Image:
Woman blowing her nose

Text:
What is the common cold?
•The common cold is also called an acute viral upper respiratory tract infection. 
•Viruses, not bacteria, cause colds.
•Colds can make you feel sick in many ways. They can cause watery eyes, a runny or stuffy nose, sneezing, a scratchy or sore throat, fever, muscle pain, and cough. They can also make you feel very tired (also called fatigue). 
•Cold viruses spread in three ways: through the air, through contact with people who have a cold, and on surfaces that have been touched by people with a cold. 
•After you are exposed to a cold virus, it usually takes 1 to 3 days before you start feeling sick. 
•You can avoid spreading colds by: 
-Washing your hands often
-Avoiding close contact with people who are sick 
-Coughing or sneezing into a tissue or your elbow
-Wearing a mask when you are sick and around others

What should I do to feel better?
•You cannot treat cold viruses directly, but you can treat the symptoms. Ask your healthcare provider what to do. They may tell you to:
-To help a sore throat, gargle with water, use cough drops, or swallow honey (do not give honey to children under 1 year of age). 
-Get plenty of rest, drink lots of water or other liquids, and do not smoke. 
•Antibiotics do not help colds. Antibiotics only kill bacteria, and bacteria do not cause colds. If you use antibiotics to treat viruses, they won’t make you feel better, and they can do more harm than good. You will still feel sick, and the antibiotic may give you a skin rash, diarrhea, or a yeast infection.
 
When will I feel better?
•Most colds last 1 to 2 weeks, but some people have a cough that lasts longer. 
•Although you may not feel well, in most cases, the common cold does not cause serious illness.

Contact your healthcare provider if:
•You do not feel better after 10 days.
•You develop a high fever (above 102°F), have trouble breathing, swallowing, or shortness of breath, chest pain, blood in your sputum, confusion, severe headache, severe pain in your face or forehead, severe fatigue or weakness, or a rash.

This document is intended to provide health-related information so that you may be better informed. It is not a substitute for your healthcare provider's medical advice and should not be relied upon for treatment for specific medical conditions.


Directions for Adding Your Logo to Your Document

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**Steps:**

1. Open the footer section (either double click in the footer section of the document or go to the “Insert” tab→ select the drop-down menu for “Footer” → and click on “Edit Footer”).
2. Make sure your cursor is below the bottom line (or wherever you want your logo).
3. Go to the “Insert” tab.
4. Click on “Pictures” from the “Insert” tab.
5. A window will pop up so you can search your computer for the logo. Select your logo (.jpg or .png format) and click the insert button.
6. Your logo will appear in your footer. If you are happy with the placement, skip step 7.
7. \*\* If you want to move the logo image around, click on the logo→ go to the   
   “Format” tab→ click on the “Wrap Text” drop-down menu→ and select “In front of text.” This formatting will allow you to move the logo freely around the screen.
8. When you are satisfied with the placement of the logo, exit the footer section (either double click outside of the footer area or go to the “Design” tab→ and click the “Close header and footer” button).

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