**Helpsheet ?**

**Ovid User Guide**

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A: Accessing Ovid Databases and Creating a Personal Account

**1. Accessing OVID Databases**

* Go to the Library Website [For Library and Knowledge Services | Wirral University Hospital NHS Foundation Trust (wuth.nhs.uk)](https://www.wuth.nhs.uk/choose-us/for-library-and-knowledge-services/)

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* Using the gateway to the Knowledge Hub select ‘Search’
* Click on the yellow bar at the top of the page at sign in with your OpenAthens username and password
* Under the heading ‘In-depth searching’ select the database you wish to search e.g. EMBASE or MEDLINE

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***:**

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**3.** Onceyou 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.

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

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**B: Searching for Terms**

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

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

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**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”**:

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**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.** Your 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:

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**Repeat steps 5-8 for all keywords.**

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

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

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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.**

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**C: Searching for Subject Headings**

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

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**12. Type in the subject headings you want to search for.** Ensure that **“Map to subject heading”** is ticked and click **“Search”**. Use whole words (*do not use truncation)* when searching for subject headings

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**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.

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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.

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**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):

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**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:

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

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

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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.This includes Word, Excel and RIS

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

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