

## (http://gateway.nlm.nih.gov)

## Introduction

#### What?

- The NLM Gateway allows you to search simultaneously in multiple NLM retrieval systems using a single search interface.
- The Gateway was developed by the Lister Hill National Center for Biomedical Communications (LHNCBC) at the National Library of Medicine (NLM), located at the National Institutes of Health (NIH)
- Currently the Gateway searches:

Journal Citations: PubMed

Books/Serials/AVs: LOCATORplus

Meeting Abstracts: HIV/AIDS-related, Health Services Research-related,

and Space Life Sciences meeting abstracts

Consumer Health: MEDLINEplus Health Topics

MEDLINEplus Drug Information MEDLINEplus Medical Encyclopedia MEDLINEplus Current Health News MEDLINEplus Health Tutorials

ClinicalTrials.gov

**DIRLINE**: Directory of Health Organizations

Other Collections: HSRProj: Health Services Research Projects in Process

HSDB: Hazardous Substances Data Bank OMIM: Online Mendelian Inheritance in Man

Gateway access to additional NLM retrieval systems will happen over time.

• NLM Gateway is the *only* search interface for the following resources:

Meeting Abstracts

**HSRProj** 

• Other systems (PubMed, LOCATORplus, MEDLINEplus) retain their own search interfaces.

## Who?

Potential Gateway users could be:

- Users new to NLM's online resources who do not know what type of information is available or how to best search for it.
- Users who want "one-stop searching."
- Users who want to search resources that are only in the NLM Gateway.

#### Where?

- Click on Health Information on the NLM home page. At the next screen, click on NLM Gateway.
- gateway.nlm.nih.gov

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## **Gateway Home Page**

#### Sidebar



**New Search** takes you to a clean search screen.

- Overview provides a brief overview of the Gateway.
- What's New gives users the latest news about the Gateway.
- **Help** provides detailed information about how to use the Gateway, database contents, and additional support.
- **FAQ** are Frequently Asked Questions about the Gateway.

#### Other NLM Resources:

- Ordering Info. is a link to the Loansome Doc feature that allows users to order full-text copies of articles from a local medical library (local fees and delivery methods may vary).
- Clinical Alerts expedite the release of findings from the NIHfunded clinical trials where such release of findings could significantly affect morbidity and mortality.
- Click on *ClinicalTrials.gov* to access the NIH/NLM web site for current information about clinical research studies.
- **HSTAT** links to Health Services/Technology Assessment Text system.
- **LOCATORplus** links to the NLM OPAC of books, journals, and audiovisuals.
- **MEDLINEplus** links to the NLM consumer health web site.
- **PubMed** links to PubMed (MEDLINE).
- **TOXNET** links to NLM's web site of toxicology and hazardous chemicals databases.

#### The Footnote



- Click on Contact Us to send an e-mail message to NLM Customer Service.
- Click on U.S. National Library of Medicine, National Institutes of Health, Department of Health & Human Services to access the Web pages of the agencies responsible for the creation and maintenance of the NLM Gateway.
- Click on **Freedom of Information Act** to link to NIH's Freedom of Information Act (FOIA) home page.
- Click on **Copyright** to link to NLM's Copyright statement.
- Click on **Privacy** to link to NLM's Privacy Notice statement.

## Searching



- Enter the search term in the query box.
- Click on the Search button or use the Enter key.



The query box is available from every screen. You do not have to return to the homepage to enter a new search.

## **Searching Tips**

- The default Gateway search is a subject search.
- You may enter one or more terms in the query box.

Example: vitamins

vitamin c aged

vitamin c aged common cold

- Multi-word search terms are searched as phrases when Gateway's Phrase Detection function identifies them as such.
- Search terms are mapped to MeSH (Medical Subject Headings) terms. For example, if your search term is heart attack, the phrase is mapped to myocardial infarction. Myocardial infarction is searched as a MeSH term in addition to heart attack being searched as text word. This mapping helps to provide more comprehensive results.
- For terms with British and American spellings, the text word search of a Gateway subject search will include both the British and the American spelling of the word.
- Search terms are automatically combined (ANDed) together.

## **Boolean Operators**

- Use AND, OR, and NOT.
- The default Boolean operator is AND.
- Boolean operators AND, OR, and NOT must be in upper case (e.g., vitamin c OR zinc).
- The Gateway processes the AND and OR Boolean operators in a left-to-right sequence.
- The NOT operator is processed first.
- Nesting: You can change the order in which the Gateway processes the AND and OR operators in a search statement by enclosing the unit in parentheses. The terms inside the set of parentheses will be processed as a unit and then incorporated in the overall strategy.

## Examples:

common cold AND (vitamin c OR zinc) hay fever AND (claritin OR zyrtec)

## **Searching by Fields**

- Searches can be refined using field qualifiers
- All field qualifiers should be entered *after* the search term.
- Field qualifiers must be in square brackets.
- Field qualifiers may be in upper or lower case.

#### Examples:

## common cold AND vitamin c[mh] spanish [la]

**N.B.:** When a search query includes qualified and unqualified search terms with no Boolean operators, the qualified terms should be entered first, e.g.,

## lead screening[ti] children



The Gateway's **Help** lists all allowable search fields for every collection and their abbreviations.

• The most commonly used field qualifiers are Author, Title, and MeSH.

### **Author Name Searching**

- Enter the author name in the format last name plus initials (no punctuation), followed by the field qualifier (i.e., [au] or [author]).
- You may enter only the last name or the last name and the first initial if you do not know the middle initial. The Gateway will truncate an author search for Journal Citations, Meeting Abstracts, and HSRProj (Other Collections). Books/Serials/AVs does not support author searching. There is no author field in the MEDLINEplus collections, ClinicalTrials.gov, DIRLINE, HSDB, and OMIM.

## Examples:

Harris MI [au] charron-prochownik d [au] AND siminerio [au] Ferris F 3rd [author]

### Note:

Author searching has not been implemented for the LOCATORplus collection (Books/Serials/AVs) in the current Gateway release. Search using an author's last name without a field qualifier in order to search an author in LOCATORplus.

You may search for investigators in **HSRProj** collection (Other Collections) using the author field qualifier. Investigator names in the HSRProj collection are displayed as full names but must be searched in the format last name plus initials (no punctuation)

## **Title Searching**

• Enter one or more title words followed by the field qualifier (i.e., [ti] or [title]).

## Examples:

AIDS [title] sexually transmitted diseases [title] lyme disease [ti] quality of life [title] managed care [ti] quality [ti]

## **MeSH Searching**

- Enter the MeSH term followed by the field qualifier (i.e., [mh] or [mesh]).
- Subheadings may be entered in full or the two-character abbreviation may be used.
- To search for a MeSH term with one or more subheadings, enter the MeSH term, a forward slash, and one or more subheadings, followed by the field qualifier (e.g., [mesh]).
- If multiple subheadings are entered for one MeSH term, the subheadings will be ORed together (e.g., myocardial infarction/su/dt [mh] is equivalent to myocardial infarction/su [mh] OR myocardial infarction/dt [mh]).

#### Examples:

lyme disease[mh]
macular degeneration/therapy [mesh]
myocardial infarction/su/dt [mh]
Lice [mh]

- Explosions: If a MeSH term or MeSH major topic is entered, it will be automatically exploded in PubMed/MEDLINE (Journal Citations) only.
- To turn off automatic explosion, enter the field qualifier followed by ":noexp" (e.g., [mh:noexp])
- For other collections, MeSH terms are not exploded.

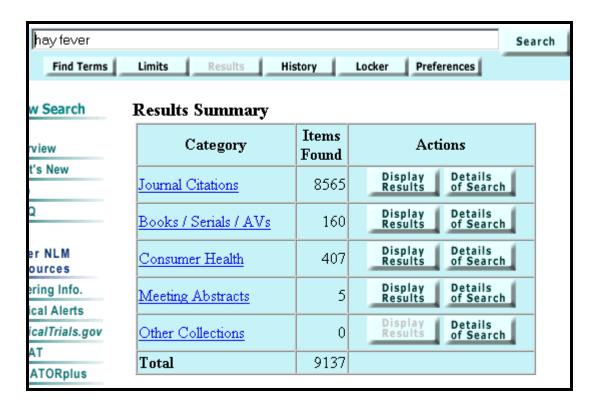
## **Search Results**

## **Results Summary**

When the search is completed, the Gateway displays the Results Summary that includes:

- The number of **Items Found** in each category
- A **Display Results** button for each category to see the retrieved items for that category
- A **Details of Search** button for each category to see how the Gateway translated your search strategy for that category.

## Results Summary for "hay fever" search:

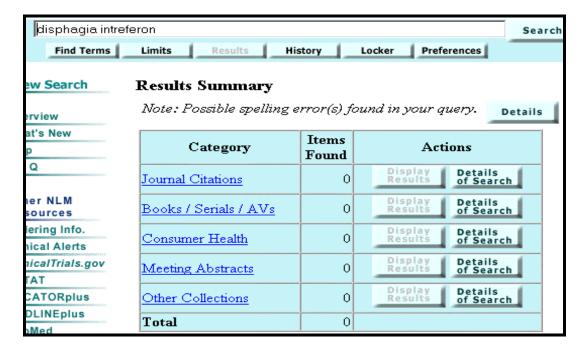


Note: To see the collection(s) included in a category and a brief description of each, click on the category name.

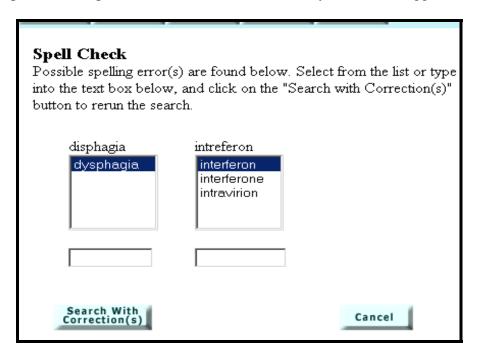
## **Results Summary**

## • Spell Checking

Gateway processes search terms through a spell checker. If a spelling error is found, Gateway displays a notice above the results summary.



Details of the Spell Check reports the term(s) entered incorrectly and offers suggested corrections.



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## **Results Summary**

## Display Results

Search for 'hay fever' items in the British Medical Journal (BMJ [TA]). Under **Actions** on the Results Summary, click on **Display Results** for the **Journal Citations** category.

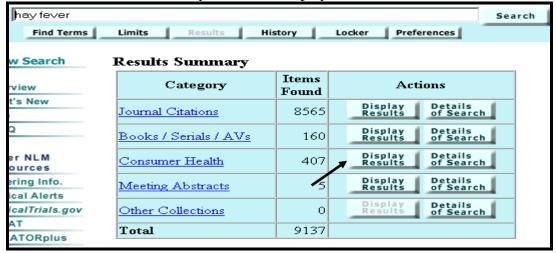
## **Results Display: Journal Citations**

	Results Display: Journal Citations
Arrows navigate	Results
forward/backward.	Journal Citations (1 collection searched)  Download or Display Order Documents  Deselect All
Jump to Page	Displaying items 1 - 20 of 68 found
button – fill in the page number.	Page 1 of 4  Jump to Page    2   Jump to Collection   Pick A Colle
Jump to Collection	
allows jumping to another collection	1 $\square$ Treatment of seasonal allergic rhinitis: useless versus helpful allergy therapy.
in the category	Expand Loren ML.
Expand will take	BMJ. 2003 Nov 22;327(7425):1229. No Abstract Available.
you to a fuller	PMID: 14630781 [PubMed - indexed for MEDLINE]  Articles From PubMed
display for that individual citation	Articles From PubMed
	2   Treatment of seasonal allergic rhinitis: desensitisation for hay fever works.
Related Articles	Expand Durham SR.
takes you to a set of citations closely	BMJ. 2003 Nov 22;327(7425):1229. No Abstract Available.
related to the	PMID: 14630778 [PubMed - indexed for MEDLINE]
selected article.	Articles From PubMed
Use check boxes to	3  Enzyme potentiated desensitisation in treatment of seasonal allergic rhinitis:
select multiple items. Then click on	Expand double blind randomised controlled study.
Download or	Radcliffe MJ, Lewith GT, Turner RG, Prescott P, Church MK, Holgate ST.  BMJ. 2003 Aug 2;327(7409):251-4.
Display.	Related PMID: 12896934 [PubMed - indexed for MEDLINE]
Order Documents	From PubMed
enables users to	*** Free in PubMed Central ***
order full text copies of journal	4  Treating seasonal allergic rhinitis. Trial does not show that there is no difference
articles through the	Expand   between butterbur and cetirizine.
Loansome Doc ordering feature.	McArthur CA, Arnott N.
oraering jeanine.	BMJ. 2002 May 25;324(7348):1277; author reply 1277. No Abstract Available.
The Put in Locker	Related Articles PMID: 12033216 [PubMed - indexed for MEDLINE]
button puts selected items in your locker.	From PubMed
iii ii your tooleer.	5 Treating seasonal allergic rhinitis. Well designed experiments should have been

\* Free in PubMed Central \* links to the full-text article in PubMed Central.

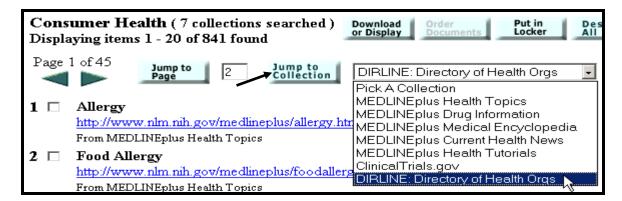
## Using **Jump to Collection**

Return to the Results Summary and select Display Results for Consumer Health

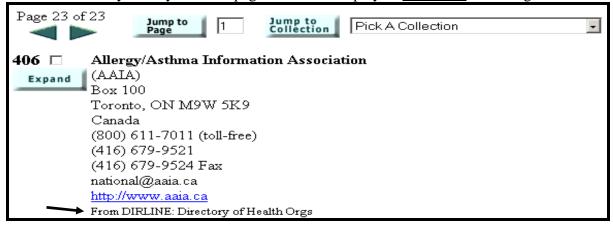


#### To access DIRLINE items:

- Use **Pick A Collection** pull-down
- Select DIRLINE: Directory of Health Orgs
- Click **Jump to Collection** button.



**Results**: Gateway takes you to the page where the display of DIRLINE items begins.

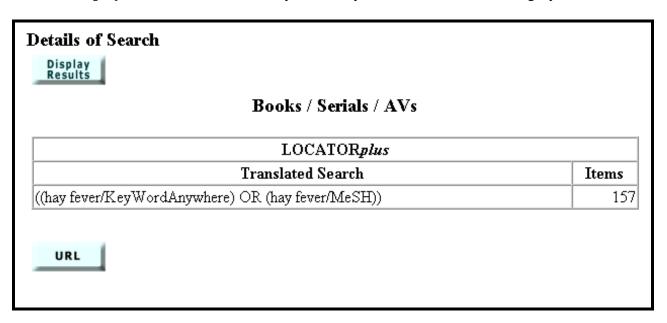


## **Results Summary**

#### Details of Search

Under Actions, click on **Details of Search** for the **Books / Serials / AVs** category.

- Details of Search lets you view your search strategy as it was translated using the Gateway's automatic term mapping and search rules and syntax
- Details of Search contains warning and error messages. If a search fails, check Details of Search
- The **Display Results** button will take you directly to the results for that category.



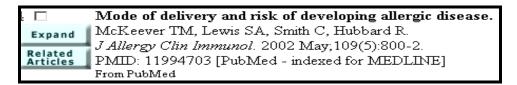
## Saving search strategies



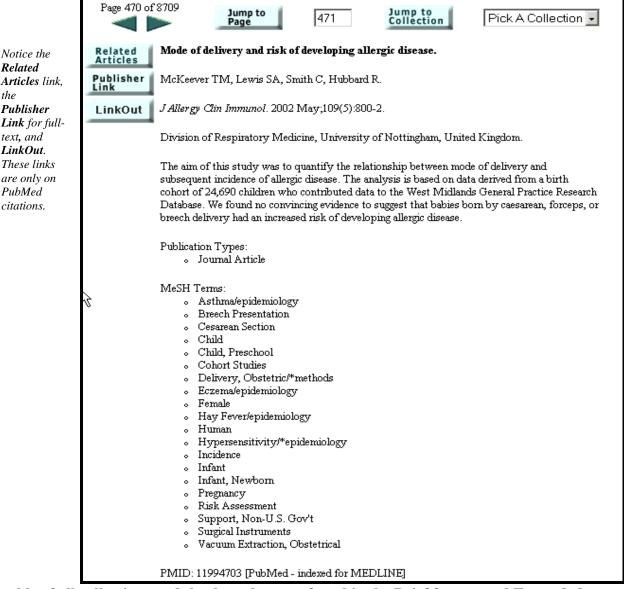
- Below the Translated Search(es) is a **URL** button. To save the search strategy, click on the URL button. A new browser window will open with the Results Summary page for the search.
- Use the browser's Bookmarks or Favorites feature to save the search. Then close the browser window and continue with Gateway searching.

## **Display of a Gateway Item**

• Items retrieved are initially displayed in a **Brief Format**.



• The **Expanded Format** provides more information.



A table of all collections and the data elements found in the Brief format and Expanded format for each is available in Help.

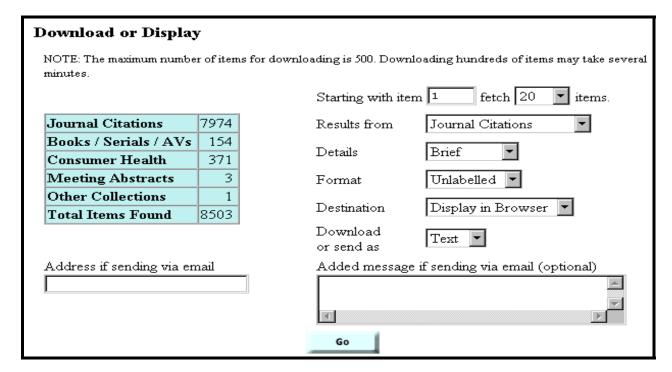
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## Download or Display

## **Download or Display function**

- On Results display, select citations you wish to download or display further.
- Click the **Download or Display** button at the top or bottom of the Results page.
- Make your selections from the Download or Display screen.
- Click Go.

### **Download or Display screen:**



- Use the **Fetch** pull-down menu to select the number of items to download or display. The maximum number of items for downloading/displaying at one time is 500.
- Use the **Results from** pull-down menu to select the category/location of the items to be downloaded/displayed. Choices are All Categories, any single category, Selected Items or Locker. The default items are items from the last category viewed.
- Use the **Details** pull-down menu to select the display content. Choices are Brief, Expanded, and Complete. The default details is Brief.
- Use the **Destination** pull-down menu to select the destination for the items to be downloaded or displayed. Choices are Display in Browser, Display for Printing, Save to File, and Send via Email. The default destination is Display in Browser.
- Use the **Format** pull-down menu to select the format: the default Format is Unlabelled.
   Labelled = labels each field with the full field name.
   Export = labels each field with the field name abbreviation. The Export format is used for importing data into bibliographic management programs.
- Use the **Download or send as** pull-down menu to select Text or Html. The default is Text.

### **Download or Display Tips:**

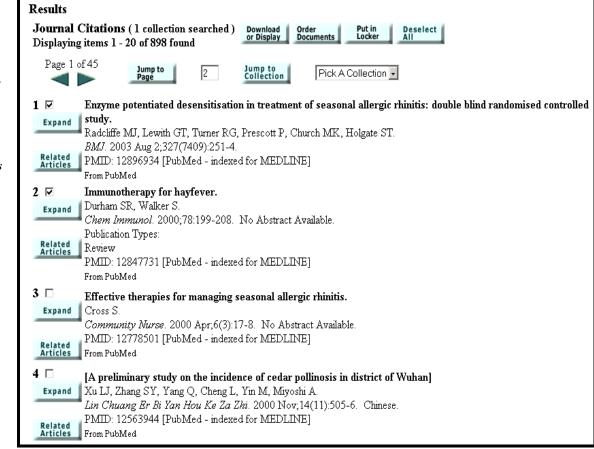
- ✓ **Display for Printing** allows you to display your citations as ASCII text without the sidebar menu and toolbars on each page.
- ✓ Use the print function of your Web browser to print all of the information and citations displayed on your web page.
- ✓ You can only print citations from the page displayed for printing.
- ✓ If you choose **Send via Email**, you must enter an email address before clicking on the Go button. An accompanying message may be entered in the box provided. The email address is verified and you are notified that the data was successfully sent or when an error in the address causes the email delivery to fail. The latter enables the user to correct the address and ensure delivery of the email.
- ✓ The **Download or send as** option applies only to the Save to File and Send via Email destinations.

## **Order Documents function**

To order items from your <u>current search</u>, use the Order Documents button. The Order Documents button enables you to order documents directly from the Results display page.

Order Documents

- Use checkboxes to select items for ordering.
- Click on the **Order Documents** button at the top or bottom of the Results page.



Mark the items using the check boxes.

Click on Order
Documents

button.

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• The Gateway Document Ordering page will be displayed, containing your selected items. Note: articles that are Free in PubMed Central are flagged with a link to the full-text article and do not need to be ordered.

## **Document Ordering**

The Order Documents button will open a new browser window to Loansome Doc Ordering.

A list of 3 document(s) you have requested will be forwarded. Follow the Loansome Doc instructions to complete your document order.



1 Enzyme potentiated desensitisation in treatment of seasonal allergic rhinitis: double blind randomised controlled study.

Radcliffe MJ, Lewith GT, Turner RG, Prescott P, Church MK, Holgate ST.

BMJ. 2003 Aug 2;327(7409):251-4.

PMID: 12896934 [PubMed - indexed for MEDLINE]

From PubMed

\*\*\* Free in PubMed Central \*\*\*

#### 2 Immunotherapy for hayfever.

Durham SR, Walker S.

Chem Immunol. 2000;78:199-208. No Abstract Available.

Publication Types:

Review

PMID: 12847731 [PubMed - indexed for MEDLINE]

From PubMed

3 Antisense-mediated silencing of a gene encoding a major ryegrass pollen allergen.

Bhalla PL, Swoboda I, Singh MB.

Proc Natl Acad Sci USA. 1999 Sep 28;96(20):11676-80.

PMID: 10500236 [PubMed - indexed for MEDLINE]

From PubMed

\*\*\* Free in PubMed Central \*\*\*

- Review your choices. You may go to the articles in PubMed Central at this time or later. To continue with the ordering process for the other articles: Return to the selections on the Results Display and "uncheck" those that are Free in PubMed Central. Click "Order Documents" once more and then the "Order Documents" button on the Ordering Page.
- The Loansome Doc Ordering page will open in a separate browser window.
- You can also order documents through your Locker and its 'Order Documents' feature. (See the section on Locker)

## **Practice Exercises**

- 1. Locate information on alternative medicine and arthritis. Are there any clinical trials currently recruiting volunteers?
- 2. Find organizations where I can obtain information about Amyotrophic Lateral Sclerosis (ALS; also known as Lou Gehrig's Disease) How many were retrieved? How many are devoted solely to that disease? Are any located in the Midwest US?
- 3. Find information in French on HIV antibodies. How many books and how many meeting abstracts were retrieved? [Remember: Gateway supports Searching by Fields.]
- 4. I am interested in the use of lasers to treat glaucoma. Select ten (10) English language journal citations that have been indexed for MEDLINE and email them to [instructor's email address]. Add a message/comment and signature to your email.

# Suggested Answers: Practice Exercises

1. Locate information on alternative medicine and arthritis. Are there any clinical trials currently recruiting volunteers?

Type the search terms in the query box. Use the Enter key or click on the **Search** button.



Display Results for Consumer Health. On Results Display screen, select ClinicalTrials.gov from the **Pick a Collection** pull-down menu. Click on the **Jump to Collection** button. Note number of clinical trials that are recruiting volunteers.

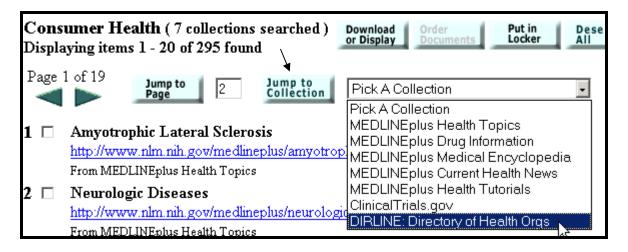


**2.** Find organizations where I can obtain information about Amyotrophic Lateral Sclerosis (ALS; also known as Lou Gehrig's Disease) How many were retrieved? How many are devoted solely to that disease? Are any located in the Midwest US?

Step 1: Type the search terms in the query box. Use the Enter key or click on the Search button.



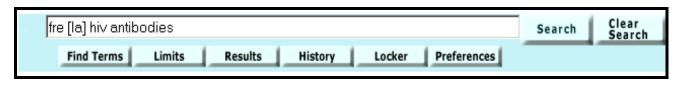
**Step 2:** Display Results for Consumer Health. On the Results Display screen, select <u>DIRLINE</u>: <u>Directory of Health Orgs.</u> from the **Pick a Collection** pull-down menu. Click on the **Jump to Collection** button.



Note number of organizations displayed. Find those which are specifically and solely for ALS. Locate any that are in the Midwest US.

3. Find information in French on HIV antibodies. How many books and how many meeting abstracts were retrieved? [Remember: Gateway supports Searching by Fields.]

*Step 1:* Type the search terms in the query box, qualifying French by Language [la]. (Note: you can use the full name of the language or the 3-letter code, e.g., fre) Use the Enter key or click on the **Search** button.



OR



Step 2: Results.

Results Summary			
Category	Items Found	Actions	
Journal Citations	122	Display Details Results of Search	
Books / Serials / AVs	1	Display Details Results of Search	
Consumer Health	101	Display Details Results of Search	
Meeting Abstracts	28	Display Details Results of Search	
Other Collections	0	Display Details of Search	
Total	252		

4. I am interested in the use of lasers to treat glaucoma. Select ten (10) English language journal citations that have been indexed for MEDLINE and email them to [instructor's email address]. Add a message/comment and signature to your email.

\* Step 1: Type the search terms in the query box. Use the Enter key or click on the Search button.



*Step 2:* Display results for Journal Citations. Select 10 journal citations for English language articles, indexed for MEDLINE.

<b>10</b> $\square$	Transscleral diode laser contact cyclophotocoagulation in the treatment of different glaucomas, also as primary
Expand Related Articles	surgery. Kramp K, Vick HP, Guthoff R. Graefes Arch Clin Exp Ophthalmol. 2002 Sep;240(9):698-703. PMID: 12271364 [PubMed - in process] From PubMed
Expand Related Articles	Glaucoma. Shah R, Wormald R. Clin Evid. 2002 Jun;(7):589-96. No Abstract Available. PMID: 12230685 [PubMed - indexed for MEDLINE] From PubMed

[N.B.: citations that have no Language displayed after the pagination are in English.]

Step 3: Go to Download and Display. Select Destination, input email address and message

Download or Display			
NOTE: The maximum number of items for downloading is 500. Downloading hundreds of items may take several minutes.			
		Starting with item 1 fetch 20 ▼ items.	
Journal Citations	2490	Results from Selected Items	
Books / Serials / AVs	10		
Consumer Health	888	Details Brief 🔽	
Meeting Abstracts	0	Format Unlabelled 🔽	
Other Collections	9	Destination Display in Browser 🔽	
Total Items Found	3397	Download Text -	
		or send as	
Address if sending via email Added message if sending via email (optional)			
demseyan@mail.nih.gov	<i>-</i>	Success!	
		Student Extraordinaire	
		Go	

Step 4: Click on GO.

\* Optional Step 1: Search by field, adding English [la] to search query, i.e., glaucoma AND laser AND treatment AND English [la]

### **Features**

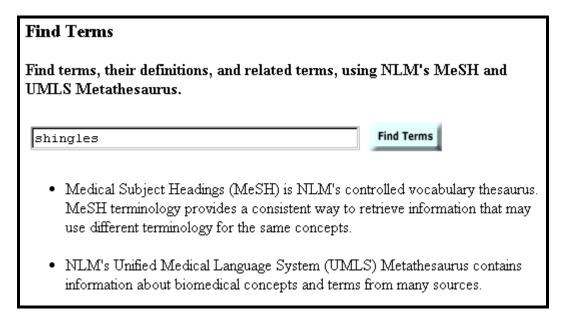
Gateway's *Features* enhance and/or refine search and display operations. The *Features Bar* is located under the query box.



## **Find Terms**

- Use Find Terms to select search terms from the MeSH vocabulary and the Unified Medical Language System (UMLS) metathesaurus.
- Click on **Find Terms** on the Features Bar.

On the initial **Find Terms** screen, type the term you want to find, e.g., **shingles**.



After clicking on Find Terms, you will see a graphic similar to that on the next page.

Note the definition.

Click on Related Concepts to see other related terms.

Click on View MeSH Information for additional details about the term.

Use the Add to Search button and the Connector pulldown to add this term to your search strategy.

Use the Main point of item checkbox to limit the term to the main point of the article.

Use the Do not explode this term checkbox to turn off automatic explosion in PubMed.

Click on

Subheading

Definitions if
you need to
check a
subheading
definition.

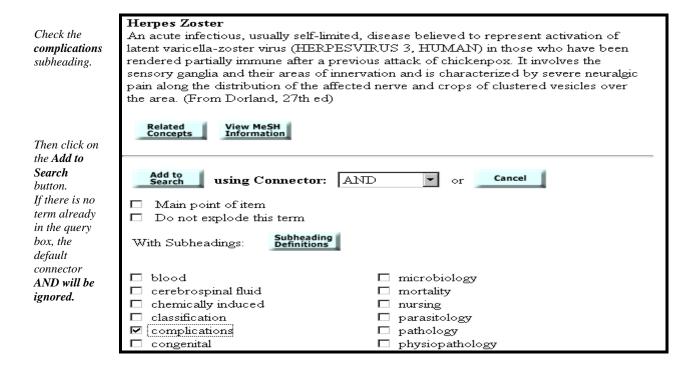
Select subheading(s) to attach to your term by clicking on the checkbox.

Note the MeSH hierarchical tree structure(s) where the term is found.

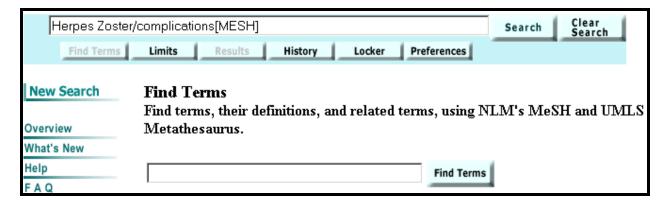
oncept Details			
Herpes Zoster  An acute infectious, usually self-limited, disease believed to represent activation of latent varicella-zoster virus (HERPESVIRUS 3, HUMAN) in those who have been rendered partially immune after a previous attack of chickenpox. It involves the sensory ganglia and their areas of innervation and is characterized by severe neuralgic pain along the distribution of the affected nerve and crops of clustered vesicles over the area. (From Dorland, 27th ed)			
Related View MeSH Information			
Add to using Connector: AN	□ or Cancel		
☐ Main point of item ☐ Do not explode this term			
With Subheadings: Subheading Definitions			
blood cerebrospinal fluid chemically induced classification complications congenital diagnosis diet therapy crue therapy economics embryology enzymology epidemiology ethnology ethnology genetics history immunology metabolism	microbiology mortality nursing parasitology pathology physiopathology prevention & control psychology radiography radionuclide imaging radiotherapy rehabilitation surgery therapy transmission ultrasonography urine veterinary virology		
MeSH Tree 1			
► All MeSH Categories			
<ul><li>Diseases (MeSH Category)</li></ul>			
► Virus Diseases			
► DNA Virus Infections			
► Herpesviridae Infections			
▶ Bell Palsy			
► Chickenpox	Tu-Cu-4:		
Cytomegalovirus Infections			
► Encephalitis, Herpes Simplex			
Encephalitis, Varicella Zoster			
<ul> <li>Epstein-Barr Virus Infections</li> <li>Herpes Simplex</li> </ul>			
V Herpes Zoster			
✓ Herpes Zoster ▶ Herpes Zoster Ophthalmicus			
► Herpes Zoster Opticus  ► Herpes Zoster Oticus			

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- Adjust the 'shingles' search by selecting the subheading complications.
- Click on the Add to Search button.



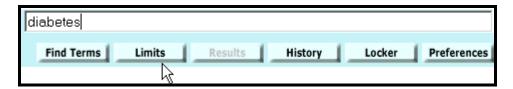
Returning to the Search page, the selected term has been entered in the search query box.



Use the Enter key or click on the **Search** button to have the Gateway run your search.

## **Limits**

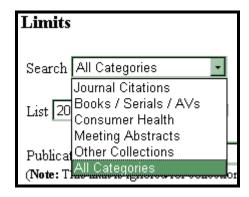
• Enter search term in the query box. Click on **Limits** on the Features Bar.



#### Limits screen:

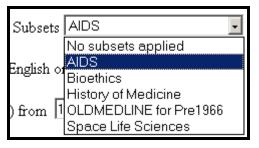
Use the Search pull-down menu to select the category to be searched.

• You may search all categories or one category.



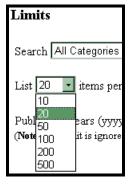
Use the Subsets pull-down menu to select the subset to limit retrieval to particular citations.

• You may apply no subsets or one subset.



Use the List Items per Page pull-down menu to select the number of items displayed on the Results display page.

• 20 items per page is the default.



## **English Only Limit**

- Searching all languages is the default.
- Use the English only option to limit your search to English language items only.

Limits
Search All Categories Subsets No subsets applied
List 20 • items per page
Publication dates (YYYY/MM/DD) from to (default is All Dates)
(Note: This limit is ignored for collections that do not support searching by date ranges)

Click in the box to select English Only



This limit is ignored in the collections in the Consumer Health category and the Other Collections category.

#### **Publication Date Limit**

- Searching all years is the default.
- Use the from/to boxes to limit your search to specific publication dates.
- One publication date or a date range may be searched.

	Limits
	Search All Categories Subsets No subsets applied
	List 20 • items per page
Fill in the Publication	Publication dates (YYYY/MM/DD) from to (default is All Dates)
date range.	(Note: This limit is ignored for collections that do not support searching by date ranges)

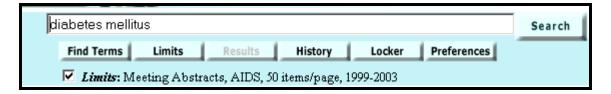
• A publication date or date range may be searched using the format YYYY/MM/DD (e.g., from 1998/02/02 to 2000/12/31). Months and days are optional and will be used only in searching PubMed. All other collections will be searched for the publication year only.



- This limit is ignored in the Consumer Health category and in the HSDB And OMIM collections in the Other Collections category.
- Only one publication year may be searched in LOCATORplus (Books/Serials/AVs). If a year range is entered, it will be ignored.
- You may limit by project year(s) in the HSRProj collection (Other Collections). All intermediate years as well as the initial year and final year will be searched.

### **Limits Display**

When Gateway completes a search with limits, the limits are displayed under the Features bar.

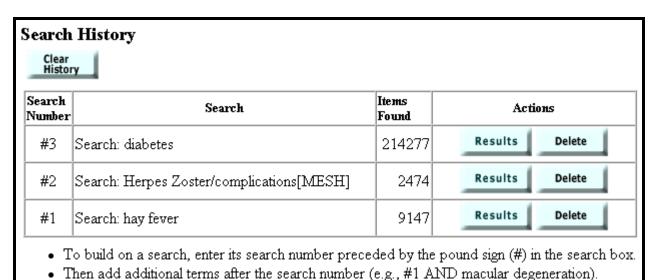


## **History**

• Click on **History** on the Features Bar to view your search history.



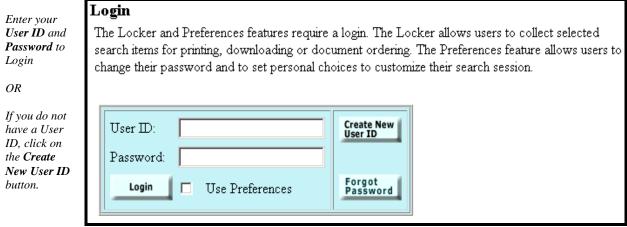
- Search strategies and results for as many as the last 25 searches will be displayed.
- Once the maximum number of searches (25) has been reached, Gateway will remove the oldest search from the History to add the most current search.
- You can use the Search Number(s) in a subsequent search. You can build on a search (e.g., add terms: #1 AND zinc), and you can combine searches, using search numbers and Boolean operators (e.g., #1 AND #2).
- Your Search History will be lost when you close your web browser.



## Locker

- Your locker is a place to collect selected search items for printing, downloading or ordering.
- You must Login to use the Locker. Login requires a user ID and password.
   Registration is free.

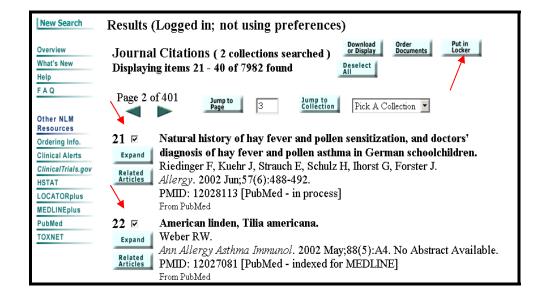
**Locker Login:** Click the **Locker** button on the Features Bar to open the Login page.



- Note that you can elect to Login using your Preferences.
- Gateway confirms that you are successfully Logged in and whether you are or are not using your Preferences (e.g., "(Logged in; not using preferences)").

#### Marking and putting items in your Locker

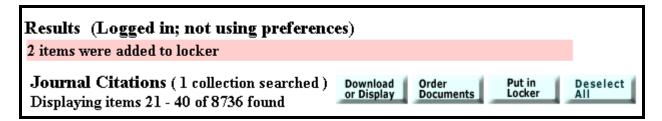
- In the Results Display, use the check boxes to select items you wish to store in your locker.
- Click on the **Put In Locker** button at the top or bottom of the Results page.



Mark the items using the check boxes.

Click on **Put in Locker** button.

• Gateway confirms that the items have been added to your Locker.



• Click on **Locker** on the Features Bar to see the contents of your Locker.

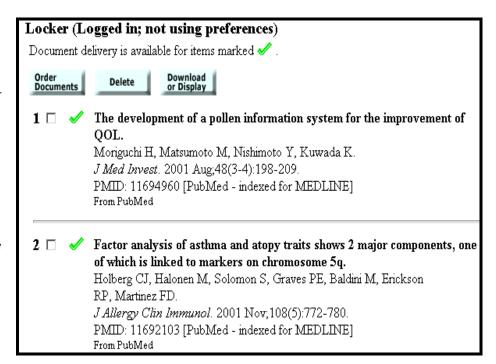
Note the **green check** indicating document delivery is available.

Use check box to select one or more items. Note: If no items are selected, Gateway will Order, Delete, or Download or Display all items in the locker.

Use the **Order Documents** button to order documents using Loansome Doc.

Use the **Delete** button to delete items from the Locker

Use the **Download** or **Display** button to download or display items in your Locker.



## **Locker Tips:**

- ✓ If an item is already in your Locker, it will not be added again.
- ✓ Locker items remain until you delete them.
- ✓ There is a limit of 500 items that may be stored in your locker.

## **Preferences**

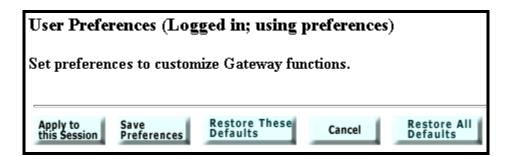
**Preferences** allows you customize your search settings, results display, download and display options, and Locker settings and to change your password.

- Click the **Preferences** button on the Features Bar to access the Preferences page.
- Preferences requires a user ID and password.



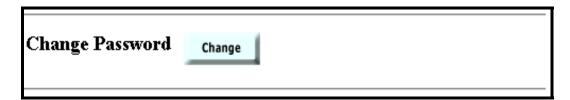
- You must login to use Preferences, if you are not already logged into your locker. The same User ID/password works for both the Gateway Locker and Preferences features.
- Loansome Doc User IDs acquired before 2001 are valid and may be used in the Gateway.

## **Initial screen:**



- Use the **Apply to this Session** button to apply changes only to your current Gateway session.
- Use the **Save Preferences** button to apply changes to your current and future Gateway sessions.
- Use the **Restore These Defaults** button to return settings on the displayed page to the Gateway default settings.
- Use the **Cancel** button to quit your preferences session without making any changes.
- Use the **Restore All Defaults** button to return all settings to the Gateway default settings.

In **Preferences**, you can Change your password.



In **Preferences** you can customize your search settings, results display, download and display options, and Locker settings as follows:

#### **Limits Preferences**

The settings to limit searching and the number of items displayed are the same as those accessed through Limits on the Features Bar:

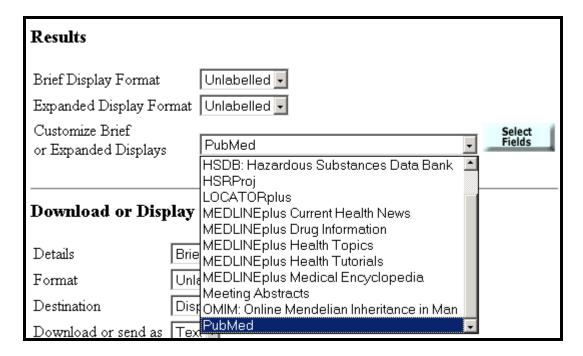
Limits
Search All Categories 🔽 Subsets No subsets applied 🔽
List 20 ▼ items per page □ English only
Publication dates (YYYY/MM/DD) from to (default is All Dates)
(Note: This limit is ignored for collections that do not support searching by date ranges)

#### **Results Preferences**

Use this Preferences option to customize the display formats and/or field selections in your displays for the various collections.

To customize by collection:

- Select collection from the pull-down menu for Customize Brief or Expanded Displays.
- Click on the **Select Fields** button.



## The graphic on this page and the following page shows the PubMed field selection screen.

• The check marks represent the default field selections for the Brief and Expanded display formats.

To Add a field to a Brief and/or Expanded display, click in the box for your field selection.

To Deselect a field, click on the check.

Click on appropriate

Click on appropriate button to save your selections.

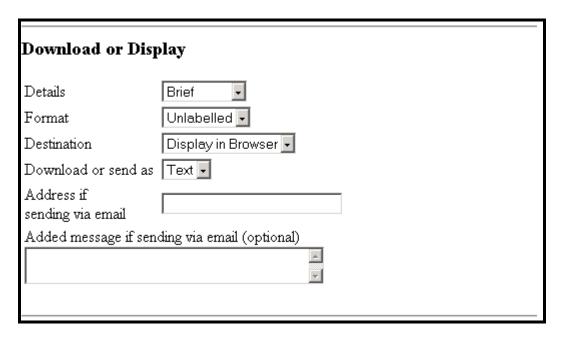
Customize Brief or Expanded Displays PubMed Select Fields			
Apply to Sa this Session Pr	ve eferences	Restore These Defaults Cancel	
Brief Format	Expand Forma	rieio ivame	
	V	Abstract	
<b>V</b>		Abstract Available	
	✓	Affiliation	
		Article Identifier	
<b>~</b>	~	Author	
		Citation Subset	
	☑	Collective Name	
	V	Comment in	
	V	Comment on	
	V	Copyright Information	
		Country	
		Date Completed	
		Date of Electronic Publication	
		Date Revised	
		Entrez Date	
		Entry Date	
	V	Erratum for	
		Erratum in	
		Full Author Name	
		Full Investigator Name	
		Full Personal Name as Subject	
		Full Text URL	
		Gene Symbol	
		General Notes	
	V	Grant Support	
		Investigator	
		Investigator Affiliation	
		ISSN	
	<u> </u>	Issue/Part/Supplement	
		**	
	☐ Keyword Owner		
		Keywords	
	□ Reywords □ Language		
		MEDLINE Citation	
		MeSH Date	

## **Continuation of the Define PubMed Fields screen:**

	☑	MeSH Terms
		NLM Unique ID
		Number of References
	V	Original Report in
	✓	Other Abstract
	V	Other Copyright Information
		Other ID
<b>V</b>	V	Pagination
	☑	Personal Name as Subject
V	V	Publication Date
		Publication History
		Publication Status
	☑	Publication Types
		Publisher Link
Required	Required	PubMed ID (PMID)
<b>V</b>	✓	Record Status
		Republished from
		Republished in
	✓	Retraction in
	✓	Retraction of
	V	Secondary Source ID
		Source
		Space Flight/Mission
	✓	Substances
	✓	Summary for Patients in
		Summary URL
<b>V</b>	✓	Title
<b>V</b>	V	Title Abbreviation
		Transliterated / Vernacular Title
		Unique Identifier
	▽	Update in
	✓	Update of
V	V	Volume Issue

## **Download or Display Preferences**

- Use the pull-down menus to select the Details and Format of a display and its Destination.
- For use when you Send via Email, you can save one or more email addresses.
- You can save a generic "Added message" to be appended to your emails.



## **Locker Preferences**

- Locker items remain until you delete them.
- If you plan to order documents using the Gateway, you may wish to set your preferences to Remove items from your Locker after they have been ordered.

Locker		
	Remove items from your Locker after they have been ordered.	
	Send orders for the first ten unordered items in the Locker.	

## **Practice Exercises**

- 1. Search for information about *stroke*. Use the Find Terms feature to find and use the correct MeSH term.
- 2. Find meeting abstracts about multidrug resistant tuberculosis. (Hint: Use Limits feature) How many abstracts were retrieved? Search multi-drug resistant tuberculosis. Is there a difference in the number of abstracts retrieved?
- 3. Log into Preferences. (You will most likely need to create a User ID and Password) Customize your Brief format display for HSRProj: add the Project Status field and another field of your choice. Apply changes to this session. Search a topic of your choice. Display Results for Other Collections. Do the fields that you added display in the items from HSRProj?
- 4. Locate information on health care services for the homeless. Put HSRProj records for completed projects related to substance abuse in your locker. Go to your Locker and note availability of document delivery for those items.

# Suggested Answers: Practice Exercises

1. Search for information about *stroke*. Use the Find Terms feature to find and use the correct MeSH term.

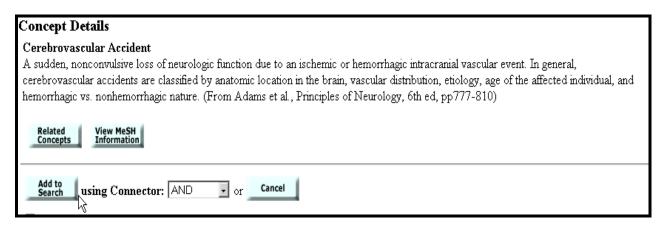
Step 1: Click on the Find Terms button on the features bar directly below the query box.



Step 2: Type in the term and click the Find Terms button to find the correct MeSH term.

Find Terms Find terms, their definitions, and related term	ns, using NLM's MeSH and UMLS Metathesaurus.
stroke	Find Terms

Step 3: Click on Add to Search button to add the MeSH term for stroke to your search query.



**Step 4:** The Gateway places the term you added in the query box qualified by "[MeSH]". Use the Enter key or click on the **Search** button.

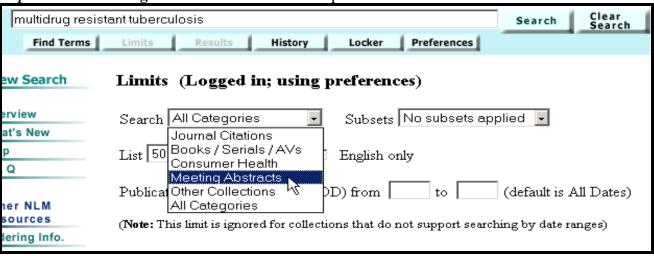


2. Find meeting abstracts about multidrug resistant tuberculosis. (Hint: Use Limits feature) How many abstracts were retrieved? Search multi-drug resistant tuberculosis. Is there a difference in the number of abstracts retrieved?

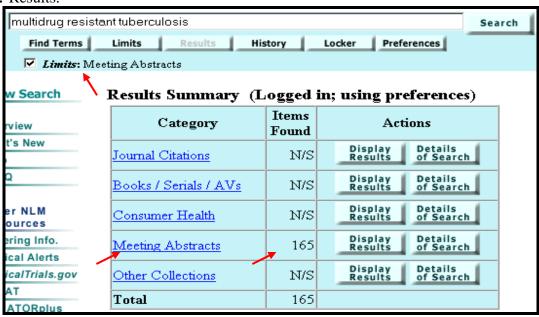
**Step 1:** Type > multidrug resistant tuberculosis < in the query box at the top of the Screen. Click on **Limits** to reach the Limits screen.



Step 2: Select Meeting Abstracts from the Search pull-down menu. Click on the Search button.



Step 3: Results.



**Repeat Steps 1-3** using multi-drug resistant tuberculosis as your search query. Compare results.

3. Log into Preferences. (You will most likely need to create a User ID and Password) Customize your Brief format display for HSRProj: Add the Project Status field and another field of your choice. Apply changes to this session. Search a topic of your choice. Display Results for Other Collections. Do the fields that you added display in the items from HSRProj?

Step 1: Click on the **Preferences** button on the features bar directly below the query box.



Step 2: Enter (or create) your User ID and Password.

User ID: Password:	Create New User ID
Login	Forgot Password

*Step3:* Go to <u>Customize Brief or Expanded Displays</u> under **Results**. Select **HSRProj** from the pull–down menu and click on **Select Fields**.

Results			
Brief Display Format	Unlabelled •		
Expanded Display Format	Unlabelled 🗾		
Customize Brief or Expanded Displays	ClinicalTrials.gov ClinicalTrials.gov	Select Fields	
Download or Display	MEDLINEplus Current Health News		
Details Bri	MEDLINEplus Drug Information  MEDLINEplus Health Topics		
Format Ur	ון MEDLINEplus Health Tutorials		
Destination Discounting Download or send as	■ MEDLINEplus Medical Encyclopedia Meeting Abstracts □ PubMed		

Define HSRProj Fields (Logged in; using preferences) Select Fields Customize Brief or Expanded Displays HSRProj Restore These Defaults Apply to this Session Save Preferences Cancel Expanded Brief Field Name Format Format Performing Organization 哮 哮 Population Base Project Status <  $\overline{\mathbf{v}}$ 哮 哮 State 哮 Study Design Study Population  $\overline{\mathbf{v}}$ 哮 Supporting Agency 哮 ✓ Title Unique Identifier ✓ Zip Code 🤝  $\overline{\mathbf{v}}$ 哮

Step 4: Add the 2 fields to the **Brief Format**. Click on **Apply to this Session**.

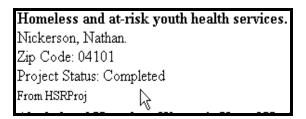
**Step 5:** Enter your term(s) in the query box and search. **Display Results** for Other Collections.

Note the augmented display for HSRProj items.

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- 4. Locate information on health care services for the homeless. Put several HSRProj records for completed projects related to substance abuse in your Locker. Go to your Locker and note availability of document delivery for those items.
- Step 1: Perform your search.

  (Possible Search Query: health care services AND homeless AND substance abuse)
- Step 2: View HSRProj results and select substance abuse related items for which the Project Status = Completed. (You customized the display in exercise #3 so the Project Status field will display in the Brief Display of the Results



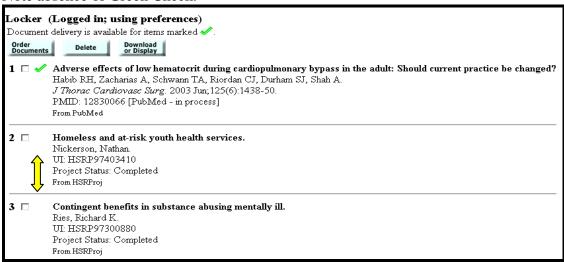
Step 3: Put selected items in Locker, using button for Put in Locker function at top of results.



Step 4: Open your Locker, using button on the features bar.



Note absence of Green Check.



Document delivery for those items is not available