

Ovid User Guide

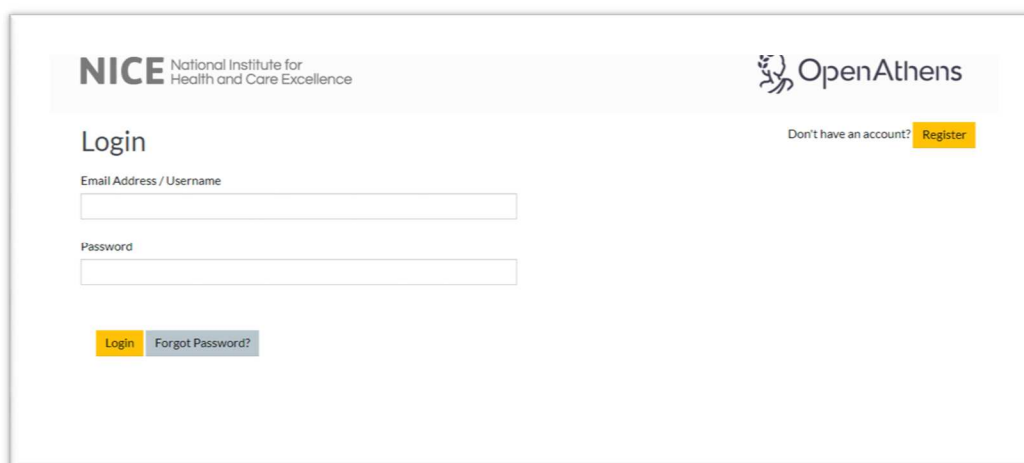
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A: Accessing Ovid Databases and Creating a Personal Account

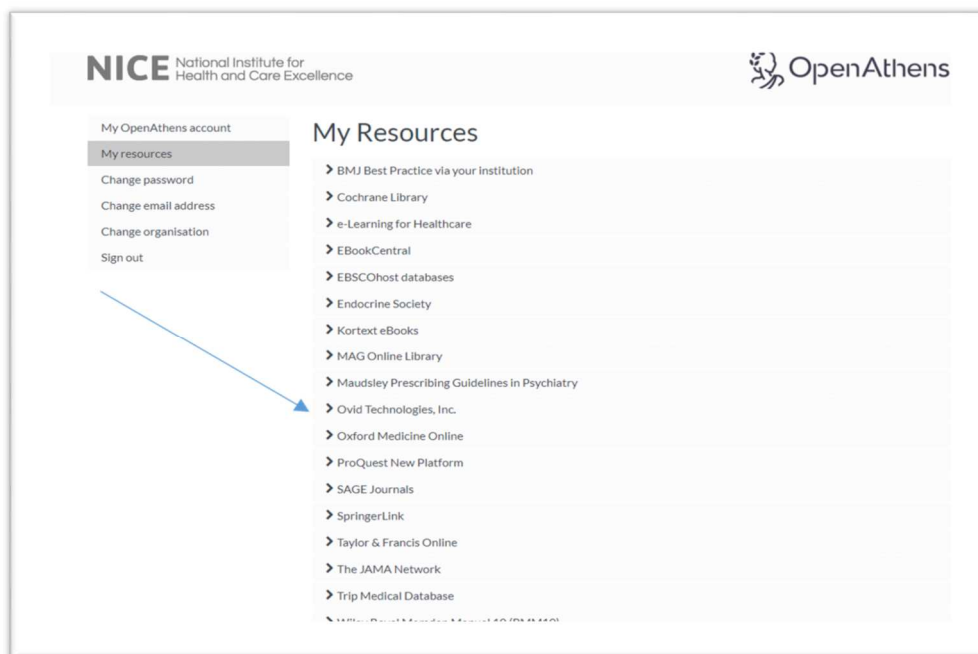
1. Accessing Ovid Databases

- Go to the OpenAthens website: <https://openathens.nice.org.uk/Hub/Resources>.
- Sign in with your OpenAthens username and password, or click '**Register**' if you don't yet have an account.

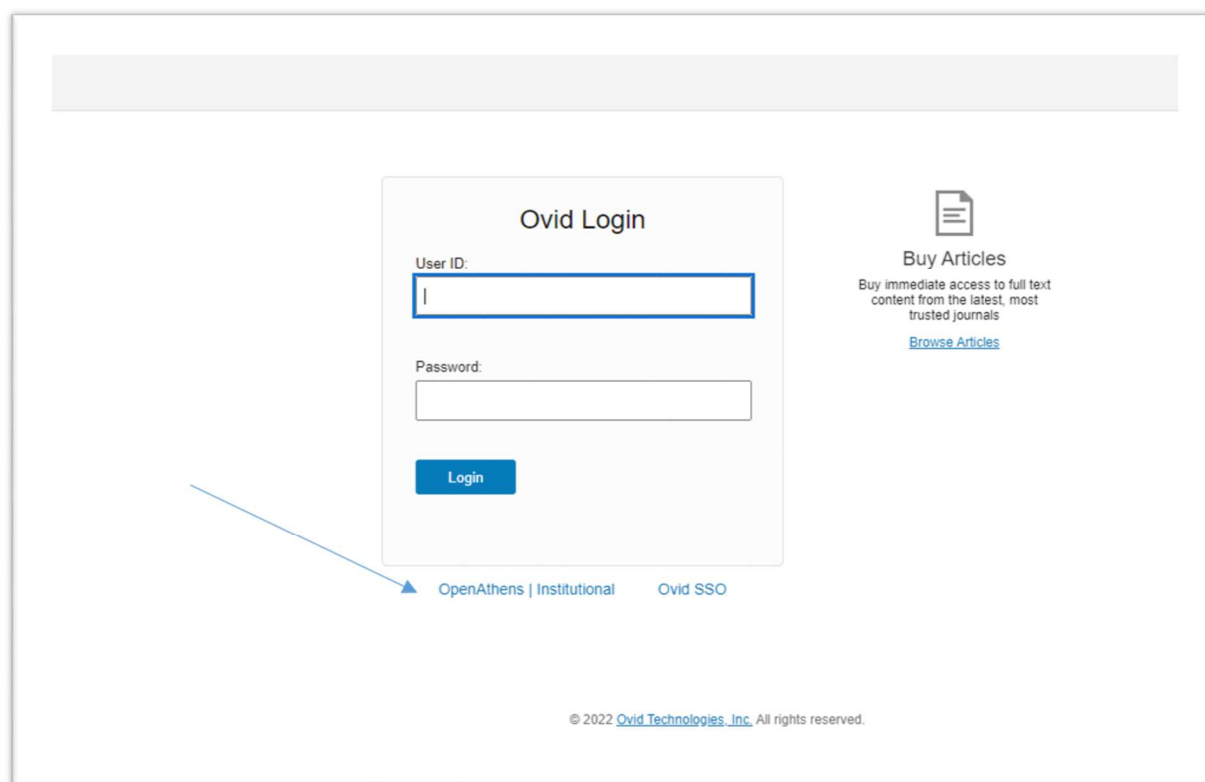


- You can find more information on how to register with OpenAthens on the Academy Library website here: <https://www.ruh.nhs.uk/library/athens/index.asp>

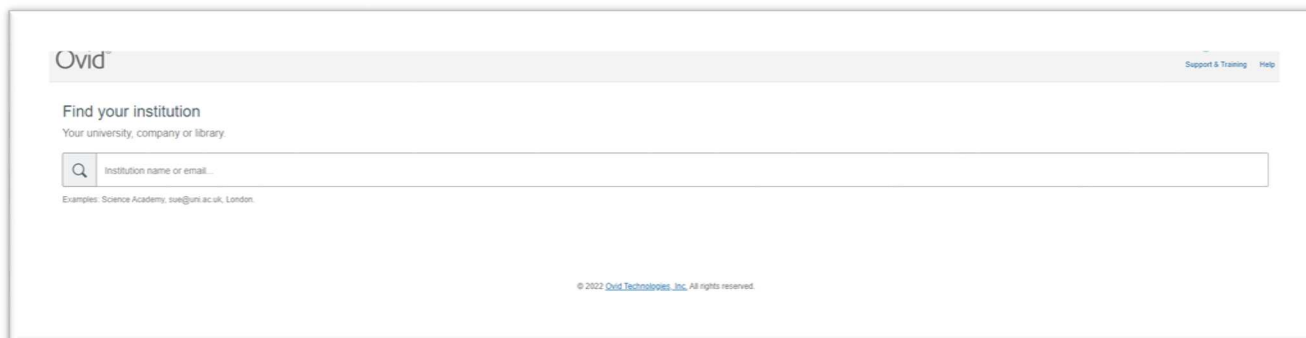
- Once you have signed in, select **Ovid Technologies, Inc.** from the list of Resources



- Click the **OpenAthens/Institutional** link under the Ovid log in box



- Type **Royal United Hospital** into the search box, and select from the drop-down list



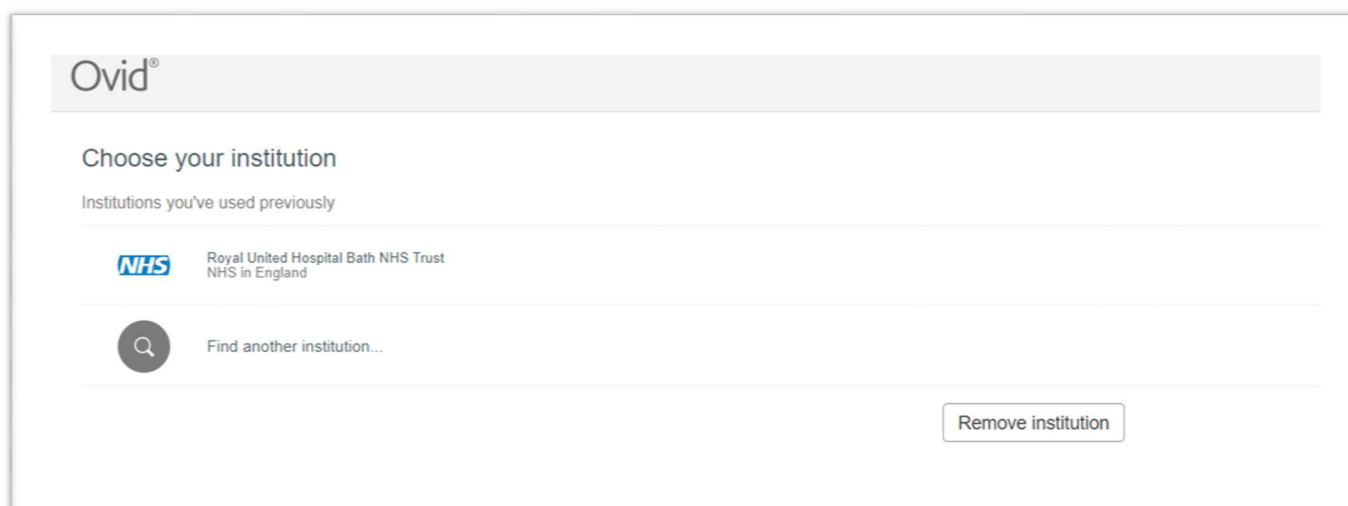
Ovid[®] [Support & Training](#) [Help](#)

Find your institution
Your university, company or library.

Examples: Science Academy, sue@uni.ac.uk, London.

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- Or select from previously used institutions



Ovid[®]

Choose your institution

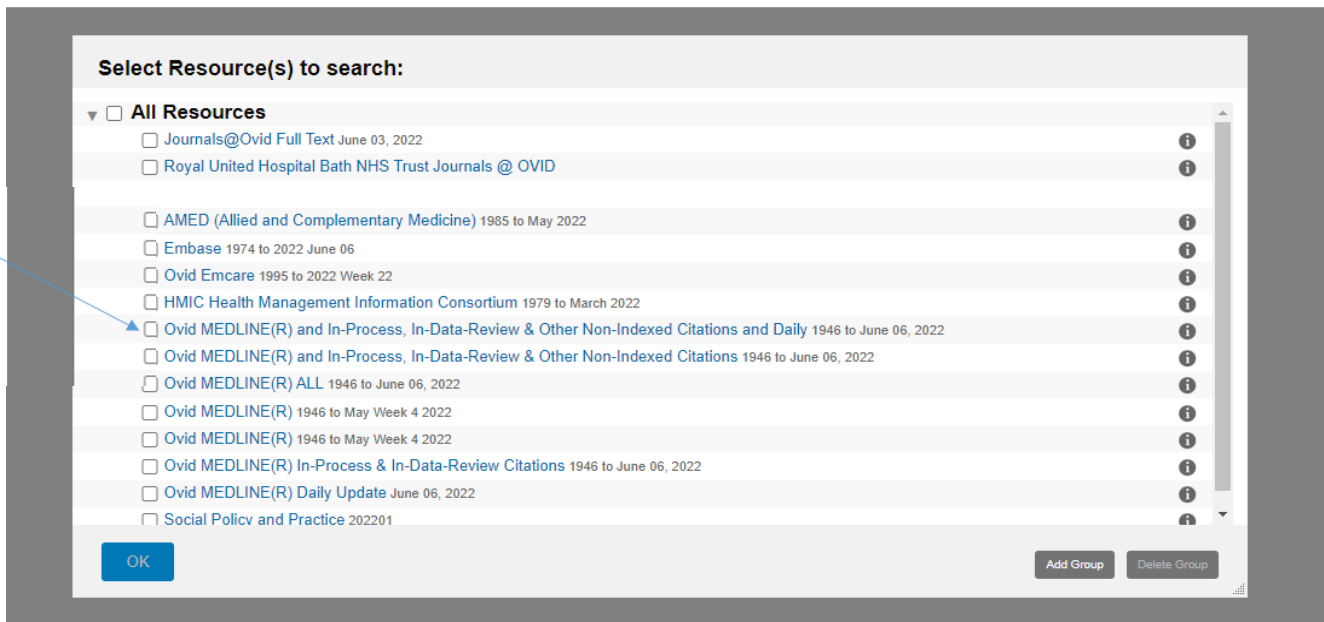
Institutions you've used previously

 Royal United Hospital Bath NHS Trust
NHS in England

[Remove institution](#)

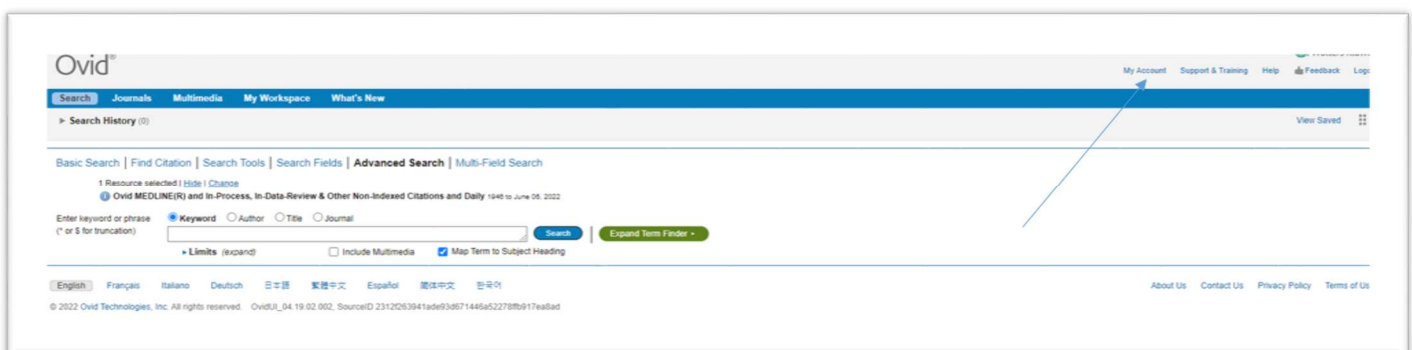
This will take you to the following **Ovid** front page.

2. Select the database you want to search, for instance **Medline**. Then click “OK”. *We recommend searching one database at a time:*



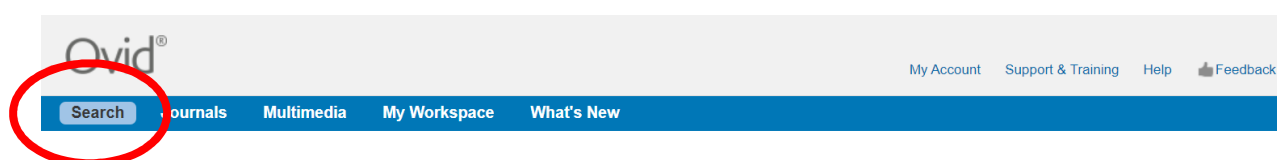
3. Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

Click on “**My Account**” – this will take you to the login/registration screen.



4. From here, either **sign into your existing Personal Account**, or select **“Create Account”**:

To get back to the Ovid search page, click on the **“Search”** icon on the top left:



5. To start a search, click on **“Search Fields”**:

6. You can now start entering your search terms in the search box.

“**All fields**” is automatically selected. Alternatively, you can select specific fields to search e.g. **Abstract**, and **Title**.

Once you’ve entered your search term, select “**Search**”:

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

1 Resource selected | [Hide](#) | [Change](#)

Covid MEDLINE(R) ALL 1946 to January 21, 2022

[Search](#) [Display Indexes >](#)

My Fields: **All Fields** [Clear Selected](#)

<input checked="" type="checkbox"/> af: All Fields	<input type="checkbox"/> ab: Abstract	<input type="checkbox"/> al: Abstract Label	<input type="checkbox"/> id: Article Identifier
<input type="checkbox"/> ax: Author Last Name	<input type="checkbox"/> ai: Author NameID	<input type="checkbox"/> au: Authors	<input type="checkbox"/> fa: Authors Full Name
<input type="checkbox"/> bd: Beginning Date	<input type="checkbox"/> bk: Book Accession	<input type="checkbox"/> ba: Book Authors	<input type="checkbox"/> bf: Book Authors Full Name
<input type="checkbox"/> bn: Book Edition	<input type="checkbox"/> be: Book Editors	<input type="checkbox"/> pr: Book Part	<input type="checkbox"/> bt: Book Title
<input type="checkbox"/> bv: Book Volume	<input type="checkbox"/> cd: Cited Reference DOI	<input type="checkbox"/> cq: Cited Reference Date	<input type="checkbox"/> rp: Cited Reference Issue
<input type="checkbox"/> cz: Cited Reference PMCID	<input type="checkbox"/> cg: Cited Reference Page	<input type="checkbox"/> ry: Cited Reference Publisher Identifier	<input type="checkbox"/> cs: Cited Reference Source
<input type="checkbox"/> rz: Cited Reference UI	<input type="checkbox"/> ce: Cited Reference Volume	<input type="checkbox"/> cl: Collection Title	<input type="checkbox"/> cm: Comments
<input type="checkbox"/> ci: Conflict of Interest	<input type="checkbox"/> cb: Contribution Date	<input type="checkbox"/> cr: Copyright Index	<input type="checkbox"/> cp: Country of Publication

7. The results appear under the list of fields – you may find it easier to click on either “**Advanced Search**” or “**Multi-field Search**” as this will mean less scrolling down the screen.

8. This will show you your search strategy so far.

Only the 4 most recent search lines are displayed automatically. To see the full search, click **“Expand”** on the right of the screen:

The screenshot shows the Ovid search interface. On the left, the 'Search History (5)' section is circled in red, showing a list of searches. On the right, the 'Results' table is displayed, and the 'Expand' link in the 'Annotations' column is circled in red.

Results	Type	Actions	Annotations
2832	Advanced	Display Results More ▾	Expand
1371	Advanced	Display Results More ▾	
105	Advanced	Display Results More ▾	
7	Advanced	Display Results More ▾	

9. To save your search so far, click **“Save All”**.

The screenshot shows the Ovid search interface. The 'Search History (9)' section is highlighted with a blue border. At the bottom, the 'Save All' button is circled in red.

Search History (9)

#	Searches
6	passive smoking.mp. or Tobacco Smoke Pollution/
7	1 or 2 or 3 or 4 or 5 or 6
8	cancer.ab.ti.
9	cancer.mp. or Neoplasms/

Save All Edit Create RSS Create Auto-Alert View Saved

Enter a search name, Select Type as **“Permanent”**. If you are updating an existing search, ensure that **“Ignore Warning”** is ticked.

Save Your Search or Create an Alert

Cancel Save

⚠ There is already a search named smoking cancer
To overwrite the current saved search, select "Ignore Warning" and press Save Search. Otherwise, you may edit the name and/or search type below, then press Save Search.

☐ Ignore Warning

Search name
smoking cancer

Type
Permanent

Comment
Optional
Add a description, you can change it later.

Ovid will automatically time out after about 90 minutes. If you do not save your search regularly, you will lose the most recent work.

10. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.

Ovid®

Search Journals Multimed **My Workspace** What's New

▼ Search History (5)

#	Searches
2	"secondhand smok""ab.tl.

Wolters Kluwer

My Account Support & Training Help Feedback Logoff

View Saved

Results	Type	Actions	Annotations
2832	Advanced	Display Results More	Expand

Repeat steps 5-10 for all keywords.

C: Searching for Subject Headings

11. To search for Subject Headings, select “Advanced Search” from the menu bar.

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

1 Resource selected | [Hide](#) | [Change](#)

Ovid MEDLINE(R) ALL 1946 to January 21, 2022

[Search](#) [Display Indexes >](#)

12. Type in what subject headings you want to search for. Ensure that “Map to subject heading” is ticked and click “Search”. *Do not use truncation when searching for subject headings.*

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

1 Resource selected | [Hide](#) | [Change](#)

Ovid MEDLINE(R) ALL 1946 to January 21, 2022

Enter keyword or phrase (* or \$ for truncation) ☒ **Keyword** ☐ Author ☐ Title ☐ Journal

[Search](#) [Expand Term Finder >](#)

[Limits \(expand\)](#) ☐ Include Multimedia ☒ **Map Term to Subject Heading**

13. You can **explode** or **focus** the subject heading to get wider or narrower results. **The scope note shows what is covered by the subject heading you have entered, including the alternative terms.** Searching as a keyword as well as a subject heading will give the widest range of results.

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[Search](#) [Journals](#) [Multimedia](#) [My Workspace](#) [What's New](#)

Your term mapped to the following Subject Headings:
Click on a subject heading to view more general and more specific terms within the tree.
See term mapped to the scope note.

☒ **Include All Subheadings**
Combine with: [OR](#) [Continue](#)

Select	Subject Heading	Explode	Focus	Scope
<input checked="" type="checkbox"/>	Tobacco Smoke Pollution	<input type="checkbox"/>	<input type="checkbox"/>	Scope
<input type="checkbox"/>	passive smoking.mp. search as Keyword			

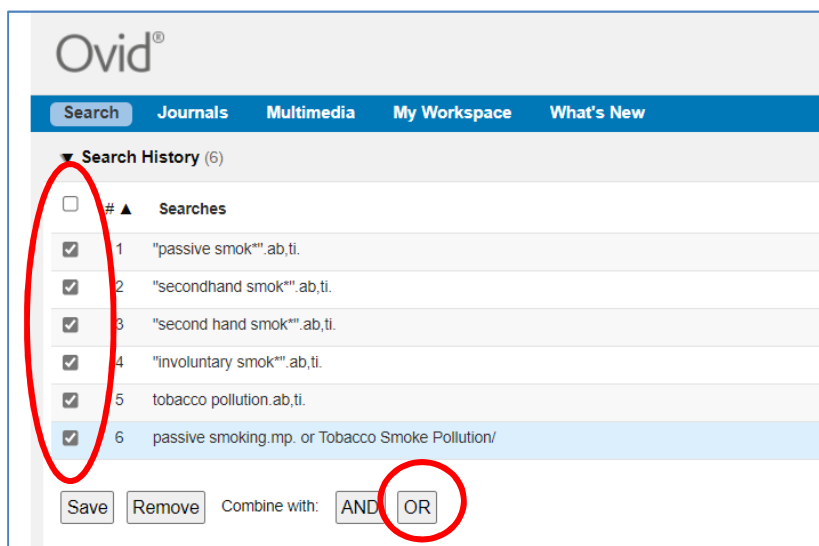
Select to “Combine with OR” and click “Continue”.

Repeat steps 9-13 for all subject headings.

Head back to your full search (by clicking the expand icon – see Step 8) to combine your search terms.

D: Combining Search Terms and Subject Headings

14. Combine your terms and subject headings by selecting the search lines you want to combine.



The screenshot shows the Ovid Search History interface. At the top, there is a navigation bar with links: Search, Journals, Multimedia, My Workspace, and What's New. Below this is a section titled 'Search History (6)' with a dropdown arrow. Underneath, there is a table with columns: #, Searches, and a checkbox column. The table contains six rows of search terms, each with a checked checkbox. At the bottom of the table, there are buttons for 'Save', 'Remove', and 'Combine with:'. The 'Combine with:' section has two options: 'AND' and 'OR', with 'OR' being selected and circled in red.

#	Searches	
1	"passive smok*".ab,ti.	<input checked="" type="checkbox"/>
2	"secondhand smok*".ab,ti.	<input checked="" type="checkbox"/>
3	"second hand smok*".ab,ti.	<input checked="" type="checkbox"/>
4	"involuntary smok*".ab,ti.	<input checked="" type="checkbox"/>
5	tobacco pollution.ab,ti.	<input checked="" type="checkbox"/>
6	passive smoking.mp. or Tobacco Smoke Pollution/	<input checked="" type="checkbox"/>

Save Remove Combine with: AND OR

Repeat steps 5-14 to search for the rest of your concepts.

15. Once you have searched all your concepts, combine them using “AND”. In the example below, line 7 combines the results for one concept (passive smoking) and line 10 for the second concept (cancer):

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Search Journals Multimedia My Workspace What's New

▼ Search History (10)

<input type="checkbox"/>	# ▲	Searches
<input type="checkbox"/>	1	"passive smok*" .ab,ti.
<input type="checkbox"/>	2	"secondhand smok*" .ab,ti.
<input type="checkbox"/>	3	"second hand smok*" .ab,ti.
<input type="checkbox"/>	4	"involuntary smok*" .ab,ti.
<input type="checkbox"/>	5	tobacco pollution.ab,ti.
<input type="checkbox"/>	6	passive smoking.mp. or Tobacco Smoke Pollution/
<input checked="" type="checkbox"/>	7	1 or 2 or 3 or 4 or 5 or 6
<input type="checkbox"/>	8	cancer.ab,ti.
<input type="checkbox"/>	9	cancer.mp. or Neoplasms/
<input checked="" type="checkbox"/>	10	8 or 9

Save Remove Combine with **AND** OR

E: Filtering and Saving Results

16. On the results screen, **you can filter down your results** by publication date, subject, journal, author and publication type (e.g. review) on the left-hand side options bar:

The screenshot shows a search results interface. On the left, a sidebar contains a 'Filter By' section, which is circled in red. This section includes options for 'Years' (All Years, Current year, Past 3 years, Past 5 years, Specific Year Range), 'Subject', 'Author', 'Journal', and 'Publication Type'. Below the filters is a 'My Projects' section. The main area displays search results. The first result is from the 'American Journal of Epidemiology' (2021 Dec 08), with UI: 34889451. The second result is 'Associations of coffee and tea consumption with lung c' (2020 Dec 16), with UI: 33326609. Each result includes a selection box, the title, authors, journal, and publication date, followed by icons for Abstract, Cite, My Projects, and Annotate.

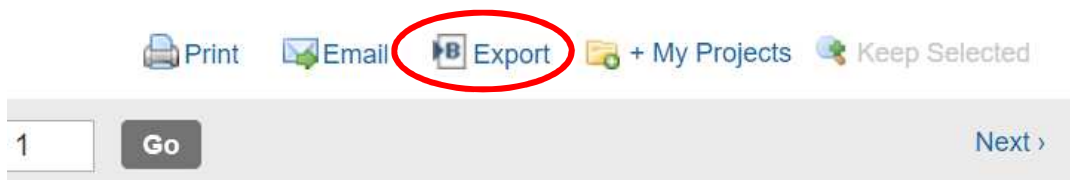
17. You can save individual results by ticking their selection box and clicking the “+ My projects” icon at the top of the page:

The screenshot shows the top of the page with a row of action icons: Print, Email, Export, + My Projects, and Keep Selected. The '+ My Projects' icon, which consists of a folder icon and the text '+ My Projects', is circled in red.

18. Within your personal folder, you can create subfolders (projects) for specific searches.

Results can be added to an existing project, or you can create a new one.

19. To export results, select the results you would like to export and click on the “Export icon to see all available formats.



20. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.

Results	Type	Actions	Annotations
2832	Advanced	Display Results More ▾	Expand

Need more help?

If you would like to book onto a training session with one of our Librarians, please contact the Academy Library:

Phone: 01225 824897/8
Email: ruh-tr.library@nhs.net

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