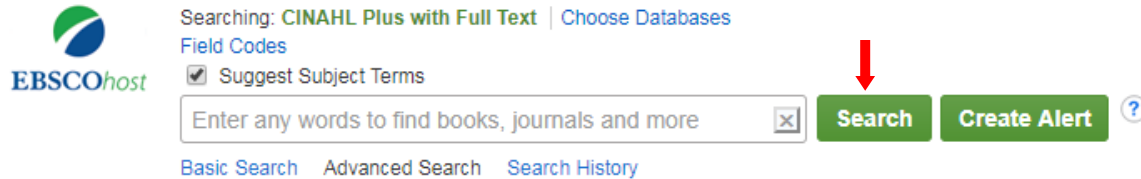
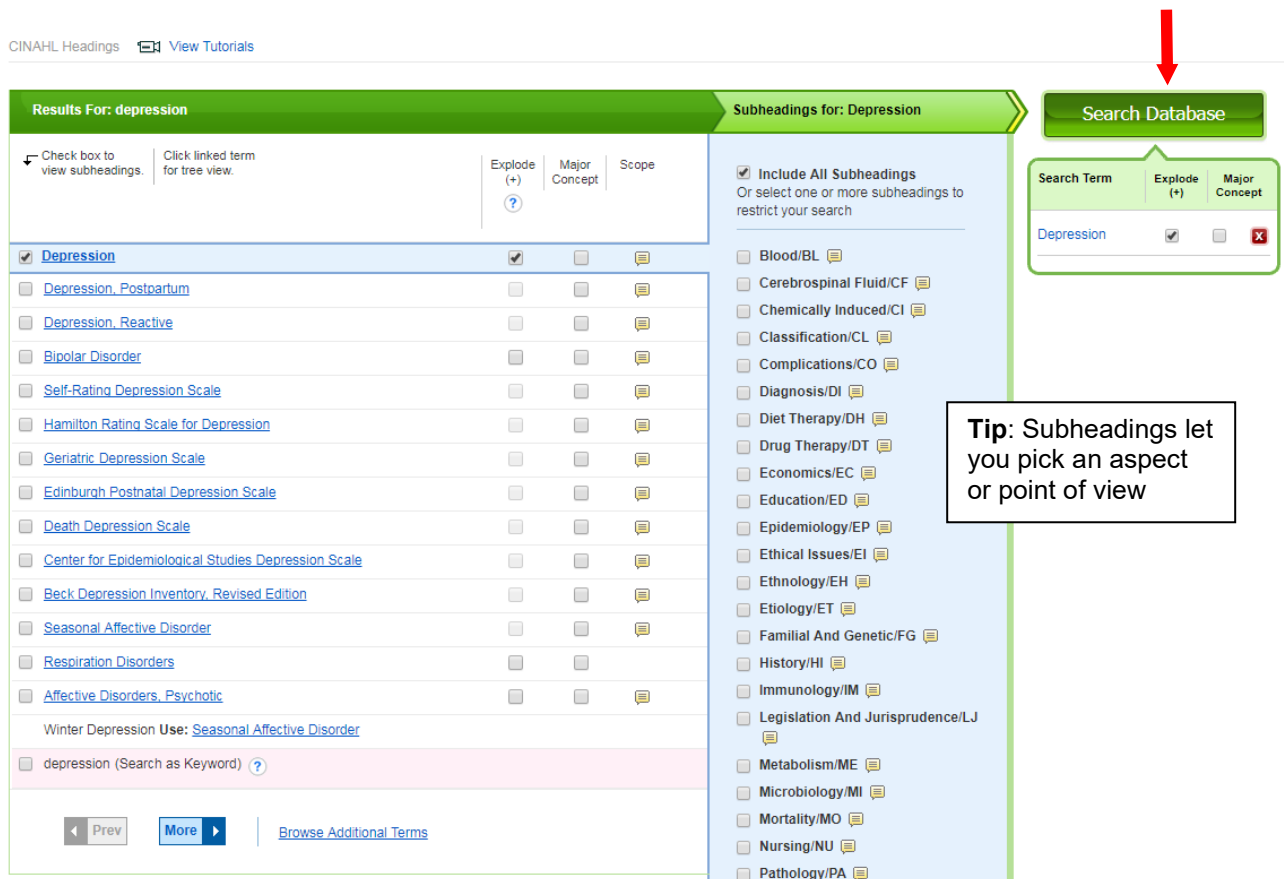


Creating a Search

1. Enter the search term or keyword in the search box at the top of the page, and click the **Search** button.
Tip: Enter one concept at a time to maximize the benefit of the “Suggest Subject Terms” feature.
The system will now try to find a match in the controlled vocabulary, the CINAHL Subject Headings.



2. From the CINAHL Headings screen:
 - a. Click a check mark next to desired term(s).
 - b. When you select a term, a blue subheading menu will appear on the right. Subheadings allow you to pick an aspect or point of view about a term. **Tip:** You will frequently need to include all subheadings.
 - c. **Always** click the **Explode check box** when it is available. Click the **Major Concept** box if you want the term to be the main idea of the article (use sparingly [1 concept per search] or not at all).
 - d. After you select a term, and any relevant subheadings, click the **Search Database** button on the right hand side of the screen.



Tip: Subheadings let you pick an aspect or point of view

Note about subheadings: You may need to select multiple subheadings to completely search a concept. Make sure you are comprehensive when you approach the list. For example, "treatment of hypertension" would be searched with the subheadings: diet therapy, drug therapy, nursing, prevention & control, radiotherapy, rehabilitation, surgery, and therapy.
e.g. (MH "Hypertension+/DH/DT/NU/PC/RH/RT/SU/TH")

- Repeat steps 1-2 for each concept in your question. Do not worry about any search results that appear during this process. You will combine terms later to narrow results.

Note: You can select multiple terms from the mapping display, and apply subheadings, as necessary. The search terms selected will appear in the box on the far right. The search terms will be combined together when you click the Search Database button. You can either AND or OR the terms together.

The screenshot shows the CINAHL Headings interface. On the left, under "Results For: hypericum", there are checkboxes for "St. John's Wort" and "hypericum (Search as Keyword)". On the right, under "Subheadings for: St. John's Wort", there is a list of subheadings with checkboxes, including "Administration And Dosage/AD", "Adverse Effects/AE", "Analysis/AN", "Anatomy And Histology/AH", "Classification/CL", "Contraindications/CT", and "Diagnostic Use/DU". A "Search Database" button is visible on the far right.

- If the Search History is not on the top of the screen, click the **Search History** link under the search bar.

The screenshot shows a search bar with the text "Enter any words to find books, journals and more" and a "Search" button. Below the search bar, there are three links: "Basic Search", "Advanced Search", and "Search History", which is circled.

- Combine search terms with AND/OR as appropriate. Use the S numbers in the Search ID # column to represent the search lines. Example: s2 or s3; s1 and s4
 - Click check marks next to the search terms to be combined.
 - Click the **AND/OR** button, as appropriate.

AND retrieves articles in which **BOTH** search terms **must** be present; a **restrictive** way of combining
Example: arthritis **and** aspirin

OR retrieves articles in which **EITHER** search term **may** be present; an **expansive** way of combining,
good for synonym building
Example: aspirin **or** ibuprofen

Search History/Alerts				
Print Search History Retrieve Searches Retrieve Alerts Save Searches / Alerts				
<input type="checkbox"/> Select / deselect all Search with AND Search with OR Delete Searches Refresh Search Results				
Search ID#	Search Terms	Search Options	Actions	
<input type="checkbox"/> S5	S1 and S4	Search modes - Boolean/Phrase	View Results (298)	View Details Edit
<input type="checkbox"/> S4	S2 or S3	Search modes - Boolean/Phrase	View Results (916)	View Details Edit
<input type="checkbox"/> S3	(MH "S-Adenosylmethionine")	Search modes - Boolean/Phrase	View Results (119)	View Details Edit
<input type="checkbox"/> S2	(MH "St. John's Wort") OR hypericum	Search modes - Boolean/Phrase	View Results (818)	View Details Edit
<input type="checkbox"/> S1	(MH "Depression+")	Search modes - Boolean/Phrase	View Results (38401)	View Details Edit

6. Refine your results by applying limits.
 - a. Scroll down to the search results, just below the Search History.
 - b. Use the **Refine Results** box to the left of the results. Click **Show More** to reveal more choices. Click **Search** button to apply selected limits.

Tip: You can also use the **Edit** option at the end of each row to apply limits.

Refine Results

Current Search ▼

Boolean/Phrase:

(MH "St. John's Wort") OR "hypericum"

Limit To ▼

☐ Research Article
☐ English Language
☐ Peer Reviewed

1996

Publication Date

2017

Show More

Reset Search

Search Options

Search Modes and Expanders

Search modes ?

- ☒ Boolean/Phrase
- ☐ Find all my search terms
- ☐ Find any of my search terms
- ☐ SmartText Searching [Hint](#)

Apply equivalent subjects ☐

Apply related words ☐

Also search within the full text of the articles ☐

Limit your results

Research Article ☐

English Language ☐

Peer Reviewed ☐

Special Interest

All
 Advanced Nursing Practice
 Case Management
 Chiropractic Care

Age Groups

All
 Fetus, Conception to Birth
 Infant, Newborn: birth-1 month
 Infant: 1-23 months

Published Date

Month

Year:

-

Month

Year:

Journal Subset

All
 Africa
 Allied Health
 Alternative/Complementary Therapies

First Author is Nurse ☐

Any Author is Nurse ☐

Sex





All
 Female
 Male

Evidence-Based Practice ☐

Pregnancy ☐

Exclude Pre-CINAHL ☐

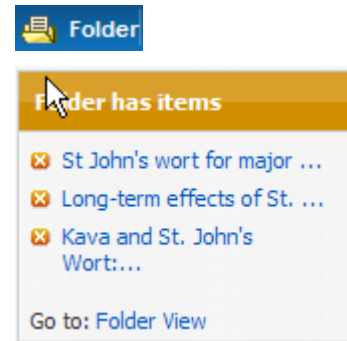
Abstract Available ☐

7. Review search results. Click the folder icon () to save a reference to the folder.
8. Mouse over this icon  to reveal the abstract without leaving the screen. Click the **article title** to open the complete record to view the abstract and the CINAHL Subject Headings used to describe the article.
9. If an article has PDF Full Text ( **PDF Full Text**), the full text is available from the same company providing the search interface.
10. For articles without a PDF Full Text link, use the Find It @UTMB button () to connect to available full-text or click the **Request It** link for other options to obtain the article.

Working with the Folder

- Items can be added to the folder from multiple searches within the same session.
 - The folder can be accessed by either clicking on the folder icon in the blue banner across the top of the screen.
- OR**
- Click **Folder View** in the box to the right of the search results. This box shows the first words of the last 3 titles added to the folder.
 - Once in the folder, you can remove unwanted items, print, email, export, and save results. You must select the individual results or click the Select/deselect all box.

☐ Select / deselect all | [Delete Items](#)



Printing/Emailing/Saving



1. In the box on the right, click the icon for the action you would like to perform.
2. Select from the following options:
 - If you would like to retain the selected articles in your folder, *remove* the check mark next to **Remove these items from folder after emailing/printing/saving**.
 - Confirm that a check mark is next to **Current Search History** to include a copy of the search strategy.
 - When emailing, if you do *not* want the PDF full-text to be sent as an attachment (separate message for each article), *remove* the check mark next to **PDF as a separate attachment (when available)**.
 - Select the format for the references. Choose from standard choices in the pull-down menu or click **Customized Field Format** to create your own. Note that if you select a Citation Format (e.g. APA), the abstract will *NOT* be included.
3. Click the Print/Send/Save button, as appropriate.

Exporting to a Bibliographic Manager



This feature allows references to be put in programs like EndNote, Mendeley, Zotero, and RefWorks.

Select from the following options:

1. If you would like to retain the selected articles in your folder, *remove* the check mark next to **Remove these items from folder after saving**.
2. Select what you would like to do:
 - Direct Export in RIS Format: CITAVI, EasyBib, EndNote, ProCite, Zotero (select if you have one of these programs installed on your computer). When you click the Save button, the program will launch and the citations will automatically be imported.
 - Direct Export to EndNote Web. When you click the Save button, a new browser window will open for you to log into your EndNote Basic account.
 - Bibliographic management software - if you are using a different computer and must take the results back to the computer where EndNote/Reference Manager is installed. When you click the Save button, follow the prompts to save the file. Then follow the steps to import the file in the bibliographic management software of your choice.