

National Hepatitis Resource Index Users Guide

Introduction

Hepatitis Scotland has compiled this National Hepatitis Resource Index for use of the general public, people affected by viral hepatitis, health and third sector professionals working in the field. The Index includes resources produced by third sector organisations and NHS viral hepatitis Managed Care Networks, as well as listing websites that deal with viral hepatitis and more.

This resource will be updated regularly and will hopefully be useful to anyone working in the field of blood borne viruses, or who is interested in learning more about viral hepatitis services in Scotland – either as a patient, worker, carer or member of the public.

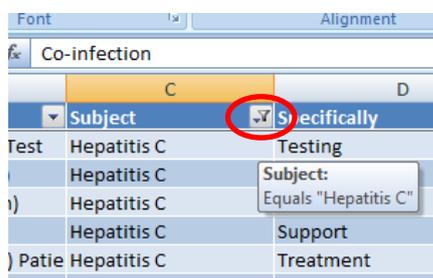
This is a simple guide on how to search the resource.

If you work for either a statutory or non-statutory organisation, and produce a resource dealing with viral hepatitis which you think should be included in this Index, or if you have updated versions of resources listed, please fill out an update form which you can find on the webpage below the index and submit it to us.

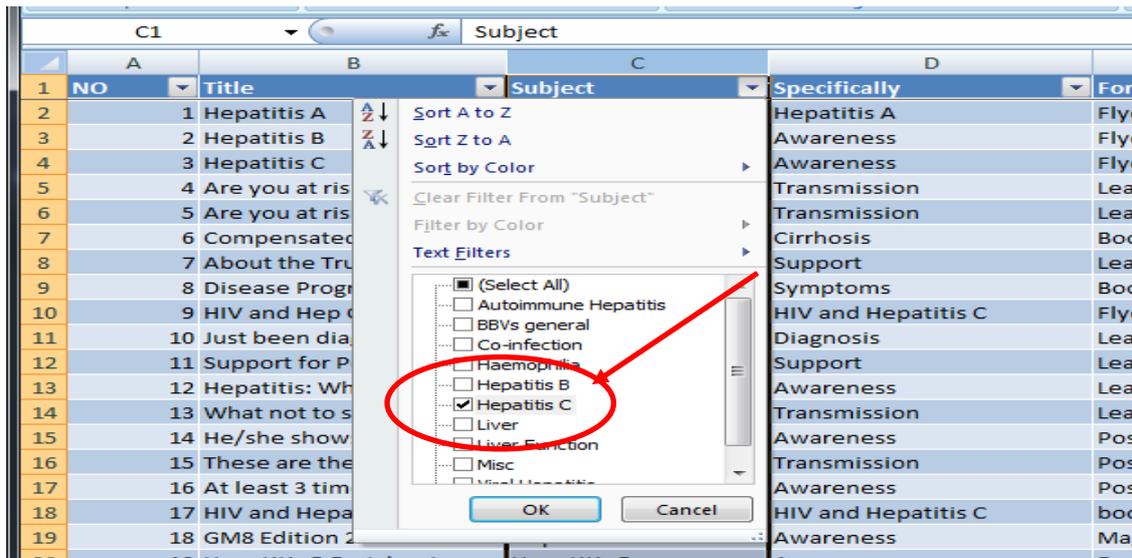
Searching the resource

1. To search a field

To perform a search of a field, for example to search by 'Subject' click on the downward pointing arrow on the right hand side of the 'Subject' field.

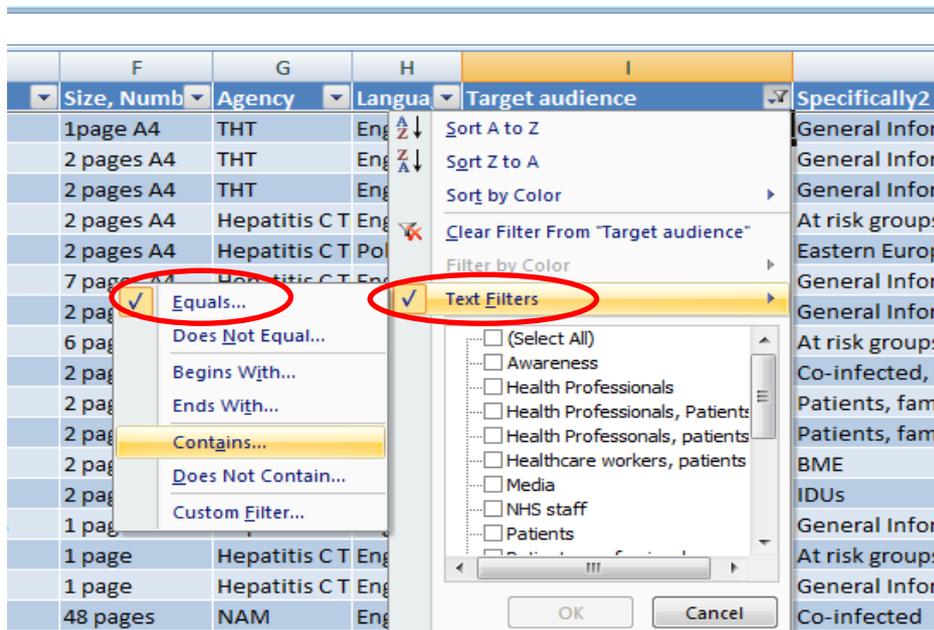


This will bring up the search options as shown in the diagram below. If you wish to search one 'subject', simply click on the 'select all' option, which will uncheck all of the subjects. Then click on the one you want to search. In the diagram overleaf we have selected 'Hepatitis C'.



2. To search for a key word or key words

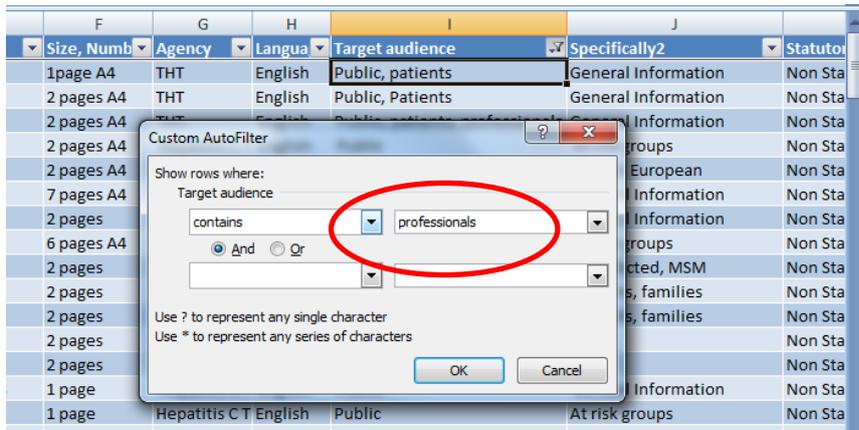
If you wish to search for resources which mention a key word or key words, select the field you wish to search – for example ‘Target Audience’ and click the downward pointing arrow on the right. This will bring up the following menu.



Now select ‘Text Filters’ followed by ‘Contains’

Continued overleaf

This will bring up the menu below:



In this example we have typed in the word 'professionals'. However, you can search 2 key words by selecting the 'or' option, selecting contains in the bottom left slot and typing in your 2nd key word in the bottom right spot.

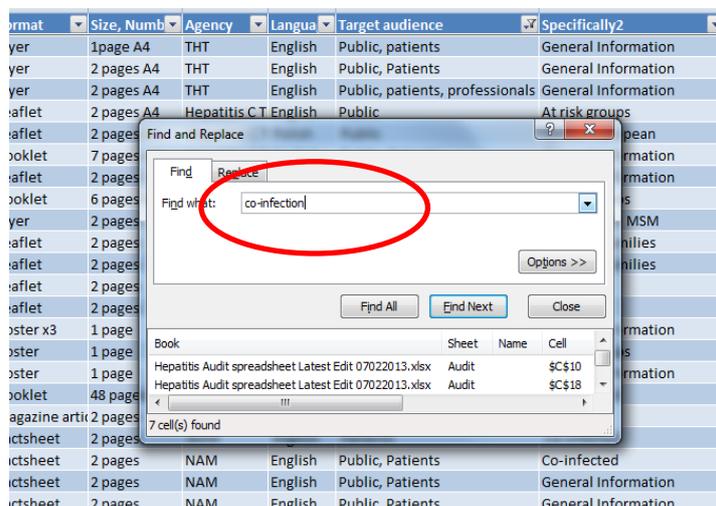
3. Searching Multiple Fields and key words

If you wish to search multiple fields, for example 'Topic' and 'Target Audience', simply follow the steps in part one for as many fields as you wish to search.

If you wish to search multiple fields and every mention of key words contained within those fields; for example you wish to search 'Topic' and 'Target Audience' for the key word 'patient'; simply follow step one for the fields, then follow the instructions in step 2 for the key words you wish to search within those fields.

4. 'Ctrl + F' search

If you wish to perform a very simple search for key words, you can press the 'Ctrl' key along with the 'F' key. This will bring up the following box,



In this example we have searched for resources including the key word, 'co-infection'. If you select 'Find all' it will display all resources mentioning co-infection. To view them simply go to the Cell they are listed under.