

For more than 30 years, **ABI/INFORM** has been an access point for the most well respected business journals in the world. This richly indexed database contains thousands of journals that allow users to track business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape worldwide.

Welcome to ABI/INFORM

We suggest you begin exploring our service using the following examples:

1. Basic Search
2. Working with Results
3. Topic Guide
4. Advanced Search
5. Publication Search
6. Additional Suggestions
7. More Information

To access ProQuest, follow the links on your institution's web page or consult your librarian/research department for instructions.

1. Basic Search

Basic search offers quick article retrieval based on keywords.

Example: Find articles about investigation of credit card fraud.

1. Click the **Basic** tab to access this area.
2. Type "*credit card fraud*" **AND** *investigations* in the search box.
3. Click the **Search Tips** link for additional guidance. For example, you may decide to change *investigations* to *investigat** to find word variations (e.g. investigate, investigated, investigation).
4. Choose search limits:

Database (if available): Check this menu for other subscriptions to ProQuest databases.

Date Range: Choose specific or general dates.

Limit Results To: Select these check boxes if you would like to exclude results that are not full text, or are not from scholarly sources.

More Search Options: Focus the search on a specific publication, or look for search words in document text rather than citations and abstracts.

5. Click **Search** to run the search.

2. Working with Results

ProQuest Smart Search

- Displays suggested topics at the top of the user's search results to aid in directing or narrowing their search for optimal results quickly.

Results Sorting

- Tabs target scholarly sources, magazines, newspapers, trade publications, reference/reports, or dissertations.
- A drop down menu sorts results by most recent or most relevant first.

Document Formats

- Both the results list and document display screens offer navigation to alternate viewing formats such as full text, full image, and/or Text+Graphics.

Set Up Alerts

- Schedule periodical email delivery of new results.

My Research

- Format citations to specific styles, such as MLA or APA.
- Email marked documents in a batch.
- Export citations to bibliographic software (e.g. ProCite, EndNote).
- Create a page of links back to selected documents, searches, or publications.
- To add items to My Research, simply click the check box for the document.

3. Topic Guide

Topic guide quickly targets relevant documents on companies, subjects, people, or locations included in ProQuest indexing.

Example: Find documents on hybrid cars.

1. Click the **Topic tab** to access this area.
2. Type *hybrid* and click **Find**. A list of suggestions is displayed.

3. **View links** let you see all documents indexed with the listed term(s). **Narrow links** offer suggestions for narrowing the topic further. Click the **View link** for the selection *Hybrid vehicles AND Toyota Motor Corp.*

4. Advanced search

Advanced search offers an array of tools for utilizing ProQuest's detailed indexing.

Example: Find documents about Sprint PCS and wireless telecommunications.

1. Click the **Advanced tab** to access this area.
2. Select **Company** from the first **drop down menu**, and **open the Browse Companies link**. Find the term *Sprint* and **Add** the term from the list.
3. Select **Subject** from the second **drop down menu**, and **open the Browse Subjects link**. Within the Browse window, select **Thesaurus** (located at the top of window). **Find** the term *wireless*. Within the heading *wireless carriers* click on the term *wireless communications*. **Add** the term *wireless communications*.
4. Run the search.

Example: Find market research for NAICS industry 3254 Pharmaceutical and Medicine Manufacturing.

1. Click the **Advanced tab** to access this area.
2. Select **Classification Code** from the first **drop down menu**, and **open the Browse Classification Codes link**. Use the plus signs (+) to expand the heading *Management*, then *Marketing*. From the list, **Add** the term *7100 Market research*.
3. Select **NAICS Code** from the second **drop down menu**, and **open the Browse NAICS Codes link**. Use the plus signs (+) to expand the heading *32 Manufacturing*, then *325 Chemical manufacturing*. From the list, **Add** the term *3254 Pharmaceutical and Medicine Manufacturing*.
4. Run the search.

Example: Find a review of the book The Innovator's Solution by Clayton M. Christensen.

1. Click the **Advanced tab** to access this area.

2. Select **Document Types** from the first **drop down menu**, and **open the Browse Document Types link**. From the list, **Add** the term *Book review*.
3. Type *Innovator's Solution* in the second search box, select **Citations and Abstract** from the **drop down menu**.
4. Type *Christensen* in the third search box, select **Citations and Abstract** from the **drop down menu**.
5. Run the search.

5. Publication search

Use publication search to browse available sources in ABI/INFORM, or to create new issue alerts for specific publications.

Example: Read the most recent issue of Management Learning in ABI/INFORM.

1. Click the **Publication tab** to access this area.
2. Type *Management Learning* and click **Search**.
3. From the list of matching publications, locate *Management Learning* and select it.
4. Click the link to the most recent issue of the publication.
5. All articles for the issue are listed in alphabetical order.
Note: A menu allows you to sort by page order if you prefer.
6. You may use the **Set up Alert button** to be automatically notified when the next full-text issue is available.

6. Additional Suggestions

More Like This

You've located the perfect article, now find others that are similar. The *More Like This* feature is located at the bottom of the article page, in addition to the link at the top of the full text article page. Simply, select the indexed terms you like, and ProQuest will search for matching documents.

Create a Web Page

Download or email a page of links back to selected documents, searches, or publications. Durable links are suitable for posting on an Intranet site. Search and publication links automatically refresh



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when new content is added. Create a web page is a component of the My Research tab.

7. More Information

- **Technical Support**

Phone: 800-889-3358

Email: tsupport@il.proquest.com

Web: <http://proquest.com/techsupport>

- **Search Assistance**

Phone: 800-889-3358

Email: tsupport@il.proquest.com

Web: <http://proquest.com/techsupport>

- **Web training**

Register for a free-one hour class with our professional trainers at:

<http://www.il.proquest.com/training>

- **Product Help**

Product help and downloadable guides:

<http://training.proquest.com/trc/training/index.htm>

- **Newsletters**

Receive subject, product and content updates by email:

www.proquest.com/proquest/maillinglist