

**CABI Training Materials**  
**Descriptions of Fungi and Bacteria (DFB)**  
**User Guide**

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## Introduction

The *Descriptions of Fungi and Bacteria* are designed for use by plant pathologists and veterinary and medical mycologists. They provide integrated information to allow identification/confirmation of identity of significant species, along with related information on pathology or other economic significance.

- Diagnostic descriptions, illustrations and information on nearly 2,000 fungal and bacterial taxa
- Fully searchable via a subset of CAB Abstracts
- Now available electronically
- Includes a complete electronic backfile to 1964
- Produced by experts in mycology and bacteriology
- Many of the illustrations are unique to DFB – many of the species are not adequately illustrated anywhere else.

*Descriptions of Fungi and Bacteria* are produced by [CABI Microbial Services](#) (which includes the organization formerly known as the International Mycological Institute (IMI)) the pre-eminent global taxonomy/information provider on fungi. Each sheet is written by an authority on that particular organism. Because of this expert authorship *Descriptions of Fungi and Bacteria* are widely regarded as official definitions of the species concerned. Many of the pictures / drawings are unique to the series and a substantial number of species are not adequately illustrated elsewhere.

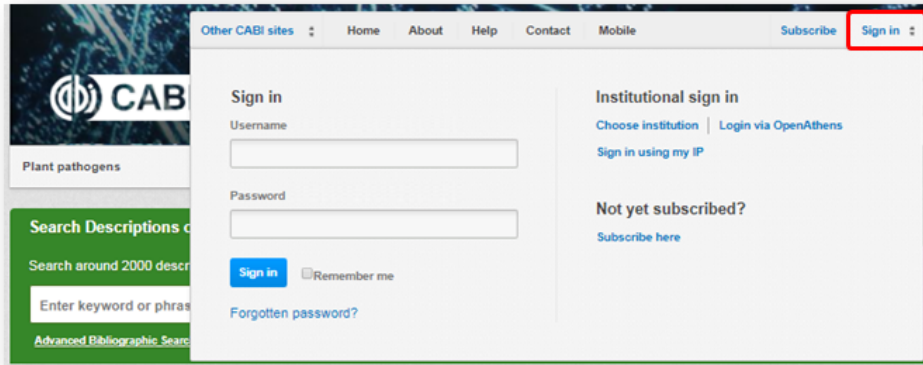
CABI has published *Descriptions of Fungi and Bacteria* since 1964. The backfile, available in electronic format since 2006, includes diagnostic descriptions and background biological information on nearly 2,000 species of fungi and bacteria, including many of the most economically important taxa.

The printed version of the *Descriptions of Fungi and Bacteria* is issued in sets of 10 organisms. Four sets are issued per year. Each sheet includes a detailed description of the pathogen and illustration, information about the disease caused, geographical distribution, transmission and references to the key literature. The online version of the *Descriptions of Fungi and Bacteria* is enhanced in the following ways. As well as print and online versions of all of the *Descriptions* produced in each year, a subscription includes the entire digital archive. The descriptions are available with an unrestricted user license.

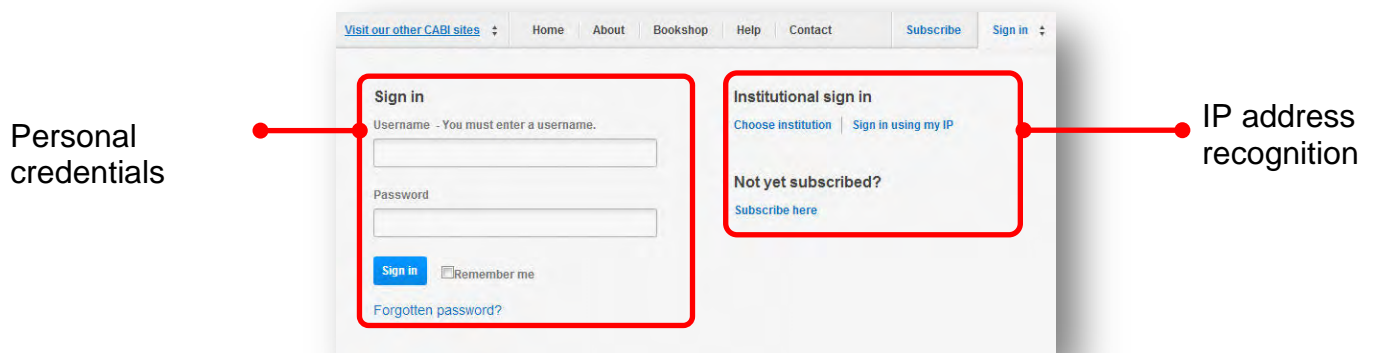
# Accessing DFB

DFB is a web-based interface. To access the site visit [www.cabi.org/dfb](http://www.cabi.org/dfb)

To sign in to the DFB site click on the [Sign in](#) button situated in the site menu as shown below:



There are two ways to login to the database depending on the access options your account has:



## By Personal credentials:

If you requested access to the site by a username and password please enter this in to the login box situated in the top left hand corner of the webpage.

## By IP Address:

If your institution has a subscription to DFB and you are accessing through your institutions network, the DFB platform will recognise your IP address as a registered user and automatically log you on to the site. If you aren't automatically recognised click the [Sign in using my IP](#) button.



# Navigating the interface

The DFB interface has been designed to enable quick and comprehensive content searches. Below shows an image of the DFB homepage and the various features displayed.

The image shows the DFB homepage with several key features highlighted by red boxes and labels:

- Site menu:** Located at the top right, containing links for 'Other CABI sites', 'Home', 'About', 'Help', 'Contact', 'Mobile', and 'Sign out'.
- Browse by topic:** A horizontal navigation bar with categories: 'Plant pathogens', 'Animal pathogens', 'Human pathogens', 'Other', and 'Index'.
- Search bar:** A large green search area with the text 'Search Descriptions of Fungi and Bacteria' and a subtext 'Search around 2000 descriptions of Fungi and Bacteria'. It includes a text input field for 'Enter keyword or phrase', a 'Search within topic' dropdown, and a 'Search' button.
- Latest indexed articles:** A section on the left side of the page titled 'Latest content' with a 'Recent' filter. It displays three article entries, each with a title (e.g., *Ulocladium zantedeschiae*), a brief description, author information, and a 'View full text article' button.
- Index terms:** A label pointing to the 'Index' link in the 'Browse by topic' bar.
- My DFB Account:** A sidebar on the right with options: 'Create and export short lists', 'Save content', and 'Save searches'.


At the bottom of the page, there is a footer with the CABI logo, a 'Privacy Policy' link, and social media icons for Facebook, Twitter, LinkedIn, and Email.

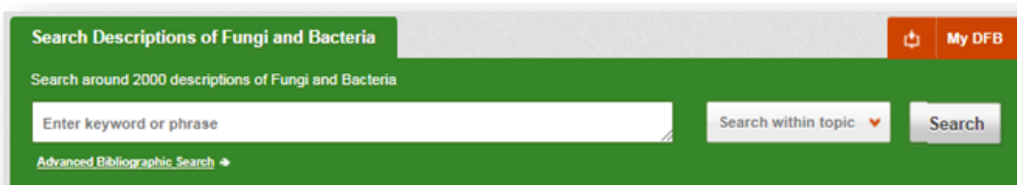
## Simple site searches

DFB offers a simple site search using a variety of basic search techniques to search content across the whole of the site such as Boolean operators and Phrase searching. These search techniques can be found in the [search techniques reference table](#).

## Conducting general site searches

A general site search conducts a search across all the various types of content and topics available on the DFB site. It will return a broad range of search results that will include all material types from all subject areas. It can be a useful place to begin a search.

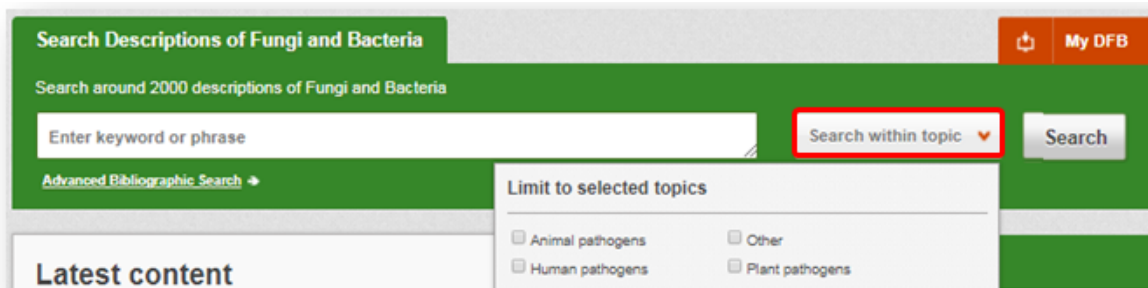
To conduct a general site search enter your search terms in to the search box located in the search bar of the home page and click the  button as shown below:



## Conducting filtered site searches

A filtered site search can be used to limit a search to specific categories of organisms. This will return a narrower range of search results and is particularly useful if you are trying to limit searches to particular fields of interest.

To conduct a filtered site search enter your search terms in to the search box located in the search bar of the home page. Click on the filter options to the right of the search box and select the categories you would like to limit the search to. The  indicates which categories have been selected. Below shows the examples for both the subject and content filters:



Once selected click the  button.

## Viewing search results

The returned results will be displayed on the search results page as shown below. The figure below the search box indicates the number of returned results from your search string query. Below this will show any filtered categories that were selected for the search. To remove the filters simply click the **X** next to the filtered term. The search results are displayed in the box below and can be ordered by most recently indexed first or relevance. At the top and bottom of the search results screen there are also options to vary the number of records displayed on the current page.

The screenshot shows a search interface for 'Search Descriptions of Fungi and Bacteria'. The search term 'potato' is entered in the search box. Below the search box, it indicates '65 results found'. A filter 'Topic: Plant pathogens' is applied. The 'Refine Results' sidebar on the right offers options for 'Sort Order' (Relevance, Date (Recent First), Date (Oldest First), Alphabetical (A to Z)), 'Author' (UK, CAB International (54), Waterston, J. M. (13), Booth, C. (5), Punithalingam, E. (5), Hayward, A. C. (4), MORE RESULTS...), and 'Geographical Location' (Africa (29), Asia (28), USA (28), Europe (27), North America (27), MORE RESULTS...). The main search results area shows a list of results, with the first result highlighted. The 'Results per page' is set to 10. The first result is for *Phaeoisariopsis bataticola*.

Number of records → 65 results found

Filter display → X Topic: Plant pathogens

Records display options → Results per page: 10

Below shows an example of an article header from the returned results. You can see the resource type, the article title, the beginning of the article abstract and further bibliographic information for the record.

The close-up shows the article header for *Phaeoisariopsis bataticola*. It includes the resource type 'Abstract', the article title, the beginning of the abstract, and the bibliographic information.

Resource type → Abstract Full Text

Record title → *Phaeoisariopsis bataticola*. [Descriptions of Fungi and Bacteria].

Abstract introduction → A description is provided for *Phaeoisariopsis bataticola*. Information is included on the disease caused by the organism, its transmission, geographical distribution, and hosts. DISEASE: Leaf spot of sweet potatoes. HOSTS: *Ipomoea* spp. (Sweet potato) (*Convolvulaceae*). GEOGRAPHICAL DISTRIBUTION:...

Bibliographic information → Author(s) Kirk, P. M.  
Publisher CAB International, Wallingford, UK  
Citation IMI Descriptions of Fungi and Bacteria, 2004, No. 161, pp Sheet 1603

When clicked, the article title will take you to the record page listing the full bibliographic details of the record as shown below.

The screenshot shows the 'Search Descriptions of Fungi and Bacteria' website. The main content area displays the record for *Phaeoisariopsis bataticola*. The abstract text reads: "A description is provided for *Phaeoisariopsis bataticola*. Information is included on the disease caused by the organism, its transmission, geographical distribution, and hosts. DISEASE: Leaf spot of sweet potatoes. HOSTS: *Ipomoea* spp. (Sweet potato) (*Convolvulaceae*). GEOGRAPHICAL DISTRIBUTION: NORTH AMERICA: USA (Florida); CENTRAL AMERICA: Cuba, Dominican Republic, Puerto Rico; SOUTH AMERICA: Venezuela. TRANSMISSION: Presumably by air-borne conidia." The right-hand side features an 'Abstract details' pane. The top section, labeled 'Bibliographic information', contains: Author(s) Kirk, P. M.; Author Affiliation CABI Bioscience, Bakeham Lane, Egham, Surrey, TW20 9TY, UK; Miscellaneous IMI Descriptions of Fungi and Bacteria 2004 No. 161 Sheet 1603; ISSN 0009-9716; Publisher information CAB International Wallingford UK; Language of Text English; Language of Summary English. The bottom section, labeled 'Metadata', contains: Geographical Location Central America, Cuba, Dominican Republic, Florida, North America, Puerto Rico, South America, USA, Venezuela; Organism descriptor(s) Convolvulaceae, fungi, Ipomoea, Ipomoea batatas, Passalora bataticola, Phaeoisariopsis, Solanum tuberosum.

As well as the full abstract the page will also include the full bibliographic information and indexing keywords that were assigned to the record during the indexing process. This can be found under the Abstract details pane on the right of the page.



## Topic pages

Topic pages enable you to focus searching on particular organism categories. The topic page can be selected from the horizontal menu bar shown in the screen shot below. These topic pages are structured in a similar format as the homepage but only include content items that refer to the selected topic. For example, the screen shot below shows the topic page for plant pathogens. Therefore the latest content section on the plant pathogen topic page will only show recent articles that refer those types of organisms. The green underline in the horizontal topic page menu and the page title indicate which topic page you are currently viewing.

The screenshot shows the website interface for 'Descriptions of Fungi and Bacteria'. At the top, there is a navigation bar with 'Other CABI sites', 'Home', 'About', 'Help', 'Contact', 'Mobile', and 'Sign out'. Below this is a horizontal menu bar with 'Plant pathogens', 'Animal pathogens', 'Human pathogens', 'Other', and 'Index'. The 'Plant pathogens' option is highlighted with a green underline. The main content area has a search bar with the text 'Search Descriptions of Fungi and Bacteria' and a search button. Below the search bar, it says 'Search around 2000 descriptions of Fungi and Bacteria'. The search results section shows '1,802 results found' and 'Topic: Plant pathogens'. The results list includes two entries: 'Helminthosphaeria triseptata' and 'Hilberina foliicola'. The 'Refine Results' pane on the right has sections for 'Sort Order', 'Author', 'Geographical Location', 'Organisms', and 'Subject Topics'. Red boxes and arrows point to the 'Topic page menu bar', the search results, and the 'Refine results pane'.

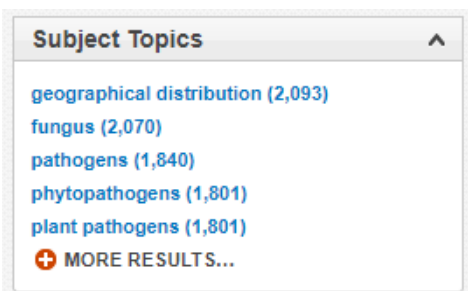
When conducting a search from a topic page, the relevant option is automatically selected from the topic filter section as shown below. This means that any search conducted from the topic page will limit searches to only content relating to that subject.


The screenshot shows the search interface with a dropdown menu open for 'Search within topic'. The menu options are 'Animal pathogens', 'Human pathogens', 'Plant pathogens', and 'Other'. The 'Plant pathogens' option is selected, indicated by a checkmark. A red box and arrow point to this selection.

## Refine options

On the right side of the topic page there is a Refine results pane. This allows you to organise the display of the results alphabetically or by recency or relevancy. The refine pane also allows users to refine content even further using the following index fields:

- Author
- Geographic location
- Item type
- Language
- Organisms
- Subject topics
- Year of publication



Each field is listed in a separate box in the refine results pane. These can be collapsed by using the  in the field box header. Blue text indicates the keyword and the bracketed number indicate the amount of records associated to it.

Clicking on a blue keyword conducts a search to return results specific to the selected topic and the relevant keyword from the associated field. For example, below we can see that by clicking on the subject **pathogens (1,840)** listed in the author field box a filtered search is generated limiting results the author: "plant pests". This is displayed in the filter display at the top of the results page.

The screenshot shows the search results page for 'pathogens' with a refined search for 'plant pests'. The 'Subject Topics' pane is overlaid on the top left, with a red box around 'pathogens (1,840)' and a red arrow pointing to the '1,840 results found' section of the search results page. The search results page shows the following information:

- 1,840 results found
- Subject Topics: pathogens
- Search results: **Helminthosphaeria triseptata**. [Descriptions of Fungi and Bacteria].
- Author(s): Minter, D. W.; Cannon, P. F.
- Publisher: CAB International, UK
- Citation: IMI Descriptions of Fungi and Bacteria, 2016, No 209, pp Sheet 2082

The 'Refine Results' pane on the right shows the following options:

- Sort Order: Relevance, Date (Recent First), Date (Oldest First), Alphabetical (A to Z)
- Author: UK, CAB International (1,518), Minter, D. W. (456), Cannon, P. F. (180), Holliday, P. (126), Punithalingam, E. (112), + MORE RESULTS...
- Geographical Location: USA (821), Europe (706), Asia (663), Africa South of Sahara (630), Africa (602), + MORE RESULTS...


# MyDFB

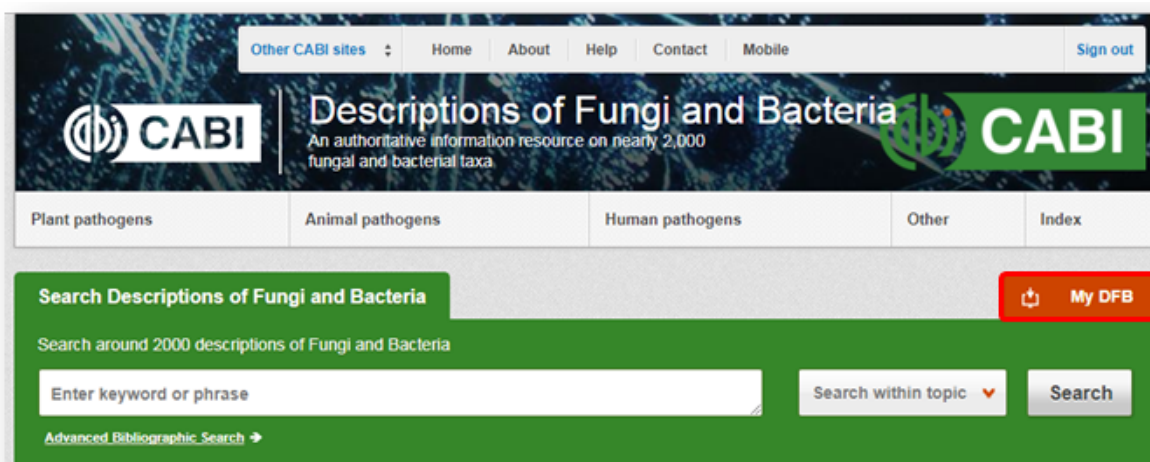
The MyDFB feature improves search functionality for users allowing users to:

- Combine and save searches
- Save records
- Export citations
- Create Alerts

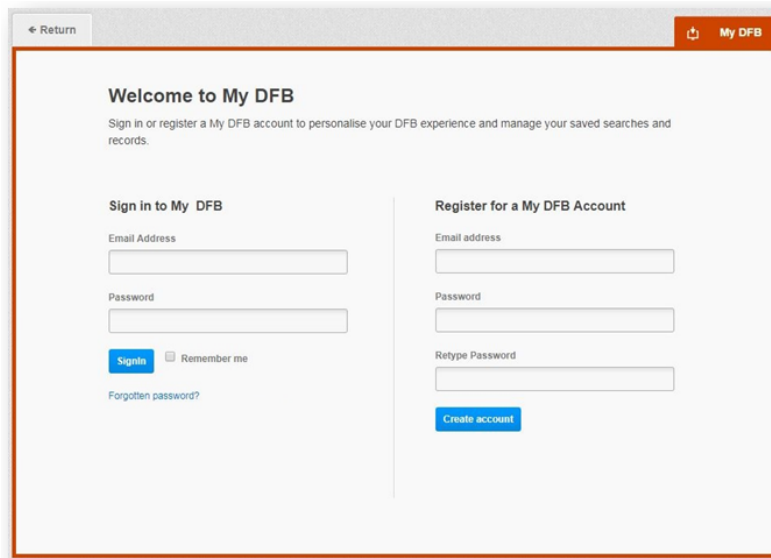
To gain the full functionality of MyDFB and for the system to record and recall your searching activity you must be signed in. It is therefore recommended that you sign-in to MyDFB at the beginning of all your search sessions on the DFB site.


## Creating a MyDFB account

Before you can access the features of MyDFB you first need to create an account. Click the  button in the top-right hand corner of the search box as shown below:

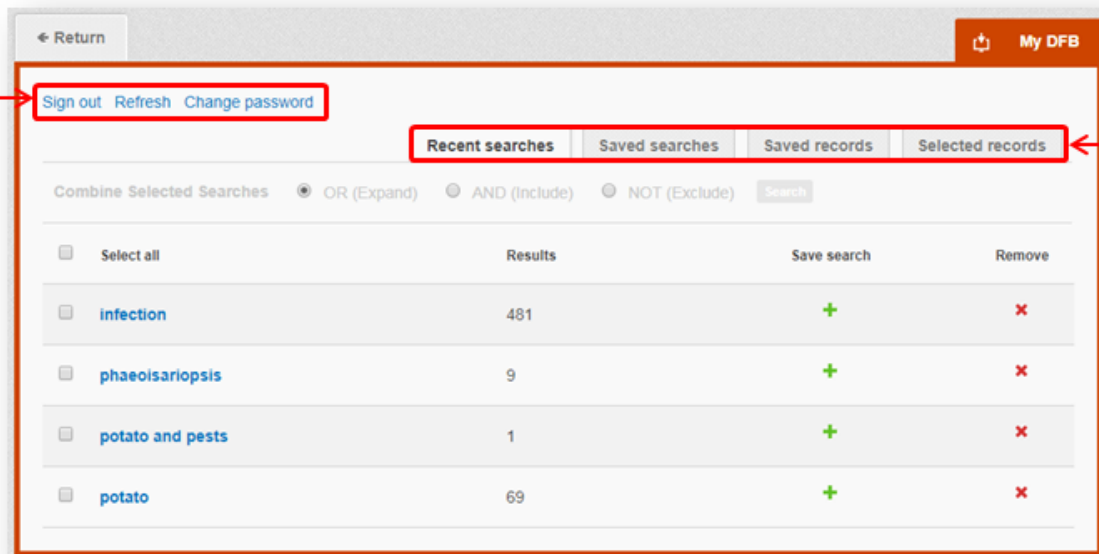


This will direct you to a list of the searches you have conducting during the current session. Click the [Sign in or register](#) to be taken to the the sign-in page as shown below. The right hand side of the page allows new users to register an account. The left hand side of the page allows users already registered to sign in. Once registered, fill in your unique credentials to sign-in.



Below shows the MyDFB page. At the top of the display box are the different tabs to display the different types of search activities. By default the display automatically shows the recent searches that you have conducted whilst logged-in to MyDFB. To the left hand side of the page there is also an option to sign-out or change your account password. To permanently remove a search from your recent search display click on remove button 

Sign out /  
Refresh /  
Change  
password



Display  
tabs



## Combining searches

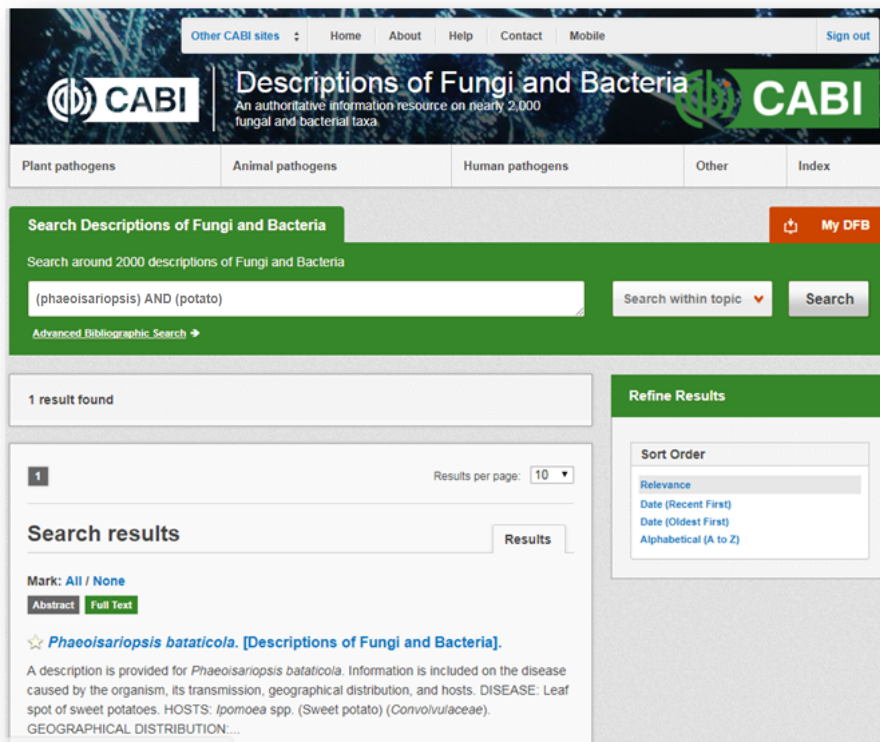
Combined searches are a useful tool for when compiling long and complex search strings which contain multiple Boolean operators and parentheses. To simplify the process and minimise the chance of input errors this function allows the user to perform two or more separate searches and combine them with either the AND, OR and NOT Boolean operators.

In the example below we can see in the recent search tab two relatively complex searches have recently been conducted. These two have been selected using the checkbox  and the AND Boolean operator has been chosen from the combined search options. You can also see these searches have been filtered to certain criteria as explained [previously](#).


**Please note:** Terms of more than one word (i.e. “ash dieback” or “disease control” should be entered in quotation marks.

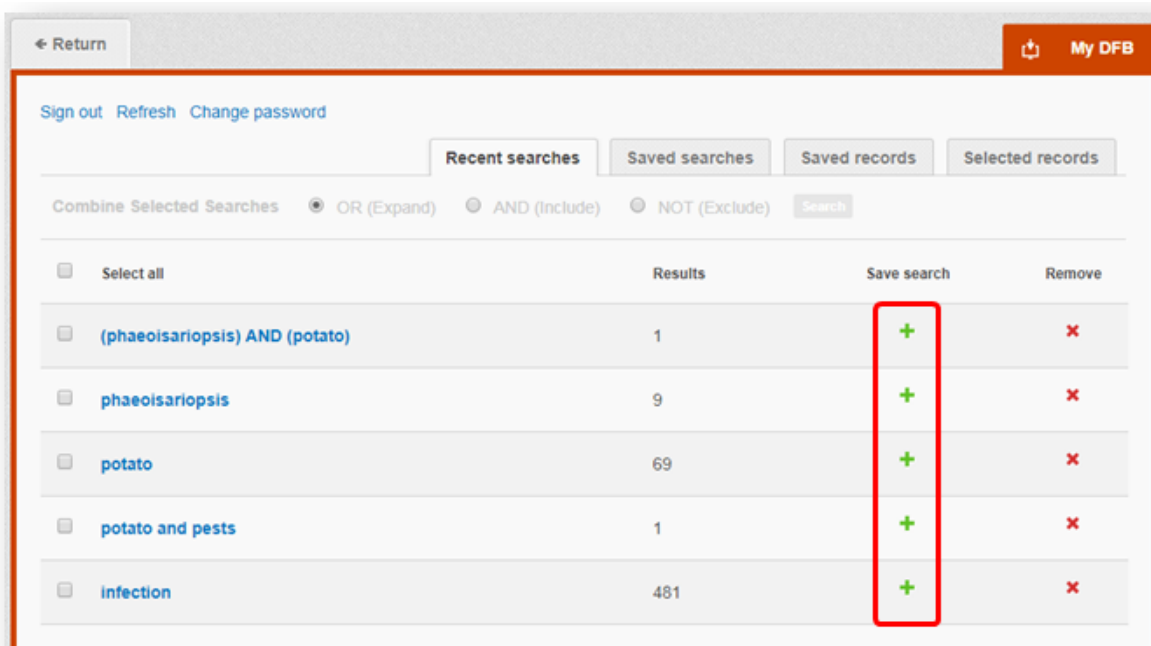
Select all	Results	Save search	Remove
<input checked="" type="checkbox"/>	9	+	×
<input checked="" type="checkbox"/>	69	+	×
<input type="checkbox"/>	1	+	×
<input type="checkbox"/>	481	+	×



Once your options have been selected perform the search by clicking the **Search** button. This will conduct the search and direct you to the results page as shown below. You can see that the search string of the two combined searches is displayed in the search box. By combining this search with the AND operator we have limited the results further but alternatively by using this feature with the OR operator the we can also expand results.

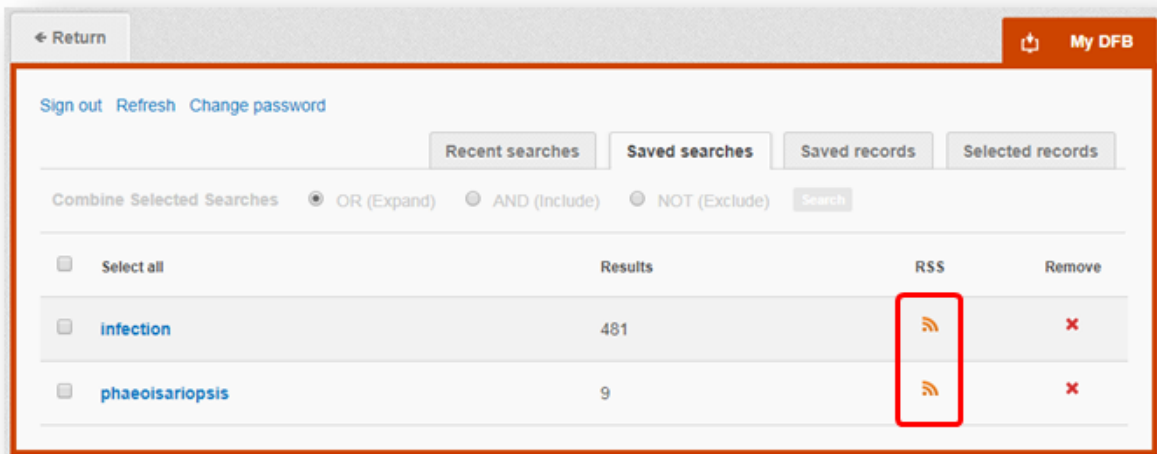


## Saving searches and creating alerts


For searches you would like to run on a regular basis, users can save searches for future reference by using MyDFB. To save a search visit the recent search tab from the MyDFB page and click on the save search button 

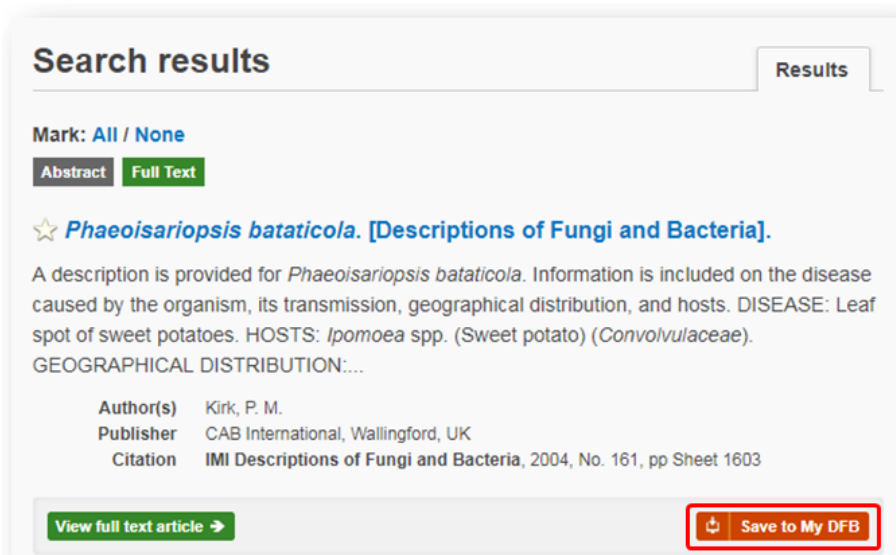


To view your saved searches click on the saved searches tab . The saved searches tab allows the user to conduct a saved search by clicking on the blue search string displayed. For each saved search there is also an option to set up an RSS feed which automatically notifies the user when new records relating to that search string are added to the DFB site. These notifications can be viewed through all RSS readers such as Microsoft Outlook and Feedly. To find out more about RSS and how to setup an account with an RSS reader [read more here](#). To set up an RSS feed for your search string click on the RSS feed button .



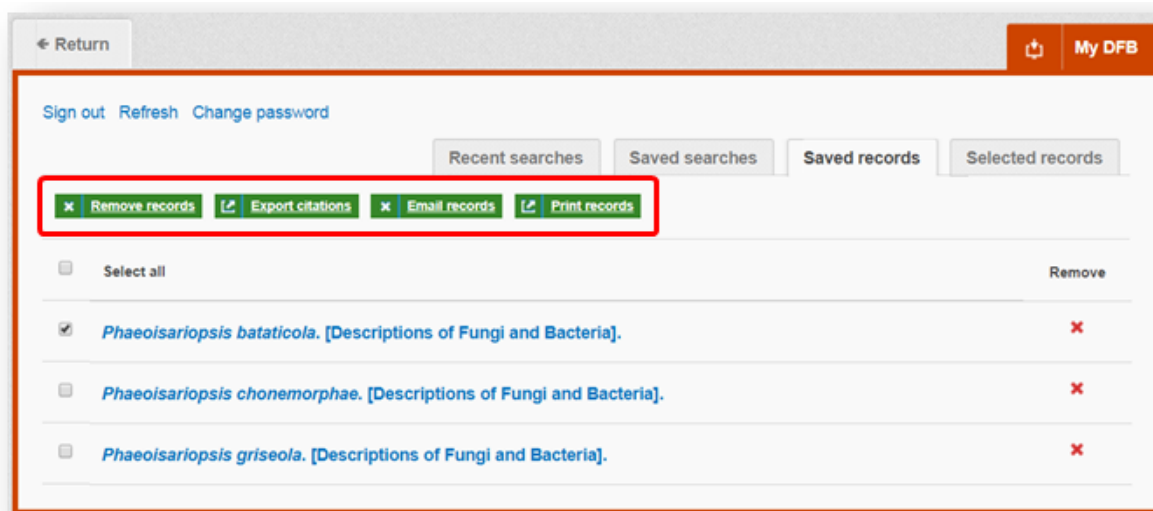
## Saving and exporting records

The MyDFB tool also allows you to save individual article records for future reference and export these to reference management software to create your own bibliographies or reference lists. To save a record to your saved records repository you must first be signed into the MyDFB tool before conducting searches. When signed in and a search has been conducted each record in the displayed results will have a  button associated. Click this button to save the record.



To view your saved records click on the saved records tab [Saved records](#). This will display the title of all saved records. To view a specific record, click on the title. Records can be removed individually by using the **X** button. To delete multiple records check the boxes  next to the records and click the **X Remove records** button as shown below.

Citations can also be exported to reference management software in a RIS file format. To export citations, select the records you would like to be included in the reference list using the checkbox  and click the **Export citations** button as shown below. You can also email the selected records using the **Email records** button, and print the selected records using the **Print records** button.





## Appendix A: Search techniques

Search technique	Example	Description	Function	Reason to use
<b>Single word search</b>	silvaculture	Searches using a single word term	Returns a broad range of results for a particular word/topic	Provides a broad overview of a scientific area of interest
<b>Boolean search</b>	"abies alba" and distribution	Searches using the operators AND, OR and NOT	Performs searches on multiple concepts that provides specific keyword searching for an area of interest that can include or exclude other concepts.	Allows the user to conduct more controlled searching. Can be used to omit homophones
<b>Phrase searching</b>	"abies alba"	Use quotation marks before and after a multiple word phrase	Returns results only containing the entire phrase	Narrows searching to records that only contain the whole phrase
<b>Parentheses</b>	"abies alba" and (distribution or coverage)	Searches using keywords, Boolean operators and parentheses.	Used for searches that contain multiple Boolean operators to define the correct search logic	Refines searches with Boolean operators further to provide limited search results
<b>Truncation &amp; wild cards</b>	"abies alba" and (distrib* or coverage)	Uses the symbols * and ? in keyword search	Using the * returns results with different word stems for the root word  Using the ? symbol allows users to specify unknown characters	The * allows users to broaden results to keywords with differing word stems e.g. pop* = popular, population, etc.  The ? returns results using a keyword that may differ in spelling