

ABI/INFORM Global

What is ABI/INFORM Global?

ABI/INFORM Global, contains articles about business conditions and trends, management techniques, practice and theory, advertising, marketing, economics, human resources, finance, taxation, computers, corporate strategy and tactics. This database provides access to over 2,890 publications, with more than 1,920 available in full text.

Getting Started

Click on the Online Databases icon on the Library PCs or access through the Library link on the Chisholm homepage. Click on **ABI/INFORM Global** from the database list (currently the first link) The web address can be used for on campus access.
<http://library.chisholm.vic.edu.au/intranet/db>

Basic Search

Basic (keyword) Search is the default however you may also choose **Advanced** or the **Topics** search. The Basic Search screen lets you create a search with Boolean operators (AND/OR/NOT), proximity and adjacent operators, truncation and wildcard symbols (* and ?) and phrase searching. Click on Search **Tips** for assistance.

NB. Two words entered in the search box are searched as an exact phrase by default.

AND - combines search terms so that each search result contains all of the terms eg. workplace AND safety

OR - combines search terms so that each search result contains at least one of the terms eg. employees OR staff

NOT - excludes terms so that each search result does not contain any of the terms that follow it eg. Pollution NOT air

Phrase -When using Basic Search place double quotation marks around a phrase. Eg. "work environment"

Limiting

Limit your search to full text documents, by publication date or a range of dates, or to 'scholarly' journals, including peer-reviewed, by ticking one or more of the limit options below the 'search' box before you click on Search.

Click on **More Search Options** to limit your search to a specific publication, an author, by document or publication types (magazines, journals, trade publications). Results can also be changed to sort by relevancy rather than the most current records.

Advanced Search

Advanced Search features allow you to narrow the search by searching within specific fields and also combining searches in different fields. (eg. citation and abstract with author). The **More Search Options** includes searching by companies or organizations and people.

Topics

Useful for browsing to find suitable matches to your topic. Type in search terms, with **Suggest topics** selected for a list of topics sorted by relevance. Or, enter your search terms and select **Look up topics A-Z**, then click **Find Term**. You will then see the nearest matches (alphabetically) to your search terms.

You can also click on **browse the subject directory** then follow the hierarchical links eg. Business and Industry >Human resource management >Employment law.

Sorting results

The list of categories across the top of the result list allows you to sort the results by categories eg. journals, magazines, trade publications, newspapers and reports.

You may select useful articles as you're reading them by clicking in the box next to **Mark Document**. On the results page you may select all results by clicking in **Mark all** or the box located next to each title. You can then see this list again by clicking on the link in the tab **My Research** at the top of the screen. You can print, save or email these or reformat them for adding to a bibliography.

Creating a bibliography

Click on the link to **Create your bibliography**. Under Citation style, choose Harvard (fourth button). Click on Download. Save this as a text file.

Printing

Check number of pages in **Print Preview** and use **File Print** to print required pages.

Saving

Open the **File** menu, select **Save page as**. Click **My Computer** and choose relevant drive eg: your H drive or USB drive. Enter a file name. From the drop-down menu in **Save as type**, select either Webpage or Text files, then **Save**.

E-mailing

Click on Email, type the e-mail address and a subject then click **Send Email**. The recipient will receive an e-mail message containing the document (s).

Off-Campus Access

Off-campus access via the Internet is available to this database. Enter your Chisholm Username and Password when requested. (Chisholm Institute students and staff only)

Chisholm Library Online Enquiries Service

The library will provide research advice and answers to brief questions. Please visit <http://library.chisholm.vic.edu.au/opac> and click on 'Ask the Librarian'.