

# ProQuest ABI/Inform Complete

Search worldwide business periodicals for information on advertising, marketing, economics, human resources, finance, taxation, computers and information on over 60,000 companies.

## Basic Search Screen

**Enter keywords**  
**Click to activate the search**  
**Access search tips**  
**Retrieve only articles with the full text**  
**Search for scholarly articles**  
**Go to the Advanced Search Screen**

**Operators**  
**and - Finds articles with both terms**  
**or – Finds articles with one or both terms**  
**not – finds the first term and excludes the second**  
**Quotation marks - Searches for the exact phrase**

## Results Screen

**ProQuest suggests other subjects to search**  
**View APA citation**  
**Sort by Relevance**  
**Sort by Date (oldest first)**  
**Sort by Date (most recent first)**  
**ProQuest highlights your keywords**  
**Preview abstract or summary of the article**  
**Refine the search to a source type.**

### Narrow Results by Source Types:

- |                    |                           |
|--------------------|---------------------------|
| Scholarly Journals | Reports                   |
| Magazines          | Dissertations & Theses    |
| Newspapers         | Conferences & Proceedings |
| Trade Journals     | Other Sources             |
| Wire Feeds         |                           |

### Additional Ways to Narrow Results

- ◆ Publication Title
- ◆ Document Type (article, news, feature, general information, report, industry report, commentary)
- ◆ Keyword
- ◆ Subject
- ◆ Classification
- ◆ Co/org
- ◆ Location
- ◆ Person
- ◆ Language
- ◆ Date

The screenshot shows the ProQuest Advanced Search interface. Callout boxes point to various features:
 

- Enter keywords:** Points to the search input field containing 'monsanto'.
- Select a field from the drop-down menu:** Points to the 'Company/Org — ORG' dropdown menu.
- Look up subjects to refine the search:** Points to the 'Search tools' section, specifically the 'Thesaurus' link.
- Limit to full text and scholarly journals:** Points to the 'Limit to' section, specifically the 'Full text' and 'Scholarly journals' checkboxes.
- Limit results by person, location, NAICS, company, classification code:** Points to the 'More options' section, specifically the input fields for 'Persons\*', 'Locations\*', 'NAICS\*', and 'Company/organization\*'. A sub-callout 'Select a source type' points to the 'Source type\*' section.
- Select a date range:** Points to the 'Date range' dropdown menu set to 'Last 1 year'.
- Get help looking up more limiters:** Points to the 'Look up' links for 'Persons', 'Locations', 'NAICS codes', 'Company/organization', and 'Classification codes'.
- Get field codes:** Points to the 'View field codes help' link.
- Select from a list of document types to refine your search:** Points to the 'Document type' section, which lists various document types like 'Accounting & Tax Standard', 'Advertisement', etc.

**Fields from the drop-down menu**

- Keyfields + text** – Search in the text of the article and in the abstract, author, document text, document title, subject fields.
- Citation/abstract – CAB** Search for keywords in the citation and abstract.
- Abstract AB** – Search for keywords in the abstract of articles
- Author AU** – Search for a specific author
- Document Text FT** Search for keywords in the body of the article
- Document Title TI** – Search for keywords in the title of the article.
- Publication Title- PUB** – Search for keywords in the titles of periodicals
- Subject heading (all)** – Search for subject keywords from a controlled list
- Tags – TAG** – Label documents with keywords to share or use for later searching.
- Classification – CC** 4 digit numbers that let you target search by topic, industry or market, geographical area, or article type
- Co/Org ORG-** Search for a company or organization
- Location – LOC** – Search for a specific geographic area or location
- NAICS- NAICS** - Search for articles on a specific industry
- Person PER** – Search for articles about a specific person
- Product Name NP** – Find articles about a specific product

**Limit to Date Range**

- All dates
- Last 1 year
- Last 2 years
- Last 5 years
- Last 10 years
- On this date
- After this date
- Before this date
- Specific date range

**Viewing Formats:**

- Full Text** gives you the citation, abstract, and full text only of the article with no graphics
- Citation/Abstract** – view the summary and citation for the article
- Full Text PDF** gives you the pdf file for the article as originally published.

The screenshot shows the ProQuest Advanced Search Results screen. At the top, the search query is `org(monsanto) AND cabs((genetically altered foods OR genetically modified foods))`. Below the search bar, there are 14 results. A callout box on the left says "Mark records for later viewing" and points to the checkboxes next to the first four results. A callout box on the right says "ProQuest suggests other subjects to search" and points to the "Suggested subjects" section, which lists related topics like "Genetically altered foods AND Monsanto Co (Company)". A callout box at the bottom says "View images, charts, and maps found within the results" and points to a thumbnail image in the fourth result. On the right side, there are options to "Sort results by" (currently set to Relevance) and "Narrow results by" (with categories like Source type, Publication title, etc.).

### Additional Actions:

Save- save articles and documents

Email – email articles to yourself or group member

**Tags** - access tags that have been assigned a document. Tags are relevant words or phrases given to items in ProQuest to help you organize your research and classify items. You can share your tags with other users or keep them private using My Research, and follow existing tags to find related material. You can add as many tags to a document as you want.

### Other Types of Advanced Search

- **Command Line**- This feature is best for expert searchers who want to use command line syntax like `ti(social entrepreneurship )` or `au(spear, roger)`.
- **Find Similar** – Enter or paste text from a document to find similar items. Limit search to full text or scholarly journals. Display options by Relevance, Date (oldest first), or Date (most recent first)
- **Look Up Citation** -Use when you want to find document and have incomplete information such as only the title or only the auth (or ISSN, ISBN, date, date range, document ID). You can also use this feature to make sure you have an entry in your bibliography correct.
- **Obituaries** – Search obituaries, death notices in newspapers. Look up a deceased person and also search for names of relatives, occupations, hobbies, location of death, or other personal information

# ProQuest ABI/Inform Complete Publication Search

❶ Click the **Publications** link at the top of the screen.

The screenshot shows the ProQuest search page. At the top, there are navigation links for 'Search', 'Advanced', and 'Publications'. The ProQuest logo is on the left, and 'Publication search: Full text only' is in the center. Below this, a search box contains 'Harvard Business Review' and a dropdown menu is set to 'In title'. A 'Search' button is to the right. A callout box points to the dropdown menu with the text: '❸ Select from the menu: In title (default), Title begins with, In publication summary, In subject'. Another callout box points to the search box with the text: '❷ Enter the publication title in the search box'. Below the search box, it says '4223 Publications' and 'List of publications'. There are radio buttons for 'View list as: Summary' (selected) and 'Title only', with a 'Change' button. Below that is an alphabetical list: 'All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. A callout box points to this list with the text: 'You can also choose from an alphabetical list'. On the right side, there are links for 'Preferences', 'English', and 'Help'. A 'Narrow publications list' section includes 'Journal Subject' and 'Database'.

## Next Screen


The screenshot shows the 'Harvard Business Review' page. Under 'Publication information', it lists: 'Publication Title: Harvard Business Review', 'ISSN: 0017-8012', 'Language(s): English', and 'Subjects: Business And Economics ; Business And Economics--Banking And Finance'. Below this is a 'Search within this publication:' section with a search box and a 'Search' button. A callout box points to the search box with the text: 'You can enter keywords to search just this publication'. Below the search box is a 'Browse specific issues' section. It says 'The list is currently ordered by most recent issue first. View oldest issue first'. There is a list of year ranges: '2010 - 2011', '2000 - 2009', '1990 - 1999', '1980 - 1989', and '1971 - 1979'. A callout box points to the '2010 - 2011' range with the text: '❹ Click the + sign to display the issues under those years'. At the bottom left, there is a 'Back to top' link.

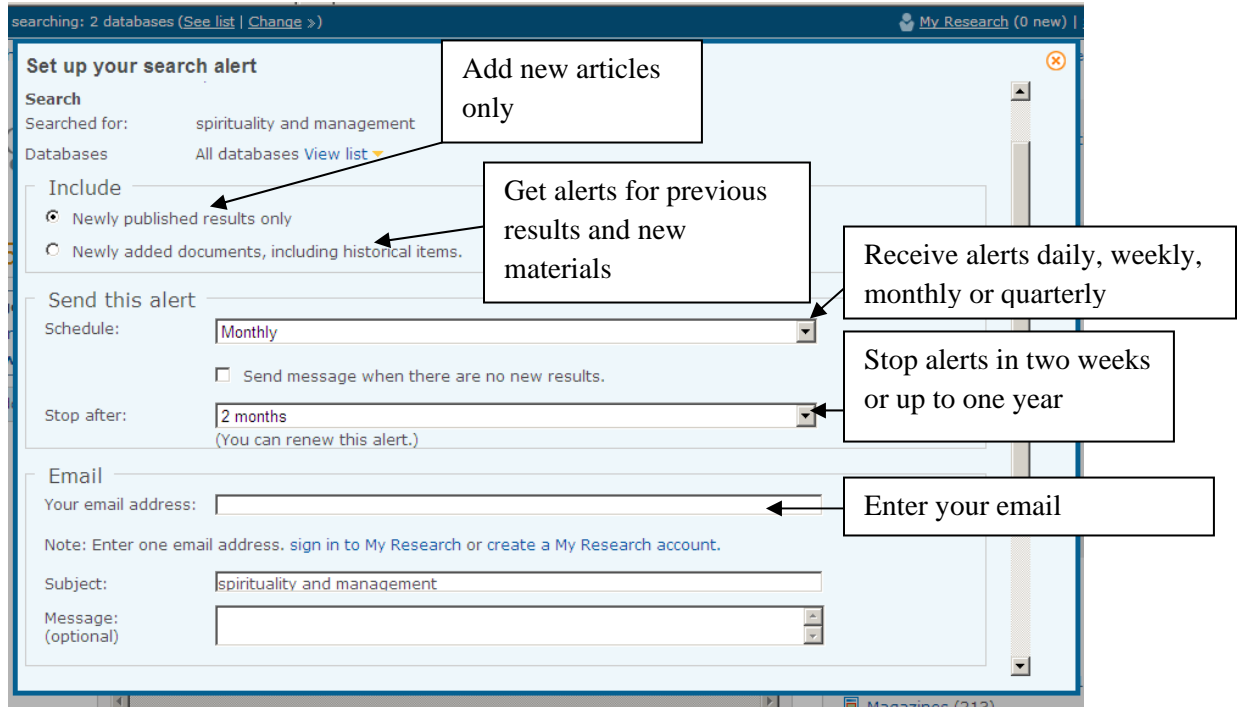
❺ For example, click on the + in front of 2010-2011 and again on the + in front of 2010 to display the contents under 2010; then select the month and issue of your choice.

The screenshot shows the expanded issue list for the year 2010. It lists: 'Jan/Feb 2011; Vol. 89 (1, 2)', '2010', 'Dec 2010; Vol. 88 (12) | Nov 2010; Vol. 88 (11) | Oct 2010; Vol. 88 (10) | Sep 2010; Vol. 88 (9) | Jul/Aug 2010; Vol. 88 (7, 8) | 2000 - 2009 Jun 2010; Vol. 88 (6) | May 2010; Vol. 88 (5) | Apr 2010; Vol. 88 (4) | Mar 2010; Vol. 88 (3) | Jan/Feb 2010; Vol. 88 (1,2) | 1990 - 1999', '1980 - 1989', and '1971 - 1979'. Two arrows on the left point to the '2010' entry and the '2010' sub-entry. A downward arrow points to the '2010' sub-entry.

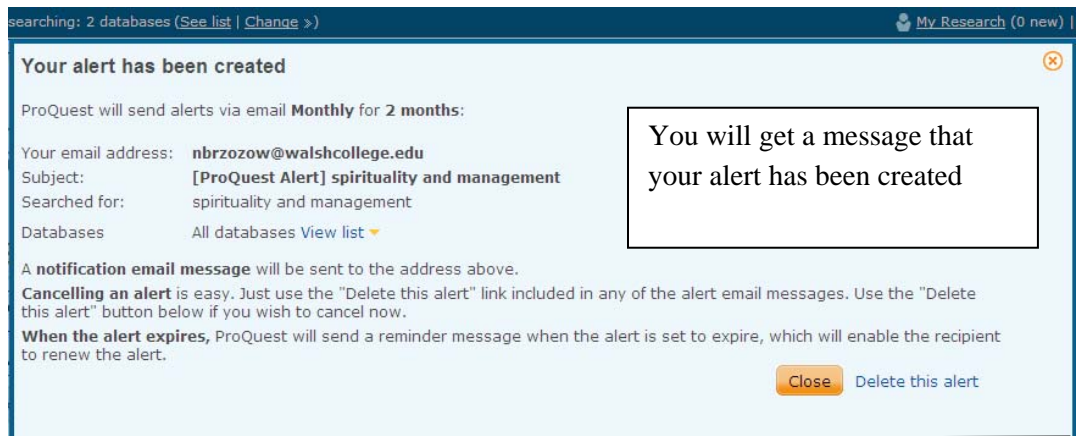
Create new content alerts to be sent to you by email. If you are researching a topic for an extended period of time, you might want to set up an email alert or an RSS feed so that you will automatically be notified of new articles on your subject of research.

**Setting up an Email Alert:**

After you retrieve your search results, select the  Set up alert link at the top of the screen.




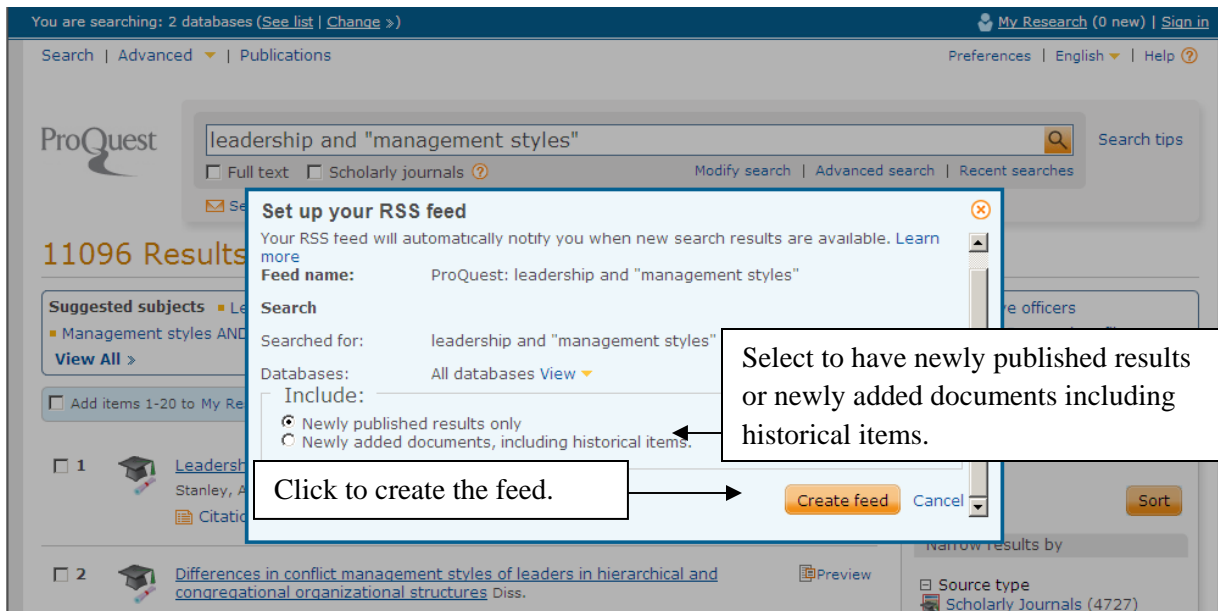
Not shown: Select HTML or text-only format to receive your email.



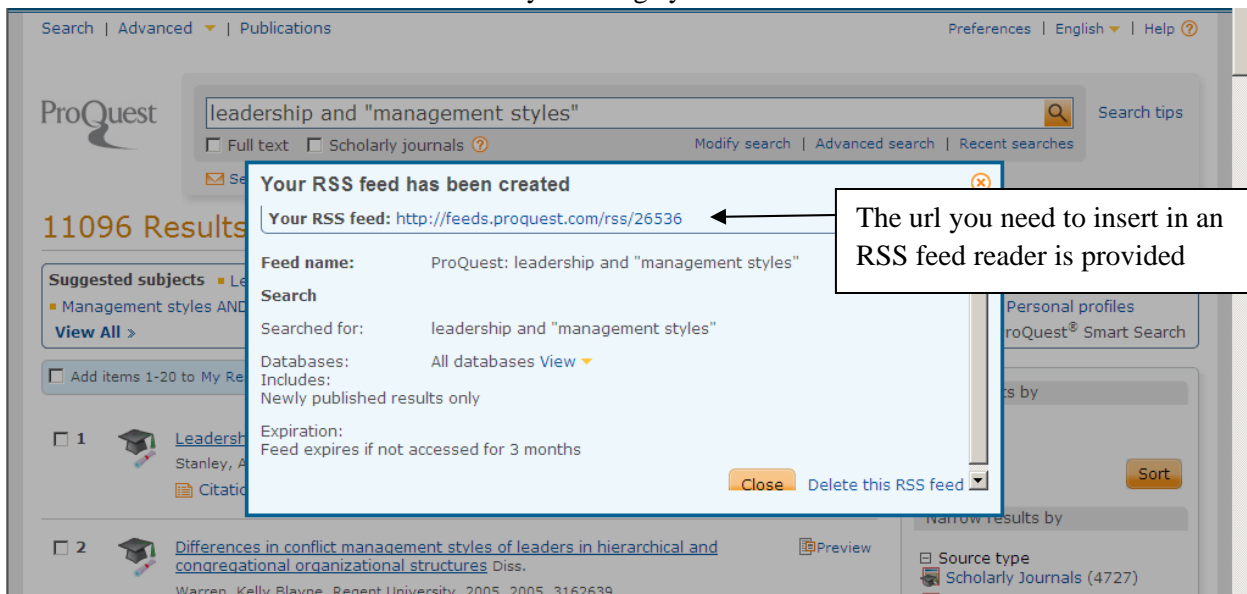
**Setting up an RSS Feed.**

An **RSS** feed for your current search, or for a publication title, serves the same purpose as an alert. Your **RSS** feed lets you know when new documents (or issues) are available in ProQuest. However, an **RSS** feed gives you more flexibility of access. Instead of only being delivered by email, you can integrate your **RSS** feed into an **RSS** reader or into a Web page. When you create an **RSS** feed, ProQuest provides you with a link that you can add to an **RSS** reader—such as the one built into Microsoft Outlook—or integrate into your own Web page or a Web page at your institution. Clicking the link at any time will display the most current matching search results, or the most current issue’s contents.

Click on the  Create RSS feed link at the top of the search results screen.



The next screen tells you that your feed has been created. It will expire in 3 months if it is not accessed. You can also delete the feed at this screen if you change your mind.



You can view and manage all of your RSS Feeds when you are signed into your My Research account. First you need to create an account by selecting the My Research account button.