Getting Started with…
Small Business Reference Center

Small Business Reference Center offers exclusive full text for many top consumer small business reference books, as well as tools to address many small business topics. It also includes business videos, a help and advice section and details on how to create business plans.

1. To begin, go to **OhioWebLibrary.org**.
2. Click on the arrow beside the phrase "**Business Support**":
3. Click on the words. "**Small Business Reference Center**"
OR Type http://ohioweblibrary.org/db/ebsco-smallbusiness into your browser's address bar.

Users can find content by **browsing** or **searching.** To search, click the **search box** and enter a term.

Click & type a query in the **search box** to begin searching.

To **browse by category** click an image.

To **browse by source**, click a publication.

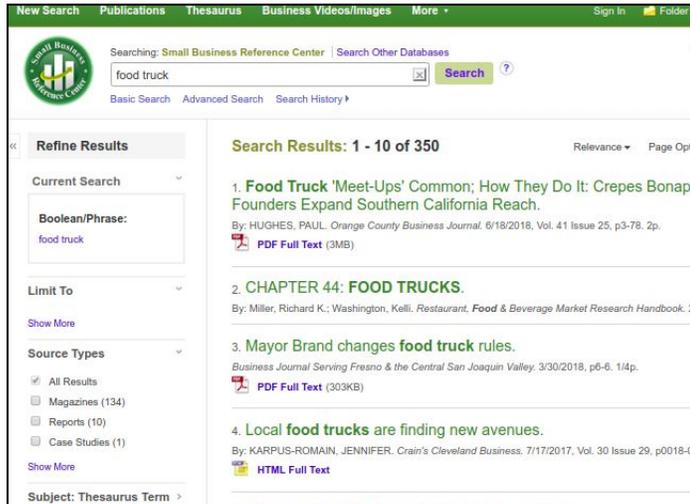Click to search **Small Business Videos.**

View **state specific resources** for start-ups.

When browsing by **category**, selecting an image will bring up a list of **subcategories.** Users can then select the best fit for their needs to see relevant results.

Browse by Category

Business Areas

- Accounting
- Business & the Internet
- Buying a Business
- Closing a Business
- Employees
- Expanding a Business
- Financing a Business
- Going Green
- Legal Issues

Accounting

- Accounting Methods
- Accounting Standards
- Accounts Payables
- Accounts Receivables
- Accounting Services
- Auditing

On the other hand **searching** will lead to a **Search Results** page.

Users can limit the **source type**, **subjects** and **publications** found in their results by clicking the checkboxes on the left hand side under **Refine Results**.

To view the text of an article, click

HTML Full Text

To read an article, click

PDF Full Text

to view the article with images.

Once in **Reading View** users have various options to save, print, and share content. Tools on the right-hand side of the screen allow users to access these options.

Print material

Email material

Save to user folder

Create citation of material (APA, MLA and more)

Export citation to citation manger software.

Create link to article. This can be copied and pasted.

Share to various social media platforms.