Getting Started With Zephyr

1. Connect to Zephyr using MS Internet Explorer from our Web Database Quick Links page.

2. Off-campus users will need to enter their Duke NetID and password in order to connect.

3. Select United States and North Carolina when asked to enter your country. Enter United States and North Carolina regardless of where you are currently located.

4. You’re now at the Quick Deal Search Screen. Below is a sample search using some basic criteria:

5. Clicking search above would return a list of completed acquisition deals for J.P. Morgan within the last 6 months.
6. When your search concludes, you'll be looking at the **List of Deals**.

7. Click the **Deal number** in the tan column beside a particular deal to see a **complete deal record**.

8. The **Complete deal record** is the most thorough coverage of a particular deal available. If you want to see a quick summary of a particular deal, click the Summary Records tab.

9. The **Summary Deal record** gives you the deal's high points only.

10. To print a deal record, mark the record checkbox beside “Target” and click print at the top of the page.

   For more information on conducting advanced searches in Zephyr, you can view our Flash tutorial on our [Database User Guides page](#); or email a reference librarian for a personal tutorial.