on Search

Search Explained:

A very general search like sales management will retrieve many books. Unless you can narrow your search with additional keywords, it is advisable to narrow the content that is being searched. In this case we selected Section Title. In addition, we used quotation marks to avoid any stemming of terms and proximity searches.

3. You would like to find books to help you improve your skills in project management. You are particularly interested in recently published books.
 - From the top tool bar in Safari™ select **Advanced Search**
 - A pop-up dialogue box will appear – from the drop down menu select **Section Title**
 - In the second drop down menu select **Contains exactly these words**
 - Enter **project management**
 - Click on the plus sign to add another search box
 - From the drop down menu select **Year Published**
 - In the year published boxes enter 2008 to 2010



Sample Searches: Safari™ Business Books Online

- Click on Search

Search Explained:

Project management on its own would be a very broad search. In this case not only did we search these terms as a phrase in section titles, but we added years to the search. All sections of the search form are combined with a Boolean AND.

Where to Find Help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)