

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

- From the Library home page <http://library.leeds.ac.uk/> follow the link to “Find articles” (under “Essentials”)
- Under the heading “Selecting a database”, select **Ovid** including Medline (medicine and related subjects)
- Log in with your IT username and password
- On the next screen, click on the name (and subsection) of 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, it says "1 Resource selected | Hide | Change" and "Ovid MEDLINE(R) 1996 to August Week 1 2013". The search box contains the text "the prevention of obesity in children" and has a "Search" button. Below the search box, there are "Limits" options: "Include Related Terms" (checked), "Abstracts", "English Language", "Humans", and "Review Articles". There are also "Publication Year" dropdown menus and "Additional Limits" and "Edit Limits" buttons. 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

The screenshot shows a search results interface. On the left, a 'Search Information' box lists search terms and related terms. The main results area shows a single result with a 5-star relevancy rating. On the right, there are links for 'Abstract Reference', 'Complete Reference', 'Find Similar', 'Find Citing Articles', and 'Document Supply' with a 'check@leeds' button. Four callout boxes provide instructions: 1. Points to the search terms and related terms list. 2. Points to the 5-star relevancy rating. 3. Points to the 'View Abstract' link. 4. Points to the 'check@leeds' button.

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 either link 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 Aid box 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 download **full text** of an article – if we subscribe electronically to the journal it is published in click the



'Check@Leeds' button next to the article details on the database.

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 we don't subscribe to it.

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 (£5 per request): <http://library.leeds.ac.uk/document-supply>

Further help

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

See the Ovid support pages: http://library.leeds.ac.uk/info/366/databases/73/database_guides/4