

## Opening an OvidSP Session

- Open the OvidSP URL with a browser or
- Follow a link on a web page or
- Use **Athens** or **Shibboleth** access

## Select Resources to Search

- Select one resource by clicking on its name or
- Select several (or a **Group**) by clicking the checkboxes and **Select Resources** button
- To add external resources, include **Ovid Universal Search** sources (when available)
- To select different resources after starting your search, choose **Resources**, then in **Selected Resources**, choose **Ovid Resources** (or **Universal Search**) and **Select Resource(s)** and **Run Search** if required

Select Resource(s) to search:

My Resource Groups + New Group X Delete

-  **Top Medical**

- [EBM Reviews - ACP Journal Club 1991 to February 2010](#)
- [EBM Reviews - Cochrane Central Register of Controlled Trials 1st Quarter 2010](#)
- [EBM Reviews - Cochrane Database of Systematic Reviews 2005 to February 2010](#)
- [EBM Reviews - Cochrane Methodology Register 1st Quarter 2010](#)
- [CAB Abstracts 1973 to 1989](#)

All Resources

-  All

- [Adis Journals@Ovid](#)
- [Books@Ovid](#) March 18, 2010
- [Clinical Evidence](#) Issue 15, November 2007
- [Journals@Ovid Full Text](#) March 22, 2010
- [Your Journals@Ovid](#)
- [LWW Journals@Ovid](#)

## Main Search Page

- Choose **Search** on the **Main Navigation Bar** then select a search mode

Search Journals Books My Workspace External Links

Basic Search | Find Citation | Search Tools | Search Fields | **Advanced Search** | Multi-Field Search

## Basic Search

- Enter a complete topic or question, and click **Search**
- Select **Include Related Terms** to broaden your search
- Filter By **Relevancy** to select 5 star results
- Add **Limits** or **Filter By** criteria as desired

**Note:** Change **Sort By** from **SCORE** (sorted by relevance) to **Year of Publication** (descending) to see the most recent results.

Limits (Click to expand)
  Include Related Terms

Search History (1 search) (Click to close) View Saved

<input type="checkbox"/>	#	Searches	Results	Search Type	Actions
<input type="checkbox"/>	1	constraint induced movement therapy for stroke rehabilitation (No Related Terms)	410	Basic	<input type="button" value="Display"/> More >>

Remove Selected Save Selected | Combine selections with:

## Advanced Search

- Enter each individual subject word/phrase and click **Search**. **Mapping** will suggest terms from the database vocabulary (when available)
- Use **Keyword** (.mp.) containing Title, Abstract, Subject Headings (or Full Text) and other fields for a general subject search
- Searching **Author**, **Title** (of article), **Journal Name** or **Book Name** is also possible
- Use the checkboxes to combine the required subjects with the **AND** or **OR** operator buttons, or enter the operator **NOT**

Search History (4 searches) (Click to close) View Saved

<input type="checkbox"/>	#	Searches	Results	Search Type	Actions
<input type="checkbox"/>	1	exp Adaptation, Psychological/	80243	Advanced	<input type="button" value="Display"/> More >>
<input type="checkbox"/>	2	exp Depression/	54274	Advanced	<input type="button" value="Display"/> More >>

Remove Selected Save Selected | Combine selections with:

## Multi-Field Search

- Enter multiple terms and search in all or specific fields
- Combine using the **AND**, **OR** or **NOT** operators
- Use truncation or wildcard symbols to search singular or plural forms or spelling variations
- Click + **Add New Row** to add additional search boxes

**Note:** *Author searches are automatically truncated with \*.*

OR	anorexi?	All Fields
AND	bulemi*	All Fields
AND	drug treat* or drug therap*	All Fields
NOT	fluoxetine	All Fields

[Search](#) + Add New Row

## Operators

Four operators are available to combine terms:

- **OR** gathers together lists of terms, e.g. Australia or New Zealand; 2 or 3
- **AND** finds where terms occur together, e.g. rock and roll; 1 and adult.sh; 4 and 5
- **NOT** removes a term, e.g. spiders not insects; 1 not 2
- **adjX** locates terms which are within X words of each other in either direction, in a sentence or in a paragraph

**Note:** *adjX does not cross paragraphs. Phrase searches search words in the order entered (except for stopwords/reserved words).*

## Truncation and Wildcards

Truncation or wildcard symbols find variations in spelling in **Advanced Search** or **Multi-Field Search** modes:

- Use \* or \$ or : at the end of a word, or part of a word, to retrieve unlimited suffix variations e.g. computer\* for computer, computers, etc. Add a number to restrict to a certain number of characters e.g. computer\*7
- Use # inside or at the end of a word to replace exactly one character e.g. wom#n
- Use ? inside or at the end of a word to replace zero or one character e.g. robot? or flavo?r

**Note:** *Operators, Truncation, and Wildcard symbols are not valid in Basic Search mode.*

## Limits

**Limits** restrict search results to selected criteria. **Limits** are specific to the database(s) selected. Commonly used limits are available from the **Main Search Page**. All limits are made available by clicking the **Additional Limits** button.

▼ **Limits** (Click to close)

<input type="checkbox"/> Abstracts	<input type="checkbox"/> English Language	<input type="checkbox"/> Male
<input type="checkbox"/> Female	<input type="checkbox"/> Review Articles	<input type="checkbox"/> Humans
Publication Year - -		
<a href="#">Additional Limits</a>	<a href="#">Edit Limits</a>	

### Limits

<input type="checkbox"/> Abstracts	<input type="checkbox"/> English Language	<input type="checkbox"/> All EBMR Article Reviews
<input type="checkbox"/> Evidence Based Medicine Reviews	<input type="checkbox"/> Male	<input type="checkbox"/> Animals
<input type="checkbox"/> Female	<input type="checkbox"/> Ovid Full Text Available	<input type="checkbox"/> Article Reviews (ACP Journal Club)
<input type="checkbox"/> Full Text	<input type="checkbox"/> Review Articles	<input type="checkbox"/> Article Reviews (DARE)
<input type="checkbox"/> Humans	<input type="checkbox"/> Topic Reviews (Cochrane)	<input type="checkbox"/> Core Clinical Journals (AIM)
<input type="checkbox"/> Latest Update		
Publication Year - -		
To select or remove multiple items from a list below, hold down the Shift, Ctrl, or "Apple" key while selecting.		
<input type="checkbox"/> Age Groups	<input type="checkbox"/> Journal Subsets	
All Infant (birth to 23 months) All Child (0 to 18 years) All Adult (19 plus years) Newborn Infant (birth to 1 month) Infant (1 to 23 months)	AIDS/HIV Journals Core Clinical Journals (AIM) Bioethics Journals Biotechnology Journals Communication Disorders Journals	

## Find Citation (when available)

**Find Citation** searches any combination of title, journal, author, volume, issue, page, publication year, publisher, unique identifier, (accession number) or DOI.

Basic Search | **Find Citation** | Search Fields | Advanced Search | Multi-Field Search

▼ Selected Resources  
Ovid Resources: 1 Journals@Ovid Full Text March 12, 2010

Article Title	Human	<input type="checkbox"/> Truncate Name (adds ***)	
Journal Name	Human	<input type="checkbox"/> Truncate Name (adds ***)	
Author Surname	Craig		
Publication Year	Volume	Issue	Article First Page
Publisher			
Unique Identifier			
DOI			

[Search](#)

## Search Tools (when available)

Searches the database vocabulary. Enter a subject word or phrase, select a dropdown tool and click **Search**. Tools vary by database. Examples include:

- **Map Term:** suggests subject terms within the database tree or thesaurus
- **Tree or Thesaurus:** locates a subject within the database tree or thesaurus structure
- **Permuted Index:** allows you to enter a single term and view an index of multi-word terms that include the word as well as associated “see” and “see related” terms

Other search tools offer insights into subheadings, subjects, subject classifications or publications, depending on the database(s) selected.

[Basic Search](#) | [Find Citation](#) | [Search Tools](#) | [Search Fields](#) | [Advanced Search](#) | [Multi-Field Search](#)

Resources 1

Map Term

▼ Search  
Tree  
Permuted Index  
Scope Note  
Explode  
Subheadings

	Results	Search Type	Actions
	-	-	-

Remove Selected | Save Selected | Combine selections with:

## Search Fields

Searches (or browses) within resource fields. Enter a word or phrase, select one or more fields, and choose to **Search** or **Display Indexes >** (browse) entries (when available). **Clear Selected** cancels choices. When displaying the indexes, a two-letter field label appears next to each term. Select all relevant entries and click **Search for Selected Terms**.

[Basic Search](#) | [Find Citation](#) | [Search Tools](#) | [Search Fields](#) | [Advanced Search](#) | [Multi-Field Search](#)

Resources 1

My Fields | All Fields |

<input checked="" type="checkbox"/> <b>of All Fields</b>	<input type="checkbox"/> <b>ab: Abstract</b>	<input type="checkbox"/> <b>ax: Author Last Name</b>
<input type="checkbox"/> <b>au: Authors</b>	<input type="checkbox"/> <b>fo: Authors Full Name</b>	<input type="checkbox"/> <b>rn: CAS Registry/EC Number/Name of Sub</b>
<input type="checkbox"/> <b>cm: Comments</b>	<input type="checkbox"/> <b>cp: Country of Publication</b>	<input type="checkbox"/> <b>dp: Date of Publication</b>
<input type="checkbox"/> <b>do: Digital Object Identifier</b>	<input type="checkbox"/> <b>ef: Electronic Date of Publication</b>	<input type="checkbox"/> <b>ed: Entry Date</b>
<input type="checkbox"/> <b>xs: Exploded Sub-Heading</b>	<input type="checkbox"/> <b>fs: Floating Sub-Heading</b>	<input type="checkbox"/> <b>gs: Gene Symbol</b>
<input type="checkbox"/> <b>gw: Gene Symbol Word</b>	<input type="checkbox"/> <b>no: Grant Number</b>	<input type="checkbox"/> <b>it: ISSN Linking</b>
<input type="checkbox"/> <b>is: ISSN Print</b>	<input type="checkbox"/> <b>in: Institution</b>	<input type="checkbox"/> <b>ir: Investigator</b>
<input type="checkbox"/> <b>ip: Issue/Part</b>	<input type="checkbox"/> <b>jn: Journal Name</b>	<input type="checkbox"/> <b>sb: Journal Subset</b>

## Search History

Searches, results, and search types are listed in the **Search History** window. Combine search statements by clicking checkboxes and selecting the operators **AND** or **OR** in **Advanced Search** mode, or by entering the search statement numbers and operator in the search box (e.g. 1 not 2). Delete searches using the checkboxes and **Remove Selected** button. Refine results or add to your search by using **Results Tools** on the left of the search results display.

▼ Search History (3 searches) (Click to close)

<input type="checkbox"/>	#	Searches	Results	Search Type	Actions
<input type="checkbox"/>	1	exp Thoracic Surgery/	8778	Advanced	<input type="button" value="Display"/> <input type="button" value="More &gt;&gt;"/>
<input type="checkbox"/>	2	Pneumonias, Aspiration/ or exp Pneumonias/ or exp Pneumonias, Ventilator-Associated/	61163	Advanced	<input type="button" value="Display"/> <input type="button" value="More &gt;&gt;"/>
<input type="checkbox"/>	3	1 and 2	66	Advanced	<input type="button" value="Display"/> <input type="button" value="More &gt;&gt;"/>

Remove Selected | Save Selected | Combine selections with:

## Search Results

To view the results from the most recent search, scroll down the page or select **Display** to view any search result.

- Results appear in a **Citation** display, including Author, Title and Source information
- The **View** menu changes display to **Title** or **Abstract**
- If the citation includes an abstract, a **View Abstract** link is offered to view the abstract inline

- Books@Ovid results include a book passage
- Journals@Ovid results include **PDF** (when available)
- To the right of each title, **Abstract Reference**, **Complete Reference**, **Ovid Full Text** (or **Full Text**) links may be available
- Links to **Document Delivery**, **External Link Resolvers**, and **Library Catalogs** may be added by the administrator
- To find related records, select the **Find Similar** or **Find Citing Articles** links (when available)

## Ovid Universal Search Results (when available)

**Universal Search** results are next to the OvidSP search results. View results in either the **combined tab** (selected sources together) or **multiple tab** (separate sources) views. Options include sorting or deduplication, linking to source results, annotating citations, and linking to full text (when available).

The screenshot shows the Ovid Universal Search Results interface. At the top, there are tabs for 'OvidSP', 'Library of Congress (50 Results)', 'PubMed (50 Results)', and 'WebMD (8 Results)', along with a 'Combine Tabs' button. Below the tabs is a 'Results Tools' section with 'Options' and 'Select All' buttons, and icons for 'Print', 'Email', 'Export', 'Add to My Projects', and 'Keep Selected'. A 'Search Information' sidebar on the left lists search terms used: 'care', 'cares', 'childcare', 'collaboration', 'collaborations', 'collaborative', 'dolor', 'pain', 'painful', 'pains', and 'narr hnrhc'. The main results area shows two entries: 1. 'Pain Management of Terminally Ill Cancer Patients Not Receiving Hospice Care in Taiwan.' and 2. 'Pain Patients.' -> 'We Need to Get You Focus...'. Each entry includes the author, journal, date, and a 'PubMed / PubMed' link. Action buttons for '+ My Projects' and '+ Annotate' are visible for each result.

## Print, Email, Export, and My Projects

Output choices are at the top of each results page: **Print**, **Email**, **Export**, or **Add to My Projects**. Select results then an output icon. Select individual citations using the checkboxes, or **Select All** at the top of the page.



### Print:

- **Select Fields to Display:** Choose preset fields lists or select a custom list
- **Select Citation Style:** Use **Ovid Labeled Citation** for print, email, or export to reference management software or choose another style (APA, MLA, Chicago, etc.)
- **Include:** Choose **Search History** to include the search strategy, **Annotations** to include notes, **URLs to Ovid full text** to link into OvidSP results or full text

### Email:

- Insert **From** and **To** addresses, separating multiple addresses with a comma; add **Subject** title and **Message** (if required)

### Export:

- Use **Microsoft Word** format for word processing
- Use **PDF** as a document exchange format
- Use **.txt** for text file output
- Use **Citavi/EndNote®/ProCite®/Reference Manager®** for local reference management
- Use **RefWorks** for online reference management
- Use **RIS** format for Reference Manager and EndNote Web
- Use **BRS/Tagged, Reprint/Medlars** for older RM formats
- **Delimited** or **XML** are database import formats

Add materials to **My Projects** by dragging them into the **My Projects** area in **Results Tools**, or by clicking the **Add to My Projects** button (and following prompts). Items can be added from other sites using the **Ovid Toolbar**.

**My Projects** is a structured storage area containing projects and folders where you may store text, results, citations, full text, graphics etc. **My Projects** offers the same output options as results (**Print**, **Email**, **Export**) and the option to **Remove** (delete) saved items.

**Further Information:** Consult the **Database Field Guide** (follow **Selected Resources** link) for more information about resources. **Help** about the software is available on most pages, opening to information about the most recent page, and allowing chapter browsing on the left.

Links to training resources and language options are available at the bottom of each page.

For more information about Ovid products see <http://www.ovid.com>; for training materials and documentation see <http://resourcecenter.ovidsp.com>