

# Ovid: quick start guide

This is a guide to the Ovid platform, which includes the following databases:

AMED, Biosis Previews, CAB Abstracts, Embase, Food Science & Technology Abstracts, Global Health, HMIC (Health Management Information Consortium), International Pharmaceutical Abstracts, Maternity & Infant Care, Medline, PsycINFO, Zoological Record Archive.

## Getting Started

- Go to the Library homepage at <http://library.leeds.ac.uk>.
- Type the name of the database you require into the search box, e.g. MEDLINE
- Find the database in the results list (it should be at the top) and click on the link
- Log in with your IT username and password
- On the next screen, select the database(s) you want to search

(For experienced users we recommend searching databases one at a time, so that you can access their advanced features; however if you want to search as widely as possible then a cross-search of several databases simultaneously may be best to give an initial overview of what has been published on a topic.).

## Basic searching

- Note that by default you will be taken automatically to the **Advanced Search** screen
- However if you are a beginner we recommend you use the **Basic Search** screen, so you need to click on that tab now (otherwise these instructions will not make sense!)

**BEFORE YOU GO ANY FURTHER – CHECK YOU ARE ON THE BASIC SEARCH SCREEN!**

The screenshot shows the Ovid Basic Search interface. At the top, there are navigation tabs: 'Basic Search' (circled in red), 'Find Citation', 'Search Tools', 'Search Fields', 'Advanced Search', and 'Multi-Field Search'. Below the tabs, there is a search box containing the text 'the prevention of obesity in children' and a 'Search' button. Below the search box, there are several filter options: 'Limits (Click to close)', 'Include Related Terms' (checked), 'Abstracts', 'English Language', 'Humans', and 'Review Articles'. There is also a 'Publication Year' dropdown menu and buttons for 'Additional Limits' and 'Edit Limits'. Two callout boxes provide instructions: 'STEP 1. Type your search question here.' points to the search box, and 'STEP 2. Click on the Search button to start the search' points to the Search button.

In Basic mode, you can enter your whole question or topic in your own words.

For example:

the prevention of obesity in children

The “Include Related Terms” tickbox will expand your search to include synonyms or alternative words as well as the ones you enter, helping you find more articles.

If you wish, you can also apply Limits to your search (displayed below the search box).



# Understanding the results

**1. This tells you which of your words (and which related terms) the database used in its search**

**2. Relevancy star rating of the result (explained below)**

**3. Click here to see a summary of the article**

**4. Click check@leeds button to check for availability of the full text, or use the Full Text link (if available)**

## Words used in the search

The database automatically includes similar words to your search terms when it looks for articles. It should include singular or plural forms, US or UK spelling and synonyms (words with the same or similar meanings). By looking in the Search Information box to the left of the search results, you can see which search terms have been included for you. If you don't want to include them, before you search you should deselect the box 'Include Related Terms'.

## Relevancy star rating

- (5) All search words are present and complete.
- (4) All search words are present, but some are incomplete.
- (3) One search word is missing
- (2) Two search words are missing
- (1) More than two search words are missing

## Checking for the Full Text

To look for **full text** of an article, click the 'Check@Leeds' button next to the article details on the database.



This will check whether we have a subscription to this journal or if it is openly available online.

If, once you've clicked the 'check@leeds' button, no results are found, it's worth searching for the article in the Library Catalogue: <http://library.leeds.ac.uk> to double check it's not available.

Not all articles will be available in full text. If an article you're looking for is unavailable, you can use our Document Supply service (£10 per request):

[https://library.leeds.ac.uk/info/1202/request\\_items\\_from\\_another\\_library/29/document\\_supply\\_service](https://library.leeds.ac.uk/info/1202/request_items_from_another_library/29/document_supply_service)

## Further help

Contact Skills@library ([skills@library.leeds.ac.uk](mailto:skills@library.leeds.ac.uk)) if you would like to know more about using Ovid databases, or about features such as:

- Searching in advanced mode
- Saving searches to re-run at a later date
- Exporting your results, for example to EndNote referencing software