# Ovid® Quick Reference Card

Opening an Ovid Session

- Open the Ovid URL with a browser or
- Follow a link on a web page or
- Use Athens or Shibboleth access

Select Resources to Search

- Select one resource by clicking on its name or
- Select several (or a Group) by clicking the checkboxes and **OK** button
- To select different resources after starting your search, choose **Change**, then in **Selected Resource(s) to Search**, choose one or more resources and click on **Run Search**
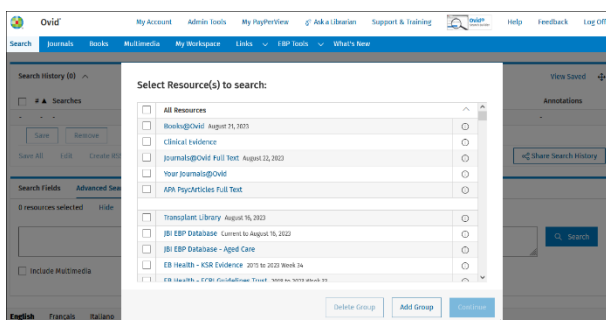
Main Search Page

- Choose **Search** on the Main Navigation Bar then select a search mode
- Select the Journals or Books tabs to browse A-Z
- Select the Multimedia tab to browse or quickly search multimedia assets
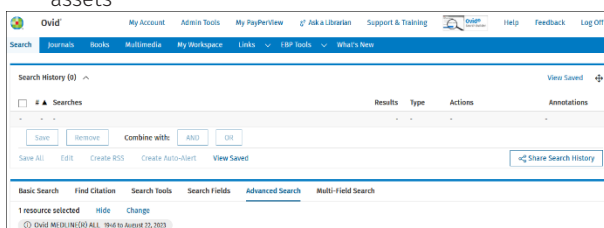

Basic Search

- Enter a complete topic or question, and click **Search**
- Select **Include Related Terms** to broaden your search
- Select **Include Multimedia** to include multimedia within your search results.
- **Filter By Relevancy** to select 5 star results
- Select **Add to Search History**
- Add **Limits** or **Filter By** criteria as desired

Note: *Change Sort By from SCORE (sorted by relevance) to Year of Publication (descending) to see the most recent results.*

Advanced Search

- Enter each individual subject word/phrase and click **Search**. Mapping (or TermFinder) will suggest terms from the database vocabulary (when available)
- Use Keyword (.mp.) containing Title, Abstract, Subject Headings (or Full Text) and other fields for a general subject search
- Searching Author, Title (of article), Journal Name or Book Name is also possible
- Use the checkboxes to combine the required subjects with the AND or OR operator buttons, or enter the operator NOT
- Multimedia results are available when using **Basic Search** or performing a keyword or field search in **Advanced Search**
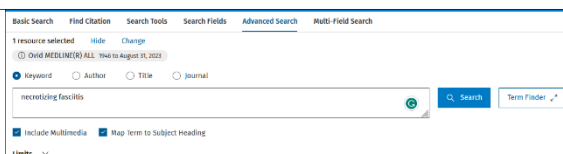
Multi-Field Search

- Enter multiple terms and search in all or specific fields
- Combine using the AND, OR or NOT operators
- Use truncation or wildcard symbols to search singular or plural forms or spelling variations
- Click **+ Add New Row** to add additional search boxes

Field	Term	Operator	
All Fields ⌄	anorexi?	OR ⌄	
All Fields ⌄	bulemi?	AND ⌄	Remove
All Fields ⌄	drug treat* or drug therap*	NOT ⌄	Remove
All Fields ⌄	fluoxetine	AND ⌄	Remove
🔍 Search			⊕ Add New Row

Operators

Four operators are available to combine terms:

- OR gathers together lists of terms, e.g. Austria or Germany; 2 or 3
- AND finds where terms occur together, e.g. rock and roll; 1 and adult.sh.; 4 and 5
- NOT removes a term, e.g. insects not spiders; 1 not 2
- adjX locates terms which are within X words of each other in either direction, in a sentence, paragraph or search field

Note: *adjX does not cross paragraphs. Phrase searches search words in the order entered (except for stopwords/reserved words).*

Truncation and Wildcards

Truncation or wildcard symbols find variations in spelling in **Advanced Search** or **Multi-Field Search** modes:

- Use * or $ or : at the end of a word, or part of a word, to retrieve unlimited suffix variations e.g. computer* for computer, computers, etc. Add a number to restrict to a certain number of characters e.g. computer*7
- Use # inside or at the end of a word to replace exactly one character e.g. wom#n
- Use ? inside or at the end of a word to replace zero or one character e.g. robot? or flavo?r

Note: *Operators, Truncation, and Wildcard symbols are not valid in Basic Search mode*

Limits

Limits restrict search results to selected criteria. Limits are specific to the database(s) selected. Commonly used limits are available from the Main Search Page. All limits are made available by clicking the **Additional Limits** button (which opens a new page as in the lower screenshot).

Find Citation (when available)

Find Citation searches any combination of title, journal, author, volume, issue, page, publication year, publisher, unique identifier, (accession number) or DOI.

Note: *Author and Journal Name are automatically truncated with *.*

Search Tools *(when available)*

Searches the database vocabulary. Enter a subject word or phrase, select a dropdown tool and click **Search**. Tools vary by database. Examples include:

- **Map Term:** suggests subject terms within the database tree or thesaurus
- **Tree** or **Thesaurus:** locates a subject within the database tree or thesaurus structure
- **Permuted Index:** allows you to enter a single term and view an index of multi-word terms that include the word as well as associated "see" and "see related" terms

Other search tools offer insights into subheadings, subjects, subject classifications or publications, depending on the database(s) selected.

Search Fields

Searches (or browses) within resource fields. Enter a word or phrase, select one or more fields, and choose to **Search** or **Display Indexes >** (browse) entries (when available). **Clear Selected** cancels choices. When displaying the indexes, a two-letter field label appears next to each term. Select all relevant entries and click **Search for Selected Terms**.

Search History

Searches, results, and search types are listed in the Search History window. Combine search statements by clicking checkboxes and selecting the operators **AND** or **OR** in **Advanced Search** mode, or by entering the search statement numbers and operator in the search box (e.g. 1 not 2). Delete searches using the checkboxes and **Remove Selected** button. Refine results or add to your search by using **Results Tools** on the left of the search results display.

Search Results

To view the results from the most recent search, scroll down the page or select
Display to view any search result.

- Results appear in a Citation display, including Author, Title and
- Source information
- The View menu changes display to Title or Abstract
- If the citation includes an abstract, a View Abstract link is offered to view the abstract inline
- Books@Ovid results include a book passage
- Journals@Ovid results include PDF (when available)
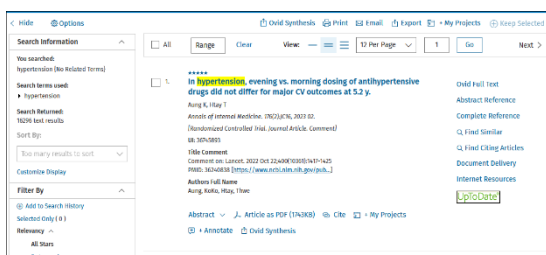
- To view only multimedia search results, select **View Multimedia Results** or click **Multimedia** in the **View By** section of the **Results Tools** pane
- Use **Results Tools** on the left to apply filter options including relevance, subject, duration, media type, etc.
- To the right of each title, **Abstract Reference**, **Complete Reference**, **Ovid Full Text** (or **Full Text**) links may be available
- Links to **Document Delivery**, **External Link Resolvers**, and **Library Catalogs** may be added by the administrator
- To find related records, select the **Find Similar** or **Find Citing Articles** links (when available)

Print, Email, Export, and My Projects

Output choices are at the top and bottom of each results display: **Print**, **Email**, **Export**, or **+ My Projects**. Select results then an output icon. Select individual citations using the checkboxes, or **Select All** at the top or bottom of the display.

Print:
- **Select Fields to Display**: Choose preset fields lists or select a custom list
- **Select Citation Style:** Use **Ovid Labeled Citation** for print, email, or export to reference management software or choose another style (APA, MLA, Chicago etc.)
- **Include:** Choose **Search History** to include the search strategy, **Annotations** to include notes

Email:
- Insert **From** and **To** addresses, separating multiple addresses with a comma;
  add **Subject** title and **Message** (if required)

Export:
- Use Microsoft Word format for word processing
- Use PDF as a document exchange format
- Use .txt for text file output
- Use Excel Sheet for xlsx format output
- Use Citavi/EndNote®/ProCite®/Reference Manager® for local reference management
- Use RefWorks for online reference management
- Use RIS format for Reference Manager (RM) and EndNote Web
- Use BRS Tagged, Reprint/Medlars for older RM formats
- Delimited or XML are database import formats

My Projects:
This is a structured storage area containing projects and folders where you may store text, results, citations, full text, video, graphics etc. **My Projects** offers the same output options as results (**Print, Email, Export**) and the option to **Remove** (delete) saved items. You can add materials to **My Projects** by clicking the **+ My Projects** button (and following prompts).

Further Information: Consult the Database Field Guide (follow the **Selected Resources** link) for more information about resources. Help about the software is available on all pages, opening to information about the most recent page, and allowing chapter browsing, searching and favorites on the left.

Links to language options are available at the bottom of each page.

For more information about Ovid products, see http://www.ovid.com; for training materials and documentation, see https://tools.ovid.com/ovidtools/