

ABI Complete: quick start guide

ABI Complete is a large business database covering all of the main disciplines of business, including management, marketing, human resources, accounting and finance, economics etc. In addition to providing peer-reviewed journals, it also has working papers, dissertations, country and industry reports.

Getting started

1. Go to the Library homepage at <http://library.leeds.ac.uk/> or to the “Learn” tab in Minerva
2. Type **ABI Complete** into the Library search box.
3. Select **ABI Complete** from the results list, and then click the link to **ABI/INFORM Collection**.
4. Choose the **Advanced search**.

Searching ABI Complete

ABI/INFORM Collection

Basic Search **Advanced Search** Publications Browse About

Advanced Search Command Line Thesaurus Field codes Search tips

University of Leeds
University of Leeds

in Anywhere

AND in Anywhere

+ Add a row

Limit to: Full text Peer reviewed ⓘ

Publication date: All dates

Search Clear form

1. For a keyword search, enter your search statement in the search boxes. Use quotation marks around phrases.

2. Use the Limit options to restrict your search by date. You can also limit your results by document type from the results page.

3. Anywhere is the default search (it will search for your keywords in the full article). Use the drop-down menu for other options. Try searching Anywhere except full text. This won't search in the full text of the article which will find fewer results but they should be more specific.



Understanding your results

1. Collect details of articles and download them at the end of your search

4. Click to view the article abstract (summary)

2. Read more detail about the article by clicking on the title

3. Read the full article

Refining your results

1. Limit

Limit your results using the list of options down the right of the page. You can narrow to specific document types such as peer-reviewed journals, reports, conference papers, and more. You can also limit by publication date, subject or location.

2. Sorting

From the drop-down menu at the top right of the results page, you can sort results by relevance (the default) or by date.

3. Search within your results

If you have a large number of results, you can narrow your search by entering additional keywords in the **Search within** link at the top of your results.

Saving, printing and emailing records

On your results page, check the boxes next to the references you want to save, print or email. Click on the relevant option at the top of the results list and follow the on-screen instructions.



✕ Delete ” Cite ✉ Email 🖨 Print 💾 Save

Getting full text

Some articles will have a **Full Text** icon available. Where this does not appear, clicking the **Check@Leeds** button opens a new window which searches the Library Catalogue for the journal.

Getting help

- Click on the **Help** link in the top right-hand corner of ABI Complete
- Contact Library enquiries: <https://library.leeds.ac.uk/contact/enquiries>