








**7 SEARCH RESULTS** Once you enter your search terms and click [Search](#), you see the Search Results page. On this page you can browse article titles, or click on a title to view an article.

**Save Link** Click [Save Link](#) to save your search to your list of Durable Links. Later, you can use this link to rerun the search.

**Article links** Click the title of an article to read the article online. The article will appear in the best available format. ProQuest observes the following order to determine best available format: Text+Graphics, Full Text, Page Image, Citation/Abstract.

**Format icons** Next to each article in your list, you'll find icons representing the various formats available for reading the article using ProQuest. To read an article online in a specific format, click the icon corresponding to the format you want.

-  Citation/Abstract: Bibliographic information and summary of the article.
-  Full Text: Citation, abstract, and complete article text.
-  Text and Graphics: Citation, abstract, and complete article text, along with photographs, illustrations, figures, charts, or other images.
-  Page Image: Scanned images of articles in Portable Document Format (PDF).
-  Local Holdings: Others resources not available directly through ProQuest.



**8 ARTICLE DISPLAY** When you click on an article title, you see the Article Display page. On this page you can read the article you selected.

**Email Article** Click [Email Article](#) to email your article. Complete the email form and click [Send Email](#).

**Print Article** To print an article, click [Print Article](#).

**Save Link** To save a link to the article, click [Save Link](#).

**Mark Article** To save the article to your Marked List, check the [Mark article](#) box. Later you can access this article from your Marked List.

## > ADDITIONAL SUPPORT

**?Help** Click the [?Help](#) symbol on any page to view the ProQuest Help system.

**Technical Support** Technical support is available from 5:00 a.m. - 12:00 midnight ET, Monday through Friday, and 8:00 a.m. - 12:00 midnight ET, Saturday and Sunday.

Voice 800-889-3358 (U.S. & Canada).  
+1-734-761-4700 ext. 2513 (outside U.S. & Canada)  
Fax: +1-734-662-4554  
Email: [tsupport@il.proquest.com](mailto:tsupport@il.proquest.com)

**Search Assistance** Available Monday - Friday, 8:00 a.m. - 5:00 p.m. ET. Call 800-889-3358 for search assistance in the United States and Canada. To reach Technical Support and Customer Service if you are outside the U.S. and Canada, contact your local representative.



**ProQuest ABI/INFORM® for Business Information** One of the world's first electronic databases, ABI/INFORM® has been a premier source of business information for more than 30 years. The database contains content from thousands of journals that help researchers track business conditions, trends, management techniques, corporate strategies, and industry-specific topics worldwide.

- 2.5 million records
- 1,700 full text titles
- 60,000 companies
- 1971 forward



# [ QUICK REFERENCE GUIDE

**1 GETTING STARTED** First you need to choose [ABI/INFORM](#) from the Collections page.

- 1 From the main page of ProQuest, click Collections. You see the Collections page.
- 2 Check the box before ABI/INFORM.
- 3 Click [Continue](#) to begin searching



**2 BASIC SEARCH** The **Basic Search** page lets you quickly and easily construct a search. You can enter terms on this page, or go to the Guided or Advanced search pages to create more powerful searches.

- 1 From Search Methods, select **Basic**.
- 2 Enter search terms in the **Enter a word, words or specific phrase** field.
- 3 Use the various options, including Boolean operators (see below) to focus your search.
- 4 Click **Search**.

**3 BOOLEAN OPERATORS** You can use the following Boolean Operators and other characters in your ABI/INFORM searches:

#### Constructing Searches

<b>AND</b>	Both the search words before and after AND must appear in the article.
<b>AND NOT</b>	The search words before AND NOT must appear in the article, but the words after must not.
<b>NOT W/#</b>	Search words must be separated by at least # words to match.
<b>OR</b>	Either the search words before or after OR can appear in the article.
<b>PRE/#</b>	The first search word must precede the second by # words to match.
<b>W/#</b>	Search words must appear within # of words to match.
<b>?</b>	Used as a right-handed truncator.
<b>*</b>	Used to replace any single character, either inside the word or the right end of the word.
<b>"</b>	Used to enclose phrases longer than 2 words.
<b>( )</b>	Terms inside the parentheses are given precedence.



**4 GUIDED SEARCH** **Guided Search** uses lists to help you combine operators, search fields, date restrictors, and search words for a focused search.

- 1 In the first **Search for** field, type a word or phrase to include in your search.
- 2 From the **in the...** field list, choose the field you want to search.
- 3 To enter additional search words, choose the operator, enter the search words, and specify the field to search.
- 4 Use **Date range** to specify publication dates.
- 5 Click **Search**.



**5 PUBLICATION SEARCH** **Publication Search** makes it easy to find the latest issue or a specific back issue of a favorite magazine, journal, or newspaper.

- 1 From Search Methods, choose **Publication**.
- 2 Type all or part of a title in the search field. **A list of matching titles appears.**
- 3 Click the title of the publication you want to browse. **A list of available issues appears. Below the title you see coverage dates and any embargo periods.**
- 4 Click the issue you're interested in to review a complete list of articles available.



**6 ADVANCED SEARCH** **Advanced Search** gives expert searchers access to reference tables for running highly focused searches.

- 1 From Search Methods, select **Advanced**.
- 2 Specify preferences for your search.
- 3 Enter your search terms using the **Advanced Search** reference tables to get information about syntax rules.
- 4 Click **Search**.

The tabs at the bottom of the page provide you with detailed information on how to focus your searches:

- **Subjects (Thesaurus)** Click the **Subjects (Thesaurus)** tab to select search terms from a list of words and phrases used to index articles in the ABI/INFORM collection.
- **Classification Codes** Click the **Classification Codes** tab to view classification codes you can add to your search.
- **Stop Words** Click the **Stop Words** tab to view the words such as "a" and "the" that are ignored by ABI/INFORM.
- **Operators** Click the **Operators** tab to view the Boolean and Adjacency operators available in ABI/INFORM.
- **Basic Search Fields** and **Other Search Fields** Click these tabs to view the search fields available.
- **Article Types** Click the **Article Types** tab to view the article types you can search for using the **Article Types** field.
- **Publication Dates** Click the **Publication Dates** tab to select date ranges to limit your search.