



ABI Inform Quick Start Guide

ABI/INFORM is a database covering business, management, economics and a wide range of related fields. It provides abstracts of material from 1971 onwards and over 2,000 titles in full text, from 1987 onwards.

Help

If you need any help while using the database click on the [Help](#) link on the top right hand side of the screen. The help displayed will be relevant to the part of the database you are using (so if you click on 'Help' while using 'Advanced Search' you will get help with the advanced search feature.)

Searching

Basic Search

Type your search terms into the search field (1) and click search

The screenshot shows the 'Basic Search' interface. At the top right, there are links for 'Tools: Search Tips' and 'Browse Topics'. A search field (1) is followed by 'Search' and 'Clear' buttons. Below the search field is a 'Database:' dropdown menu set to 'Multiple databases...' with a link to 'Select multiple databases'. Underneath is a 'Date range:' dropdown menu (2) set to 'All dates'. Below that is a 'Limit results to:' section with two checkboxes: 'Full text documents only' and 'Scholarly journals, including peer-reviewed' (3). There is also an 'About' link with a graduation cap icon.

To limit your search by date (2) select options from the drop down menu (e.g.: last seven days, last 12 months) the final option '**specific date range**' allows you to enter the date yourself.

If you are only interested in full text articles select '**Full text documents only**'. You can also limit your search to academic journals by selecting '**Scholarly journals, including peer reviewed.**'

Jargon Buster!

Scholarly Journals- a journal that is written by academics for an academic audience

Peer Reviewed- The articles in the journal have been reviewed and approved by experts in the subject area the journal covers.

For further help with searching click on [Search Tips](#) (4)



The Online Library

Senate House Library, University of London

Advanced Search

The advanced search feature allows you to perform more complex searches.

Advanced Search Tools: [Search Tips](#) [Browse Topics](#)

1		2	Citation and abstract
AND			Citation and abstract
AND			Citation and abstract

[Add a row](#) | [Remove a row](#) **Search** **Clear**

Database: [Select multiple databases](#)

Date range:

Limit results to: Full text documents only Scholarly journals, including peer-reviewed [About](#)

You can use Boolean Operators (**AND, OR and NOT**) to connect your search terms (1) e.g.: weather AND pacific ocean - finds documents that contain the word weather and the phrase pacific ocean.

Internet OR intranet- finds documents that contain either the word internet or intranet.

You can also select which fields you want your words to be found in (2) This can help you get relevant results. For example if you are looking for articles on a topic, limiting your search to just the abstract will mean that articles retrieved are likely to have your topic as the main focus. If you search for the topic in the whole document it may only be mentioned in a small part of the text.

For more help with advanced searching make sure you use the Help files and the Search Tips. You may also find this Online Library guide useful.

http://www.external.shl.lon.ac.uk/info_skills/databases/advanced_searching.php

Browsing ABI Inform

Topic Guide

If you are not getting useful results from your searches, try using the topic guide. This enables you to view the keywords used in the database. Click on the Topic tab and you will see the Topic Guide search form:



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Topic Guide – powered by ProQuest® Smart Search

- 1 Suggest topics (enter keywords) [About](#)
- 2 Look up topics A-Z (enter subject, company/org, location, person) [About](#)
- 3 Look up a ProQuest topic by entering a term above -OR- [browse the subject directory](#).

The Suggest topics option will look for your terms and suggest terms that are similar(1)
The Look up topics option (2) will take you to the nearest alphabetical match to your search term.

From your search results, for each topic you can either click on a **View Articles** link to see all the articles related to that topic or click on **Narrow by related topic** to see a set of subcategories.

If you click on the browse the subject directory link(3) you will see a list of broad categories. Click on the category that is closest to the subject you are interested in and you will see a list of narrower categories. Continue clicking on categories until you see a View Articles link, click on the link to get a list of articles on your category.

Publications

If you are looking for a particular journal title click the Publications tab, and then type the title into the field and press search.

Publication Search Tools: [Search Tips](#)


Alternatively you can view an alphabetical list of the publications in the database.



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Printing and Emailing your results

From your results list click on the full text link  to view your chosen article.

From the Document View screen you can print out the article or email it to yourself to be viewed later.



Click on **Print** for a printer friendly version of the article

Click on **Email** to send the article to an email address. The default option is to send the full text article so if you just want the citation you will need to select that option.

Click on **Mark Document** to add the article to a list that you can print or email to yourself when you have finished your current search.

Viewing Marked Documents



Click on the 'My Research' tab to see a list of the articles you have marked.

To email or print citations of your articles click 'Create your Bibliography'

To email or the full text of your articles click 'Email Documents'

For more information about the options within the 'My research' feature remember to click on 'Help' in the top right corner of the screen.

If you encounter any problems please contact the Online Library on +44 (0)20 7862 8478 (between 09.00 and 17.00 GMT), by email on OnlineLibrary@shl.lon.ac.uk or by the enquiries form at <http://www.external.ull.ac.uk/help/enquiries/>