This document is supposed to give you a quick insight into PubMed and its features. It was not meant to be an indepth guide. In case you would like to know more about PubMed, please contact the Central Library at -3661.

1. How to get started:

The best way to start PubMed is to use the link on the library's website. This link includes special features like:

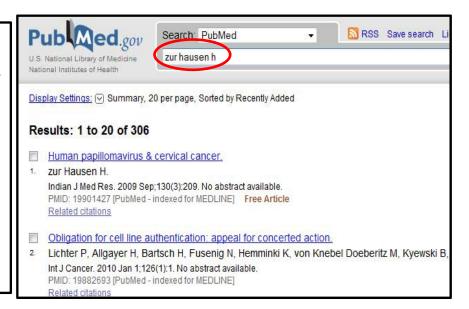
- DKFZ subscription information
- link to document delivery form

You may also add this link to your bookmarks.



2. Author search:

You may easily search for papers by a specific author by searching for his/her last name and, if known, the initial(s). In case you don't know the author's initials it might be useful to enter the field tag [au] because PubMed only automatically realizes that you are searching for an author if you add at least one initial. E.g.: zur hausen [au].

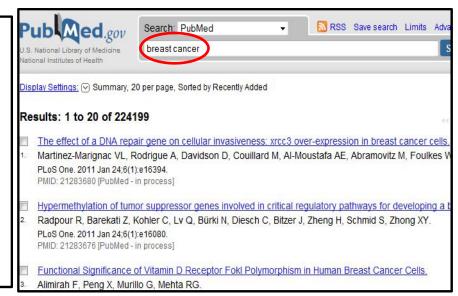


3. Subject search:

If you are looking for articles on a specific subject the easiest way is to type in the subject keywords into the search box. Here, only title and abstract will be searched through as well as MeSH terms.

PubMed automatically combines multiple words with AND.

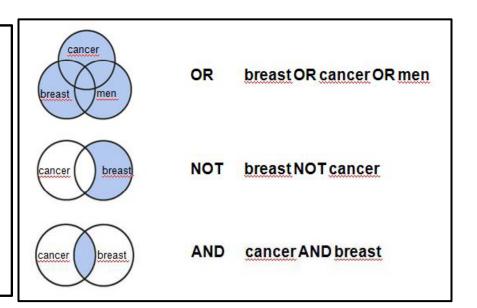
The newest paper will be at the top of the list.



4. Boolean operators:

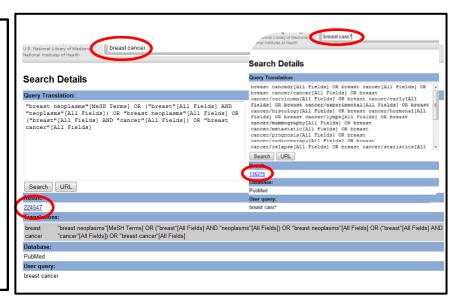
Because the search for a subject term might return too many hits, it may help to reduce the number of results by combining search terms with Boolean Operators.

The shaded circles show the search result when the search term is combined with "OR" or "NOT" (excludes one term) or "AND" (combines the search terms with each other).



5. Truncations:

Truncations (*) can be a very helpful tool to find information without having to mind the spelling (e.g. AE vs. BE, singular vs. plural). But be careful when using truncation in PubMed. Regular search phrases without truncation will be translated automatically (Automatic Term Mapping) in PubMed to various spellings as well as to MeSH-terms. If you truncate a word, ATM will be switched-off!



6.1. MeSH terms:

The "Medical Subject Headings" are the U.S. National Library of Medicine's controlled vocabulary used for indexing articles for PubMed.

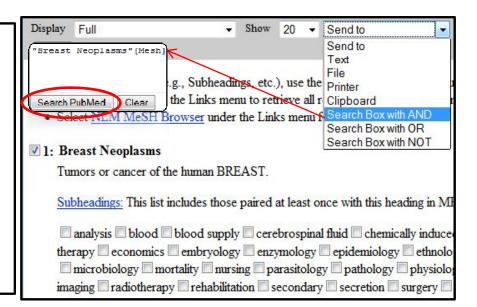
PubMed automatically translates your search terms into MeSH and combines those terms with your keywords. You may also build your search using the MeSH database.



6.2. MeSH terms:

In order to use the MeSH term(s) for a PubMed search, click on the link and select the wanted term/subheading(s). Then say "send to search box with AND/OR/NOT".

As soon as you have selected all wanted search terms click on "search PubMed".



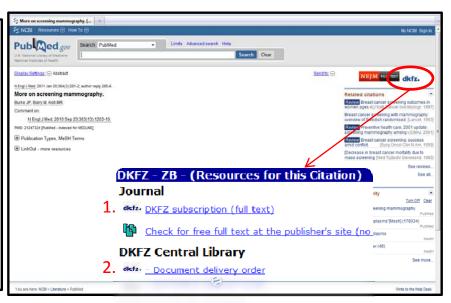
7. Getting the full text:

As soon as you have found a paper you are interested in you have various options on getting the full text.

- 1. The DKFZ has a subscription.
- 2. You would like to order it via Interlibrary Loan.

For both options, click on the DKFZ-symbol.

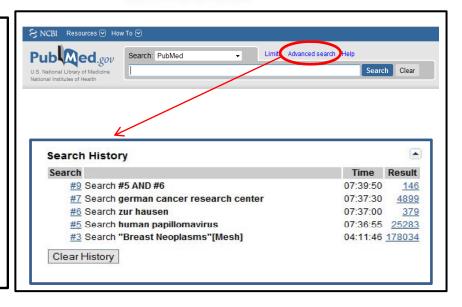
Interlibrary Loan orders are free of charge for you.



8. History

While conducting your searches, PubMed runs a search history in the background. This search history might be helpful in order to combine searches or re-run a search without having to type in the search string. You might do so by using the number given (e.g. #5 AND #6 in order to combine those two).

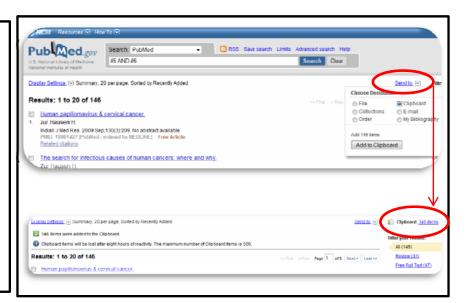
You can access the "search history" by clicking on "advanced search".



9. Clipboard

The "clipboard" offers the possibility to save searches for the time period of 8 hours. You may not send more than 500 articles to the clipboard. All papers that have been sent to the clipboard are marked "Item in clipboard". Hence, you can easily see which items you have already found in searches before.

All "clipboard" articles as well as all other found papers may be exported as one file.

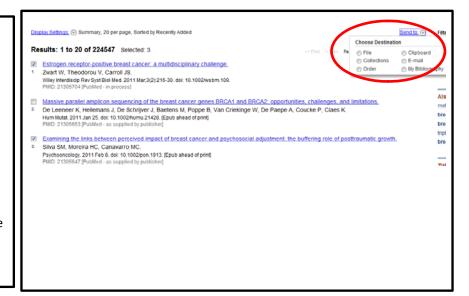


10. Export

In case you would like to export the papers you have found for any reason you have different options:

- save them as a file
- send them as an e-mail
- send them to your MyNCBI collection
- send them to your MyNCBI bibliography

Whichever options you would like to use, you should select the wanted items first. Otherwise, the system will automatically select the first 500.



11. MyNCBI

With a MyNCBI account you may save your searches and data as well as set preferences.
Registration is free of charge and only requires an e-mail-address and password.

An e-mail alert may also be set for saved searches.

