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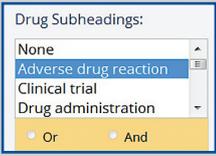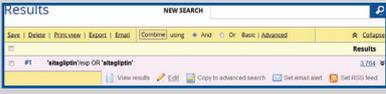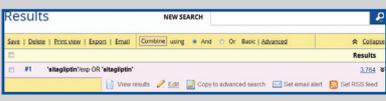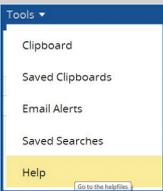# QUICK USER GUIDE

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HOW DO I...	EXAMPLE	INSTRUCTIONS
Start searching	sitag / sitagliptin / sitagliptin... / sitagliptine use: sitagliptin	From the home page, type your terms in the Quick search box using the Boolean operators AND, NOT, OR for a broad overview of the literature. Matching terms from the Embase thesaurus Emtree will be suggested underneath the Quick search box.
Search for all information related to a specific drug or drugs	Search ▾ Browse ▾ / Quick / Advanced / Drug (Drug search) / Disease / Article	Click on Search and select Drug to search for drugs with drug subheadings.
Search for all information related to a specific disease or diseases		Click on Search and select Disease to search for disease with disease subheadings.
Search for non-drug or disease related terms or build a search strategy		Click on Search and select Advanced. You can scroll down to select any number of available limits or start building your search directly in the search box. See below for more guidance on building your search in Embase.
Search for a phrase	'heart attack'	Use single or double quotes to search as a phrase, or use a hyphen in-between words.
Include all synonyms for my term/phrase so my search is comprehensive	**A** ☑ Map to preferred terminology (with spell check) ☐ Also search as free text ☑ Include sub-terms/derivatives (explosion search) ☐ Search terms must be of major focus in articles found **B** ☑ Extensive search (mapping, explosion, as keyword)	All search forms in Embase include synonyms automatically unless you uncheck the box 'Map to preferred terminology' in the **A)** Advanced, Drug and Disease search forms or **B)** 'Extensive Search' in the Quick search form. Search terms will be mapped to the Emtree thesaurus term by default when you open the search forms. Check out Emtree for a list of all synonyms for your terms.
Include narrower terms for my term/phrase so I can search comprehensively for a family of drugs or disease	**A** ☑ Map to preferred terminology (with spell check) ☐ Also search as free text ☑ Include sub-terms/derivatives (explosion search) ☐ Search terms must be of major focus in articles found **B** ☑ Extensive search (mapping, explosion, as keyword)	In order to explode your search and include all narrower terms, select **A)** 'Include sub-terms/derivatives' in the Advanced, Drug and Disease search forms. Narrower terms are included in the **B)** 'Extensive search' option in Quick search. Check out Emtree to see what the narrower terms are before searching.
Find articles where my term is the main topic	☑ Map to preferred terminology (with spell check) ☐ Also search as free text ☑ Include sub-terms/derivatives (explosion search) ☑ Search terms must be of major focus in articles found ☐ Search also for synonyms, explosion on preferred terminology	Select 'Search terms must be of major focus in articles found' in the Advanced, Drug or Disease search forms. This will be applied to all terms in your search and will only retrieve records where the indexers found all your terms to be the main focus in the article. This will then exclude all records where your terms are indexed but were not considered to be the main focus of the article.
Search all years or specific dates	Search Publications from: / 2010 to 2014 or ☑ All years	All years are searched by default, but you can change this in all search forms by selecting specific dates in 'Search Publications from'.
Refine my search	DRUG / DISEASE / MEDICAL DEVICE / STUDY TYPE / JOURNAL TITLE / PUBLICATION TYPE / PUBLICATION YEAR	Use Quick or Advanced Limits in the Advanced, Drug and Disease search forms or use the text and graphical filters to the left of your Search Results to refine your search further or to gain deeper insights into your result set.

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HOW DO I...	EXAMPLE	INSTRUCTIONS
Limit drug and disease searches to specific concepts, such as adverse drug reactions, drug therapy or disease management	Drug Subheadings: None / Adverse drug reaction / Clinical trial / Drug administration — Or / And	Use subheadings in the Drug and Disease forms. Adding 'Adverse Drug Reaction' to your drug search for example, will retrieve only the records where indexers found a link between a specific drug and an adverse event. The adverse event will be indexed as a disease. Use the filters at the left of your results to find records with specific subheadings in your result set.
Limit to certain fields, such as title and abstract	Field limits - click to add / Drug trade name :tn / Embase classification :cl / Index term :de / ISSN :is / Issue :ip / Language of article :la / Language of summary :ls / Molecular sequence number :ms	Use field limits in the Advanced search form. As well as Title and Abstract, you can also limit to, for example, Conference Name or Drug or Device Name.
Build my search using wildcards and operators	sulf?nyl sulf*nyl	? = one character exactly e.g. sulf?nyl searches sulfonyl or sulfinyl * = any number of variable characters, e.g. sul*r searches sulphur or sulfur NOTE: Wildcards do not work in phrase searches And, Or and NOT, NEXT/n = any number in a defined order and NEAR/n = any number in any order may also be used to build your search.
Edit my search	Results NEW SEARCH / Save | Delete | Print view | Export | Email Combine using And Or Basic Advanced / #1 'sitagliptin'/exp OR 'sitagliptin' 3,764 / View results Edit Copy to advanced search Get email alert Get RSS feed	After running a search, hover the mouse over the result and click on 'Edit' to make changes to your search or return to the Advanced search form by selecting 'Copy to advanced search' to make changes or add additional limits.
Set up email alerts or save my searches	Results NEW SEARCH / Save | Delete | Print view | Export | Email Combine using And Or Basic Advanced / #1 'sitagliptin'/exp OR 'sitagliptin' 3,764 / View results Edit Copy to advanced search Get email alert Get RSS feed	To set up an e-mail alert, log in to Embase.com, hover your mouse over the search result and click on the envelope icon next to the text 'Set e-mail alert'. To save a search, select your search by checking the box to the left of each search result and then select 'Save' at the top of the page.
Export, print or share my results	3,764 results for search #1 / View | Print | Export | Email | Order | Add to Clipboard / Sort by: Relevance Publication Year Entry Date	In the Search Results, select Export from the top of your results and choose from several options, such as RIS format, plain text or CSV.
Get information on what's new in Embase	Tools ▾ / Clipboard / Saved Clipboards / Email Alerts / Saved Searches / Help / Go to the helpfiles	Open Help under Tools in the top navigation bar for guidance on using Embase and keep up to date on the latest Embase releases and news with the Twitter feed, found on the Quick search page.

Additional Search Tips:

- Break up your search into individual topics/searches and combine searches using the Combine feature on the Search Results page. Do this once you have completed the individual searches, as it will be easier to identify parts of your strategy for editing or further refinement later.
- When editing searches, familiarity with Command Line Search syntax may be useful. Refer to Help for a list of index fields and subheading codes.
- When editing searches, remember to amend or delete the date range or other unwanted limits from your strategy before adding a new date range or alternative limits.
- Look at Index Terms of relevant records for possible index terms that you haven't yet considered.
- Scan titles and/or abstracts for alternative search terms.
- View a relevant record from your search results and click on Related Articles.

Note: When indexing Embase, we use a thesaurus called Emtree, which organizes biomedical terms in a hierarchical tree and includes all synonyms. In Advanced, Drug and Disease, the option 'Map to preferred terminology 'ensures your search results will include all articles with your typed term and all synonyms. Any term lower in the tree than the term you are looking for is called a narrower term.

An explosion search includes these narrower terms in your search. Sitagliptin is a narrower term for oral antidiabetic agent, for example.

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