

Ovid User Guide

Contents

A: Accessing Ovid Databases and Creating a Personal Account	1
B: Searching for Terms	3
C: Searching for Subject Headings	6
D: Combining Search Terms and Subject Headings	7
E: Filtering and Saving Results	9

[A: Accessing Ovid Databases and Creating a Personal Account](#)

1. Accessing Ovid Databases

- Go to the Library Website: www.hantshealthcarelibrary.nhs.uk
- Hover over **Resources** and scroll to **Healthcare Databases** and click on **OVID Databases**.
- You may be prompted to sign in at this stage, or in a few steps' time. **Sign in using your OpenAthens account** (Find and select either “**Southern Health...**” or “**Hampshire Hospitals...**” as your institution if prompted).

This will take you to the **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:*

www.hantshealthcarelibrary.nhs.uk

February 2022 adapted with grateful thanks to the Library Team at the Northern Care Alliance NHS FT.

Select Resource(s) to search:

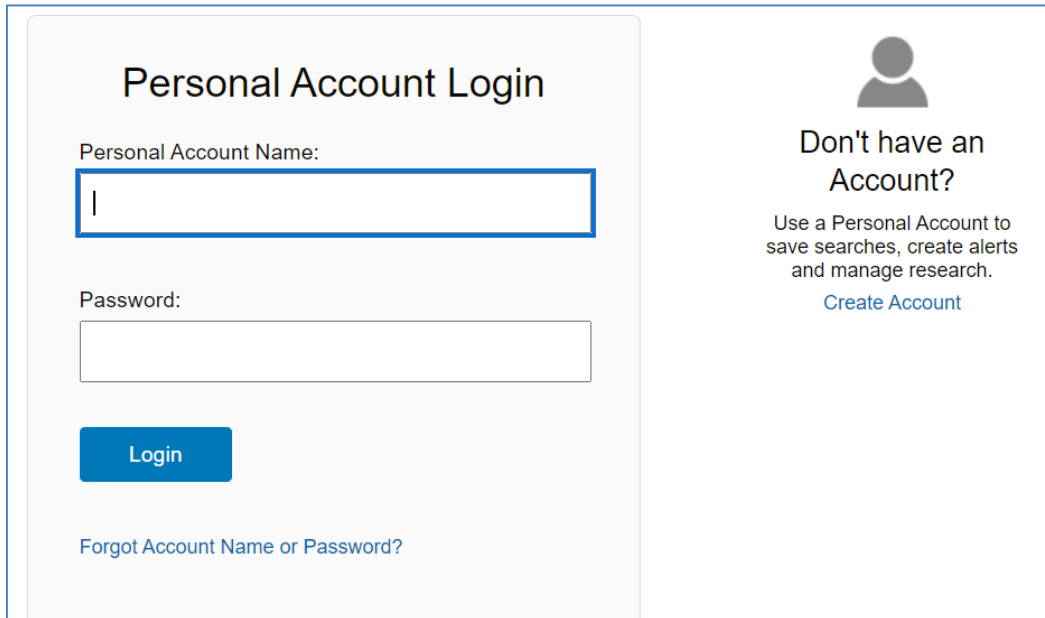
- All Resources
 - Journals@Ovid Full Text January 20, 2022
 - Your Journals@Ovid
 - AMED (Allied and Complementary Medicine) 1985 to January 2022
 - Embase 1974 to 2022 January 21
 - Ovid Emcare 1995 to 2022 Week 3
 - HMIC Health Management Information Consortium 1979 to November 2021
 - Ovid MEDLINE(R) ALL 1946 to January 21, 2022
 - Social Policy and Practice 202201

OK Add Group Delete Group

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.

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



Personal Account Login

Personal Account Name:

Password:

[Login](#)

[Forgot Account Name or Password?](#)

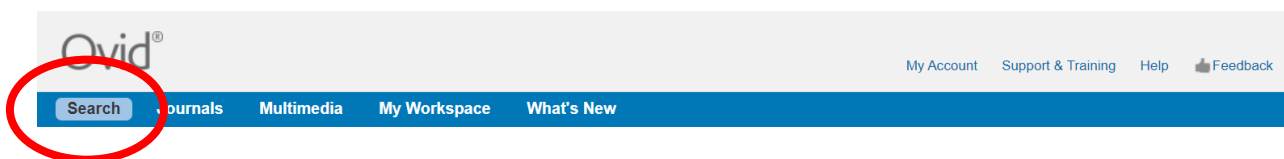
Don't have an Account?

Use a Personal Account to save searches, create alerts and manage research.

[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”**:



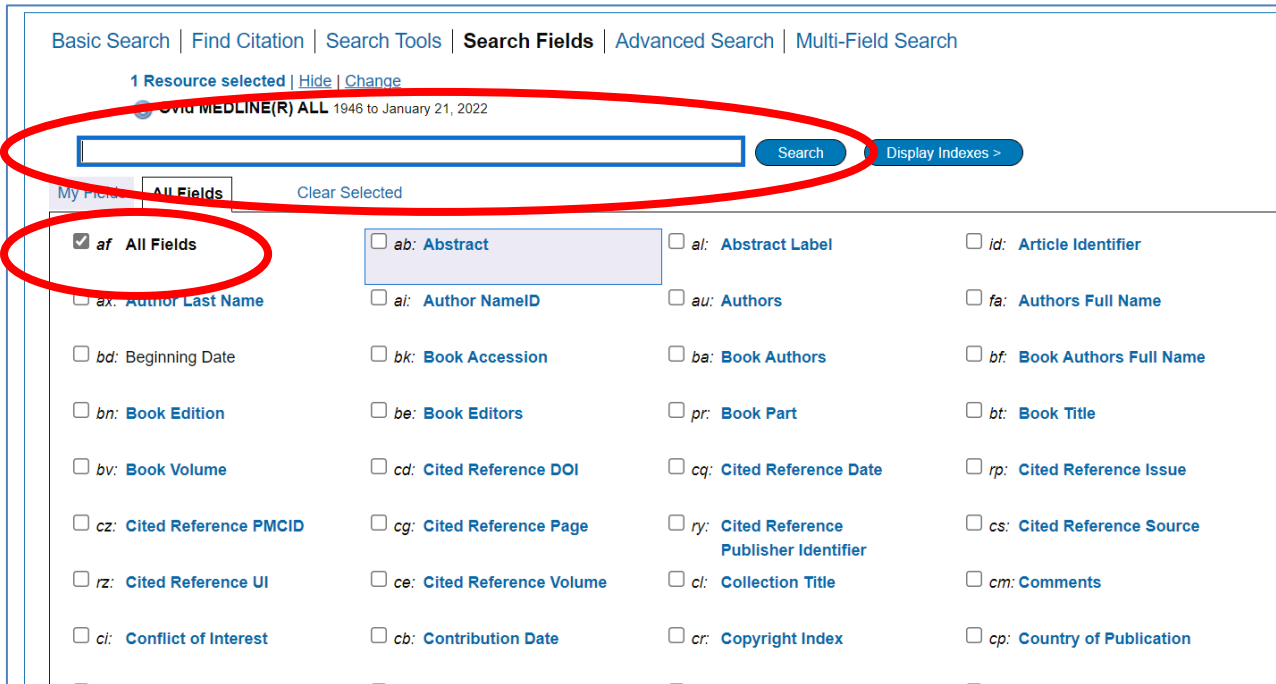
6. You can now start entering your search terms in the search box.

www.hantshealthcarelibrary.nhs.uk

February 2022 adapted with grateful thanks to the Library Team at the Northern Care Alliance NHS FT.

“**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:

Ovid®

Search Journals Multimedia My Workspace What's New

▼ Search History (5)

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”.

Ovid®

Search Journals Multimedia My Workspace What's New

▼ 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 Remove Combine with: AND OR

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

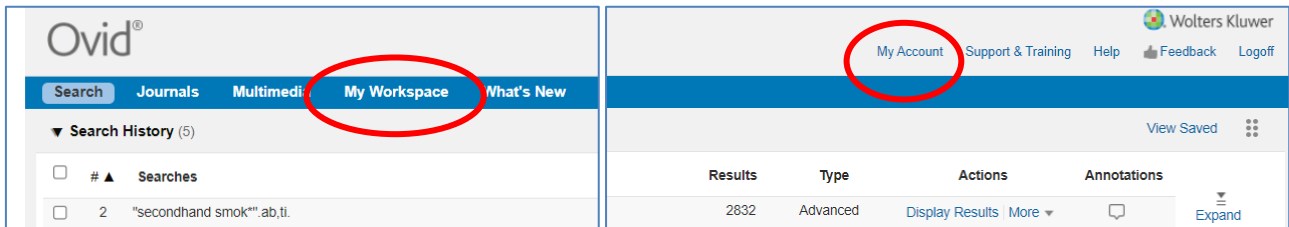
Search name: smoking cancer

Type: Permanent

Comment: 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.

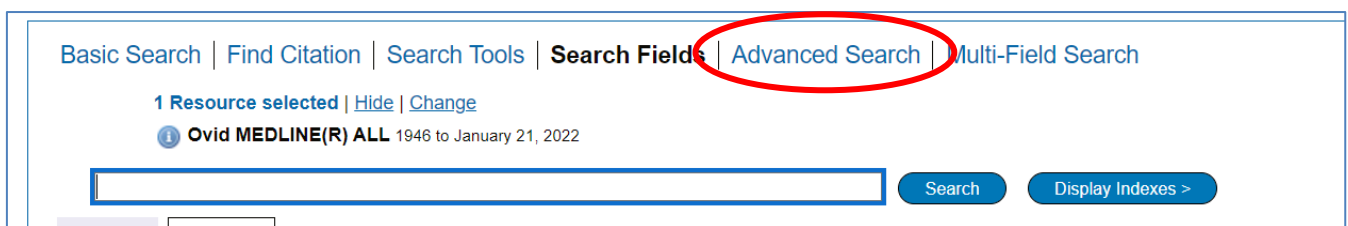
10. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.



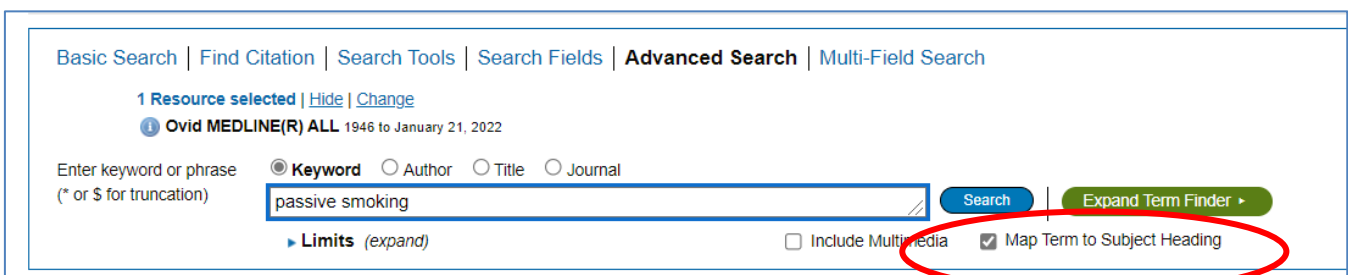
Repeat steps 5-10 for all keywords.

C: Searching for Subject Headings

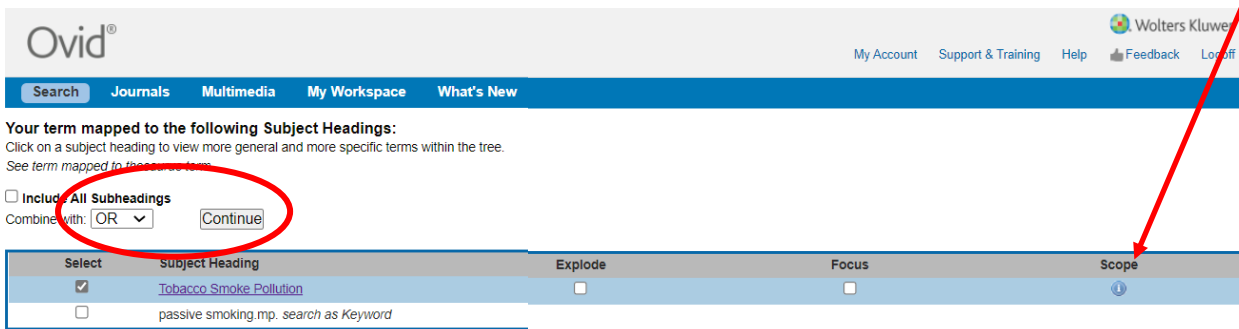
11. To search for Subject Headings, select “Advanced Search” from the menu bar.



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.



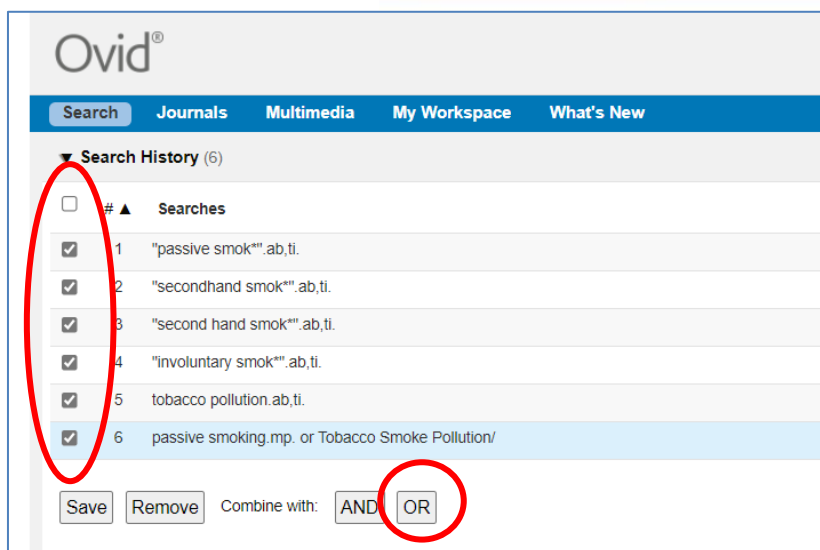
Select to “Combine with OR” and click “Continue”.

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.

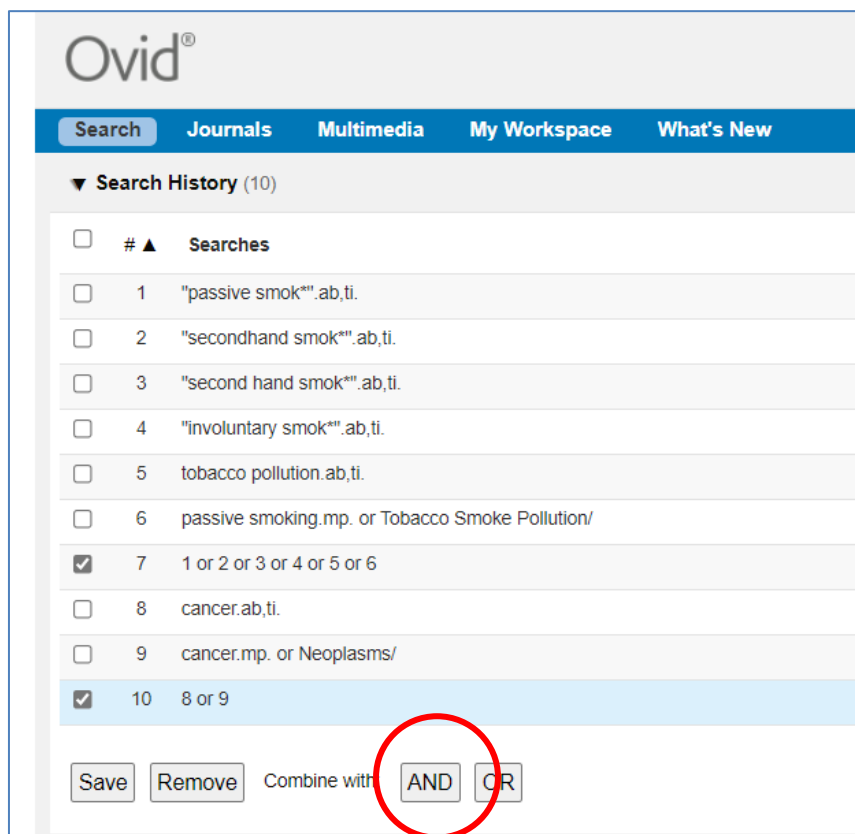
D: Combining Search Terms and Subject Headings

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):

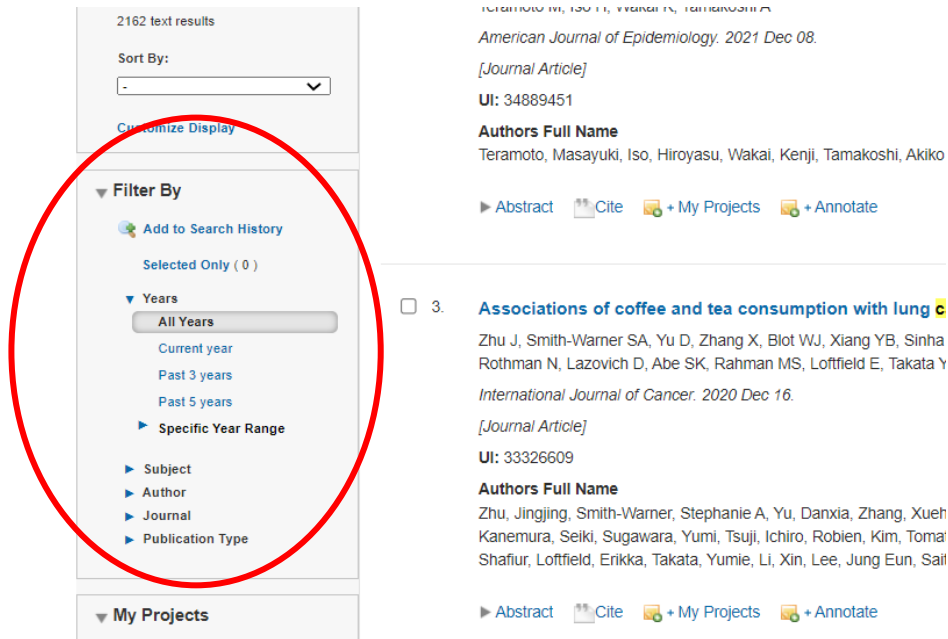


www.hantshealthcarelibrary.nhs.uk

February 2022 adapted with grateful thanks to the Library Team at the Northern Care Alliance NHS FT.

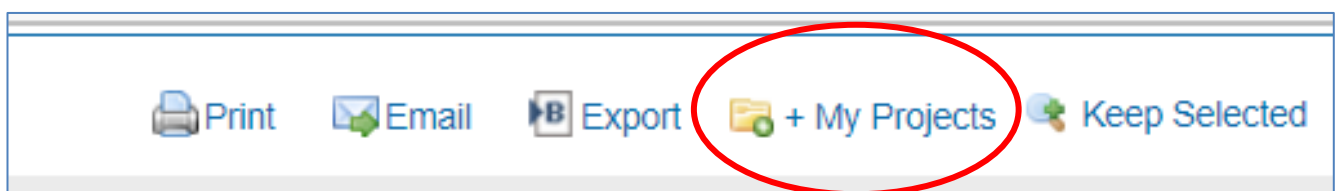
E: Filtering and Saving Results

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 'Add to Search History', 'Selected Only (0)', 'Years' (with sub-options: 'All Years', 'Current year', 'Past 3 years', 'Past 5 years', and 'Specific Year Range'), 'Subject', 'Author', 'Journal', and 'Publication Type'. Below the filter section is a 'My Projects' section. The main content area displays search results. The first result is from the 'American Journal of Epidemiology' (2021 Dec 08), with a UI of 34889451. The second result, which is selected with a checkbox, is titled 'Associations of coffee and tea consumption with lung c' from the 'International Journal of Cancer' (2020 Dec 16), with a UI of 33326609. Both results include an 'Authors Full Name' and a row of action icons: '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:

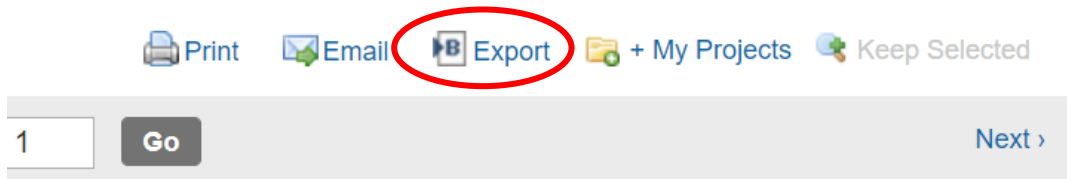


The screenshot shows the top of the search results page with a row of action icons: 'Print', 'Email', 'Export', '+ My Projects', and 'Keep Selected'. The '+ My Projects' icon, which is a folder with a plus sign, is circled in red.

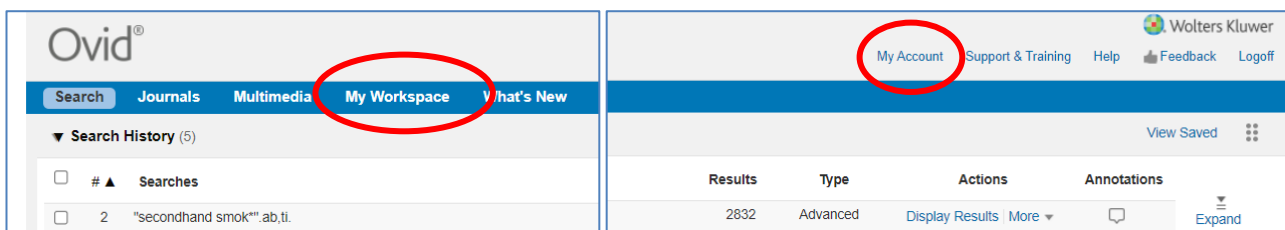
18. Within your personal folder, you can create subfolders (projects) for specific searches.

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.



More questions? Contact us to arrange a training session:

Library.basingstoke@hhft.nhs.uk library.services@southernhealth.nhs.uk library.winchester@hhft.nhs.uk

www.hantshealthcarelibrary.nhs.uk

www.hantshealthcarelibrary.nhs.uk

February 2022 adapted with grateful thanks to the Library Team at the Northern Care Alliance NHS FT.

www.hantshealthcarelibrary.nhs.uk

February 2022 adapted with grateful thanks to the Library Team at the Northern Care Alliance NHS FT.