Quick Guide to Searching *Global Health*
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Browsing content on Global Health homepage, theme and region pages

Users can browse for information on a theme. Editors have selected the content and update it regularly. There are 2 ways to browse, you can choose a subject theme or a regional theme. There are also alerts updated daily on the right-hand menu.

Each page, including the homepage, has 5 areas:

- News- a recent article
- Articles- selected items from the bibliographic database
- Book chapters- selected book chapters with fulltext access
- Reviews- relevant reviews from CAB reviews also with fulltext access
- Alerts- a curated feed of items of third party content relevant to that page.

“see more” expands the list of articles.
“search more” launches a relevant search of the site.

Searching on Global Health

There are 3 ways to search for information on Global Health: Keyword searching, Advanced searching, and searching with vocabulary from CAB Thesaurus.
Keyword (or simple) searching is similar to using an internet search engine, where you type search terms then press Search. The Keyword search explores all indexed fields in the Global Health database. Search filters (or facets) help you narrow your search results.

Advanced searching, on the other hand, enables you to easily narrow your search to the index fields most relevant to your search. You can filter your search by database field, (e.g. article title, author name, publisher etc.), date, document type, CABI product etc.

Use the CAB Thesaurus to search CABI’s controlled vocabulary of terms covering pure and life sciences, technology and social sciences. (not covered in this Quick guide)
**Keyword searching**

The **Keyword** search enables you to carry out a search by typing a single word, a phrase or a complex query.

A CABI database record, e.g. an article or paper, contains individual data fields such as the title, the abstract, the publisher, etc. When you type a word or phrase in the **Keyword** search box, then press the **Search** button, **Global Health** searches the whole record, i.e. the record's title, all indexing fields (including the author), the abstract and the record's bibliographic details. This is known as a 'free-text' search.

**Single Word Searching**

A single term is a single word such as *cattle*. Multiple words entered into the search box are treated as single terms and combined with an invisible **AND**.

For example, antibiotic resistance is treated as antibiotic **AND** resistance.

**Phrase Searching**

A search phrase must be surrounded by double quotes as in the example "antibiotic resistance".

Example:

You can enter a search string that contains multiple terms, i.e. single words and phrases, as in the example "antibiotic resistance" "Staphylococcus aureus" Europe. These three terms are, by default, combined with an invisible **AND**, as in, "antibiotic resistance" **AND** "Staphylococcus aureus" **AND** Europe

For greater control of your search, you can combine multiple terms with the three Boolean operators (**AND**, **OR**, **NOT**) to form a more complex query. Make sure each phrase in your Boolean query is identified correctly. For more information, see **Boolean Operators**.
# Search rules

This table explains some search rules to help you enhance your searches:

<table>
<thead>
<tr>
<th>Search term</th>
<th>Search Rule</th>
<th>Examples and exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuation</td>
<td>Punctuation in search terms is ignored</td>
<td>Exceptions:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>![ (exclamation mark) is treated as a searchable character,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- (hyphen), terms with or without a hyphen find the same result,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e.g. malaria-resistant finds records containing malaria-resistant and malaria resistant</td>
</tr>
<tr>
<td>Capitalisation</td>
<td>Search terms are case insensitive</td>
<td>CABI, Cabi and cabi are treated the same</td>
</tr>
<tr>
<td>Accented characters</td>
<td>Letters with accents and foreign characters are ignored</td>
<td>n is treated as n</td>
</tr>
<tr>
<td>Asterisk wildcard *</td>
<td>Represents any group of characters</td>
<td>Can be used before, after or in the middle of a search term, e.g.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*type finds genotypes, subtype, karyotypes etc.</td>
</tr>
<tr>
<td>Question mark wildcard ?</td>
<td>Represents any single character</td>
<td>wom?n matches woman and</td>
</tr>
<tr>
<td>Wildcards * and ?</td>
<td>* and ? may be combined</td>
<td>Organis?ation* matches organisation, organisations, organisational, organization,</td>
</tr>
<tr>
<td>Boolean operators AND, OR, NOT</td>
<td>Can be used to refine your search</td>
<td>For more information, see Boolean Operators</td>
</tr>
<tr>
<td>Parentheses and quotation marks</td>
<td>Use either quotation marks or parenthses around phrases, if you are combining more than one phrase with Boolean operators</td>
<td>(Antibiotic OR Antiviral) AND (Alga* OR Seaweed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For more information, see Boolean Operators</td>
</tr>
<tr>
<td>Single term using index field names (or tags)</td>
<td>Enter the names or tag followed by a colon (:</td>
<td>Example, using the corporate author tag, ca: To search for all records authored by WHO, enter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ca: &quot;World Health Organization&quot;</td>
</tr>
<tr>
<td>Multiple terms (i.e. a phrase) using index field names (or tags)</td>
<td>The index field is only valid for the term that it directly precedes. To group several terms together with a single field, use either: quotes, if searching for a phrase, or parentheses (brackets) if searching for separate words</td>
<td>pb:blackwell publishing Matches 'blackwell' in the publisher field, and 'publishing' in the Free-Text index.</td>
</tr>
</tbody>
</table>
**Boolean operators**

To make searching more accurate you can use Boolean operators (AND, OR, NOT) to link your search terms.

**AND**

By default, phrases and single words are searched in combination and are linked with the Boolean operator **AND**

Example:
The search phrase
"antibiotic resistance" europe "mycobacterium tuberculosis"

retrieves records whose indexing contains all three search terms together.

**Note.** You can type **AND** in either upper or lower case as shown here: "antibiotic resistance" and Europe **AND** "mycobacterium tuberculosis"

**OR**

Use this Boolean operator to modify or refine your search.

Example:
You want to find research papers about measles mumps or rubella. If you type the three terms:

Measles mumps rubella

*Global Health* retrieves only records that contain all three terms. In other words, they would be **ANDed** together.

This search would not find records that contain just one or two of the terms. This would seriously limit the search. In this example, you want to find records that contain all the words or any of the words. To do this, you can use the **OR** operator, i.e.

Measles OR mumps OR rubella

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

**NOT**

Use this Boolean operator to exclude terms from your search.

Example:
You are interested in research papers about children but not infants. To do this, use the **NOT** operator:

children **NOT** infants

This search finds all records containing the word *breeding*, but excludes any record that includes the word *genetics*. The **NOT** operator restricts your search, making it smaller.

**Tip.** Use the **And** drop-down to use Boolean operators to link and refine your search terms. For more information see *Boolean Operators*.

**Tip.** Use the **NOT** operator carefully, as it is possible to lose relevant records by accident.
Advanced searching

The **Advanced** search screen enables you to run complex search queries in multiple search boxes which you can link together with Boolean operators (AND, OR, NOT). Use the index field drop-down list to refine your advanced search by selecting the appropriate index field for your search terms:
Additional filters
Once you have entered a search terms in the search boxes, you can refine your search by applying additional filters as follows:

<table>
<thead>
<tr>
<th>Screen field:</th>
<th>Limit your search to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published between</td>
<td>a range of publication dates of the original papers</td>
</tr>
<tr>
<td>Added since</td>
<td>those records added since your previous search, for example</td>
</tr>
<tr>
<td>Document type</td>
<td>specific documents types, such as books and conference proceedings</td>
</tr>
<tr>
<td>Only search for</td>
<td>CABI Hosted Full Text. Publications which are hosted but not published by CABI, e.g conference proceedings, smaller publishers' journals etc. These are typically referred to as 'grey' literature. Evidence Based Research. Designed to retrieve systematic review and meta-analyses by searching for elements in a publication's title and abstract. Open Access Journals. Retrieves only articles published in 'gold open access' journals, which are free to download and use. Currently Global Health only retrieves data published from 2015 onwards.</td>
</tr>
<tr>
<td>Search in</td>
<td>one or more CABI products</td>
</tr>
</tbody>
</table>
Search results

The **Search results** tab displays the results of your searches (**Keyword** or **Advanced**). Each search result shows a shortened version of the main record and includes the record title, the first few lines of the abstract and the main bibliographic details.

**Refining your results**

If your **Keyword** or **Advanced** search retrieves an unmanageable number of results, you can narrow the list to the most relevant records by using the facets.

To refine your search results by facets (i.e. important subject headings), select the required facet from the **Refine by**: list on the right-side of the search results page.

Facet windows help to visualise important terms as boxes on a chart called a ‘tree map’. The size of a term’s box relates to the number of times the term occurs in the search results’ abstracts, as in this example from the **Topics** facet.
Tip. To see all terms and their frequency as a selectable list, click the Show list button.

To refine your search by facet:

1. Select the facet you want to refine you search on, e.g. Topics, to display the facet.
2. Select one or more terms from the facet window.
3. The default Boolean operator is OR which you can change if required.

Note. To refine by combining multiple facets simply close the facet using the close button and open another facet. Do not click the Refine results button yet. The combined facets are displayed on each facet window.
4. When you have finished, click the **Refine results** button to update the search results page. Your facet terms are listed in the **Refined by:** field at the top of the **Search results** tab.

**Tip.** To see your search terms (in syntax format) including your initial search (Keyword or advanced) and subsequent refinements, click **Edit Search**. For more information, see **Edit Search Section**.

**Edit search**

As well as the clickable search filters available to refine and edit your search terms, you can also directly view and edit the 'behind the scenes' query statement used by the *Global Health* search engine.

To see how your search is interpreted on the *Global Health* search engine, click the **Edit Search** button.

**Note.** The **Edit Search** is an advanced feature of *Global Health* and care and knowledge is required to edit a search statement successfully.
Building searches from index terms

Based on the indexing terms of the abstract record you are viewing, you can broaden your enquiry by running a new search. Indexing terms are keywords of records analysed and tagged by CABI’s indexers - the frequency of each indexing term in the record is shown in this example:

Selecting multiple indexing terms

You can select indexing terms from multiple headings. For example, you could select terms from Organism Descriptors then close that window and open Identifiers to add more terms to your search. Use the Close button to exit each heading window. When you have selected from the final heading window, click the Search button.

Managing records

When you have refined your search results to a manageable list, you can group those records you are most interested in.

To select those records you are interested in, tick the check-box on the left side of the title.
**Note.** *Global Health* automatically copies your selected records to the **Selected Records** tab. They are retained on the system only for the duration of your current *Global Health* session. To save your selected results for future use, you must first sign in to My CABI.
Performing actions on your results

*Global Health* enables you to perform actions on your search results, such as print, download, etc. using a toolbar buttons. Some actions will require you to sign into your myCABI account.

In a *Global Health* session, the records you select from your search results (by ticking their check-boxes) are automatically added to the **Selected Records** list. In this way you can accumulate records from one or more searches to a single list which you can review and refine. If you are logged in to My CABI you can save records or add them to a project. The Saved records tab contains both selected records and saved records.

The following actions can be performed from:

- Search results
- Selected records
- Saved records
- Project records
- Abstract page
For some actions you need to be signed in to My CABI:

<table>
<thead>
<tr>
<th>Action</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print records</td>
<td>Select records and press <strong>Print</strong> from the Action toolbar</td>
</tr>
<tr>
<td></td>
<td>Print a) citation only, b) citation and abstract, or c) full record</td>
</tr>
<tr>
<td>Email record/s</td>
<td>Select records and press <strong>Email</strong> from the Action toolbar</td>
</tr>
<tr>
<td></td>
<td>Enter the email address select a) citation only, b) citation and abstract, or c) full record</td>
</tr>
<tr>
<td>Download record/s</td>
<td>Select records and press <strong>Download/export</strong> from the Action toolbar</td>
</tr>
<tr>
<td></td>
<td>Select ‘<strong>Download to file</strong>’ or <strong>RefWorks</strong></td>
</tr>
<tr>
<td></td>
<td>Select a file format if you have selected download to file</td>
</tr>
<tr>
<td></td>
<td>To export to RefWorks you need a RefWorks account select a) citation only, b) citation and abstract, or c) full record Note. If you want to download a record that includes annotations and highlighting, you need to be signed in to My CABI and select HTML</td>
</tr>
<tr>
<td>Save record/s</td>
<td>Select records and press <strong>Save</strong> from the Action toolbar</td>
</tr>
<tr>
<td></td>
<td>You need to have a My CABI account to save a record. If you are not already logged in you will be prompted to log in or create an account If you have created projects you are given the opportunity to save records to a project instead</td>
</tr>
<tr>
<td></td>
<td>Records are saved to Saved records on My Records tab. Note: Saved records show with icon.</td>
</tr>
<tr>
<td>Add to Project</td>
<td>Select records and press <strong>Add to project</strong> from the Action toolbar</td>
</tr>
<tr>
<td></td>
<td>You need to have a My CABI account to add a record to a project. If you are not already logged in you will be prompted to log in or create an account.</td>
</tr>
<tr>
<td></td>
<td>Select the project and press ‘<strong>Add to project</strong>’ button</td>
</tr>
<tr>
<td>ORCID</td>
<td>Claim your publications on <em>Global Health</em> with your ORCID iD. This process connects your My CABI account to your ORCID account and enables you to export the metadata of your publications from <em>Global Health</em> to your ORCID account; at the same time your ORCID iD is appended to your name on our abstracts, you will have claimed your publications.</td>
</tr>
<tr>
<td></td>
<td>You need to have a My CABI account to add a record to a project. If you are not already logged in you will be prompted to log in or create an account.</td>
</tr>
</tbody>
</table>
Highlighting and annotating records

You can use the tools on a record page to:

- Highlight passages of text
- Add annotations to the abstract

You need to have a My CABI account to annotate and highlight records if you are not already logged in you will be prompted to login or create an account.

To highlight:

1. Click the highlight tool and select the highlight colour (if you have not signed into My CABI you are prompted to do so)
2. Select the text you want to highlight then click the highlight icon
3. Click the save button to add the highlighting to the abstract

Note. To remove highlighting, hover over the text to display the pop-up remove icon. To permanently remove the highlight, click the remove icon.

To annotate:

1. Click the annotate tool (if you have not signed into My CABI you are prompted to do so)
2. Select the text you want to annotate then click the annotate icon
3. In the Add annotation window, type the Annotation title and text
4. Click the save button to add the annotation to the abstract

Note. To see the annotation, hover over the annotated passage in the abstract. The Annotation window is displayed where you can edit or delete the annotation.
Managing your searches

The searches you have made (Keyword and Advanced) are automatically added to the Search history list. The search terms you used and any refinements are retained only for the duration of your current Global Health session.

If you are signed in to My CABI you can save your searches for future use, add them to a project or set up email alerts. If you are signed in to My CABI the My Searches tab contains your search history and saved searches.

Performing actions on your searches

The following actions can be performed from:

- Search history
- Saved searches
- Search results
- Project searches
<table>
<thead>
<tr>
<th>Action</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save search</strong></td>
<td>You can save a search from the search results tab using the <strong>Save search</strong> button, or from <strong>Search History</strong> by: Selecting the search(es) and press <strong>Save</strong> from the Action toolbar. You need to have a My CABI account to save a search. If you are not already logged in you will be prompted to log in or create an account. If you have created projects you are given the opportunity to save searches to a project instead. Searches are saved to <strong>Saved searches</strong> on My Searches tab.</td>
</tr>
<tr>
<td><strong>Create an email alert</strong></td>
<td>Select search(es) from either <strong>Saved searches</strong> or <strong>Search history</strong> and press <strong>Email alert</strong> from the Action toolbar. You need to have a My CABI account to create an email alert. If you are not already logged in you will be prompted to log in or create an account. Enter the email address. You will receive a weekly email alert showing up to 10 new records.</td>
</tr>
<tr>
<td><strong>Add to Project</strong></td>
<td>Select search(es) and press <strong>Add to project</strong> from the Action toolbar. You need to have a My CABI account to add a search to a project. If you are not already logged in you will be prompted to log in or create an account. Select an existing project, or create a new one and press <strong>Add to project</strong> button.</td>
</tr>
<tr>
<td><strong>Combine searches</strong></td>
<td>Select the searches you want to combine. Select the Boolean operator AND, OR or NOT. Press <strong>Combine searches</strong> button</td>
</tr>
</tbody>
</table>
In MyCABI use the **Show Searches** drop-down list to display searches you have saved to a particular project.

Note. The **Saved Searches** option in the drop-down, displays only those saved searches which you have *not* added to a project.
My CABI

Signing in to My CABI enables you to:

- save your searches,
- save your records,
- annotate and highlight your records,
- set up email alerts for saved searches, and
- create projects that contain searches and records.

To sign in to your My CABI account:

1. if you are already registered In My CABI Tab, enter your registered Username/email and Password, in the Already Registered section.

2. Click the Sign In button.

Creating a My CABI account

To set up a My CABI account:

1. click the My CABI tab on the main search page.

2. On the My CABI tab complete the fields to create an account:

   - First and last name
   - Email address
   - Username (this can be your email address – just tick the Use email as username check-box)
   - Password (must be at least 6 characters and meet at least 2 of the criteria listed)
   - Confirm password

3. Click Create account. A confirmation email is sent to your registered email address,

To return to your previous screen, click the Continue link.
My projects tab

*Global Health* enables you to organise your search activities into projects. Projects are folders where you can save your records and searches about a particular topic. You need to be signed into MyCABI to use this.

Once you have logged in to MyCABI you can:

- Create one or more projects to organise your work,
- Save records and searches into those projects,
- View your project activity and export this activity log as a CSV file,
- Send this activity log and citation information to other project members.
On the **My Projects** tab you can:

<table>
<thead>
<tr>
<th>Task</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create new projects</td>
<td>Click <strong>Create New project</strong> to display the <strong>Create a project</strong> window. Type the name and description of your new project, then click the <strong>Create project</strong> button.</td>
</tr>
<tr>
<td>Complete a project</td>
<td>If you want to show that a project's purpose has been fulfilled, e.g. a systematic review, you can mark the project as 'Complete'. To complete a project, select the project's check-box then click the <strong>Complete Project</strong> button on the <strong>Actions</strong> toolbar.</td>
</tr>
<tr>
<td>Change view</td>
<td>To change the default display of projects from a 'grid' to a 'list' (or vice versa), click the appropriate <strong>Change view</strong> toolbar button:</td>
</tr>
<tr>
<td>Change a project name</td>
<td>To re-name a project: Click the project name to open the <strong>Activity Summary</strong> list. Click the <strong>Edit</strong> button. Edit the name as required, then click <strong>Save</strong>.</td>
</tr>
<tr>
<td>Archive a project</td>
<td>To archive a project, select the project's check-box then click the Archive Project button on the Actions toolbar:</td>
</tr>
</tbody>
</table>
Managing project contents

A project's contents can include your saved records and saved searches. You can manage a project's contents, as follows:

- **Activity Log tab**: Displays a log of records and searches you have added to (or removed from) a project.
- **Records tab**: Displays records you have added to a project with brief details - article title, journal name, author and publisher.
- **Searches tab**: Displays searches you have added to a project with brief details - search terms and any refinements, the date you added the search and the number of search results.

**Activity log tab**

The **Activity Log** displays the history of records and searches added to (or removed from) a project. It also shows text highlights and annotations you have made.

<table>
<thead>
<tr>
<th>Activity Log tab:</th>
<th>Do this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add (or edit) project summary text</td>
<td>Click the Edit Summary button then type your text. Click the Save button.</td>
</tr>
<tr>
<td>Add an activity note</td>
<td>Click the Add note link in the Activity Note column. Type your note, then click the Add note button.</td>
</tr>
<tr>
<td>Edit an activity note</td>
<td>Click the Edit note link in the Activity Note column. Make your change, then click the Edit note button.</td>
</tr>
</tbody>
</table>
Records tab

The Project Records tab displays details of the records in a project. From here you can print, email, download records.

Searches tab

The Searches tab displays details of the searches in a project. From here you can create email alerts for a search, or combine searches. You can also create a note for a search.

Claim your publications on Global Health with your ORCID iD

ORCID is an independent non-profit organization that provides a persistent identifier – an ORCID iD – that distinguishes you from other researchers, and a mechanism for linking your research outputs and activities to your iD. ORCID is integrated into many systems used by publishers, funders, institutions, and other research-related services. You can learn more at orcid.org.

If you are the author of a publication indexed in Global Health you are now able to confirm authorship via the ORCID button on Global Health. This process connects your My CABI account to your ORCID account and enables you to export the metadata of your publications from Global Health to your ORCID account; at the same time your ORCID iD is appended to your name on our abstracts, you will have claimed your publications on Global Health!

1. To begin select the abstracts which match your publications and click on the ORCID button
2. A pop up will appear which prompts you to log into your personal My CABI account. If you don’t already have a My CABI account you will be able to register for one.

3. As soon as you have successfully signed into your My CABI account you will see a pop up prompt to connect to your ORCID account.

When you click the “Connect” button, you are giving us permission to share your iD using an authenticated process: either by registering for an ORCID iD or, if you already have one, by signing into your ORCID account, then granting us permission to get your ORCID iD by clicking on the “Sign into ORCID” button. This process ensures that you are correctly identified and securely connecting your ORCID iD. Learn more about What’s so special about signing in to your ORCID account.

4. Click the “Sign into ORCID” button.
Your ORCID account and your My CABI account are now connected. Your ORCID iD is added to your My CABI Profile and from now on you will be able to claim records from Global Health by simply signing into your My CABI account.

5. After you have completed the ORCID authentication you will immediately see a pop up box which asks you to select the author name under which you are claiming records from Global Health. You need to select your name from the list of authors and click the orange Claim button. It is possible to claim more than one publication simultaneously.

5. When you have successfully claimed the records on Global Health and added them to your ORCID account your ORCID iD has been added to your name on the abstracts of the publications you have claimed on Global Health.

It is also possible to view the titles of all the publications you have claimed on Global Health in your My CABI/My Works page. Here you will be able to use all the usual output options such as email, export and print.