

Tips for Finding Articles and Other Sources Using ABI/INFORM

Created: April 2020

Questions? Email Jim Kelly.

ABI/INFORM is a great tool for finding business-related sources such as articles from newspapers, magazines, trade publications, and academic journals, as well as industry and company reports.

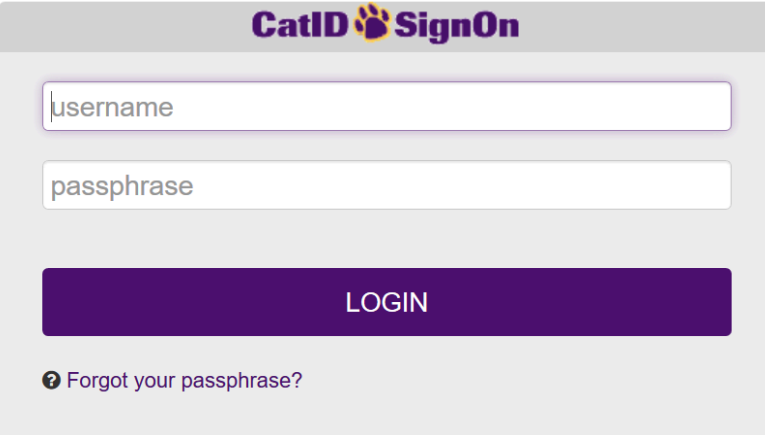
ABI/INFORM can be accessed via Rod Library A-Z Databases list:


<http://guides.lib.uni.edu/az.php?a=all>

Or via this direct link: <http://www.library.uni.edu/gateway/owl/abi-inform-complete>

Links to ABI/INFORM and other subscription databases can also be found on various Rod Library research guides (aka LibGuides): http://guides.lib.uni.edu/prf.php?account_id=123251

Note: ABI/INFORM is accessible off campus. When using the above links off campus you will be prompted to enter your UNI CATID and password into a familiar looking UNI screen. (See image below)


A screenshot of the CatID SignOn login interface. At the top, the text "CatID SignOn" is displayed with a paw print icon. Below this, there are two input fields: the first is labeled "username" and the second is labeled "passphrase". Both fields are white with a light gray border. Below the input fields is a large, solid purple button with the word "LOGIN" in white capital letters. At the bottom left of the form, there is a small circular icon with an exclamation mark followed by the text "Forgot your passphrase?".

CatID  SignOn

username

passphrase

LOGIN

 Forgot your passphrase?

1. Searching

Use a simple search like this:

Advanced Search [Comma](#)

"ford motor"

AND

Or a more complex search like this:

Advanced Search [Command Line](#)

"ford motor"

AND

AND

[+ Add a row](#) [- Remove a row](#)

Limit to: ☐ Full text ☐ Peer reviewed [i](#)

2. Sorting Your Search Results

By default, ABI/INFORM sorts search results according by "Relevance." Use the dropdown menu on the left to sort your results by date (either newest or oldest at the top).

"ford motor"

300,943 results

Sorted by

Limit to

☐ Full text

☐ Peer reviewed

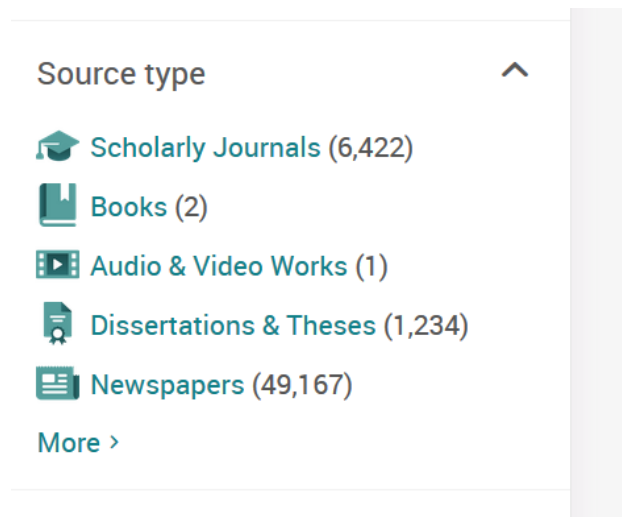
☐ Select 1-50

1

3. Narrowing Your Search Results.

Use the limiters (sometimes also called filters or facets) on the left side of the screen to narrow the number of documents in your results list. These limiters include criteria such as: publication date, publication type (articles from newspapers, magazines, trade publications, and academic journals, as well as industry reports, company reports/profiles), industry, geography, company name, and more.

Select a single source/publication type:



Or, click on More and select multiple types.

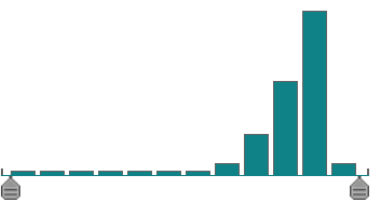
Source type

Include	Exclude	Source type	Count ▾
<input type="checkbox"/>	<input type="checkbox"/>	Wire Feeds	129,434
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trade Journals	62,275
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Newspapers	49,167
<input type="checkbox"/>	<input type="checkbox"/>	Reports	28,470
<input type="checkbox"/>	<input type="checkbox"/>	Blogs, Podcasts, & Websites	12,478
<input type="checkbox"/>	<input type="checkbox"/>	Magazines	8,213
<input type="checkbox"/>	<input type="checkbox"/>	Scholarly Journals	6,422
<input type="checkbox"/>	<input type="checkbox"/>	Other Sources	1,786
<input type="checkbox"/>	<input type="checkbox"/>	Dissertations & Theses	1,234

Narrow your search to a specific time period:

Publication date

1915 - 2020 (decades)



Enter a date range [Hide](#)

Update

From:

yyyy-mm-dd

To:

yyyy-mm-dd

(Valid formats: yyyy-mm-dd, yyyy-mm, yyyy)

Update

Limit your search to a specific publication:

Publication title
Wall Street Journal (Online) (1,431)
FT.com (1,367)
Automotive News (1,147)
Wall Street Journal (862)
Crain's Detroit Business (370)
More >

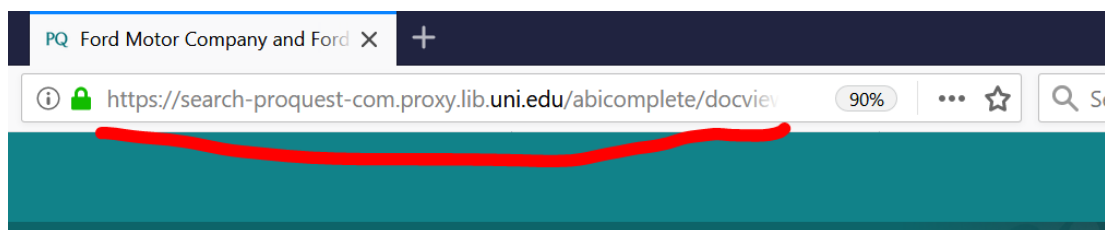
3. Keeping track of what you find

Finding good sources is an important first step, but keeping track of what you find is equally important.

What NOT to do:

It is not advisable to copy web links or URLs from the address bar of your browser. These URLs are often temporary/session-based; they are typically not persistent and cannot be relied upon to lead you to the document in the future.

Don't use this:



Instead, use one of the following options to keep track of useful sources that you find.

- Download articles.
- Email individual articles to yourself.

[Back to results](#) < 6 of 13,325 >

Risks Stir Doubts About Auto Sector

Goldfarb, Sam. *Wall Street Journal*, Eastern edition; New York, N.Y. [New York, N.Y.]06 Mar 2019: B.14.

THE WALL STREET JOURNAL

[Save as PDF](#) [Cite](#) [Email](#) [Print](#) [All Options](#)

Full text Details Hide highlighting Search this database...

Full Text

c. Email multiple articles to yourself at the same time.

Selecting multiple articles from the results list will place them in a temporary folder at the top of the screen (note red marks in image below).

Important note: this folder will not store the articles beyond this online session.

[Refresh](#) [Folder 2](#) [User](#)

[Home](#) [Browse](#) [About](#) [Change databases](#)

[Modify search](#) [Recent searches](#) [Save search/alert](#)

☐ Select 1-50 2 Selected items [Clear](#)

☒ 1 **Ford Motor** Company and **Ford Motor** Credit Company Schedule Release of 2017 Third Quarter Results
 Manufacturing Close - Up; Jacksonville (Oct 17, 2017).
 ... **Motor** Company and **Ford Motor** Credit Company will release...
 ... **Ford**...
[Details](#) [Full text](#) [Show More](#)

☒ 2 **Ford Motor** Company and **Ford Motor** Credit Company Schedule Release of 2017 Third Quarter Results

Click on the temporary folder to view the contents (as below) and email, etc. as desired.

Selected items

☒ Select items 1-2 [Folder](#) [Close](#) [Cite](#) [Email](#) [All Options](#)

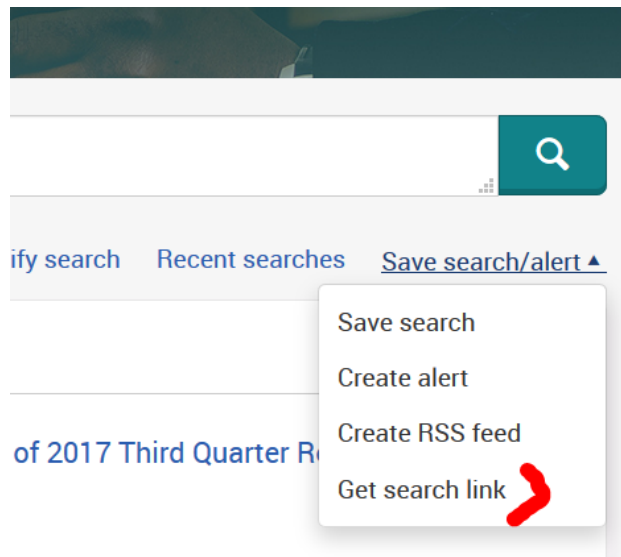
☒ 1 **Ford Motor Company and Ford Motor Credit Company Schedule Release of 2017 Third Quarter Results**
Professional Services Close - Up; Jacksonville (Oct 23, 2017).
[Details](#) [Full text](#) [Show More](#)
[Save to My Research](#) [Delete](#)

☒ 2 **Ford Motor Company and Ford Motor Credit Company Schedule Release of 2017 Third Quarter Results**
Manufacturing Close - Up; Jacksonville (Oct 17, 2017).
[Details](#) [Full text](#) [Show More](#)
[Save to My Research](#) [Delete](#)

Tip
 When you have a My Research account, you can save documents in ProQuest for future use by clicking "Save to My Research."
[Learn more](#)

- d. **To keep track of a search you have tried (or that you might want to revisit), the “Get search link” is a great option.**

From your results page, click on the “Save search/alert” drop down menu on the right side of the screen. Then click on the “Get search link”.



Copy and paste the link to a document, spreadsheet, email, etc.

