**Ovid User Guide**

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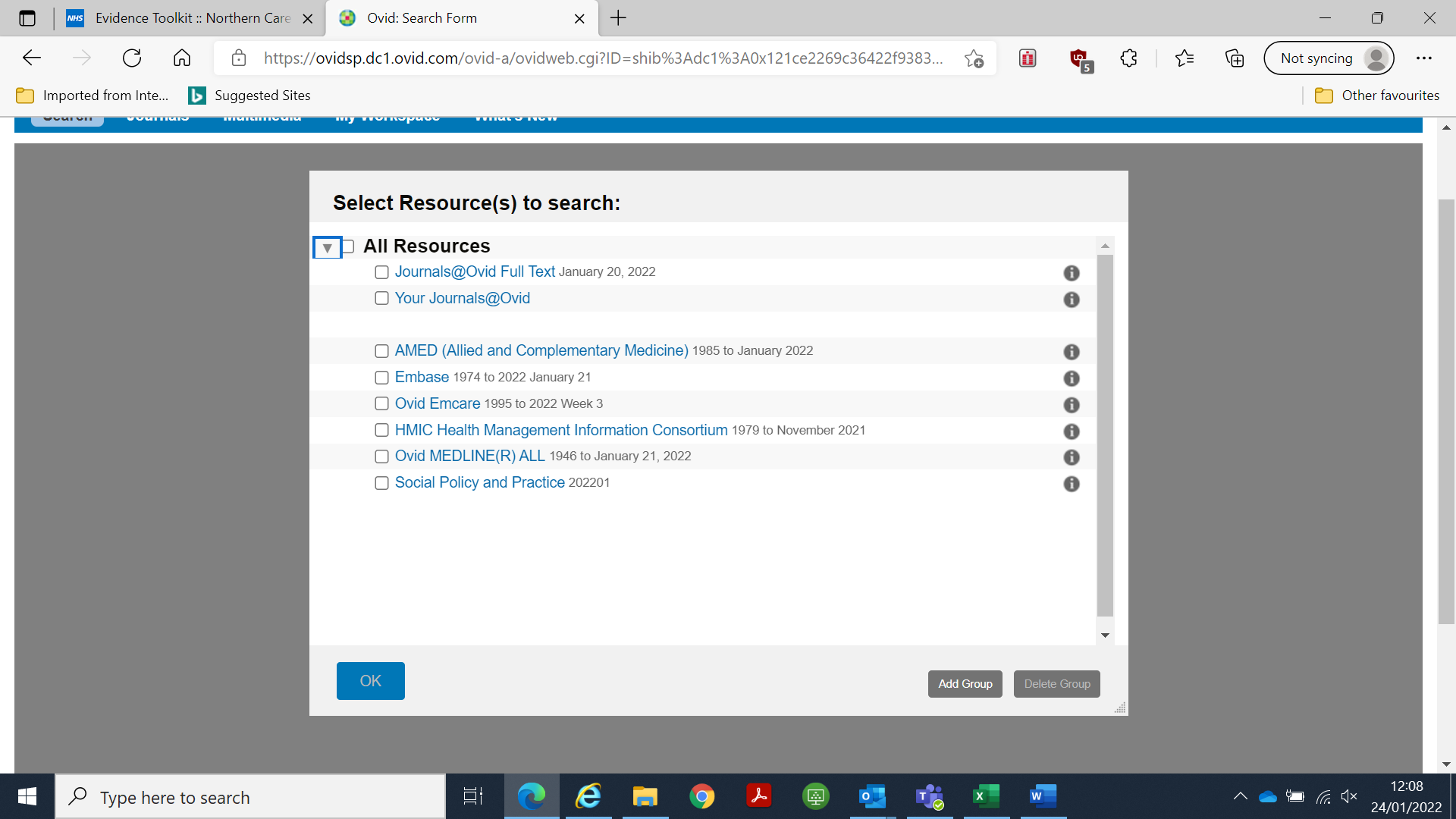
# A: Accessing Ovid Databases and Creating a Personal Account

**1. Accessing Ovid Databases**

* Go to the Library Website: <https://www.northerncarealliance.nhs.uk/research-education/library>
* Select “**Evidence Toolkit**” – Scroll down to the ‘Databases’ drop-down – Select “**Ovid”**
* You may be prompted to sign in at this stage, or in a few steps’ time. **Sign in using your OpenAthens account** (Select “**Northern Care Alliance”** as your institution if prompted).

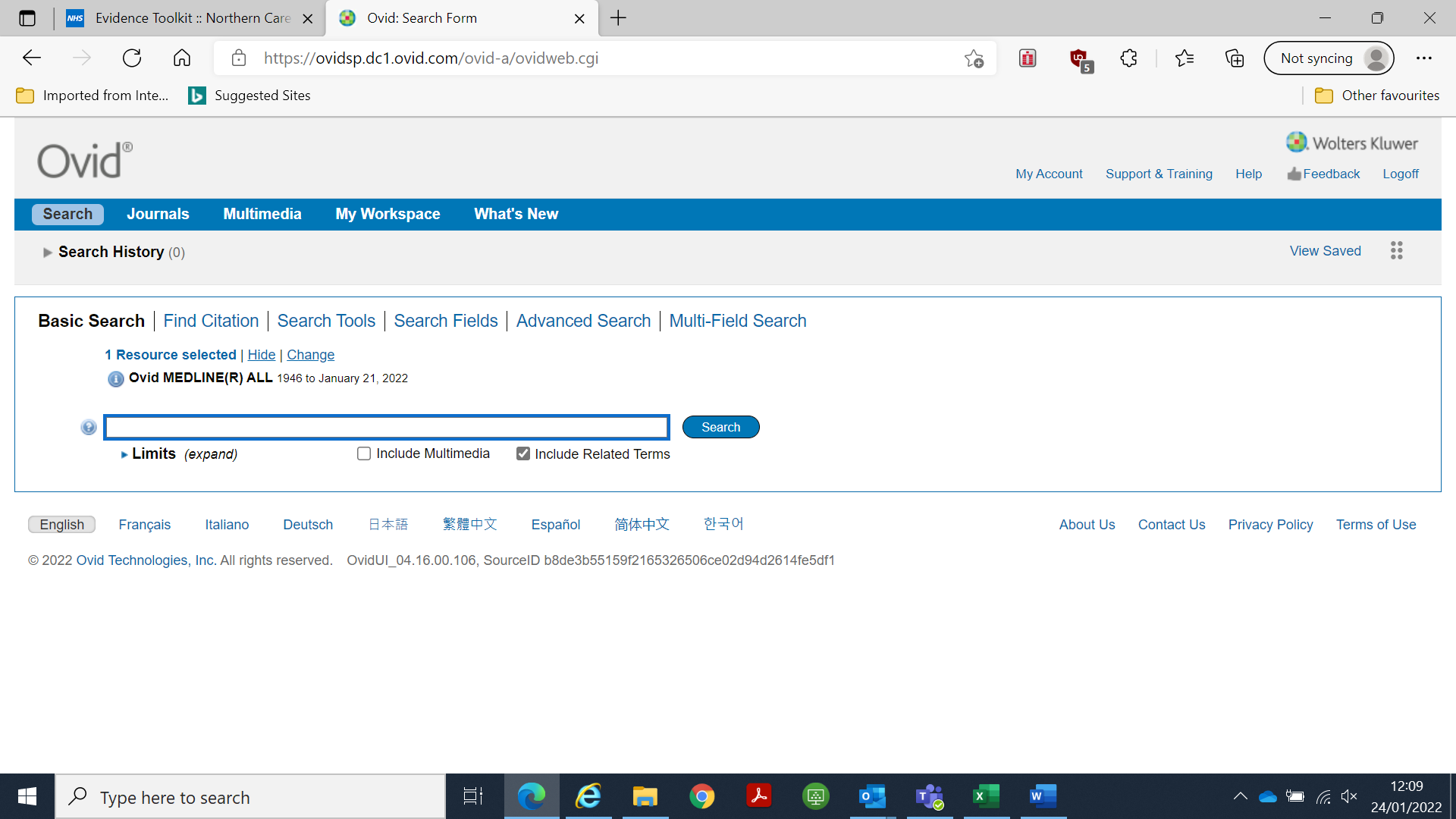
This will take you to the following **Ovid** front page.

**2.** Select the database you want to search, for instance **Medline.** Then click **“OK”**. *We recommend searching one database at a time***:**

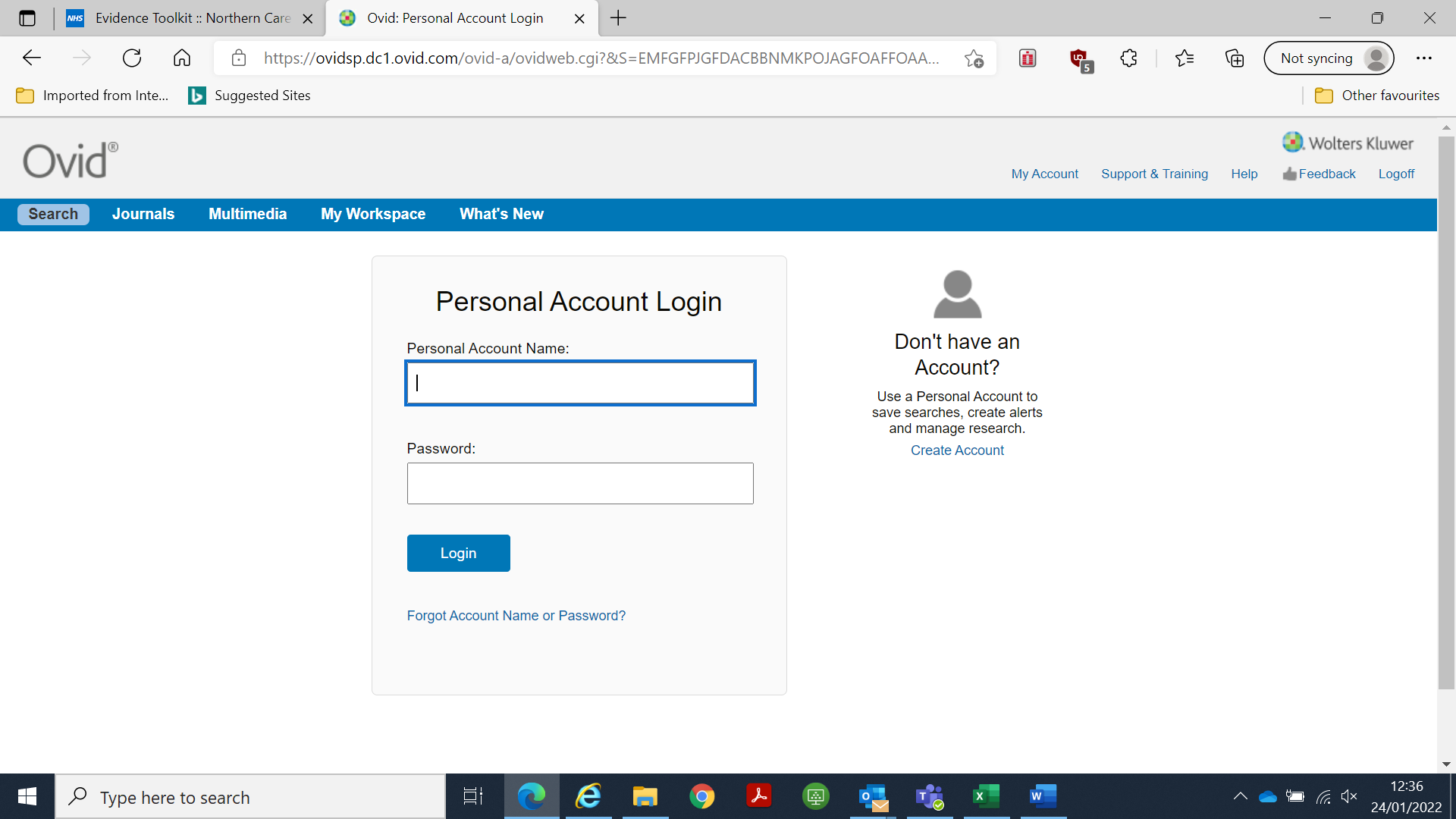


**3.** Onceyou have selected a database, you can begin searching. However**,** you will first need to **create a personal/research account** **to** **save your searches and results**. If you already have a personal account, login to it now.

Click on “**My Workspace**” or “**My Account**” – they will both take you to the login/registration screen.



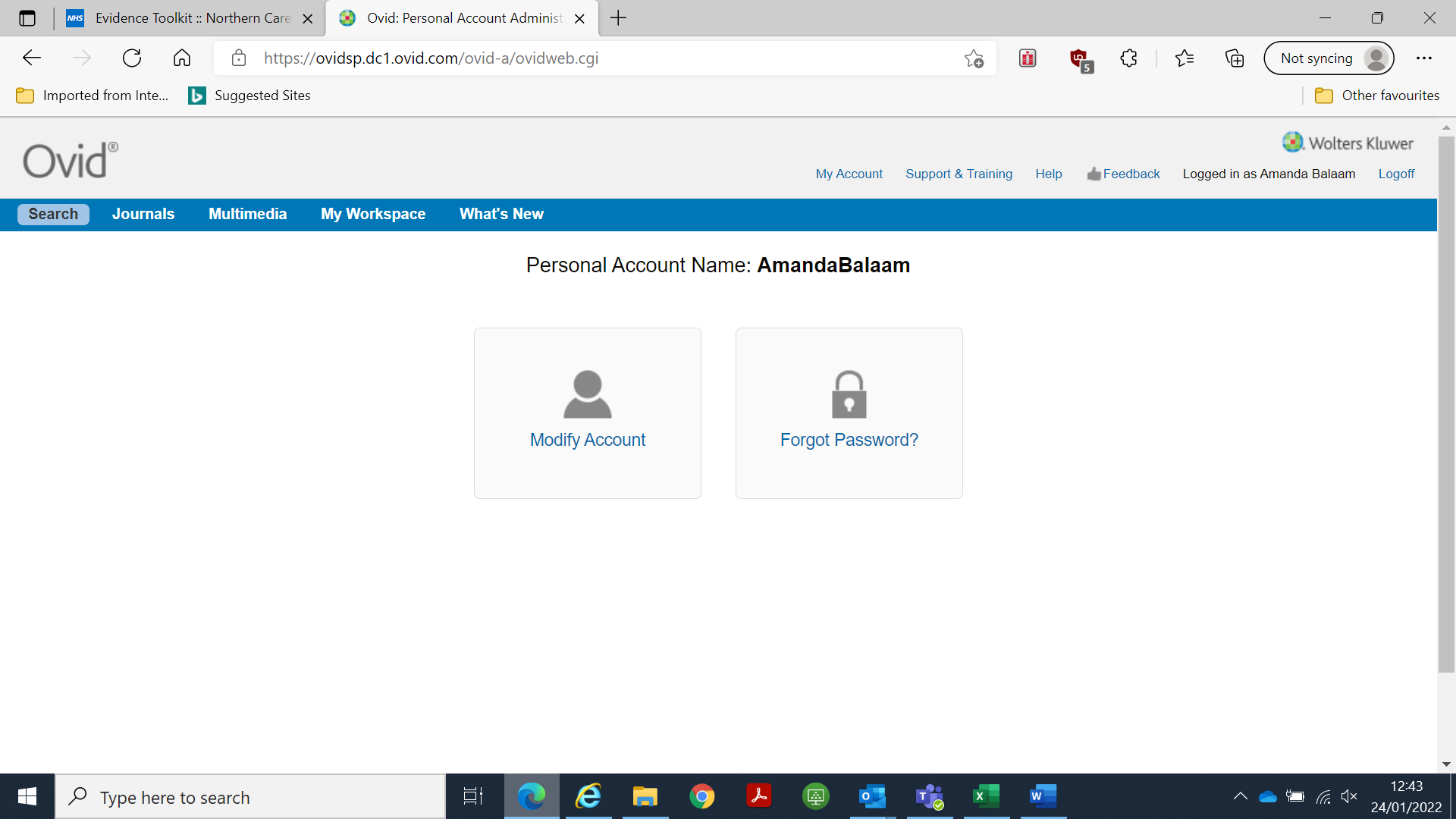
**4.** From here, either **sign into your existing Personal Account, or select “Create Account”:**



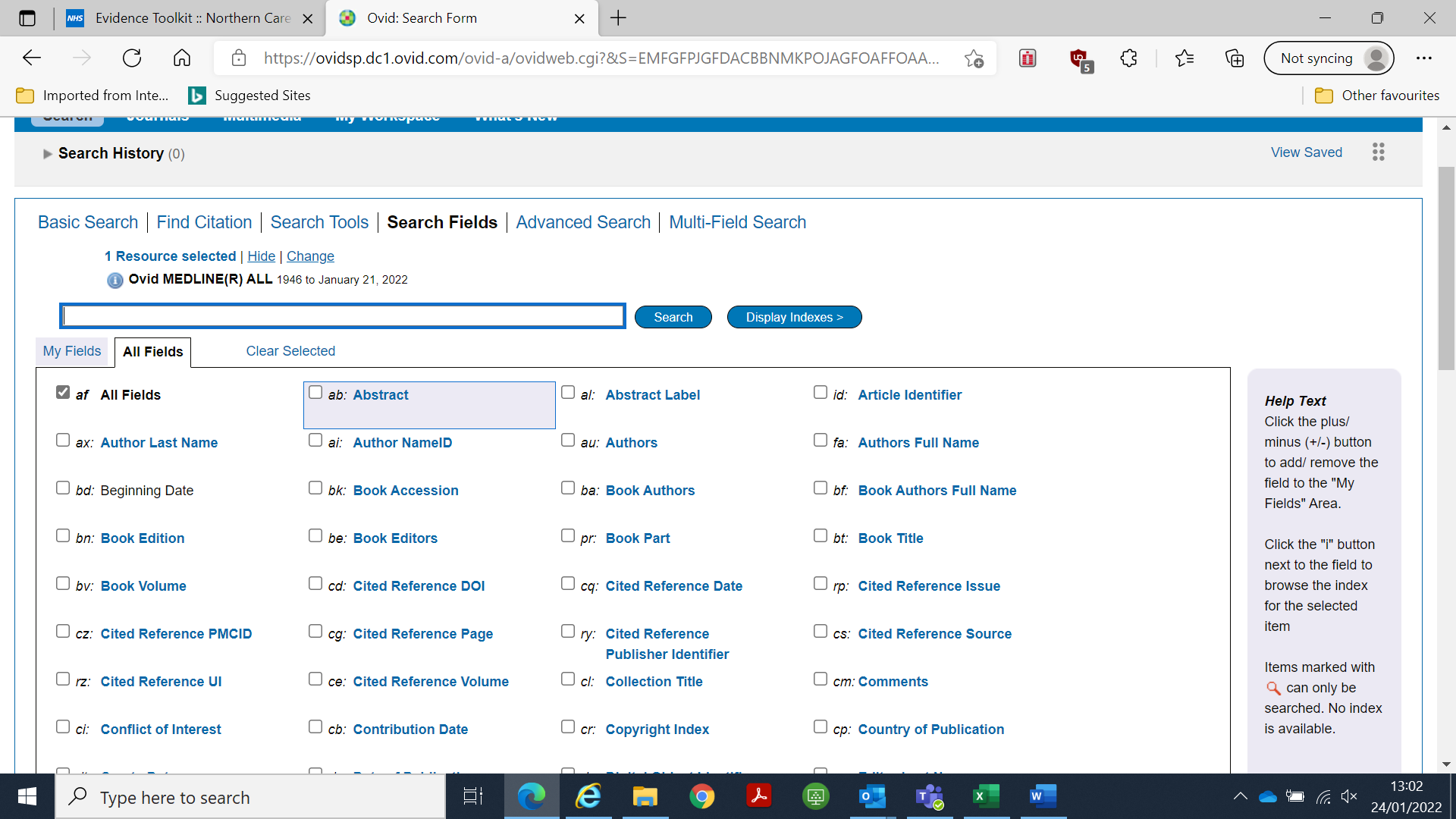
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# **B: Searching for Terms**

To get back to the Ovid search page, click on the “**Search”** icon on the top left:



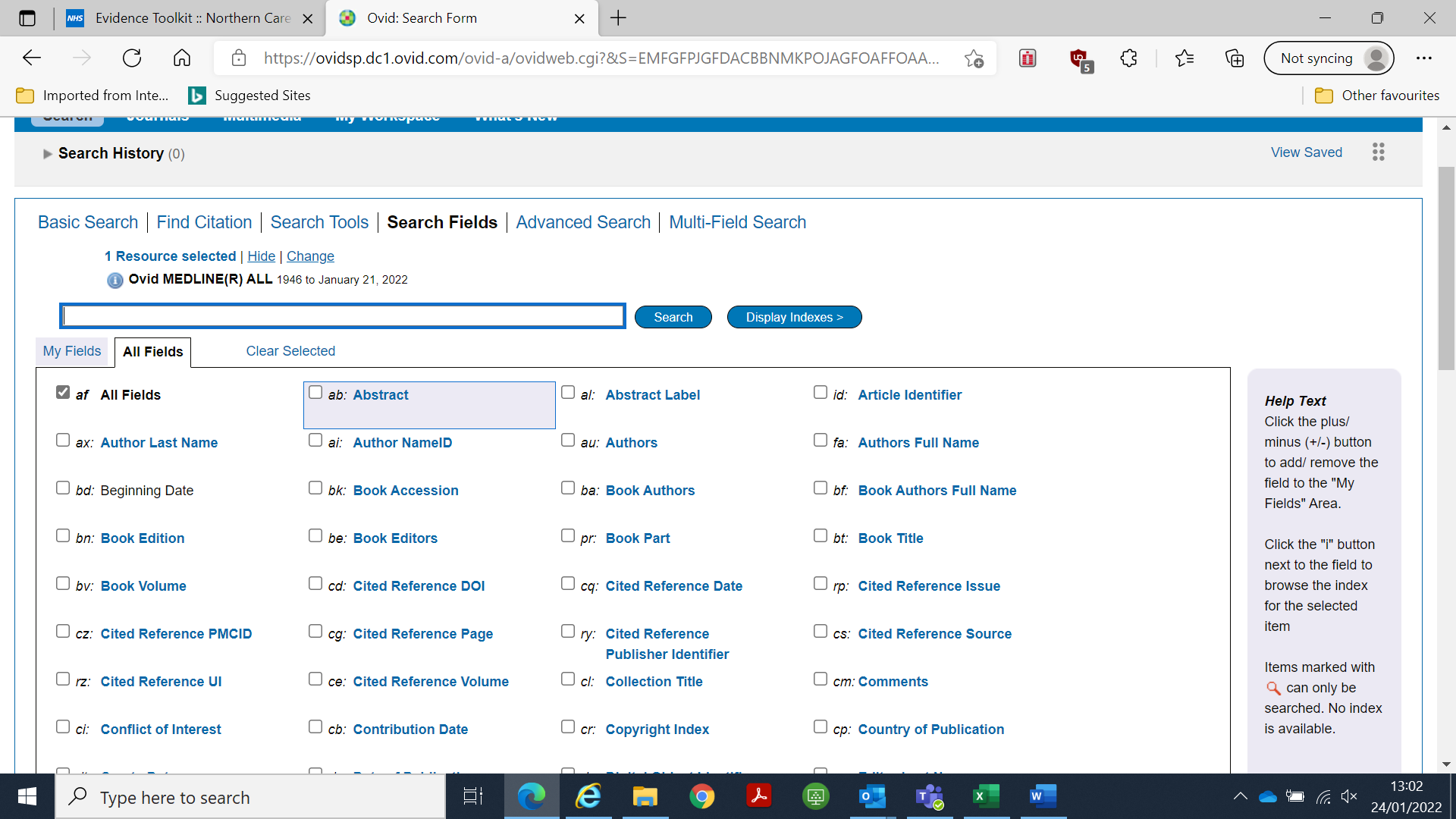
**5. To start a search, click on “Search Fields”:**



**6. You can now start entering your search terms in the search box.**

**“All fields”** is automatically selected. Alternatively, you can select specific fields to search e.g. **Abstract**, and **Title**.

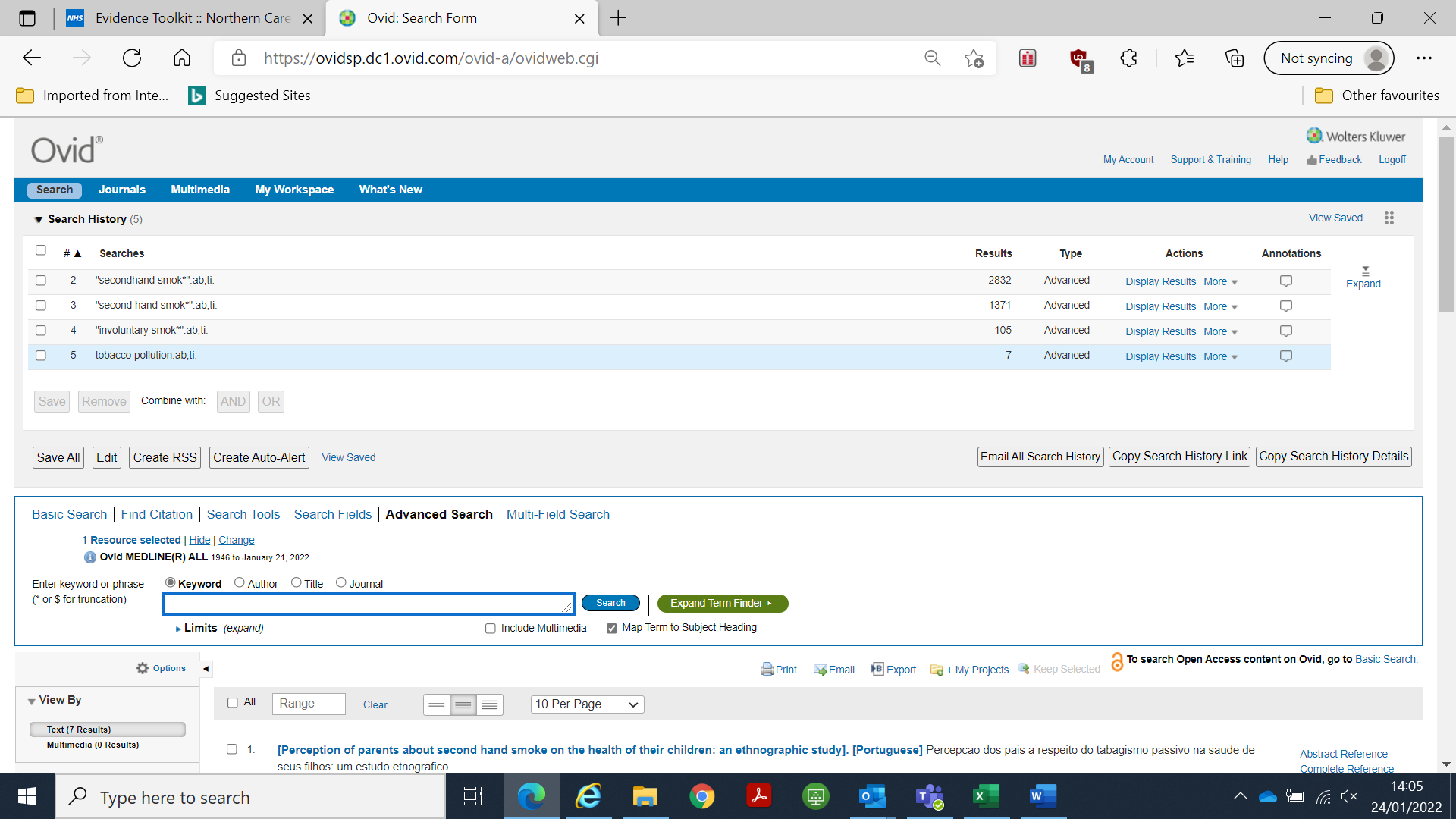
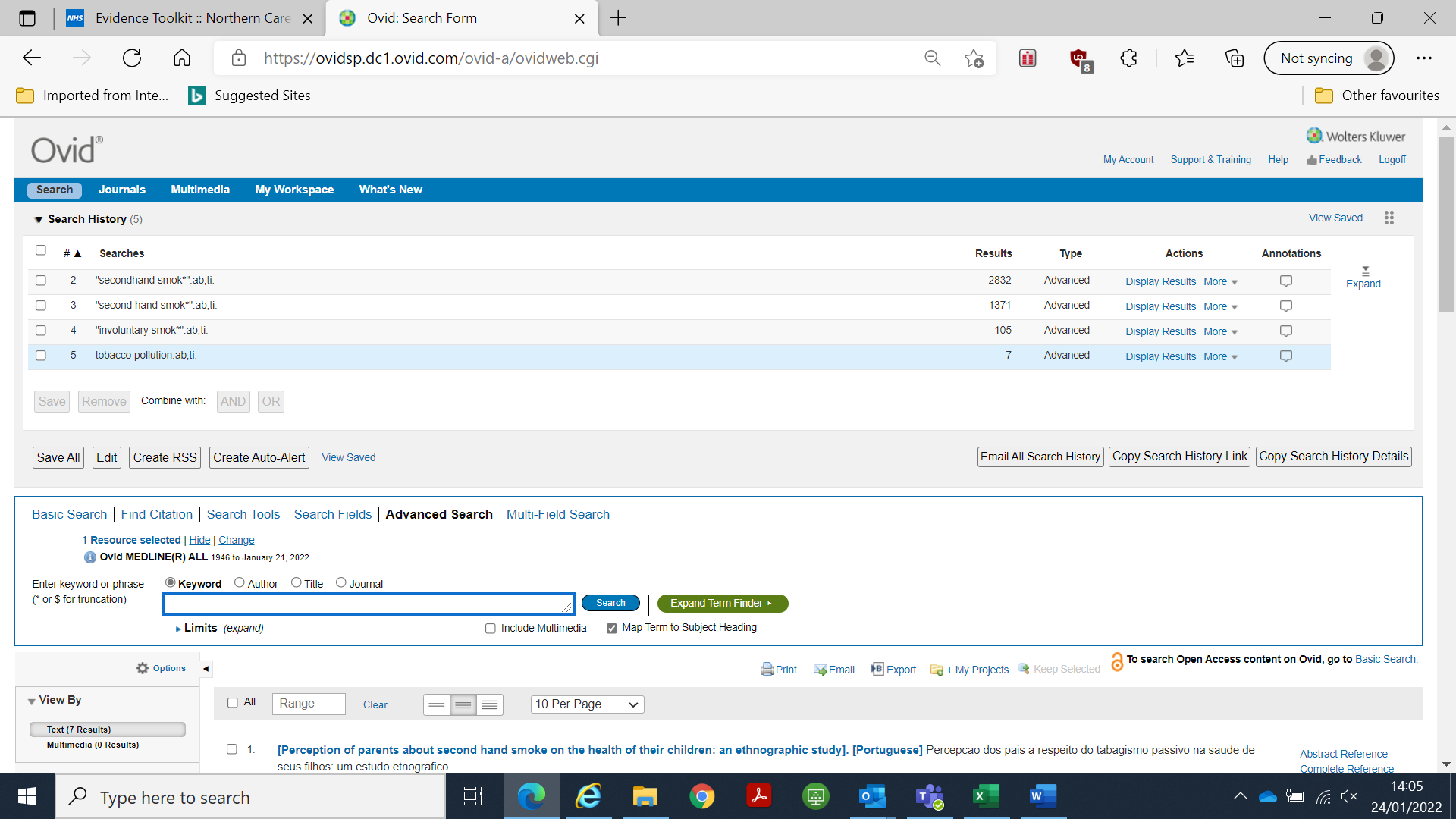
Once you’ve entered your search term, select “**Search”**:



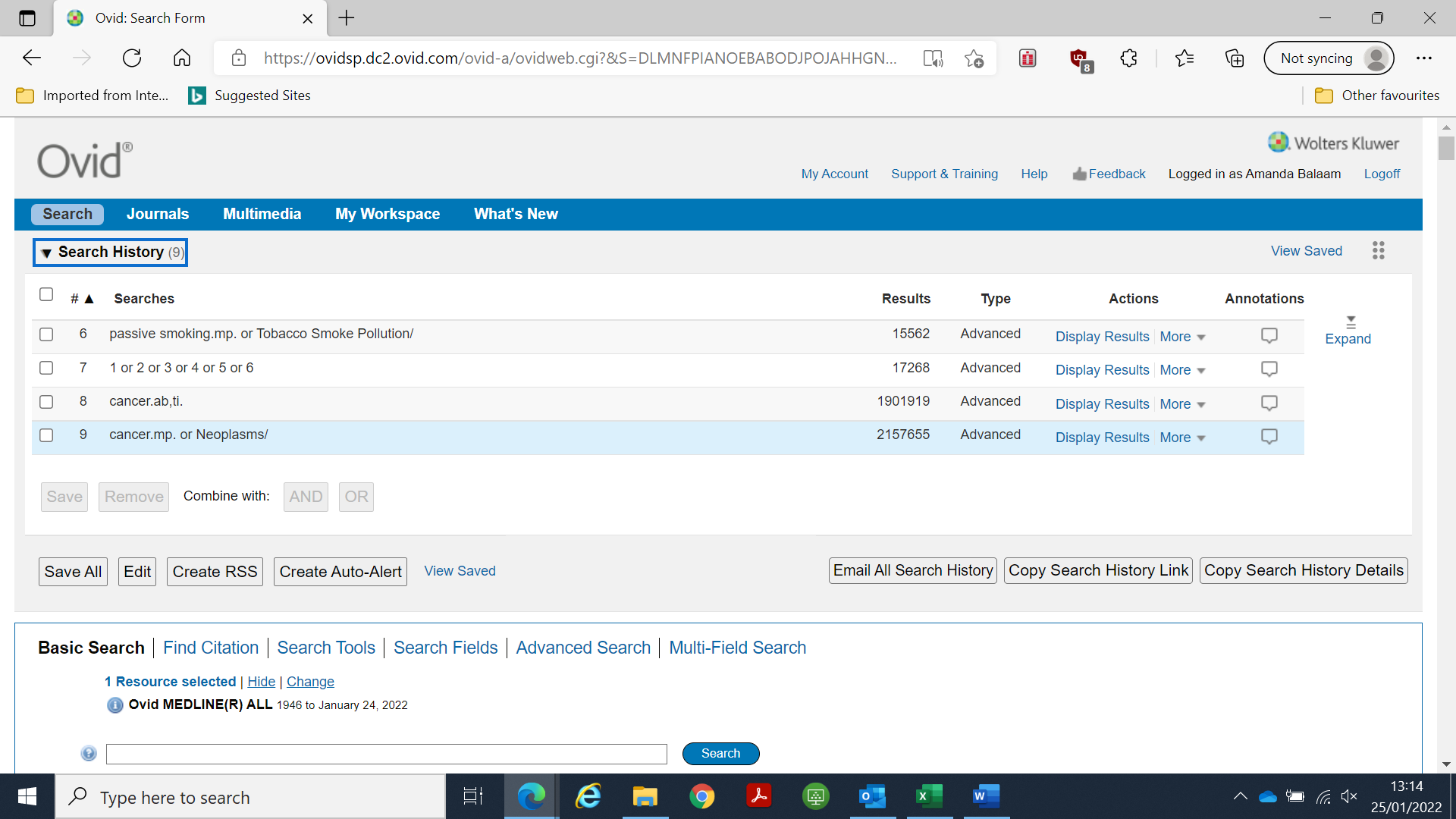
**7.** The results appear under the list of fields – you may find it easier to click on either “**Advanced Search**” or “**Multi-field Search**” as this will mean less scrolling down the screen.

**8.** This will show you your search strategy so far.

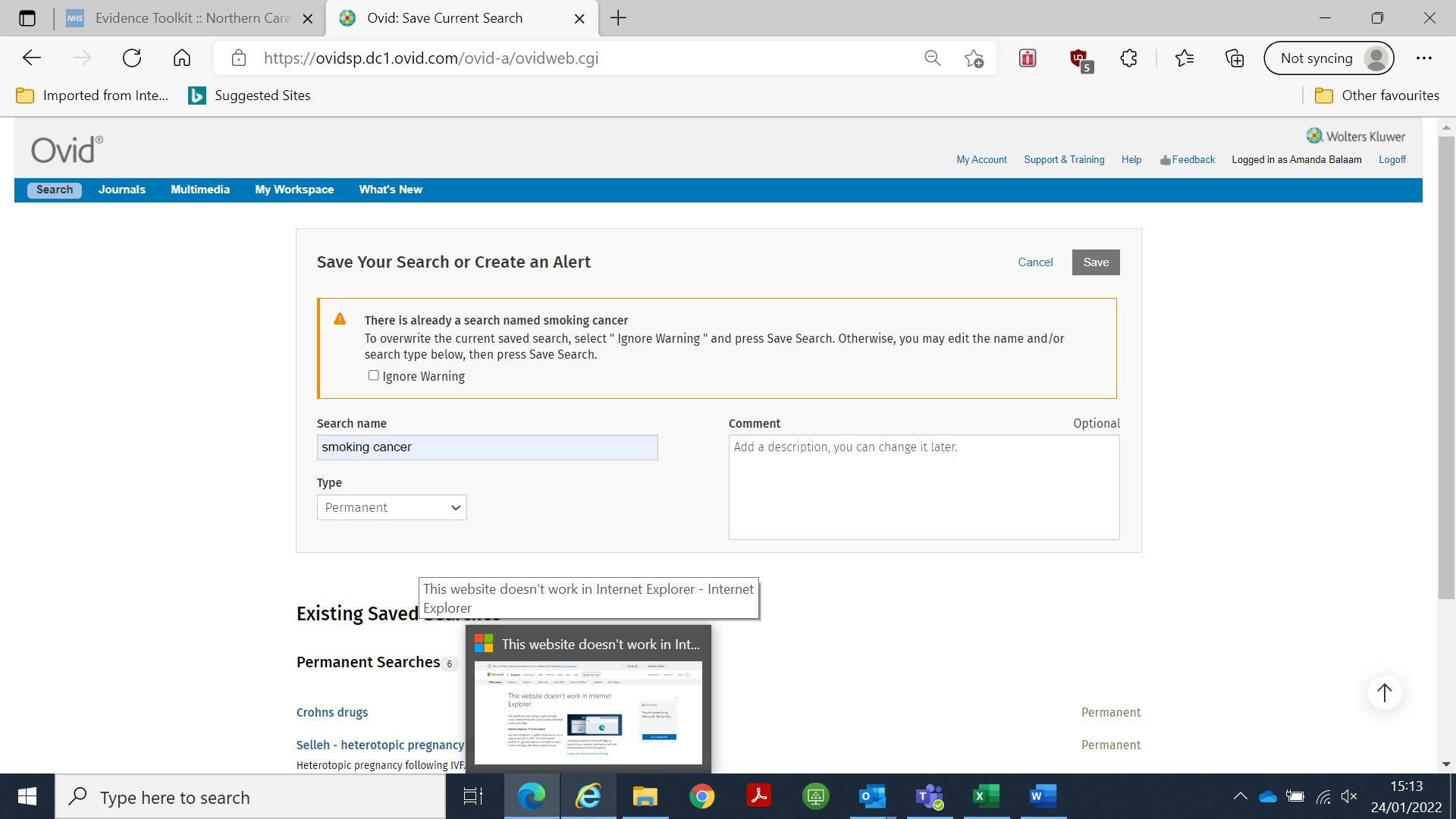
Only the 4 most recent search lines are displayed automatically. To see the full search, click “**Expand**” on the right of the screen:



**9. To save your search so far, click “Save All”.**

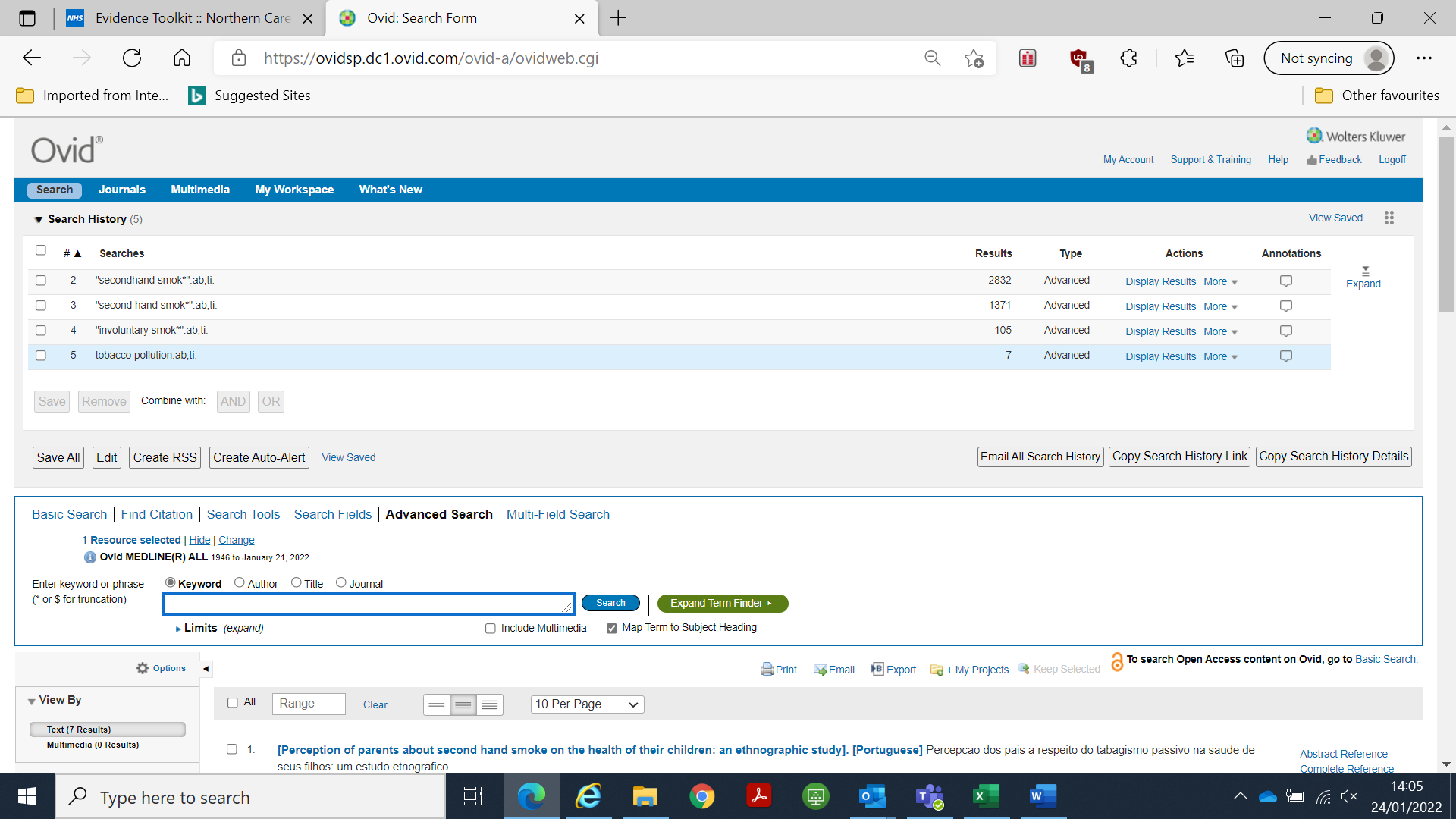
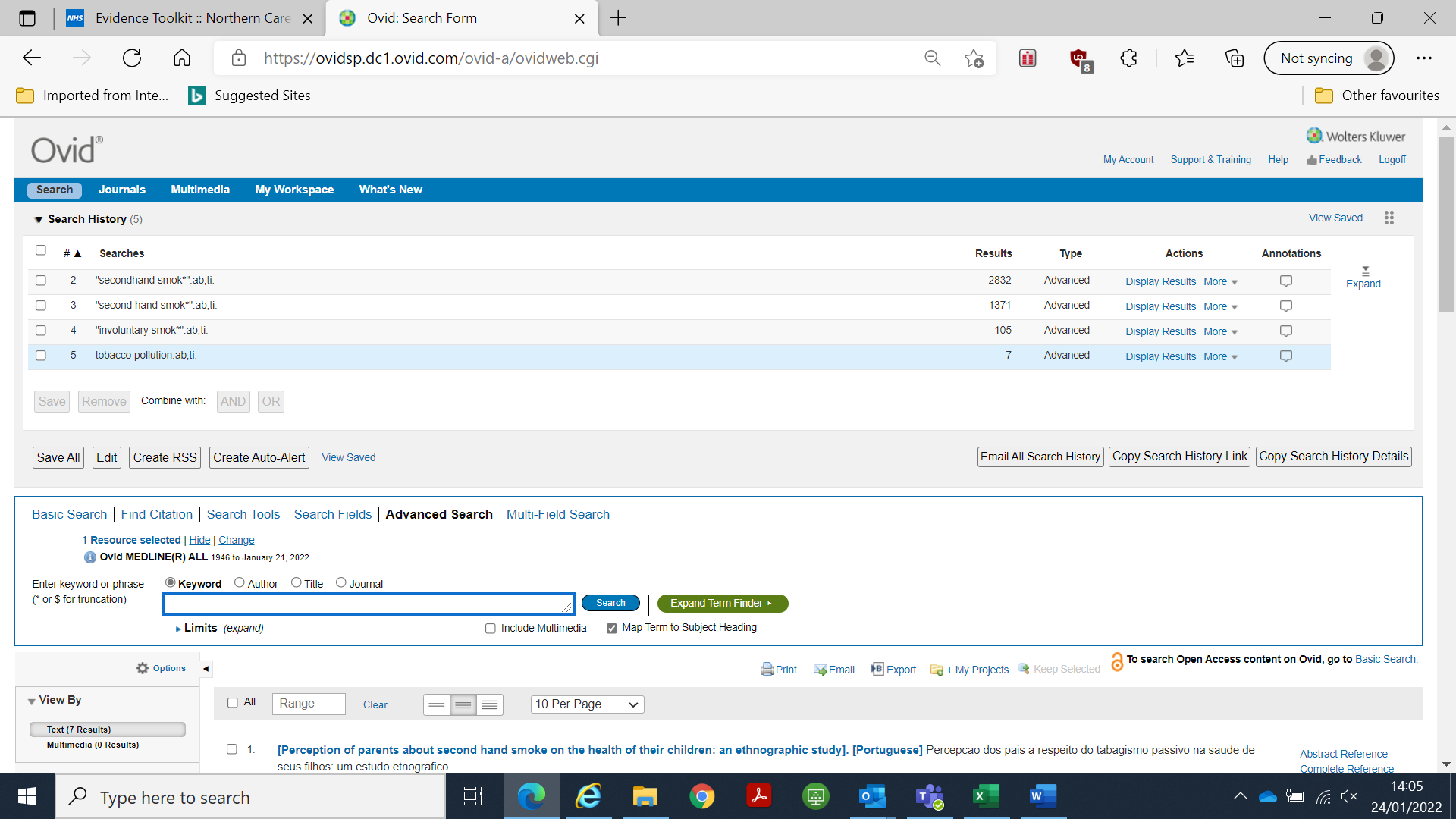


Enter a search name, Select Type as “**Permanent**” . If you are updating an existing search, ensure that “**Ignore Warning**” is ticked.



Ovid will automatically time out after about 90 minutes. If you do not save your search regularly, you will lose the most recent work.

**10. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.**

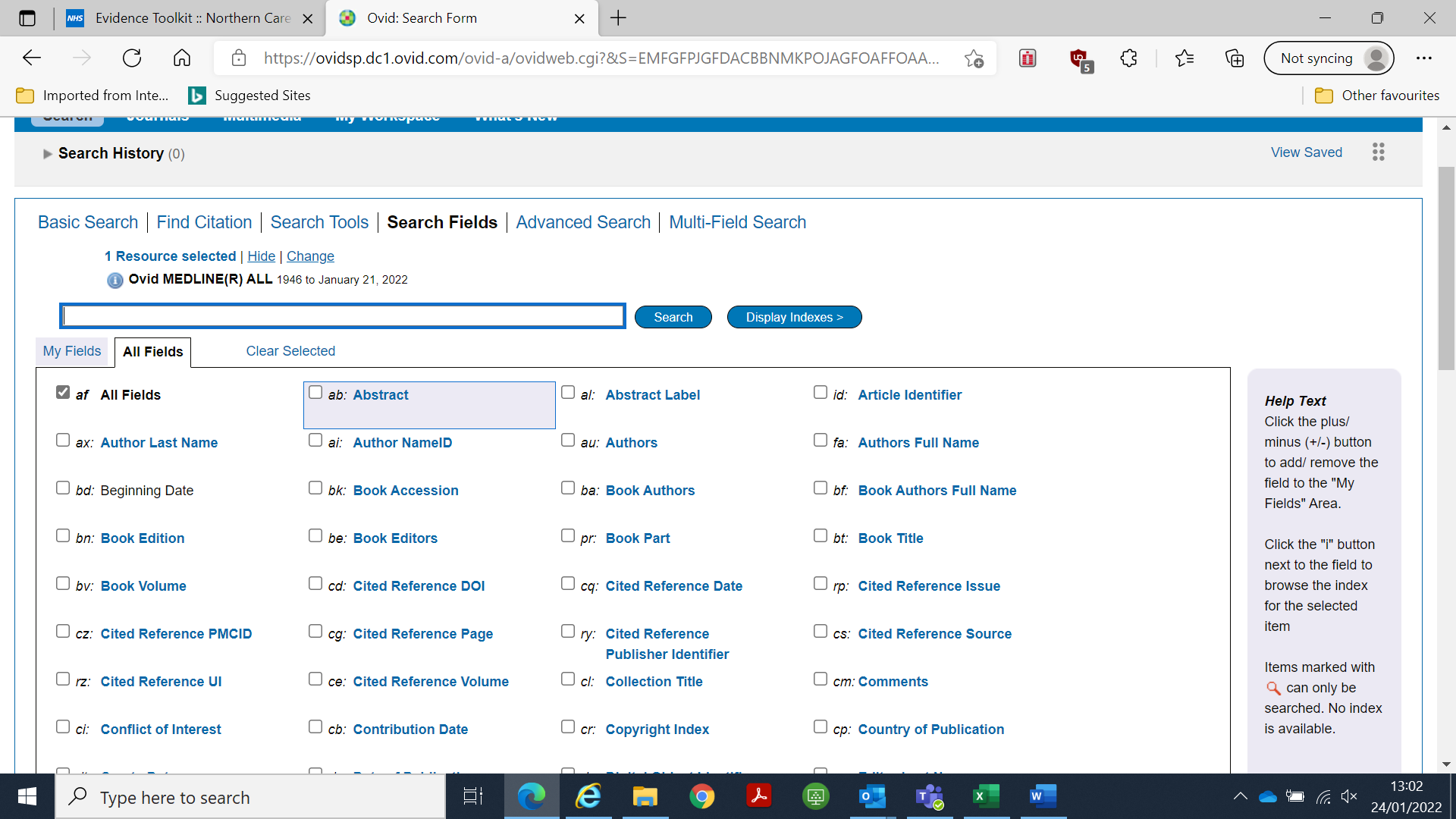


**Repeat steps 5-10 for all keywords.**

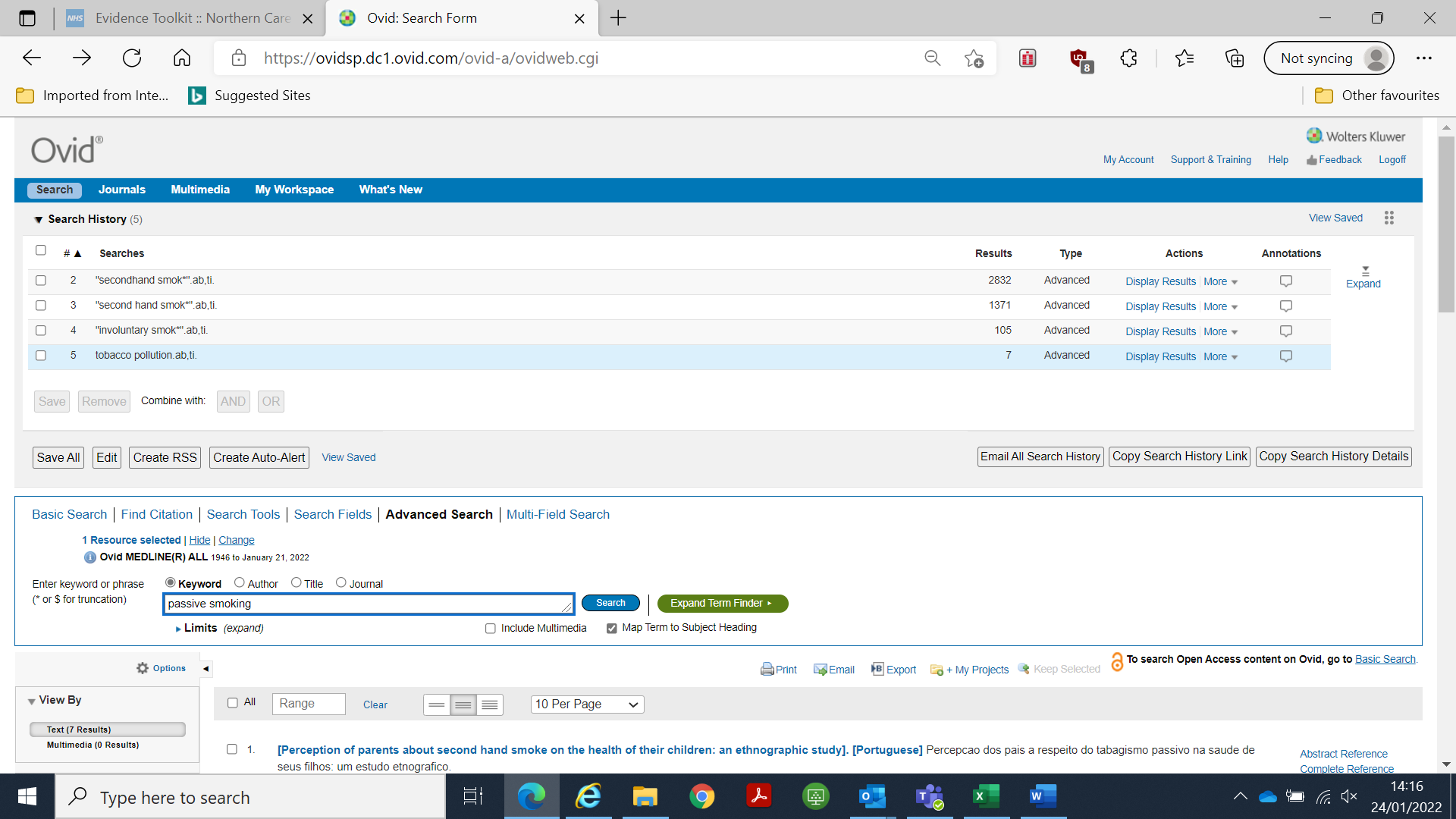
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# **C: Searching for Subject Headings**

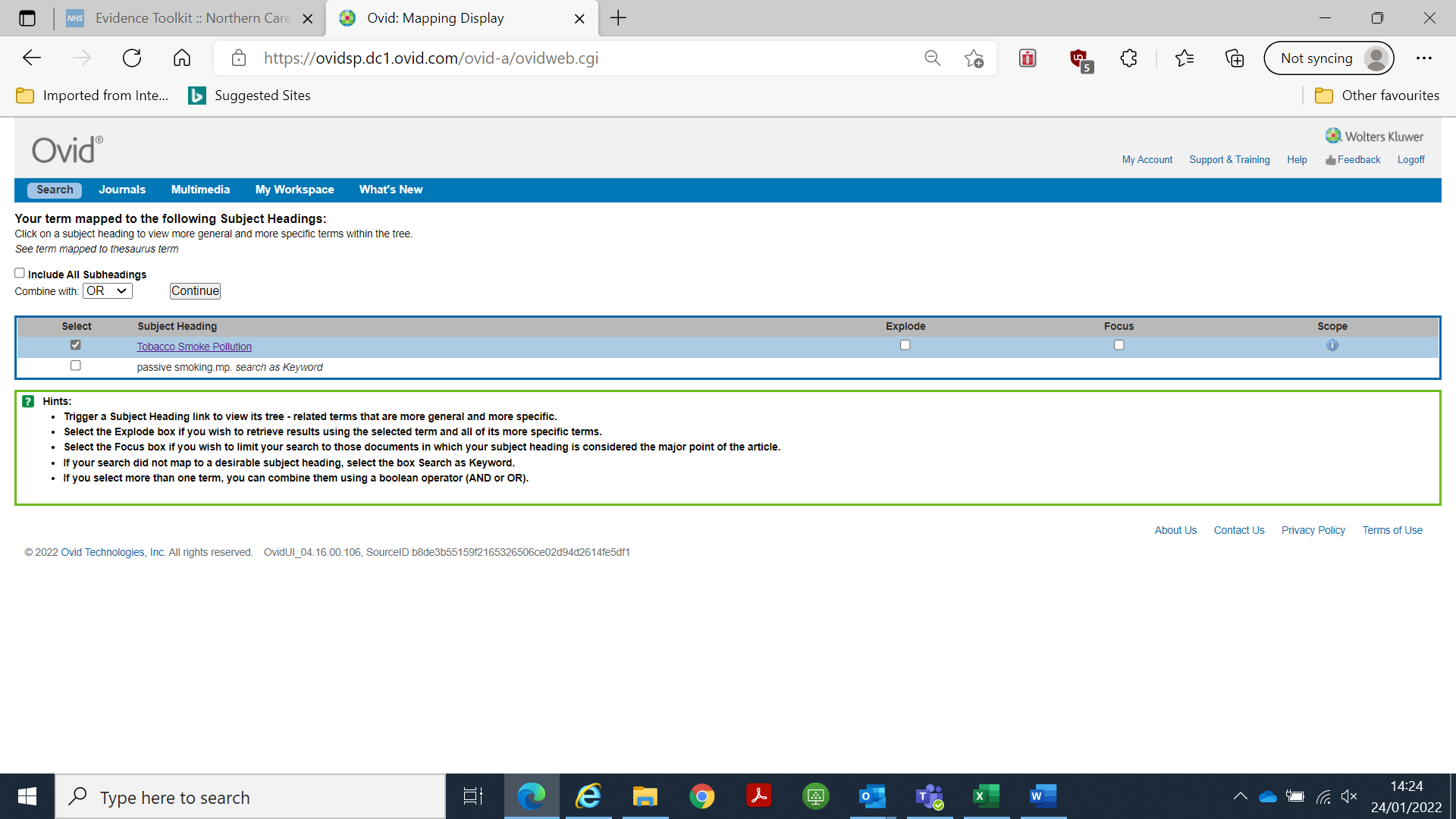
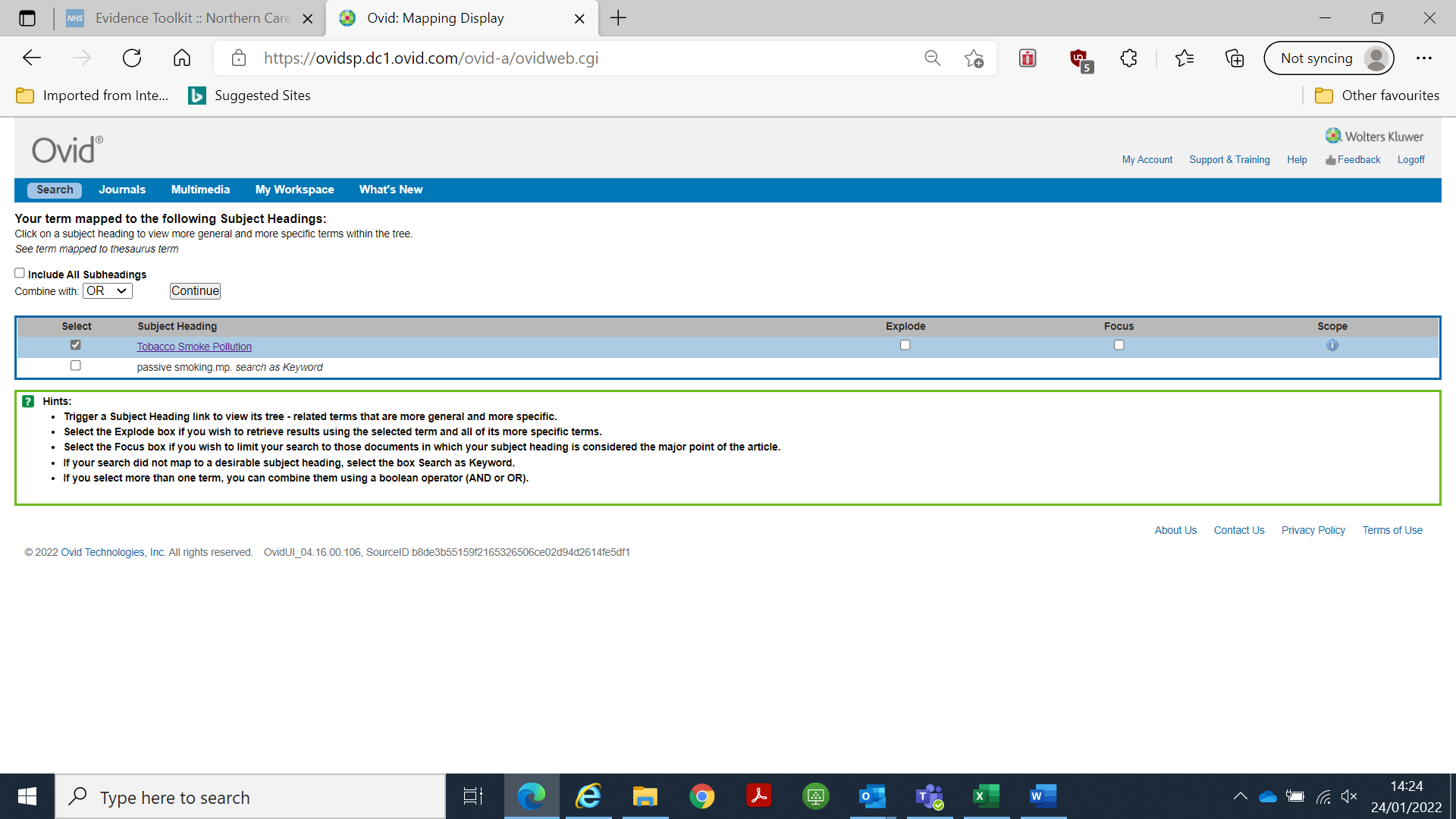
11. **To search for Subject Headings, select “Advanced Search” from the menu bar.**



**12. Type in what subject headings you want to search for.** Ensure that **“Map to subject heading”** is ticked and click **“Search”**. *Do not use truncation when searching for subject headings.*



**13.** You can **explode** or **focus** the subject heading to get wider or narrower results. **The scope note shows what is covered by the subject heading you have entered, including the alternative terms**. Searching as a keyword as well as a subject heading will give the widest range of results.



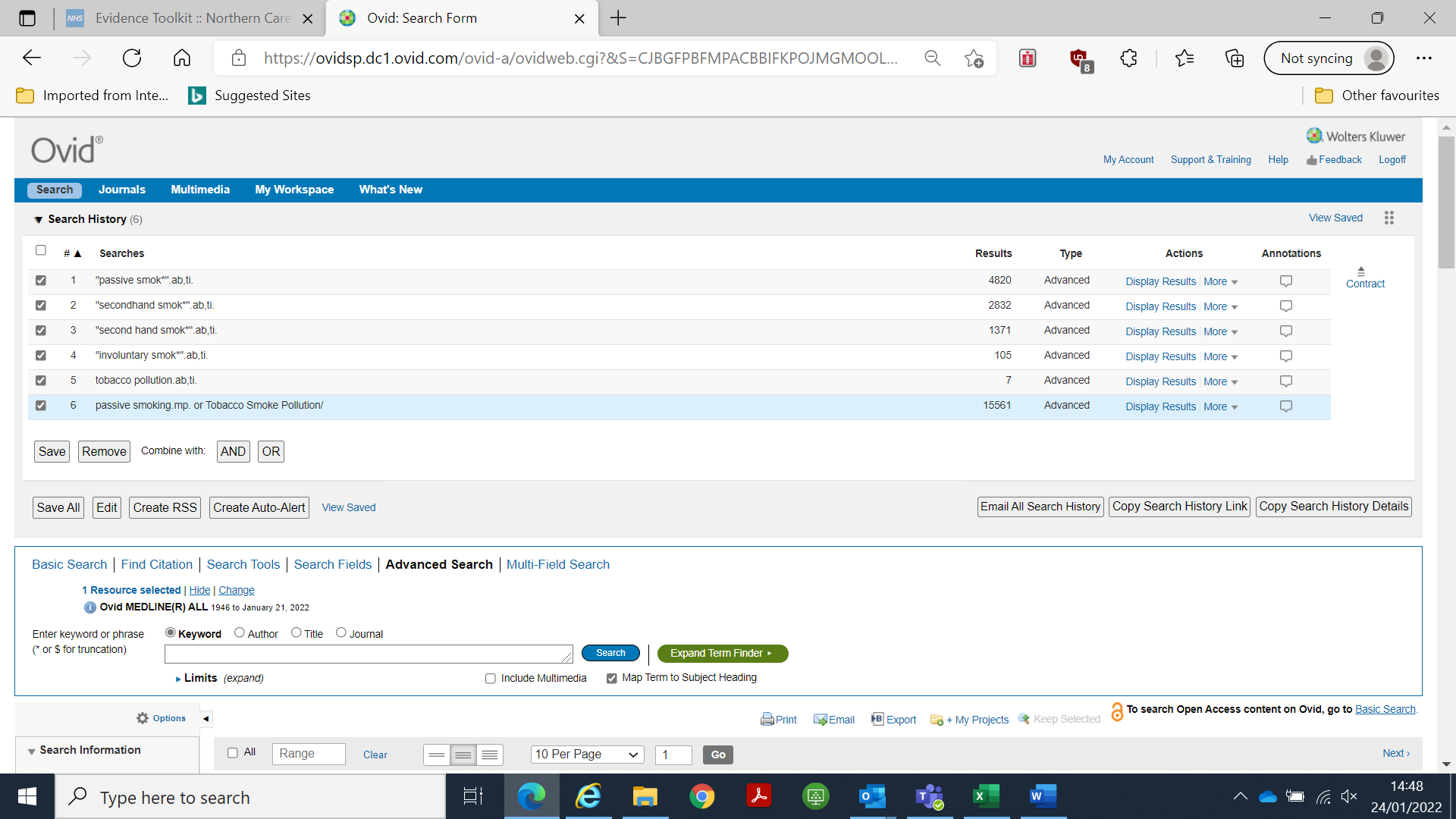
Select to **“Combine with OR”** and click “**Continue**”.

**Repeat steps 9-13 for all subject headings.**

**Head back to your full search (by clicking the expand icon – see Step 8) to combine your search terms.**

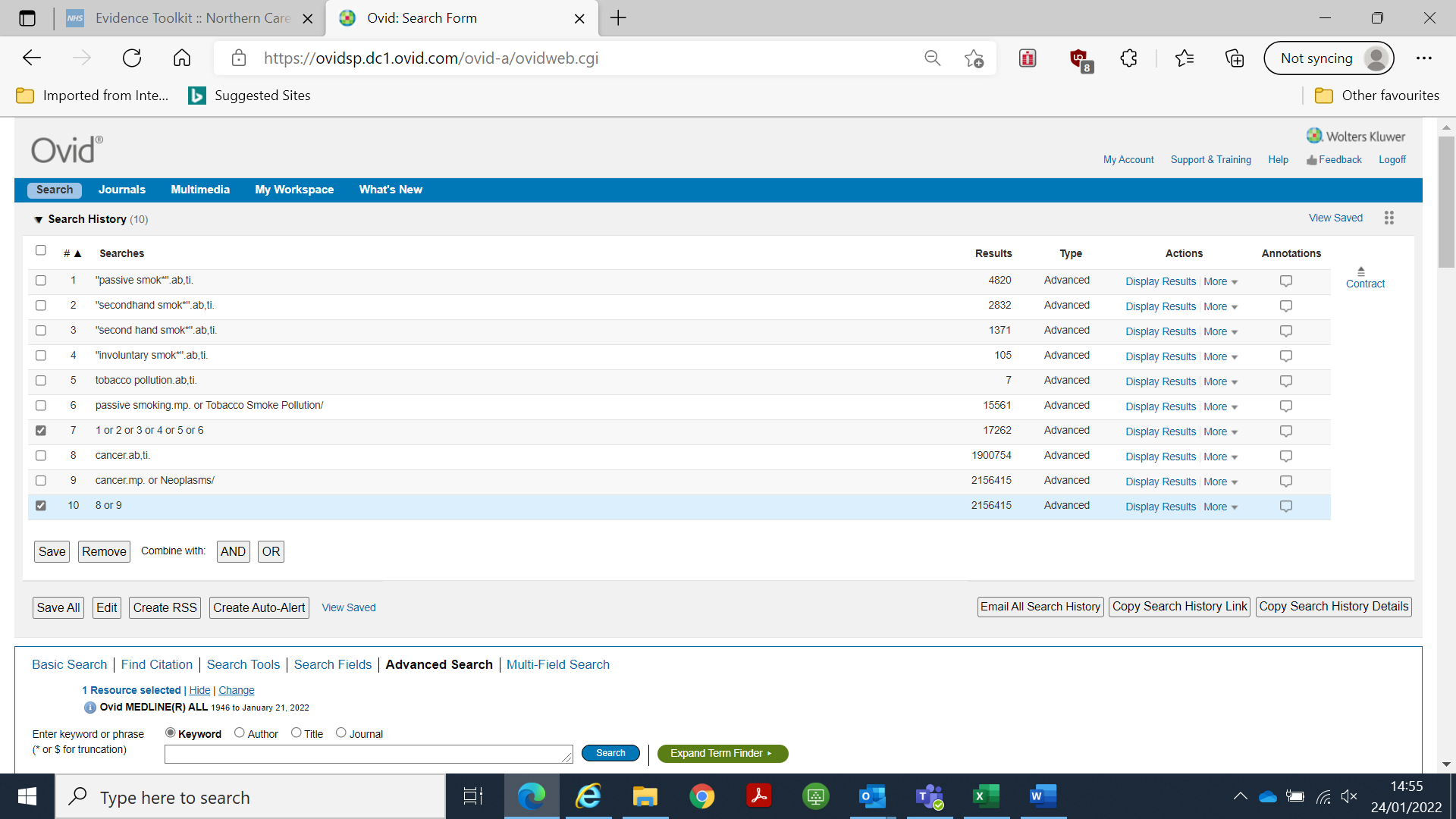
# **D: Combining Search Terms and Subject Headings**

**14.** Combine your terms and subject headings by selecting the search lines you want to combine.



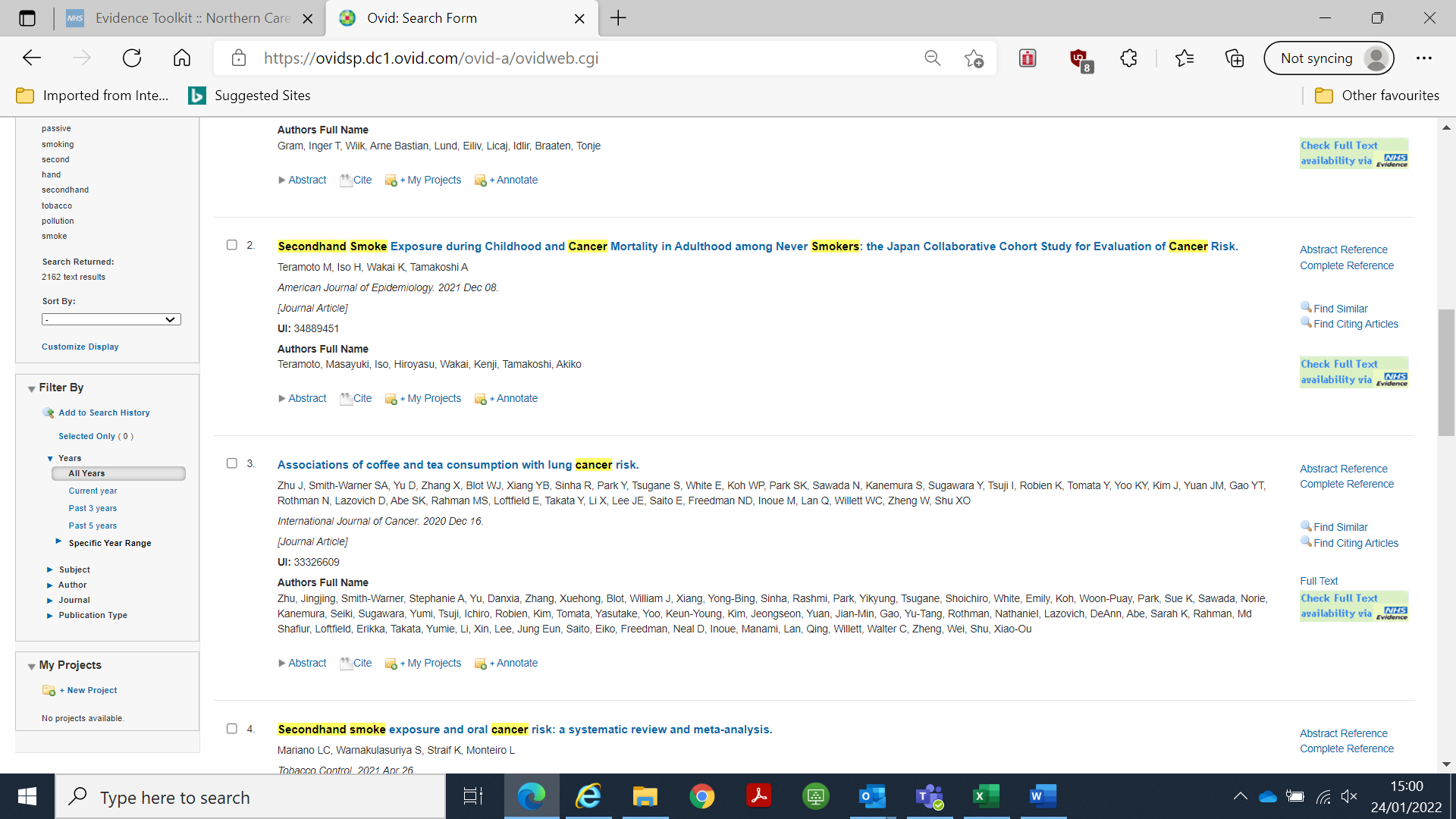
**Repeat steps 5-14 to search for the rest of your concepts.**

**15.** **Once you have searched all your concepts, combine them using “AND”.** In the example below, line 7 combines the results for one concept (passive smoking) and line 10 for the second concept (cancer):

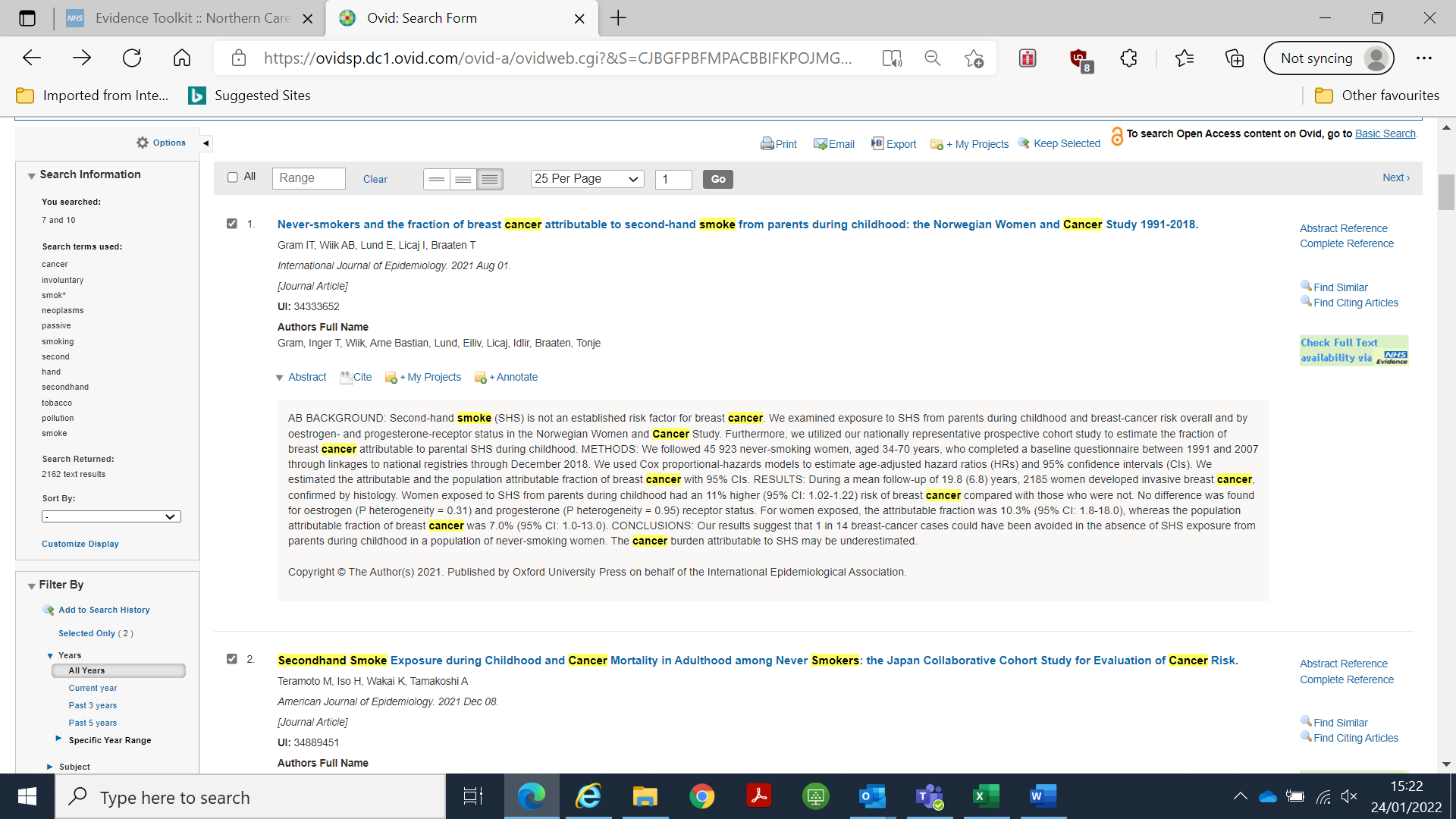


# **E: Filtering and Saving Results**

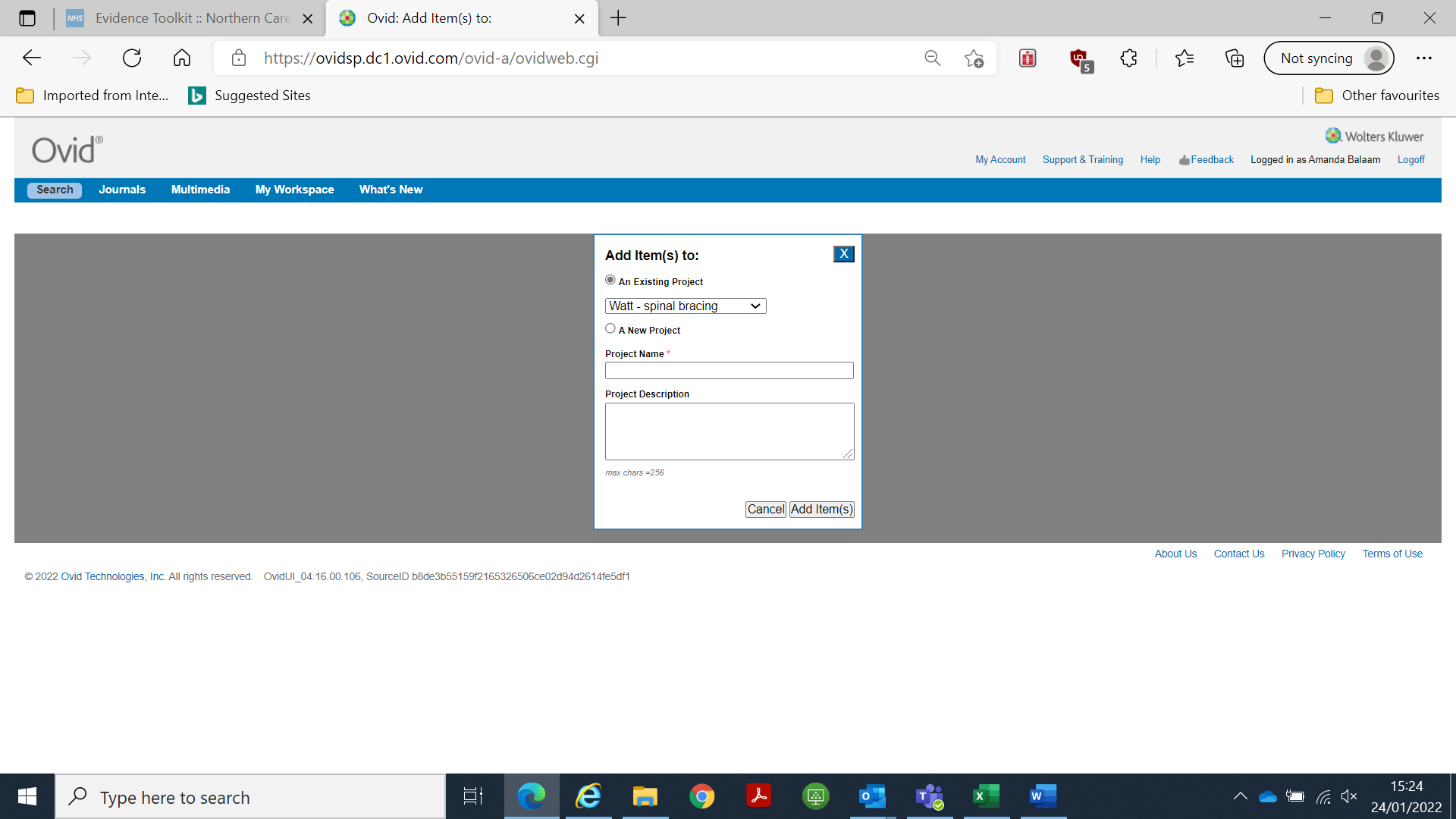
**16.** On the results screen, **you can filter down your results** by publication date, subject, journal, author and publication type (e.g. review) on the left-hand side options bar:



**17.** You can save individual results by ticking their selection box and clicking the **“+ My projects”** icon at the top of the page:

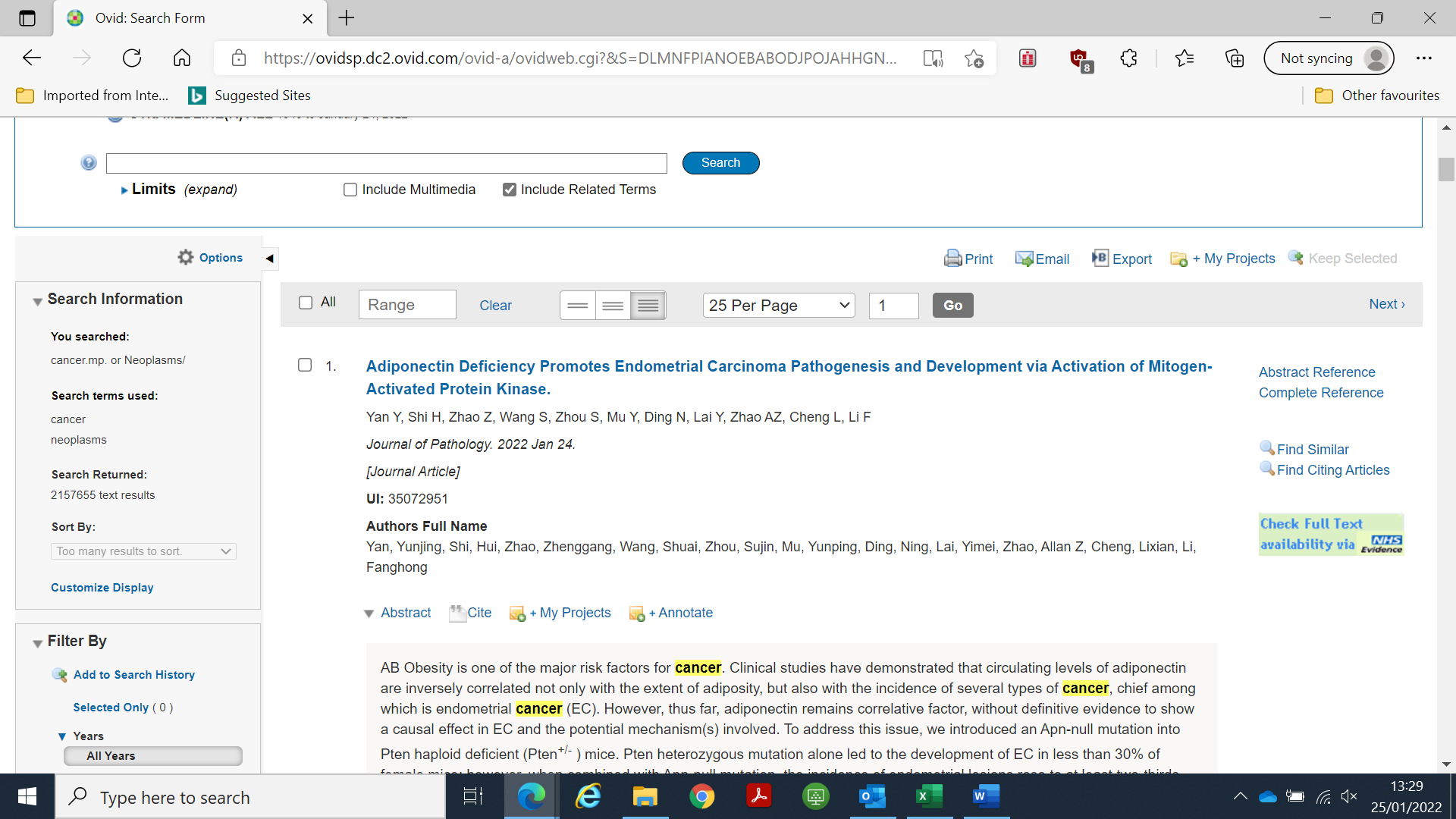


**18.** Within your personal folder, you can create subfolders (projects) for specific searches.

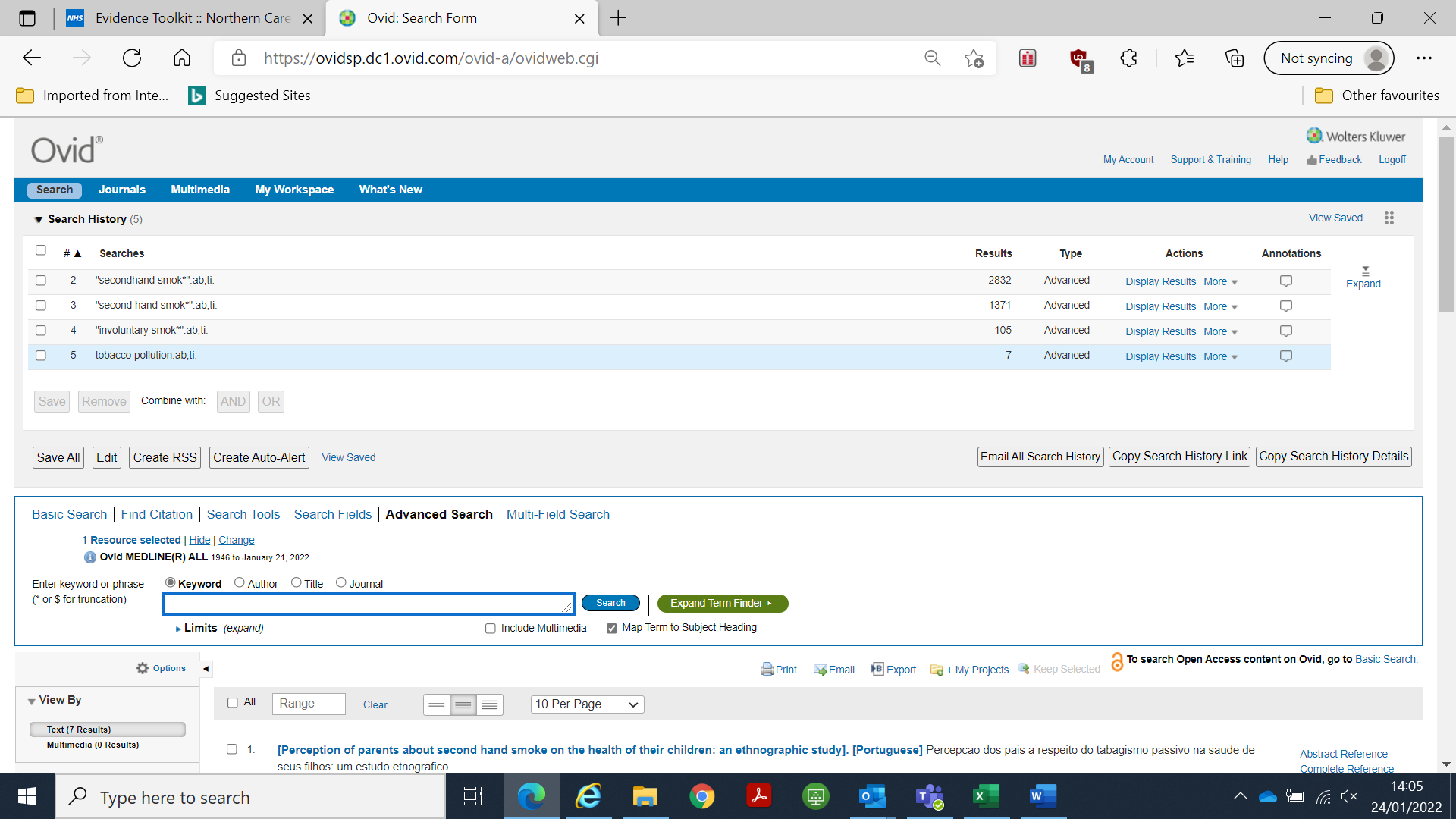
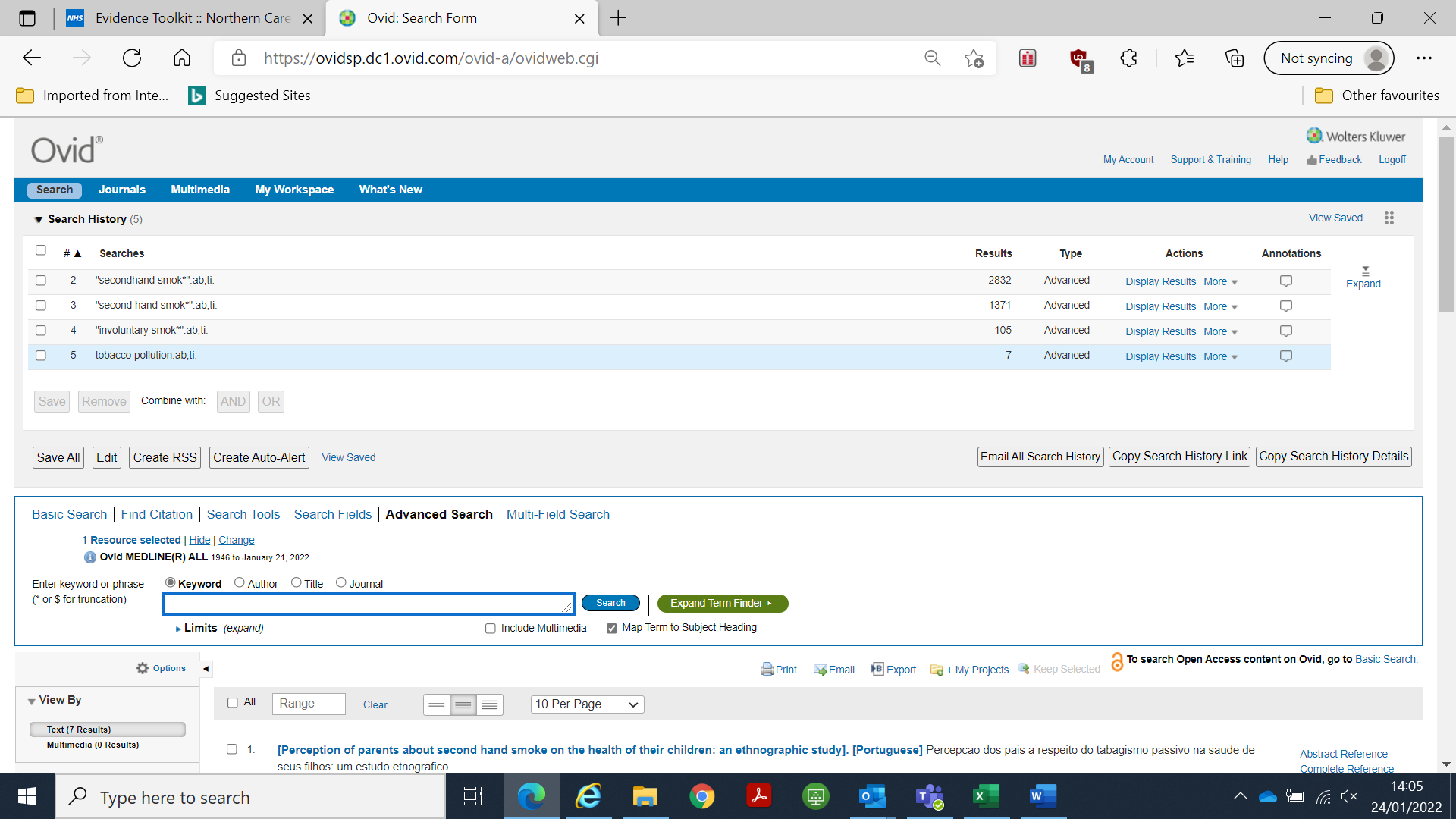


Results can be added to an existing project, or you can create a new one.

**19. To export results, select the results you would like to export and click on the “Export icon to see all available formats.**



**20.** You can access your saved searches from either th**e “My Account” or “My Workspace”** icons at the top of the screen**.**



More questions? Book onto a training session with one of our experts:

<https://www.northerncarealliance.nhs.uk/research-education/library>

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