A. **SEARCHING** with the correct words:

1. Search each **PICO** concept one by one. Search for each concept as a **subject heading** and as a **keyword**.

   a) **Subject heading** searching (**Map term to subject heading” needs to be checked on**)

   → Type one word in search box. A list of possible **MeSH** (**Medical Subject Heading**) terms is given.

   **NOTE: Before selecting one heading check out the:**
   
   i) **Tree:** click on blue underlined word to link to the tree and ask the following questions:
   - Is this the most specific subject heading to use?
   - Is it better to go broader?
   - Should I use the **Explode** feature?
   - Should I use the **Focus** feature? (Only good for when needing a **few** exact papers)

   ii) **Scope note:** click on i for information
   - Scope: Does the definition provided match my meaning?
   - History note: When was this subject heading introduced? Does it cover my time period?
   - Are there any alternative suggestions? Words in **CAPS** are additional, related MeSH
   - Used for: What are keyword synonyms covered by this subject heading?

   → After choosing ONE suitable subject heading, click the **Continue** button.

   Next screen presents a list of **subheadings** that qualify the search term
   - Do I need just one aspect of the topic? Eg Economics? or adverse effects?
   - Will narrowing it down now be too soon?
   - To choose all subheadings, either click on Include all Subheadings check box, or click **Continue**

   Your results for this search are displayed in the Search History box. Subject headings have / on the end

   b) **Keyword** searching (**Map term to subject heading” is checked off**)

   No suitable subject heading? Wanting to search for material not yet indexed?

   → Type your search word(s) in search box. Multiple words are searched as a phrase; separate a list of synonyms with OR. Can also Select **keyword.mp** in the Subject Heading search process above. Click on **Search**.

   **Tools to use with keyword searching:**
   
   1. **Wildcards** for:
      a) **Truncation:** * = Variant endings after the stem:
         child* = children, childhood, childlike, childbirth; balanc* = balance, balancing, balances, balanced etc.
      
      b) **Variant spelling within a word**
         ? = 0 or 1 additional letter in Canadian spelling colo?r, pe?diatric
         # = replaces 1 character wom#n

   2. **Proximity (adj)** for more control and precision:
      Adjn = Controls the search to words relative to each other
      Seat adj5 wheelchair = find the word “seat” within 5 words of the word “wheelchair”.

   Your results for each search are displayed in the Search History box. Keywords have .mp on the end.

Contd/
A. **SEARCHING** with the correct words CONTD.:

2. Follow the same search process with your second single idea (e.g. your I concept)

**The results of each search are listed as a numbered set.**

B. **COMBINING** results

1. Build your search strategy by
   
a) Combining the like, or similar, concepts or sets (e.g. all your P concepts) with **OR**

   ![OR = mORE](image1)

   b) Combining different concepts or sets (e.g. the results of your P search, with those from your I search) with **AND**

   ![AND = Less](image2)

C. **LIMIT**, or refine, combined search results

1. Click on **Limits**, then again on **Additional limits** to select
   
a) Limits that define human characteristics: Age, gender, ethnicity
   
b) Limits that define publication characteristics: Language, date published, study type

D. Review RESULTS

   a) Check out Abstract
   
b) Click on elink to see fulltext
   
c) Print out results list
   
d) Email results to yourself; check on **include Search History** to share how the results were achieved
   
e) Export all or selected results to bibliographic software such as Refworks, Endnote etc.

**Tip: To improve your search, check out the Subject headings of some of your results for more ideas.**

E. **SAVE** search history to re-run your search, or to **set up alerts**

   a) Make an account
   
b) Save search history
   
c) Set up an alert