

Ovid User Guide

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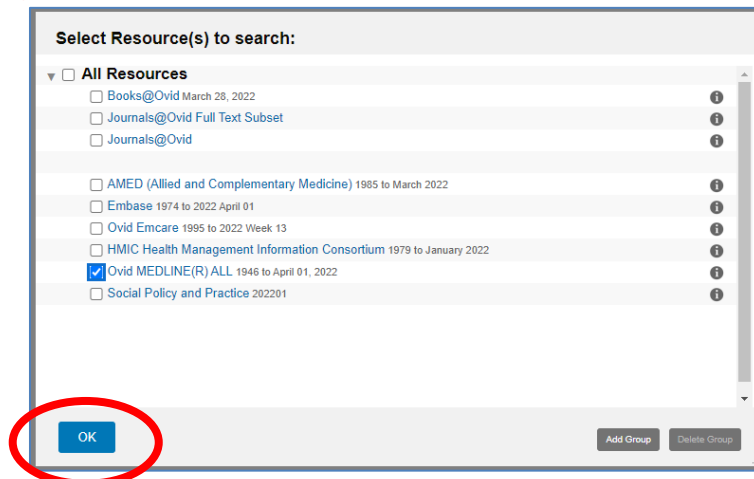
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[A: Accessing Ovid Databases and Creating a Personal Account](#)

1. Accessing Ovid Databases

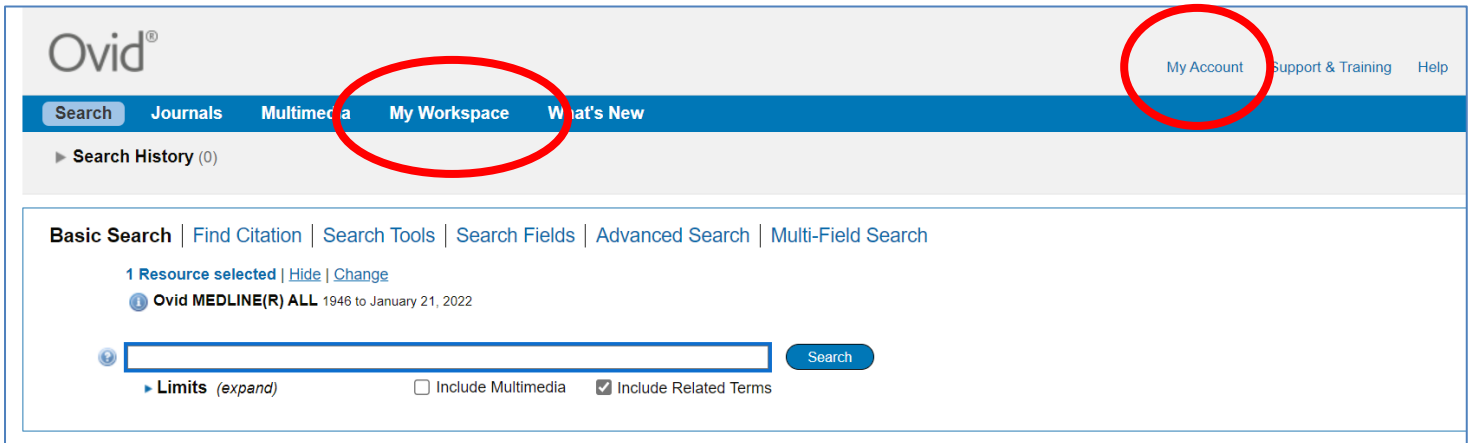
- An **NHS OpenAthens account** is required to access the databases. To register, go to: <https://openathens.nice.org.uk/>
- Once registered, login to the OpenAthens **My Resources** page at: <https://openathens.nice.org.uk/Hub/Resources>
- From the list of resources, select **Ovid Online Full Text including Anatomy & Physiology Online** and sign in with your OpenAthens account when prompted.
- 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 Workspace”** or **“My Account”** – they will both take you to the login/registration screen.

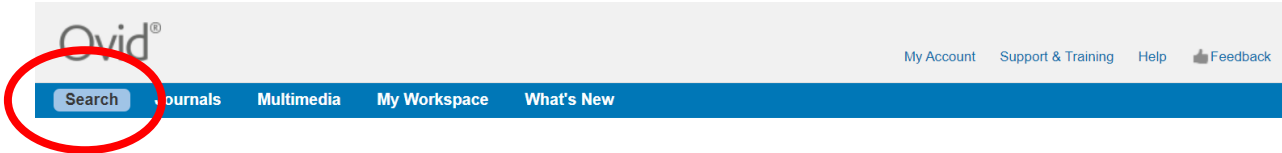


4. From here, either **sign into your existing Personal Account**, or select **“Create Account”**:

A screenshot of the Personal Account Login and Create Account screen. The left side shows the 'Personal Account Login' form with fields for 'Personal Account Name' and 'Password', a 'Login' button, and a link for 'Forgot Account Name or Password?'. The right side features a 'Don't have an Account?' section with a user icon, a message about the benefits of a personal account, and a 'Create Account' link.

B: Searching for Terms

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



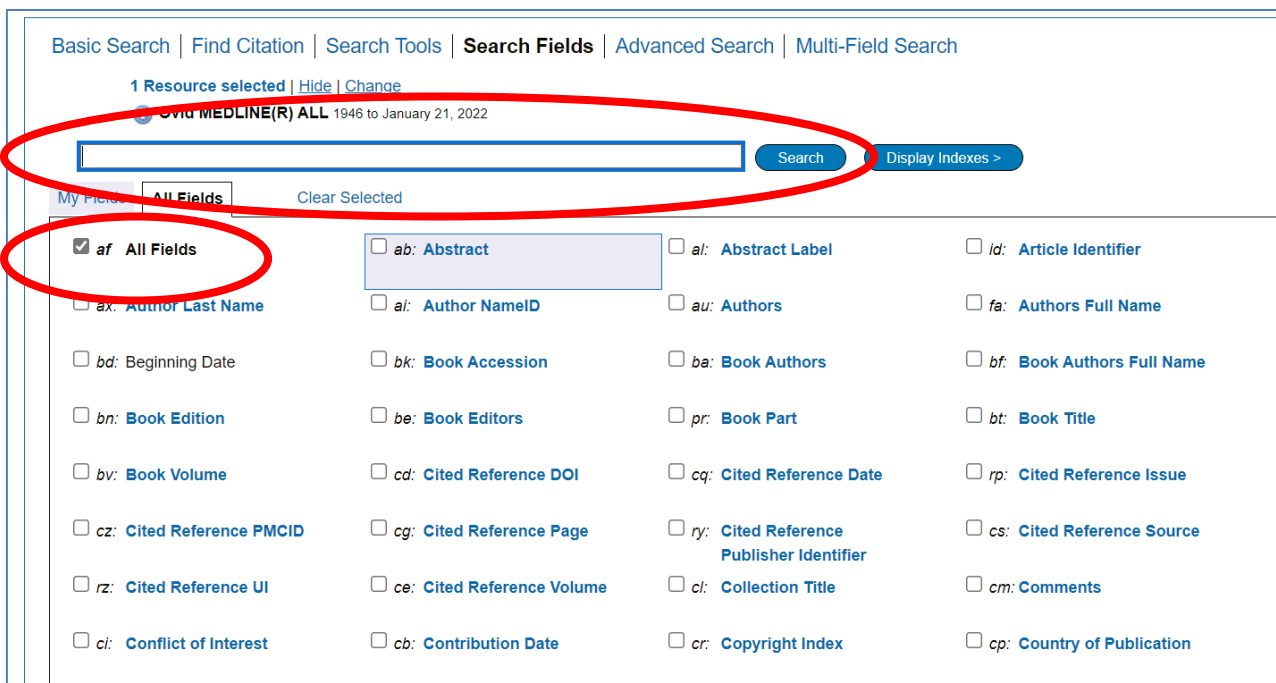
5. To start a search, click on “**Search Fields**”:



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**.

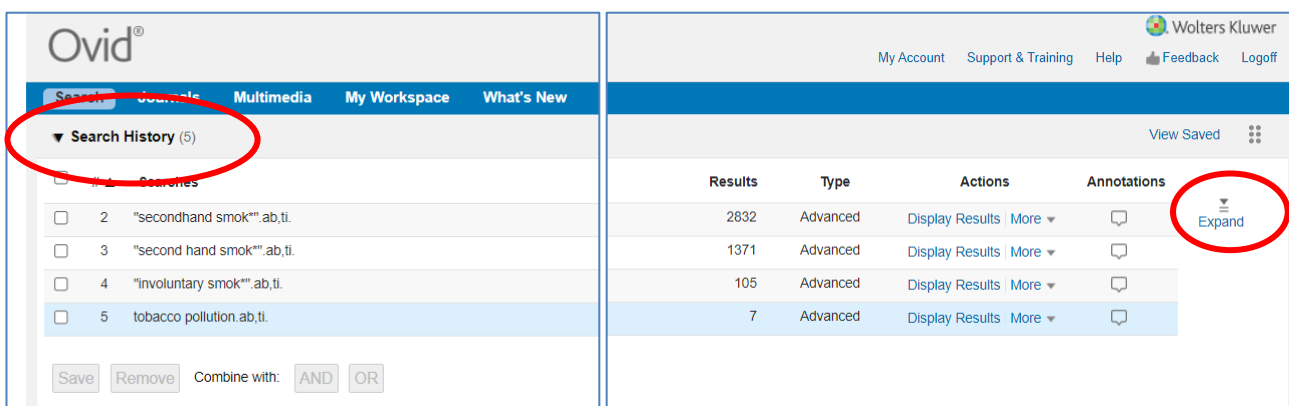
Once you’ve entered your search term, select “**Search**”:



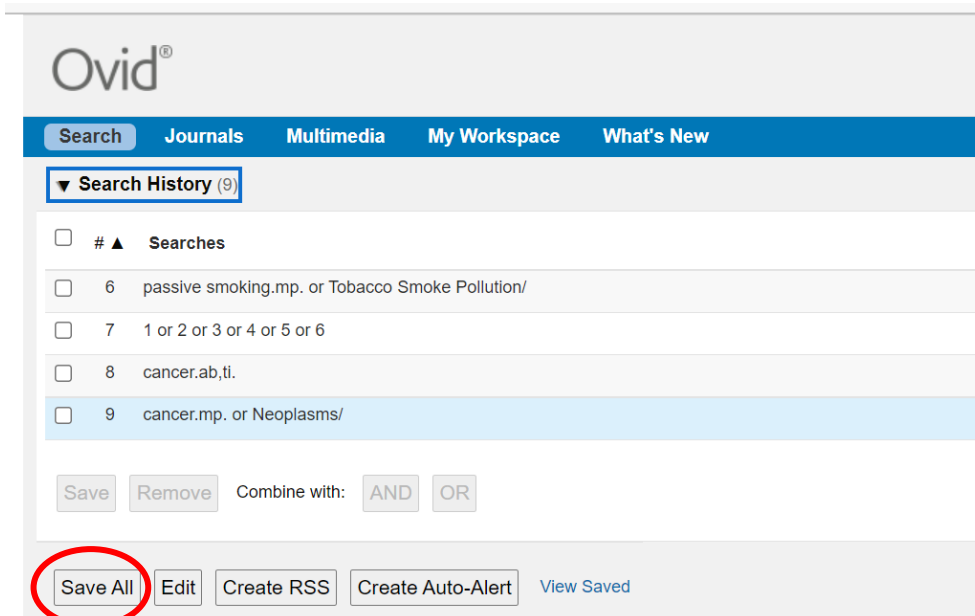
7. The results appear under the list of fields – you may find it easier to click on either **“Advanced Search”** or **“Multi-field Search”** as this will mean less scrolling down the screen.

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:



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 ▾	Annotations 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 the 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

passive smoking

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.

Ovid®

Wolters Kluwer

My Account Support & Training Help Feedback Logout

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 following terms

Include All Subheadings

Combine with: OR

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

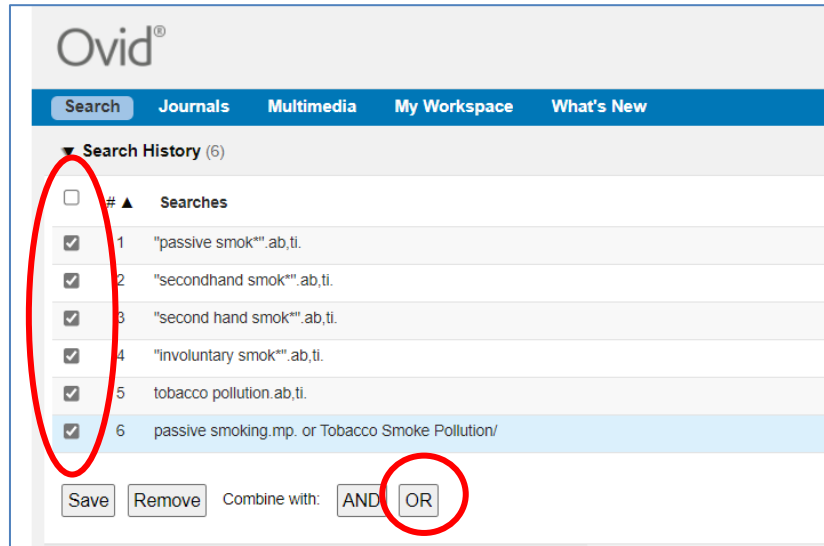
Select to “Combine with OR” and click “Continue”.

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.

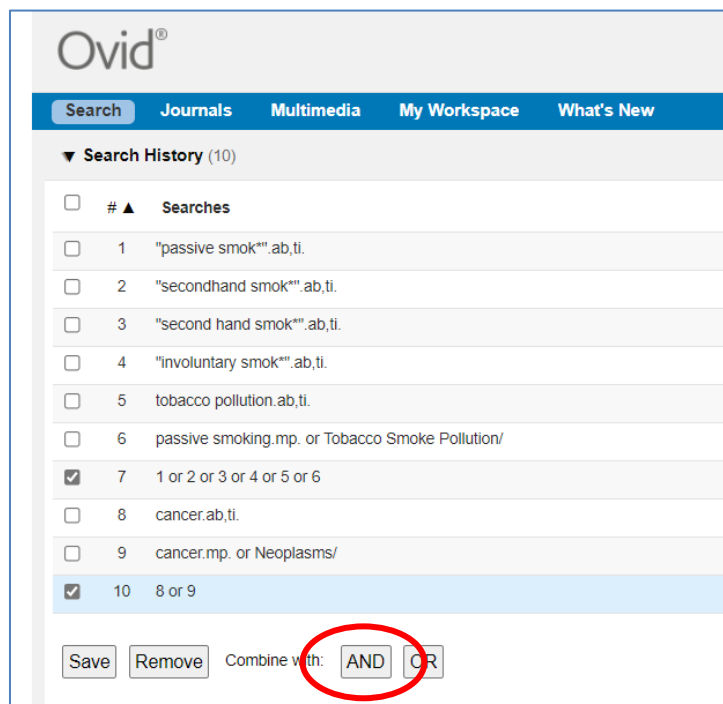
D: Combining Search Terms and Subject Headings

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



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

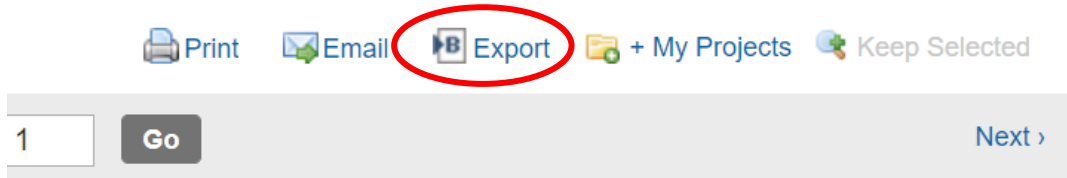
16. On the results screen, you can filter down your results by publication date, subject, journal, author and publication type (e.g. review) on the left-hand side options bar:

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

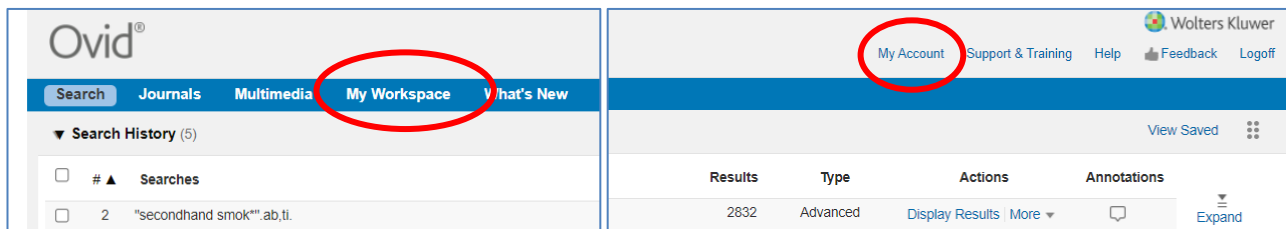
18. Within your personal folder, you can create subfolders (projects) for specific searches.

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? Please contact us with your query, or arrange a 1-to-1 training sessions:

<https://www.fhft.nhs.uk/careers/library-services/contact-the-libraries/>