

Leeds University Library Training Materials

OVIDSP databases: starter workbook

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If you require this information in an alternative format (i.e. large print, braille or audio cassette), please contact any library enquiry desk or telephone (0113) 343 5663 and staff will make the necessary arrangements.

OVIDSP databases starter workbook

Learning outcomes

This workbook contains a number of tasks and activities which will introduce you to basic searching in the Medline database, but the techniques you learn can be used in any of the OVIDSP databases. By the end of this workbook you will be able to:

- Log into OVIDSP databases from the Leeds University Library web pages
- Do basic searches and use search simple techniques to make your search more effective
- Link to the full text of articles if available, either directly or via the Library catalogue
- Print, save or email results
- Save and re-run a search

Why search OVIDSP databases?

This workbook offers a step-by-step guide to getting started with the OVIDSP databases using the basic search option. It is suitable for beginners.

OVIDSP offers a range of different health related databases which contain journal article references. Journal articles are a good source of up-to-date health information and health related research. Some of the databases also include references to theses, dissertations and books. Key databases to search are:

- **CINAHL** covers all types of nursing, midwifery and allied health.
- **Medline** covers all aspects of medicine and healthcare, including radiography, mental health, learning disabilities, audiology, cardiology and nursing.
- **British Nursing Index** - good for nursing topics
- **PsycINFO** - good for psychology related topics
- **AMED** - covers complementary therapies, good coverage of palliative care
- **Maternity and Infant Care** - good for midwifery and neonatal nursing
- **Embase** - good for radiography topics and pharmacology

1. Logging in to Medline

Exercise 1: Logging in

Go to: <http://www.leeds.ac.uk/library>

At the bottom of the page you will see a **Use Library e-resources** search box. Type in the word **Medline** and click on **Title Search**

NOTE – to log into one of the other OVIDSP databases eg. CINAHL, you would follow the same instructions, but type in the name of the database you want to access.

Click on the link **Medline/ [electronic resource]** and on the next (catalogue) screen, click on the link **Medline - - Ovid Databases** to go to a screen similar to this:

Wolters Kluwer Health | OvidSP | Display Knowledge Base | Help | Log

Select a database to begin searching:

Open selected resources >>

- [Books@OVID](#)
- [Journals@Ovid Full Text subscription Current and Archive Journals](#)
- [Anatomy.tv](#)
- [AMED \(Allied and Complementary Medicine\)](#) 1985 to December 2007
- [BIOSIS Previews](#) 1969 to 2008 Week 01
- [British Nursing Index](#) 1994 to December 2007
- [British Nursing Index Archive](#) 1985 to 1996
- [British Nursing Index and Archive](#) 1985 to December 2007
- [CAB Abstracts](#) 1973 to November 2007
- [CAB Abstracts](#) 1990 to November 2007
- [CAB Abstracts](#) 2000 to November 2007
- [CAB Abstracts](#) 1910 to November 2007

Hints:

- To **begin a search**, click the name of the desired database OR select more than one database and click "Open Selected Resources".
- To **get more information** about a database, click the information icon: [i](#)
- NOTE: Databases that don't have a checkbox next to them can not be included in multifile searching.

Scroll down and click on the link for [Ovid MEDLINE\(R\)](#) 1996 to current week.

You will now see a screen similar to this – notice that the Basic Search tab is highlighted:

Current: Ovid MEDLINE(R) 1996 to January Week 4 2008

Basic Search | Find Citation | Search Tools | Search Fields | Advanced Ovid Search

Search >>

Check Spelling Include Related Terms

▶ **Limits** (Click to expand)

▶ **Search History** (0 searches) (Click to expand)

2. Searching for articles on a topic

Imagine you have been asked to look for some recent journal articles on **the prevention of obesity in children**.

Exercise 2: Doing a search

Click in the search box and type **the prevention of obesity in children** then tick the box underneath the search box labelled **Include related terms**.

Click on the **Search** button. This will take you to a page like the one below showing you details of the articles found.

NOTE: by choosing **Include related terms** you are ensuring that the database uses alternative search terms for your topic, for example, it will search for *overweight* as well as *obesity*.






3. Understanding the results

The next (results) screen will look similar to this. Note the information given:


The screenshot shows a search results page with several key components and annotations:

- Search Aid:** A sidebar on the left containing 'Your search' (prevention, obesity, children) and 'Narrow search' (Subjects, Authors, Journals).
- Results Manager:** A button below the search aid.
- Number of articles found:** A callout box pointing to 'Viewing 1-10 of 551 Results'.
- Relevancy star rating:** A callout box pointing to a 'Score: ★★★★★'.
- Details:** A callout box pointing to the first article's title, authors, and date: 'James J. Thomas P. Kerr D. Preventing childhood obesity: two year follow-up results from the Christchurch obesity prevention programme in schools (CHOPPS). [see comment]. [Journal Article, Multicenter Study, Randomized Controlled Trial, Research Support, Non-U.S. Govt] *BMJ*. 335(7623):762, 2007 Oct 13. UI: 17923721'.
- Click either link to check the Library catalogue for availability of the full text:** A callout box pointing to links for 'Abstract', 'Complete Reference', 'Library Holdings', and 'check@leeds'.
- Click here to see a summary of the article:** A callout box pointing to the 'View Abstract' button.
- Find Similar / Find Citing Articles:** Links below the article details.
- Results:** A list of search results, with the first one highlighted.

The relevancy star rating explained:

-  (5) All search concepts are present and complete.
-  (4) All search concepts are present, but some are incomplete.
-  (3) One concept is missing from the record.
-  (2) Two concepts are missing from the record.
-  (1) More than two search concepts are missing from the record.

In addition, from the display screen you can:

See the next 10 results by clicking on [Next Result](#) 

Find articles similar to a particular selected article by clicking on [Find Similar](#)

Exercise 3: Understanding the results and reading the full text

Explore some of these possibilities:

View the abstract of some articles

Find an article which has a [Full Text](#) link. Click on it to go directly to the article

Choose any other article which looks interesting and use check@leeds or [Library Holdings](#) to see if the Library has the paper in question. View the full text electronically if available.

To return to Medline, close down all windows except the Ovid window

4. Narrowing the search: making it more specific

Your search on the prevention of obesity in children found several hundred results. You can limit your search to find only articles written in English, and you can also limit it by date, eg. last 5 years.

Exercise 4: Using Limits

Return to the Main search page if necessary by clicking on the [Main search page](#) link at the top of the screen

Type your search topic *Prevention of obesity in children* in the search box again, and again choose the **Include related terms** box. This time, before clicking on the search button, click on

- ▶ Limits (find this just underneath the search box).

Now choose the following options by clicking in the box next to each option:

English Language

Review Articles

Change the drop down date box to 2005 - 2008 then click on the Search button, and view your search results.

Click on the [Search](#) button

You will notice that the number of articles has been reduced but that all these are review articles in English.

[**Note: a review article** aims to give an overview of the current research on a particular subject. The author will give a critical summary of selected journal articles in order to present recent advances in research, current debates and controversies and future directions for research.]

Have a look through a few of these results to get a “feel” for what is included. Notice the star rating for each.

5. Saving search results

If your search produces useful results, you need to be able to save them.





You can select the ones you want to save by ticking in the box at the left hand side of each reference. You can then use the **Results Manager** box in order to save the references you want. The Results Manager box (blue) appears on the left hand side of the screen

You may want to change which articles (records) are saved by using the options in the **Results** section.

You may want to change the format of your saved citations by using the options in the **Fields** section.

You do not need to change the default format in the **Result Format** section **except** if you wish to export your references into bibliographic management software such as EndNote.

The options in the **Actions** section at the top of the list have the following functions:

-  **DISPLAY** Changes the display to fill the screen and to show the abstract automatically
-  **PRINT PREVIEW** Use this option to format your results for printing
-  **EMAIL** Send the results as an email. Follow the instructions on the screen.
-  **SAVE** Allows you to save your results to flash drive or to your m: drive. Follow the instructions on the screen when you click on this option

Exercise 5: Saving results

Select some references and email them to yourself.

Note that you can also save the search history as a reminder of the searches you have just done.

6. Setting up a Personal Account

Set yourself up a Personal Account which will let you save and re-run searches in Medline (and other OVIDSP databases). This is quick to do and will save you time. It works both on and off campus.

Exercise 6: Setting up a Personal Account

Click on the **Personal Account** link at the top of the home page.

Click on the link [Create a new Personal Account](#). You will be prompted to enter a Personal Account Name, Password and email address. Please note that if using your name, do not leave a space between your first name and surname (eg. should be entered as JohnSmith) the password should be between 6-8 characters. Click on **Create** when you have finished.

Click on the [Main Search Page](#) link at the top of the screen then click the link [Search History](#) , then click on **Save Search History** to save your search.

This will take you to another screen as illustrated below:

The screenshot shows the 'Save Current Search' form. At the top left is the 'Wolters Kluwer Health' logo and 'OvidSP' branding. Navigation links include 'Main Search Page', 'Ask a Librarian', 'Display Knowledge Base', 'Help', and 'Logoff'. The user's 'Personal Account Name' is 'leelibael'. The form contains three input fields: 'Search Name', 'Comment', and 'Type'. The 'Type' field is a dropdown menu with 'Permanent' selected. A 'Save' button is positioned below the 'Search Name' field. Below the form, there is a section for 'Existing Saved Searches'.


Type in a search name, add the name of the database and date into the comment box. You will probably want to leave the third box set at its default **Permanent** to save your search permanently, but you can alter this to temporary, or an alert. Click on **Save**. Once your search has been saved you are returned to the main search page, and you should see the message **Search History saved as "name of your search"** in red at the bottom of the search box.

To rerun your search next time you use Medline click on the **Saved Searches / Alerts** link at the top of the home page. You will then be prompted for your Personal Account Name and password.

To rerun a search, click in the box to the left of the search name to choose your search, then click on **Run** at the top of the screen. Next click on the [Main Search Page](#) link and you will see your search displayed.

You also have the facility to rename, edit or copy your search by clicking on the relevant icon provided, - Rename - Edit - Display - Email Jumpstart.

7. Tips for better searching

- If you find an article which is useful, you can also try clicking on the link  **Find Similar** and the database will try to locate similar articles for you.
- If you get few / poor results try rephrasing your question. You might also try searching in a different database.
- If you have done several different searches in a database, you can view them by clicking on the Search History link underneath the search box.
- You can re-run a search you have done in Medline in CINAHL (and vice-versa) by clicking on the Change database link at the top of the database home page, choosing the database you want to re-run the search in, and clicking on the **Open and re-execute** button.

- Need more help?
 - Try the detailed OVIDSP guide available at <http://www.leeds.ac.uk/library/databases/indexguides/ovidspuserguide.pdf>
 - Ask at the Health Sciences Library Enquiry Desk.
 - Email your enquiry to libraryenquiries@leeds.ac.uk