OvidSP | Quick Reference Card

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 **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

- Top Medical
  - EBM Reviews - ACP Journal Club 1991 to January 2010
  - EBM Reviews - Cochrane Central Register of Controlled Trials 1st Quarter 2010
  - EBM Reviews - Cochrane Database of Systematic Reviews 4th Quarter 2009

All Resources

- All
  - Adis Journals@Ovid
  - Books@Ovid February 19, 2010

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.*

OvidOpenAccess

- Search Open Access and subscribed content together
- Select **View all Open Access results** to view separately from subscribed content
- Select ▼ to close/open the OvidOpenAccess widget
- Open Access results are only available when using **Basic Search**

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**

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 *.*

	anorexi?	All Fields	
OR	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)*

- ☐ Abstracts
- ☐ Female
- ☐ English Language
- ☐ Review Articles
- ☐ Male
- ☐ Humans

Publication Year [- ▼] - [- ▼]

[Additional Limits] [Edit Limits]

Limits

☐ Abstracts	☐ English Language	☐ All EBMR Article Reviews
☐ Evidence Based Medicine Reviews	☐ Male	☐ Animals
☐ Female	☐ Ovid Full Text Available	☐ Article Reviews (ACP Journal Club)
☐ Full Text	☐ Review Articles	☐ Article Reviews (DARE)
☐ Humans	☐ Topic Reviews (Cochrane)	☐ Core Clinical Journals (AIM)
☐ Latest Update		

Publication Year [▼] - [▼]

To select or remove multiple items from a list below, hold down the Shift, Ctrl, or "Apple" key while selecting.

Age Groups | **Journal Subsets**

Age Groups	Journal Subsets
-	-
All Infant (birth to 23 months)	AIDS/HIV Journals
All Child (0 to 18 years)	Core Clinical Journals (AIM)
All Adult (19 plus years)	Bioethics Journals
Newborn Infant (birth to 1 month)	Biotechnology Journals
Infant (1 to 23 months)	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: ⓘ Journals@Ovid Full Text March 12, 2010

Article Title	Human	
Journal Name	Human	☑ Truncate Name (adds "*")
Author Surname	Craig	☑ Truncate Name (adds "*")
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 ⓘ

| Map Term ▾ | Retina | 🔍 | (Search) |

Map Term
Tree
Permuted Index
Scope Note
Explode
Subheadings

		Results	Search Type	Actions
		-	-	-

| Remove Selected | Save Selected | Combine selections with: And Or | | Save Search History |

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 ⓘ

Strabismus   (Search)   (Display Indexes »)

My Fields | **All Fields** | Clear Selected

☑ af All Fields	☐ ab: Abstract	☐ ax: Author Last Name
☐ au: Authors	☐ fa: Authors Full Name	☐ rn: CAS Registry/EC Number/Name of Sub:
☐ cm: Comments	☐ cp: Country of Publication	☐ dp: Date of Publication
☐ do: Digital Object Identifier	☐ ep: Electronic Date of Publication	☐ ed: Entry Date
☐ xs: Exploded Sub-Heading	☐ fs: Floating Sub-Heading	☐ gs: Gene Symbol
☐ gw: Gene Symbol Word	☐ no: Grant Number	☐ il: ISSN Linking
☐ is: ISSN Print	☐ in: Institution	☐ ir: Investigator

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)   View Saved

☐	# ▲	Searches	Results	Search Type	Actions
☐	1	exp Thoracic Surgery/	8778	Advanced	Display More »
☐	2	Pneumonia, Aspiration/ or exp Pneumonia/ or exp Pneumonia, Ventilator-Associated/	61163	Advanced	Display More »
☐	3	1 and 2	66	Advanced	Display More »

| Remove Selected | Save Selected | Combine selections with: And Or | 🔶 RSS | Save Search History |

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).

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.
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> Links to training resources and language options are available at the bottom of each page.
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> For more information about Ovid products see http://www.ovid.com; for training materials and documentation see http://resourcecenter.ovidsp.com