

Ovid User Guide

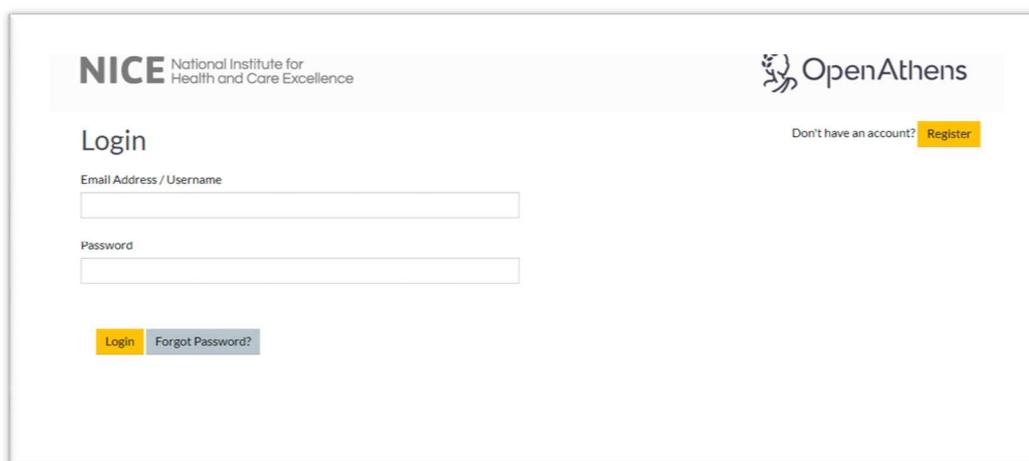
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[A: Accessing Ovid Databases and Creating a Personal Account](#)

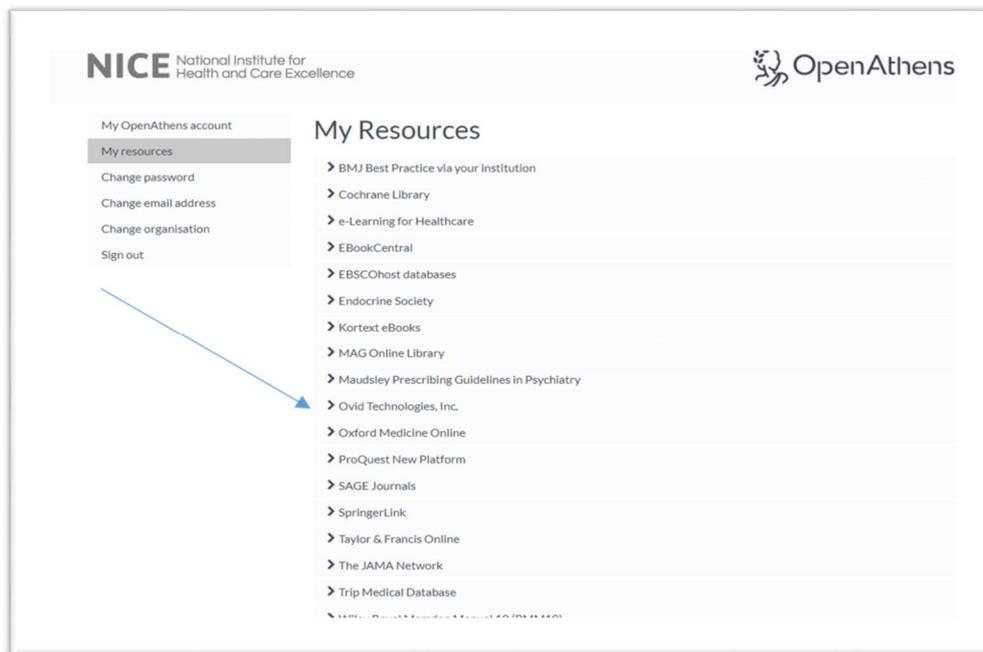
1. Accessing Ovid Databases

- 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.

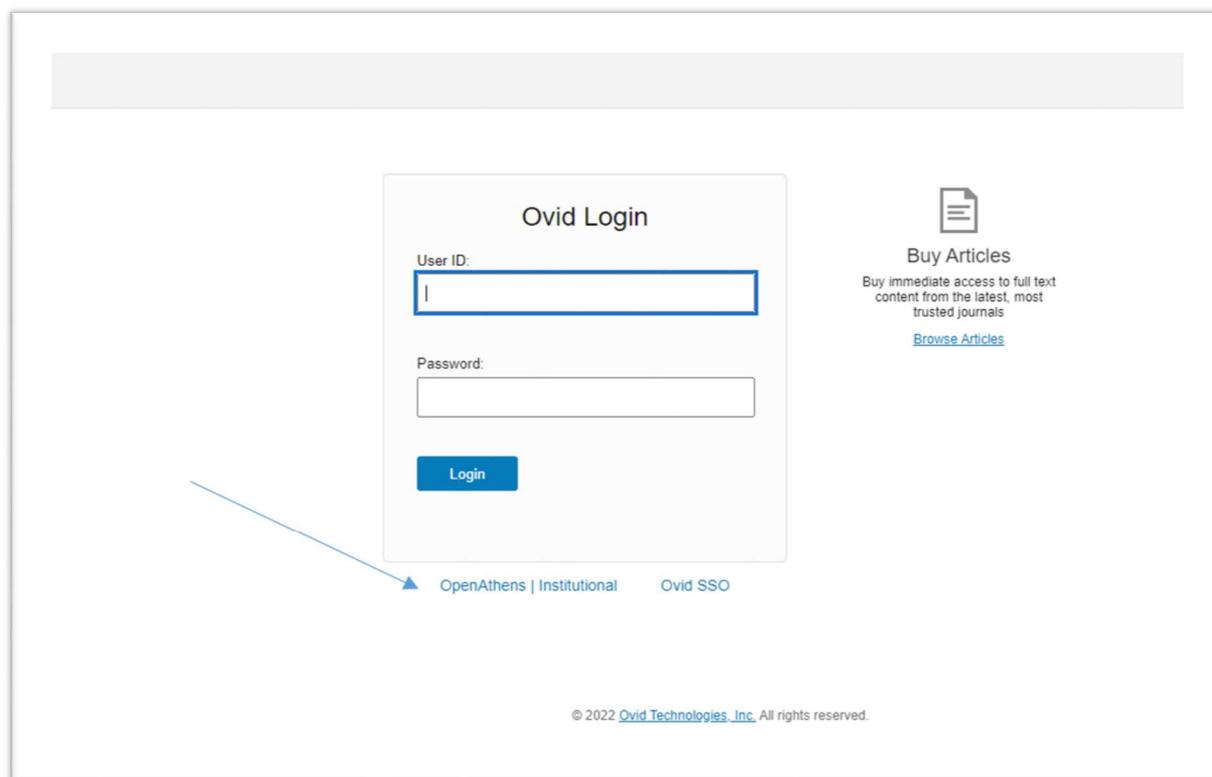


- You can find more information on how to register with OpenAthens on the Academy Library website here: <https://www.ruh.nhs.uk/library/athens/index.asp>

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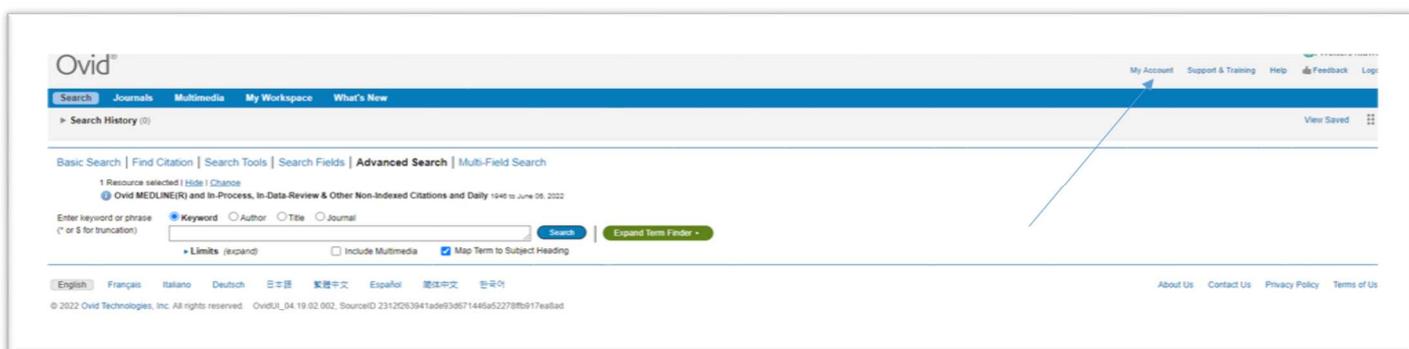
This will take you to the following **Ovid** front page.

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:



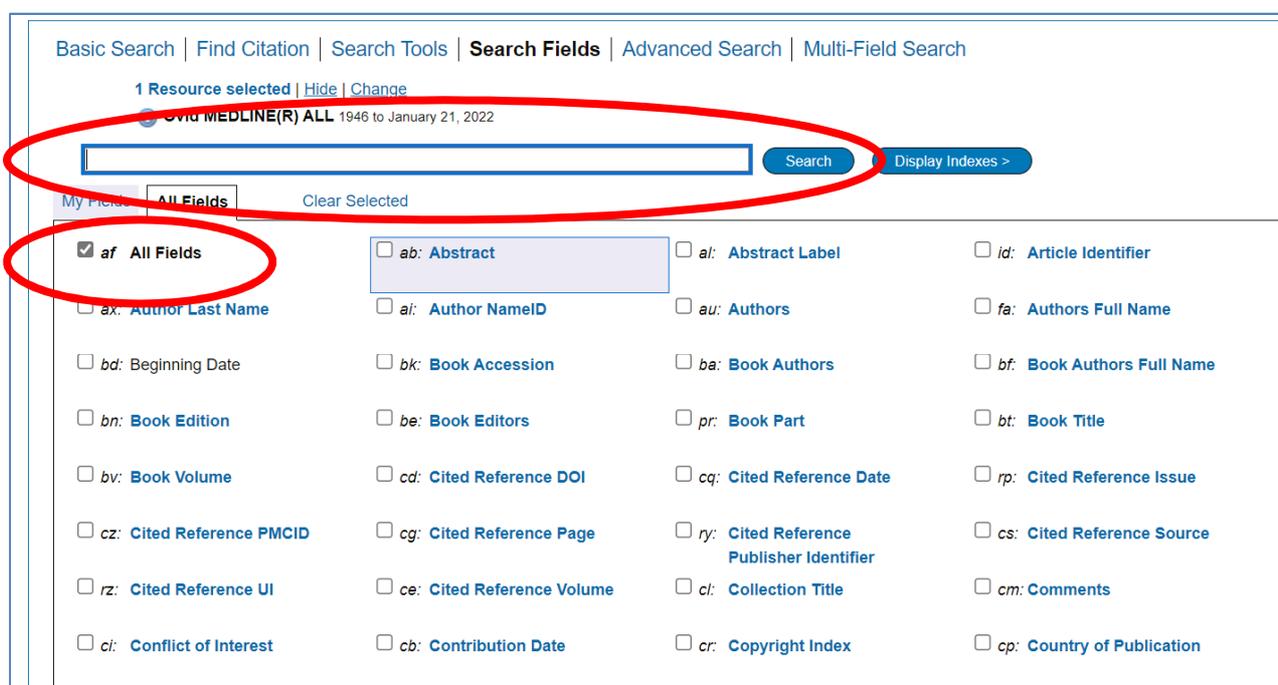
5. To start a search, click on **“Search Fields”**:



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**.

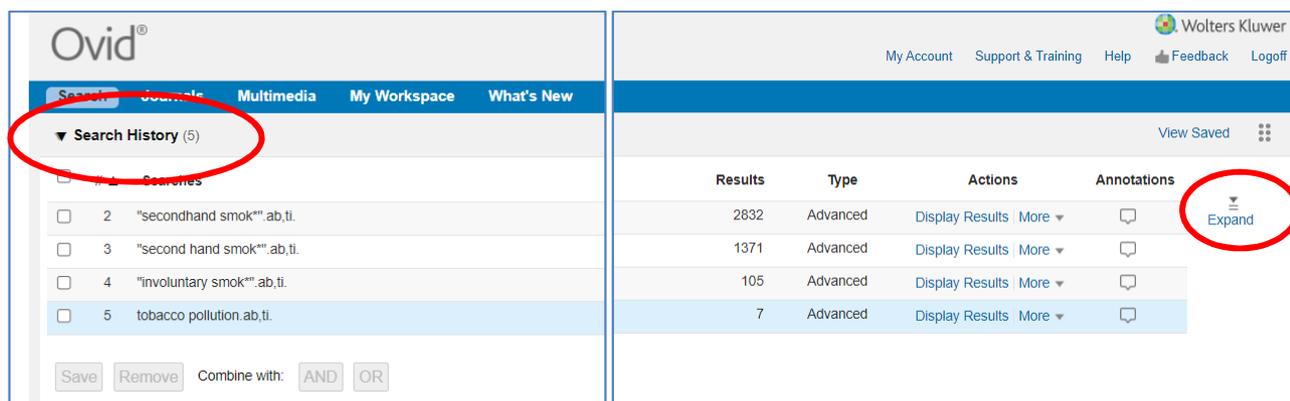
Once you’ve entered your search term, select “**Search**”:



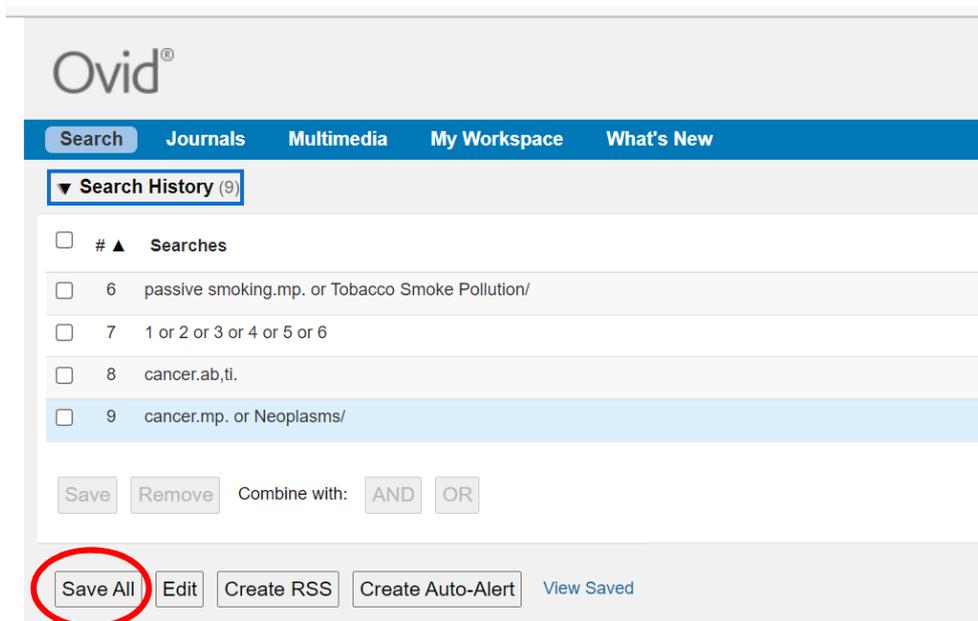
7. The results appear under the list of fields – you may find it easier to click on either “**Advanced Search**” or “**Multi-field Search**” as this will mean less scrolling down the screen.

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:



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



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

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

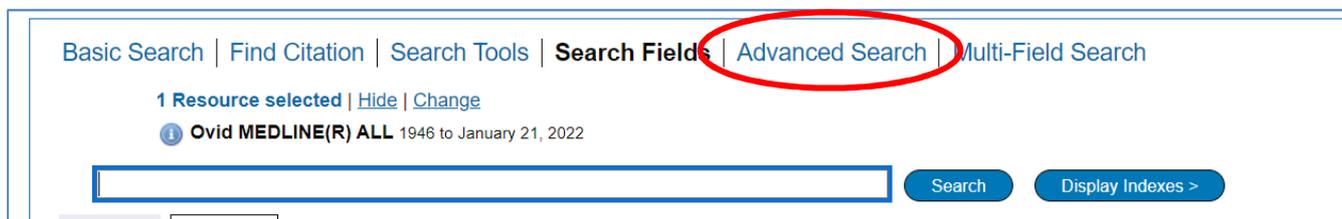
10. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.

Results	Type	Actions	Annotations
2832	Advanced	Display Results More	Expand

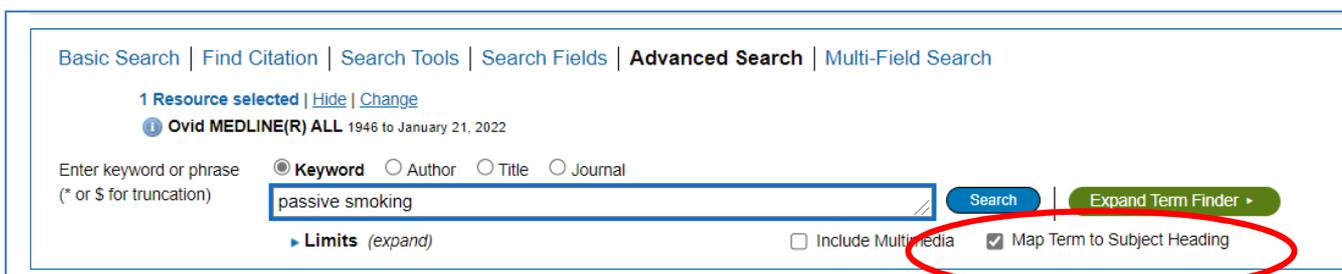
Repeat steps 5-10 for all keywords.

C: Searching for Subject Headings

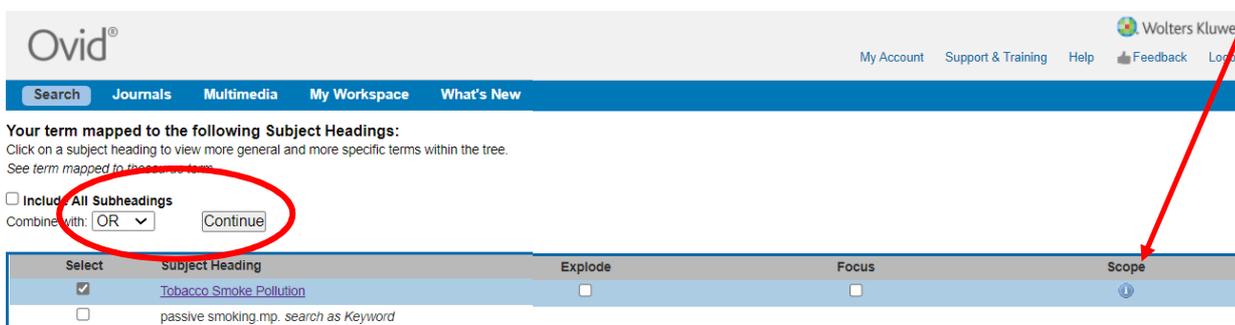
11. To search for Subject Headings, select “Advanced Search” from the menu bar.



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.



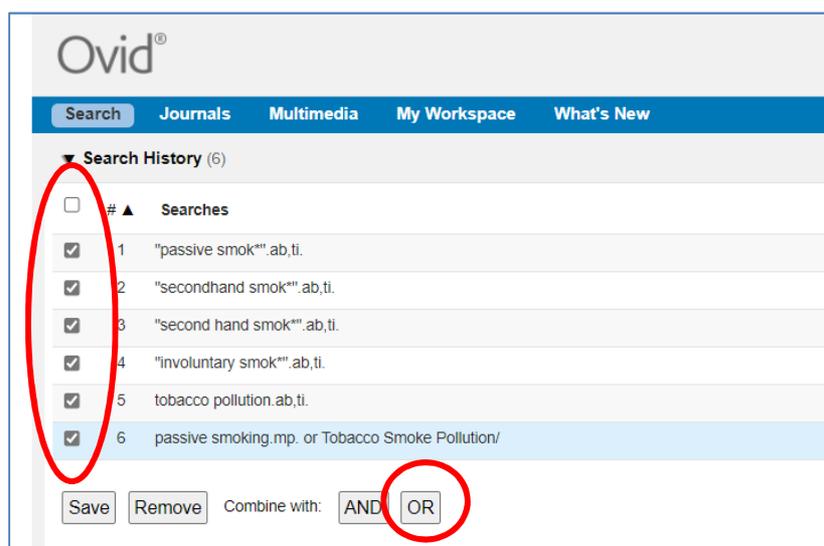
Select to “Combine with OR” and click “Continue”.

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):

The screenshot shows the Ovid search history interface. At the top, there are navigation tabs: Search, Journals, Multimedia, My Workspace, and What's New. Below this is a section titled "Search History (10)". A table lists ten search entries, each with a checkbox, a number, and a search query. Entry 7 is checked and contains the text "1 or 2 or 3 or 4 or 5 or 6". Entry 10 is also checked and contains "8 or 9". Below the table, there are buttons for "Save", "Remove", and "Combine with". The "Combine with" section has two buttons: "AND" and "OR". The "AND" button is circled in red.

<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

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 filtering options: '2162 text results', 'Sort By:' (dropdown), 'Customize Display', 'Filter By' (expanded), 'Add to Search History', 'Selected Only (0)', 'Years' (expanded with 'All Years', 'Current year', 'Past 3 years', 'Past 5 years', and 'Specific Year Range' options), 'Subject', 'Author', 'Journal', and 'Publication Type'. Below this is a 'My Projects' section. On the right, two search results are displayed. The first result is from the 'American Journal of Epidemiology' (2021 Dec 08) with UI: 34889451 and authors Teramoto, Masayuki, Iso, Hiroyasu, Wakai, Kenji, Tamakoshi, Akiko. The second result is 'Associations of coffee and tea consumption with lung c...' from the 'International Journal of Cancer' (2020 Dec 16) with UI: 33326609 and authors Zhu, Jingjing, Smith-Warner, Stephanie A, Yu, Danxia, Zhang, Xueh, Kanemura, Seiki, Sugawara, Yumi, Tsuji, Ichiro, Robien, Kim, Tomai, Shafiur, Lofffield, Erika, Takata, Yumie, Li, Xin, Lee, Jung Eun, Sail. Both results have buttons for 'Abstract', 'Cite', '+ My Projects', and '+ Annotate'. A red circle highlights the 'Filter By' section in the sidebar.

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 a horizontal action bar at the top of the page. It contains five icons with corresponding text: 'Print', 'Email', 'Export', '+ My Projects', and 'Keep Selected'. A red circle highlights the '+ My Projects' icon.

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 ▾	Annotations 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

**This guide was produced with help from Salford Royal Hospital Library
Northern Care Alliance NHS Trust**