

## ABI/Inform

ABI/Inform provides in-depth coverage of business conditions, trends, corporate strategies and tactics, management techniques, competitive and product information, and a wide variety of other topics. It gives you informative indexing and substantive abstracts to articles from more than 1,000 leading business and management publications, including over 350 English-language titles from outside the U.S. Updated monthly, it also includes complete articles -- in full text, page image, or a Text+Graphics format in which the graphics are thumbnails, but can be expanded -- for more than 600 of the most popular and important business sources.

### How to search



#### Start

From the "Database" section of the Library home page, ABI/Inform can be found under "A" on the *alphabetical* list of index databases, or in the *subject* lists under "Business."



#### Help

Context sensitive help is available by clicking on the Help button at the top right of the screen. Select Help, and then click on Help Contents button at left of screen for in-depth help.

#### Search

Enter your search term(s) in the word search box. You can use the BOOLEAN operators AND, OR, or NOT in your search. The database automatically searches for variants or common misspellings or alternate spellings of some words (e.g., if you type "child", it will also search for children. If you type "labour", it will also search for labor, labours, labors, etc.)

Some search examples:

- starbucks and marketing and studies
- marketing or advertising
- starbucks and (marketing or advertising)

You can use also search specific fields such as article or publication titles, subjects, company and geographic names. The fields available are listed in drop-down boxes on the Advanced Search screen.

Some examples:

- *starbucks* in Company/Org.  
AND *advertising* in Subject
- *starbucks* in Company/Org.  
AND *fortune* in Publication Title
- *canada* in Geographical Name  
AND *mergers* in Subject

Subject headings, company names, and author names in the records are live search links. To search the desired heading or name, simply click on it.

You can limit your search to full text and/or peer-reviewed articles using the limiting choices at the bottom of the search screen.

You can truncate a search term (search for all words that begin with the same letters) using the question mark. E.g., *market?* will find market, marketing, marketers, etc.

If you wish to browse the contents of a particular journal, click on the [Publication Search](#) tab at the top left of the screen. Enter the journal name, and then click on the title. Select the issue you wish. You can also search the sources by keyword (e.g., appliance) by typing the keyword instead of a journal name. A list of titles will appear. For a list of all publications indexed by ABI/Inform, click on the [Show All Publications](#) link from the [Publication Search](#) screen.

### **Display**

Your search results will appear in short form. Icons to the left of the citation indicate the format(s) available. The Format Legend is at the bottom of the screen. Select the format you wish to view by clicking on that icon. NB: To view Page Images, you must have Adobe Acrobat software installed on your computer. ♦ Note that the thumbnail pictures in the Text+Graphics format can be expanded by clicking on them.

## **E-mail, Download, and Print Records**

### **Email (Full Text):**

- Display the record by clicking on the title.
- Click on Email Article in the left-hand column of the screen.
- Enter your email address in the "E-mail article" box.
- Enter a subject (optional) and/or notes (optional) for the email.
- Click on the submit arrow.
- Click on Result List at the top of the screen to return to your results in short form, or click on the browser's Back button twice to return to the article.
- Note that it is not possible to email the Adobe Acrobat (Page Image) files.

### **Download (Full Text):**

- Display the Full Text format.
- Click on Print Article in the left-hand column of the screen.
- Click on the link to re-display your article in a simpler format.
- Select File, Save from the browser menu bar.
- Insert a formatted disk in the A drive and ensure that the Save In: box shows the A (floppy disk) drive.
- Enter a file name in the File Name: box and save the file as a Text File (\*.txt), (e.g., yourfile.txt).
- Click the OK button.
- Click on the browser's Back button twice to return to the article.

### **Download (Page Image):**

- Display the Page Image format in Adobe Acrobat.
- Select the disc (save) icon from the Adobe toolbar (NOT the Internet browser toolbar).
- Insert a formatted disk in the A: drive and ensure that the Save In: box shows the A (floppy disk) drive. ♦ Enter a name for the file and save it to your A drive.
- Note that the file will be saved as an Adobe Acrobat file (.pdf) - you will need to have the Acrobat Reader program on whatever computer you use to read it.

### **Print (Full Text or Text+Graphics):**

- Display the Full Text format.
- Click on Print Article in the left-hand column of the screen.

- The Print dialogue box will open.
- Click the OK button in the Print dialogue box.

**Print (Page Image Format):**

- Display the Page Image format. This will invoke Adobe Acrobat Reader.
- Select the printer icon from the Acrobat Reader menu bar.
- Click the OK button in the Print dialogue box.

If you are working at a workstation in the reference area of the library the printout will be automatically sent to the Library laser printer in the reference area.

**Exit**

Click on the Regent University Library link at the top of the page to return to the Library Home Page.