Limits Revisited

Sometimes you might want to limit a search to human males; or human females; or some other combination of limits where two or more limits are checktags that you want to combine using AND logic. The following search demonstrates how to do this

1. **Perform a search without limits**
   I’ve exploded *mouth neoplasms in mjme* again

2. **Click on ‘Back to Search’**

3. **Type in the set number of the search followed by the limit commands**
   *e.g. and la=english and tg=human and tg=male and pt=review* (Fig. 38).
   
   Here: la is the short label for language
   tg checktags
   pt publication type.

4. **Click on ‘Start Search’**

   ![Figure 38. Using commands to Limit a search.](image)

   ![Figure 39. The result of using commands to impose limits on a search.](image)

The limit commands are shown at the top left of the screen.
Author Searches

1. Click in the circle to the left of Author above the 'Find' box (Fig. 40).
2. Click in the ‘Search’ box and type the author’s surname, a hyphen, first initial and an asterisk (*) into the ‘Search’ box (Fig. 40).

Figure 40. Entering an author’s name

3. Click on ‘Start Search’
Medline will find references to all authors in the selected Medline subset(s) with the surname and first initial you typed (Fig. 41). It isn’t always clear whether particular authors are listed in SilverPlatter Medline with one or two initials. For this reason it is best to search using one initial and the truncation symbol.

Figure 41. Results of an author search
Searching Article Title Words

Searching by article title words will usually restrict the number of references retrieved, and sometimes make the search more relevant. You should be aware that title word searches find only those references where the author(s) of articles have used in their titles, the words you type into the search.

1. Click in the ‘Title’ button above the ‘Search’ box
2. Click in the ‘Find’ box and type in the title words you want to find, using AND, WITH, NEAR, OR, or NOT operators between the words or phrases as required (Fig. 42).

Figure 42. Entering article title words.

3. Click on the ‘Start Search’ button.

Medline finds references to articles that have the searched words in their titles (Fig. 43).

Figure 43. Results of a title word search
**Known Title Searches**

1. Click on the ‘Title’ button above the ‘Search’ box.
2. Enter the title of the article.
3. Click on ‘Start Search’.

**Exceptions**

You’ll have to vary the method above if the title contains any words with special meaning to *Medline*, eg IN, NOT or OR

If you use one of the above words in a title search *Medline* will assume that you are using them as operators. While using the word AND may not be much of a problem in a title search, OR might increase the number of titles so much you’ll having difficulty finding the one you want. Using IN or NOT in a title word search will prevent you finding the reference you’re after.

Figure 44 shows the result of searching the title *Key developments in urology*.

![Figure 44. Entering a title that includes a 'special' word](image)

*Medline* interprets this as

Find articles that have *key developments* in the *Medline* reference field called *urology*. Of course *Medline* doesn’t have such a field name (Fig. 31). The search fails (Fig. 45).

![Figure 45. 'Medline cannot complete the search as it assumes you want it done in the 'Urology' field of the references](image)

3. Substitute NEAR for ‘and’, ‘in’, ‘not’, or ‘or’ (Fig. 46).
Figure 46. Using the operator NEAR to avoid ‘special words’

Figure 47. Substituting NEAR for IN allows the search to run.

**Search Builder**

You can use Search Builder to search for terms in most fields of Medline references without having to use commands. Some operators aren’t available (with, near) (Fig. 48).

Figure 48. Searching using Search Builder.
Removing Unwanted Sets

You may want to delete sets from your search history to remove typing errors, or to begin searching a new subject area.

1. Click in the box to the left of the set(s) you want to delete.
2. Click on the ‘Remove Checked’ button (Fig. 49).

Medline will delete the unwanted sets and renumber any remaining sets.

<table>
<thead>
<tr>
<th>Remove Checked</th>
<th>Search</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-type Checked</td>
<td>#3 hepatic or liver disease*</td>
<td>11814 Display</td>
</tr>
<tr>
<td>Combine Checked</td>
<td>#2 mouth neoplasms</td>
<td>1200 Display</td>
</tr>
<tr>
<td>Combine using:</td>
<td>#1 mouse neoplasms</td>
<td>0</td>
</tr>
</tbody>
</table>

Figure 49. Removing unwanted sets from the search history

Printing Downloading and Emailing Results

Marking References

1. Scan the references produced by your search, to identify the journal articles you want to read.
2. Point your mouse icon at the box to the left of the record number of a reference you want to print, save, or email.
3. Click once using the left hand mouse key.

A tick mark will appear if you have successfully marked the record (Fig. 50). If you decide you don’t want the reference, click in the box again to remove the tick.

Figure 50. Marking a reference for printing, downloading or email.

4. Continue marking references until you have marked all those you want
Alternatively
If you want all of the references, or a significant range of the references found then there is a reduced need to mark them.

Printing

1. **Click the Print button at the top of the screen showing the references** (Fig. 51)

![Print button](image1)

Figure 51. The references screen showing the Print, Save, & E-mail buttons.

The Print Records screen appears (Fig. 52).

![Print Records screen](image2)

Figure 52. The Print Records screen.

The screen offers the possibility of printing all the references (records), a range of references, or the marked references. If you have marked references already then that will be the default option and the circle to the left of *Marked records* will include a black dot (Fig. 52).
2 Decide which fields of each reference you want to print. The more fields you print the more it will cost.

3 Decide whether you want to include the search history. The search history is the searches you made on the way to finding the references. You might want to delete any irrelevant searches before printing if you want to include your search history.

4 Click on Print. Within the Library you will have to put your CopyCard into one of the network printer gadgets to pay for your prints. You will have to identify the computer you are using. All computers are numbered.

**Downloading**

1 Click on the Save button (Fig. 51), to save references to a floppy disk, or the hard disk of a home computer or departmental computer. The Save Records screen appears. This is a very similar screen to the one described for printing (Fig. 52).

2 Decide on, and select the option for saving all the references found ‘All records’, a range of references (records), or the references you have marked.

3 Click on the Save Records button A ‘Save As’ dialogue box appears (Fig. 53).

![Save As dialogue box for downloading references](image)

4 Find a location to receive the references On Adelaide Uni Library machines that will be the (Floppy) A drive.

5 Decide on a file name (keep it short).
6 If you are downloading to a floppy disk check that it’s in the drive.
7 Click on Save.

Email

1 Click on the E-mail button (Fig 51).
The Email Records screen appears (Fig. 54).

![Email Records interface]

2 Enter the appropriate email address.
3 Enter a subject name for the email (Optional).
4 Decide on details of which references, and fields of references to email, then click on the Mail Records button.

Changing Subsets of Medline

You may want to rerun a search in other subsets of Medline to find more recent references or to increase the number of references found.
1 Click on ‘Databases’ on the right hand side of the search screen (Fig. 10).
The screen showing the subsets of Medline will appear (Fig. 6).
2 Remove the ticks in the boxes next to the subsets you have already searched.
3 Click in the boxes to the left of the subsets you now want to search.
4 Click on ‘Open Selected Databases’.
The search screen reappears with the search results from the previous subsets. The hypertext link to Display references is replaced by the Rerun hypertext link to rerun the old search in the new subset(s) (Fig. 55).
5 Click on Rerun for any set you want to search in the new subsets of Medline.

This means that you don’t have to repeat all the steps of the search again. The search #3 shown in Figure 55 was run using the 1997 to 1999 subset of Medline. To find the results of the same search in the new subset(s), you need only click on Rerun for #3 (Fig. 56).

Finding Articles

Once you have identified articles that you want to read you need to get access to the articles themselves. The Library has access to some journals in electronic format and some journals in print.

1 Click on any 'Link to' icon to go to the full text electronic version of the article (Figs. 57 & 58).
Figure 57. Linking to the electronic full text of an article found in Medline.

If the reference doesn't have a Link to icon,

2 Look at the SO field of the reference to find the abbreviated journal title.

3 Open the Library catalogue
and enter the abbreviated title to check if the Library holds the issue you want.

If you don't find the journal abbreviation on the catalogue then

4 Check the full title in List of journals indexed in Index Medicus,
CALL NO BSL Information Desk 610.5 I35 or
Periodical title abbreviations...
CALL NO BSL Information Desk 050.148 A415p
Both of these books are kept on the large table behind the Information Desk

5 Use the full title to check the Library catalogue.

6 If the Library has neither electronic or print access to articles then you can ask the Library to find other locations for you, or to supply you with the article. Details of document delivery can be found at http://www.library.adelaide.edu.au/ual/serv/docdel.html

Ending a Medline Session

When you have finished please exit from Medline.

1 Click on Logoff on the top right of the search screen.