

# **CABI Training Materials**

**CAB Direct** 

**Simple Searching Global Health** 

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# The CAB Direct Home Page



This is the CAB Direct Home Page, offering a simple, "Google like" search box, plus links to the CAB Thesaurus, "MyCABDirect" and help pages. The left hand menu provides a clickable list of databases available via the institutions subscription. This search screen allows users to perform simple, single or multi-word searches. As with a Google search, users can use natural language, as in the example below:

#### heart disease in europe

In a natural language search, the system will automatically select just the important words, in this case, **Heart**, **Disease** and **Europe**, and will ignore all the other terms. The search is performed by clicking the green button. The selected terms will be searched with an "invisible" AND between them. The resulting list of records will contain all three keywords. The same search can also be performed by typing in the individual search terms or "Keywords", as they as commonly known, as shown below:

heart disease europe



The terms will be combined with AND, as before, with the same search result.

## **Word-stemming/Truncation:**

The CAB Direct search interface offers automatic word-stemming which means that many of the terms that you search for will automatically retrieve additional words based on the "stem" of your search term. In most cases, this improves the retrieval of records. However, in some cases, it may retrieve unwanted records. To turn off word stemming, especially on single word search terms, enclose the terms in double quotes (e.g. "wellness").

Word-stemming however reduces the need for truncation, but this can still be used, if required. When searching for several words that have the same beginning, or stem, the use of truncation can save time. For unlimited Truncation, use the asterisk (\*), as in the following example:

#### **Phrase Searching:**

Sometimes a user will want to search for a more specific phrase, rather than searching for individual, single words and combining them with **AND**. An example might be the search term **heart disease**. To specify a phrase search, simply enclose the phrase in double quotation marks, as shown below.

#### "heart disease"

Phrases and single words can be searched in combination, and will be linked with **AND** by default, as in the following example.

#### "heart disease" europe "risk factors"

The retrieved records will each contain all three search terms "ANDed" together.

Note that, whenever you enter more than one search term, whether it is a single word or a phrase, the system will combine them with **AND** unless you specify otherwise. The **AND** operator is "implied", and doesn't need to typed into your search statement, but you can type it in, if you wish to, as shown below.

#### "heart disease" AND europe AND "risk factors"

The **AND** should be typed in upper case or in lower case.

#### **Linking Search Terms with "Boolean Operators":**

The **AND** operator, discussed above, is one of three commonly used "search operators" called "Boolean Operators". The other two Boolean Operators are **OR** and **NOT**, and can be used to



modify or refine your search. You may be interested in research papers about diagnosis, treatment or care. If we simply type in the three terms **diagnosis treatment care**, we would retrieve only records that contained <u>all three terms</u>. They would be **AND**ed together. We would not find any records that simply included just one or two of the terms. This would seriously limit our search. In this particular example, we want to find records that contain all the words or <u>any</u> of the words.

To do this, we can use the **OR** operator, as in the following example:

#### diagnosis OR treatment OR care

This search will find records that contain either one or more of the three search terms. The **OR** operator "expands" the search. The search gets larger as you **OR** more terms together.

The third Boolean Operator is **NOT**, and can be used to exclude terms from your search. You may be interested in **diagnosis** but <u>not</u> **treatment**. To do this, use the **NOT** operator, as shown below:

#### diagnosis NOT treatment

This search will find all the records containing the word **diagnosis**, but will exclude any record that includes the word **treatment**. The **NOT** operator will restrict your search, making it smaller. Use the **NOT** operator with caution, as you may loose relevant records by accident.

#### **Multiple Boolean Operators:**

We have seen how to use each Boolean Operator separately but, in many searches, it is useful to be able to use two or more of these operators together, in a single, complex search statement. Let us imagine that we want to do a search for records about the heart or lung disease diagnosis but not treatment. We need to find all the records about heart OR lung and then **AND** this set of records with the terms disease **AND** diagnosis. Having created this set of records, we need to remove, using **NOT**, any records that include the term treatment. In this search, we need to use **AND**, **OR** and **NOT**, as shown below:

#### heart OR lung AND disease AND diagnosis NOT treatment

Before we run the search, there is one more thing that we need to do. We must tell the search system the order in which to do the search. Firstly, we want to find heart OR lung, and then we want to combine this group (or set) of records with the words disease AND diagnosis and, once this second operation has been completed, the final operation is to remove the records containing the word treatment. To specify the order of the search, we use parentheses or round brackets to enclose the three, separate operations. We want the OR operation done first, so we enclose the ORed terms in one set of brackets, as shown here:

(heart OR lung) AND disease AND diagnosis NOT treatment



Now we want to do the AND operations, so we enclose this operation in a second set of brackets:

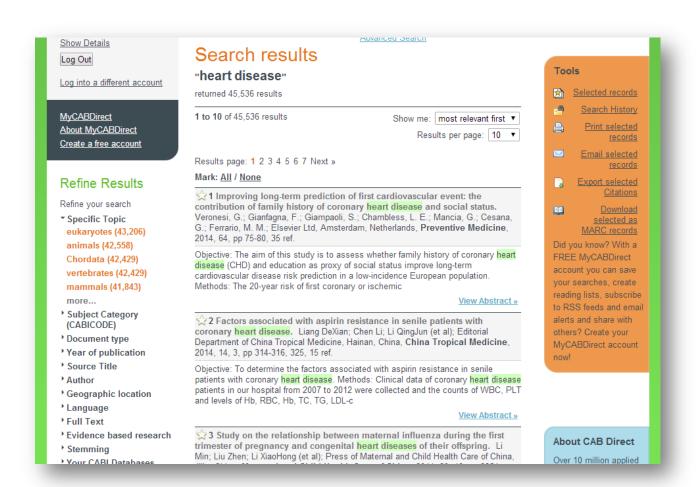
#### ((heart OR lung) AND disease AND diagnosis) NOT treatment

And, because the **NOT** operation is outside both sets of brackets, it will be performed last. We can now click the search button and the search will be performed correctly, in the order in which we want it done.

With a little practice, the use of Boolean Operators, and brackets, can be used to produce complex and precise search statements, which will retrieve good, relevant results.

#### Search Results:

The results of a search are displayed in a short record format on the Search results screen, as shown on the next page. The records are displayed in relevance order, with the record that is most relevant displayed first, at the top of this list. There is also a clickable option to display the records by date, with the most recent record shown first.



On this page, the records are displayed with the Article Title, the Bibliographic Details and a short section of the Abstract. By default, you see 10 records at a time, but the display range can be



reset to show up to 100 at a time from the drop down list, highlighted in the screenshot on the next page.

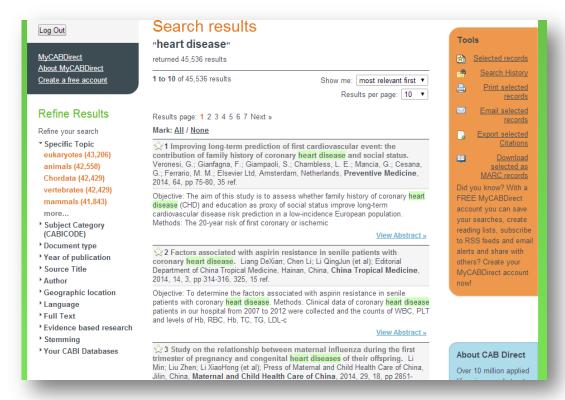


To view the complete database record either click the record title or the View Abstract Ink, at the bottom of each record. This will take you to the record page, or Document details display screen, as shown below.





# **Refining Search Results:**



Refine Results Refine your search ▼ Specific Topic eukaryotes (43,206) animals (42,558) Chordata (42,429) vertebrates (42,429) mammals (41,843) Subject Category (CABICODE) Document type Year of publication ▶ Source Title Author ▶ Geographic location ¹ Language Full Text Evidence based research Stemming Your CABI Databases

To the left of the displayed records, in the Results Display screen, is a list of options to Refine Results. These expandable lists of search terms have been built from the current search results, by analyzing the content of the retrieved records. The most frequently occurring terms, names, codes and dates, that appear in the various fields of the database records, are listed in order of occurrence and, next to each term, is the number of records, from the current results list, that contain that particular term, name, code or date.

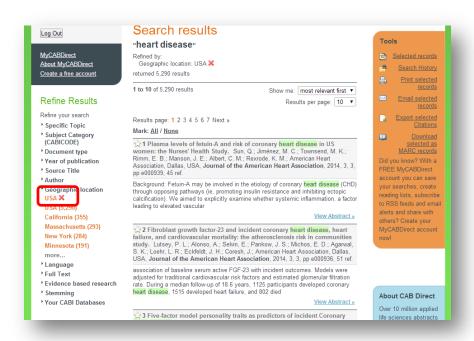
Each entry in a list is a clickable search link which, if clicked, will refine or limit the current search to records containing that particular entry. The full list of Refine options is shown below.



#### The Refine options include:

Specific Topic	CABI's controlled indexing terms, used to index all the major concepts in the original article. Useful for finding just the
	really important papers.
Subject Category	Concept codes, and associated headings, used to code for
(CABICODES)	broad subject areas.
Document type	Resource or literature type e.g. Journal paper, book chapter
Year of Publication	Year of Publication of the original article.
Source Title	Title of the publication in which the article was published.
Author	Personal and corporate authors and editors names.
Geographic Location	Terms used to index important geographical concepts in the
	original article.
Language	Language of the original article.
Full Text	This link will limit your search results to database records with
	links to CABI's Free Full Text database.
<b>Evidence based research</b>	Limits results to systematic reviews
Stemming	Turns off the databases automatic stemming function
Your Subscriptions	This link allows user to limit their results to records from, or
	relating to, particular CABI databases.

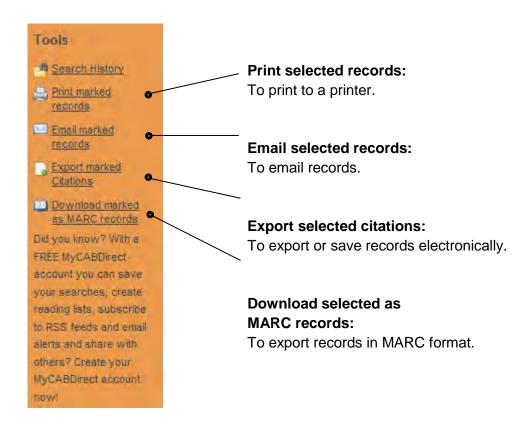
To view the lists, expand them by clicking on the heading. Click "more..." to expand the list fully, as required. To **Refine** your search, simply click your chosen entry. A new search will be run, which will combine this new entry with your previous search, refining the results to a smaller, more relevant list of records. In the following screenshot, we have **Refined** our original search for "**Heart Disease**" to the "Geographic Location" **USA**.





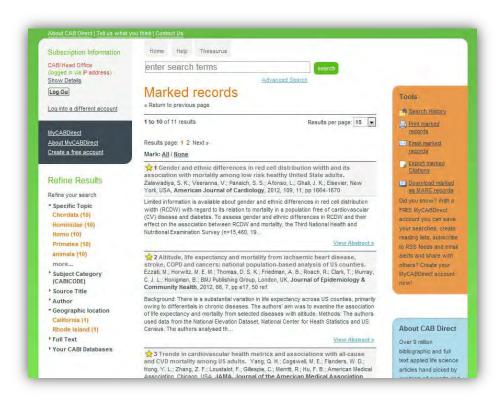
### **Outputting Records:**

Once you have completed your search, you will want to print or export the results. There are four basic output options, available in the orange box marked "Tools". These are:



To output records, you first have to **select** the records in which you are interested. Records can be Marked, individually, by checking the small star icon to the left of the record number. If you want to output all the records displayed on the current page, you can do this by clicking the Mark: All link, that appears just above the first record. This will **select** all the records displayed on the current page. The Marked records will be added to a selected records list. This list can be output immediately or added to throughout the current search session (maximum 1,000 records). The selected records list will build, as you add extra records during the current search session. Before outputting selected records, you can view the complete list by clicking on the Selected records icon at the top of the orange Tools box. A selected records list example is shown below:





# **Search History:**

As you search across the database, a search history is created, which lists all the searches performed in the current search session. To see this list, simply click on the search link in the orange box to the right of the Search Results screen. This will display the Search History screen, as shown below.





This screen shows the recent searches and the record numbers. You can re-run any of the searches in the list by simply clicking on the search string ("heart disease", for example). You can also use this screen to combine the results from different searches, to create a new search. In the example, shown above, we might wish to combine the two searches on heart disease OR lung disease together. To combine searches, simply check the box next to the searches you wish to combine, select the Boolean Operator you wish to use (AND, OR or NOT), and click the "Combine" button. A new search "set" will be created, comprising all the relevant records. Note, this Search History is not saved when you log out. However, if you wish to save a search, to re-use at a later date, you can do this by signing up to a "MyCABDirect" account.

#### **MyCABDirect:**

If you set up a personal MyCABDirect account, you can personalise the site and make use of some additional, useful features of CAB Direct.

To create a free, MyCABDirect account, simply click the "Create a free account" link in the grey box to the left of the screen. You will see the following registration screen:



After you have filled in the details, click the Register button to create your account.





Each time you use CAB Direct, you can log in to your MyCABDirect account, by clicking the MyCABDirect link and entering your personal username and password. When you have logged into your account, you will be able to save selected records to MyCABDirect.

If you click the MyCABDirect link, you will be taken to your personalised, MyCABDirect page, where you will see all your recent searches. Here you will also be able to permanently save selected Search Histories, set up e-mail alerts and RSS feeds and view your saved records as shown in the screenshot below.



From this page, you can also combine searches or rerun searches simply by checking the boxes or clicking on the search statement of interest.



The My Saved Records allows you to manage and output saved records.

