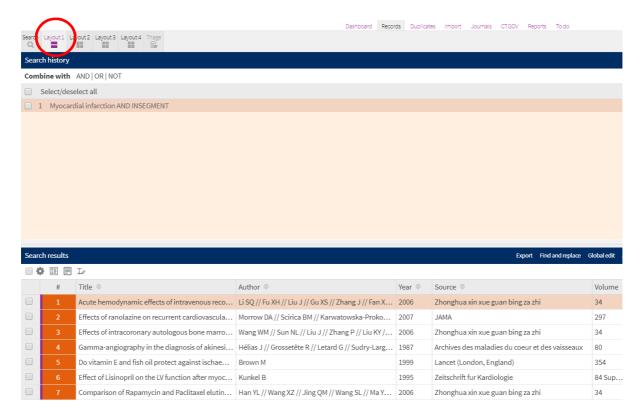


Quick ref guides Overview of layouts

There are four different layouts to choose from to help you maximise the space on your screen and to see the windows that you need.

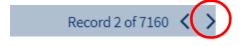
Change the layout by clicking on one of the layout options.

Layout 1

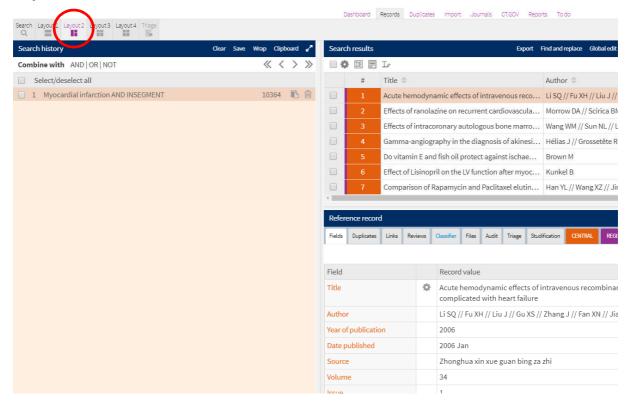


Layout 1, allows you to see your search history in the top window and your search results in the bottom window.

If you double click on one of the search results, this will take you to a full screen of individual records which you can click through in the top right corner.

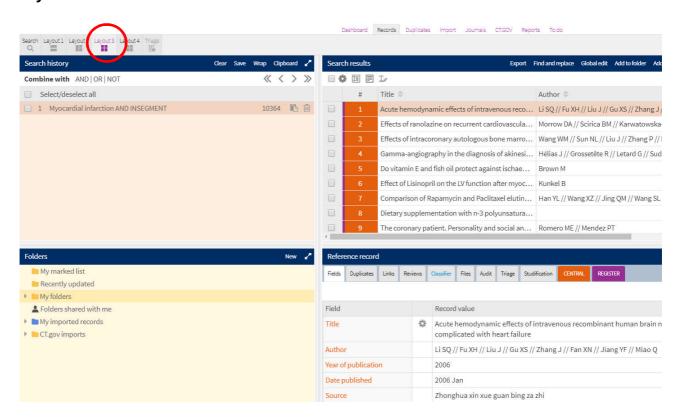


Layout 2



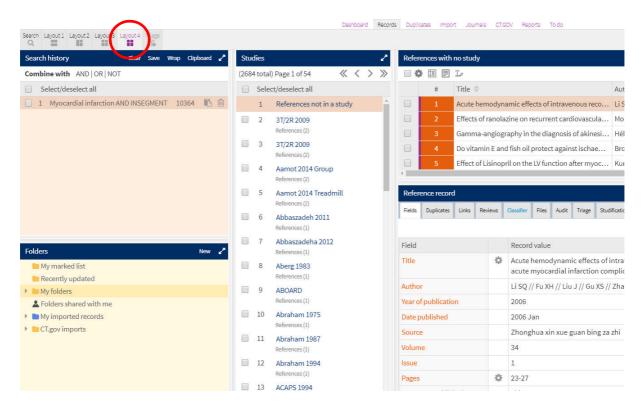
Layout 2 allows you to see your search history on the left side of the screen and then your search results on the top right half, and full individual study or reference records on the bottom right half.

Layout 3



Layout 3 is the default layout and allows you to see your search history and search results in the top half of the screen, and your folders and individual full study or reference records in the bottom half.

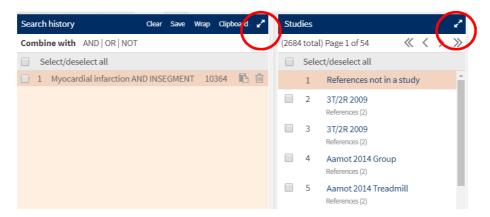
Layout 4



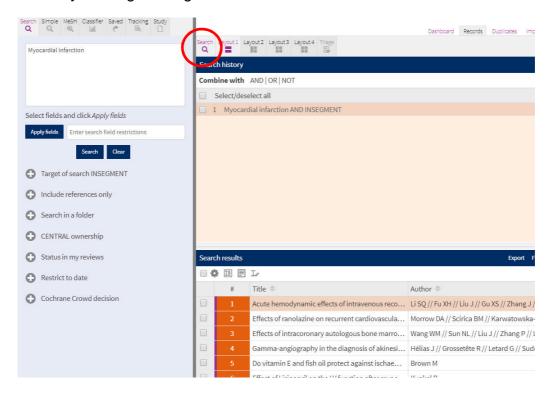
Layout 4 shows the most information; on the left you will see your search history and your folders. In the middle, you will see the studies, on the right you will see the references for the study and the full study record.

Other adjustments to your layout

 You can click on the arrows in the corner of any window, to maximise it. Click on the arrow again to go back to the original layout.



• If you click on the Search icon, you can collapse the search panel or bring it back by clicking on it again.



 You can also resize any window by hovering the mouse over a border until a double headed arrow appears, and then clicking and dragging to the desired size.

If you have any questions about using the Triage tool, contact <u>cissupport@cochrane.org</u>.