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Learning Resource Centre  
 Simple Guide 12 Business Review



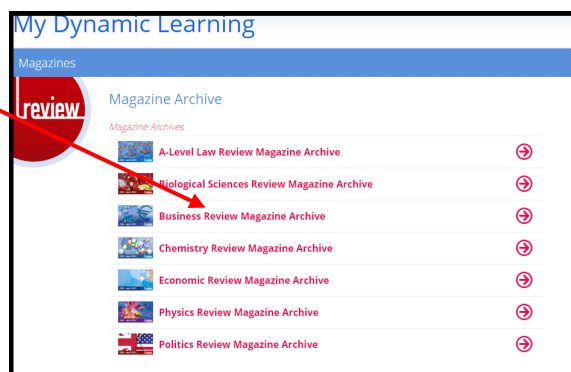
**Business Review** is written by a team of subject experts. It will help you understand some of the key ideas in the business world so you can easily apply theory to the real business world. It is really important that you use **Business Review** when you are doing work for your assignments at INTO Manchester.

### A) Using **Business Review**

- i) You can access **Business Review** via the Learning Centre webpage at <http://intolearningcentre.co.uk/online-resources/>
- ii) click on the **Open Athens** logo
- iii) Use your **Open Athens Username** and **Password** to log in. **If you do not have a username or password, come into the Learning Centre and get them!**
- iv) You will see the following screen. Click on **The Reviews** at the top of the screen



Once you open the **Reviews databases**, you will then see the magazines that INTO Manchester currently has available to search, including **Business Review**



### B) Searching for one particular article:

If you know the volume and issue of **Business Review** that you wish to search, choose **Business Review Magazine Archive** from the list of magazines

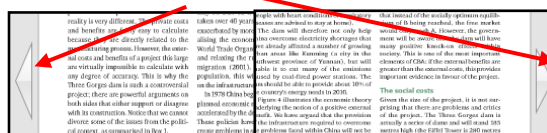
In the box that appears, use the drop down menus to select the specific **issue** and **volume** that you wish to view and click **OK**



The magazine opens at the contents page. You can jump to a specific chapter by selecting it from the list. In order to view the page you want, click on the thumbnail image on the right.



Once the article is open, click on the page you are reading and the **Zoom** button appears at the bottom of the screen — this will give you the option to make the text bigger to make reading easier. Once the magazine opens on the screen, you can use the arrow keys to “turn” the page



**C) To Print:** Click on the print button at the bottom of the page, then right click and send to printer.

### D) Searching for more than one article

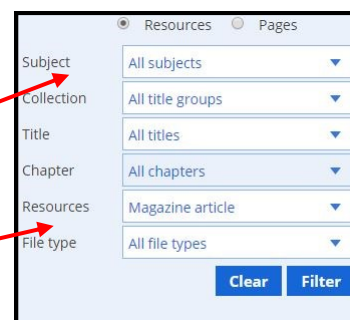
If you don't know what volume or issue of the magazine you wish to view, or if you are looking for a range of articles on a specific topic, you are able to search across all of the magazines in the magazine archive collection. At the top of the screen is the advanced search box

Add your search term here. In this example:

e-commerce



Use the “filter” screen to narrow the search: you can decide if you only want to search in **Business Review** or look for your term across all titles. If you search across all titles, you can filter by **Subject** Select **Business / Economics, Government & Politics, Law or Science** If you still have too many results, you can filter further by **Resources**, limiting your findings to resources such as **Magazine Articles or Presentation**.



Your results will appear in a list; open any of the resources by double clicking on the item you want to read



**E) To Print from this screen** Close Full Screen option (*if you are using it*) Click on the **Print** button to show a print preview of what the article looks like. Select if you want the **left page/ right page** or both. Click **Send to Printer** or use **Step C** above



**Tip:** if the printed page comes out too small for you to read, think about saving the page as a PDF rather than printing it right away. Simply click on **Send to Printer** and change the destination to **PDF** rather than the normal printer. Save the PDF. When you print from the PDF the text may be larger