History

The History function keeps track your last 25 searches and numbers them, allowing you to go back to earlier searches and combine or modify them. You combine searches using the pound (#) sign followed by the search number, and then one of the connector words AND, OR, NOT. Connector words should be in all uppercase letters (e.g. #2 AND lung).

Find Terms

Use Find Terms to create more precise search strategies by browsing for search terms with definitions, subheadings, and related terms from the National Library of Medicine's Medical Subject Headings (MeSH) and Unified Medical Language System (UMLS) Metathesaurus.

Clicking on the **Find Terms** button located on the Gateway Features bar will open the Find Terms screen, where you can look for these terms.

Search by Fields

You can search by specific fields (e.g. Author, Title). Enter the desired search field qualifier or name in square brackets **after** the search term(s), e.g. *herbal supplements[ti].*

Author names should be entered last name followed by initials (no punctuation), *smith jb[au].* Double quotes are not needed in qualified searches. A complete list of search fields and allowable qualifiers can be found in **Help**.

Locker and Preferences

The Locker is a permanent place to store selected search items for printing, downloading, or ordering. To select items for your Locker, click on the check box beside the intended item(s) and then click on the **Put in Locker** button. A maximum of 500 items may be stored in the Locker.

Clicking on the **Preferences** button gives you a wide range of options to personalize the Gateway. You can customize the data elements of the brief or expanded display, as well as your limits, results screen, download options, and locker settings; you can also change your password. These preferences can be applied to your current search session only, or saved for use with future Gateway sessions.

Note: You must login to use either the Locker or Preferences with a User ID and Password you create. *Registration is free.*

Full Text of Journal Articles

Documents may be ordered directly through the "Results" page or after storage in the Locker. The "Order Documents" button provides access to Loansome Doc, which allows users to order full text copies of articles from a local medical library. To register, identify a participating library from the online directory at **http://nnlm.gov/members** or call your Regional Medical Library at **1-800-338-7657** for a referral. Then contact the library directly to register and to learn about their fees and policies.

The "Document Ordering" page also indicates PubMed citations with links to full-text articles through either PubMed Central, your library's holdings, or the provider's web site. An asterisk by the entry indicates that a subscription, membership, or fee for access is required.

Revised: September 2004

NATIONAL LIBRARY OF MEDICINE

GATEWAY BASICS

NLM Gateway is available free on the Internet at: http://gateway.nlm.nih.gov

Gateway Features

➢ Simultaneous searches of U.S. National Library of Medicine® retrieval systems.

➢ Free access to the following databases: MEDLINE®/PubMed®, TOXLINE Special, LocatorPlus (NLM Catalog), MedlinePlus® (Consumer Health), ClincalTrials.gov, DIRLINE®, Genetics Home Reference, Meeting Abstracts, HSRProj, (Health Services Research Projects in Progress), OMIM (Online Mendelian Inheritance in Man) and HSDB (Hazardous Substances Data Bank).

➢ Select vocabulary terms from the NLM's Medical Subject Headings (MeSH)® and Unified Medical Language System (UMLS)® Metathesaurus.

➢ Document delivery (Loansome Doc®) service available.

Assistance and Training

Help and **FAQ** links are available on the side bar.

The National Network of Libraries of Medicine®, an outreach program of the National Library of Medicine (NLM), provides assistance and training nationwide. To find a local library, please call **800-338-7657** or go to **http://nnlm.gov**.

Gateway Searching

The NLM Gateway Search page consists of a banner with the search box and the Gateway Features bar located immediately beneath. A sidebar has links to Help and FAQ information and other NLM Resources. At the bottom of the page, you can link to the NLM, NIH and DHHS home pages or contact NLM Customer Service.

To search the NLM Gateway, enter the word or phrase you wish to search by typing into the text box and clicking on **Search** or pressing **Enter**. Gateway recognizes many phrases automatically, without quotes, including MeSH and UMLS terms. However, some multi-word search terms or phrases may need quotes, e.g. *"hospice benefit."*
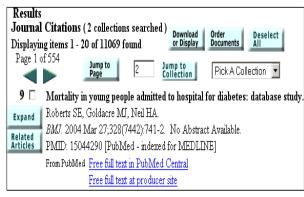
Results Summary

Once you have run a search, NLM Gateway displays a Results Summary page with items from various datasets (or collections) listed by category. To explore the results from any category, click on the corresponding **Display Results** button. You can return to the Results Summary page to view items from other categories by clicking on the **Results** button on the Gateway Features bar.

Click on the **Details of Search** button if you wish to see exactly how Gateway ran the search you entered. On the Details of Search page is a **URL** button that converts your entire search to a URL or Internet address, which you can then bookmark with your Web browser. This allows you to rerun your search at a later date.
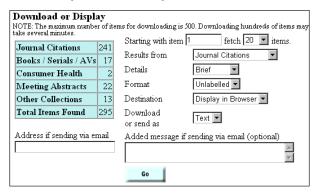
Results

Clicking on the **Display Results** button from the Results Summary will open a results page with numbered records in a brief display format in groups of twenty per page. An **Expand** button provides a more complete display. In addition, PubMed records may have a **Related Articles** button for you to identify similar items from that collection, or may have links to full-text in PubMed Central.

You can navigate your results by using the page **Arrows**, **Jump to Page** button, or **Jump to Collection** button that allows you to go directly to the results from another collection or dataset within the same category.

Download or Display

Use the **Download or Display** button to manipulate multiple items at one time. You can fetch up to 500 items at a time, pulling these items from a specific category, from items you have already selected, or from your Locker (a place to permanently store items). You determine a destination from the following options: Display in Browser, Display for Printing, Save to File and Send via Email. Gateway also allows you to determine the desired display format. Click on the **Go** button once you have made your selections.

Limits

You can limit a search to a specific category or subset, such as consumer health (MedlinePlus), restrict to English language items, change the number of records displayed per page, or limit by publication date. Enter your search terms and then click on the **Limits** button. Once you have made your selections, click on **Search** to get results. You will note a checkmark and a list of Limits in use appearing below "**Find Terms**" buton. To remove limits from a search, click on the checkmark to remove it and then click on **Search**.