ABI/Inform Complete is a business database that can help you discover journal, trade magazine and financial newspaper articles, dissertations, business cases and trade and industry data such as annual reports.

**When to use ABI/Inform Complete**

- When you are looking for information about business news, Consumer Reports, company profiles, industry and commodity reports, SWOT analysis, country reports, market research reports. Since it covers disciplines such as logistics, accounting, human resources, finance, information technology, and public relations — questions about national and international economic conditions, corporate strategies, taxation, management techniques, as well as competitive and product information are answered by searching here. Eighty percent of this database is full text so nearly all of your citations have the document linked to it.

**How to Search**

Open a browser to **www.carlow.edu/library** and click on the box labeled *Find Articles, Journals, and Videos* and then the *Find Articles* link. You will see a list of all databases that the library offers arranged in alphabetical order. Click on the *ABI/Inform Complete* link to continue.

On the next screen, type in your search term(s) in the search entry boxes near the top of the screen. If you wish to search for a phrase such as “advertising campaigns” be sure to type the phrase within quotation marks so that the words aren’t searched separately. On the other hand, if you are broadening your search, use the truncation technique. An * at the end of a text string will truncate your search terms. For example, searching for econ* will find the words “economic-related” or “economies” or any other variations of the root “econ.”

Click on the *Search* button to begin your search.
Results List

Once you have submitted your search the Results List will appear containing a list all of the articles that matched your search terms. Twenty citations will be listed on each screen. Click on the title of the article to see citation information and the document in full text.

Viewing an Article

If you click on an article title you will see the citation information (article title, author, journal title, publication information) that you will need to write a bibliography. If the full text is available you will see it listed below the abstract or see a link to view it on another page.
**Tip on Sorting your Results**

On the right hand side of the Results Screen you will see the options for narrowing your search results. One of the most useful options is to limit by *Source type*. By clicking on the + sign next to this option (or any of the other limiters such as *Publication title*, *Document type*, or *Subject*) you view what options are available to narrow down your results. The — sign indicates which narrowing limit is currently being displayed. For the *Source type* you can decide what type of documents will be in the results list. Click on the link for the type of document you are interested in and your search will be limited to documents only of that type.

If you are looking for time-sensitive materials, change the ranking from a Relevance sort to *Date (most recent first)* to see the most recently published documents.

![Sort Results by Relevance](image)

**Accessing ABI/Inform Complete from Outside the Carlow Network**

If you are on a computer not connected to the Carlow network, you will be prompted to log in using your Carlow Active Directory username and password (the same username and password that you use to log into Blackboard). Additional instructions are available on the off-campus web page to help you access library databases when not on campus.

1/16

Questions? Contact Grace Library  
412-578-6139  
gracelibrary@carlow.edu  
www.carlow.edu/library  
Follow us on Twitter @carlowlibrary