

## Ovid User Guide

This guide covers the specifics of using the databases via the Ovid interface. For more information on how to search generally, please see the '[A step-by-step guide to searching for literature](#)' guide available on our website: [www.uhl-library.nhs.uk/training](http://www.uhl-library.nhs.uk/training)

### Contents

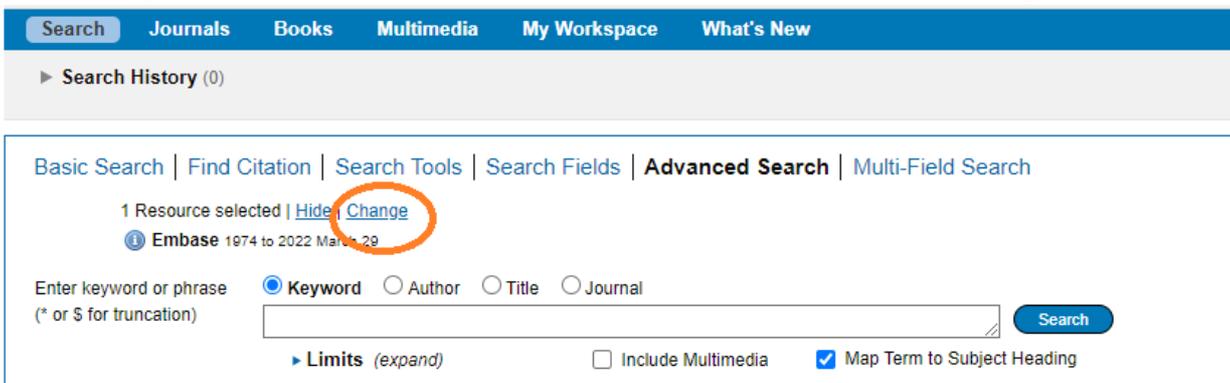
<b>A: Accessing Ovid Databases and Creating a Personal Account</b> .....	1
<b>B: Searching with Keywords</b> .....	2
<b>C: Searching for Subject Headings</b> .....	5
<b>D: Combining Search Terms and Subject Headings</b> .....	6
<b>E: Filtering and Saving Results</b> .....	7

## A: Accessing Ovid Databases and Creating a Personal Account

### 1. Accessing Ovid Databases

- Go to the UHL Libraries & Information Services website databases page ([www.uhl-library.nhs.uk/databases](http://www.uhl-library.nhs.uk/databases)) and under the column headed 'Supplier: Ovid', use the link for the database that you want to search.
- Then sign in using your OpenAthens account.

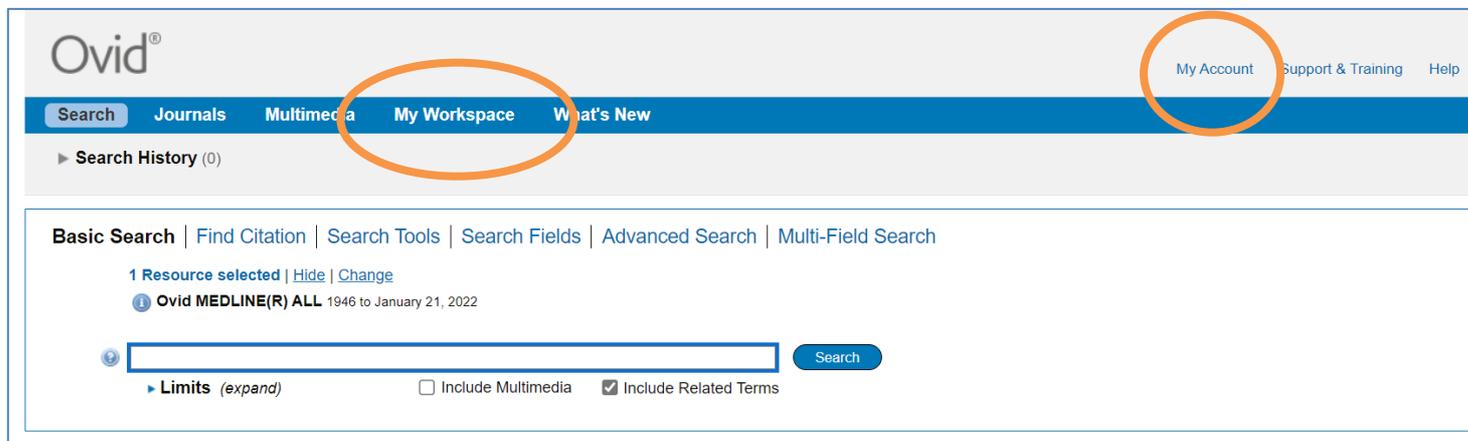
2. You should be taken to the database they you selected, but you can change the database using the 'Change' link above the database name. **We recommend searching one database at a time.**



The screenshot shows the Ovid search interface. At the top, there is a navigation bar with tabs for Search, Journals, Books, Multimedia, My Workspace, and What's New. Below this is a search history section. The main search area includes a search bar with a dropdown menu showing 'Basic Search', 'Find Citation', 'Search Tools', 'Search Fields', 'Advanced Search', and 'Multi-Field Search'. Below the search bar, it indicates '1 Resource selected | Hide | Change' with the 'Change' link circled in orange. The selected database is 'Embase 1974 to 2022 Mar 29'. There are radio buttons for 'Keyword', 'Author', 'Title', and 'Journal', with 'Keyword' selected. A search button is present. Below the search bar, there are options for 'Limits (expand)', 'Include Multimedia', and 'Map Term to Subject Heading' (checked).

3. Before you start searching, it is a good idea to **create a personal 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. Either login, or create an account.



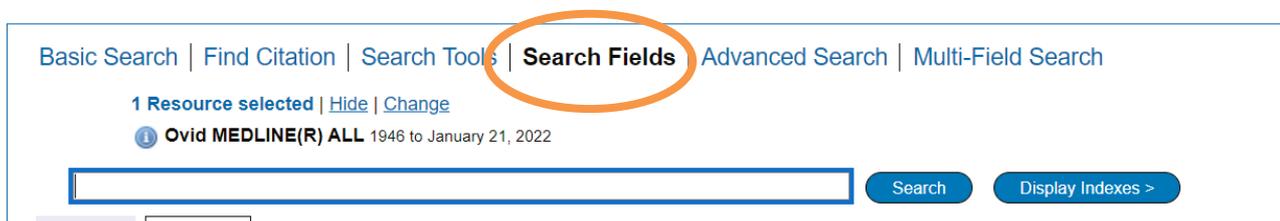
**TOP TIP: Use your email as your account name so it's easy to remember!**

## **B: Searching with Keywords**

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

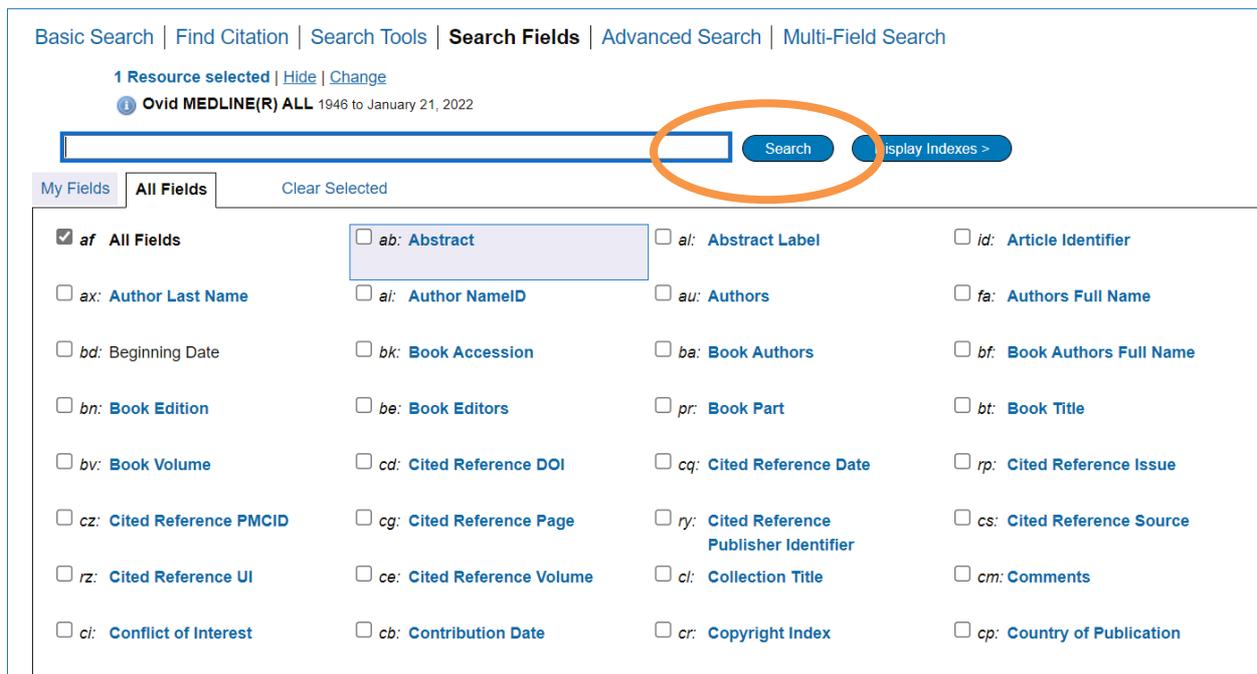


1. To start a search, click on **“Search Fields”**:



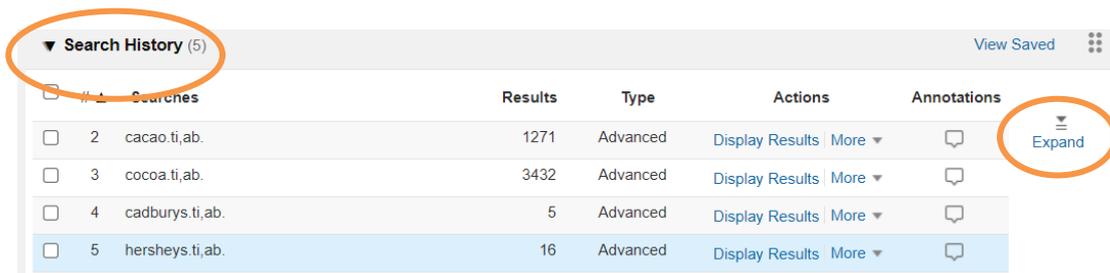
## 2. You can now start entering your search terms in the search box.

“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**”:



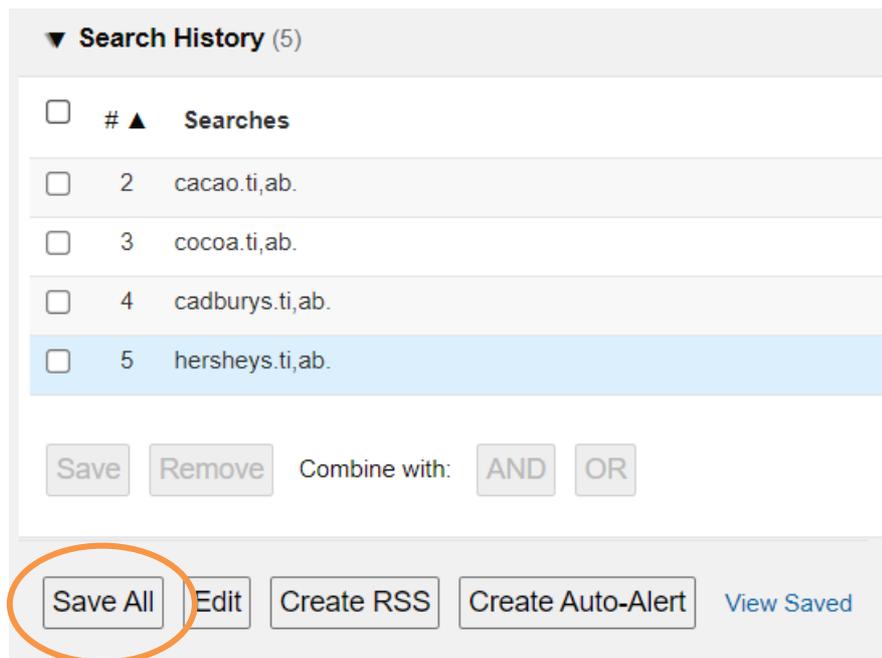
## 3. The results appear under the list of fields. Your search strategy so far will show at the top of the screen.

Only the 4 most recent search lines are displayed automatically. To see the full search, click “**Expand**” on the right of the screen:

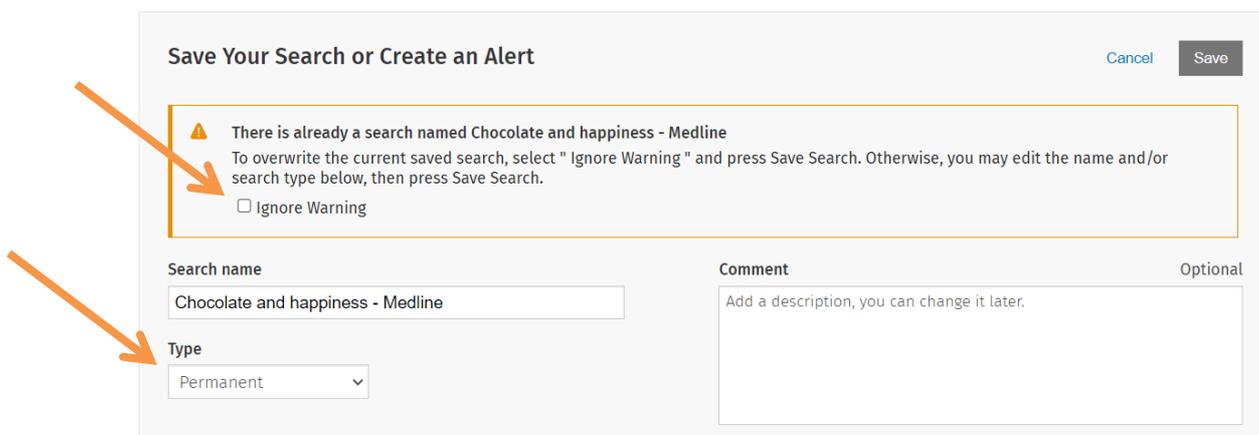


**Repeat steps B1-3 for all your keywords**

#### 4. To save your search, click “Save All”.



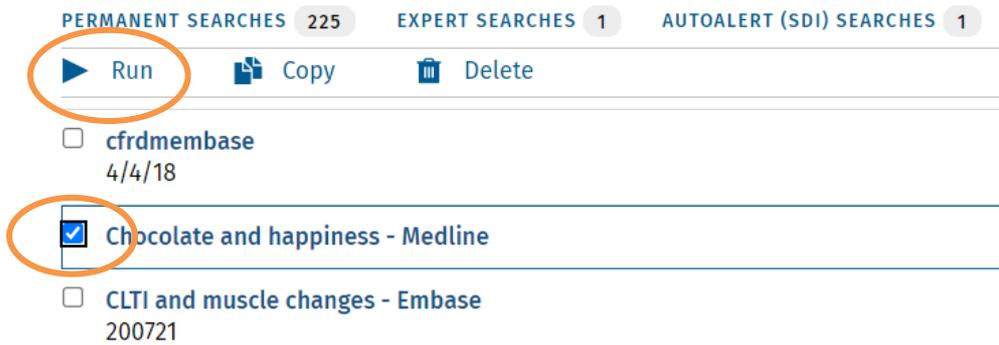
Enter a search name, Select Type as “**Permanent**”. If you are updating an existing search, ensure that “**Ignore Warning**” is ticked.



**TOP TIP: Include the name of the database you used in the search name**

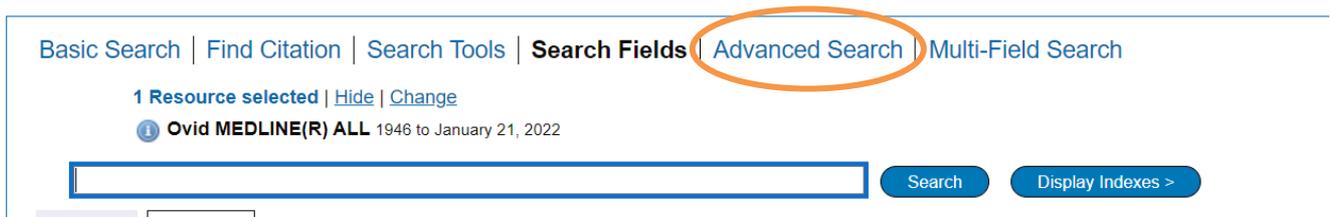
Ovid will automatically time out after about 90 minutes. If you do not save your search regularly, you will lose the most recent work.

5. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen. To run a search again, check the box next to the search and select “Run” at the top of the screen.



## C: Searching for Subject Headings

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



2. Type in the subject headings you want to search for. Ensure that “Map to subject heading” is ticked and click “Search”. Use whole words when searching for subject headings.



3. You can **explode** the subject heading to get wider results or **focus** it to get narrower results. **The scope note shows what is covered by the subject heading you have entered, including the alternative terms.**

Select to “**Combine with OR**” and click “**Continue**”, then “**Continue**” again.

Your term mapped to the following Subject Headings:  
Click on a subject heading to view more general and more specific terms within the tree.

Include All Subheadings  
Combine with:

Select	Subject Heading	Explode	Focus	Scope
<input checked="" type="checkbox"/>	Chocolate	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cacao	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Humans	<input type="checkbox"/>	<input type="checkbox"/>	

Repeat steps C1-3 to add in all your subject headings

## D: Combining Search Terms and Subject Headings

Head back to your full search (by clicking the expand icon) to combine your search terms.

1. Combine your terms and subject headings by selecting the search lines you want to combine. Then select “OR” to combine terms that belong to the same concept.

▼ Search History (4)

<input type="checkbox"/>	# ▲	Searches
<input checked="" type="checkbox"/>	1	chocolate.tj,ab.
<input checked="" type="checkbox"/>	2	cacao.tj,ab.
<input checked="" type="checkbox"/>	3	cocoa.tj,ab.
<input checked="" type="checkbox"/>	4	Cacao/ or Chocolate/

Save Remove Combine with:

Repeat adding and combining keywords and subject headings for each of your concepts

2. Once you have searched all your concepts, combine different concepts together using “AND”. Here, line 5 combines the results for one concept (chocolate) and line 9 for the second concept (happiness):

▼ Search History (9)

<input type="checkbox"/>	# ▲	Searches
<input type="checkbox"/>	1	chocolate.ti,ab.
<input type="checkbox"/>	2	cacao.ti,ab.
<input type="checkbox"/>	3	cocoa.ti,ab.
<input type="checkbox"/>	4	Cacao/ or Chocolate/
<input checked="" type="checkbox"/>	5	1 or 2 or 3 or 4
<input type="checkbox"/>	6	happiness.ti,ab.
<input type="checkbox"/>	7	happy.ti,ab.
<input type="checkbox"/>	8	Happiness/
<input checked="" type="checkbox"/>	9	6 or 7 or 8

Save Remove Combine with **AND** OR

## E: Filtering and Saving Results

1. 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:

2162 text results

Sort By: [dropdown]

Customize Display

▼ Filter By

- Add to Search History
- Selected Only (0)
- Years
  - All Years
  - Current year
  - Past 3 years
  - Past 5 years
  - Specific Year Range
- Subject
- Author
- Journal
- Publication Type

▼ My Projects

Teramoto M, Iso H, Yamaki K, Tamakoshi K  
*American Journal of Epidemiology*. 2021 Dec 08.  
[Journal Article]  
UI: 34889451  
**Authors Full Name**  
Teramoto, Masayuki, Iso, Hiroyasu, Wakai, Kenji, Tamakoshi, Akiko

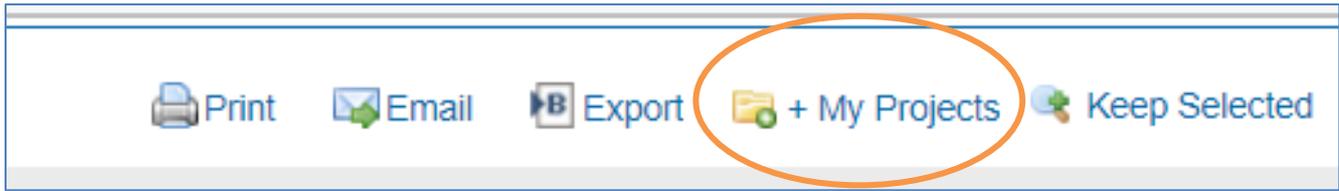
► Abstract Cite + My Projects + Annotate

3. **Associations of coffee and tea consumption with lung**

Zhu J, Smith-Warner SA, Yu D, Zhang X, Blot WJ, Xiang YB, Sinha Rothman N, Lazovich D, Abe SK, Rahman MS, Lofffield E, Takata Y  
*International Journal of Cancer*. 2020 Dec 16.  
[Journal Article]  
UI: 33326609  
**Authors Full Name**  
Zhu, Jingjing, Smith-Warner, Stephanie A, Yu, Danxia, Zhang, Xueh Kanemura, Seiki, Sugawara, Yumi, Tsuji, Ichiro, Robien, Kim, Tomar Shafiur, Lofffield, Erikka, Takata, Yumie, Li, Xin, Lee, Jung Eun, Saii

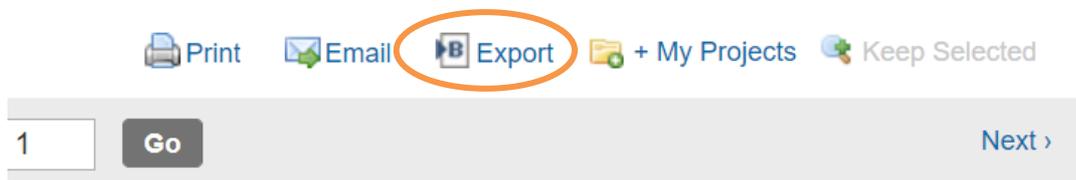
► Abstract Cite + My Projects + Annotate

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



3. 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.

4. To export results, select the results you would like to export and click on the “Export” icon to see all available formats. This includes Word, Excel, and RIS (for reference managers).



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

### Contact the libraries

If you have any questions on anything contained in this guide, specific queries on the individual databases, or anything else on searching for information or using our resources, please don't hesitate to get it touch with one of the libraries.

<b>LRI Library</b>	Odames Library, Level 1, Victoria Building Email: <a href="mailto:lri.library@uhl-tr.nhs.uk">lri.library@uhl-tr.nhs.uk</a> Phone: 0116 258 5558
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<b>Glenfield Library</b>	Ground floor, Education Centre Email: <a href="mailto:ggh.library@uhl-tr.nhs.uk">ggh.library@uhl-tr.nhs.uk</a> Phone: 0116 256 3672
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<b>LGH Library</b>	First floor, Education Centre Email: <a href="mailto:leicslib@uhl-tr.nhs.uk">leicslib@uhl-tr.nhs.uk</a> Phone: 0116 258 8124
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Training courses, guides and e-learning can also be found on our website, which is available from home, work or on mobile: [www.uhl-library.nhs.uk/training](http://www.uhl-library.nhs.uk/training)

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