Guide to Database Searching via Ovid

- ACP Journal Club
- Evidence-Based Medicine Reviews - including Cochrane Database of Systematic Reviews
- CINAHL
- HealthStar
- MEDLINE in process and
- MEDLINE

Created by the Ontario Public Libraries Association (OPHLA)
MEDLINE 1966 - (and OLDMEDLINE 1950 to 1965)
- Literature of medicine, nursing, dentistry, allied health, biological/physical sciences
- Over 4000 journals indexed and updated weekly

CINAHL (Cumulative Index to Nursing & Allied Health Literature) 1982-
- Includes literature from the following disciplines: Nursing, Occupational Health and Physical Therapy, Social Work, Speech Language Pathology, Radiologic Technology
- Updated monthly
- Includes journal articles, healthcare books, nursing dissertations, conference proceedings, critical pathways etc….

EBM Reviews -
- Consists of four databases; ACP Journal Club (ACP), Cochrane Central Register of Controlled Trials (CCTR), Cochrane Database of Systematic Reviews (CDSR), and Database of Abstracts of Reviews of Effects (DARE).
- Cochrane Database of Systematic Reviews -
  - Contains systematic reviews on the results of research in defined subject areas
  - Offers reviews on clinical trials and supplies comparative analysis
  - Find quick answers to clinical questions supported by systematic evaluations of the findings of the latest research

HealthStar 1966 -
- Includes literature in the following areas: health services, health services administration/management and research as well as evaluation of patient outcomes.

Access -
Access is available from home or at work, 24 hours a day directly via the Internet.
Connecting to Ovid

From Home:

1. Open your web browser (e.g. Internet Explorer), type http://gateway.ovid.com in the address box and press the <enter> key
2. Type a **user ID** and **password** (usernames and passwords are available on the library website and bookmark) in the appropriate boxes and click on the **Start Ovid** button with your mouse (Ovid automatically defaults to **Advanced Search**. This mode allows the most options).
3. Choose the appropriate database.

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The Ovid Interface

Searching keyword/ subject heading

1. In the keyword box, enter a **single subject or term**.
2. Click the **SEARCH** button.

Subject Headings

All records in MEDLINE/CINAHL have been assigned specific terms or phrases (using a controlled vocabulary) that describe their contents. These are called **MeSH Subject Headings**. When you enter a term in the keyword/phrase box, Ovid will attempt to match the “term” to a relevant subject heading from the database.
Step Two: Mapping term to subject heading

Medline/Cinahl finds the subject headings that are most relevant to your search term

Choose the subject heading most relevant to your search.

2. Click on the Explode Box [✓] if you wish to include the narrower terms under a search term.

3. Click on the Focus Box [✓] if you want to limit your results to articles in which your subject heading is one of the major points discussed.

The Scope Note provides a full definition of the subject headings.

Text word Searching

Located at the end of the subject heading list, use this method together with a subject heading to expand or broaden your search or when Medline/Cinahl does not provide a suitable subject heading.

1. Select the Keyword Word identified by the .mp. designation at the bottom of the subject headings list.

2. Click on CONTINUE to proceed with the search.
When a suitable subject heading is not offered by Ovid, searching the term as a key word can be effective. Ovid will look for that’s term in the author, title, abstract fields and extract all citations containing that word. The skin test “multitest” for example is not assigned a subject heading but is mapped to the general term skin test so searching the term as a keyword may yield more relevant articles.

Step Three: Subheadings

Subheadings allow you to refine your search strategy.

1. You can narrow the search by selecting relevant subheadings appropriate to your search. The numbers in brackets beside the subheading indicate the number of articles that pertain to each subdivision of your topic.

2. If you do not have any specific requirements you can click the Include all Subheadings [v] icon (optional).
3. Click on the **CONTINUE** button. This will bring you to the main search page displaying the number of records.

4. Scroll down to view records

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**Step Four: Limiting a Search**

*Common limits such as English Language, Human and Publication year are available on the main search page.*

![Screen shot of search page with limits options](image)

Clicking on the **More Limits** icon gives you access to additional limits (like publication types, or age groups) on a separate page. These limits usually reduce the number of results.

1. Since Ovid automatically defaults to the last set of results, you will need to identify which set you wish to limit by clicking in the **“Select box”** for that set.
Step 5: Combining Searches
Each time a search term is entered in the keyword/phrase box a retrieval set is created. Ovid allows you combine search sets using Boolean logic AND/OR.

Click on the Combine icon on the menu bar. Select sets that you want to combine by checking the boxes under the Select column.
2. Select AND/OR using the pull-down menu.
3. To retrieve articles that contain more than one term, combine them using AND.
4. To retrieve articles which include either of the terms, use OR (e.g. obesity or morbid obesity).
5. Click on the CONTINUE button to complete the combination.

You can also combine searches in the keyword box using the numbers for the search sets e.g.

Step 6: Displaying and Marking Search Results
Ovid allows the end user to review search results, select relevant citations and ready them for printing, emailing etc...

1. From the Main Search Screen select a set you wish to display.
2. Click on the Display icon.
3. Ten citations are presented on each page (you can alter this by clicking on the customize display icon on the top of the page).
4. Click on **Next Result** at the bottom of the page to view the next 10 citations.
5. Click on **Previous Result** to view the previous 10 citations.
6. **Select** the citations you want by clicking on the checkboxes beside the citation [✓].
7. Click on **Complete Reference** if you wish to see the full citation.
8. Click on **Abstract** if you wish to read a summary for that citation. (Click on **Find Similar** to locate related additional articles on your topic).

9. When you have viewed and selected the citations you want, scroll down to the bottom of the page to see the **RESULTS MANAGER**.

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**Step Seven: The Results Manager: Printing, Saving & Emailing Records**

*The Results Manager* lets you display, e-mail, print or save a subset of citations (you can click on the box against **Include Search History** to send the search history with your results).

<table>
<thead>
<tr>
<th>Main Search Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Results Manager</strong></td>
</tr>
<tr>
<td><strong>Results</strong></td>
</tr>
<tr>
<td>Selected Results</td>
</tr>
<tr>
<td>All in this set (1-6)</td>
</tr>
<tr>
<td>and/or Range:</td>
</tr>
<tr>
<td>[SELECT FIELDS]</td>
</tr>
<tr>
<td>[SELECT FIELDS]</td>
</tr>
</tbody>
</table>

1. The **Results column**- lists the various display options: **all in this page, all in this set or selected citations**.
2. The **Fields column**- lets you choose how much information to include for printing, emailing etc.

**Note:** **Complete record** does not mean you will get the full text of the articles selected.
3. The **Actions column** - allows you to view selected citations (**Display**), send citations to a specific email account (**E-Mail**), save them to a disk (**Save**) or print directly (**Print Preview**).

4. To print directly, from the Actions column, click on the **Print Preview** icon to view the records you have selected for printing.

5. Click on **Print** on Netscape/Internet Explorer or click on **File** and then **Print**.

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**Step 8: Downloading/Emailing Citations**

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="display.png" alt="Display" /> <strong>DISPLAY</strong></td>
</tr>
<tr>
<td><img src="preview.png" alt="Print Preview" /> <strong>PRINT PREVIEW</strong></td>
</tr>
<tr>
<td><img src="email.png" alt="Email" /> <strong>EMAIL</strong></td>
</tr>
<tr>
<td><img src="save.png" alt="Save" /> <strong>SAVE</strong></td>
</tr>
</tbody>
</table>

1. From the Results Manager box, in the **Action** column, select **Save**.

2. Ovid prompts you for your platform (Windows, Macintosh etc.). Select Windows and click on the **CONTINUE** button.

3. Select **Save**. In **File Name** box: Name your document, e.g. alcohol.

4. Click on **Save**.

5. If you want to e-mail your search results, click on the **EMAIL** icon. It will prompt you for your e-mail address in the address box.

6. Click on the **SEND EMAIL** icon to send the results by email.

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**Step Nine: Saving/Executing Search History (Additional Feature)**

*This feature lets you save a search and re-execute it at a later date, or on a regular basis to get the latest in the health or medical literature on your subject by creating an Auto Alert.* (Save a search temporarily for up to 24 hours or permanently.)
1. From the Main Search screen, click on **Save Search /Alert** to begin saving your search strategy.

2. Enter a search name e.g. “**Obesity Prevention**” to identify your search and indicate if the strategy is permanent or temporary.

4. To **execute** your saved search history, go to the Main Search screen and click on the **Saved Searches/Alerts** icon.

5. Select your search strategy by clicking [✓] on the check box beside it.

6. Click on **RUN** to run the selected search.

7. Click on **DELETE** to delete a saved search.

### Step Ten: Searching other Ovid Databases

**Ovid Web allows you to re-execute your current search or start a new one in another database**

1. On the menu bar on the Main Search Screen, select the **Change Database** icon. Click [✓] in the box against the database you want.

2. Ovid Web offers you the following options:
   - **Open and Re-Execute** - allow you to rerun your previous search in a new database.
   - **Open and Clear** - clears the old search and allows you to start a new search.
   - **Return to Current Session** returns you to your search without changing databases.

3. To disconnect click on the **Logoff** Button.
Tip to Remember while Searching Multiple Databases…  
Each database whether it be Cinahl, HealthStar or Medline maintains their own subject headings. Some subject headings will be common among all of the databases yet some terms are not. **Keyword or text word searching may** be more effective and yield better results when conducting a multiple database search.

Other Useful Search Functions

Ovid allows for other search commands

**Author**

Search for documents by a specific author by clicking on the **Author** icon. Enter author’s last name followed by the first initial. Click on search, select the appropriate name and click on **CONTINUE**.

**Title**

Click on the **Title** icon to search for documents that contain specific word(s) or phrase located in the title.

**Journal**

The **Journal** icon allows you to limit your search to a particular journal. Enter the first few letters of the journal name or the FULL name. Do not use abbreviations.

**Citation Finder**

Click on **Find Citation** to help locate an article. Fields include Journal Title, Article Title, Article Author, year, pagination. Enter as much information as possible to help locate the complete article reference.