Elsevier ClinicalKey™ User Tips

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ClinicalKey is an insight engine that will allow you to access the important clinical information you need faster than ever before. While we have designed ClinicalKey to be as intuitive as possible, we’ve also put together these user tips to help you get the most out of ClinicalKey.

**Getting Started**

**Selecting the best Internet browser:**
ClinicalKey can be viewed using the following Internet browsers:
- Firefox 7.0 and above
- Google Chrome 15 and above
- Internet Explorer 8 and above
- Safari

You’ll get the best performance if you use Firefox or Google Chrome. Using Internet Explorer 7 (or earlier) is not recommended.

**Registering your account:**
For Individual Accounts:
After you have registered, you will receive an email providing a registration ID and password, as well as a link to the ClinicalKey registration page. Click the link and enter the registration ID and password. You will then be instructed to create a new username and password.

- Your username should be the same as the email address the registration email was sent to, unless this address is more than 50 characters long
- Your password should be between 5 and 20 characters long. It does not require special characters
For Institutional Accounts:
The following instructions will help you set up your own user profile within your institutional IP range. After you register, you may add items to the Reading List, use the Presentation Maker, and personalize your ClinicalKey experience. You will have the option to cancel out of the process at any point.

1.1 Access the System
   • Go to www.ClinicalKey.com within your institutional network or IP range

1.2 Click to create a new user profile
   • Click the “Register” link

1.3 System will display the registration page

1.4 Complete the registration form
   • Enter the required data into the available fields
   • Your email address will serve as your username (mandatory)
   • Password
     • Text entry
     • Passwords must be text only and at least 5 characters long but no more than 20 characters in total
   • Confirm Password
     • Re-enter your password for confirmation
     • Confirm your password by re-entering it exactly as you did in the password field

1.5 Congratulations, you have created a new user profile
Accessing your account:
If you have already registered and need to login to your ClinicalKey account, simply click the Login box in the top right corner of the ClinicalKey home page. Enter your username and password, and then you can start your search.

If you are accessing ClinicalKey through your institution’s subscription, remember you will be able to access your account only when connected to your institution’s network.

Logging out:
ClinicalKey will automatically log you out after 30 minutes of inactivity. You can log back in from the home page.

If you forget your username or password:
If you forget your username or password, select the “Forgotten your username or password?” link from the Login box.

If you’ve forgotten your password, just enter the email address you’re using as your username. ClinicalKey will send you an email with a link you can click or paste into your browser address bar. This link will take you to the Change/Reset Password page. Here you enter a new password that you can use to login.

If you’ve forgotten your username, or the system doesn’t recognize your email address, or you are having any other problems accessing ClinicalKey, please contact customer support for assistance.

Legal policies:
You may view the ClinicalKey Privacy Policy, Registered User Agreement, and Terms and Conditions by following the links in this sentence. You may also view this information by following the links in the footer bar of any ClinicalKey page.
Searching on ClinicalKey

How to search ClinicalKey:

We placed the search bar front and center on the ClinicalKey home page so finding where to start your search is never a chore. Simply type your search term into the search bar and either click search or hit enter.

Your search term can also include acronyms:

- **Acronyms** – Acronyms (e.g., “CHF”) are included in our proprietary EMMeT (Elsevier Merged Medical Taxonomy) taxonomy, so ClinicalKey will recognize them without your needing to waste time typing out long clinical terms.

The autosuggest feature:

As you type, ClinicalKey will also autosuggest terms.

This is an intuitive feature of ClinicalKey that allows it to anticipate relevant results to your search term as you type it. Clicking them can help you refine your search so you find the most relevant answer to your question faster.
Viewing your search results:

Once you have entered your search, you will see the Search Results page. This page shows you the most clinically relevant content relating to your search term. It has 3 panels:

- **Left panel** – This allows you to refine your search in a number of clinically meaningful ways
- **Center panel** – This presents the search results. By default these will include results from all content types, all specialties, and all publication dates listed in order of clinical relevance. The most clinically relevant article will be at the top
- **Right panel** – The exact content of the right panel will vary depending on the content type you have selected. In almost all cases, however, you will see a preview of the selected content. The preview panel allows you to see the most relevant paragraphs from a piece of selected content before you click through

Refining your results:

The Search Results page gives you several ways to refine your search:

- **By content type** – Simply click a box to refine your search to only journal articles, book chapters, expert opinion from First Consult, or any combination of the 12 content types available on ClinicalKey
- **By specialty** – If you’re interested in results pertaining to a particular medical specialty, simply select it from the list. All medical specialties are represented on ClinicalKey
- **By time** – Above the center panel you may filter by time of publication. A few clicks can refine your results to view those from the last 6 months, last 12 months, last 18 months, last 2 years, or last 5 years

To remove a filter, simply click the box next to “All” at the top of each list.
The Reading List:
If you see a result that interests you, but don’t have time to read it right away, you can simply drag it to the box labeled “Reading List” at the top of the right panel.
You can access articles saved to your reading list either by clicking on the “Reading List” box or by selecting “Reading List” from the drop-down menu labeled “My ClinicalKey” at the top right of every page.

Browsing on ClinicalKey

Browse vs search:
Rather than searching for a particular result in ClinicalKey, you can also browse our extensive collection of content types in the global header.

Browsing journals:
To browse journal articles, select “Journals” from the global header. A complete list of journals available in ClinicalKey will appear. Clicking on a journal title will take you to a page for that publication. Select the issue you want from the list on the left, and the table of contents will appear in the center panel.

Browsing books:
To browse books, select “Books” from the global header. A complete list of books available in ClinicalKey will appear. Clicking on a title will take you to a table of contents for that book. Click on the chapter you want to read, and it will appear in the center panel.

Browsing multimedia:
To browse multimedia, select “Multimedia” from the global header. A complete list of images and videos available in ClinicalKey will appear. Click on a title to browse the content.

Browsing practice guidelines:
To browse practice guidelines, select “Practice Guidelines” from the global header. A list of practice guidelines will appear on the Search Results page. They will appear alphabetically, and you are given the option to search them by guideline title as well.

Browsing patient education:
To browse patient education materials, select “Patient Education” from the global header. A complete list of patient education resources will appear on the Search Results page.
Browsing drugs:
To browse information about thousands of drugs, select “Drugs” from the global header. A complete list of the latest information regarding drug classifications, indications, dosage, adverse reactions, and more will appear on the Search Results page.

CME: Sponsored by Cleveland Clinic Center for Continuing Education
ClinicalKey is pleased to offer subscribers FREE Internet Point-of-Care CME credit for self-directed, structured, online learning. CME credit is provided by the Cleveland Clinic Center for Continuing Education.

Reading Content on ClinicalKey
Selecting content to read:
Once you have found the content you are looking for, either through the search or browse functions, simply clicking on its title will cause it to open in the Content Reader.

The Content Reader:
Like the Search Results page, the Content Reader has 3 panels:
- **Left panel** – This panel provides an outline of the content, breaking it down into relevant subsections. Simply click on the name of a subsection to jump to that point in the content
- **Center panel** – The content itself. You can minimize the left and right panels to concentrate on this panel if you wish
- **Right panel** – The content of the right panel is dependent on the type of content you are viewing. As a general rule, however, you will find additional means of navigation (eg, by figures and tables) and additional information (eg, references and author information) in this panel
Printing content from ClinicalKey:

All content on ClinicalKey, excluding medical textbooks, can be printed by clicking the printer icon at the top of the center panel of the Content Reader. Printing articles or book chapters for your own use is acceptable. *Printing to sell to others violates the subscriber agreement.*

You may print or download content from the site for your own personal, noncommercial use, provided you keep intact all copyright and other proprietary notices. *You may not engage in systematic retrieval of content from the site to create or compile, directly or indirectly, a collection, compilation, database, or directory without prior written permission from Elsevier.*

Sharing ClinicalKey content with patients:

Authorized users of ClinicalKey have permission to print copies of patient education handouts for personal, noncommercial use in educating patients.

Citations:

Articles and books from ClinicalKey should be cited according to the American Medical Association’s *AMA Manual of Style*, 10th Edition.

The citation for drug monographs, images, and patient education materials should include the copyright holder, the title of the material, the type of material it is, a reference to ClinicalKey with the appropriate URL, and the date it was viewed.

The citation for material original to First Consult should include the title of the material, the type of article it is, a reference to ClinicalKey with the appropriate URL, and the date it was posted and viewed.

The Presentation Maker

Drag-and-drop functionality:

Searches on ClinicalKey return image and video results in addition to book chapters and journal articles. Any image can be dragged and dropped onto the “Presentation” box at the top of the right panel to dynamically create a presentation you can use to communicate the latest medical and surgical information to colleagues and care teams.

Organizing your presentation:

To open the Presentation Maker either click on the “Presentation” box or select “Presentation Maker” from the drop-down menu labeled “My ClinicalKey” at the top right of every page. This allows you to view all the images you have saved to the presentation. Here you can drag images around to reorganize them, and you can also delete images you no longer need.
Creating a presentation in PowerPoint:
Turning your saved images into a PowerPoint presentation is as simple as clicking the “Export to PowerPoint” button at the top left of the Presentation Maker window.

Permissions:
Authorized users of ClinicalKey have permission to use content from the site in presentations for noncommercial use. You must keep intact all copyright and other proprietary notices.

Support

Contacting customer support:
Our customer service hours vary from country to country. Click here for information on how to contact customer support and about hours of service.