Difference between **Keyword** searching and **Controlled Vocabulary (descriptor/subject)** searching

* **Keyword searching** asks the search engine to look for every article that has the keywords in it, so an article may, or may not, be on the subject you are interested in researching.
* **Controlled Vocabulary** searching (using Descriptors or Subjects) asks the search engine to look for every article that is related to the concept represented by the Controlled Vocabulary you are using.

**Business Source Complete**

* [www.spu.edu](http://www.spu.edu)
* Click on the **Library** Link.
* Click on the **Subject Guides** link.
* Click on the **Business and Economics** link.
* Select **Business Source Complete** (if working remotely you will need to authenticate yourself as an SPU patron using your SPU username and password—same as for Banner and Webmail).
* Type a few keywords into first two search boxes. Don’t use a lot of keywords at one time. Do not use small words such as “a,” “the,” “and,” “or,” etc. Only use unique keywords.
* Click the **Search** button.
* Scroll through results pages to find a “pearl of an article” and read the abstract.
* Examine the **Subject Terms** section of the record for appropriate controlled vocabulary.
* Click on a germane **Subject Terms**.
* Examine the list of articles.
* Read the abstract of a germane article.
* If there are a lot of results or the results are not quite on your area of research, you can add other **Subject Terms** or other **keywords** to narrow or refine your results.
* If one set of words doesn’t work, try another set of words.