

Ovid User Guide

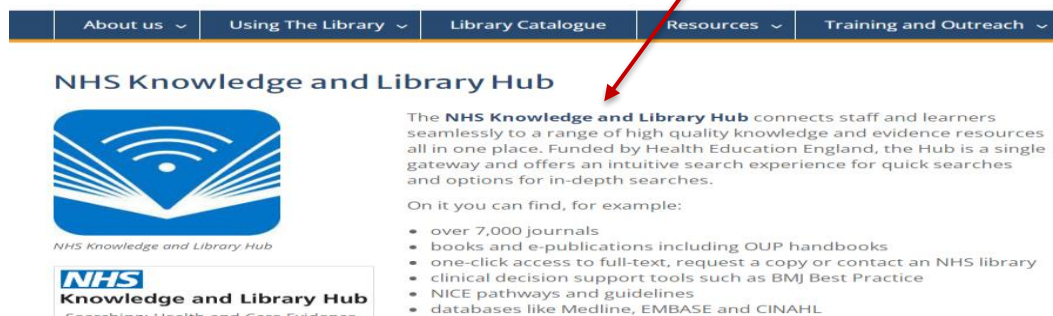
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A: Accessing Ovid Databases and Creating a Personal Account

1. Accessing Ovid Databases: AMED, EMBASE, EMCARE, Ovid Medline, Social Policy Practice, HMIC (*Health Management Information Consortium*)

- Type <https://cwpt.wordpress.ptfs-europe.co.uk/nhs-knowledge-and-library-hub/> into the address bar and click onto the **NHS Knowledge and Library Hub**



- Scroll down to the In-depth searching – Select one of the Ovid databases as listed above e.g. AMED:

In-depth searching

- AMED
- British Nursing Index
- CINAHL
- Cochrane Library
- EMBASE
- EMCARE
- HMIC (Health Management Information Consortium)



- At this point you will be prompted to sign in using your Athens account.

Sign in with an OpenAthens account

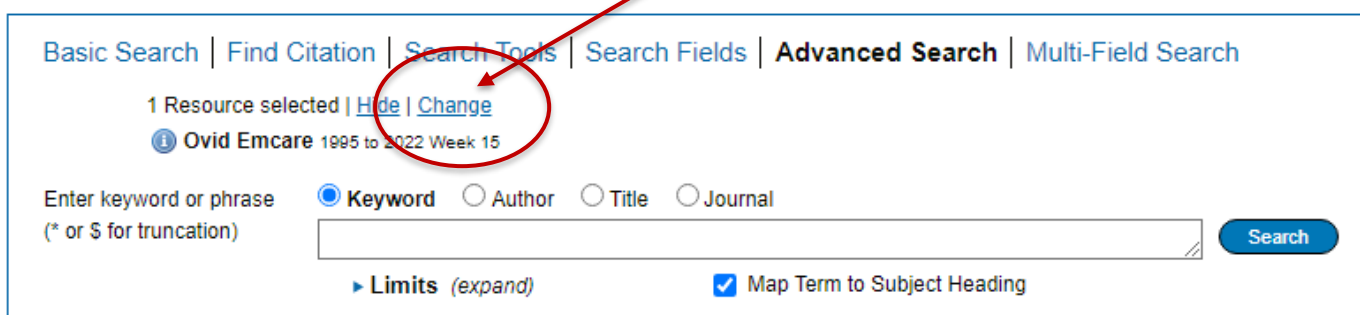
Username

Password

[Sign in](#)

[Problems signing in?](#)

2. If you would like to change your database click on change. *We recommend searching one database at a time:*



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

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

Ovid Emcare 1995 to 2022 Week 15

Enter keyword or phrase (* or \$ for truncation)

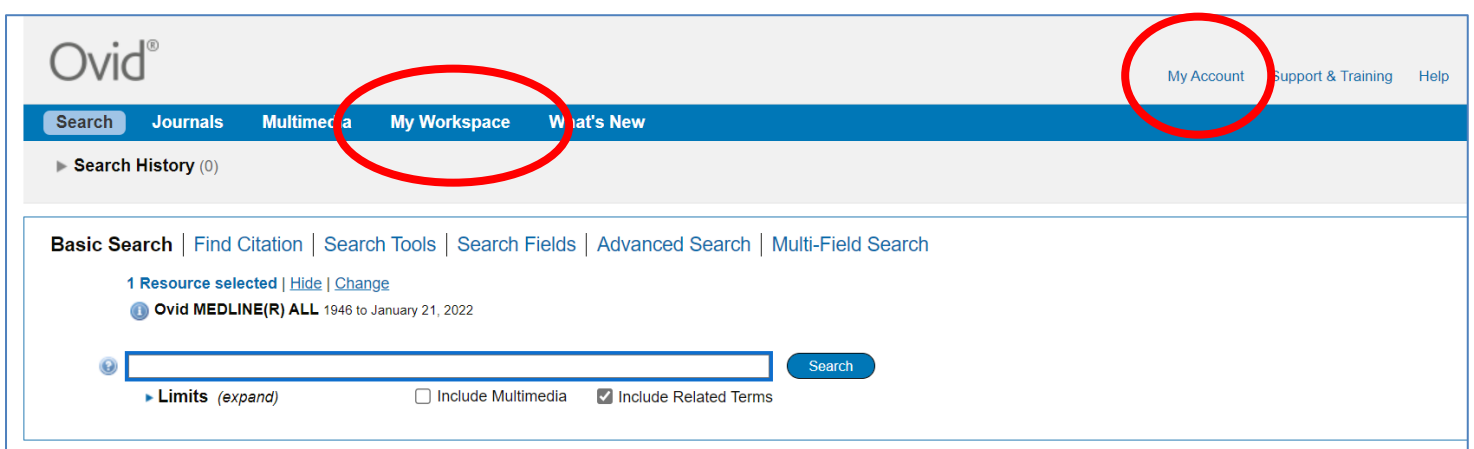
Keyword Author Title Journal

[Search](#)

[Limits \(expand\)](#) Map Term to Subject Heading

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 Workspace** or **My Account** – they will both take you to the login/registration screen.



Ovid®

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

[My Account](#) [Support & Training](#) [Help](#)

Search History (0)

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

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

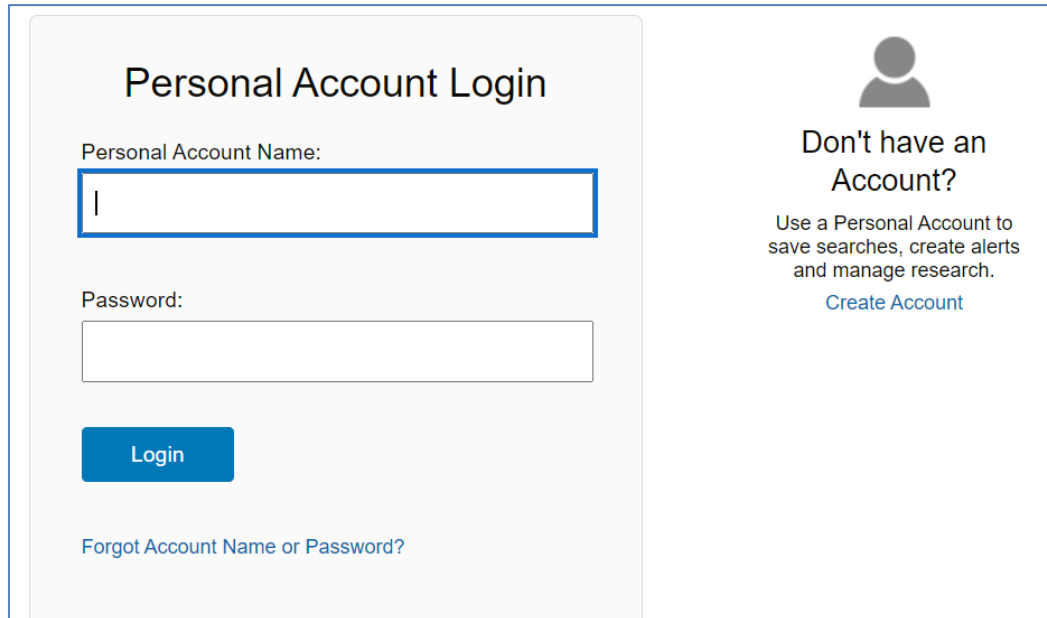
Ovid MEDLINE(R) ALL 1946 to January 21, 2022

[Search](#)

[Limits \(expand\)](#) Include Multimedia Include Related Terms

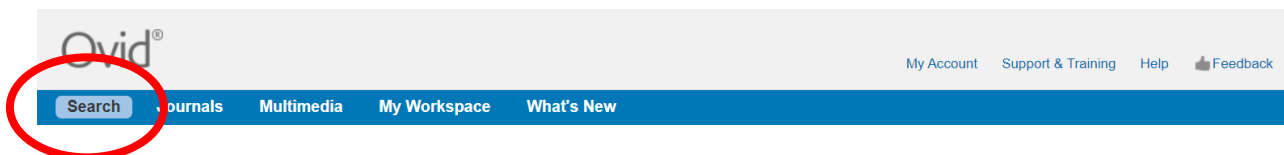


4. From here, either **sign into your existing Personal Account**, or select **“Create Account”**:



[B: Searching for Terms](#)

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



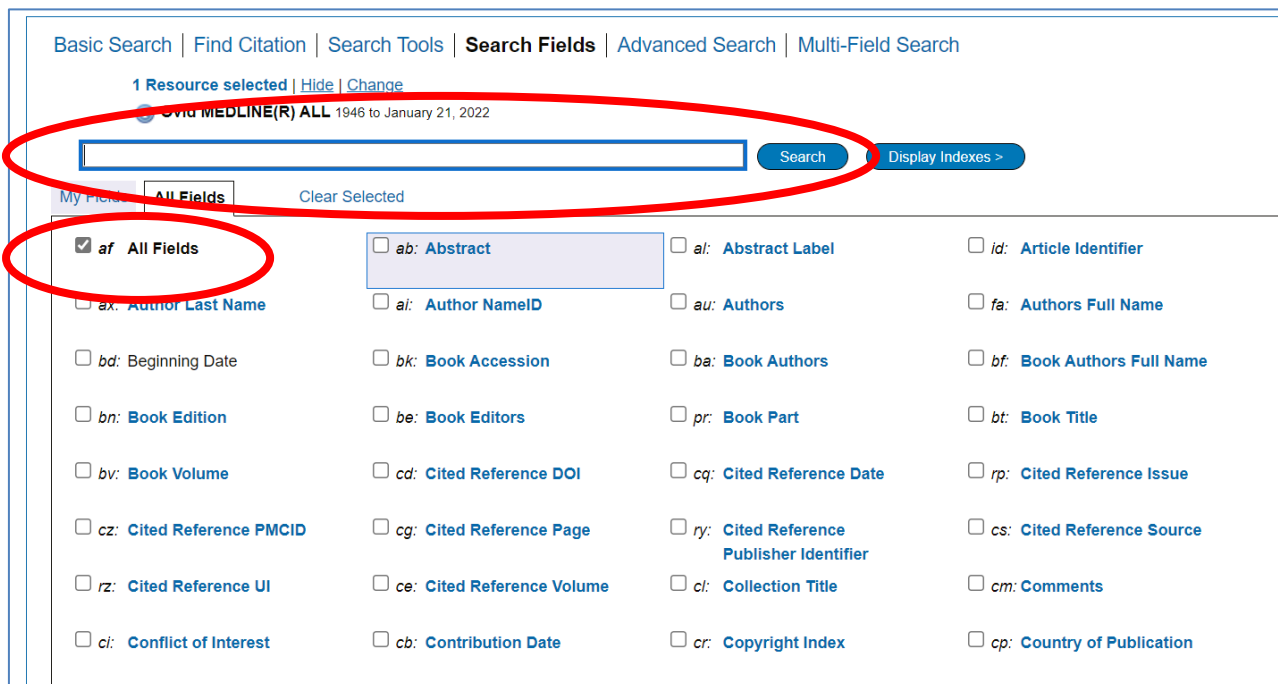
5. To start a search, click on **“Search Fields”**:



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**”:



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' dropdown is circled in red, showing a list of searches with checkboxes. The search history items are:

- 2 "secondhand smok"" ab.ti.
- 3 "second hand smok"" ab.ti.
- 4 "involuntary smok"" ab.ti.
- 5 tobacco pollution.ab.ti.

At the bottom of the search history are buttons for 'Save', 'Remove', and 'Combine with: AND OR'. On the right, a table of search results is displayed. The table has columns for 'Results', 'Type', 'Actions', and 'Annotations'. The first row shows 2832 results for an 'Advanced' search. The 'Annotations' column for each row has a 'Expand' link, which is circled in red.

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

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

The screenshot shows the Ovid search interface with the search history expanded. The 'Search History' dropdown is circled in blue, showing a list of searches with checkboxes. The search history items are:

- 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/

At the bottom of the search history are buttons for 'Save', 'Remove', and 'Combine with: AND OR'. Below the search history, the 'Save All' button is circled in red, along with other options: 'Edit', 'Create RSS', 'Create Auto-Alert', and 'View Saved'.

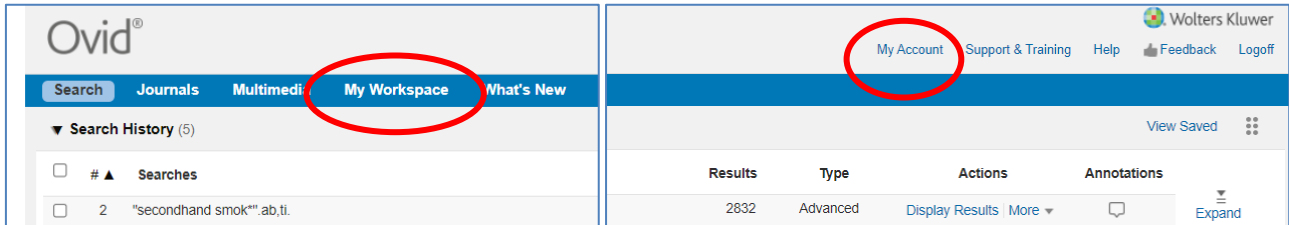
Enter a search name, Select Type as “Permanent” . If you are updating an existing search, ensure that “Ignore Warning” is ticked.

The screenshot shows the 'Save Your Search or Create an Alert' dialog box. It has a warning message: '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.' Below the warning is a checkbox for 'Ignore Warning'. The 'Search name' field contains 'smoking cancer'. The 'Type' dropdown is set to 'Permanent'. The 'Comment' field is empty. There are 'Cancel' and 'Save' buttons at the top right. Two red arrows point to the 'Ignore Warning' checkbox and the 'Permanent' dropdown.



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

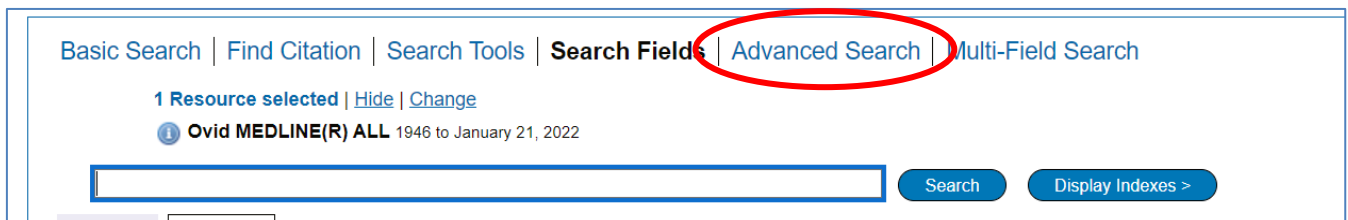
10. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.



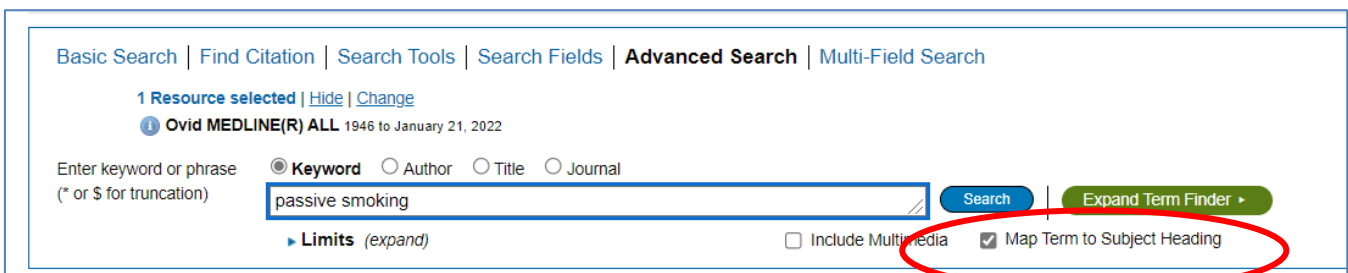
Repeat steps 5-10 for all keywords.

C: Searching for Subject Headings

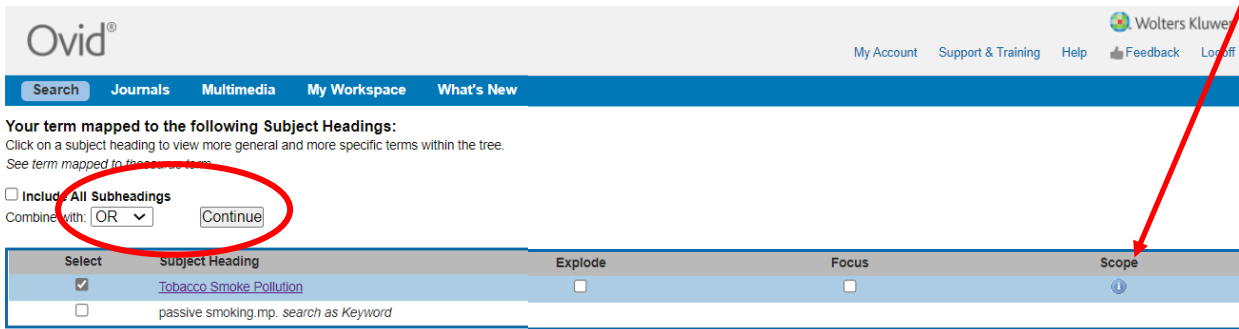
11. To search for Subject Headings, select “Advanced Search” from the menu bar.



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.*



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.



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

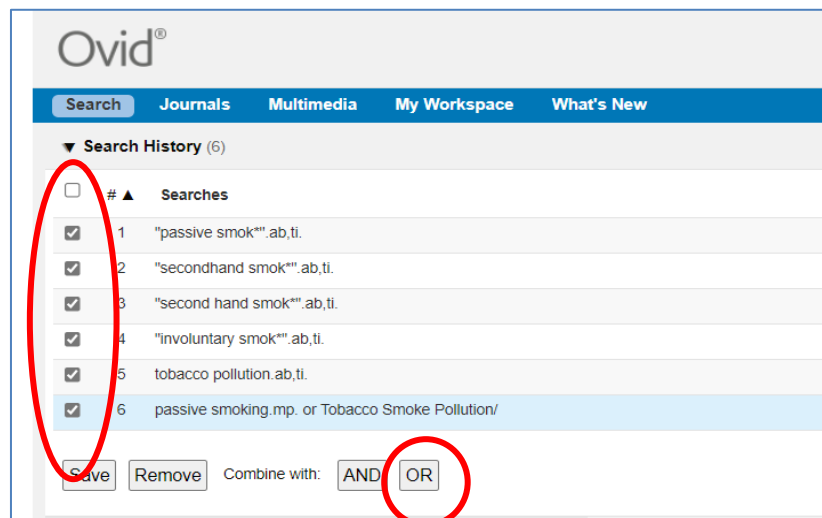
Repeat steps 9-13 for all subject headings.

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

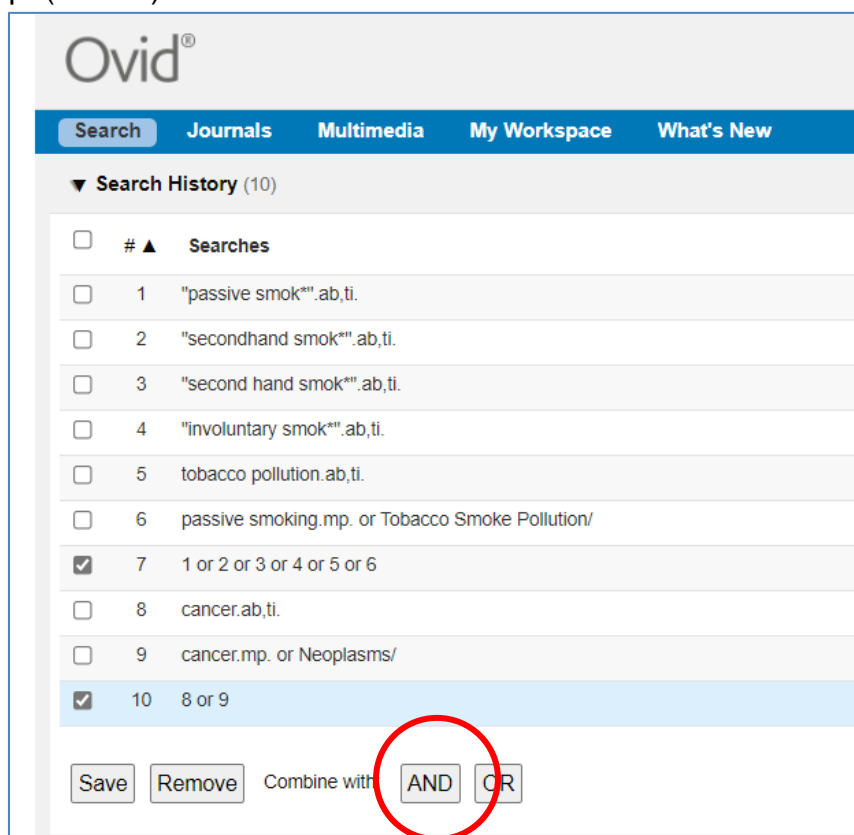
14. Combine your terms and subject headings by selecting the search lines you want to combine.





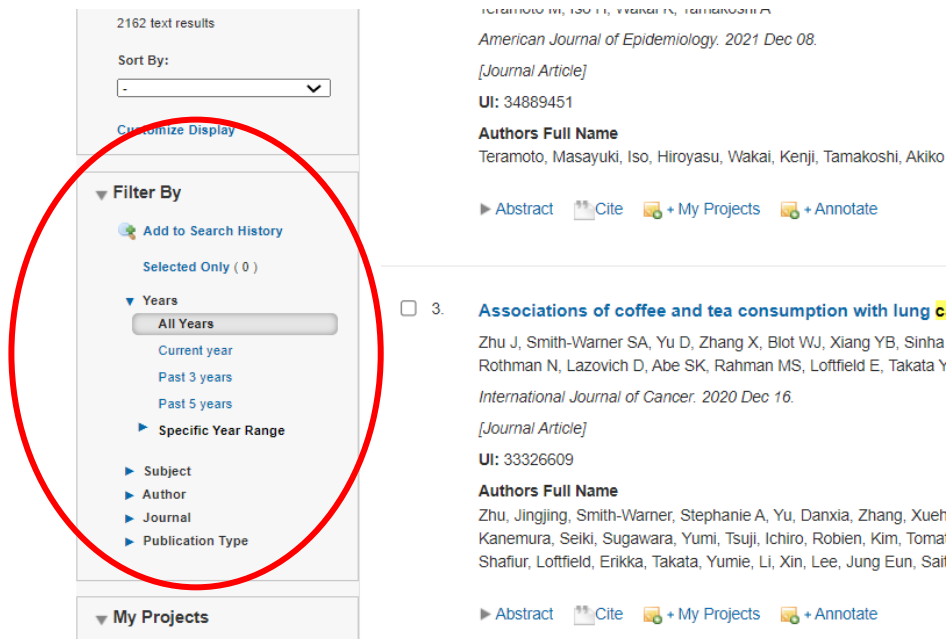
Repeat steps 5-14 to search for the rest of your concepts.

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):

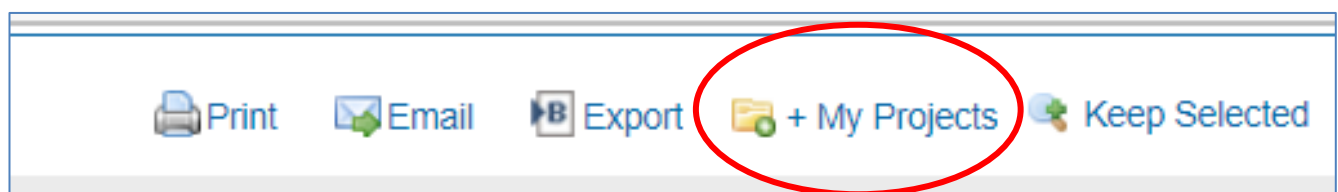


E: Filtering and Saving Results

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:



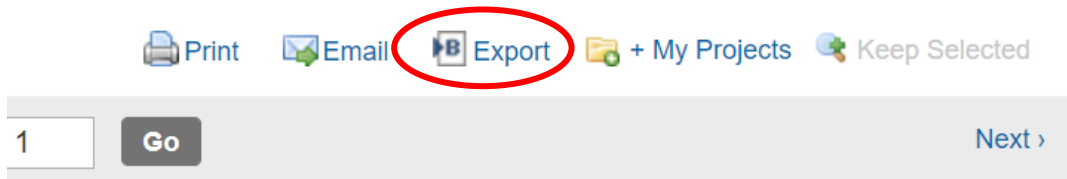
17. You can save individual results by ticking their selection box and clicking the “+ My projects” icon at the top of the page:



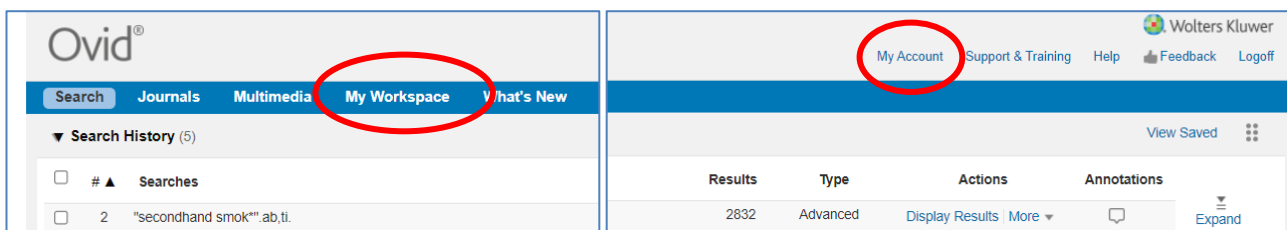
18. Within your personal folder, you can create subfolders (projects) for specific searches.

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.



More questions? Book onto a training session with one of our experts:

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