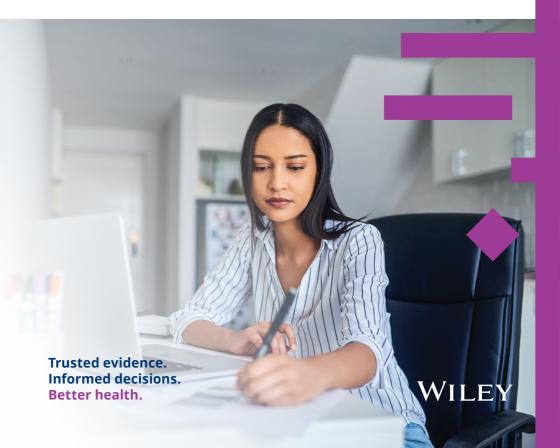


# User Guide



### **Getting the most out of the Cochrane Library**



#### **Discover the complete Cochrane Library in Spanish**

View, search, and discover content in Spanish by selecting the 'Español' option from the dropdown menu at the top of the homepage.



### Search and read in your preferred language

The language filter on the search results page enables you to view Cochrane Reviews that have abstracts, summaries or other sections translated into one of 16 languages, including French and Portuguese, Chinese.



#### **Find Cochrane Clinical Answers**

Use the basic search to discover Cochrane Clinical Answers related to any search topic.



#### Share a search

Send a link to another user to let them run and view results of your search. Users who receive your search can send a shared link back adding their own comments and edits, or save the search.



### Easy access to commenting

Submit and view comments on Cochrane Reviews, Protocols, and Editorials.



#### See the latest Cochrane Reviews at a glance

Use the 'Highlighted Reviews' section and the 'View Current Issue' link for a quick overview of new and updated Cochrane Reviews.



#### Easily navigate across the whole collection in the Cochrane Library

Use the search results display to view relevant records across the complete Cochrane Library, including Cochrane Reviews and Protocols, Trials, Editorials, Special Collections, Cochrane Clinical Answers, and references to other systematic reviews through Epistemonikos.



#### Staying up to date: Add in content alerts, topic alerts, search alerts

You can easily subscribe to content and topic email alerts that automatically notify you when new reviews or updates matching your search are added to the Cochrane Library.



#### Additional resources at your fingertips

Related content, such as editorials and podcasts, are flagged in the right-hand navigation panel with a prominent drop-down link and a number in brackets denoting the number of related items.



The Cochrane Library publishes independent high-quality evidence to inform healthcare decision making.

If you have access through a site license, or national- or regional-access licences or programs, then sign in is not required for full text access. If you need to sign in, simply click the 'Sign In' button and use your existing e-mail address and password. There are also options to request a new password or register on the site. Signing in provides access to saved searches and enables the ability to set search alerts.



## Institutional access to the Cochrane Library

For institutional access, click 'Sign In', then select 'Institutional Login'. This will bring up a searchable list of institutions for you to choose from.

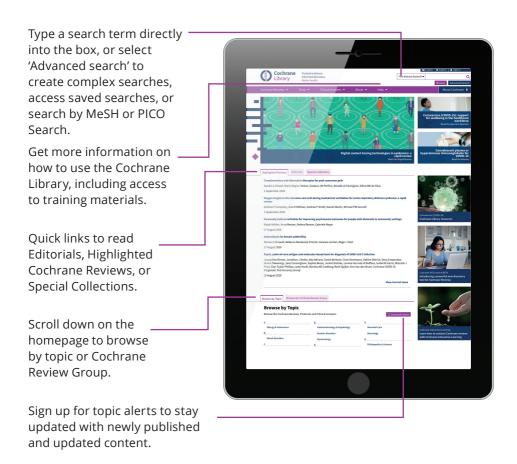


Institutional login ×
Search for your institution's name below to login via Shibboleth
Go
Previously accessed institutions
(none)
Login using OpenAthens
If you have a <b>Wiley Online Library</b> institutional username and password, enter them here.
Username
Password
Sign in

\*You can also log in via OpenAthens or using a Wiley Online Library account.

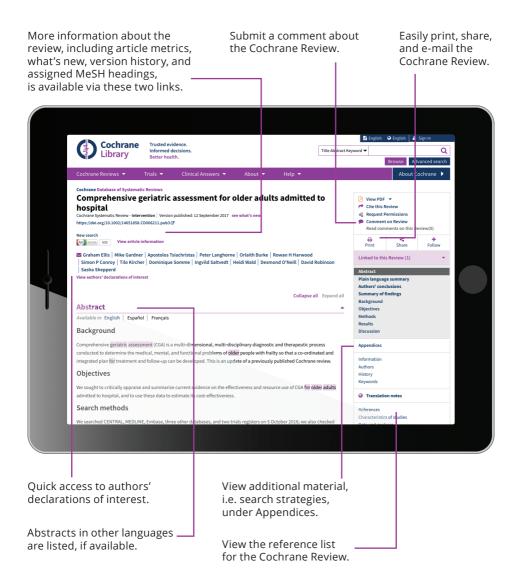
## **Basic navigation**

There are several options to browse and search the Cochrane Library.



The advanced browse features allow you to filter Cochrane Systematic Reviews by various criteria:

- · Date: filter by publication date
- Status: e.g. conclusions changed, new search
- Language: filter for reviews that contain sections translated into a particular language.
- · Type: e.g. intervention, overview
- Topics: lists the topics relating to the search term.



Easily collapse or expand each section of a review for a more manageable display of the content. Each section also notes available translations, making it easier to access non-English content.

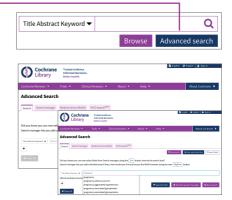
## **Advanced searching**

Use more advanced tools for complex searches.

Select 'Advanced Search' to access additional tools for creating complex search strategies and to search using index terms (MeSH and PICO).

In the 'Search' tab, use the drop-down menu selection to easily limit searches to fields, such as 'Author' or 'Abstract'.

Supports common search syntax: Boolean operators (AND, OR, NOT); proximity operators (NEAR, NEXT); and truncation (\*, or ?).





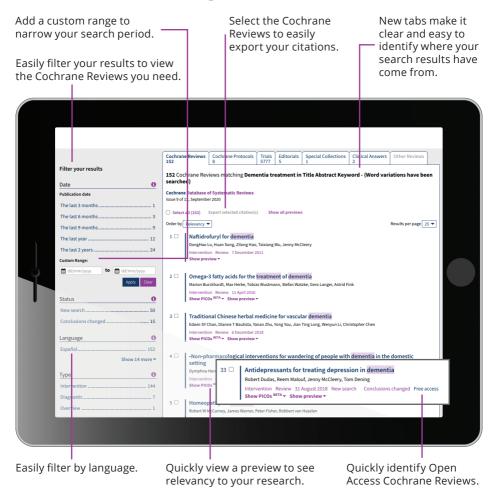
To limit to the original publication year, first select 'Trials' as a content type.

Word variations will be searched by default in the 'Search' tab, but can be turned off by unchecking the box.

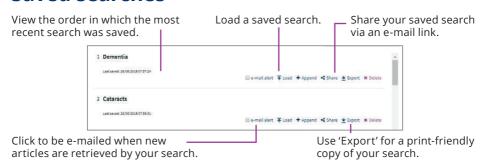
## Search manager



## **Advanced searching**



### **Saved searches**



## **MeSH** searching

To reach the MeSH search page, simply click on the appropriate tab.

Enter your search term here. Auto-complete presents common search terms as you type.



Use MeSH subheadings to limit your search.
When a MeSH term is selected, only valid
qualifiers for that term will appear in the dropdown.

Collapse or expand the 'Thesaurus Matches' and 'MeSH Trees' sections.



Use this area to add a MeSH search to your Search manager, view your results, or save an individual MeSH search.

MeSH is the U.S. National Library of Medicine's controlled vocabulary used for indexing articles for MEDLINE and PubMed. MeSH terminology provides a consistent way of retrieving information that may use different terminology for the same concepts (see www.ncbi.nlm.nih.gov/pubmed).

Keywords drawn from the MeSH Thesaurus published by the U.S. National Library of Medicine have been attached to many records oin the Cochrane Library.

What sources in the Cochrane Library have MeSH indexing			
Cochrane Reviews	Fully indexed. New reviews are indexed within six months of being published.		
Cochrane Protocols	No MeSH indexing.		
Trials	Pubmed articles: Fully indexed Ct.gov and ICTRP: Indexed Embase/Handsearch: No Indexing		
Cochrane Clinical Answers	No MeSH indexing.		

## **Search syntax**

How to search for	Example	Use
Automatic stemming and term variations	Treat finds treat, treats, treated and treating but not treatment	The search system performs automatic stemming of the term(s) by searching all common variants of a term based on its part of speech, eliminating the need for users to manually type these common variants. Automatic stemming can be turned on and off using the limits selection box.
Single term	Cloning	Searches for a specific term in the article or selected fields.
Multiple words	Diabetes mellitus	If no quotes are used, search will 'AND' terms and find articles or selected fields with both terms.
Phrase searching	"Diabetes mellitus"	Use double quotation marks to find exact phrases. This search finds diabetes mellitus in the article or selected fields.
Wildcard (or truncation; word root must be at least 3 characters)	transplant*	Use an asterisk (*) to match all terms beginning with a word root. transplant* finds transplant, transplants, transplanting, transplantation, and transplantable.
	*glycemia	Use an asterisk (*) at the beginning of a word to match terms with the same suffix. *glycemia matches hyperglycemia or hypoglycemia.
	leuk*mia	Use an asterisk to match multiple characters within a word. leuk*mia finds leukemia and leukaemia.
	wom?n	Use a question mark (?) to match a single character within a word. wom?n finds women or woman.
	system?	Use a question mark (?) to match all terms with that word root and EXACTLY 1 character. System? finds systems but not system, systematic or systemic.
Searching with field labels	"lung cancer":ti (hearing next aid*) :kw smith :au (cancer near lung) :ti,ab,kw	In the 'Search manager' tab, limit to specific fields using the following field labels:  :ti (title) :ab (abstract) :kw (Keywords) :au (author) :so (source) :pt (Publication Type) :crg (Cochrane :doi (digital object :an (accession Review Group) identifier [DOI]) number)  If NO field label is used, 'All text' will be searched. To search multiple fields, separate field labels using commas (:ti,ab,kw).
Logical operators in phrases	breastfeeding AND pre-term; smoking OR tobacco	To find phrases which contain a logical operator (AND, OR, NOT).

## **Support for logical (Boolean) operators**

The following operators can be used via the pull-down boxes in the search tab, or typed directly into the search boxes in either the search or 'Search manager' tabs.

Operator	Example	Use
AND	Treat finds treat, treats, treated and treating but not treatment	The search system performs automatic stemming of the term(s) by searching all common variants of a term based on its part of speech, eliminating the need for users to manually type these common variants. Automatic stemming can be turned on and off using the limits selection box.
OR	Cloning	Searches for a specific term in the article or selected fields.
NOT	Diabetes mellitus	If no quotes are used, search will 'AND' terms and find articles or selected fields with both terms.
Order of precedence	"Diabetes mellitus"	Use double quotation marks to find exact phrases. This search finds diabetes mellitus in the article or selected fields.
Grouping (or parentheses)	(kidney OR renal) AND dialysis	Default precedence order can be changed by using parentheses () to explicitly group searches using logical operators. parentheses.  Searches can also be combined using a range of lines, {AND #1-#4}. Range searching can be used with 'AND' or 'OR' operators and must be enclosed in {}
Combining searches	#1 OR #2 OR #3 (#1 OR #2) AND #3 {AND #1-#4} {OR #1-4,#7,#9}	Combine results from multiple search lines into a combined result set. Supports Boolean (AND, OR, NOT) and nesting. Precedence rules are applied if not explicitly given through
Proximity	NEAR cancer NEAR lung	Terms can appear in either order. Finds lung cancer AND cancer of the lung NEAR automatically defaults to near/6 (within 6 words).
	NEAR/x cancer NEAR/2 lung	Terms can appear in either order. User can decide number of terms using the NEAR/x command where x = the maximum number of words between search terms.
	NEXT lung NEXT cancer hearing NEXT aid*	Terms must appear in order keyed and assumes terms are next to each other. lung NEXT cancer finds lung cancer but not cancer of the lung. Does not support the /x parameter. Supports the use of wildcards.

## **Entering a MeSH search directly in Search manager**

Users familiar with MeSH headings can directly enter a MeSH term using the Search manager tab. The syntax supports the searching of one or more MeSH terms, turning on and off term explosion, applying a subheading, and searching using a major concept only.

MeSH search	Example	Use
BASIC EXAMPLE Specify a MeSH heading	[mh cholesteatoma] [mh "diabetes mellitus"]	If searching a phrase, put the term in quotes.
EXPLODE A TERM Specifying that all trees for MeSH heading should be exploded	[mh cholesteatoma]	Term explosion occurs by default.
SEARCH A TERM WITHOUT EXPLOSION Specifying trees for MeSH heading should not be exploded	[mh ^cholesteatoma]	Use ^ in front of the term to turn off term explosion.
LIMIT BY QUALIFIERS (with term explosion) Specifying a MeSH heading with one or more qualifiers (with explosion)	[mh "cholesteatoma, middle ear"/BL,CO]	Use / and the two-letter qualifier abbreviation to limit by one or more qualifiers. This example limits the term to qualifiers BL (Blood) or CO (Complications).
LIMIT BY QUALIFIERS (without term explosion) Specifying a MeSH heading with one or more qualifiers (without explosion)	[mh ^"cholesteatoma, middle ear"/BL,CO]	Use / and the two-letter qualifier abbreviation to limit by one or more qualifiers. Qualifiers must be keyed in upper case. This example limits the term to qualifiers BL (Blood) or CO (Complications).
SPECIFYING A QUALIFIER ONLY Search for any articles using a specific qualifier	[mh/DT]	If qualifiers are specified without a MeSH term, all articles where this qualifier appears will be found. This example finds all articles indexed with a qualifier DT (Drug Therapy).
LIMIT BY MAJOR CONCEPT Specifying a MeSH heading as a major topic of an article	[mh human[mj]/GE,GD]	[mj] is used to limit your search to 'major concepts' only.

#### In summary:

- [mh] is used to indicate the search term/string contains a MeSH heading
- Phrases must be placed in double quotation marks, e.g. [mh "cholesteatoma, middle ear"]
- ^ can be placed before the MeSH heading to turn explosion off.



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