

Kresge Library Instruction Power User: ABI/INFORM (ProQuest)

Why use ABI/INFORM (ProQuest)?

- It is a great place to start your research on a topic, event, company or industry
- It has full text resources from over 2000 titles on countless subjects including:
 - Information on local markets from publications like Crain's Chicago & Detroit Business
 - Peer reviewed articles from publications like the MIT Sloan Management Review, Journal of Economics and Finance; plus links directly to Harvard Business Review and many others
 - Trade publications such as WWD (Women's Wear Daily), Advertising Age, etc.
 - o Major newspapers such as the Wall Street Journal, New York Times, etc.
 - Dissertations & theses (with full text for Michigan and other Big Ten papers)
- It is up to date including news stories from today
- It is also a great place to search if everything else comes up empty!

Basic Searching (Keyword and Guided Searches)

ProQuest

Basic Search Tab

- Use keywords or company names
- Searches whole database (citations and full text if html articles)
- You can use shortcuts found below
- You can set date range

Advanced Search Tab

- Easily fine tune searches
- Choose categories from dropdown boxes

Search Results (right)

- Shows results
- Shows options to change search

Publications

- Can browse publication titles
- Can search one publication
- Can setup journal alerts
- Browsing Suggested Publications

Suggested Topics

- Based on search criteria
- Same as Topics Tab
- Can help find company resources

Databases Selected

• Can narrow the search to one or multiple ProQuest databases or change to a historical search

My Research

• Can setup search alerts; export/email marked records; & see session search history

<u>http://www.bus.umich.edu/KresgeLibrary</u> kresge_library@umich.edu

| ProQuest | |
|--|---|
| Basic Advanced Topics Publications | ch Is |
| Databases selected: Multiple databases | ₩ |
| Results – powered by ProQuest [®] Smart Search | ▼ |
| Suggested Topics About | < Previous Next > |
| Gifts | Gifts AND Retail sales |
| Gifts AND Consumer behavior | Gifts AND Retail stores |
| Gifts AND Stored value cards | Cards |
| Gifts AND Retailing industry | Credit cards AND Gifts |
| 5182 documents found for: gift cards >> Refine Search Set Up Alert | |
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| State of Wiscomin presecuting Middleton contractor Paul Styder. The Daily Reporter, Minucker, Wis: Oct 5, 2007. p. 1 Scharters (II) Privation Minutes | |

Number and Type of Results

- Shows how many results for that search
- Allow you to limit to a certain type of article/report: Scholarly Journals; Magazines, Trade Publications, Newspapers, Reference/Reports & Dissertations.
- "Refine Search" to change the search and run it again
- "Set Up Alert" will create an email alert so you can be notified of additions to ABI/Inform
- From results you can go right to full text (if available)

Mark (for Email, Export or Printing)

- Can mark one or more items for email (with full text)
- Can mark one or more items for export into Refworks

Full Text 'Toggle'

- Link to show only 'Full Text' or 'all' documents.
- Remember that Full Text only is what is available via ABI/INFORM (ProQuest)

Sorting Results

• By most recent or most relevant

Information on the Bottom of the Screen (after the search results or when not hits are found)

| you find what you're leaking for? If not, refine | server as a rate halow or the theory suggestions | | Results per page: 10 |
|--|---|---------------------|----------------------|
| Suggested Topics About | your search below of ity these suggestions. | < Previous Next > | |
| Gifts | Gifts AND Retail sales | | |
| Gifts AND Consumer behavior | Gifts AND Retail stores | | |
| Gifts AND Stored value cards | Cards | | |
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| Otfs AND Retailing industry ssic Search Tools: j [git cords Jalabase: Database: Multiple databases Date range: All dates "Init results to: "Full toxt documents only " | Chepit Latits And Olins | | |

Modify display

• Results per page (10-20-30)

Modify Search

- Change & add terms
- Change databases
- Change dates

9. <u>Tis the Season to Make Money</u> Janice Chamberlain, Home Furnishings Business. Philadelphia: Oct 1, 2007. Vol. 2, Iss. 11; p. 22 (1 page)

Abstract | B Text+Graphics | D Full Text - PDF (262 К)

Finding Full Text Articles Not in ProQuest

- Links within search results for articles with full text in other databases (Business Source Complete (EBSCO), JSTOR, Blackwell, LexisNexis, ScienceDirect, etc.)
- Now content from Harvard Business Review, New York Times, and many other titles can be more easily found via ABI/Inform.
- Follow link that says "Link to full text"



Limiting and Refining Searches

What to do when you have too many hits?

| ProQuest Basic Advanced Topics Publications Thy Research Cutabases selected Multiple databases Cutabases Cutab | Interface Englist | Hange Incoprogen h | |
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| Results – powered by ProQuest [®] Smart Search | | | |
| Suggested Topics About | < Previous Next > | Results – powered by ProQuest® Smart Search | |
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| All sources Scholarly Journals Magazines Trade Publications Newspape | rs Reference Report Dissertations | Retailing industry | Retailing |
| Mark all 2 0 marked items: Email / Cite / Export | Show only full text Sort results b | Trends | Polls & surveys |
| I. PayPal Gains Online Currency: Apple Stock Rides the Mac to Highs Kimberly Paimer, Alex Markels and Emily Brandon. U.S. News & World Abstract B Full text | Mutual Funds That Pay Like Pensions Report. Washington: Oct 15, 2007. Vol. 143, Iss. 13; p. 68 | 1-8 of 56 (sorted by number of documents) | < Previous <u>Next ></u> |
| 2. Patents: MedCom USA's Subsidiary Card Activation Technologies, J Obesity, Fitness & Wellness Week, Atlanta: Oct 13, 2007. p. 631 Abstract II Full text | nc.'s SB2 Registration Declared Effective by SEC | 54 documents found for: Gifts AND Stored value cards » Refine Search | Set Up Alert 🖂 |
| 3. <u>Huge fundraising party for reservists set for this weekend</u> Chris Vaughn: Knight Ridder Tribune Business News. Washington: Oc Abstract Pull text | 10, 2007. | | |

• Use selected topics

.

- Limit by publication type (tabs across the top)
- Limit by date (bottom of each screen)
 - Limit by word count (click on refine search or go to the bottom of the screen to add values)
 - Add "and WC(>2000)" to the search term
- Limit or search a specific SIC, NAICS and other value (click on refine search or go to the bottom of the screen to add values)
 - Under Advanced Search, search number after code name. For example:
 - Sic(5731) Radio, Television, and Consumer Electronics Stores
 - Naics(722211) Restaurant, Fast Food
 - o Remember to also search by subject. Not all records have a SIC or NAICS Code
 - Ticker: tk(IBM)
 - Country: geo(Japan)
 - Company: co(Ford)
 - DUNS: duns(00 695 7856)

http://www.bus.umich.edu/KresgeLibrary kresge_library@umich.edu

What to do to find more articles like one that works?

- Open the article and see what subjects are assigned
- Go to side panel to "Find more documents like this:"
- Select one or more terms and click search to find similar documents
- Not all items in ProQuest use all terms, so be careful about over-selecting

| ProQuest | | <u>Help</u> | |
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| Basic Advance | d Topics Publications CM Research | Interface language: English | |
| Databases selected: | fultiple databases | | |
| Document Vie | W | <u>< Previous</u> Document 6 of 4996 <u>Next ></u> | |
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| Viral Corporate Stuart Sweetow Ever Abstract (Summary) For years, videograph matured, nearly anyo have helped bing der user-generated conte network television. St to use these sites to post them to MySpac to the site, to a selec | e Videos: Promoting Clients Through Social Networking Sites <u>HOV</u> . Witon: Oct 2007. Vol. 20, Iss. 10, pg. 34, 7 pgs ers have wanted better access to distribution channels for their work. Now that video on the Internet has ne with a camera and a computer can obtain a wide audience for her videos. Social networking sites norcary to broadcasting. One of the more established social networking sites that accepts nt is MySpace (www.myspace.com). The viewership is so large that it is beginning to compete with more video clips are getting millions of views. With audiences of these sizes, videographers estating promote themselves and their clients. When videographers post their clips to Grouper, they can easily ter, Friendster, and other sites. Grouper lets you choose if a particular video will be available to all visitors t few, or to only one viewer. | Other available formats: □ Full Text □ Text+Graphics □ Full Text - PDF (15 MB) Find a copy: U of M Business School • Get II Availability of University of Michigan | Subjects: Video production Social networks Distribution channels Classification Codes 9190 United States 8307 Arts, entertainment & recreation |
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| Subjects: Classification Codes | Video production, Social networks, Distribution channels 9190 United States, 8307 Arts, entertainment & recreation, 5250 Telecommunications systems & Internet communications, 7400 Distribution | Find more documents like this: Subjects: □ Video production □ Social networks | systems & Internet communications |
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| Publication title: | <u>EveniDv</u> , wiiton, <u>oct 2007</u> , vol. 20, iss. 10, pg. 34, 7 pgs | | □ Stuart Sweetow |
| Saving th | at search strategy as an alert | | Document types: □ Feature Publication title: □ EventD∨ |
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| | Schedule: daily, weekly, monthly, quarterly Stop after: set values between 2 weeks and | l one vear (but can be d | eleted anytime) |

- Subject Line defaults to search terms
- Please note: Links to articles may not work from off campus if you find something that is useful, go into ProQuest via the website and then find the article.

Set up Your Search Alert

| 5182 documents found for: gift cards >> Refine Search Set Up Alert | As new documents r automatically send n options and click the | matching your search are added to our database, ProQuest will new results to the email address you provide below. Choose your alert a Save button. |
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| | Search: gift card Databa Look fo Publica Schedule: send th | is se: Multiple databases r <i>terms in</i> : Citation and abstract <i>tion type</i> : All publication types nis alert : Monthly |
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| | Email address: | (Enter a single email address) |
| | Subject: | gift cards |

Expanding and Broadening Searches

What to do when you have too few or no hits?

- Look at your search terms (Refine Search)
- Remove a search term and try again
- Change from specific category (subject search) to a plain keyword
- Change specific search terms to broader terms
 - \circ (Subway → Fast Food) or (Busch's → Grocery Stores)
- Use all dates

Try another database

- Consider using Factiva, Business Source Complete (EBSCO), Business and Company Resource Center, LexisNexis Academic, JSTOR, among others.
- Go to the A-Z database list or to the Electronic Journals page: <u>http://www.bus.umich.edu/KresgeLibrary/Collections/ByTopic/Articles.htm</u>

Working with Publications & Table of Contents Alerts

Browsing for Publications

- Click on Publications
- Search or browse
- List will show full text coverage dates
- Click on title to view full record.

Publication Record

- Coverage Information
- Publication Information
- Embargo Information (if applicable)
- Searching within a publication
- Browsing a journal issue

Setting up a Journal Alert

- Send emails based on your specs
- Will expire in one year, but can be deleted anytime
- Because of proxy issues, links will work on campus only

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| | Fail 2006: Vol.48. Iss.1 Fail 1995: Vol.37. Iss.1 Fail 1984: Vol.26. Iss.1 Summer 2006: Vol.47. Iss.4 Summer 1995: Vol.36. Iss.4 Summer 1984; Vol.25. Iss.4 |