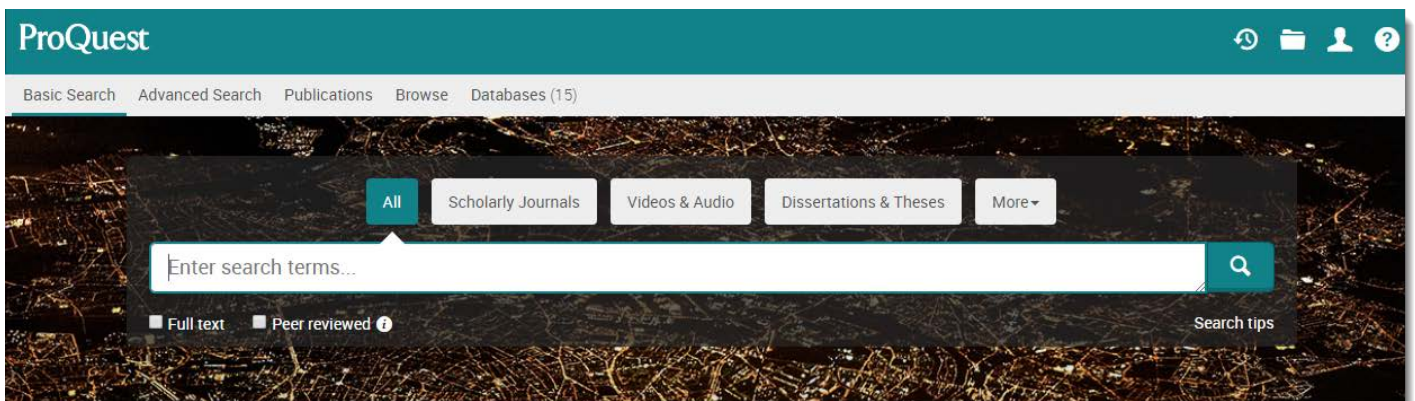# ABI/Inform Global Quick Start Guide

This guide will help you learn how to search and use ABI/Inform Global, the largest database on the ProQuest platform.
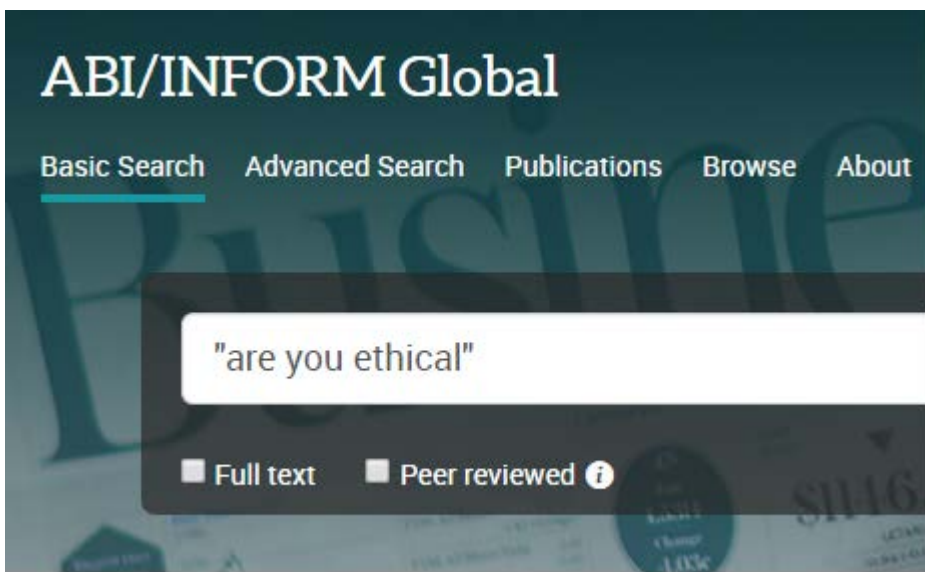
Log into **ABI/Inform Global** from the page on the Online Library website (http://onlinelibrary.london.ac.uk/resources/databases/abiinform-global-proquest), following the instructions in the **Login Guide** provided. You will be taken to the ProQuest search page.
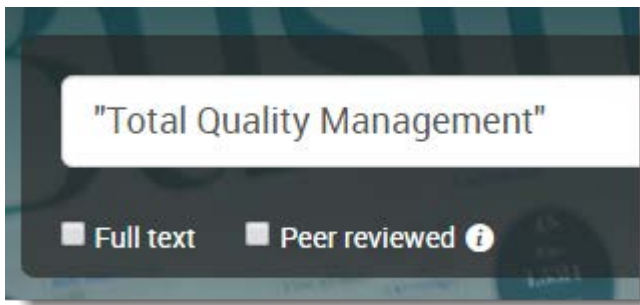
Searching

- The first search box you arrive at searches across all ProQuest databases. You can use this search box to try to find what you are looking for, but if you want to only search ABI/Inform Global, click **Databases** at the top of the page and then select **ABI/Inform Global**.
- If you know the details of the article you want you can type the title into the basic search box putting quotation marks around the text.

    For example:

- Or search for articles on a topic. For example:

"Total Quality Management"

■ Full text   ■ Peer reviewed ⓘ

- Using quotation marks searches for the **exact phrase** within the document. "Total quality management" is therefore a more precise search than for total quality management, which would retrieve articles with the words present individually.
- Tick boxes under the search box enable you to limit your search to full text, peer reviewed, or content from scholarly journals.

The Search Results

Select '**Modify Search'** to revise your search terms.

Cite, email or print your results

'Narrow results by' menu refines your search results.
Full text: only displays the results where the full text is available.
Scholarly journals: display results from publications that are authored by academics.
Publication date:
Narrows results to a specific date or date range.

Select the article title to view the **full text**.

Select **'Preview'** to view the article **abstract.**

Advanced Search

Select the **Advanced search** option from the menu at the top of the page.

Use the advanced search options to construct a more precise search. This is useful if you are researching a complex topic.

Select a search operators **AND OR NOT** from the drop down menu, to construct your search.
AND- will find all the terms.
OR-will find any of the terms you specify.
NOT-will exclude words from the search.
To learn more about this see the Online Library advanced search pages.

Limit to: full text articles, articles reviewed by subject experts (peer reviewed) or from academic scholarly journals.
Publication date: choose from the drop down menu e.g.: last 1 year, last 5 years or select a specific date range.
a management function, industry or market, and more.

Specify which fields to search.

More Search Options:
Source type- limit by source type: e.g. magazines, newspapers, or trade journals.
Document type- limit by document types, e.g. articles, audio/video clips, or poems.
Language- restrict your search to documents published a specific language.

Publication Search

Select the publications tab to view an A-Z list of the journals in the database, or to search for a particular journal. Select the publication name to discover its **full text** coverage and to browse or search all the available issues.

Document View

Download PDF, Cite, Email or Print the article

- To view a PDF of the article select Download PDF, or select the Full text options on the left of the screen.
- You can also email the article or print it out.
- Select Cite to format the article in your required referencing style.

Help

If you need any help while using the database select the Help question mark link in the top right corner of the screen.
The help displayed will be relevant to the current page. For example if you are using the 'Advanced Search' the help will be related to the advanced search feature.