

# How to search the databases in Ovid

## Which databases are available from Ovid?

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Different databases are available from each supplier. The Ovid interface provides access to:

- Medline - Comprehensive medical database covering all disciplines, from 1946 onwards.
- Embase - Pharmacology, biomedical and psychiatry database, from 1974 onwards.
- Emcare - Nursing and allied health database, from 1995 onwards.
- HMIC - Management database of the King's Fund and Dept of Health publications.
- AMED - Allied and complementary medicine database. 1985 onwards.

## Accessing Ovid databases & creating a personal account

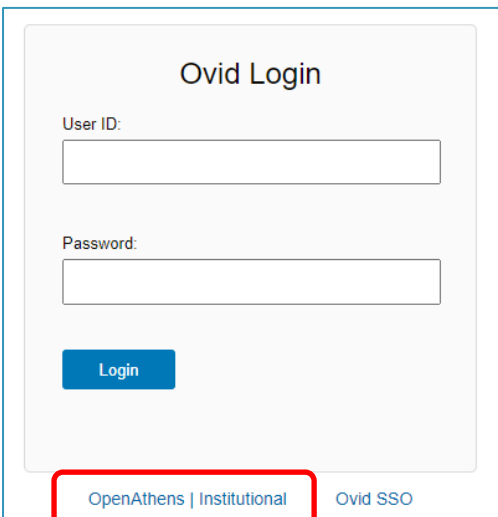
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### 1. Accessing Ovid

Go to the Library Website: [www.eastcheshirenhslibrary.net](http://www.eastcheshirenhslibrary.net)

Select “**Evidence Resources**” – Scroll down to the ‘Databases’ drop-down – Select “**Search Ovid**”.

You may be prompted to sign in at this stage. **Sign in using your OpenAthens account** (Select “**NHS England**” as your institution if prompted).



Ovid Login

User ID:

Password:

Login

OpenAthens | Institutional    Ovid SSO

This will take you to the following **Ovid** front page.

Select the database you want to search, for instance **Medline**. Then click **“OK”**.

We recommend searching one database at a time

Select Resource(s) to search:

- All Resources
- Journals@Ovid Full Text January 20, 2022
- Your Journals@Ovid
- AMED (Allied and Complementary Medicine) 1985 to January 2022
- Embase 1974 to 2022 January 21
- Ovid Emcare 1995 to 2022 Week 3
- HMIC Health Management Information Consortium 1979 to November 2021
- Ovid MEDLINE(R) ALL 1946 to January 21, 2022
- Social Policy and Practice 202201

OK Add Group Delete Group

## 2. Creating a personal account

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.

Ovid® My Account Support & Training Help

Search Journals Multimedia **My Workspace** What's New

Search History (0)

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

Search

Limits (expand) Include Multimedia Include Related Terms

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

Personal Account Login

Personal Account Name:

Password:

Login

Forgot Account Name or Password?

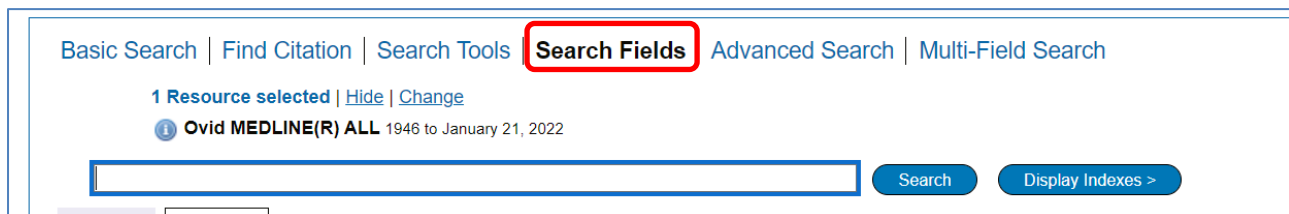
Don't have an Account?  
Use a Personal Account to save searches, create alerts and manage research.  
Create Account

## Searching Ovid

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



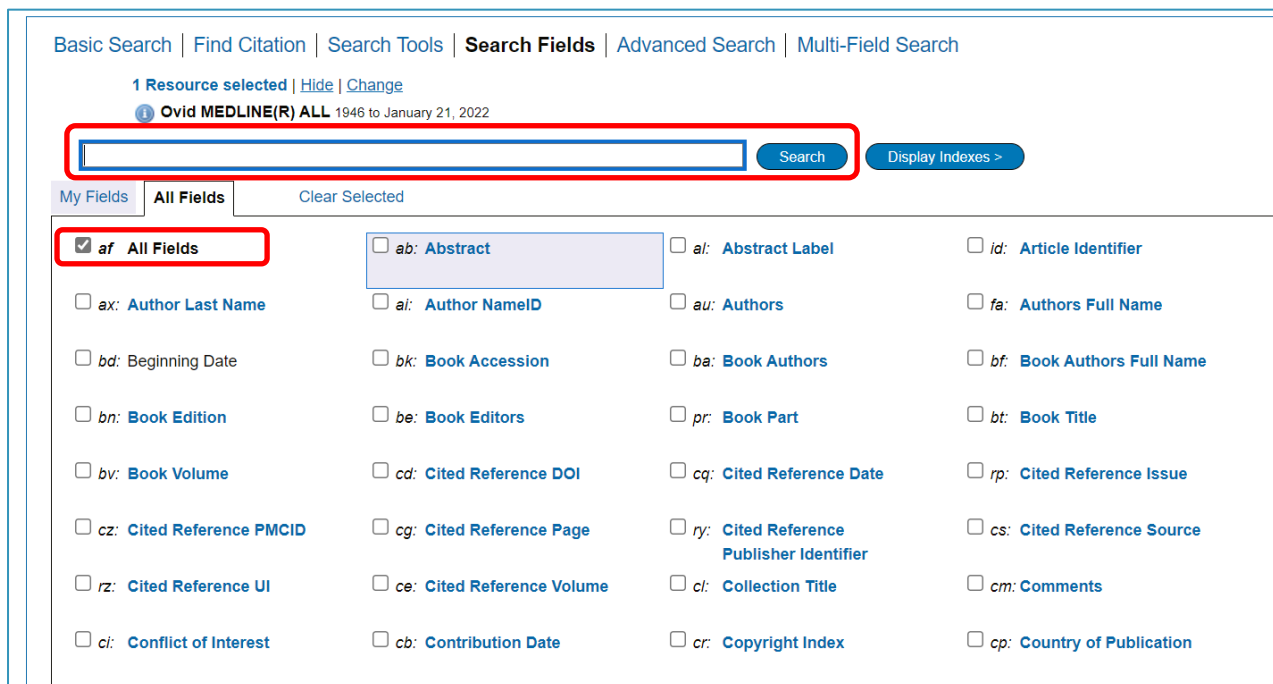
4. To start a search, click on “**Search Fields**”:



5. 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**”:



6. 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.

This will show you your search strategy so far.

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

The screenshot shows the Ovid Search interface. On the left, the 'Search History' table lists 5 searches. The 5th search, 'tobacco pollution.ab.ti.', is selected. On the right, the 'Results' table shows 4 results for this search. The 'Expand' button is circled in red.

Results	Type	Actions	Annotations
2832	Advanced	Display Results More ▾	🗨
1371	Advanced	Display Results More ▾	🗨
105	Advanced	Display Results More ▾	🗨
7	Advanced	Display Results More ▾	🗨

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

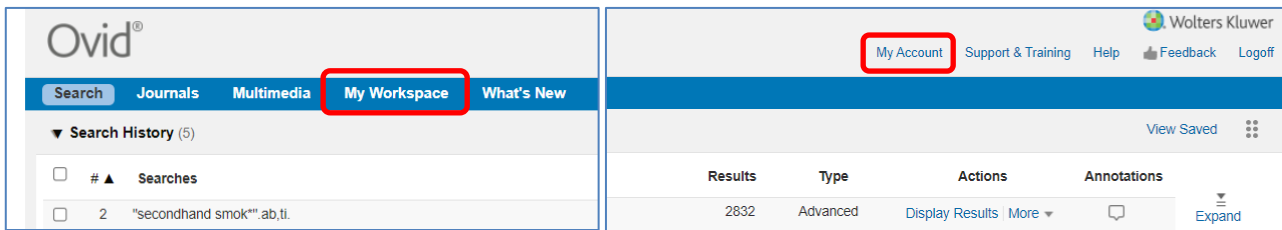
The screenshot shows the Ovid Search interface. The 'Search History' table lists 9 searches. The 9th search, 'cancer.mp. or Neoplasms/', is selected. The 'Save All' button is circled in red.

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

The screenshot shows the 'Save Your Search or Create an Alert' dialog box. The 'Search name' field contains 'smoking cancer' and the 'Type' dropdown is set to 'Permanent'. The 'Ignore Warning' checkbox is checked. Red arrows point to the 'Search name' field and the 'Type' dropdown.

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

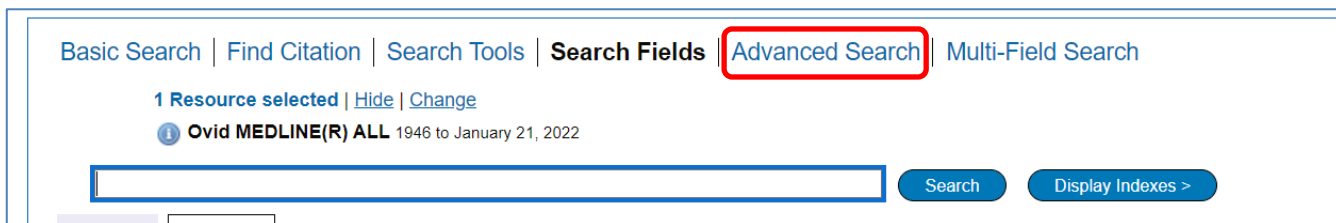
You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.



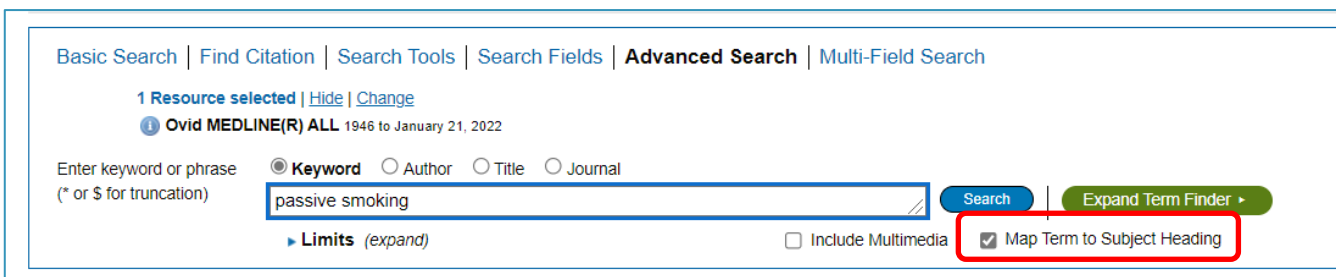
Repeat steps 4-8 for all keywords.

## Searching for subject headings

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

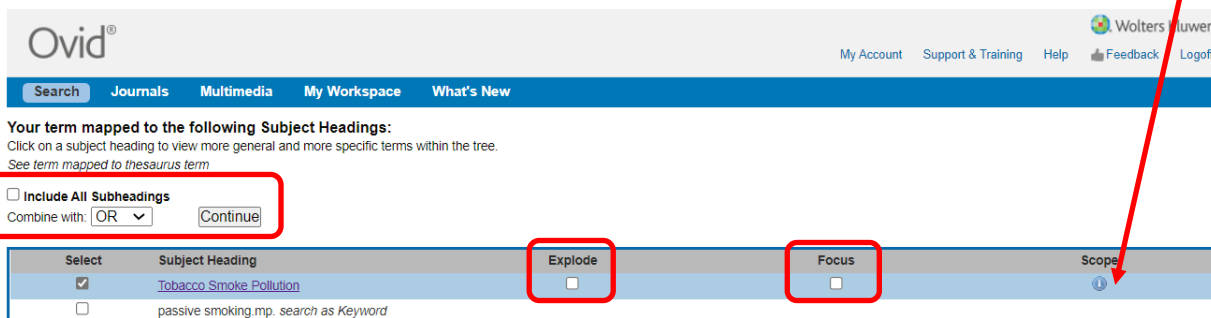


10. Type in the subject headings you want to search for. Ensure that “Map to subject heading” is ticked and click “Search”. *Do not use truncation when searching for subject headings.*



11. 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.



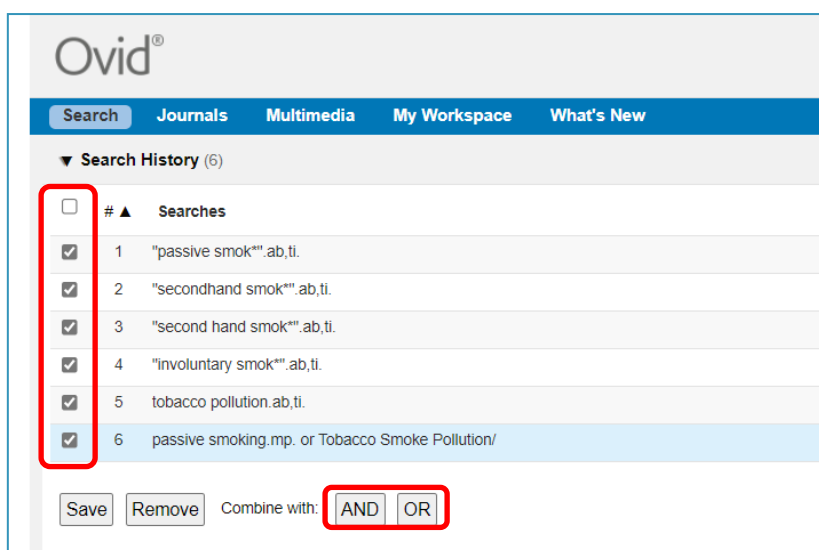
Select to **“Combine with OR”** and click **“Continue”**.

Repeat steps 9-11 for all keywords.

12. Head back to your full search (by clicking the expand icon – see Step 7) to combine your search terms.

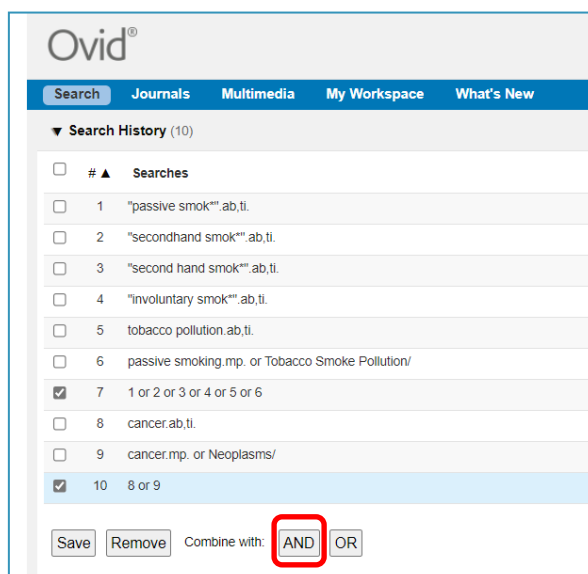
## Combining search terms and subject headings

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



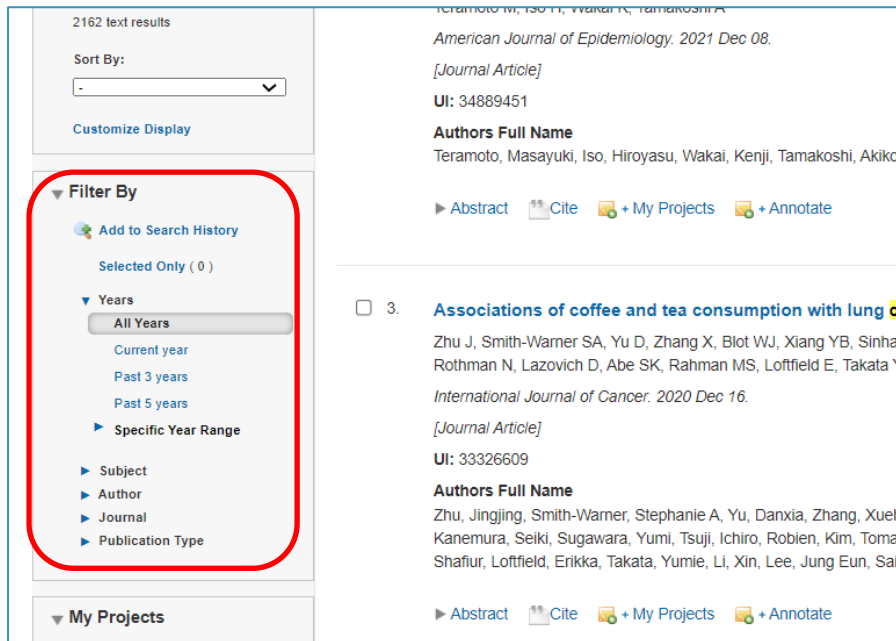
Repeat steps 4-13 for all keywords / concepts.

14. 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):



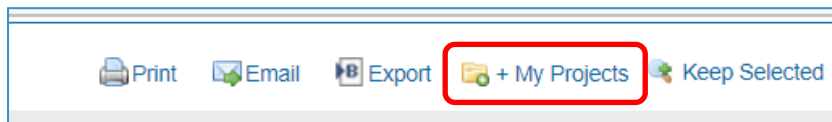
## Filtering and saving results

15. 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:



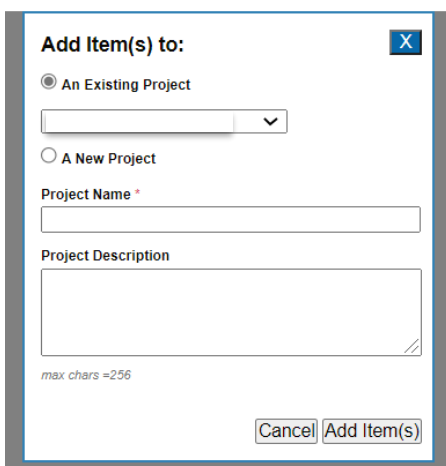
The screenshot shows a search results page. On the left, there is a sidebar with a 'Filter By' section highlighted by a red box. The 'Filter By' section includes options for 'Years' (All Years, Current year, Past 3 years, Past 5 years, Specific Year Range), 'Subject', 'Author', 'Journal', and 'Publication Type'. Below the sidebar, there is a 'My Projects' section. The main content area displays search results. The first result is a journal article from the American Journal of Epidemiology, 2021 Dec 08, with authors Teramoto, Masayuki, Iso, Hiroyasu, Wakai, Kenji, Tamakoshi, Akiko. The second result is 'Associations of coffee and tea consumption with lung cancer' from the International Journal of Cancer, 2020 Dec 16, with authors 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. Both results have a selection box and a '+ My Projects' icon.

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



The screenshot shows a toolbar with several icons: Print, Email, Export, + My Projects, and Keep Selected. The '+ My Projects' icon, which is a folder with a plus sign, is highlighted with a red box.

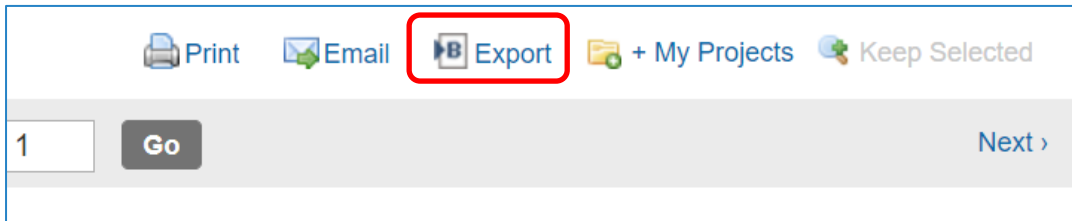
17. Within your personal folder, you can create subfolders (projects) for specific searches.



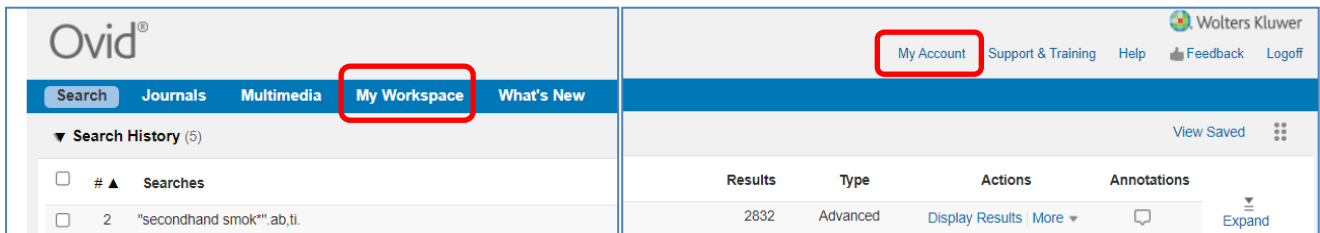
The screenshot shows a dialog box titled 'Add Item(s) to:'. It has two radio buttons: 'An Existing Project' (selected) and 'A New Project'. Below the radio buttons, there is a dropdown menu for 'An Existing Project'. Under 'A New Project', there is a text input field for 'Project Name \*' and a larger text area for 'Project Description'. At the bottom, there are 'Cancel' and 'Add Item(s)' buttons. A note at the bottom left says 'max chars =256'.

Results can be added to an existing project, or you can create a new one.

18. To export results, select the results you would like to export and click on the “Export” icon to see all available formats.



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



## More questions?

The Library & Knowledge Service offers one-to-one and group training sessions. Get in touch to arrange a session tailored to your individual needs:

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