PubMed

Finding the Article

1. Go to the Library Homepage, which can be found at http://www.css.edu/library.xml

2. Click on the Find Articles link.

3. Scroll through the list to PubMed, or click on the “P” to get to the databases beginning with the letter “P”.

4. For off–campus access to the Library’s database, you will need to click on the green icon located in the first column of the table listing the databases. Click on the name of the database to access it on campus.
5. You may be prompted for your library barcode number. Type your Library barcode in, and click submit. (Your library barcode is found on the back of your student ID).

**NOTE:** Your Library barcode must be active. If you are not sure if your card is active contact the Distance Education Librarian, Julie Rustad, at jurstad@css.edu Or at (218) 723-6535, or 1(800) 447-5444 ext. 6535.

6. Main search screen – defaults to **Keyword** search.

7. **MeSH Subject Headings** – find the preferred terms used in this database. Click on MeSH Database found in the blue column. **Note: This is a separate database from PubMed.**
You may want to view the animated tutorial! It is found on the main page of the MeSH Database.

Type your keyword term into the Search box and click Go. You will be given alternative or suggested terms if your terms are not found.

8. **MeSH Subject Headings (continued)** – a definition of the preferred term is given, as well as the year it started being used.

9. **MeSH Subject Headings (continued)** – narrow your subject term by clicking on:
   - **Subheadings** – categories to narrow your subject heading more specifically.
   - **Restrict to Major Topic** – narrows search by pulling up citations where your subject heading is the major topic. Check box before this choice.
   - **Do Not Explode** – narrows search by limiting to subject term only. Does not include narrower terms.
10. MeSH Subject Heading Tree – look at the broader and narrower terms in the MeSH Subject Heading Tree. This is a good way to find alternative terms or to broaden or narrow your search.

- Broader Term
- Narrower Term

11. Send Subject Headings from the MeSH database to PubMed – Click box before subject heading term. Then, click on the dropdown arrow after the Send To box. Change to Search Box with AND, or Search Box with OR.

Once you have done this, the subject heading will automatically be added to the Search box at the top of the page. Click Search PubMed to find citations matching you subject heading.
12. **Results List** – Lists all citations that were pulled up by search terms.

- Paper icon (with lines) – alerts to abstract
- Paper icon (without lines) – no abstract
- Paper icon (with lines and outlined green and/or orange) – full-text

- Related Articles – will direct you to articles that are similar to this article.

13. **Limits** – Limit your search by choosing different limit options. To set limits, click on the **Limit** tab below the search box.
Limits continued…

You can limit by **Gender, Age, Publication Date, Publication type, etc.** Click on dropdown arrow and click on preference to choose limit, or check box before your preferred choice.

14. **Combining Searches** – you can combine complete searches by clicking on the **History** tab. Combine your searches using **AND** or **OR**. Ex. #6 and #10. Press Go.

**AND or OR**
- **AND** – narrows your search. Use when combining 2 different concepts. Ex. **Medical Records AND Computers, Handheld**
- **OR** – broadens your search. Use when combining synonyms. Ex. **Computers, Handheld OR PDA’s OR Palm Pilot.**
15. **Email citations** –
- Check box before citations you want to email.
- Click on dropdown arrow of **Send to** box.
- Choose **E-mail**.
- Type in email address in **E-mail** box.
- You can include or limit as much information as you choose by selecting different options under **Format**, **HTML**, or **Sorting**.
- Click **Mail**.

16. **Save searches and results.**
- Find **My NCBI (Cubby)**, which is locate in the upper right corner of the screen.
- Click on **Register**.
- Fill out form to create a free account.

To save Searches click on **Save Search**, which is next to search box on main search page.