OvidSP Quick Reference Guide

Select Resources

Select one resource (click the name link) or several resources (by selecting check boxes and **Open selected resources**) on the **Select a Database to Begin Searching** page.

Databases which don't have checkboxes next to them cannot be included in multifile searches.

Choose the 🔲 icon to view a description and Database Field Guide.

Note: Selecting multiple resources may suppress features specific to an individual database such as the mapping feature.

To change a database, select **Change Database** on the Main Search page to access the **Select a Database to Begin Searching** page.

Main Search Page

Select a search mode by clicking a link on the Main Search page. All modes are not available for all resources. See **Search Mode Options** for details.

Search Mode Options

Basic Search

Basic Search uses Natural Language Processing to search OvidSP resource(s). With Basic Search, enter a complete topic or question in ordinary English. Basic Search will return a useful number of relevance-ranked results. Select **Include Related Terms** located under the main search box or select **Add Related Terms** from the Search Aid of a completed search located to the left of the Results Display to broaden a search using synonyms, plurals, spelling variants, etc. Add limits as desired.

Find Citation (when available)

Use **Find Citation** to quickly locate a specific citation. Search in one or more fields: author, title, journal, volume, issue, page, DOI, or Unique identifier (Accession Number).

Search Tools (when available)

Use **Search Tools** to search a database using specific search tools. Enter a Subject Heading or term as indicated, select a tool and click **Search**. Tools vary depending on the database(s) being searched. Examples of tools:

> **Mapping —** suggests Subjects Headings within the database tree or thesaurus.

> **Tree or Thesaurus —** locates a Subject Heading within the database tree or thesaurus structure.

> **Permuted Index —** Enter a single term and Ovid will display an index of multiword Subject Headings that include the single term entered as well as "use" and "see related" terms will display.

Other search tools offer insights into subjects, broad subject classifications or publications, depending on the database (s) selected.

Search Fields

Use **Search Fields** to search a resource using one or more search fields. Enter a word or phrase, select one or more fields, and choose to **Search** or **Display index** entries (a field abbreviation label displays next to each entry). **Clear Selections** cancels field choices. Click the field name link for definitions from the Database Field Guide.

🔍 indicates fields which may be searched but not browsed.

Advanced Ovid Search

Use **Advanced Ovid Search** to search popular fields, combine search terms or search statements using Boolean operators and/or use Ovid command-line syntax. Enter a word or phrase and select **Search**. Ovid command-line syntax can be entered directly into the search box. The default search field is Keyword (.mp.) (the default search field for the current database[s]). When searching a single database and the mapping feature is available and selected, mapping will find or suggest Subject Headings from the controlled vocabulary of the current database for the word or phrase entered. Other popular fields include Author, Title, and Journal. For more information regarding Ovid command line syntax select the online Help button from the Advanced Ovid Search mode and select Advanced Searching Techniques. For additional search functionality, please see the **Truncation, Wildcards & Operators** section.

SilverPlatter Search (when available)

Use **SilverPlatter Search** to search keyword fields, combine search terms or search statements using Boolean operators and/or use SilverPlatter command-line syntax

Enter a word or phrase and select **Search**. The default search field is Keyword (the default search field for the current database[s]). SilverPlatter command-line syntax can be entered directly into the search box.

Multi-Field Search

Use **Multi-Field Search** to search multiple concepts in specific fields and easily combine your concepts together using your choice of **AND**, **OR,** or **NOT** Boolean operators. Enter a word or phrase in the search box. Select a field to search from the adjacent pull down menu. Search a single concept in a specific field. Or, enter a second or third concept to be searched in specific fields in the search boxes provided. Combine your search concepts together by selecting "AND" (all terms will be in each record), "OR" (at least one or more of the terms will be in each record), or "NOT" (excludes that concept from the search). Select **Add New Row** for additional search boxes.

Truncation, Wildcards & Operators

(Not valid in Basic Search mode and some not valid in SilverPlatter mode [when available].)

Four operators are available in OvidSP:

- **"OR"** gathers together lists of terms e.g. "Australia or New Zealand"
- **"AND"** finds where terms occur together e.g. "Rock and Roll"
- **"NOT"** removes a terms, e.g. "Spiders not Insects"
- **"adjX",** where the terms are within X words of each other in either direction, e.g., "Natural adj20 Childbirth" finds where these two words are within 20 words in either direction (as a sentence or paragraph. *Note: adjX does cross paragraphs*).

For best results when not using mapping or Basic Search mode, for keyword or field searching use truncation or wildcard symbols to find variations:

- Use * or **$** or : at the end of a word or part of a word to retrieve unlimited suffix variations (e.g. disease* (disease$) for diseases or diseased).
- 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: Truncation, wildcards and operators are not valid in Basic Search mode when included in a search statement or question. Operators can be used to combine search statements in Basic Search mode. Some of the truncation, wildcards and operators are not valid in SilverPlatter mode (when available).

Limits

Add limits to restrict search results to criteria like: types of documents, languages, publication years, full-text links, broad subject areas, or parts of the population. **Limits** are specific to the database(s) selected. Popular limits are immediately available when the Limits view is expanded. All limits are available by selecting **Additional Limits**. To customize which limits are available in the popular limit view, select **Edit Limits**. Select the box to the left of the desired limit(s) then select **Customized Limit**.

Search History

OvidSP posts search statements, search results, and search types in the **Search History** window. Combine search statements with the Boolean operators **AND,** or **OR** (buttons) or **NOT** (via the search box in Advanced Ovid Search or SilverPlatter Search modes). Delete search statements with **Remove Selected.** Save search strategies as a saved search. Email AutoAlert or RSS AutoAlert with **Save Search History.** Eliminate duplicate records by clicking **Remove Duplicates**, displayed when searching multiple databases. Reposition the Search History window above or below the Search bar. Renumber search results in ascending or descending order.

Create an AutoAlert or Save, Re-Execute, Edit or Delete a Search History

Save Search History
Select **Save Search History** to save a search strategy to be re-executed later as a temporary or permanent (when available) saved search or create an Email or RSS AutoAlert (when available).

AutoAlerts (when available)
AutoAlerts are current awareness searches that automatically deliver new results of a Search History via **email** or **RSS** (Really Simple Syndication). Determine frequency when creating the AutoAlert, with linking and duplicate removal as options. An AutoAlert can also be created to deliver via email or RSS the most recent table of contents of a journal issue. A subscription to Journals@Ovid Full Text database is required to receive Table of Contents (TOC) AutoAlerts. A Table of Contents AutoAlert is created from the Browse Journals A-Z page by selecting the **Manage eTOC Subscriptions** button for email delivery or by selecting the orange RSS button below the name of the desired journal. Either an RSS compatible browser, an RSS feed reader, or an online RSS tool may be used to display the result.

Saved Searches/Alerts
To re-execute, edit, or delete a previously Saved Search History, select the **Saved Searches/Alerts** button located on the upper top right of the Main Search page or the **View Saved** button located on the upper top right of the Search History window.

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Search Aid

Use the Search Aid to refine your search. Search Aid is located to the left of the Results Display. Categories include: **Your Search**, **Narrow Search** and **Broaden Search** (when available). Broaden Search is only available in Basic Search mode when "Include Related Terms" was not originally selected. Search Aid may be hidden if desired.

Your Search
Displays as a dropdown list, the "Search terms used" to execute the most recent search. In Basic Search mode, any Related Terms from a Natural Language search would also be included on the dropdown list.

Narrow Search
Refines the search result by Subjects (Subject Headings), when available, Authors, or Journals (which occur frequently in the search results).

Broaden Search
This option will only be displayed if the original search was executed in Basic Search mode and "Include Related Terms" was not originally selected. Broaden Search will re-execute the currently displayed search to "Include Related Terms."

Search Results

To view the results, scroll down the page or select the **Display** link next to the desired search statement from the Search History window.

Results Display
The results of a search are displayed in the **Results Display.** Title, Author, and Source are displayed for each result. If an abstract is included in the bibliographic record, a **View Abstract** button is offered as a quick way to view the data.

To the right of each record, additional views and links are provided. These can include Complete Reference, Full Text and/or Document Delivery. To find related records, select the **Find Similar** button and/or **Find Citing Articles** (available with a subscription to the Journals@Ovid Full Text database) located below each record on the Result Display. If enabled, to the left of each result you can add Annotations (see Annotations section).

Links above the Results Display offer the ability to **Customize Display, Reset Display, View All Abstracts, Sort By** and **Results Per Page** choices**.** Navigational options of **Next/Previous page** or **Go To** record number are also available.
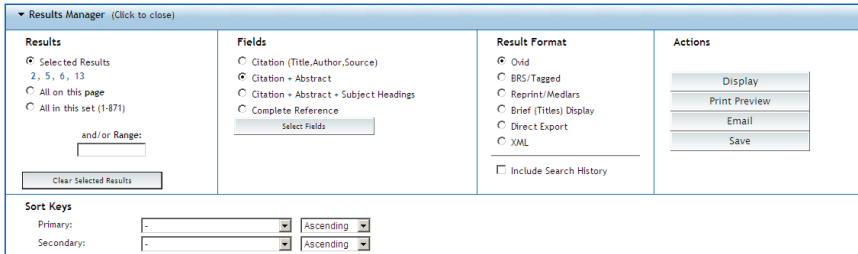
Annotations (when available)

Select the [icon] yellow icon to the left of a record to add a note to an individual record.

Note: The icon changes when the notes are saved. [icon]

Annotations can be output with the results by using **Results Manager**. Annotations remain attached and stored with the individual reference and may be sorted if required. Note: If Personal Accounts are enabled, you may have to log into your Personal Account to view Annotations.

Results Manager - Print, Email and Save

Results Manager offers easy output choices for bibliographic records.

Results: Select individual results (using check boxes), pages or ranges.

Fields: Select preset or self-selected fields to include in the output of bibliographic record(s).

Result Format: Select a format for your output**. Ovid** format is recommended for Print or Email output. Select **Direct Export,** located in the Results Format section, to export a result to **EndNote, Reference Manager, ProCite,** or **RefWorks**.

Note: Select optional Search History to include search strategy and Sorting options if desired. Select Reprint/Medlars format to manually import alerts into reference management software.

Actions: Display, Print Preview, Email or Save

Display: Select to **Print** with the hypertext links included. Select **Display,** then select **Print** from the browser software.

Print Preview: Select to **Print** without the hypertext links. Select **Print Preview,** then select **Print** from the browser software.

Email: To email records, select **Email**. Input one or more valid Internet email address (es). Separate more than one email address by a comma. Enter other details as indicated, then select the **Send Email** button.

Save: To save records, select **Save**. This invokes the browser's save utility. Make selections based on options presented. Note: To manually export records into bibliographic management programs, select **Complete Reference** (Fields Section), **Direct Export** (Results Format Section), then select **Save** from in **Action** Section.

Personal Account (when available)

When enabled, Personal Accounts allow you to create a private workspace for your saved search strategies, AutoAlerts (when available) and record annotations (when available). Personal Accounts can be created, modified and/or a password can be recovered by an individual from within OvidSP. Depending on your settings you may be prompted to log into your personal account when you enter OvidSP, or OvidSP will prompt you to login when you select Save Search History or Saved Searches/ Alert. Personal Accounts can be logged into at any time by selecting the Personal Account link located toward the top right of any OvidSP main search page. Depending on your settings, you may have to log into Personal Accounts to view Annotations (when available).

For further information, documentation, training materials and training requests visit http://www.ovid. com. To locate the nearest Customer Support office visit http://www.ovid.com and choose Contacts & Locations or email support@ovid.com.