ELSEVIER

EMBASE 105
SAVING SEARCHES AND EXPORTING RESULTS

GIVING YOU EASIER ACCESS TO DATA

This is the fifth in our series of guides to Embase. It shows you how to save searches so that you can easily repeat them later and explains how you can export search results to be able to access them elsewhere.

SAVING SEARCHES

Why save searches?

When you run a search in Embase, you get a result set drawn from the literature available at that moment. What if you need to run the same search again later? Or run it regularly? One possibility is to save the search. This is especially useful if you have a particularly complex search that would take a long time to re-create.
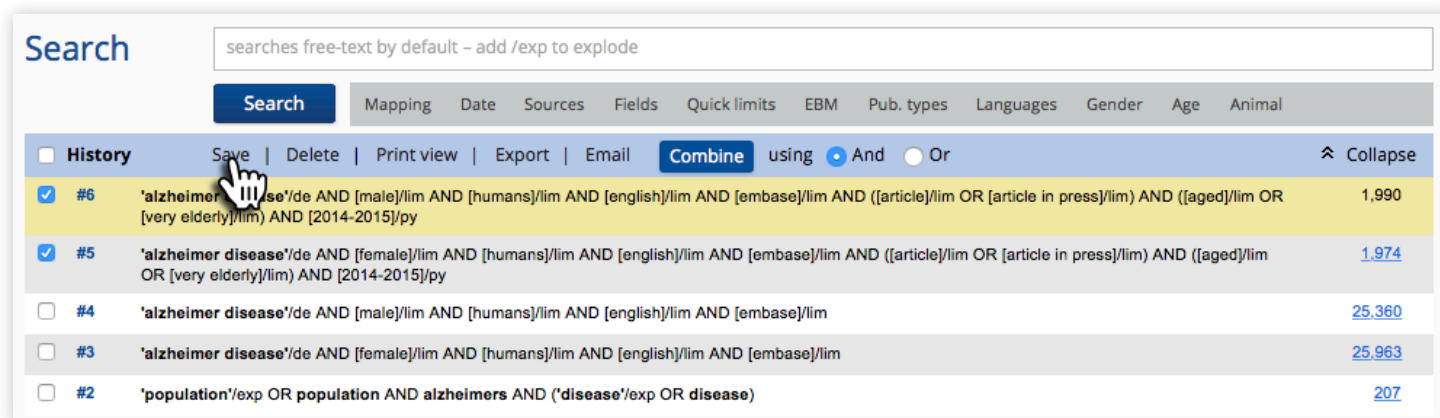
In addition to being able to rerun a saved search, you can also edit it or set an email alert or RSS feed at any time. You can also share saved searches with other people in your organization.

Saved searches remain in your account until you delete them. There is no limit on the number of searches you can save.

EMBASE™

How to save a search

You must be logged in to save a search. Instructions on how to log in during a session are in Embase E101 – Accessing Embase.

To save a search, go to the results page in Embase. All of the searches from your current session are listed under History. Check the box beside any search in your History and click 'Save' (Figure 1).
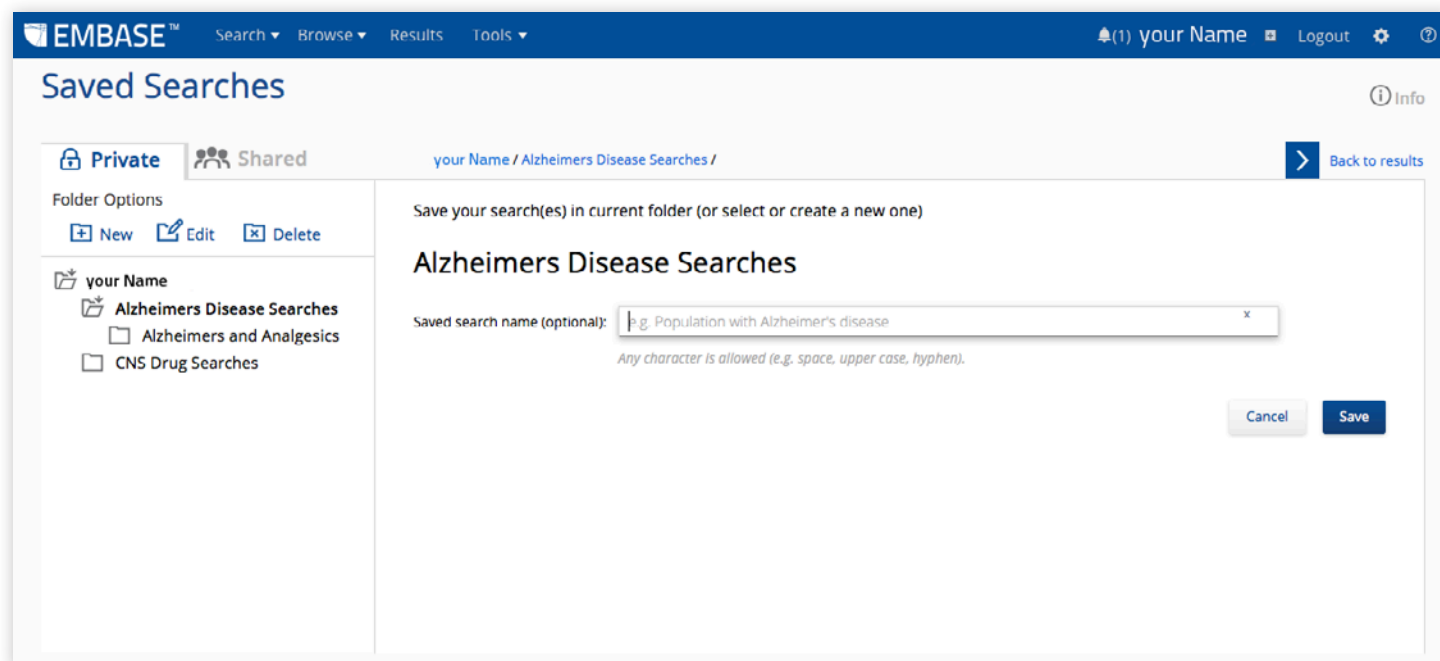

Figure 1. Choose the searches to save from your History.

You will then be prompted to pick a location for your saved search (Figure 2). The default location is in your private folder but you can choose to save your searches to subfolders that you have created or to the shared folder or subfolders for your institute.

It is possible to name your searches before saving them.

Figure 2. Choose the main location (Private or Shared) and folder (in this case, Alzheimers Disease Searches or CNS Drug Searches) for the searches you wish to save.

Managing your folders

To create a folder, click on the main location (Private or Shared) and then click 'New' (Figure 3). You can name your folder and add a short description (which is especially useful if you are creating folders to be shared with co-workers). You can also create subfolders by clicking on a folder and clicking 'New'.

Folder names and descriptions can be edited. Click on the folder and click 'Edit' to open the appropriate dialog window.

Clicking on the folder and clicking 'Delete' will remove folders from your Private set. The folder must be empty for it to be deleted. In the Shared location, you can only remove folders that you created.

Managing your searches

Click on the checkbox beside a saved search to activate the toolbar (Figure 3). Selecting more than one search allows you to rerun or delete multiple searches simultaneously. Clicking the checkbox at the top of a list of searches selects all of the searches in a given subfolder.

Edit: You can edit the search string. Type your edits and test them by clicking 'Test'. If there are any issues with the new parameters, you will receive an error message. If they are all correct, you can accept the edits and update your search; cancel the edits; or make further edits. Note that this permanently changes the parameters of this search rather than creating a new search.

Rerun: You can rerun the search. This will produce results that reflect the current state of the literature.

Delete: You can remove any search that you saved from the Private or Shared searches.

View Details: You can view a brief summary of the search parameters: the sources, the search terms, the mapped terms (where applicable), the limits (where applicable), and the period of time within which the literature was published (where applicable).

Set Email Alert and **Set RSS Feed:** You can set an email alert or RSS feed that corresponds to the search and define all the parameters of the alert or feed.

Figure 3. Manage your folders and saved searches.
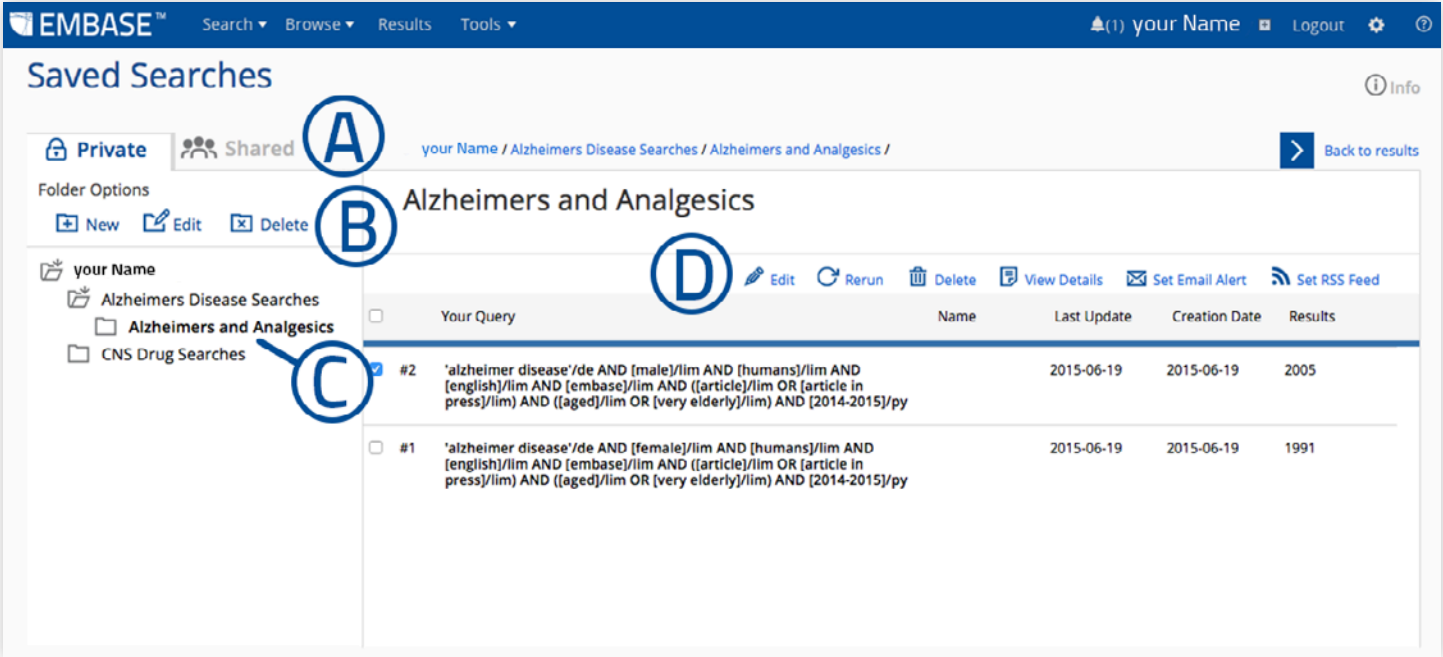
A. Toggle between the Private and Shared folders.
B. Manage your folders.
C. Create subfolders as needed.
D. Manage selected searches.

EXPORTING RESULTS

How to export results

Go to the results page in Embase. All of the searches from your current session are listed under History.

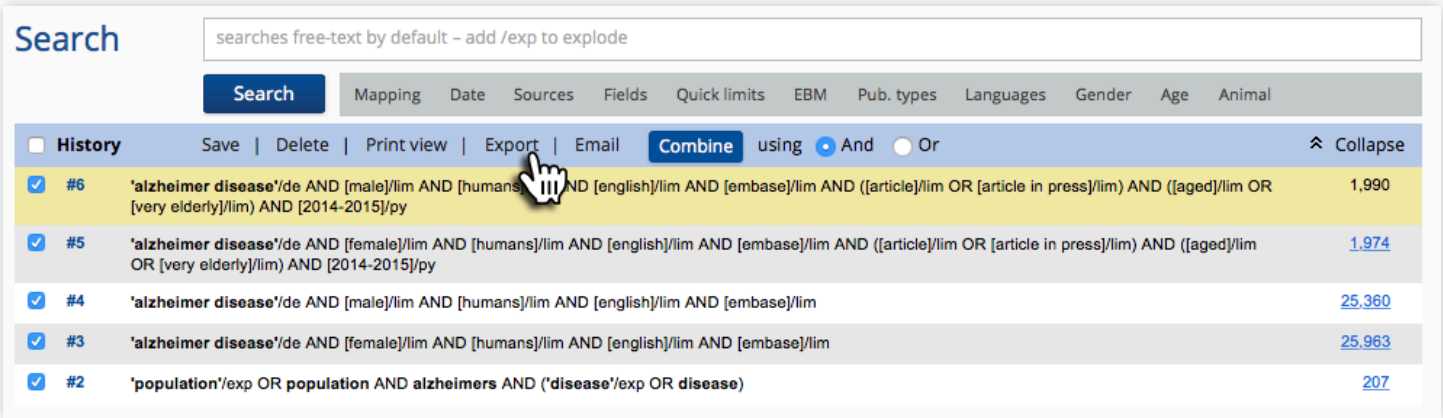If you want to export search queries, check the boxes beside the searches of interest in your History and click 'Export' (Figure 4).

Figure 4. Choose the search queries you wish to export.

You can choose to export the search queries in three formats (Figure 5):

- A formatted HTML file, which will show all the details of the searches just as they are displayed in your History

- A plain text file, which shows the details of the searches

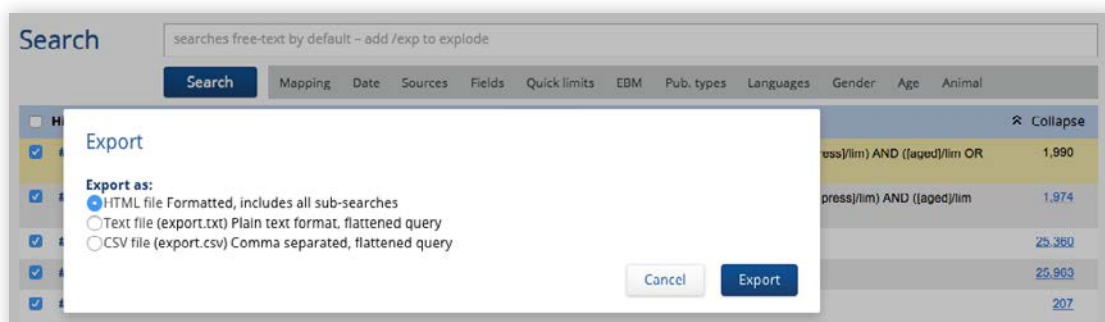- A .csv file, which shows the details of the searches

Figure 5. Choose the format for your search query export.

If you want to export search results, you just need to click on the checkboxes beside the lines of interest in your Results (Figure 6). You can export all of the results in a given set (click on the checkbox at the top of the list), you can select individual results or select the number of items from the drop-down menu.
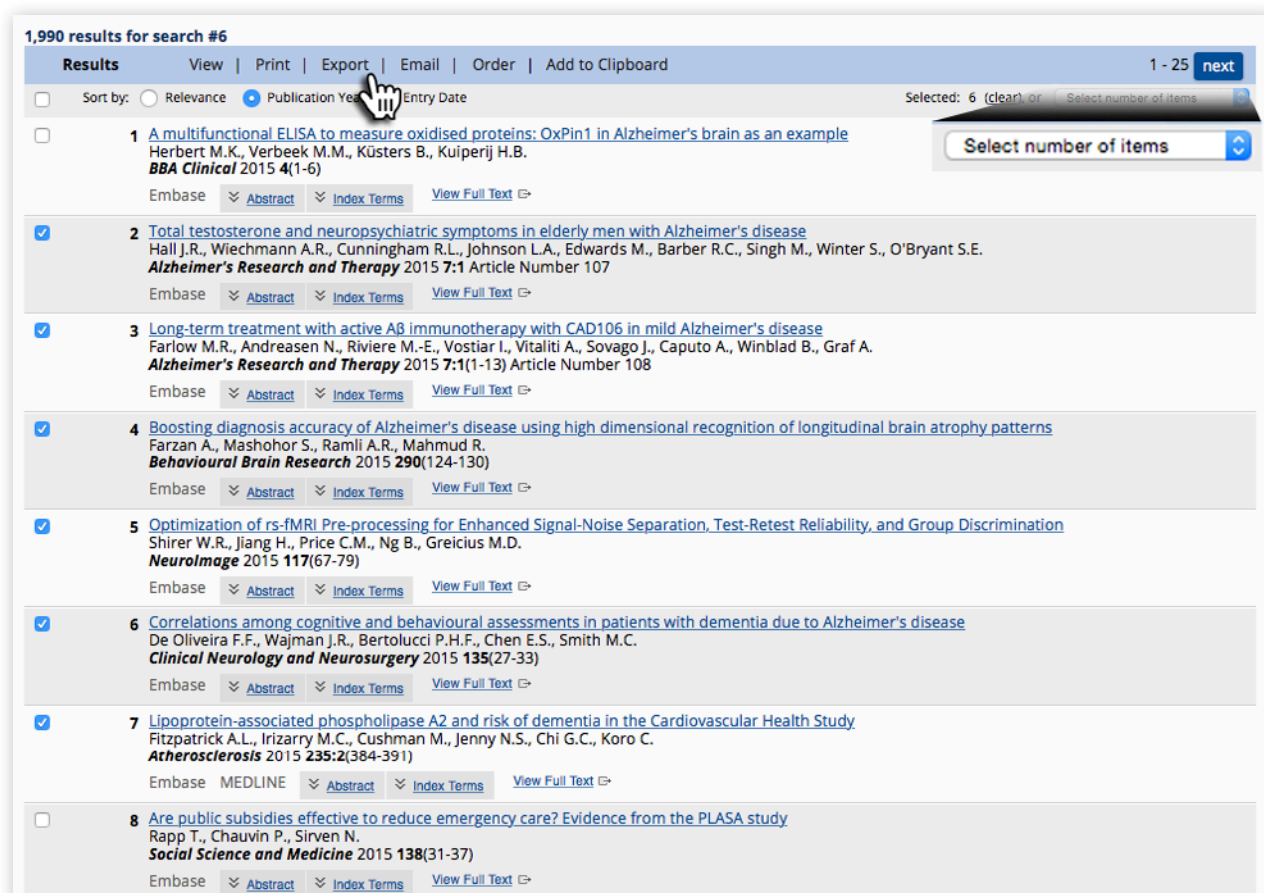
Figure 6. Choose the results you wish to export.

Clicking 'Export' lets you choose the format you want to use for the export file and the output information you need (Figure 7A).

Export format

RIS format: Suitable for use with QUOSA, Reference Manager, ProCite and EndNote

Note: A pre-defined set of output information is given with this option.

RefWorks Direct Export: Sends the records directly to your associated RefWorks account

Note: A pre-defined set of output information is given with this option. Only the first 500 documents are exported.

CSV – Fields by Row and **CSV – Fields by Column:**
Formats the results as a .csv file, suitable for use with QUOSA and Excel as well as other spreadsheet-based programs

Plain Text: Formats the results as a plain text file, which is suitable for use with QUOSA

Output options

If you choose 'CSV - Fields by Row', 'CSV - Fields by Column' or 'Plain Text', you can further specify the output that you want in the final file.

Titles only: Exports the document names

Citations only: Exports the title, author names and source

Citations and abstracts: Exports the title, author names, source and abstract

Citations, abstracts and index terms: Exports the title, author names, source, abstract and index terms

Full record: Exports all of the information for that record (Figure 7B)

Specify fields to be exported: Allows you to select the fields that you want in the record

In all cases, you can select **'Include search query in export'** to have the query that yielded the results in the same file as the results.

Figure 7. A: Choose the format and output for your exported results. B: Exporting the full record puts all of the following information in the exported file. Note that you can choose to include the search query in the export file.

![ELSEVIER]

Go to Embase Help for more information on refining your results

You'll find it by clicking on the question mark icon at the top right of any Embase page. Embase Help also has information about our Embase webinar series. These webinars will give you more detailed tips on working with your search results.

Figure 8. Click the question mark icon to open Embase Help.