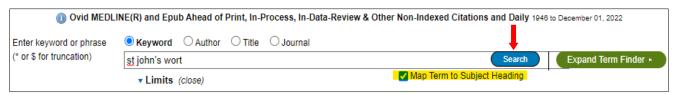


Searching Ovid MEDLINE

Creating a Search

Enter search term or keyword in the search box in the middle of the page, and click the **Search** button.
 Tip: Enter one concept at a time to maximize the benefit of the "Map Term to Subject Heading" feature.
 The system will now try to find a match in the controlled vocabulary, the Medical Subject Headings (MeSH).



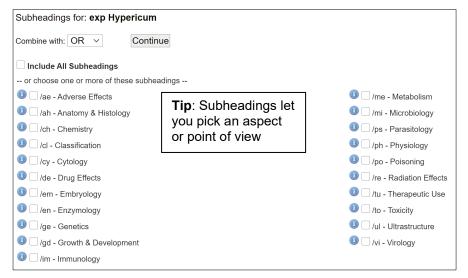
- 2. From the Ovid Mapping Display screen:
 - a. Click a check mark next to the Medical Subject Heading that best matches your search.
 - b. **Always** click the **Auto Explode** check box when it is available (checked by default). Click the **Focus** box if you want the term to be the main idea of the article. Rule of thumb for Focus: Use sparingly (1 concept per search) or not at all.
 - c. Click the Continue button.



Note: It is possible, although not routinely recommended, to select multiple terms on this screen. Selecting more than one term skips the step to apply subheadings. It also combines the terms, so you have to be careful to use AND/OR appropriately.

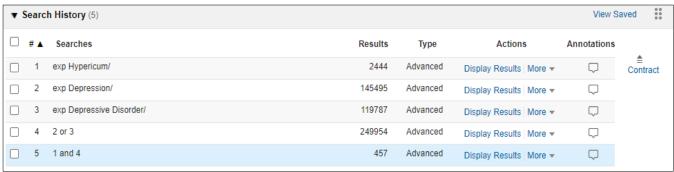
3. On the Subheading screen, click checkmarks next to any subheadings that directly address your question. Then, click the **Continue** button.

Tip: You will frequently need to include all subheadings. To include all subheadings, click the Continue button.



Note about subheadings: You may need to select multiple subheadings to completely search a concept. Make sure you are comprehensive when you approach the list. For example, "treatment of hypertension" would be searched with the subheadings: diet therapy, drug therapy, prevention & control, radiotherapy, rehabilitation, surgery, and therapy. E.g. exp Hypertension/dh, dt, pc, rt, su, th [Diet Therapy, Drug Therapy, Prevention & Control, Radiotherapy, Surgery, Therapy].

- 4. Repeat steps 1-3 for each concept in your question. Do not worry about large answer sets that appear during this process.
- 5. The Search History is located at the top of the screen. It will list every search term entered.
 - a. Click check marks next to the search terms to be combined.
 - b. Click the **AND/OR** button, as appropriate.
 - **AND** retrieves articles in which *BOTH* search terms *must* be present; a **restrictive** way of combining Ex. arthritis **AND** aspirin
 - **OR** retrieves articles in which *EITHER* search term *may* be present; an **expansive** way of combining, good for synonym building
 - Ex. aspirin **OR** ibuprofen



- 6. Apply Limits to further refine your search.
 - a. Scroll below the search box to see frequently used limits and make selections.
 - b. Click the **Search** button to apply selected limits to the last search in your search history.



Tip: Use control-click to select more than one limit in either the Age Groups or Publication Types scroll boxes.

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7. Review the search results. Click check marks to save a reference or to print/email/export. Click the **Select All** option at the top of the results to work with every item retrieved.

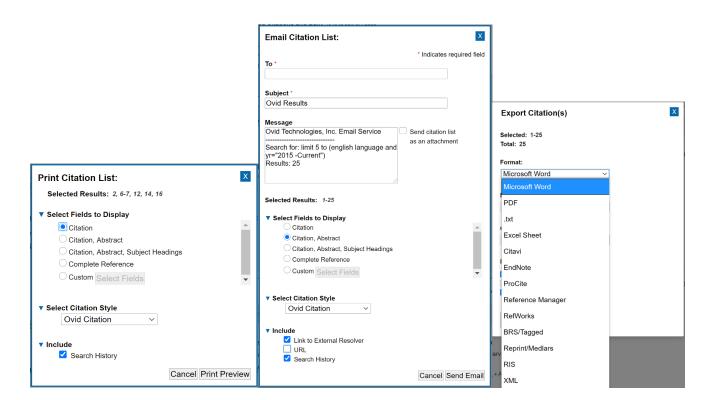


- a. **Ovid Full Text** same as clicking the PDF link.
- b. Abstract Reference reveals the abstract.
- c. **Complete Reference** reveals the complete record to view the abstract and the Medical Subject Headings used to describe the article.
- d. If an article has a PDF icon, the full text is available from the same company providing the search interface.
- e. For articles without the Ovid Full Text or PDF link, use the Find It @UTMB button to connect to available full-text within the Library's subscriptions or click the **Request It** link for other options to obtain the article.

Working with Results

After reviewing results, use the choices across the top of the results section to print, email, export, add to projects, or keep selected.





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For Printing/Emailing/Exporting:

These options are the same for all 3 functions.

- Select Fields to Display controls how much of the record to print. Citation or Citation, Abstract are the most popular choices.
- Citation Style controls how the selected fields will display.
 - **Ovid Citation** displays in the following order without all the fields labeled: Article title, Authors, Source, Publication Type, Unique Identifier, Abstract, Status, Authors Full Name, Institution, Year of Publication
 - Ovid Labeled Citation displays in the following order with the fields labeled:
 Unique Identifier, Title, Source, Status, Authors, Authors Full Names, Institution, Abstract, Publication Type, Year of Publication
 - Other Choices in the list format the results according to different manuals of style (AMA, APA, Chicago, MLA, Vancouver). *Note:* Abstracts will *not* display if you choose one of these formats, even if selected in the Select Fields to Display portion of the box.
- Click a check mark next to Search History so the steps used to get the results will appear in the print out.

To Print:

- 1. Click the **Print** icon.
- 2. Make selections as described above.
- 3. Click **Print Preview**. The results will appear in a new window.
- 4. Use your computer's print option to send to the printer.

To Email:

- 1. Click the Email icon.
- 2. Complete the email form (To and Subject).
 - Note: The message box does not display everything included in the email. It can be used to type a note.
- 3. If you want the results to arrive as an email attachment, click the box.
- 4. Make selections as described above.
- 5. Click a check mark next to "Link to External Resolver" to include a link back into Ovid to access full-text.
- 6. Click Send Email.

To Export

- 1. Click the **Export** button.
- 2. Use the pull-down menu to choose the file format.
 - To import into EndNote Basic choose EndNote or RIS.
 - To import into Mendeley choose RIS.
- 3. Change the Fields box to Complete Reference to import into EndNote Basic or other reference management software.
- 4. Click a check mark next to "Include URL" to include a link back into Ovid to access full-text.
- 5. Click the **Export** button.

Add to My Projects

My Projects is a dedicated work area for results from searches in Ovid databases, Journals@Ovid and Books@Ovid. You can keep search results, images from Journals@Ovid, text snippets from articles in Journals@Ovid, book chapters from Books@Ovid, Auto Alert results, and saved searches. Items added to My Projects can be printed, emailed, and exported just like search results.

You must create a personal account to use this feature. You can add individual citations by clicking the My Projects icon available on each reference. You can also add selected results by clicking the Add to My Projects icon. Once logged into your personal account, a text snippet tool will be available while viewing full-text available from Ovid. To save relevant passages, simply highlight the desired text, and click on the text snippet tool.

To access projects and saved searches, click on My Workspace in the blue bar across the top of the screen.

Keep Selected

Keep Selected adds the selected citations as a line in your search history. Use with caution as the results can change with database updates. It is recommended to save the articles to My Projects instead.

Cite

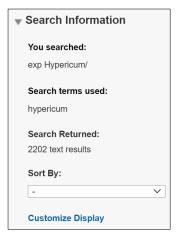
Use the Cite button under each citation to see how to cite the reference in AMA, APA, and MLA.

Using the Results Tools



Along the left-hand side of the results are tools that can be used for changing the display and filtering (narrowing) your search results. This area can be toggled off and on by clicking the black triangle. Any area on the left can be hidden by clicking the gray triangle at the top of each section. You can drag and drop each box to change the order in which they appear.

Search Information



This section shows the last line of your search strategy. If this line is the result of using AND, OR, or limits, it will also reveal the search terms used.

The Sort By box allows you to sort the results by a variety of choices. The default display is by the most recent to the oldest.

The Customize Display link allows you to choose which parts of the record are displayed and whether the field labels appear.



Filters provide a way of refining search results. The filters do not alter your search history, unless you click "Add to Search History" at the top of the box. Filters can be removed by clicking the "All" choice in the list (e.g. All Years, All Subjects, etc.)

Selected Only allows you to view only those citations that you have clicked with a check mark.

Years allow you to narrow results by publication year. You can use preset choices (current year, past 3 years, etc.) or specify your own range of years.

Subject displays a list of Medical Subject Headings found in the search results. Only one subject can be selected at a time. If you would like to apply multiple subjects, select the first subject, then click "Add to Search History", then select the second subject.

Author, Journal, and Publication Type filters work just as the Subject filter does. The generated list is based on the search results. Only one item per category can be selected although it is possible to select one from each category.

Other Useful Features

Find Citation – allows you to find a reference when you have incomplete information. You do not have to fill in every field, just use the information you have. This is located above the search box.

Saving Searches/Creating Alerts

Saving searches allows you to save a search history to work with again later. This is useful if you get interrupted while searching or if you have a big project. If you need to do more searching as the project evolves, you can start with the work you have already accomplished. You will need a Personal Account in order to save searches/alerts.

Alerts are useful if you would like to receive updates on a particular topic. Once you have the search created, you can have the system email you any time new citations are added on your topic. You can set how frequently you would like to be notified of new results.

Saving a Search:

- 1. Click on **Save All** at the bottom of the Search History box.
- 2. Log in to your personal account, if you are not already logged in.
- 3. Name your search.
- 4. Enter a comment, to further describe your search, if desired (Tip: Enter the date in the comment line.)
- 5. In the Type pull-down menu: use the default, "Permanent" and click the Save button.

Creating an Alert:

- Click on Save All at the bottom of the Search History box.
- 2. Log in to your personal account, if you are not already logged in.
- 3. Name your search.
- 4. Enter a comment, to further describe your search, if desired (Tip: Enter the date in the comment line.)
- 5. In the Type pull-down menu: change to AutoAlert (SDI). A form will appear with sections to be completed to control when the search runs and how the results will appear.
- 6. In the **Scheduling Options** select how often you would like Ovid to check for new results.
- 7. In the **Delivery Options**, specify how you want the results delivered. You can select Email, RSS, and My Projects. You can select any combination of these options.

Email: receive the results in an email message

- a. Specify the address for the results. Ovid will automatically enter the address entered on your Personal Account.
- b. Give the search a meaningful subject so you will recognize the search in your email inbox.
- c. Email Options: Select if you want the results to appear in the body of the email message or as an attachment. (Tip: Select inline and ASCII.)
- d. Click a check mark next to Include Strategy so you will have a reminder of what is being searched.
- e. Under Report Type, select: Email includes records, a Results Display Link, and a link to each record's Fulltext or Complete Reference Display.
- f. Under Fields, select how much of the record you would like to see. If you think you will put the results into EndNote Basic or other citation management software, select Complete Reference and Reprint/Medlars.
- g. Click Save.

RSS: Click Save. At the top of the Search History, you will see a red alert () with the search name and link to click to establish the feed. RSS feed URL is here RSS feed URL i

My Projects: Allows results to be delivered directly to a project. You can either select an existing project or establish a new project. You will have to remember to log in and check your project to see any new items added.

Accessing Saved Searches

- 1. From the Main Search page, click the **View Saved** button at the bottom of the search history box.
- 2. Log in to your personal account, if you are not already logged in.
- 3. A list of your saved searches will appear. Permanently saved searches appear first, then alerts.
- 4. You can:







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Add to Favorites allows you mark searches as a favorite for easy filtering. Click Favorites Only at the top to only see searches marked as a favorite.

Email allows you to email a link to the search. However, if you email the link to someone else, they will also need your Ovid Personal Account username and password in order to run the search.

Edit allows you to revise the search history from the saved search page. This is not recommended.

View Strategy lets you look at the search history without running the search. This is useful if you are not sure which search you need to run.

- 5. Click a checkmark next to the search you want to re-use and click the **Run** button to execute the search.
- 6. To delete a search you no longer need, click the **Delete** button. You will see a red warning box. If you really want to delete the search, click the **Delete** button again.

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