Linking to specific sections of the Cochrane Handbook

When discussing different parts of the Cochrane Handbook in electronic documents, it is useful to create hyperlinks that will directly open the relevant section of the online Handbook.

1. Identifying the URL of a section of the Handbook

- 1.1. Open the Handbook at http://www.handbook.cochrane.org and navigate to the section you wish to link to via the Contents tab on the left side of the screen. For this example, we will navigate to Section 4.5, to the part named 'Background'.
- 1.2. Once your have found the correct section in the Contents list, right-click on the item and select the menu option to copy the URL of the link (in Firefox, 'Copy Link Location', in Explorer, 'Copy shortcut'.

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	Home > Part 1: Cochrane reviews > 4 Guide to the contents of a Cochrane protocol and review > 4.5 Main text > Backgrour			
Pront page Handbook information Part 1: Codtrane reviews	Background [texet, level 1 heading]			
2 Preparing a Codtrane review 3 Mantaining reviews: updates, amen 4 Guide to the contents of a Codtrane 2 4.1 Introduction	venicemaates revew questions occur in the context of an aready termine body of inveniency, the osciguluid and/us aborts the context, help at the nanotale net the revers, and orgain with the questions being asked are important. It should be concise (generally around one page when printed) and be understandable to the users of the intervention under investigation. All sources of information should be cited.			
 4.2 Tide and review information (r 7 4.3 Abstract 7 4.4 Plain language summary 	Description of the condition (recommended, level 2 heading)			
4.5 Main text ? Introductory text ? Background ? Objectives ? Methods ? Results Parameter	The review should begin with a birld description of the condition being addressed and its significance. It may include information about the biology, diagnosis, prognosis and public health importance (including penalence or incidence).			
	Description of the intervention [recommended, level 2 heading]			
Authors' conclusions Admowledgements Contributions of authors Declarations of interest	A description of the experimental intervention(s) should place it in the context of any standard, or alternative interventions. The role of the comparator intervention(s) in standard practice should be made loads. For fully, abacit information only places and the standard practice should be provided. This information inglish include does range, metabolism, selective effects, half-life, duration and any known interactions with other drugs. For more complex interventions, a description of the main components should be provided.			
Anternas between protocol Published notes 4.5 Tables 4.5 Tables 4.5 States and analyses Figure 4.8: Bustration of the his 4.9 Figures 4.9 Figures 4.9 Success of support to the re-	How the intervention might work [recommended, level 2 heading]			
	This section might describe the theoretical reasoning why the interventions under review may have an impact on potential recipients, for example, by relating a drug intervention to the biology of the condition. Authors may refer to a body of empirical evidence such as similar interventions having an impact or identical interventions having an impact on other populations. Authors may also refer to a body of iterature that justifies the possibility of effectiveness.			
7 4.11 Feedback 7 4.12 Appendices 7 4.13 Chapter information	Why it is important to do this review [recommended, level 2 heading]			
7 4.14 References Part 2: General methods for Codwane rev Part 3: Special topics Additional material	The background should clearly state the rotionals for the news and should acglain why the questions being asked are important. It might also mention why this review was undertaine and how it might relate to a wide review of a general poblem. If this version of the review is an update of an achievro. It is height to atte this by winning, for example This is an update of a Cochame review first published in YEAP, and previously updated in YEAP. This may be supplemented with a baref description of the main findings of the evial versions, which a statement of any specific reasons there may be for updating the review.			

1.3. Paste the URL into your internet browser address field and click Enter. In this case, the URL is http://handbook.cochrane.org/chapter-4/4-5-ii-background.htm. This will open the same section of the Handbook, but without the Contents frame.



- 1.4. In the top left of the screen is a link reading 'Show'. Click to follow this link. The Contents frame will be restored, and modify the URL accordingly. In this case, the complete URL is <u>http://handbook.cochrane.org/index.htm#chapter_4/4_5_ii_background.htm</u>.
- 1.5. Select the complete URL from the browser's address bar. You can now use this URL to link directly to the Handbook section from any document or website.



2. How to create a hyperlink in Word

- 2.1. Highlight the words you wish to become the label for the hyperlink with your cursor. Right-click the highlighted text and select the option 'Hyperlink' from the menu.
- 2.2. This will open the 'Insert Hyperlink' window. In the 'Text to display' field is the text you highlighted, that will appear in the document as a hyperlink. You may change this text if you want the hyperlink to have a different label.

Insert Hyperlink				
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Existing File or Web Page	Look in: Current Folder Browsed Pages Recent Files	Desktop All files Cochrane Handbook IRIS Monash Phone Directory Shortcut to Lana Windows Media Player SkypeSetupFull.exe	Bookmark Target Frame	
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2.3. In the 'Address' field at the bottom of the window, paste the URL of the web page you wish to link to. Click 'OK' to close this window.

- 2.4. Check the hyperlink by clicking on it (using the button 'Ctrl' and the left mouse key together). It should now link directly to the correct section you've nominated.
- 2.5. You can edit a hyperlink any time by right clicking on the link in your document, and selecting 'Edit hyperlink'.