ALL ABOUT OVID  
May 2009

CLASS OBJECTIVES

✓ Recognize Ovid as an option for searching any of the following databases:
  ▪ Health and Psychosocial Instruments (HAPI)
  ▪ PsycINFO
  ▪ MEDLINE  
    - 1950 to Present with Daily Update
    - Daily Update
    - In-Process & Other Non-Indexed Citations
    - Old MEDLINE 1950 to 1965

✓ Execute a search in the advanced mode of any of the Ovid databases;
✓ Understand the difference between subject heading and textword searching;
✓ Limit a search by language, year of publication, and other limit options;
✓ Use special features: Find Citation, Find Similar, Find Citing Articles;
✓ Review the options for viewing full text of articles;
✓ Save searches;
✓ Switch to another Ovid database;
✓ Print, save, or email the results of a search.

WHAT IS OVID?

- Ovid Technologies, Inc. is a vendor that licenses access to various online databases. The Library licenses access to the databases listed above from Ovid.
- Ovid applies its proprietary search interface equally to the different databases, enabling you to use the same commands to search all the databases that the Library subscribes to through Ovid.
- The following pages provide more information about the databases available from the Library - [http://hslibrary.ucdenver.edu/databases/](http://hslibrary.ucdenver.edu/databases/).
- Unlimited use of the Ovid network of biomedical databases is available to regular AMC/UCH faculty, staff, and students in the library or from your home or office, 24 hours a day, seven days a week. Other library users may search Ovid while in the library.

ACCESSING OVID AT A LIBRARY TERMINAL OR AMC/UCH TERMINAL

- Start at the Library’s webpage ([http://hslibrary.ucdenver.edu/](http://hslibrary.ucdenver.edu/)), click on “Ovid” and select the Ovid database you prefer.
- Select a database to start searching.

ACCESSING OVID FROM OFF CAMPUS

- Point your browser to [http://hslibrary.ucdenver.edu/](http://hslibrary.ucdenver.edu/)
- **AMC Faculty, Staff, and Students:** At home, in off-campus clinics, hospitals, private medical offices, or other workplace locations you will be prompted to enter your name and university ID to access OVID databases, as well as journals electronic books, or other resources.
  ▪ Don’t know your ID?
    o Employees can log in at [https://my.cu.edu/](https://my.cu.edu/)
    o Students can find their ID number at [https://hydra.cusys.edu/pinnacle/forms.hs/SIForm.jsp](https://hydra.cusys.edu/pinnacle/forms.hs/SIForm.jsp)

Please evaluate this class at [http://hslibrary.ucdenver.edu/classes/evaluate.php](http://hslibrary.ucdenver.edu/classes/evaluate.php)
<table>
<thead>
<tr>
<th>Database</th>
<th>Simultaneous Users</th>
<th>Years</th>
<th>Types of Material</th>
<th>Producer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Psychosocial Instruments</td>
<td>1</td>
<td>1985–</td>
<td>Journal article citations, tests available from BMDS Instrument Delivery service, and commercial test publishers</td>
<td>Behavioral Measurement Database Services</td>
</tr>
<tr>
<td>Ovid MEDLINE(R) Daily Update</td>
<td>20</td>
<td>Current</td>
<td>Journal article citations. Journal subsets include AIDS/HIV, Bioethics, Biotechnology, Communication, Consumer Health, Dentistry, Health Administration, Health Technology Assessment, History of Medicine, NASA, Nursing and Reproduction</td>
<td>National Library of Medicine</td>
</tr>
<tr>
<td>Ovid MEDLINE(R) In-Process &amp; Other Non-Indexed Citations</td>
<td>20</td>
<td>Current</td>
<td>Basic journal article information and abstracts before a record is indexed with MeSH headings. Also included are out of scope articles which will not be indexed.</td>
<td>National Library of Medicine</td>
</tr>
<tr>
<td>Ovid MEDLINE(R) In-Process &amp; Other Non-Indexed Citations, Ovid MEDLINE(R) Daily and Ovid MEDLINE(R) &lt;1950 to Present&gt;</td>
<td>20</td>
<td>1950–</td>
<td>Includes all versions of the Medline databases covering biomedical journal articles not yet indexed, newly indexed citations, and indexed articles from 1950 to present.</td>
<td>National Library of Medicine</td>
</tr>
<tr>
<td>Ovid OLDMEDLINE(R) &lt;1950 to 1965&gt;</td>
<td>20</td>
<td>1950–1965</td>
<td>Articles from international biomedical journals covering the fields of medicine, preclinical sciences, and allied health sciences, originally printed in hardcopy indexes published from 1950 through 1965.</td>
<td>National Library of Medicine</td>
</tr>
<tr>
<td>PsycINFO</td>
<td>Unlimited</td>
<td>1806–</td>
<td>Journal articles, abstracts of papers, government and technical reports, dissertations</td>
<td>American Psychological Association</td>
</tr>
</tbody>
</table>
BASIC SEARCHING
To begin a search, click the name of the desired database.
Once you have selected a database, you are presented with the Main Search Page.

- Select Database Field Guide from the Main Search Page for more information about a database,
- Ask a Librarian allows you to send an email to then Library’s Reference Librarians, a great way to ask
  questions about databases or your search strategy and results.
- Help is available on every
  page and is content specific.
- Personal Account allows you to register for your own
  Ovid Personal Account so that you can save
  searches.
- Select Keyword, Author, Title, or Journal
- The most often-used search Limits are available
  below the search box. Many more limits are
  available by clicking on the Additional Limits icon,
  which will be available once you have started a search.

SUBJECT SEARCHING
The default is Advanced Subject search, indicated by the checked box next to Map Term to Subject Headings.
- Click in the text box and enter the key word or phrase you want to find.
- You may prefer to wait to Limit your search until you have combined search terms.
- Click on Search or press <Enter>. A Subject search automatically maps a search term, if possible, to a
  valid subject heading.
- The Mapping Display screen displays subject headings to which Ovid mapped your key word.
- Click on a Subject Heading to view its “tree” - related terms that are more general and more specific.
- Once you have chosen a Subject Heading, click on Continue.
- If your search did not map to a desirable subject heading, you may select the box Search as Keyword in
  the Mapping Display screen.
At the Tree Structure Page, you will have several options and more information about the subject heading. Scroll down the Tree page until you see the subject heading you selected – it will be highlighted in blue.

- **Explode** retrieves citations using the selected term and all of its more specific or narrower terms.
- **Focus** limits your search to those documents in which your subject heading is considered the major point of the article.
- **Explode** and **Focus** may be used simultaneously.
  - The information icon explains the **Scope** of the subject heading, including special hints and the first year the term was used.
  - The plus (+) sign next to a subject heading indicates that narrower subject headings will be listed under that term.
  - Once you have reviewed the subject heading, the scope notes, and made decisions about focusing and/or exploding, click the Continue button.

At the Subheadings page, you will be given choices that allow you to further refine your search.
- Subheadings can be used to restrict the focus of your search. Select one or more subheadings by clicking in the checkbox that precedes each desired subheading.
- Most often you will want to choose Combine with **OR** to search for any of the subheadings you select to be applied to your findings. You may also choose Combine with **AND** to search for all subheadings to be applied.
- If you do not wish to restrict the focus of your search, then select **Include All Subheadings**.
- Click the information icon to get more information about the scope of the subheading.

**FIND CITATION**
Ovid's Find Citation mode lets you search citation information to locate a specific journal article citation. You can access Ovid's Find Citation mode in one of three ways.
- Click in Find Citation tab
- Land in Find Citation mode through a preset Ovid jumpstart.
The Main Search Page of Find Citation mode differs greatly from both Basic mode and Advanced mode searching.

**TEXTWORD SEARCHING**
- To search using a **Textword**, click in the box next to **Map Term to Subject Headings**.
- Enter your term or phrase in the box and click on **Continue**.
  - A Textword search looks in the Title, Abstract, and Subject Headings fields, plus the full text field in CINAHL and the key phrase identifier field in PsycINFO.
  - To search the root of a word (hypno*) or to search for plurals of the word (injur*), use the * truncation wildcard.

**AUTHOR SEARCHING**
- Click on Author
- Enter the author's last name, a space, and initial(s), if known, e.g. wilson mr
- Click on **Continue**.

**ARTICLE TITLE SEARCHING**
- Click on the **Title** icon to search any part of the Title of the article.
- Enter a word or phrase to be searched in the title.
- Click on **Continue**.

**JOURNAL TITLE SEARCHING**
- Click on the **Journal** icon.
- Enter the first few words of a full journal name. Do not use abbreviations. Omit the first article but include others, e.g. new england journal of medicine
- Click on **Continue**.

**COMBINING SETS**
- Click on two or more lines in your search.
  - Choose Combine with **AND** to search for the intersection of two or more searches. The **AND** operator will reduce your retrieval.
  - Choose Combine with **OR** to search for the union of two or more searches. The **OR** operator will increase your retrieval.
  - To use the **NOT** operator, you may type it at the command line (e.g. 3 not 4). You may also type the set numbers and the **AND** or **OR** operators at the command line (e.g. 1 and 2; 1 or 2).

**LIMITING SETS**
- Click on the **Additional Limits** button to limit search results by variables such as language, gender, age, year, publication type, etc.
- Note that the last set is automatically selected. You may choose to limit a different search set by clicking the select box next to it.
- Select as many limits as you wish by clicking the checkboxes or choosing from pull-down menus.
- Hold down the shift, ctrl, or "apple" key to make multiple selections or to remove selections from a list.
- Use the **Clinical Queries** limit to easily restrict your search to the best evidence in the literature.
- Click **Limit Search** when you are ready to post the search.
- To exit the Limit window without applying any limits, click on **Main Search Page**.

**DISPLAYING SEARCH RESULTS**
- Citations for the last set are automatically displayed in groups of ten at the bottom of the Main Search Page. The default displays the last search set in the abbreviated **Titles format**, which includes the author, title and journal fields.
- Click on **Display** to see the search results of any other set.
- Other display options appear as links at the end of each citation.

- The Abstract view includes the abstract with the author, title, and journal fields.
- The Complete Reference adds to those fields the subject headings and other valuable information.
- Ovid Full Text is the full text of the article. This link will only be included when the full text is available in Ovid.
- Full Text is the full text of the article, from a source other than Ovid.
- The Article Linker link is the primary method to determine if the Library owns a print or electronic version of the journal. Clicking on this link will open a new browser page with a library “Find Journals” search for the article.
- The Library Holdings link is the secondary method to determine if the Library provides access to a print or electronic version of the journal. Clicking on this link will open a new browser page with an Impulse catalog search for the journal.
- FIND SIMILAR - From any Results Display (or Complete Reference) page, Ovid’s new Find Similar feature lets you connect quickly to a display of records that are similar in content to a specific record of interest to you. Similarity will be measured by Title information, not by Author information.
- FIND CITING ARTICLES - Ovid’s Find Citing Articles is a new feature that lets you connect quickly to a display of Journals@Ovid articles (and ONLY Journals@Ovid articles) that cite an article from your Ovid session. Often, recently published articles have not been cited; therefore, this function will produce better results in older articles.

SELECTING RECORDS TO PRINT, SAVE, OR EMAIL,

- Select individual citations by clicking the checkbox that appears before the citation number.
- The Ovid Results Manager appears to the left of your results.
- Actions allow users to
  - Display selected citations. Use the Print button of your Internet browser to print displayed citations.
  - Click Print Preview, then the Print button of your Internet browser.
  - Email allows you to email your results to any email address. Click Email, and then follow the instructions.
  - Save allows you to save the results in a text file on a flash drive or other storage device.
- The Results column provides options for selecting groups of citations. Checkmark individual citations, all citations on a page, all citations in a results set.
- Fields Column: Choose from the list to modify the fields to be displayed.
- Result Format Column: Choose from the list to display Ovid, BRS/Tagged, or Reprint/Medlars format. Choose Direct Export if you want to add citations to EndNote or Reference Manager.
- Sort the output by author, title, journal, year, or other citation characteristics.
ORDERING ARTICLES UNAVAILABLE THROUGH ARTICLE LINKER

If you click on and get the message “Sorry, no holdings were found for this journal”, then follow the links to Interlibrary Loan to order a copy of the article. There is a small fee to order an item from our Interlibrary Loan Service.

Step 2. Request the article through Interlibrary Loan.
Denison Interlibrary Loan (ILL)  Online Order Form (ILLiad)
New users click here - ILL account application
Other ILL ordering options

SAVING A SEARCH STRATEGY
To save searches, you must first register for an Ovid Personal Account by clicking on Personal Account in the upper right of the Ovid Main Search screen.

- Click Save Search History, which appears in the lower right corner of Search History table.
- The Save Current Search screen offers three options for saving your search.
- Temporary – your search will be saved for about 24 hours.
- Permanent – your search will be saved until you delete it.
  - For Temporary and Permanent saved searches, simply name your search, and then click on Save Search.
- AutoAlert (SDI) service – your search is saved and automatically run each time the database is updated. The results of the search are emailed to you.
  - For AutoAlert (SDI) service, name your search; make the appropriate choices in the Ovid AutoAlerts box, then click on Save Search.

RECALLING A SAVED SEARCH STRATEGY
- Click Saved Searches/Alerts, which appears in the upper right of the Ovid Main Search screen.
  - You will see a list of saved strategies. Checkmark a search to select it.
  - Click Run.
EXECUTING A SEARCH IN ANOTHER DATABASE

- Click Change Database in the upper left of the Main Search screen.
- The system will display the Select a Database page.
- Click the name of the desired database.
- For more information about a database, click the information icon. 
- The system will ask if you want to re-run your search in the new database.
- Choose Yes and Change Database. OVID will re-run your search in the new database.
- Databases with a thesaurus will attempt to MAP your search to the appropriate subject heading. When changing between NLM and non-NLM databases, be prepared to enter different keywords.

EXITING FROM OVID

Click on Logoff in the upper right to exit Ovid.

If you do not Logoff or Exit from Ovid, the system will hold a port open for 15 minutes, preventing others from using Ovid.

HOW TO GET HELP.

1. Send an instant message via our Ask a Librarian chat service.
   - http://hslibrary.ucdenver.edu/aal/ instant messaging connects you with a Librarian from 8:00 - 6:00, Monday through Friday.

2. Send an Email to our Ask a Librarian service.
   - E-mail your question using the web form at http://hslibrary.ucdenver.edu/aal/ or directly to reference.library@ucdenver.edu and get a response within 24 hours, usually sooner.

3. Call us! 303-724-2152
   - Search questions? Connection problems?
   - Library hours? Overdue fines? Card expired?
   - Learning software? Wireless connections?

4. Ask us in person.
   - Talk to a reference librarian, Monday - Friday: 8:00 am to 6:00 pm