

## View full text articles online

Where a full text link is shown in your results, use the blue **Available in full text from...** link to open a copy of the full article online. If the link does not take you straight to the article, look for an OpenAthens login prompt.

## Obtaining full text articles not available online

If there is no full text link is shown in your results, it may be possible to obtain the article from other sources. The library provides a document supply / inter library loan service (charges starting at £1/item). Visit our web page or contact us to find out more.

### Training

Unsure how to start an evidence search? Need more information or help using a resource? We offer tailored 1:1 training sessions for all Trust staff. Contact us to discuss how we can help you.



[www.eastcheshirenhslibrary.net](http://www.eastcheshirenhslibrary.net)

Contact us ...

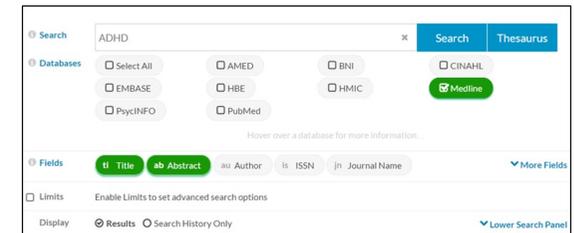
Tel: **01625 66 1362**

2nd Floor, New Alderley House, East Cheshire NHS Trust,  
Macclesfield District General Hospital, Victoria Road, Macclesfield, SK10 3BL

Email: [ecn-tr.stafflibrary@nhs.net](mailto:ecn-tr.stafflibrary@nhs.net)



How to ...

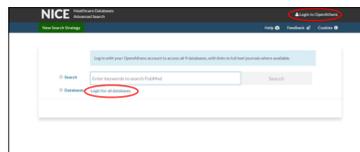


Search the  
Healthcare  
Databases

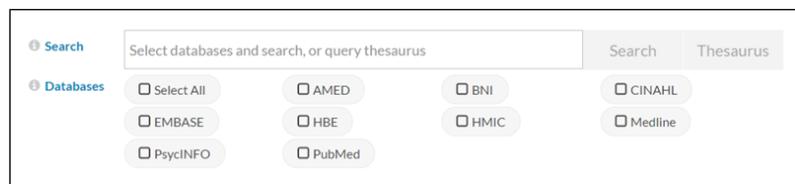
October 2016



Open HDAS: <http://hdas.nice.org.uk> and login with an **NHS Athens** username and password.

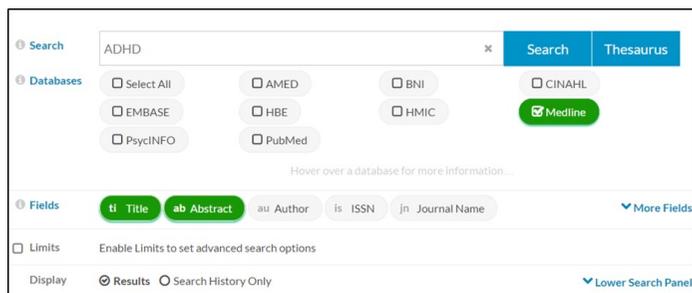


## Select which database you want to search.



Choose the most relevant database from the list below the search box by clicking on one. The database name will turn green to show it has been selected. Hover your mouse over a database name for more information to help you choose. You can select more than one database at a time, but if you do this your searching options are then more limited - you won't be able to use the Thesaurus, and there will be fewer fields and limits available.

## Enter your search terms



Type in your first term and click on **Search**. This will return documents that have the exact words you entered in their Title or Abstract. Title

choose to delete them. Saving your strategy means that you can come back to it at any later date and carry on working with it. Giving them a name also makes it easier for you to find them .

In addition, saving your strategy gives you the option to set up **Alerts**. To save the strategy you are working on:

- type a name into the box above your strategy:



- click on the **Save Strategy** button (which will have become clickable).
- you will see a brief message saying it has been saved.
- the box and Save Strategy button are no longer available:

Current search strategy: ADHD training materials

- any changes you then make to your search strategy, or additional search rows you add, will be saved automatically under that name.

## Export, print or email articles

When you have saved your results you can export them. Your saved results show as a new row in your search strategy. You can also find them listed under the **Saved Results** link at the top of the page. Click on **Export Options**, choose the 'Short', 'Medium' or 'Full' display format, and then create your export file by clicking on PDF or Word, etc. This then downloads a file which you can save, email or print.

## Limit your search

You can apply limits to narrow your search. You should do this after you have finished combining your rows. Type the number of the row you want to apply limits to into the search box. Open the Limit options by clicking in the box next to the word **Limits**. The available options are grouped into categories: click on a category to see all the limits, and select them by clicking. Click **Search** to run the search with the limits applied.

## View and save your results

Your search results display below the search box and search history. There are various options to display abstracts and more detail for each result.

Select articles you want to save and export by clicking in the box next to a title. Then click on the **Add to Saved** button at the top or bottom of your results page.

## Saving your search strategy

Each time you make a change to your search strategy, or add a new row, your strategy is autosaved. This means that if there is a system problem, or you have to stop working in the middle of your search, you won't lose your work. These autosaved search strategies are kept in the system for 28 days before being automatically deleted.

There is also the option to save your search strategy with a name of your choice. These named strategies are kept in the system until you

and Abstract are selected automatically. You can choose different fields to search, such as Author or Journal Name, by clicking on the options. Selected fields are shown in green.

### Search tips

**PHRASES:** enter phrases in inverted commas: "frozen shoulder"

**PROXIMITY:** use **ADJ1** to find results with 2 terms appearing next to each other in any order: cancer ADJ1 cells finds results with cancer cells and cells cancer.

**WORD ENDINGS:** to search for words with the same stem, use **\*** as a wild card: pregnan\* will return documents with the words pregnant, pregnancy or pregnancies.

**OR:** use **OR** where you want either term included in your results: oestrogen OR estrogen will return documents with either or both terms.

**AND:** use **AND** where you want both terms included in your results: Cancer AND Chemotherapy will only return documents with both terms

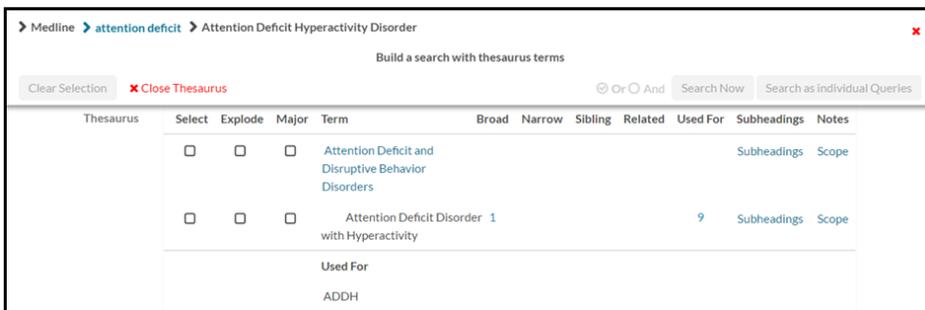
**NOT:** use **NOT** where you want to exclude the second term from your results: cancer NOT lung will return all documents with cancer except those that also have lung. Be careful though: a search using NOT is likely to miss relevant documents: in this example, documents that discuss several types of cancer would not be returned if they also mentioned lung cancer.

## Thesaurus headings

Use the thesaurus to find the subject headings used for indexing articles in the database: this helps you find articles that use synonyms for your chosen term. Enter a term and click on [Thesaurus](#).



From the following screen, select the subject heading that best matches your needs. You are then taken further into the thesaurus, with a structured view of your term's place in the list:



You can check that you've selected an appropriate term by clicking on [Scope](#) to see more details, where available (not all of the databases provide scope notes).

Add terms to the thesaurus builder by clicking either Select, Explode or Major:

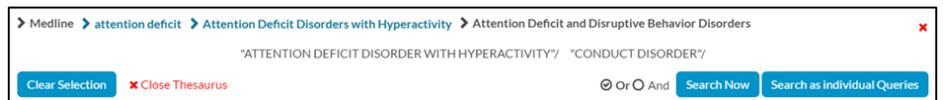
- **Select** will search for documents where the subject heading is used as an index term.
- **Explode** will search for documents where both the subject heading selected and any narrower subject headings are used.

- **Major** will search only for documents where the subject heading is an important concept.

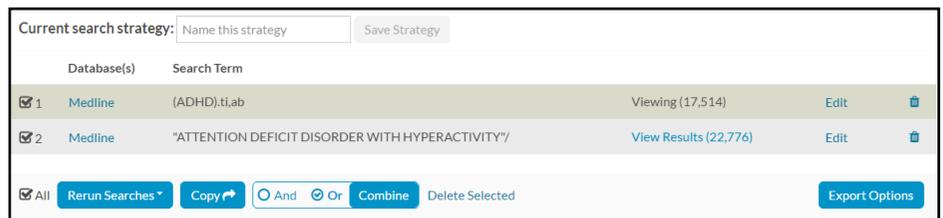
**Subheadings** allow you to limit the search to different aspects of the subject heading.

Terms that you have chosen display at the top of the screen. You add them to your search by clicking [Search Now](#).

The [Search as Individual Queries](#) button allows you to run separate searches for each term, if you have selected more than one term at a time.



## Combining search results



As you carry out searches they are added to the search strategy as line numbers. When you have carried out more than one search you can combine the results to create new search rows. There is a **Combine** button to combine line numbers using AND or OR (it becomes active once you select 2 or more rows). You can also type AND, OR and NOT to combine line numbers as well as search terms in the Search box.