To open Hoover’s:
1. From the Orlando DeVry Home Page (www.orl.devry.edu) click on “Library” in the left frame.
2. Click on “Library Databases” from the top menu.
3. Click the gateway link “DeVry Library Databases” Authentication Pop-Up Box. Enter user name and password (Get at Library; Call, or Stop By).
4. From the list of databases, Click on (Hoover link) at http://premium.hoovers.com/cgi-bin/enterprise.cgi.

To search for Company Information:
1. Enter “Company Name” click “Search” button. Under “Matching Company Names” click on “Fact Sheet.”
2. In the left frame, go to “Browse Company Record” and search by the different Topics, ex. “Fact Sheet,” “People,” “Financials,” etc.

To print:
1. Under “Tools” in the left frame, Click on the “Print This Page” button. A new page comes up – click on “Send to Printer” button.

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1. At the top of the article find and copy the reference sheet information, i.e. Author (if one is listed), Title (or Company Name), Title of Report (i.e. Officers & Employees), Hoover’s Online Database, Date Accessed, and URL where it was found (at the bottom of the page: “Find this page at:……”).
2. APA and MLA guides can be found at http://www.orl.devry.edu/academics_formats.html. Click on APA or MLA and the guide will open.