

What is *Hoover's Company Records*?

Hoover's Company Records is an excellent source of corporate data. It features profiles for over 40,000 companies, 600 industries and over 225,000 key executives. Company records provide information such as company overview and history, officers, products and operations, rankings, financials and more.

Accessing *Hoover's Company Records*

Visit the Library web site and select *Resources-Databases* from the navigation bar. For details on how to access it off campus, select the *Off Campus Access* link or contact Campus library staff.

Search Assistance

Select the **Search Tips** tool from the main page, or the **Help** option located on most search and result pages within the database. Campus library staff can also provide assistance in searching the *Hoover's Company Records* database.

Searching *Hoover's Company Records*

➤ **Basic**

- Use **AND** to find articles that contain all search terms (e.g. Microsoft **AND** Hong Kong)
- Use **OR** to find articles that contain either search term (e.g. Sobeys **OR** Empire)
- Use **AND NOT** to eliminate search terms (e.g. Pepsi **AND NOT** bottling)
- Use “ ” to find phrases - words that have to be beside each other (e.g. “Hard Rock Cafe”)
- Use * to find different forms of a word (e.g. compan* retrieves company, companies)
- Use ? to replace a single character at the end or in the middle of a word (e.g. ne?t retrieves next, nest)

➤ **Advanced**

Enter search terms or phrases and use the fields in the drop-down menus to run a more focused search. Use the **AND, OR, AND NOT, WITHIN 3, PRE/1** operators available in the drop-down menus to combine search terms. Searchers can also search by a company's location, ticker symbol or by name (company officers or board members) using *Advanced* search.

➤ **Browse**

Company records are arranged alphabetically in this search screen.

Search Results

The *Results* screen allows a searcher to view and retrieve company profiles by selecting the hyperlinked title. Results can be sorted by relevancy or date. Searchers also have the option of printing profiles using “Print This Page” from the profile screen, or using the “Copy Link” feature to copy and paste a URL for the company profile into another document.

Linking to *Hoover's Company Records* from other Databases

Searchers can link to company profiles directly from other ProQuest databases when the database identifies and hyperlinks a company name.

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