The Cochrane Library

Accessing the Database

Go to the Library Homepage css.edu/Library

Select *Databases, A to Z* from the *Popular Links* 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 box 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:

**Database Access via The College of St. Scholastica Library**

Please enter your username:  
Please enter your password:  
Login

Your network login is active as long as you are a registered student, faculty or staff member of The College of St. Scholastica.

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

**Note: If you have trouble logging in, please call the IT help desk (Toll free 1-877-723-5911).**
Searching

Main Page

Basic Search – located on the upper right corner of the screen – use when looking for a single concept or topic. Type your topic in the box. Click on the magnifying glass.

Advanced Search – Click the Advanced Search link. Use for complex research topics or for searching multiple concepts at one time. This feature allows you to search by Author, Source, Title, etc. To use:

Click on dropdown arrow above 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 to the left.

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 Go.

Subject Terms

Tries to match your keyword 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 Lookup button.

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.
Refining/Limiting Your Search

Restrict Searches – allows you to limit your searches. Found on the Advanced Search screen below the search boxes. Click on the Apply button when you are ready to have these limits applied to your search.

Product types – allows you to search within a particular database within Cochrane Library.

Status – allows you to limit to different types of records (ex. Newest articles on a subject.)

Dates – limit to particular years (ex. latest 5 years)

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 targets to the left to limit your results to Reviews, Protocols, or other types of articles.
Sample Article

Click on the links to the right to jump to those parts of the article. Use the tools to the left to get a PDF of the article or export the article to EndNote. Click on the pdf link to get the summary, standard, or full text of the article.

Exporting Citations to EndNote

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

Click on the link to the left, Info. Then click on the View/save citation link.
Click on the EndNote link and then click on either the Citation or Citation & Abstract button.

Save your file anywhere on your computer where it will be easy to find. Then open up your EndNote library.

In the File tab on the top-menu bar, select Import and then File…

Select the Import Option and click on Reference Manager (RIS).
Click on Choose… to select the file you just saved and click on Open.

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

Creating an Account
Creating an account with Cochrane allows you to save searches

From the top right-corner corner of the screen, create an account by clicking on the Log in / Register link and the Register link.

To access saved searches, log in by entering your e-mail address and password.