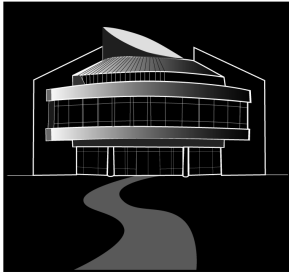


INDIANA UNIVERSITY SOUTHEAST



LIBRARY

ABI/INFORM GLOBAL

BEGINNER'S GUIDE

COVERAGE: Provides full-text articles from over 1700 business journals and magazines in advertising, marketing, economics, human resources, etc. from the early 1970s to current.

ACCESS: From the Library web page (www.ius.edu/Library), click on "Article & Database Search" (under FIND INFORMATION). Scroll down to the Alphabetical List and select ABI/Inform Global. (From off-campus, log in as prompted.)

BASIC INSTRUCTIONS:

1. Type your search terms in the "Basic Search" box.
2. If specific date range is desired, enter desired dates. (It's fine to leave date range blank; you will get all dates.) Select other options as desired; then click "Search."
3. At the Results screen, you may select Scholarly Journals, Magazines, Trade Publications, etc.
4. To view an article, click on Full-text, Text + Graphics or Page Image-PDF. Highlighted items within the article itself are links to related resources.
5. To print, e-mail, or save an article to disk, click on the appropriate button at the top left of the article page and follow the instructions.

PLEASE NOTE THAT THESE ARE EXTREMELY **BASIC** INSTRUCTIONS. FOR ADDITIONAL INFORMATION CONSULT ONLINE HELP, ASK AT THE REFERENCE DESK, OR CALL 941-2489. *Indiana University is an equal opportunity institution. If you have a disability and need assistance, arrangements can be made to accommodate most needs. Contact the Office of Services for Students with Disabilities at 941-2579.*

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