Ovid Guide

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Important sites
To get to the Ovid Databases, use the “Ovid” link from the “Medical Libraries” page on the main ScrippsNet page, or type in the link below:
http://ovidsp.ovid.com/autologin

Ovid Training Guide

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A. Databases

There are several databases available through the Ovid interface.

- Ovid MEDLINE -1950 - includes articles selected and indexed for Index Medicus (MEDLINE) from 1950 to the present.
- Ovid MEDLINE(R) In-Process & Other Non-Indexed Citations – includes records submitted but not yet indexed for MEDLINE.
- Evidence-Based Medicine Reviews – including Cochrane Database of Systematic Reviews, ACP Journal Club, Cochrane Central Register of Controlled Trials

All the databases use the same interface, but have different subject search rules and index different journals.

- To begin using a database, click on the database name.
- To combine two or more databases, mark the boxes next to them and click “Open Selected Resources” at the top.

NOTE: combining databases that are not indexed with the same system (ie. MeSH for MEDLINE) or that do not use the same fields (ie. affiliation, keyword) will not allow you to search with those tools.
B. Searching MEDLINE

1. Keyword Searching / Term Mapping
   - Default searching in Ovid is in the Advanced Ovid Search tab
   - Enter a keyword or phrase
   - Ovid automatically maps it to appropriate MeSH Terms. MeSH Terms are “controlled vocabulary” assigned to articles by indexers to represent what the article is about. (Notice box is checked next to “Map term to Subject Heading”)

   ![Advanced Ovid Search](image)

   - Enter one concept and click Search

   ![Mapping Display](image)

   - Even though we entered catheterization, several MeSH terms are offered.
   - To get the definition and details of the term click the “i” under Scope
   - To see where the term falls in the subject heading term tree click on the term
   - To include terms more specific to stem cells (lower in the tree structure) select the Explode box
   - To select only articles with a major focus on stem cells, select the Focus box
For example, marking these will select **catheterization** and all the more specific terms, and make them have to be a major search term to be selected.

Then click **Continue**.

Now select subheadings. These further refine the topic to specific subcategories defined by indexers.

Only those subheadings that apply to the MeSH Term(s) you selected will appear.

You do not need to select any subheadings.

You may see the definition by clicking the small “i” next to each box.

Mark one or more (or none) and click **Continue**.
2. Combining Terms and Searches

- **Search History** displays below the limits.
- The most resent result display bellow the Search History.

- To combine terms mark the boxes next to the terms, and click **AND** or **OR**.
- Or combine in the search box using their **Search numbers**.

- Sometimes a search is too specific, or you need to include keywords as well as MeSH Terms. Simply repeat a search with a term and combine a different set of searches.
3. Setting Limits

- You can narrow a search or combined search by setting limits, such as year, language, type of article, or other qualities. Ovid provides some of the more common Limits on the main search page.

- For example, this will Limit my LAST search to articles with **Human** subjects, written in **English** only.
- Click **Search**.
- These Limits can be used with combining searches (such as 1 AND 2, then choose limits).
- Additional Limits are found by clicking **Additional Limits**. (See below)
- Additional limits are only applied to a selected search, so you must combine searches BEFORE using the **Additional Limits** feature.
- First select a Search using the radio button (#3 is selected, a combined search)
- Then select limits.
  - Still have basics up top with a few added: Male, Female,
  - **Latest update** – articles added since Ovid was updated
  - **Be careful with** Full Text– this will limit to full text on the Internet but **not** necessarily what Kresge has access to
  - **Subject subsets** – articles subdivided by topic
  - **Age group** – for human age groups, use if only want articles covering specific aged subjects
  - **Clinical Queries** – specially designed search strings to pull out clinical papers, have Therapy, Diagnosis, Prognosis, Reviews, and others
  - **Languages** – many more then English, but majority of papers are in English
  - **Publication types** – Includes Reviews, Letters, Case Reports, others, more papers are research articles, but helps to find reviews or other kinds of articles
  - **Journal subsets** – journals subdivided by coverage area
- Click **Limit A Search** when done.
4. **Other Search Options**

- You may also search by Title, Author or Journal.
- Mark the **Radio Button** next to the search field.

- For Author, enter the last name then first initial.
- For journal use the **full journal title**, not the abbreviation.

- There are also other search modes, Find Citation, Basic Search, Search Fields.
- The **Find Citation** Tab allows you to search for a specific article with a few pieces of information.
- You **do not need** to enter all the all the information requested, sometimes Journal volume and pages will work; or title author and year.
C. The Record

1. Complete reference

- Results for the last search display below the search history box.
- Or can be retrieved from a previous search by clicking on **Display** to the right of a Search.

- Each record shows the **citation**, as well as some additional information, if available.
- To see more details of a specific record, click on the “Complete Reference” link.
  - This will display more information including the MeSH Subject Headings

- All the MESH Terms can be used to initiate a new search.
2. Finding Full Text

- If there is Full text available through Ovid there will be an **Ovid Full Text** link.
- If this link is not present, then use the “**SFX@TSRI**” button to search for full text
- **SFX@TSRI** will help you find Full text through Kresge Library subscriptions

- Or allow you to search the Kresge Library Catalog for print if it’s not online.
- Or give you a link to order it through ILLiad, the Interlibrary Lending system if you still can’t find the article.
- If you have never used ILLiad, you must register. Otherwise, sign in, and SFX fills in all the information for you. (ONLY use for articles we do not own!)
D. Email / Printing

- Records can be marked for emailing/printing or current sets can be sent.
- To mark records, check the box next to the article.
- Use the **Results Manager** at the bottom of the Results page.

Select which **records** are to be included.

Select what “Fields” (Citation, Citation + abstract, Complete Reference or Select Fields)

Select the “Result Format”, how it will display.

If you wish to print, select **Print Preview**.

Then use the **File > Print** feature from your browser.

To email, click **Email** (It does not require Outlook to be set up)

Enter your email address.

Enter any additional message.

Click **Send Email**.
E. Saving Searches / Email Alerts

Ovid has a feature to allow you to save searches and even send new articles to your email account.

Register

- In order to set up alerts, you must register. Registration is free, but limited to one account per email. Use your Scripps.edu email.
- We do not know the personal account name and password you use, so be sure to write it down somewhere safe.
- To register, click on Personal Account from the Main Search Page

1. Saving Searches

- After you perform searches, you will see an option to Save search/Alert
- This saves the entire search history, so you can delete steps if you want before saving.
- Click on Save search/Alert when ready to save the search history.
• Enter a name for the search, and any comments.

• In the pull down menu under “Type” there are 3 options:
  select “permanent” for a search that is saved until you delete it,
  select “temporary 24 hours” for a save that is discarded after 24 hours,
  or select “AutoAlert (SDI)” to receive emails of new records.

2. AutoAlert (SDI)
• If you select this option, additional information will be requested.

• Choose the scheduling option for weekly, biweekly, monthly, or on database update.
• Check the email address listed, and choose your email options.
• For Report Type choose whether you want a link, a list of citations, or list plus links.
• Select which fields to display and the format.
• Click Save.
3. **Edit saved Searches**

- Select **Saved Searches/Alerts** in the upper right corner of the main search page.

- Log in if you are not logged in
- Saved searches appear first, then alerts; grouped by database

- Use symbol key to select options
  - **Rename**
  - **Edit** (more detail below)
  - **Display**
  - **Email Jumpstart** – this will create a link to return to the saved search/alert
  - **History** (alerts only)

- Click on symbol to the left of a search or alert
- Edit options
  - Edit, delete or remove steps of the search strategy
  - Change the features of the alert (format of email, frequency searched, etc.)
  - Click Save when done.

- Your can view the history of saved Alerts using the “clock” symbol
- To Run, Delete or Copy a search/alert, check the box beside the search and click the appropriate button at the top or bottom.