Chapter 1: The Cochrane Library Search Tour

This chapter will provide an overview of The Cochrane Library Search:

☑ Learn how The Cochrane Library new search feature is structured
☑ Review each tab and its purpose
☑ For users of the previous version, mapping of former features to new pages

COCHRANE SEARCH OVERVIEW

The Cochrane Search Page contains four tabs allowing users three methods for searching and one tab for accessing all browse features of The Cochrane Library

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>Who Should Use It, What Does It Do and What’s New</th>
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</table>
| 1 SEARCH | • For users interested in performing quick searches with a few terms.  
• For experienced users who prefer to use pull down menus to search fields.  
• Includes auto-suggest feature. **NEW**  
• Supports up to five search rows. **NEW** |
| 2 SEARCH MANAGER | • For searchers interested in creating complex strategies.  
• Supports Boolean and proximity operators, nesting, and field searching.  
• Combine search line.  
• Insert a line, add one search to another and orphan line detection. **NEW** |
| 3 MEDICAL TERMS (MESH) | • For users wanting comprehensive searching of medical concepts using MeSH.  
• Includes auto-suggest feature. **NEW**  
• All MeSH information, permuted index, tree(s) and results, on one page. **NEW**  
• Improved qualifier search and support for all thesaurus functions. |
| 4 BROWSE | • Browse Cochrane Reviews by:  
  Topic, new reviews, updated reviews, A – Z or Review group.  
• Browse all other Cochrane Library Databases  
• Other Reviews, Trials, Methods Studies, HTA, Economic Evaluations |
SEARCH TAB – THE BASICS

The Search Tab now features an updated display with search information, saved searches and search results all on the same page. A simple interface and auto-suggest feature make this a good starting point for new and occasional users of The Cochrane Library or for experienced users who want to do a quick search.

**FEATURE**

1. **Limit Search By Field**
   - Use this option to limit searches to specific fields (title, abstract, keywords, and authors).
   - Default is set to title, abstract and keywords to ensure most relevant articles are found.
   - If search retrieves too few articles, try changing limit to “All text.”

2. **Search Term Box**
   - Enter search term(s) in box. By default on Search Tab, common variants of the word are searched. For example, pay finds, pays, paid, and paying.
   - If two or more terms are entered, search will “AND” terms and find articles or selected fields where both terms appear.
   - To search a phrase, put terms in quotes, “lung cancer” searches for that specific phrase.
   - Selecting phrases using auto-suggest will automatically add quotes and search as a phrase. **NEW**

3. **Run Search**
   - To view results of your search, click the “GO” button or hit ENTER.
   - Search results will display at the bottom of the screen.

4. **Save Search**
   - Use this button to save your search so you can rerun it at a later time or set an automatic alert that will notify you when new articles matching your search are loaded on The Cochrane Library.
   - User must be registered and logged in to use this feature.

5. **View Saved Searches**
   - Use this feature to view any searches saved from the Search Tab. The number following the Saved Searches heading is the number of Saved Searches the user currently has.
   - Use the ➝ to view a list of all your “Saved Searches”.
   - User must be registered and logged in to use this feature.

6. **View Search Results**
   - After hitting “GO” or “ENTER”, search results are displayed at the bottom of the screen.
SEARCH TAB – ADVANCED OPTIONS

For experienced users, who want the convenience of field tags in pull down menus, the Search Tab offers a number of options for users interested in developing more complex searches. The Search Tab supports logical operators, nesting, and wildcards.

FEATURE | Who Should Use It, What Does It Do and What’s New
--- | ---
1 Add or Delete Search Lines | • Use this option to add or delete Search lines on the Search Tab.  
• Add up to five search lines.  
• Use “Add to Search Manager” to incorporate into this search complex searches.  
2 Add Search Limits | • For searchers interested in adding limits by database, status and dates  
2a. Limit by one or more databases of The Cochrane Library.  
2b. Use to find “New” articles in all databases and other statuses in Systematic Reviews.  
2c. Limit search by date.  
2d. When selected, terms in quotes will search exact match only (and no term variants). For example, pay will not find, pays, paid, and paying.  
2e. Use to apply limits. Once added, hit Go to see results of search with limits.  
3 Search Tips | • View online Search tips related to the search tab you are currently viewing. NEW  
• Tool tips are also available for several functions. Hover over button or link for more information on that feature. NEW  
4 Add to Search Manager | • For experienced users, who prefer using pull down menus to create searches using field limits; use this link to move the contents from the Search Tab to the Search Manager. In Search Manager users can create complex searches using MeSH and combined searches.  
5 Turn on Search Alerts | • When selected, alerts are turned on for this search and user will receive emails every time articles matching their search are loaded on The Cochrane Library.
The Search Results page has been updated to include better display for browsing results from the different databases, improved legend and tool tips for statuses, continued support for citation export, and enhancements to CENTRAL article display to include journal citation.

**FEATURE**

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<thead>
<tr>
<th><strong>Who Should Use It, What Does It Do and What's New</strong></th>
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<tr>
<td><strong>1</strong> View Results by Database</td>
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<td><strong>2</strong> Current Search Results</td>
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<td><strong>3</strong> Sort Results</td>
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<tr>
<td><strong>5</strong> Issue Limit</td>
</tr>
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<td><strong>6</strong> Status Legend</td>
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</table>
NAVIGATING RESULTS AND VIEWING ARTICLES

From the Search Results, view articles by clicking on the article title. Selecting a title opens that article in a new browser tab. Once you are done reading the article, close the browser tab to return to your search and results, retaining your previous location and database selections.

**STEP 1:** The Search Browser Tab indicates the page being viewed.

**STEP 2:** Select an article by clicking on the article title in the Search Results.

**STEP 3:** Your article opens in a new search browser tab. After reading the article, click the x to close this tab and return to your results.
QUICK SEARCH BOXES

Throughout The Cochrane Library, there are a number of Quick Search boxes used to perform a simple search of all the databases. These boxes will present results using the Search Tab.

FROM THE COCHRANE LIBRARY HOMEPAGE

FOR USERS OF BASIC AND ADVANCED SEARCH IN THE PREVIOUS VERSION

Users of Basic and Advanced Search in the previous version on The Cochrane Library may benefit from the following tips.

- To run a search, hit either the GO button or the “Enter” key.
- Articles open in their own browser tab. After reading an article, close that browser tab and you will be taken back to your search results exactly where you left off.
- If you Saved Searches in the previous version and they do not appear on the Search Tab, check the Strategies Libraries on the Search Manager Tab and Saved Searches on the MeSH Tab.
- In the previous version, basic and advanced searches were automatically added to the Search History. In this version, you choose which searches from the Search Tab to keep by selecting the “Add to Search Manager” Link.
- Once you add a search from the Search Tab to the Search Manager, use the button at the end of the line to edit it. This calls up the search tab with your search populated. Make your desired changes and complete the update by selecting the “Add to Search Manager” link.
- You must be logged in to save a search and to view saved searches. The Saved Searches link only appears if you are logged in and have at least one saved search.
- If you add limits to a search, select apply to add them and close the limit box. You must then hit the “Enter” key or the “Go” button for your search results to be updated.
- If entering two or more terms, search will “AND” the terms and find articles were all the terms appear. To search phrases, put terms in quotes.
- If you select a term from the auto-suggest list, it is automatically searched as a phrase.
- Default for search is set to title, abstract and keywords for best relevancy. If this gives too few results, try searching “All text”.
- If unsure about what a button or icon does on a search page or results, hover over it. Most icons and buttons include hover over tool tips with additional information.
- Each Search page has an expanded “Tool Tips” section available as a link on the page.
- Search Tab does not support directly typing in fields (you must use the pull downs) nor does it allow users to combine search lines. Use Search Manager for these functions.
Use the Medical Terms (MeSH) Tab to search for medical concepts using the Medical Subject Headings (MeSH) thesaurus. This feature allows users to search complex medical concepts using a single term without the need to type long lists of synonyms.

### Who Should Use It, What Does It Do and What's New

<table>
<thead>
<tr>
<th>FEATURE</th>
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<tbody>
<tr>
<td><strong>Search Box</strong></td>
<td>• Enter your term in the search box. As term is typed, suggested terms are presented. <strong>New</strong>&lt;br&gt;• If using the auto-suggest feature, term automatically maps to the best MeSH term. <strong>New</strong>&lt;br&gt;• If an exact or close match is not found for the term entered, review the terms under the left column, Thesaurus Match, and select the most suitable term from this list.&lt;br&gt;• If no MeSH terms are found, check spelling or try using other synonyms for the concept.</td>
</tr>
<tr>
<td><strong>Lookup MeSH Term</strong></td>
<td>• Hit “Enter” or the Lookup button to see MeSH terms for your concept.&lt;br&gt;• If using the auto-suggest feature, the term is automatically mapped to the best MeSH term for this concept. This may result in a different term being displayed in the search box then the one entered.</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td>• Provides information on the definition of a MeSH term.</td>
</tr>
<tr>
<td><strong>Thesaurus Matches</strong></td>
<td>• Lists MeSH terms that contain one or more of the term(s) searched. Use this area to review MeSH terms of interest. Selecting a term from the list, will lookup that term.&lt;br&gt;• Exact matches are given at the top of the list. For searches with multiple terms, phrase match section, will return terms where 2 or more of the words were matched to a Mesh Heading or one of its synonyms. The third section, Any Word Match, will bring back results where any of the terms matched an existing MeSH term or synonym.</td>
</tr>
<tr>
<td><strong>Results Box</strong></td>
<td>• Provides information on the search being run and any limits applied.&lt;br&gt;• Shows the number of articles in from each database that are indexed using the specific term. Hit “View Results” to display results at the bottom of the page.&lt;br&gt;• Allows users to view results, add the Mesh Search to Search Manager to build complex searches or save this MeSH search.</td>
</tr>
</tbody>
</table>
For experienced users, the MeSH browser offers various features to allow users to customize their search and to add MeSH searches to Search Manager to create complex searches.

**Limit by Qualifier**
- Select qualifiers from the pull down menu or type the two letter qualifier abbreviation in the box.
- If entered along with a MeSH term, that qualifier will be applied to that MeSH term.
- Qualifiers can also be searched on their own.
- For best results, lookup your MeSH term first and then only valid qualifiers are presented in the list.

**MeSH Tree Limits**
- Use to browse through trees to look for other terms that might be of interest.
- Default is to explode the term being searched. To search for only a specific MeSH term without any of its more specific terms (unexploded), select the “Single Mesh Term” radio button.
- To search a term only in specific trees, select the option “Explode in Selected trees” and check the tick box next to the trees you wish to use.
- You must always hit the "Select" button for these limits to be applied to your search.

**Save MeSH Search**
- Use this button to save your search so you can rerun it at a later time or set an automatic alert that will notify you when new articles matching your search are loaded on The Cochrane Library.
- User must be registered and logged in to use this feature.

**Add to Search Manager**
- Use this link, to add MeSH terms within complex searches in Search Manager.
- Select the MeSH term you want and apply all desired limits or qualifiers. Once all limits are selected, use this link to add this MeSH search to Search Manager.

**View Saved Searches**
- Use this feature to view saved MeSH searches. The number following the Saved Searches heading is the number of Saved Searches the user currently has.
- Use the ► to view a list of all your “Saved Searches”.
- User must be registered and logged in to use this feature.

**Set Alerts**
- When selected, alerts are turned on for this search and user will receive emails every time articles matching their search are loaded on The Cochrane Library. Uncheck box to turn off alerts.
SEARCH MANAGER - THE BASICS

Use the Search Manager Tab to create and save complex multi-line searches. Supports the use of logical operators, field labels, nesting, and wildcards.

### Feature 1: Search Box
- Enter search term(s) in box and hit “Enter” or the “Go” button to search.
- By default on Search Manager Tab, common variants of the word are not searched.
- If two or more terms are entered, search will "AND" terms and find articles or selected fields where both terms appear.
- To search a phrase, put terms in quotes, “lung cancer” searches for that specific phrase.

### Feature 2: View Results
- Click on the result count to view results.
- Results will appear at the bottom of the page.

### Feature 3: Add MeSH Term
- Use the “M” button to add a MeSH term to a search. This will take you to the MeSH tab where you can select your term. Once you have selected your term and made all necessary limits, use the “Update Search Manager” button to add the MeSH term to Search Manager.

### Feature 4: Add Search Limits
- Use to add limits by database, status and dates.
  - Limit by one or more databases of The Cochrane Library.
  - Search based on article status.
  - Limit search by publication date.
  - Enable search on term variants.

### Feature 5: Name Search
- Use this area to name or rename an existing saved search.
- When search is saved, the search name will appear at the top of the search.
- User must be logged in to use this feature.

### Feature 6: Strategy Library
- Use this feature to view any complex searches saved from the Search Manager Tab. The number proceeding the heading indicates the number of Saved Searches.
  - Use the ► to view a list of all your “Saved Strategies”.
  - User must be registered and logged in to use this feature.
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SEARCH MANAGER – NEW FEATURES

**Insert and Delete a New Line:** Insert a new line anywhere in your search. All combined search lines are automatically updated.

**Orphan Line Detection:** Use Highlight Orphan line to identify Search Lines not used in your final search line.

**Append a Search:** Use to append a saved search onto the end of your existing search. With this feature, a searcher can create reusable search modules.
TIPS FOR USING SEARCH MANAGER AND MeSH SEARCH

Users of Search History, Saved Search, and those who used Advanced Search to create complex searches in the previous version of The Cochrane Library may benefit from the following tips.

- Search Manager, replaces the previous Search History, and should be used as the primary page for building complex searches.
- When using Search Manager, we recommend saving your searches periodically. As an extra precaution to losing any work in progress, a cookie is saved to your computer that will recall your last Search Manager session when you return to your computer even if you are logged out. This prevents loss of any searches you are actively working on. Two actions will clear this cookie: selecting the clear search button or deleting cookies through your browser.
- To add a MeSH term to Search Manager, start on the Search Manager Tab, and hit the button.
- Once you add a search from the MeSH Tab, use the button at the end of the line to edit it. This calls up the MeSH tab with your search populated. Make your desired changes and complete the update by selecting the "Add to Search Manager" link.
- Changes from Search Tab can be updated in the same way using the button.
- If you cannot find all of your saved searches in the Strategy Library, look in Saved Searches on the Search Tab and the MeSH Tab.
- Articles open in their own browser tab. After reading an article, close that browser tab and you will be taken back to your search results exactly where you left off.
- To view results for a search in Search Manager, click on the results number for that line.
- Users can now insert lines within their search and all subsequent lines will be automatically renumbered.
- Use the append button in Strategy Library to add one search to the end of another search.
- The Load button continues to clear your previous search before running the next.
- In the previous version, basic, advanced and MeSH searches were automatically added to the Search History. In this version, you choose which searches from both the Search Tab and the MeSH Tab to keep by selecting the "Add to Search Manager" Link.
- The Strategy Library link only appears if you are logged in and have at least one saved strategy.
- If you add limits to a search, select apply to add them and close the limit box. You must then hit the "Enter" key or the "Go" button for your search results to be updated.
- All former search commands are still supported in Search Manager.
- If changing the MeSH tree options to search selected trees or term only, you must hit the "Select" button to add these limits.
- If unsure about what a button or icon does on a search page or results, hover over it. Most icons and buttons include hover over tool tips with additional information.
- Each Search page has an expanded “Tool Tips” section available as a link on the page.
## WHERE IS ....

For users of the previous version of The Cochrane Library, the following is a quick list of where certain features can now be found

<table>
<thead>
<tr>
<th>Previously</th>
<th>Now Use</th>
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</thead>
<tbody>
<tr>
<td><strong>Basic Search</strong></td>
<td><strong>Use Search Tab</strong></td>
</tr>
<tr>
<td></td>
<td>Includes “NEW” auto-suggest feature.</td>
</tr>
<tr>
<td><strong>Advanced Search</strong></td>
<td><strong>Use Search Tab</strong></td>
</tr>
<tr>
<td></td>
<td>Allows user to add up to 5 search lines and use pull down menus for field searching.</td>
</tr>
<tr>
<td><strong>Search History</strong></td>
<td><strong>Use Search Manager Tab</strong></td>
</tr>
<tr>
<td></td>
<td>Allows users to create complex multi-line search strategies. Supports the use of logical operators, field labels, nesting, and wildcards. Use “Add to Search Manager” link to move searches from other two tabs into the Search Manager.</td>
</tr>
<tr>
<td></td>
<td>Includes new Features</td>
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<tr>
<td></td>
<td>- Insert a Line</td>
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<td></td>
<td>- Highlight Orphan Lines – Lines not used in final search line</td>
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<tr>
<td></td>
<td>- Append a Search – Add one search to the end of another with automatic adjustment for search numbering. Allows users to create reusable search modules</td>
</tr>
<tr>
<td><strong>MeSH</strong></td>
<td><strong>Use Medical Terms (MeSH)</strong></td>
</tr>
<tr>
<td></td>
<td>Use to select Mesh terms and add to the Search Manager. Includes “NEW” auto-suggest feature to allow easier identification of preferred MeSH terms and synonyms. When using auto-suggest, term will be automatically mapped to the preferred MeSH term.</td>
</tr>
<tr>
<td><strong>Saved Searches</strong></td>
<td>Saved Searches now are distributed over the three search tabs depending on where they were originally created.</td>
</tr>
<tr>
<td></td>
<td>- Search Manager – Strategy Library</td>
</tr>
<tr>
<td></td>
<td>- Complex, multi-line searches can be found on the Strategy Manager Tab under the Strategy Library.</td>
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<tr>
<td></td>
<td>- Search Tab – Saved Searches</td>
</tr>
<tr>
<td></td>
<td>- Single line searches for which alerts could be saved will appear in the Search Tab under Saved Searches. Any searches saved on this tab can have alerts assigned to them.</td>
</tr>
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<td></td>
<td>- Medical Terms (MeSH)</td>
</tr>
<tr>
<td></td>
<td>- Single Line MeSH saved searches appear on the Medical Terms (MeSH) Tab under Saved Mesh Searches. Any searches saved on this tab can have alerts assigned to them.</td>
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