How to Use the Thesaurus in *Business Source Complete*

1. At the top of the page, click on “Thesaurus:”

2. In the box that says “Browsing: Business Thesaurus,” type in a search term, such as human resources:

3. Click on “Browse.” The results will suggest related subject terms for you to use:

4. Click on one of those terms, such as human capital. The results will show you other similar terms, let you click on the term for a definition, or let you add the term to your search either using the box on the left or the box on the right, under “Explode:”
5. First, try clicking on the term “Human capital” to see the definition. The page defines the word, shows you narrower terms and related terms.

6a. If this looks like the term you want to include in your search, you have several options. You can click on the box to the left of the term and then click “Add.”

This will add the term to your search box on the top of the page:

6b. If you want to use one of the other terms they suggest, instead you can click on one or more of the boxes next to those and click “Add.”

6c. If you want to include the term “Human capital” and all of the narrower terms (in this case, Intellectual Capital), then click on the box to the right of “Human capital” under “Explode” and click “Add.” This will add both the term “Human capital” and the narrower term “Intellectual Capital” to your search using OR:
7. If you want, you can also add the term personnel management and its narrower terms as additional synonyms. At this point, you can do your search. You can also add your company in the next search box to limit the search to your company: