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GETTING STARTED

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GETTING STARTED: HOME PAGE

1. **Search Forms** Choose from a variety of search forms. More details in the *Searching* section on how and when to use each form.

2. **Search Directly from the Homepage** Quick search allows you to retrieve comprehensive results by using the Autocomplete feature for example, see more on how to use this in *Searching: Using Emtree*.

   Extensive search automatically matches your search term to the preferred Emtree term but also performs a free text search. If you de-select the extensive search option, your search term will be searched as a free text term in title and abstract only.

3. **Emtree Tool** Click on this tab to explore Emtree, the Life Science Thesaurus used to index *Embase*. See *Searching: Using Emtree* for more on how this may used when searching.

4. **Journals** Use the Journals tab to browse the list of journals and click on about to view the publication details.

5. **Authors** Search for a specific author by name and go directly to all records for that author.

6. **Register to Set up Your User Account** See *Managing Results: Email Alerts and Save Searches*

7. **Resources and Embase News** Click on the *info site* or *forum link* to access product and training documentation, search tips, FAQs and other user learning tools.

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**Search Tip:** Always enclose multi-word phrases in quotation marks (‘myocardial infarction’) or bound with hyphens (myocardial-infarction).
SEARCHING

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SEARCHING: SEARCH FORMS

Are you looking for records on ‘gene therapy’ for example, but would like to only include Articles in Press in your search or limit to human studies or Systematic Reviews only? You may do so from any of the Advanced Search Forms.

The larger search box allows more complex command line queries if needed and the Field Limits allows you to add one or more fields to your search. See Searching: Refine for more on how to use Field Limits.

1 Map to Preferred Terminology  See Searching: Emtree Tool

Explosion Search  See Searching: Emtree Tool

Major Focus Limit your search to only records where ‘gene therapy’ is the main focus of the article by selecting the option, “Search terms must be of major focus in articles found”.

2 Quick Limits Would you like to see only the most up to date literature on ‘gene therapy’? Select A/P (Articles in Press) from the Quick Limits when searching and find only the articles which are available ahead of publication.

3 Advanced Limits You may choose from a wider range of limits, to help you retrieve specific information. Are you interested in only finding Randomised Controlled Trial studies? Then select this study type from Evidence Based Medicine. You may also choose from Age Group and Article Language for example.

Click Help to view the Embase helpfiles.
SEARCHING: SEARCH FORMS

1. Searching for drugs: Are you carrying out regular drug searches? Type in any number of drugs here and they are automatically mapped to the Emtree term. This means you can type in a known trade name and you will still retrieve all records indexed with the Emtree term.

2. Are you interested in tracking all adverse events? You may easily refine your drug search by limiting to certain drug concepts such as Adverse Drug Reaction and Drug Therapy. The Routes of drug Administration may also be used to refine. Drug subheadings are only linked to drugs. See the learning module ‘Finding all Adverse effects for a drug’ for more information.

3. Are you looking for specific aspects of a disease? Type in one or more diseases and they are automatically mapped to Emtree. Please refer to Managing Results: View if you would like to combine your drug and disease searches. The disease subheadings refine your search to specific disease concepts, such as drug therapy and side effect.
SEARCHING: REFINE

1. **Field Limits** Would you like to ensure the terms in your search are in the title and abstract? You may select one or more fields from the list and they will be automatically included in your search. Drug trade name, drug manufacturer, device trade name and device manufacturer are unique fields to Embase.

2. **Major Focus** See Searching: Search Forms

3. **Quick and Advanced Limits:** See Searching: Search Forms

4. **Drug and Disease Subheadings** See Searching: Search Forms

5. **Refine Tool** Have you run a search and found too many results to analyse? What can you do to further refine this search, once you are on the Search Results screen? Click on Refine to choose specific publication types, publication year or specific journals.

6. **Edit** You can also click on Edit to return to the Advanced Search form and choose from any number of Quick and Advanced Limits.
SEARCHING: USING EMTREE

1  **Explosion** How may you best search for a drug group or family, without having to type in several drug or chemical names. Because indexers use Emtree when indexing Embase and Emtree is organised from broad to narrow terms, you can find a drug group/family and review all the specific drugs/chemicals.

2  **Searching for exploded terms** You may choose to explode your search term/s from any of the Advanced Search forms.

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**Search Tip:** You may build your query directly in Emtree by clicking on ‘Build a Query’ or you may take the Emtree term to the appropriate search form, where explosion is always on by default.
1 **Finding the best terms for your search** Are you carrying out a Systematic Review and need to be sure that you find all available information? You are concerned that you include all possible options for your term? Review the synonyms in Emtree before deciding on which terms you need to add to your search. Synonyms are captured for every Emtree term and they include the MeSH term. This means that if you type in the Emtree term or any of it’s synonyms, you will find all records, which have captured the Emtree term in the index record.

2 **Using the best term’s for your search** Autocomplete in the Quick Search Form finds the Emtree term as you type. Map to Preferred Terminology from all Advanced Search Forms, ensures you are searching with the Emtree term. Using the best terms, this is the Emtree term, is especially important when setting up email alerts as the Emtree term will always find the most relevant and comprehensive articles.
MANAGE RESULTS

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MANAGE RESULTS: REVIEWING RECORDS

1. Session Results Here you will find the searches conducted in the current session, note the use of command language.

2. Options Print, email or export your search statement using the options on the bottom of this window.

3. Search Result Options Choose the number of records you wish to view on the right and click on view. Order a copy of the article from infotrieve, a document delivery service provider or send a number of articles to the clipboard. Go to Searching: Refine for more information on how to use Refine.

4. Full text links Access the full-text of the articles via links to subscribed services of publishers (e.g. full text from Sciencedirect, crossRef, etc.) when available. Please ask your librarian for more information. Embase is open URL enabled, so you may also set up your own full text links. Contact local support team (see back page for details).

5. Cited by Review the records which have cited a specific article in your search via Scopus
MANAGE RESULTS: PREVIEW ABSTRACTS AND INDEX TERMS

1. Preview Abstract Read the abstracts directly from the Search Results page to assess their relevance.

2. Preview Index Terms Every single record indexed in Embase has an index record. This is a record of all the drug, disease and general index terms found in the full text of the article. Click on individual records to find which drugs were found in your search for example.

3. Drug and Disease Concepts Find out which side effects were caused by which drug, for example, by clicking on a drug in Preview Index Terms. See the learning module ‘drug and disease concepts’ for more information.
**Manage Results: Viewing a Record**

1. **View Options** Choose from "citation only", "citation" and "abstract", "short or full record". Short Record displays the bibliographic citation and abstract of the article, together with the EmTree index Terms. The Full Record also includes a full range of data fields, including conference name and location when publication type is 'conference abstract' and drug trade names when available.

2. **Related articles** Perform a search to retrieve a list of documents that share one or more major indexing terms with the document you are viewing.

3. **Author Address** Any contact details given for the corresponding author(s) in the article are included in the Embase record. Many records also contain links to Author e-mail addresses.

**Search Tip:** When viewing more than one record, select the most interesting records for further activity by clicking ‘Add to Clipboard’. These records can be retrieved later by clicking on ‘Clipboard’ from the vertical menu on the left.
MANAGE RESULTS: EMAIL ALERTS AND SAVE SEARCHES

1. **Set up a user account**
   In order to save searches or set email alerts, you will be asked to set up a user account. Simply click on ‘Register’. Fill in the registration form and choose your own user ID and password to set up your Embase account.

2. **Subscription Key**
   The Subscription Key is only required if you wish to use Embase outside of your organization. Your librarian will be able to provide you with this key.

3. **Save Searches**
   Displays all the searches you have saved. Organize searches or entire sessions into folders for future use. Re-run saved searches in your current session to find the most recent results. Name your saved search and then recall it in a search form by simply typing in the ‘#’ sign and the name of the saved search.

**Search Tip:** Save your search in a “My Institution” Folder, if you would like to share your search/es with others in your institution. These folders are visible to everyone in the same IP range (institution).
You may only delete a search in one of these folders if you originally set it up.
MANAGE RESULTS: EMAILS ALERTS AND SAVE SEARCHES (CONTINUED)

Setting up email alerts Set searches as email alerts so that Embase automatically sends updates. You may set them up from Session Results or from a Saved Search. Give each alert a name for ease of identification. Manage your email alerts from the email alert page, re-run or turn alerts off. Note you can turn alerts back on whenever necessary. Customisable email alert formats and frequency options are available. RSS feeds are also available.