

ABI/Inform from the Proquest Database

ABI/Inform on the Web contains citations, abstracts and some full text articles from over 3,040 business, management and trade journals and other publications from 1970 onwards. The database includes information on banking and finance, business, company information, industries, management and marketing.

Getting started

Either:

Log into the Modern Working Environment at <http://mwe.cf.ac.uk>. Select the **Information Resources** tab, then select **Search a Specific Database** in the **Library Resources** section.

Or:

Go to www.cardiff.ac.uk/insrv/eresources and select **Databases**.

For both options, select **ABI/INFORM Global (Proquest)** from the A-Z list. To access the database off campus, click on the '**Off-campus**' link. If you have any problems accessing the database, please contact the library staff for assistance.

Searching

Type a keyword or phrase into the Advanced Search box, then click **Search**. The default search looks for your keywords in the **Citation and abstract**, which include the title and the summary of the article.

You may find that clicking in the **Citation and Abstract** box and changing the setting to **Subject**, which searches subject terms assigned to the articles, will find a different set of results. Searches can also be made more specific by selecting other settings from the drop down boxes, such as **Author** or **Publication title**.

Add words or phrases into the other boxes and connect them with the Boolean link words **AND**, **OR** and **AND NOT** to make your search as focused as possible. Select the link word by clicking on the down arrow next to the AND box. For example:

- *Coca-Cola AND marketing* looks for articles containing both terms
- *Marketing OR advertising* looks for articles that mention either marketing or advertising
- *Coca-Cola AND NOT Pepsi* looks for articles that mention Coca-Cola, but excludes any of these that also mention Pepsi.

You can search for words sharing a common root, such as *economist*, *economic* and *economy*, by using the truncation symbol * Thus **econom*** will find all of the above.

Topic and subject guides

Instead of typing in your own search terms, you can see lists of terms compiled by ABI/Proquest and links from them to full text journal articles. Click on **Topics** at the top of the screen and then **Browse the subject directory**.






Click on an area which interests you, e.g. *Environment*. You can select progressively narrower topics to arrive at a list of relevant articles. Alternatively, you can enter your own keywords on this page and see a list of related topics.


It is also possible to browse the list of topics and add them to your search by clicking on **Browse Topics** on the main search page.

Viewing results


Once you have clicked **Search**, your search results will be shown in publication date order, with the most recent first. Use the scroll bar to move through the list and the **Next** and **Previous** buttons at the bottom right of the screen to see more pages of results.

The icons underneath the article indicate whether you have access to the

-  Abstract, or occasionally just the citation
-  Full text
-  Full text and graphics
-  Full text via a link to another source
-  PDF image of the original page(s).

The icon  indicates that the article is available from a different database or as a paper journal in the library.

Display the version you require by clicking on the corresponding link. To return to your list of results, click on **Back to results** at the top of the screen. (If you have linked to another source, the article will normally open in a new window, so just close this window to return to the results.)

If an article is available from a different database or as a paper journal in the library, you can click on the  symbol and then click on **Click here to see full text availability** (top right of screen) to link to the Voyager library catalogue. Click on the internet link if the full text is available on a different electronic database, or check to see whether a paper copy is available in the library.

Marking articles

You can mark articles in order to print a list of citations or to email the full text of several articles to yourself. From the **Results** list click in the box to the left of the display icons, or from the full text display click on the **Mark Document** box at the top of the screen. To display the marked articles click on the **My Research** tab at the top of the screen. To clear the marked list, click on **Clear all** on the **My Research** screen.

Printing and saving results

To print an individual full text article, first display the article. Then click on **Print** in the top left of the page.

To print a PDF page image from Adobe Acrobat, click on the print icon in the Adobe Acrobat toolbar.

To save HTML full text articles, copy and paste text into *Word*: highlight the text you wish to save, select **Edit**, and then **Copy**. Open *Word* and select **Edit**, then **Paste**. Continue until you have pasted all the text you require, then save the file.

To print a bibliography of a list of articles, mark the articles you wish to print by ticking their boxes, then click on the **My Research** tab and select **Create your bibliography**. You now have options to email, print or download (save) your articles. Note that for the email option you can choose to receive full text, if available, but for the print and download options you may only choose to receive citations and abstracts.

Importing references into EndNote

Mark your chosen articles as before. Select the **My Research** tab, then click on **Export Citations**. Select **Download in a format compatible with EndNote, Procite, RefWorks and Reference Manager**. Save the file as a text file.

Open the required library in EndNote. Click on **File** and then click on **Import**. Click on **Choose File**, select the file for import and double-click on it. Use the next drop down menu to find and click on **Proquest**. You may need to browse the list under **Other Filters** the first time you do this. Click on **Import** and the records will appear.

For further information contact Aberconway Library

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Also available in alternative formats.