

# HINARI – THE BASICS

STEP	PROCEDURES
<b>SIGN IN</b>	From initial <b>HINARI</b> page ( <a href="http://www.who.int/hinari/">http://www.who.int/hinari/</a> ), click on <b>LOGIN</b> , then enter the institutional <b>User Name</b> and <b>Password</b> – to authenticate/activate you as a HINARI user (Module 2.0)
<b>LOCATING JOURNALS &amp; ARTICLES, BOOKS &amp; OTHER RESOURCES</b>	From the ' <b>Contents</b> ' page, you can search for journals and books by the ' <b>Journals collection</b> ', ' <b>View complete list of journals</b> ', ' <b>Subjects</b> ', ' <b>Languages</b> ', ' <b>Publishers</b> ', ' <b>Books Collections</b> ' and ' <b>View complete list of books</b> ' options. Once you click on a specific journal or book title, you will be linked to the publishers' website and have full-text access. From the ' <b>Contents</b> ' page, you also can <b>Search inside HINARI full-text using PubMed</b> , (Module 2.0) and access <b>Databases and article searching tools</b> , <b>Reference Sources</b> and <b>Free collections</b> .
<b>FULL-TEXT ACCESS PROBLEMS</b>	Access problems can be caused by failure to properly <b>LOGIN</b> with the institution's <b>User Name/Password</b> , technical problems at the Publisher's website, or problems with local systems (configuration of browser or the institution's firewall does not allow access to the HINARI proxy server - IP 158.232.242.4). When any of these problems occurs, you may see a message on the Publisher's denying access and requesting payment for the specific article. First check that you have completed the <b>LOGIN</b> . If you have completed the <b>LOGIN</b> properly, you will see the message <b>You are logged in</b> in the top right side of the page below the HINARI banner. If you do not see this, proceed to <b>LOGIN</b> . If this is not the problem, notify HINARI staff ( <a href="mailto:hinari@who.int">hinari@who.int</a> ) so that they can communicate with the Publisher and resolve the problem. When you report a problem, remember to give <b>your User Name</b> , the name of the journal(s), and any other details about what has happened. You can attach a screen capture of the error message by pasting it in a Word document and attaching that to the email message. (Module 2.0 Appendix)
<b>SEARCHING PUBMED/ SAVING CITATIONS</b>	After completing <b>LOGIN</b> and accessing the ' <b>Contents</b> ' page, click on <b>Search inside HINARI full-text using PubMed</b> . You can search in PubMed for articles on a specific subject by entering keywords in the <b>Search</b> box. The search can be limited by the Boolean Operators – AND, OR, NOT. You can use the <b>Display Settings</b> drop down menu to change <b>Format</b> from Summary to Abstract or Medline, display from 5 to 200 <b>Items per page</b> and <b>Sort By</b> Recently Added, Pub Date, Author, Journal or Title for the search results listing. Using the <b>Send To</b> drop down menu, you can send search results to File, Collections, Clipboard or E-mail. Click in the <b>checkbox</b> of the specific citations – for any of above options. <b>Note:</b> A useful tip for the 'bandwidth limited' environment is, after displaying up to 200 results in the <b>Abstract</b> display, to either click the <b>checkbox</b> for all the articles you want or, by not clicking any checkboxes, send the complete search results to a File, Collections, Clipboard or E-mail option. Then go offline, review the search results/abstracts and return to HINARI. (Module 4.1)

<p><b>ACCESSING FULL-TEXT ARTICLES IN HINARI/PUBMED</b></p>	<p>To obtain access to the full-text articles once a HINARI/PubMed search is completed, change the <b>Display</b> format from <b>Summary</b> to <b>Abstract</b>. You now will see (LinkOut) icons that, if clicked on, will lead you directly to the <b>free full text</b> or <b>HINARI</b> articles located in the Participating Publishers' websites. There also are <b>Free full-text</b> and <b>HINARI</b> filters in the right column of the search results page and these give you a list of the two types of articles. Remember – you must <b>LOGIN</b> to <b>HINARI</b> and use <b>HINARI/PubMed</b> or you will not have access to the articles.</p> <p>Note: Not all the access to full-text articles is based on the 'LinkOut' software. Some publishers do not use this option while other publishers may not allow access to the oldest issues. If you are unable to access an article from a HINARI journal via these icons, double check this by going to the title in the <b>Journals collection</b> A-Z list. If you again are denied access, report this to HINARI staff via email (<a href="mailto:hinari@who.int">hinari@who.int</a>). Remember to give your <b>UserName</b>, the name of the journal(s), and any other details. (Module 4.1)</p>
<p><b>FILTERS IN PUBMED</b></p>	<p>PubMed searches also can be altered by using the <b>Filters</b> options that are located on left column on the PubMed search results page. Options include <b>Publication dates, Species, Article types, Languages, Ages. Type of Article, Author, Journal, Affiliation</b> and more.</p> <p><b>Note:</b> Before beginning a new search, you must click on <b>Clear</b> or <b>Clear All</b> or click on the highlighted <b>Filter</b> – to remove them or they will remain active for the next search. (Module 4.2)</p>
<p><b>HISTORY IN PUBMED</b></p>	<p><b>History</b> enables you to view previous searches. By combining search numbers (e.g. #1 AND #2), you can complete a search without re-typing the Keyword or MeSH terms in the PubMed <b>Search</b> box. To access the <b>History</b> option, click on <b>Advanced Search</b> below the PubMed Search box. (Module 4.4)</p>
<p><b>MY NCBI</b></p>	<p>Once you register for <b>MY NCBI</b> (see top right corner of initial PubMed page), this option enables the NCBI to send you periodic updates on new articles published on specific searches – in various display formats, After registering, set the <b>Free full text</b> and <b>HINARI</b> filters in your <b>My NCBI</b> profile and then add the searches you want.</p> <p><b>Note:</b> these email updates give you the citations but not the full-text articles. You will need to <b>LOGIN</b> to HINARI to obtain these articles. (Module 4.5)</p>
<p>Last Updated: 2012 08</p>	