

What is CBCA & What is it Used For?

- Canadian Business & Current Affairs (CBCA) is a bibliographic/full text reference database which has been produced by Micromedia since 1982. It is an index to over 700 current Canadian journals, newspapers and other media (such as newswires, broadcast transcripts and new book announcements).
- CBCA includes the indexing of 25 major American titles, some international journals (e.g., Great Britain's *The Economist*), approximately 50 French language journals, and many bilingual (English/French) journals published in Canada.

Where is CBCA Available?

- CBCA is available at all VPL branches, through the dedicated Premium Database workstations. Librarians will be happy to demonstrate how to use the database.
- CBCA is also available online through the Internet. Go to the VPL's Home page (www.vaughanpl.com) and click on "Reference & Information", then click on "All Database Products". Scroll down the list of Web-accessible databases to find CBCA.
- After clicking on CBCA, you will be required to input your library barcode. Your library barcode number is the 14-digit number on your borrower card. Type this number in, leaving no spaces. CBCA's search screen will automatically appear.

How to Search CBCA

- CBCA's search screen allows you to search by title, author, subject, persons, corporate names, and trade names. Searching with a publication name will pull up articles only from that publication.
- You can search by one field or multiple fields simultaneously. Searching many fields at once has the effect of retrieving the most relevant articles.

What is an "Index"?

- The Index helps users identify correct spellings and terminology used in the database. It is particularly useful when looking for trade, product or corporate names, which must be spelled exactly as CBCA spells them.
- For keywords that cannot be found in an index, try a free text search using the "Search Words Anywhere" box.

"Search Words Anywhere"

- The "Search Words Anywhere" field allows users to search the text of entire articles, not just by a name, subject, or an author. This method of

searching can be useful for retrieving a wide range of articles if you are just beginning the research process and are unfamiliar with the subject area.

“Help”

- Don't overlook this option, located at the top right hand corner of the search screen. Help can provide more details regarding the search process, especially for “Search Words Anywhere”.
- The Help button will take users directly to a list of features that appear in the same order as they do on the search screen.

Search & Display Options

- “Search & Display Options” appear at the bottom of the search screen. They may be left blank.
- The most useful of these options is publication date. By specifying a date range, users can access only the most recently published articles.
- Sorting results by relevance, date, or publication will help organize results into more manageable groups.
- The “Return Only Articles with Fulltext” option should be checked to avoid getting results containing only bibliographic citations.

Viewing Your Articles

- After your search is executed, a “Results List” will appear on the screen. This is only a list of titles. To navigate a long list, use the “Next Records” or “Previous Records” button.
- To view the full text, click on the title you wish to view. You may also navigate between full text records by using the “Next Record” or “Previous Record” button.
- To go back to the results list, use the “Back to Results List” button.

Printing or E-Mailing Articles

- You can print or e-mail either the results list or a full article by using the “Print” or “Mail” buttons at the bottom of the record.

Logging Off

- When you have finished your search session, you should click the “Logout” button to exit from the service.