Simple Key Word Searching:

Basic PubMed searching is easy. You are given a blank in which to type your topic and when you click the Go button, PubMed automatically checks its indexes for matching terms. If no exact match is found for your terms, then they are searched as individual keywords in all the indexes (e.g. subject, author, title, etc.)

Combining terms such as AND, OR, and NOT must be entered in all capital letters so PubMed can distinguish them as operators and not keywords.

   Example:  common cold AND zinc

MESH Browser Searching:

If you are uncertain of the best term to describe your topic, you may select the MESH Browser feature from the PubMed sidebar. The MESH browser is a powerful and effective search tool. Type in a word or phrase in the Mesh Browser window and click the Go button. PubMed will return a definition if you have chosen a valid term or a list of terms to choose from if there is no exact match for your word or phrase.

While viewing the definition for a term, click the Detailed Display button to view subheadings and qualifiers. Mark any that interest you and when you are satisfied with your choices, click the Add button to include the selected term(s) in your search. The Major Topic Headings Only qualifier is an excellent way to narrow down a broad topic.

Enter additional terms and select appropriate headings if you want to further qualify your search. When you are satisfied with the search as it appears in the search window, click the Pubmed Search button to actually perform the search.

Author Searching:

Enter author names by simply typing the last name and 2 initials. No additional qualifiers are needed.

   Example:  O’Reilly RJ

You may combine author names with topics if you know the physician’s area of expertise. This can be helpful if you don’t know the author’s initials.

   Example:  Jankovic AND Parkinson’s Disease

Limiting Your Search Results:

PubMed allows you to limit your search results using the limits link just under the search box. Click on the word Limits and a window appears with a menu of choices.
Some of the most popular limits are:

**Publication Type**: Limit to review articles or clinical trials

**Ages**: Limit to child, adult, aged.

**Language**: Limit to English only

**Publication Year**: You need only specify the years in the boxes per the instructions

Once you have selected the appropriate limits for your search, click **Go** again to apply the limits.

**Caution: Limits remain in effect until you change them.** During a PubMed session, if you set limits at the beginning, all further searches you perform will use those limits unless you specify differently. To turn off limits for a search, remove the check box from the **Limits** option below the search window.

**Browsing, and Marking Results:**

Once you have performed a search, PubMed displays the brief results for you to browse. Results are displayed 20 at a time by default. If you have a larger number of results, you may wish to click on the **Show** pull down menu to change the number to 50, 100, 200 or 500 depending upon your needs. Click **Display** to have PubMed reformat your results into a larger page.

**Note**: If you have more than about 250 results, you may wish to limit your search further using the publication year or review articles limit so that you have a more manageable set of results to work with.

To view the abstract of a particular citation, click the author’s name and the abstract will appear, if available (not all PubMed references contain abstracts).

Once you have marked the boxes next to the items you are interested in, click the **Add to Clipboard** button to save them to your clipboard for printing or ordering. The Clipboard will hold your selections for one hour.

**Another Note**: Items whose titles appear in brackets are NOT in English. The abstract may be in English, but the actual article will be in a foreign language.

**Working with the Clipboard:**

You may print, save or order items you have placed on the clipboard.

To view the contents of the clipboard, click on the blue word clipboard near the top of the PubMed search screen. Study the list of items to make sure you have included everything...
you want to print or order. Make certain that all your results are on one “page” using the Show pull down menu and clicking Display to change settings.

Use the Display pull down menu to choose the format you wish to print or save. Your choices include brief summaries and more lengthy abstracts of articles. In general, PubMed does not contain the full text of the individual articles, though in some cases a link to the publisher’s web site is included if articles are available to subscribers. If you have a current subscription to a particular journal, you may be able to view the full text of selected articles from that journal online. Policies vary widely from publisher to publisher.

Once you have all your desired results on one page and in the correct format, use the Print button on your browser to print the contents of the clipboard.

Ordering Documents Feature (Loansome Doc Service):

Loansome Doc is an online ordering service that links you directly to the Erlanger Medical Library. Clicking the Order button on the clipboard screen initiates a document delivery request for those items.

Ordering items through Loansome Doc requires a service agreement with the Erlanger Medical Library. Simply call 778-7246 during regular hours and ask that a Loansome Doc contract be faxed to you. We will do so immediately and you may then fax us back a signed copy. Once we receive your signed fax, we will give you the library ID you will need to place orders with us. You create your own user ID and password.

Loansome Doc is not a free service. The fee you will pay per article depends upon your relationship to Erlanger and the delivery method you select when you place your order. In general, Loansome Doc is offered only to area health professionals, but some exceptions are made for other types of local business.

Any other questions? Call us at 778-7246 and we’ll be happy to help you.

The Library Staff:

Langhorne Waterhouse, MLS, Library Manager, 778-7246

Michael Jack, 778-5181

Rachel Bohannon, 778-7246 and 778-5182

Our Hours are:

8:00 – 4:00 Monday – Friday