

Anatomical model of the head and neck is the World's first complete 3D anatomical model of the head and neck providing an invaluable teaching and presentation tool as well as being ideal for patient information.

The head and neck will be one of a suite of new 3D imagery available on the NeLH. Other 3D images include:

- Interactive Functional Anatomy: The Body in Motion.
- Sports Injuries: Foot, Ankle & Lower Leg.
- Orthopaedics in Action: A Guide to Hip Arthroplasty.

MIDIRS Informed Choice is an online resource to support care for mothers and babies and is now available on NeLH. The information is presented in a series of ten leaflets that examine the key decisions facing expectant mothers and is designed to help them make informed choices. There are also corresponding publications for professionals to help midwives guide their clients through decisions. The website also includes information about organisations, events and news and access to relevant evidence based references.

A Librarians Portal has been developed as a collaborative venture between the NHS Regional Librarians Group, the Health Libraries Group, the NHS Libraries Advisor and the NeLH. Its aim is to encourage sharing of best practice on issues such as evidence-based librarianship and knowledge management, as well as bringing together useful information, such as events and other regional resources.

User Guides

The following is a user guide developed at the University of Nottingham as an aid for nursing students searching the CINAHL database. It was designed as a step-by-step guide to be used during Information Skills sessions. If you would like an electronic version of the guide, then please email Jenny Drury at the Greenfield Medical Library, University of Nottingham, Jenny.Drury@nottingham.ac.uk

Searching the CINAHL database (OVID Version)

Section 1: Accessing the CINAHL database

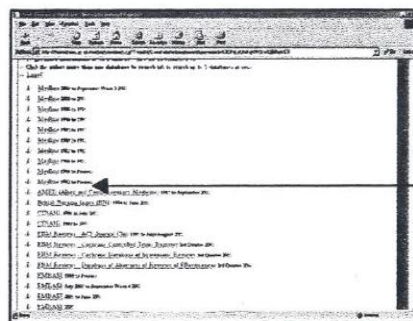
- Open up the Internet
- Type in the address gateway.ovid.com/athens
- Continue with the instructions below
-

Section 2: Searching the CINAHL database

- Enter your Athens username and password and click on the start OVID button

You will now see a list of databases that all use the same software

- Scroll down the page until you reach CINAHL
- Click on the word **CINAHL** beside the year range you wish to search



Click on the word CINAHL beside the year range

You can now enter your keywords

NB It is best to keep your search as simple as possible. Break your search down into concepts or main areas and search for one keyword or phrase at a time.

- Enter your first phrase, e.g. **addictive behaviour** and click on the perform search button

1. Enter your keyword or phrase here

2. Click on the perform search button

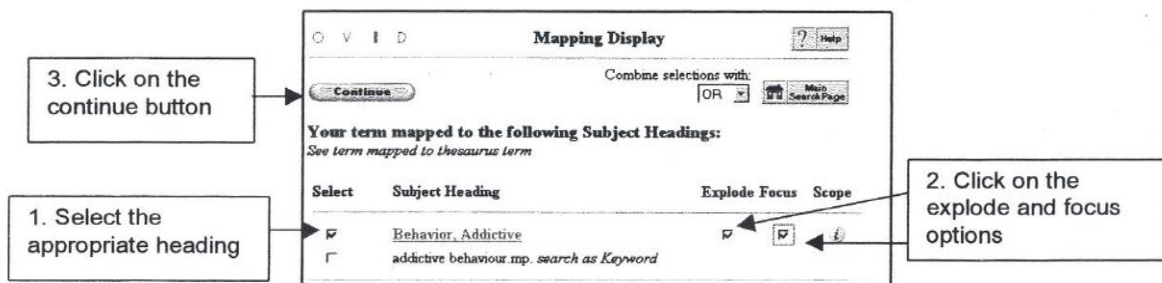
The database will try and match your search to a subject heading that it would prefer you to use.

NB You can refine your search by using the **explode** and **focus** option

The **focus** option will make sure that addictive behaviour will be the main theme of any articles found by the database,

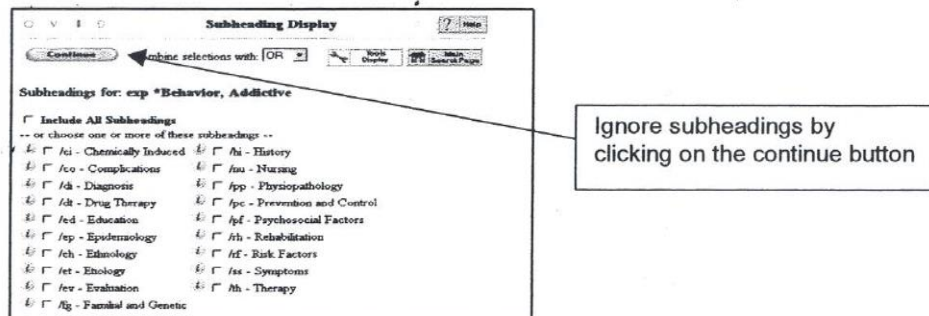
The **explode** option will broaden your search and pick up any other relevant terms or headings, for example, it will automatically pick up articles talking about gambling, substance dependence etc.

- Click in both the **explode** and **focus** boxes
- Click on the **continue** button at the top of the page



A list of **subheadings** will now be displayed. These allow you to refine your search to a particular aspect of addictive behaviours. You can choose any of these subheadings by clicking in the **box** next to the subheading, or you can ignore them altogether.

- To ignore these subheadings, click on the **continue** button



The database has now completed the search for you and displays the number of references found

You will probably have found a large number of references. You now need to **refine** your search by adding in your second subject or concept area and going through the whole search process again.

- In the search box, enter your second keyword, e.g. **alternative therapies** and click on **perform search**
- Click in the **explode** and **focus** box beside the heading for **alternative therapies**

- Click on the **continue** button
- At the subheadings page, ignore all the subheadings by clicking on the **continue** button once more.

You have now done two separate searches but need to **combine** these together to tell the database you want to find articles that include both of these subject areas in the same article.

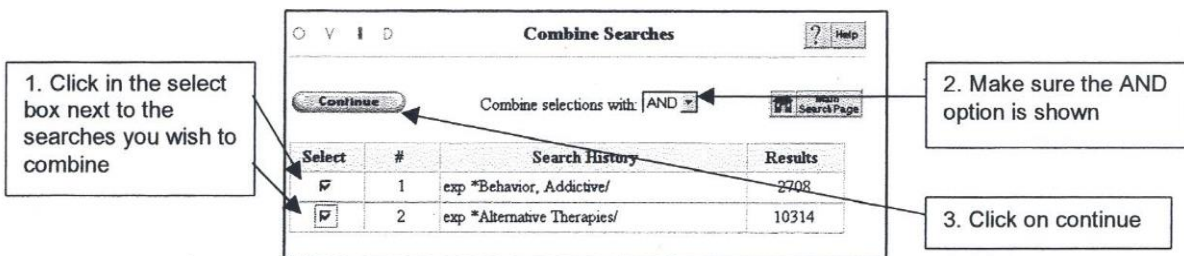
- Click on the **combine** option at the top of the page



Click on the combine option to combine 2 searches together

You are asked to select which searches you wish to combine together

- Click in the **box** next to search **number 1** and search **number 2** to combine these together
- Make sure that the **combine selections with** option at the top of the page is displaying the word **and**
- Click on the **continue** button

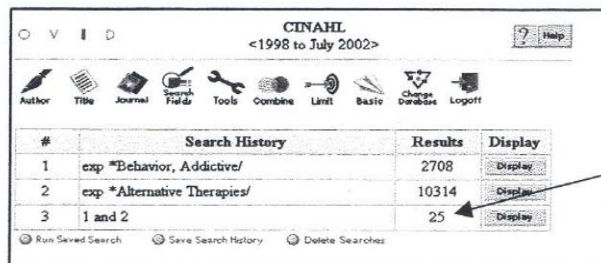


1. Click in the select box next to the searches you wish to combine

2. Make sure the AND option is shown

3. Click on continue

This will now have combined both searches together and you should have retrieved a reasonable number of references



The number of references found from your combined search

Section 3: Displaying and outputting references

You are now ready to display the references that you have found

- Click on the **display** button next to your combined search

CINAHL will provide you with the author of the article, the title of the article and the journal title and volume details. The abstract link will provide you with a short summary of the article

- Click on the **abstract** link to view the summaries of some of the articles found
- To return to your list of references, click on the **titles display** button at the top of the page

You may now want to print out the brief details of the articles that look most relevant to you.

- Go through your list and **mark** the articles that look useful by clicking in the **box** next to them on the left-hand side
- At the bottom of the page, click on the **next citations** button to take you to the next 10 references

The box at the bottom of the page allows you to output the brief details

- In the first column "citations" make sure that the **selected citations** option is marked. This will just output your selected items.
- In the second column "fields" you can decide how much information you want to output, e.g. citation only, or citation and abstract
- For example, select the second option **citation and abstract**
- Click on the buttons on the right hand side to either **save** your references, **email** them to yourself or **print preview** to print your selections

The screenshot shows the 'Citation Manager: Display, Print, Save, or Email Citations' window. It is divided into four main sections: Citations, Fields, Citation Format, and Action. The 'Citations' section has radio buttons for 'Selected Citations' (which is selected), 'All on this page', and 'All in this set (1-25)'. Below these is a text input for 'and/or Range:'. The 'Fields' section has radio buttons for 'Citation (Title, Author, Source)', 'Citation + Abstract', 'Citation + Abstract + Subject Headings', 'Complete Reference', and 'ASCII Full Text (if available)'. A 'Select Fields' button is at the bottom of this section. The 'Citation Format' section has radio buttons for 'Ovid', 'Reprint/Medlars', 'BRS/Tagged', 'Brief (Title) Display', and 'Direct Export'. The 'Action' section has buttons for 'Display', 'Print Preview', 'Email', and 'Save'. Annotations include: a box on the left pointing to the 'Selected Citations' radio button with the text 'Make sure selected citations is marked'; a box at the bottom pointing to the 'Select Fields' button with the text 'Choose level of information'; and a box on the right pointing to the 'Display', 'Print Preview', 'Email', and 'Save' buttons with the text 'Click on save, email or print'.

- If you choose to **save** your references, click on the **Windows Style Linefeeds** option, unless you are using a Macintosh computer. In this case, choose the **Macintosh Style Linefeeds** and click on **continue**. Save your files to an appropriate drive and directory
- If you choose to **email** your references, you will be asked to enter your **email address** and a **subject** for your email. If you want your search history to be emailed to you, make sure you select the **include search history** box.

- If you choose to **print preview**, you will now see just the references that you selected with an abstract attached if available. You can then use the **print** icon at the top of the page to print these out.

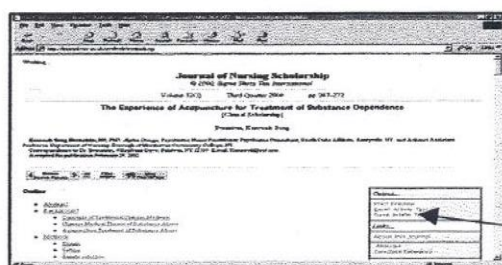
Section 4: Viewing an article in full-text

On occasions you can view the full-text of the article if you see the **ovid full-text** link

- Click on the **ovid full-text** link
- This will display the full-text for you and you can scroll down the page to read the article.

You may wish to output the full-text article

- In the **output** box to the right hand side, click on either the **print preview** option, the **email article text** or **save article text** option.



Click on print preview,
save email or save to
output the full-text

- If you choose to print preview, accept the default option of **full size** on the next page and click on **continue**
- The article will now have been formatted for you and you can click on the **print** button on the top menu to print the complete article
- If you choose to **email** the article to yourself, fill out your **email address** and **subject**
- If you choose to **save** the article text, choose the **ASCII Text (DOS/Windows)** if you are using a PC and the **ASCII Text (Macintosh)** if you are using a Macintosh computer and save to an appropriate drive and directory

Section 5: Logging out of the database

- To logoff, click on the **main search page** icon to take you back to the beginning
- Click on the **logoff** icon at the top of the page