The Cochrane Library

Accessing the Database

Go to the Library Homepage css.edu/Library

Select *Databases, A to Z* from the column on the left or click on the *Articles* tab at the top.

Once on Articles page, select the database you are interested either by finding it in the *Best Bets* tab or else by clicking on the *Databases, A to Z* link for an alphabetical listing of all the databases the Library subscribes to. If you are on campus, you will not need a password. Look at the other tabs and boxes for more help with finding the full-text of articles, tutorials, and more.

If you are off campus, when you click on the title of the database, this window will automatically pop up:

Enter your Novell username and password (what you use to log in to Brightspace, your CSS email, or any computer in a lab on campus).

**Note: If you have trouble logging in, please contact the IT help desk (helpdesk@css.edu or 218-723-7007).

Searching

Main Page
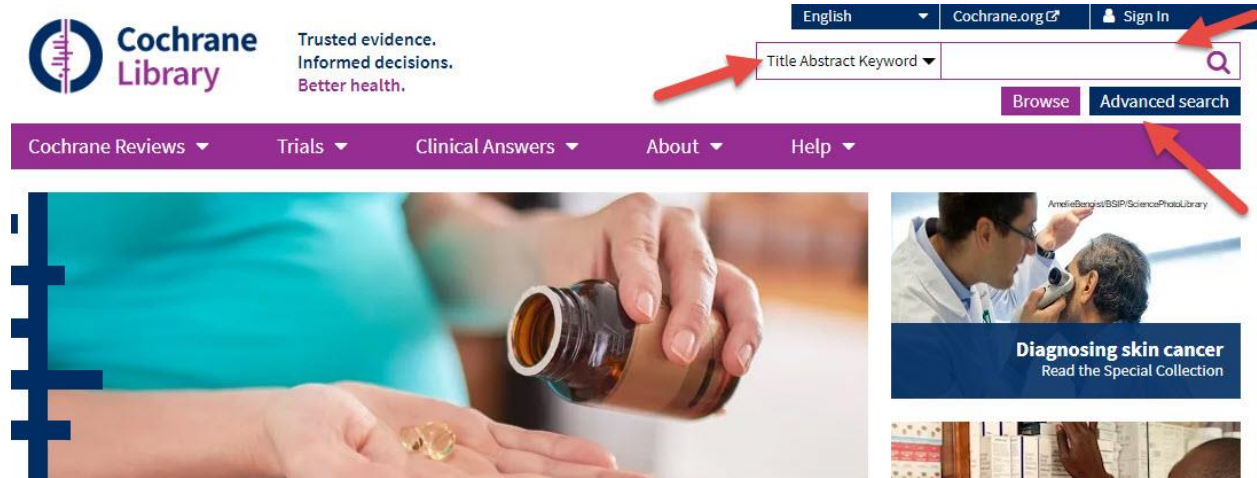
Basic Search – located on the upper right corner of the screen – use when looking for a single concept or topic. Enter your search term in the box and click on the magnifying glass. Use the pull-down menu to select where you wish your term to be found such as in the title or author. Click on the advanced search link for more search options.

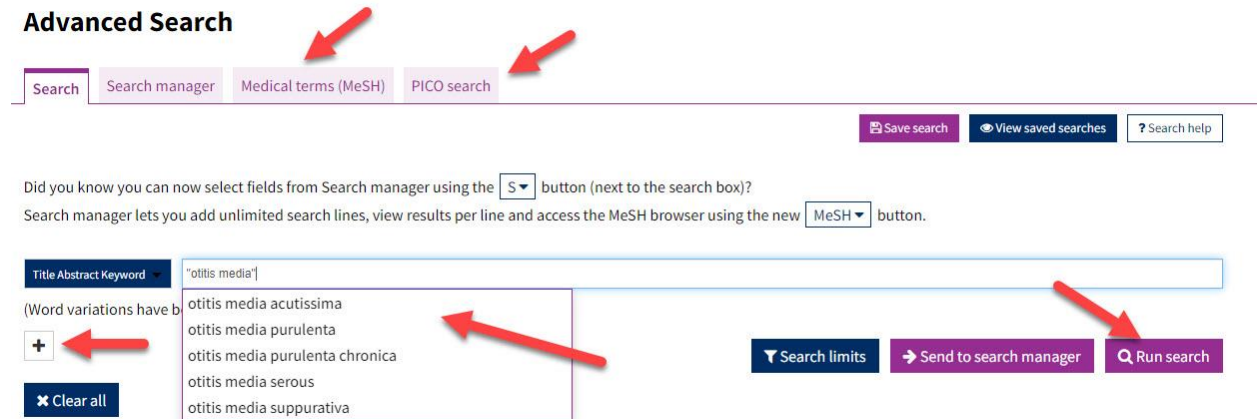**Advanced Search** – Click the *Advanced Search* link. Use for complex research topics or for searching multiple concepts at one time.

Click on dropdown arrow to the left of the search box to select title, abstract, keywords, author, tables, record title, doi, etc.

Type keywords into the search box.

To add another search box, click on the "+" sign below the search box.
Choose AND, OR, NOT to broaden or narrow your search.

> AND – narrows searches by combining terms. Citations must have all your terms to be included in results list. Ex. Critical Care AND Pediatrics AND Nursing

OR – broadens searches by searching for all terms separately. Citations will have either term. Ex. Infants OR Babies

NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but NOT the second term. Ex. Dogs NOT Poodles, Arthritis NOT Rheumatoid

Click on the Search limits box to apply restrictions like publication years or content type.

When you have built your search, click on *Run search*.

Subject Terms

Medical terms or MeSH (Medical Subject Headings) try to match your keywords to subject headings used in the database. To search for subject headings, click on the *Medical Terms (MeSH)* tab**.**

Type your keyword into the *Enter MeSH Term* box and click on the *Look up* button.

You can also add subheadings qualifiers to limit your results to those aspects of your subject heading. Click on the box to see a list of those you can select.

You will get a definition, exact term and phrase matches, a MeSH term for narrower, broader, and related terms and search results you can view for articles that have that MeSH term.

PICO (population, intervention, comparison, outcome) Search

Type PICO search terms into the search box and select a vocabulary term from the dropdown menu.

To add another search box, click on the "+" sign below the search box.

Click on Lookup when ready to discover synonyms or related terms, broader or narrower terms, and then click on *View results* to see search results.

Results List

Results Screen – you will see a list of citations.
Click on title of article to see full-text of an article. Click on the box in front of the title to select it for batch exporting.
Click on aspects in the left-hand column to filter your results to publication date, status, language, type, or topic.
Click on the taps above the search results for the types of articles such as Cochrane review, protocols, trials, etc.

Sample Article

Click on the links to the right for the following options: *Download PDF* to get the full text or summary of the article; *Cite this Review* to export the article to EndNote; *Print, share or follow* the article; or jump to those parts of the article using the links in the *Contents* box below.

Exporting Citations to EndNote

(see instructions for EndNote for information on how to use this program)

Click on the *Cite this Review* link and then click on *EndNote* link and then the *Download* button.

Cite this Review ✕

Gulani A, Sachdev HS. Zinc supplements for preventing otitis media. Cochrane Database of Systematic Reviews 2014, Issue 6. Art. No.: CD006639. DOI: 10.1002/14651858.CD006639.pub4.

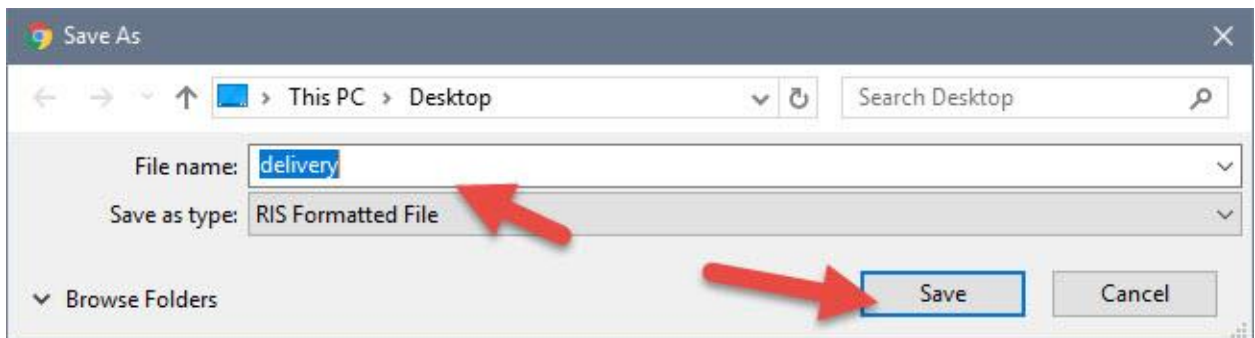**Save citation to:** ▤ CiteULike   ▦ Mendeley   ⑤ RefWorks

Copy or download citation

Plain text | EndNote | Reference Manager | ProCite | BibteX

```
ID: CD006639
AU: Gulani A
AU: Sachdev HS
TI: Zinc supplements for preventing otitis media
SO: Cochrane Database of Systematic Reviews
YR: 2014
NO: 6
PB: John Wiley & Sons, Ltd
SN: 1465-1858
KV: *Dietary Supplements; Child Nutrition Disorders [therapy]; Child, Preschool; Chlorides [therapeutic use]; Dose-
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☐ Include abstract   **Download**

Click on the *Save* button when you have selected where you wish the file to be saved.

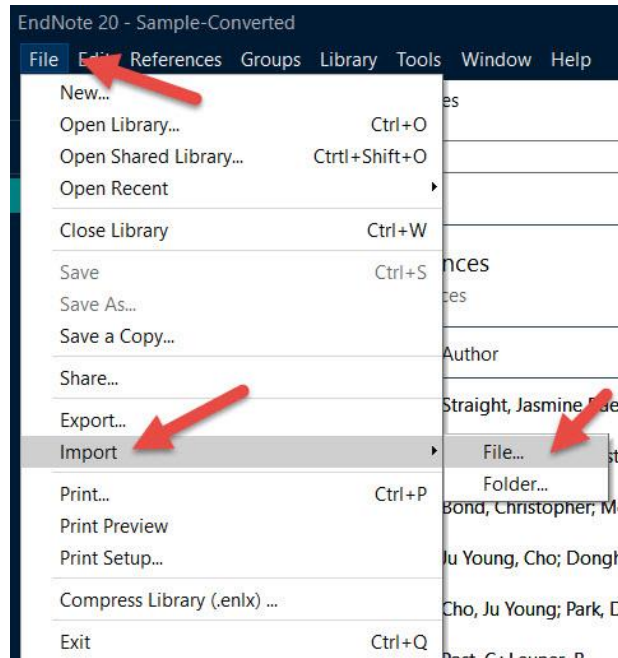**Save As** ✕

← → ↑ 🖳 › This PC › Desktop   ⌄ ↻   Search Desktop 🔍
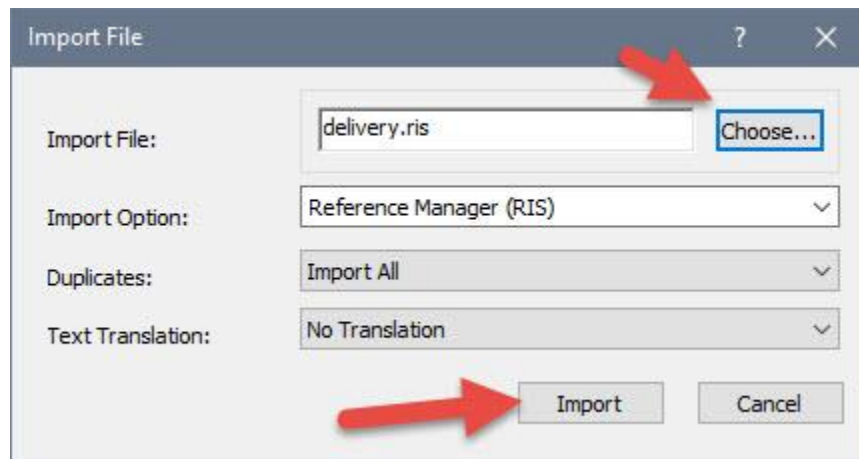
File name: delivery ⌄

Save as type: RIS Formatted File ⌄

⌄ Browse Folders   **Save**   Cancel

Open the EndNote library you wish to add the citation to and in the *File* tool bar option, select *Import* and *File…*

Click on *Choose…* to select the file you just saved and click on *Import* once you have selected it.

Your citations will now automatically be added to your EndNote library.