

Ovid User Guide

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Ovid is an advanced search platform that allows you to perform advanced literature searches. The Ovid platform provides access to a number of different research databases. It is good practice to search each database individually. Searching more than one database at a time will disable the thesaurus feature, which is not advisable for comprehensive systematic searching.

The following databases are available via Ovid:

- AMED – contains information relating to allied and complementary medicine/ therapies
- Embase – comprehensive biomedical database with a strong focus on pharmacology and drugs.
- Emcare – contains nursing and allied health information
- HMIC - Health Management Information Consortium - contains information relating to health management and services, social care, service development or NHS organisation and administration.
- Medline - comprehensive biomedical database. Contains journal articles relating to medicine, nursing, pharmacy, dentistry, veterinary medicine, and health care.
- Social Policy and Practice – contains information relating to social policy and social care. Includes information from AgeInfo - Centre for Policy on Ageing the NSPCC - National Society for the Prevention of Cruelty to Children, Planex - IDOX Information Service, Social Care Online - Social Care Institute for Excellence (SCIE), and ChildData – National Children’s Bureau (NCB)

A: Accessing Ovid Databases and Creating a Personal Account

1. Accessing Ovid Databases

- The quickest way to access Ovid is via the NHS Knowledge and Library Hub. If you are on a Trust device, there should be an icon on the desktop:
- Double-click on this icon to open the Knowledge and Library Hub.
- If you are not on a Trust computer, you can access the Knowledge and Library Hub from the [Rotherham NHS Foundation Trust Library & Knowledge Service website](#) by selecting the **Resources** Tab and clicking on the link for the **Knowledge & Library Hub**.



Resources



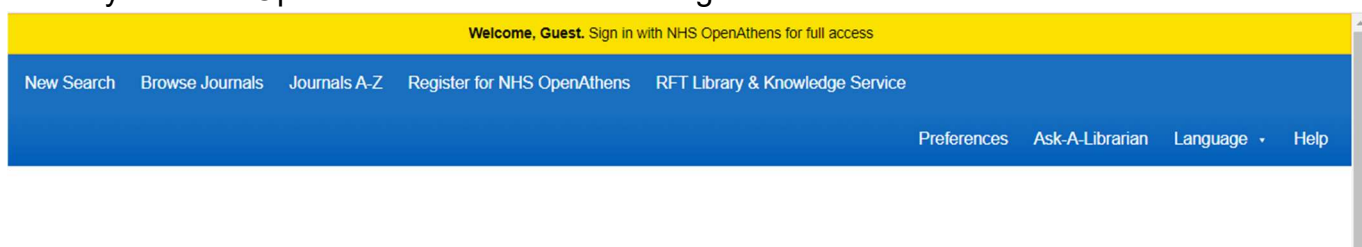
New! Discover the new [NHS Knowledge & Library Hub](#): a single gateway to journals, books, databases, clinical decision support resources including NICE Guidelines, BMJ Best Practice and DynaMed, and one-click links to full-text.

- Scroll down the page and click on the **NHS Knowledge and Library Hub** underneath where it says **Start your Search**

Start your search

The [NHS Knowledge and Library Hub](#) connects NHS staff and learners to high quality knowledge and evidence resources in one place.

- Along the top of the page you should see a yellow ribbon, prompting you to log in with your NHS Open Athens user name and login.



- NHS Open Athens is used to authenticate that you are an NHS member of staff. Being logged in grants you access to the full range of full text resources available and allows you to access the health and social care databases such as Medline.

- Log in with the link in the yellow ribbon if you have already signed up. If you have not previously registered, select **Register for NHS Open Athens**.

New Search Browse Journals Journals A-Z **Register for NHS OpenAthens** RFT Library & Knowledge Service

- Fill in your details and you will be sent your username and password. If you have already registered but have forgotten your details, please email the library at rght.libraryhealthcare@nhs.net and we will be happy to assist you.
- On the Knowledge and Library Hub page, scroll down to **In-depth searching**.

In-depth searching

AMED

British Nursing Index

CINAHL

Cochrane Library

EMBASE

EMCARE

HMIC (Health Management Information Consortium)

Medline

PsycINFO

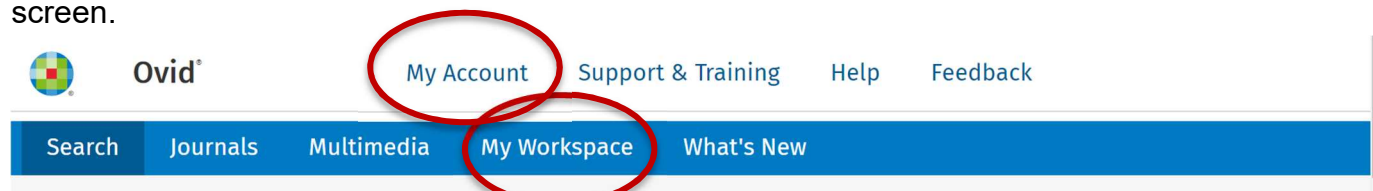
Pubmed

Social Policy & Practice

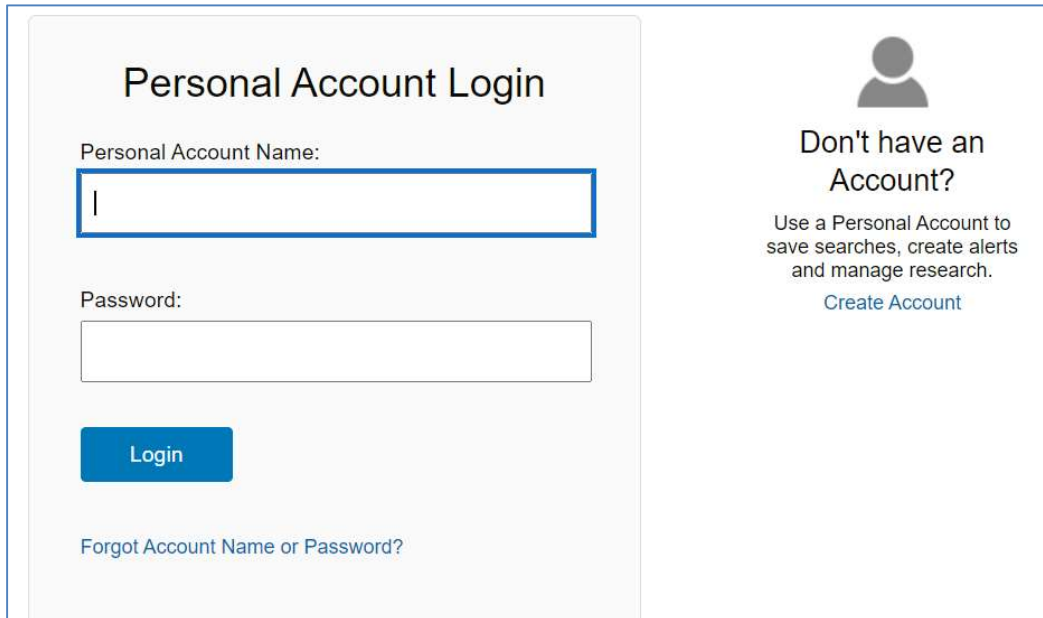
2. Select the database you want to search, for instance **Medline**. **We recommend searching one database at a time**. You will be asked to sign in with your NHS Open Athens Username and password.

3. You can begin searching; however, it is a good idea 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**. This account is for an account with Ovid and different to your NHS Open Athens account.



The screenshot shows a 'Personal Account Login' form. On the left, there is a section titled 'Personal Account Login' with two input fields: 'Personal Account Name:' and 'Password:'. Below these fields is a blue 'Login' button. At the bottom of this section is a link that says 'Forgot Account Name or Password?'. On the right side of the form, there is a user icon, the text 'Don't have an Account?', and a paragraph explaining the benefits of a Personal Account: 'Use a Personal Account to save searches, create alerts and manage research.' Below this paragraph is a blue link that says 'Create Account'.

B: Searching with free-text terms

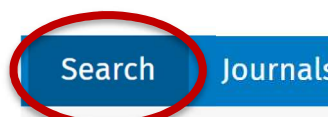
Free text terms' refers to the words that are used by the authors in the journal articles. You can search for words that are used in various fields of a journal article, e.g., the journal title, abstract, keywords and journal name, etc.

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

There are 2 main ways to carry out this type of searching: 1) **Multi-Field Searching** or 2) searching with **Search Fields**. There is no 'correct' or 'best' way, so you can select the way that you most prefer.

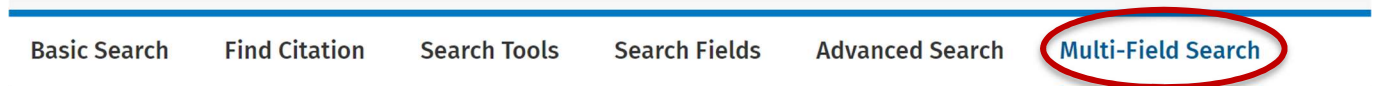


Ovid®



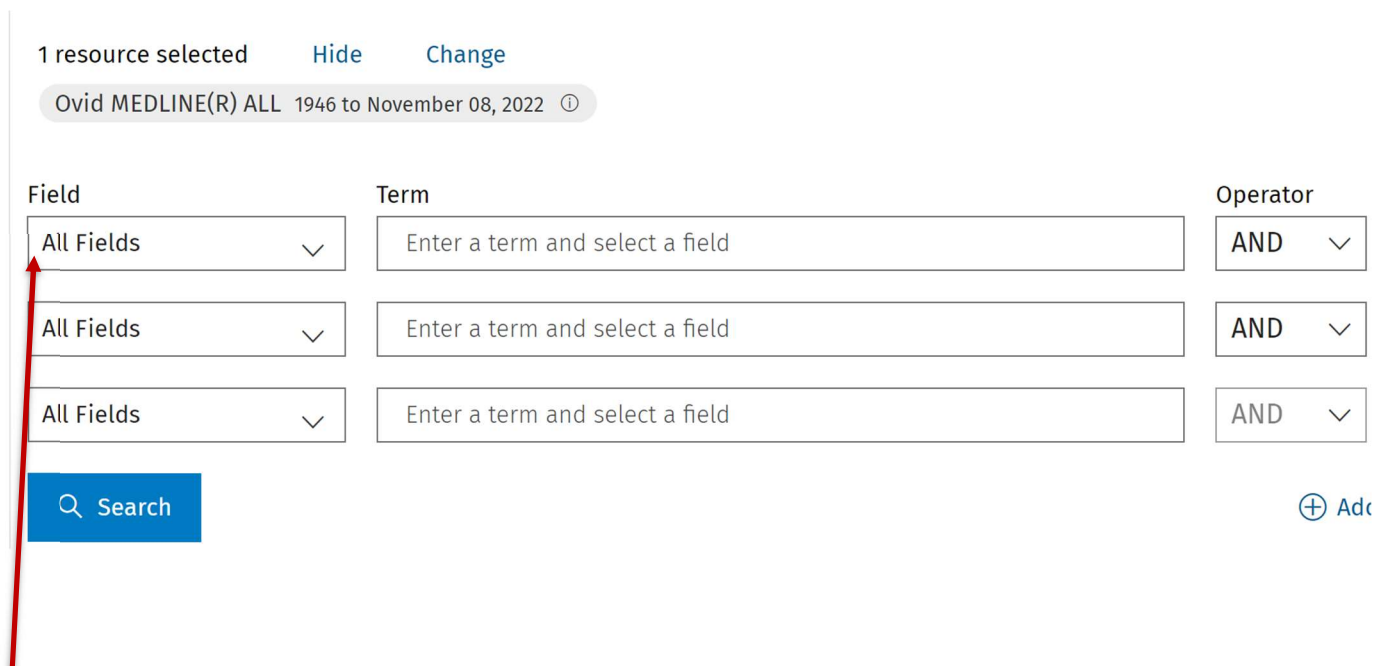
5. You will be automatically taken to the **Basic Search** page. To enable all of the advanced search functions, you need to be in either **Advanced Search** or **Multi-Field Search**.

1) Multi-Field Search



Click on **Multi-Field Search** .

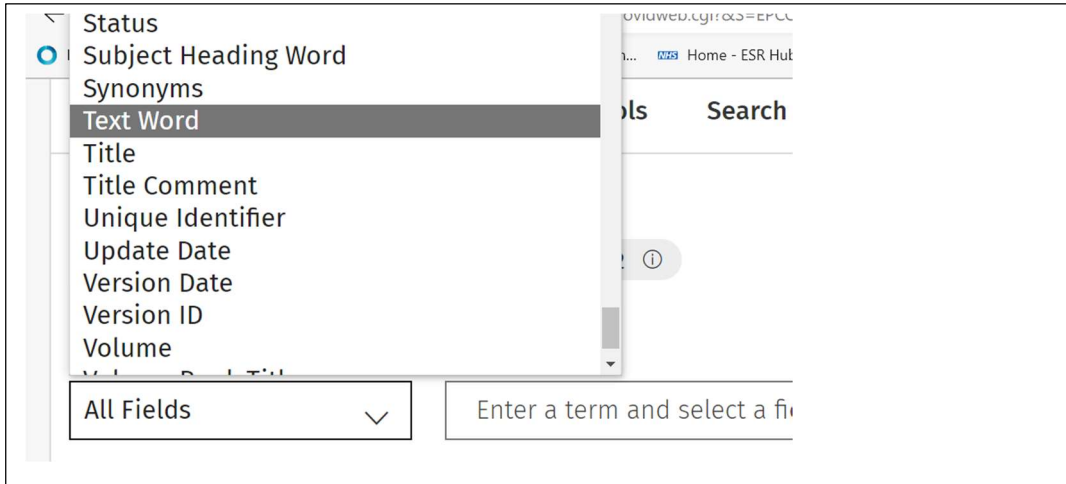
Scroll down the page and you will see 3 search boxes.



The screenshot displays the Multi-Field Search interface. At the top, it indicates '1 resource selected' with 'Hide' and 'Change' links. Below this is a filter bar for 'Ovid MEDLINE(R) ALL' from '1946 to November 08, 2022'. The main area contains three identical search rows. Each row has a 'Field' dropdown menu (currently set to 'All Fields'), a 'Term' input field with placeholder text 'Enter a term and select a field', and an 'Operator' dropdown menu (set to 'AND'). A red arrow points to the first 'Field' dropdown. At the bottom left is a blue 'Search' button, and at the bottom right is a '+ Add' link.

Click on the first **Field** drop-down arrow. Here you will see all the various available search fields, e.g. Title or Abstract. We recommend searching within the **Title** (which searches within the Titles of all journal articles within Medline) or **Abstract** (brief summary of the full article) or **Title and Abstract**.

'All Fields' is automatically selected. Click on the drop-down arrow to select specific fields, e.g. **Title and Abstract**. ****Top tip!** A quick and easy way to search for Title and Abstract in Ovid is by selecting **Text Word**, which searches Title and Abstract.



You can enter your search terms in the **Term** box.

It is useful to include **synonyms** as part of your free-text terms as different authors may use different words to describe the same thing, e.g., language can change over time or different words may be used in different locations, e.g. heart attack or myocardial infarction or randomised or randomized.

You can either add in related terms in the same search box and manually type **OR** in-between them or you can add it in the second and consequent Term boxes and change the **Operator** drop down arrow to **OR**.

Field	Term	Operator
<input type="text" value="Text Word"/>	<input type="text" value="Pet therapy OR Animal assisted therapy"/>	<input type="text" value="OR"/>
<input type="text" value="Text Word"/>	<input type="text" value="Enter a term and select a field"/>	<input type="text" value="AND"/>
<input type="text" value="All Fields"/>	<input type="text" value="Enter a term and select a field"/>	<input type="text" value="AND"/>

OR

Field	Term	Operator
<input type="text" value="Text Word"/>	<input type="text" value="Pet therapy"/>	<input type="text" value="OR"/>
<input type="text" value="Text Word"/>	<input type="text" value="animal assisted therapy"/>	<input type="text" value="AND"/>
<input type="text" value="All Fields"/>	<input type="text" value="Enter a term and select a field"/>	<input type="text" value="AND"/>

Advanced search techniques

Truncation is an advanced searching technique that allows you to truncate words, which takes into consideration plurals. Databases are very powerful and sensitive and searching for a singular term such as therapy may only retrieve articles that mention 'therapy' and won't retrieve information that refers to 'therapies' or 'therapeutic'.

In Ovid the truncation character is * or \$

Adding a truncation symbol will search for a word with any number of characters that appear after where you place the * or \$

E.g. Schizo* will retrieve articles that refer to schizophrenia, schizophrenic, schizophrenics or schizoaffective.

In our example, I am going to search for Pet therap* or animal assisted therap* and click **Search**

Field	Term	Operator
<input type="text" value="Text Word"/>	<input type="text" value="Pet therap* OR Animal assisted therap*"/>	<input type="text" value="OR"/>
<input type="text" value="Text Word"/>	<input type="text" value="Enter a term and select a field"/>	<input type="text" value="AND"/>
<input type="text" value="All Fields"/>	<input type="text" value="Enter a term and select a field"/>	<input type="text" value="AND"/>

Your search will be added in the **Search history box**

Search History (1) ^

View Saved

<input type="checkbox"/>	# ▲	Searches	Results	Type	Actions	Annotations
<input type="checkbox"/>	1	(Pet therap* or Animal assisted therap*).tw.	497	Advanced	Display Results More ▾	

Save

Remove

Combine with:

AND

OR

Adjacency searching allows you to tell the database that you would like to search for two or more that appear within so many words of each other (in any order).

You can do this in Ovid by using ADJ#

represents the number of words that could appear within your keywords, for example:

Therap* adj1 dog* will find the two terms next to each other in any order.

Pet adj2 therap* will find the terms in any order and with one word (or none) between them

Pet adj3 therap* finds the terms in any order with two words (or fewer) between them and so on.

Retrieving:

Therapy pets and pet therapy

If you search using adj# you will need to put your terms in brackets. E.g.

(pet adj1 therap*).tw

2) Searching using Search Fields: Another way to search using free text terms is to search using the search fields. Select **Search Fields**

Basic Search Find Citation Search Tools **Search Fields** Advanced Search Multi-Field Search

1 resource selected Hide Change

Ovid MEDLINE(R) ALL 1946 to November 08, 2022 ⓘ

Enter word or phrase

Search

Display Indexes →

My Fields All Fields Clear Selected

☒ af All Fields ☐ ab: Abstract ☐ al: Abstract Label

All the available Search Fields will appear, these are listed alphabetically.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> af All Fields | <input type="checkbox"/> ab: Abstract | <input type="checkbox"/> al: Abstract Label |
| <input type="checkbox"/> id: Article Identifier | <input type="checkbox"/> ax: Author Last Name | <input type="checkbox"/> ai: Author NameID |
| <input type="checkbox"/> au: Authors | <input type="checkbox"/> fa: Authors Full Name | <input type="checkbox"/> bd: Beginning Date |
| <input type="checkbox"/> bk: Book Accession | <input type="checkbox"/> ba: Book Authors | <input type="checkbox"/> bf: Book Authors Full Name |
| <input type="checkbox"/> bn: Book Edition | <input type="checkbox"/> be: Book Editors | <input type="checkbox"/> pr: Book Part |
| <input type="checkbox"/> bt: Book Title | <input type="checkbox"/> bv: Book Volume | <input type="checkbox"/> cd: Cited Reference DOI + ⓘ |
| <input type="checkbox"/> cq: Cited Reference Date | <input type="checkbox"/> rp: Cited Reference Issue | <input type="checkbox"/> cz: Cited Reference PMCID |
| <input type="checkbox"/> cg: Cited Reference Page | <input type="checkbox"/> ry: Cited Reference Publisher Identifier | <input type="checkbox"/> cs: Cited Reference Source |
| <input type="checkbox"/> rz: Cited Reference UI | <input type="checkbox"/> ce: Cited Reference Volume | <input type="checkbox"/> cl: Collection Title |

If you want to search using **Title**, scroll down and click in the Title box. If you want to search by **Abstract** only, just select **Abstract**.


<input type="checkbox"/> <i>hw:</i> Subject Heading Word	<input type="checkbox"/> <i>sy:</i> Synonyms	<input type="checkbox"/> <i>tw:</i> Text Word
<input checked="" type="checkbox"/> <i>ti:</i> Title	<input type="checkbox"/> <i>tc:</i> Title Comment	<input type="checkbox"/> <i>ui:</i> Unique Identifier
<input type="checkbox"/> <i>up:</i> Update Date	<input type="checkbox"/> <i>vd:</i> Version Date	<input type="checkbox"/> <i>vi:</i> Version ID
<input type="checkbox"/> <i>vo:</i> Volume	<input type="checkbox"/> <i>vb:</i> Volume Book Title	<input type="checkbox"/> <i>yr:</i> Year of Publication

If you want to search **Title and Abstract**, you can select **tw Text Word**.

Scroll back up until you see the search box, and now you can start to type out your search terms and click **Search**

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

1 Resource selected | [Hide](#) | [Change](#)

 **Ovid MEDLINE(R) ALL** 1946 to November 09, 2022

Your search line should now be added to Search History

▼ **Search History** (1) [View Saved Searches](#)

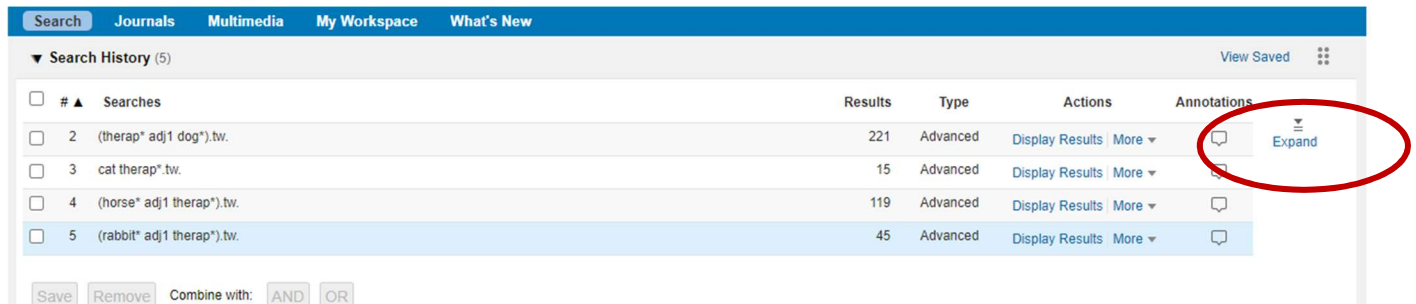
<input type="checkbox"/>	# ▲ Searches	Results	Type	Actions
<input type="checkbox"/>	1 "Pet therap*".tw.	162	Advanced	Display Results More ▼

Combine with:

You can now add more search lines and the search field that you previously selected, e.g. Text word (title and abstract) should still be selected.

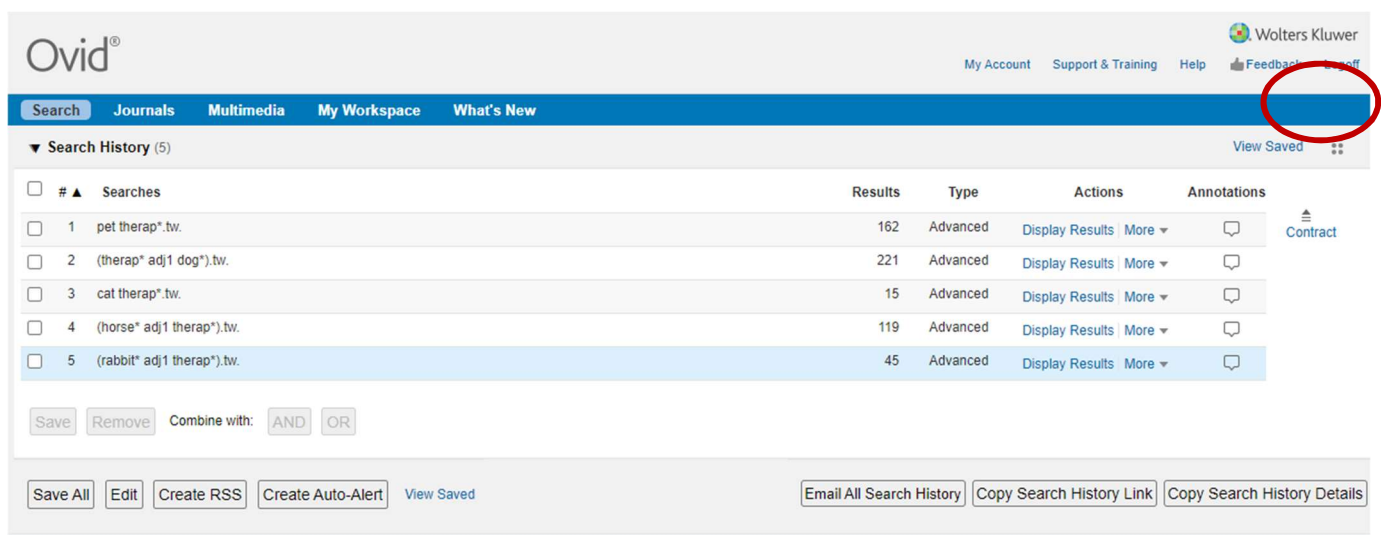
****Top tip** It is worth having a look at your search results to see if they generate the types of results that you are interested in. Some words are used in other disciplines and may generate irrelevant results. For example, when I search for (pet adj2 therap*).tw I noted that a lot of the

results are related to PET or Positron Emission Tomography. However, it will differ for different topics.



#	Searches	Results	Type	Actions	Annotations
2	(therap* adj1 dog*).tw.	221	Advanced	Display Results More	Expand
3	cat therap*.tw.	15	Advanced	Display Results More	
4	(horse* adj1 therap*).tw.	119	Advanced	Display Results More	
5	(rabbit* adj1 therap*).tw.	45	Advanced	Display Results More	

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



#	Searches	Results	Type	Actions	Annotations
1	pet therap*.tw.	162	Advanced	Display Results More	Contract
2	(therap* adj1 dog*).tw.	221	Advanced	Display Results More	
3	cat therap*.tw.	15	Advanced	Display Results More	
4	(horse* adj1 therap*).tw.	119	Advanced	Display Results More	
5	(rabbit* adj1 therap*).tw.	45	Advanced	Display Results More	

Repeat steps above if you have more free-text terms to search for.

7. Ovid will automatically time out after about 90 minutes. If you do not save your search regularly, you will lose the most recent work. **To save your search so far, click Save All.**

Enter a search name. Make sure Select Type is **Permanent** and click **Save**. If you are updating an existing search, ensure that **Ignore Warning** is ticked.

Save Your Search or Create an Alert

Search name

Pet therapy

Type

Permanent

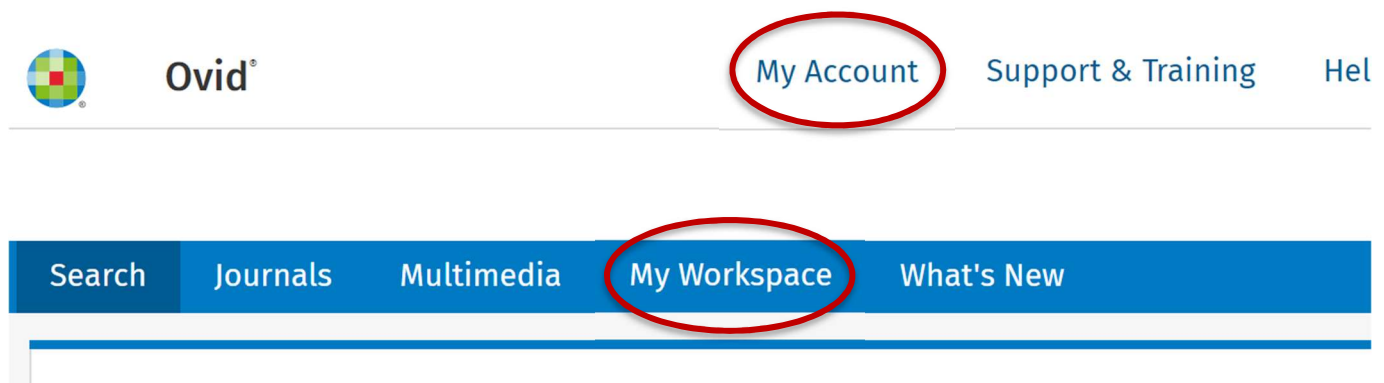
Comment

Add a description, you can change it later.

Cancel

Save

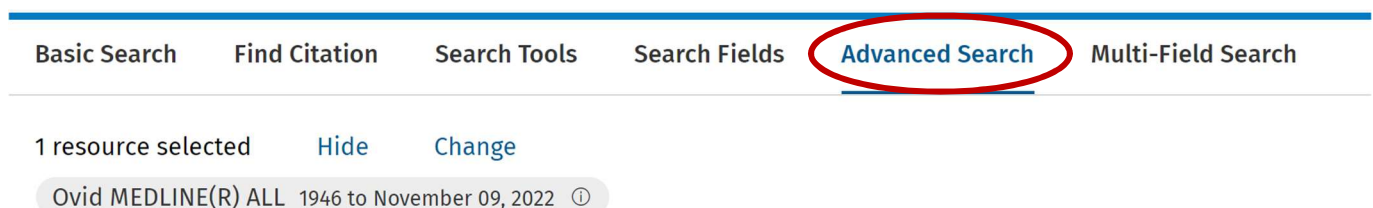
8. You can access your saved searches from either **My Account** or **My Workspace** at the top of the screen.



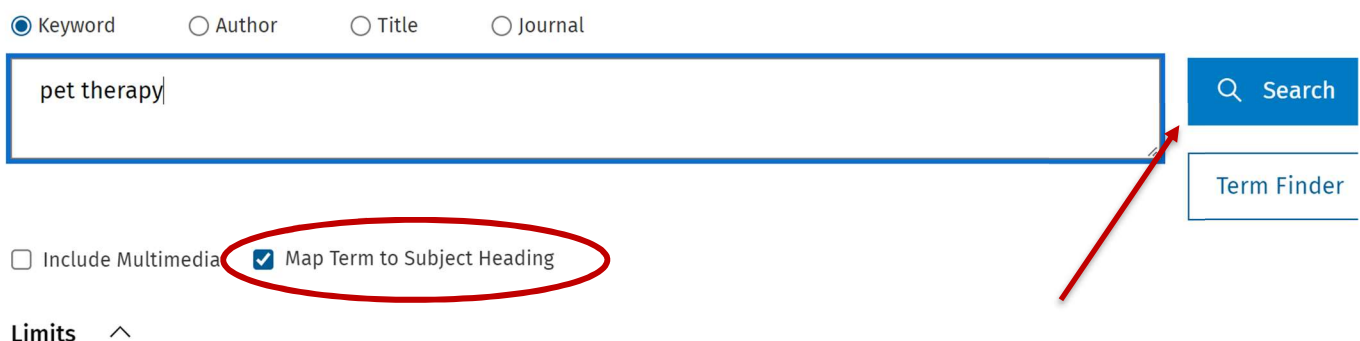
C: Searching for Subject Headings

Subject Headings, also referred to as Index terms are headings/ keywords that the indexers from the database have added to the article when adding to the database. They are worth searching for as the indexer has read the full article.


9. To search for **Subject Headings**, select **Advanced Search** from the menu bar.



10. 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.**




11. The database will take you to the most relevant subject heading.

Select	Subject Heading	Explode	Focus	Scope
<input checked="" type="checkbox"/>	Animal Assisted Therapy	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	pet therapy.mp. search as Keyword			

If you click on the term, it will open up the term and show you where it sits within the database thesaurus. To go back to the term, click Back on your webpage.

<input type="checkbox"/>	<input type="checkbox"/>	Continuity of Patient Care	20482	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Aftercare	12304	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Rehabilitation	18658	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/> Activities of Daily Living	71472	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Animal Assisted Therapy	534	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/> Equine-Assisted Therapy	261	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/> Art Therapy	1697	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/> Bibliotherapy	434	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/> Cardiac Rehabilitation	3544	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Correction of Hearing Impairment	2139	<input type="checkbox"/>	<input type="checkbox"/>	

Ticking **Explode** will broaden your search and will search for any narrower terms attributed to that term. Selecting **Focus** will narrow your search and will only search for articles where that term has been marked as the 'major focus' of the article. Clicking on the **i** icon is the **Scope notes**, which will give you the definition used by the indexers and alternative terminology.

Select	Subject Heading	Explode	Focus	Scope
<input checked="" type="checkbox"/>	Animal Assisted Therapy	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	pet therapy.mp. search as Keyword			

Click **Search** and your subject heading term will be added to your **Search History**. Searches that are subject headings are displayed with a / after the term:

Top tip! Searching for free text terms as well as indexing terms will give you widest set of results.

Click on **Expand** to see your full **Search History**.

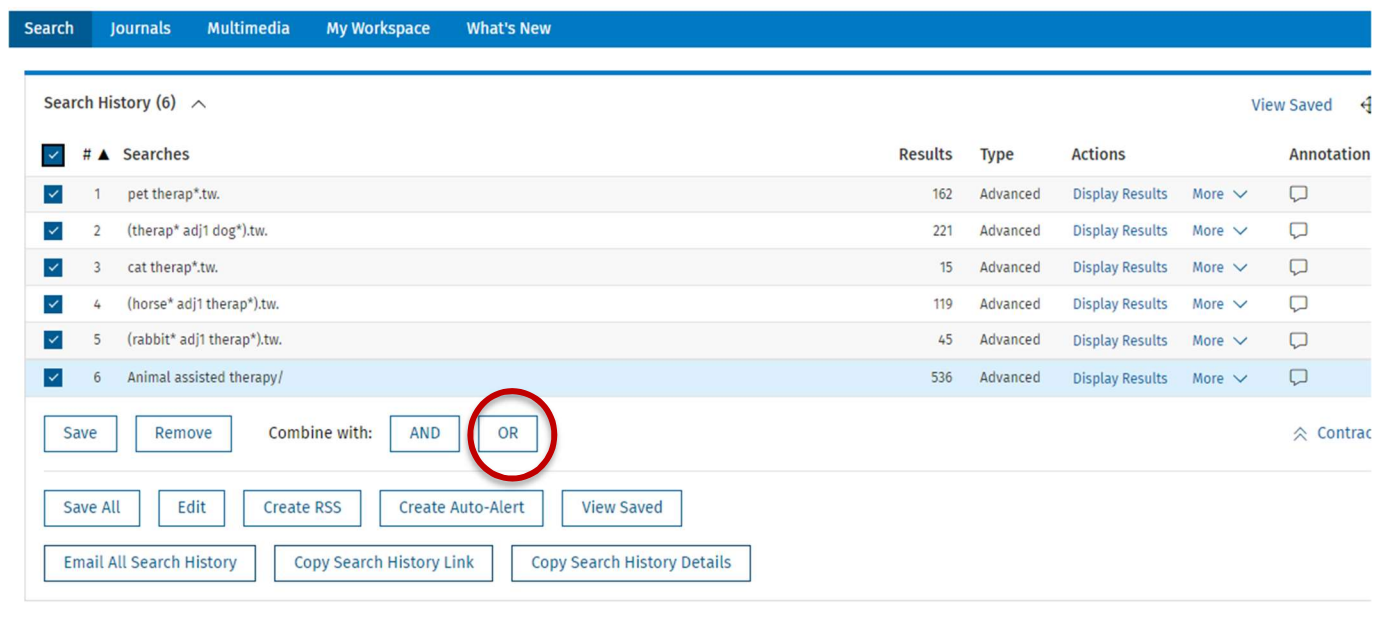
D: Combining Search Terms and Subject Headings

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

Combine using OR

Using **OR** will search for 2 or more search lines. OR = MORE is a useful way of remembering this. This is useful for combining your similar terms for the same concept, e.g. pet therapy in our example.

To combine searches using **OR** select each search line




The screenshot shows the 'Search History (6)' interface. It features a table with columns: #, Searches, Results, Type, Actions, and Annotation. The table lists 6 searches, all marked with a checkmark in the first column. Below the table, there are buttons for 'Save', 'Remove', 'Combine with:', 'AND', and 'OR'. The 'OR' button is circled in red. Other buttons include 'Save All', 'Edit', 'Create RSS', 'Create Auto-Alert', 'View Saved', 'Email All Search History', 'Copy Search History Link', and 'Copy Search History Details'.

#	Searches	Results	Type	Actions	Annotation
1	pet therap*.tw.	162	Advanced	Display Results More	
2	(therap* adj1 dog*).tw.	221	Advanced	Display Results More	
3	cat therap*.tw.	15	Advanced	Display Results More	
4	(horse* adj1 therap*).tw.	119	Advanced	Display Results More	
5	(rabbit* adj1 therap*).tw.	45	Advanced	Display Results More	
6	Animal assisted therapy/	536	Advanced	Display Results More	

If you then want to search for another concept, e.g. if I wanted to also search for care homes, if my search was related to pet therapy in care homes **repeat steps 5-12** for searching for free text terms and indexing terms for your second concept and/ or third concepts.

Ovid[®][My Account](#)[Support & Training](#)[Help](#)[Feedback](#)[Logoff](#)[Search](#) [Journals](#) [Multimedia](#) [My Workspace](#) [What's New](#)

Search History (7) 

☐

▲ Searches

☐


1


pet therap*.tw.

162

Advanced

[Display Results](#)

[More](#) 



☐


2


(therap* adj1 dog*).tw.

221

Advanced

[Display Results](#)

[More](#) 



☐


3


cat therap*.tw.

15

Advanced

[Display Results](#)

[More](#) 



☐


4


(horse* adj1 therap*).tw.

119

Advanced

[Display Results](#)

[More](#) 



☐


5


(rabbit* adj1 therap*).tw.

45

Advanced

[Display Results](#)

[More](#) 



☐


6


Animal assisted therapy/

536

Advanced

[Display Results](#)

[More](#) 



☐


7


1 or 2 or 3 or 4 or 5 or 6

978

Advanced

[Display Results](#)

[More](#) 




Save

Remove

Combine with:

AND

OR

 Contract

Save All

Edit

Create RSS

Create Auto-Alert

View Saved

Email All Search History

Copy Search History Link

Copy Search History Details

E: Combing search lines using AND

13. Once you have searched all your concepts, combine them using “AND”. In the example below, line 7 combines the results for one concept (pet therapy) and line 11 for the second concept (care homes):

Combining these concepts will search for all articles that discuss pet therapy AND care homes. To do this select the lines that you have combined using OR, e.g., line 7 and line 11 and click on **Combine with AND**

<input checked="" type="checkbox"/>	7	1 or 2 or 3 or 4 or 5 or 6	840	Adva
<input type="checkbox"/>	8	Home Care Services/	35912	Adva
<input type="checkbox"/>	9	care home*.tw.	5162	Adva
<input type="checkbox"/>	10	nursing home*.tw.	34080	Adva
<input checked="" type="checkbox"/>	11	8 or 9 or 10	73128	Adva
<div>Save Remove Combine with: AND OR</div>				

<input type="checkbox"/>	11	8 or 9 or 10	73128	Advanced	Disp
<input type="checkbox"/>	12	7 and 11	51	Advanced	Disp

Save

Remove

Combine with:

AND

OR

If you need to search for more concepts repeat the steps for the next concept using steps 5-12 and combine the lines using AND using Step 13.

F: Filtering and Saving Results

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

Filter By ^

⊕ Add to Search History

Selected Only (0)

Years ^

All YearsCurrent yearPast 3 yearsPast 5 yearsSpecific Year Range ▾

Subject ▾

Author ▾

Journal ▾

Publication Type ▾

neath the search section.
in Year, studies published in
limits, this will open up the

Limits ^

<input type="checkbox"/> Abstracts	<input type="checkbox"/> English Language	<input type="checkbox"/> Male
<input type="checkbox"/> Female	<input type="checkbox"/> Ovid Full Text Available	<input type="checkbox"/> Full Text
<input type="checkbox"/> Review Articles	<input type="checkbox"/> Humans	

Publication Year -






Age Groups

Clinical Queries




[Additional Limits](#) [Edit Limits](#)

If you are searching to inform a systematic review, you should record which limits you use in your search methods section.

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


 Print  Email  Export  **+ My Projects**  Keep Selected

☐ All [Clear](#)

View:   

☒ 1. **[Loneliness in nursing homes- Experience and measures for amelioration: A literature review]** [Abstract Reference](#) [Complete Reference](#)

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

Add Item(s) to: 

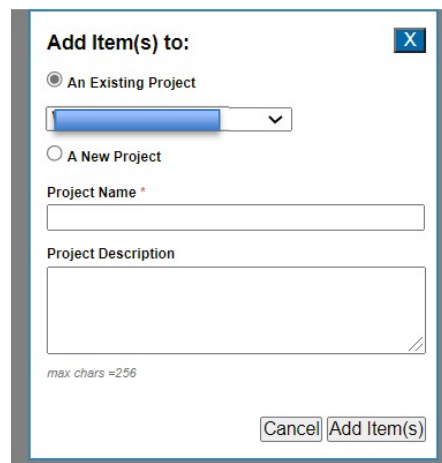
☒ A New Project

Project Name *

Project Description

max chars =256

[Cancel](#) [Add Item\(s\)](#)



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

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

 To search Open Access content on Ovid, go to [Basic Search](#).

 Print  Email  **Export**  + My Projects  Keep Selected

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

Ovid®

My Account

Support

Journals

Multimedia

My Workspace

What's New

19. If you would like to save a copy of your search strategy you can copy and paste your search strategy by selecting **Copy Search History Details**.

Email All Search History

Copy Search History Link

Copy Search History Details

This will copy your search strategy and you just need to press Paste (Ctrl and V) in a Word document to paste your search strategy.

Don't forget!

If you have any questions or would like to meet with one of our experienced searchers to work through your search – please get in touch.



Rotherham
NHS
Foundation
Trust Library

The Rotherham NHS Foundation Trust
Rotherham Hospital
Level D
Email: rg-h-tr.libraryhealthcare@nhs.net
Telephone: 01709 427139

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