

# **OVIDSP DATABASES: STARTER WORKBOOK**

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



## Introduction

This workbook is a step by step guide to **getting started** with using the OvidSP databases to search for journal articles. It only uses the **basic search** option and as such is more suitable for **beginners**. The basic search option ranks results according to their relevance, enabling you to find the most relevant articles quickly and effectively. Publication details and abstracts (summaries) of articles are given and it is possible to link to the full text of many of the articles either directly or by linking out to the Leeds University Library catalogue. You can also save your search results.

## Aim

This workbook contains a number of tasks and activities which aim to introduce you to conducting a basic search in any of the OvidSP databases:

- Medline - the major biomedical database
- Embase - similar coverage to Medline, but more European focus and particular strengths in psychiatry, pharmacology and biomedical engineering
- PsycINFO - the major psychology database
- AMED - allied and complementary medicine
- HMIC - health management
- Global Health - international coverage, good coverage of public health
- Maternity & Infant Care – midwifery

## Learning outcomes

By the end of this workbook you will be able to:

- Log into OvidSP databases from the Leeds University Library web pages
- Carry out basic searches and use search simple techniques to make your search more effective
- Link to the full text of articles from inside the database or via the Library catalogue
- Print, save or email results
- Save and re-run a search

# 1. Logging in to Ovid

## Exercise 1 - Logging in

To access the database, go to the Library's homepage at <https://library.leeds.ac.uk/> and click on

**Subject databases.** This contains a bank of useful resources to help you with your studies.

QUICKLINKS ▾

UNIVERSITY OF LEEDS

Library

HOME SEARCH HELP LOCATIONS AND HOURS LIBRARY SERVICES STUDY AND RESEARCH SUPPORT SPECIAL COLLECTIONS GALLERIES CONTACT US

★ Chat now

Search the Library's print and online resources All SEARCH

CLASSIC CATALOGUE | ADVANCED SEARCH | SEARCH HELP | CHECK MY LIBRARY RECORD

Student essentials

Referencing > Book a room > Subject databases >  
Reading lists > Online payments > Suggest a purchase >

Staff and researcher essentials

You can view databases relevant to your studies by selecting your subject from the subsequent list.

Scroll down the page to find your 'Key databases'.

The screenshot shows the University of Leeds Library website. The top navigation bar includes 'HOME', 'SEARCH HELP', 'LOCATIONS AND HOURS', 'LIBRARY SERVICES', 'STUDY AND RESEARCH SUPPORT', 'SPECIAL COLLECTIONS', 'GALLERIES', and 'CONTACT US'. The main content area is titled 'Medicine' and 'Information sources'. It lists 'Clinical trials and systematic reviews' and 'Journals for Health and Biological Sciences'. Below this is a section for 'Databases' with instructions on how to use them. At the bottom of the page, the 'Key databases' section is highlighted with a red circle and an arrow pointing to it from the text above.

You can access Ovid through the **Medline** database link.

**NOTE** Medline is not listed on the key databases page for every subject. If Medline is not on your own subject's key databases page, you can find it on the list of key databases on the Medicine subject resources page.

Your key databases section provides you with a list of databases which have been chosen as the most likely to be relevant for your subject. It's a good idea to browse through them and read their descriptions to decide which ones are relevant for your studies.

As this workbook looks at Ovid, select Medline from the list of databases by clicking on the green link (circled in red). The entry will look like this:

The screenshot shows the Medline database entry. The word 'Medline' is circled in red. The description reads: 'Search for journal articles and other reference types in medicine, dentistry and nursing, including biomedicine, medicine, nursing, dentistry, allied health, pre-clinical sciences. This includes material from across the biological and environmental sciences, psychology, and chemistry. The database is updated frequently and can be searched back to 1950. A current awareness service provides alerts for newly added content.'

Next, on the Global Health Catalogue page, click on **Medline -- Ovid Databases**


Available online	Years available	Access info	More info e.g. password
<a href="#">Medline -- Ovid Databases</a>	01 Jan. 1946-	Some of our Ovid Databases have limited simultaneous users. Please log out after use. If you fail to gain access try again later.	<a href="#">View details</a>

Depending on where you are, e.g. off-campus, you may be required to login in with your IT username and password.

This link will take you to the OvidSP database menu:

The screenshot shows the OvidSP database menu. At the top, there are navigation tabs: Search, Journals, Books, My Workspace, Multimedia, and Mobile. The main content area is titled "Select Resource(s) to search:". Below this, there is a dropdown menu for "All Resources" which is expanded to show a list of databases. Each database entry includes a checkbox, the database name, and its coverage period. An information icon (i) is visible next to each entry. At the bottom of the list, there are buttons for "OK", "Add Group", and "Delete Group".

You can search any of these databases individually, or cross-search several of them simultaneously. We recommend that advanced users search databases one at a time, so they can access all the advanced features of each database.

However, if you're a beginner or are conducting a Basic search you may find it useful to search several databases at once. To find out more about the databases you are thinking of using, click on the  symbol next to the name of each database for a brief description of what it covers.

Note that by default you will be taken automatically to the Advanced Search screen.

However during this workbook you will only be learning how to 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!**



**Basic Search** | [Find Citation](#) | [Search Tools](#) | [Search Fields](#) | [Advanced Search](#) | [Multi-Field Search](#)

▼ Selected Resources  
Ovid Resources: [Ovid MEDLINE\(R\) 1996 to July Week 2 2010](#)

▼ Limits *(Click to close)*  Include Related Terms

Abstracts  English Language  Review Articles  
 Humans

## 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**.

The basic search function allows you to just type this phrase straight into the search box. This type of searching is not comprehensive, but is sufficient to get you started. It can also be useful for getting an overview of a subject. Try this now by following exercise 2.

### A note about using Boolean operators (e.g. AND + OR)

Basic search does **not** support the use of these techniques – even though it might look like you can combine your search sets using them. Instead, just type in a phrase or a few words that cover the areas you're interested in.

### Exercise 2 – carrying out a search

Click in the search box and type `the prevention of obesity in children`.

Click on the Search button. This will take you to a page like the one below showing you details of the articles found. You will need to scroll down to see them.

### 3. Understanding your results and finding the full text

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






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

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

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

**Click either link to check for availability of the full text, or use the Full Text link (if available)**

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 >>**
- Find articles similar to a particular article by clicking on **Find Similar**.
- Find out where an article has been cited by clicking on **Find Citing Articles**.

### **Exercise 3a - Finding the full text**

You can find out whether an article is going to be useful by reading its abstract (summary paragraph). To do this, click on its View Abstract button (see below)

Relevance: ★★★★★

12.  **Childhood obesity: practical considerations for prevention and management.**

Ponder, S. W. Anderson, M. A.

Global Health  
Diabetes Spectrum. 2007. 20: 3, 148-153.  
[Journal article]

AN: 20073283944

Year of Publication  
2007

[View Abstract](#)

- Abstract Reference
- Complete Reference
- Find Similar
- Find Citing Articles
- Full Text
- [check@leeds](#)

+ My Projects

Some articles (like the one above) will have a [Full Text](#) link next to them. Click on it to go directly to the article. If it doesn't work, make sure your browser isn't trying to block pop-up windows.

For other articles, you will need to click on [check@leeds](#) to see if the Library has the article. This often brings up a window like this:

[Close Window](#)

**Interventions to prevent obesity in children and adolescents: a systematic literature review.**

Flodmark. *International Journal of Obesity*. v. 30. no. 4. 2006. p. 579-89

**On-line full text articles**

Read *this article* at [Nature Specialist Journals](#)

HOLDINGS 01-01-1997 -

Click here to download the full

If this doesn't work, (e.g. in the HMIC database) look for a link to [Library Holdings](#) or search [Leeds University Library Catalogue](#) to see if we subscribe. If we do, you can follow the link to view the electronic version (if we have it), refer to a print copy if it is available, or if we don't have it at all, you might like to obtain the article via our Document Supply service – see: [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)

#### **a. Include Related Terms**

You may not have noticed, but below the search box is an option called 'Include Related Terms'. This was ticked for you automatically and means that the database will also have included common synonyms and plurals etc for the search terms you typed in. For example, it also searched for *obese* even though you only typed in *obesity*. This function will help you pick up additional relevant articles, but can be deselected if you choose.

### **Exercise 3b – Exploring 'Include Related Terms'**

If Include Related Terms was ticked when you searched, you can see which *additional* search terms the database has included by looking at the **Search Information** section on the left hand side of your first result.



Explore some of your other search terms to see which other words have been automatically included for you.

## b. Filtering your results

At the left hand side of the results display, beneath the **Search Information** box, there is another box entitled **Filter by**.

This allows you to apply a filter to your current set of results. You may want to filter by:

- **Relevancy,**
- **Year** of publication,
- **Subject,**
- **Publication Type,**

Or even restrict your results to those

from a particular **Journal**.

The screenshot shows the 'Filter By' sidebar on the left and search results on the right. The sidebar includes a 'Filter By' dropdown, an 'Add to Search History' button, and a 'Selected Only ( 0 )' section. The 'Selected Only' section is expanded to show 'Relevancy' and 'Years' filters. Under 'Relevancy', there are options for 'All Stars', '5 stars only', '4 or more', '3 or more', and '2 or more'. Under 'Years', there are options for 'All Years', 'Current year', 'Past 3 years', 'Past 5 years', and 'Specific Year Range'. Other filter categories include 'Subject', 'Author', 'Journal', and 'Publication Type'. The search results on the right show two items, both with a relevance of five stars. Item 4 is 'Recommendations for [275 refs]' by Davis MM. Gance-Cleveland B, Pediatrics. 120 Suppl 4:S229- [Journal Article. Review], with a UI of 18055653. Item 5 is 'Preventing childhood Christchurch obesity' by James J. Thomas P. Kerr D., BMJ. 335(7623):762, 2007 Oct [Journal Article. Multicenter Non-U.S. Gov't].

## 4. Narrowing your search: making it more specific

You can use the **Limits** function to restrict the results e.g. to articles in English, or by year of publication.

Some limits are displayed on the main search page; others are only available after clicking on **Additional Limits**. Note that many limits are database-specific. For example, to limit to human (as opposed to animal) studies in Medline, you would use the limit “Humans” whereas in EMBASE the same limit is called “Human”). For this reason, limits may not work across your entire set of results if you have been cross-searching multiple databases.

### Exercise 4a - Using Limits

Return to the Main search page – if you’re not already there you can use the [Main search page](#) link at the top of the screen

Directly below the search box you will see some popular limits. Select **English Language** and limit the year of publication as below:

Click on the **Search** button

Notice that your most recent search has had these limits applied to it and you are now only left with articles that are in English and have been published since 2000.

Have a look through a few of these results to get a feel for what is included. Notice the star rating for each. If you can't remember what the star ratings mean, refer back to section 3.

### **Exercise 4b - Using additional Limits**

From the main search page, scroll to the top of the screen and again look in the green box underneath the search box.

This time, click on the **Additional Limits** button.

The **Limit a Search** screen will give a large number of options and will include a list of all the searches you have done so far, the last of which is automatically selected.

Try selecting another limit that you think might be useful and then scroll up or down and click on the **Limit a Search** button. Remember that not all limits will work on all databases. Don't put on too many limits all at once or you may be left with no results at all.

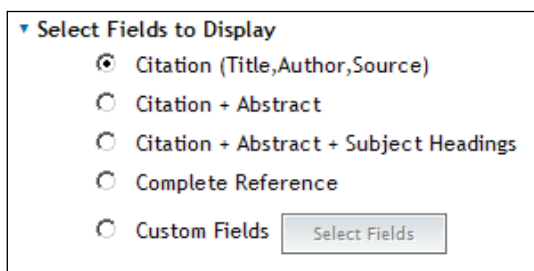
## **5. Printing, e-mailing or exporting search results**

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 Print / Email / Export icons at the top of the results display in order to save the references you want.



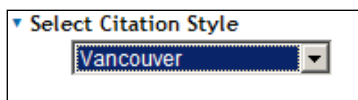
Each of these options gives you the opportunity to specify what format you would like the results to be saved in e.g.



▼ Select Fields to Display

- Citation (Title,Author,Source)
- Citation + Abstract
- Citation + Abstract + Subject Headings
- Complete Reference
- Custom Fields

There is also a drop-down menu which you can use in order to format your saved references in a particular referencing style e.g.



▼ Select Citation Style

Vancouver ▼

**N.B.** while this function can give you an approximation of the style in question, you may need to edit your references to ensure that they comply with the University's guidelines.

### **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.

Remember that saving the results means you can keep a record of which articles have been found. If you want to read the full text of the articles, you will have to look the journal title up on the Library catalogue in the usual way.

Note that you can also save the Search History as a reminder of the way you carried out your searches – see next section for more information about saving your strategy.

## **6. Setting up a Personal Account**

If you set up a personal account it will let you save and re-run Ovid searches. This is quick to do and can save you time in the long run. It works both on- and off-campus.

### **Exercise 6 - Setting up a Personal Account**

Click on the **My Account** link at the top right 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 (e.g. johnsmith) and the password you choose should be between 6-8 characters. Also note that both username and password are case sensitive. Click on **Create** when you have finished.

Click on the Main Search Page link at the top of the screen then click **Save Search History** at the bottom of your search history box to save your search. This will take you to another screen:





The screenshot shows the OvidSP search interface. At the top, there is a navigation bar with the Wolters Kluwer Health logo and the OvidSP logo. The user is logged in as Mark Clowes at University of Leeds. Below the navigation bar, there are tabs for Search, Journals, Books, My Workspace, Primal Pictures, and Nursing@Ovid. The Search tab is active. Below the tabs, there are three input fields: Search Name, Comment, and Type. The Type field is set to Permanent. There is a Save button next to the Type field. Below the input fields, there is a section for Existing Saved Searches.

Type in a **Search Name**, add the name of the database(s) you have searched and today's date into the comment box. You will probably want to leave the third box set at its default **Permanent** to save your search; or you can set up an **AutoAlert** to be notified by e-mail / RSS whenever new articles matching your search criteria are added to the databases.

Then 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 re-run your search next time you use Medline click on the **Saved Searches / Alerts** link at the top of the home page (or go to the **My Workspace** tab and click on **My Searches and Alerts**). You will be prompted for your Personal Account Name and password.

To re-run 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 **Search** tab 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 get very few relevant results try re-phrasing your question. You might also try searching in a different database as they all have their own particular strengths/areas of interest.
- You can re-run a basic (keyword only) search you have carried out in Medline in other medical databases by clicking on the [Ovid Resources](#) link and selecting the database you want to run your search in. The number of results will automatically be updated.
- You can find more training materials on database searching from your subject page <http://library.leeds.ac.uk/subjects>
- Need more help?
- Ask at the Health Sciences Library Enquiry Desk
- Email your enquiry to [library@leeds.ac.uk](mailto:library@leeds.ac.uk)