CONDUCTING A SEARCH

Remove duplicate records

**TASK:** When searching multiple databases, duplicate records are removed by default but you always have the option to include duplicate records in your search results. You can also easily order the databases from which duplicate records will be removed. On the Results page set the databases so records are retained in the order you prefer.

1. After you conduct a search, the Results page displays. If you are searching more than one database, you will see **Duplicate document settings** on the right.

   Duplicates are automatically removed unless you click **Include duplicates** or choose to include duplicates as your default in your Preferences.

   To change the database order for removing duplicate records, click **Change database order**.

   **Note:** Click **Help** for information about removing duplicates.

2. On the **Order Preference** page, number the databases in the order from which you want duplicate records removed or drag and drop them in the preferred order.

   Click **Apply preferred databases**.

3. **Preferred databases applied** now appears in the settings.

   Note in records 3 and 4 the databases are now from MEDLINE instead of Embase as a result of your preferred setting.

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**NEED HELP?**

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