

Quick Reference Card for OVID Version 4.1.0



Subject Search - Search by entering a single subject word or phrase at the *Enter Keyword or phrase* line and click on the *Perform Search* button. Mapping will help find relevant subject headings for your term in databases where *Map Term to Subject Heading* is available and selected. In databases where Mapping is not available, the word or phrase will be searched in the keyword fields for that database.

Author Search - Search for documents by a specific author by clicking on the *Author* icon. Enter the author's last name followed by first initial.

Title Search - Click the *Title* icon to search for documents that contain your desired word or phrase in the title field.

Journal Search - Search for documents in a specific journal by clicking on the *Journal* icon. Enter the first few letters of a full journal name, do not use abbreviations.

Search Fields - Search for a word or phrase contained in one or more specific document fields by clicking on the *Search Fields* icon.

Tools - Search for documents in the specific indexing structures of the current database such as the vocabulary Tree, Thesaurus, Table of Contents and others by clicking on the *Tools* icon. Note: *Tools* is not available in every database.

Combine - Click on the *Combine* icon to use the Boolean operators "AND" or "OR" to combine the results of two or more existing search sets. "NOT," used to exclude topics, must be entered directly on the *Enter Keyword or phrase* line (e.g. pregnancy not birth).

Limit Set - Click on the *Limit* icon to restrict the results of a search to a specific limit(s) such as language, publication type, or latest update. Select one of the search sets and then select one or more specific limits from the list of available limits. One or more common limits located under the *Enter Keyword or phrase* line can be selected before you create a search set.

Basic - Click on the *Basic* icon to switch from Advanced to Basic mode.

Change Database - Start or re-run a search in a new database or database segment by clicking on the *Change Database* icon. Select a new database or database segment from the list of available databases.

Logoff - Click on the **LOGOFF** icon to exit from the Ovid software. This ends the connection to the Ovid server and frees a user license. *Logoff* can also be selected from the document display screen.

? Help - For more detailed explanations of all topics, click on Ovid's online *Help*, which can be found at the top right corner of the Main Search screen. For additional reference materials, please visit Ovid Technologies' home page at: www.ovid.com.

Saving, Executing, and Deleting, a Search History

To **Save**, click on the *Save Search History* button located under the *Search History* table after at least one search statement is created. To **Execute** a saved search, click on the *Run Saved Search* button located under the *Search History* table. Then, from the displayed list of current saved search histories, select *Run*, *Display* or *Delete*. To **Delete** a search statement or the entire search history, click the *Delete Searches* button located below the *Search History* table.

Remove Duplicates from a Multifile search set **Click the *Remove Duplicates* button located below the *Search History* table. Only search sets of 6,000 or less can be deduped. Note: This button only appears if your site has Multifile enabled and selected.**

Title and Citation Display The *Title Display* appears below the general limits on the Main Search page. To view results, scroll down the Main Search page or click the corresponding search set *Display* button. Additional fields may be displayed by selecting the *Complete Reference* button and where available, *Abstract* and *Full Text* buttons or by selecting **Customize Display** located immediately above the *Title Display*. **Select Records** by clicking on the box in front of the record from the Title Display or by clicking on the box at the top of the page from the Citation Display.



Print, Email and Save from the Citation Manager
The Citation Manager is located at the end of every Title Display Page. Make selections from options provided then print, email, or save.

- To Print with the hypertext links included, select Display from the *Action* column and then select *Print* from the browser software.
- To Print without the hypertext links, select Print Preview from the *Action* column and then select *Print* from the browser software.
- To Email documents, select Email from the *Action* column. Input a valid Internet email address at the option *Email Citations to:*. You may enter more than one email address. You will be prompted for other options when available.
- To Save documents, select Save from the *Action* column. This will invoke your browser's save utility. Make selections based on options presented. To save documents to a floppy disk, make sure you select the appropriate drive.
- To Order documents from the HPD Interlibrary Loan Service, select Order from the *Action* column. This will take you to the order form and will automatically include all the citation information for the articles you have selected.

Command Line Syntax

Delete a Search Statement from the Search History Enter on the *Enter Keyword or phrase* line: **..pg x** (where "pg" means purge, i.e. delete a search statement, and x is the search set number) or **..pg x,x,x-x** (where x are multiple search sets and/or a range of search sets).

Field Qualification

Individual fields may be searched directly from the *Enter Keyword or phrase* line, using the appropriate two letter field identifier, set off with either periods or parentheses, e.g. *diazepam.ti* or *diazepam(ti)*. Select the *Search Fields* icon for a complete list of searchable fields.

Index Searching

Display any field index by using the root command, e.g. **root food.ti**. Select the *Search Fields* icon for a list of searchable indexes.

Boolean and Positional Operators, Combining Terms

(pregnancy or birth).ti - either term appears in the title
(pregnancy and birth).ti - both terms appear in the title
(pregnancy not birth).ti - includes 1st term, but excludes 2nd in the title
1 or 2 - retrieves all documents from search set 1
(information adjX retrieval).tw - retrieves phrases in which "information" and "retrieval" are within X words of each other in either direction

Truncation - statements should be field qualified

Use \$ or : to retrieve unlimited suffix variations (e.g. **computer\$.ti**)
 Use # to replace exactly one character (e.g. **wom#.ti**)
 Use ? to replace 0 or 1 character (e.g. **labo?.ti**)

Using Subject Headings (for databases with a thesaurus)

eye/ Search Subject Heading directly (bypass mapping)
eye/de or **eye/de,su** Include indicated Subheading(s)
exp eye Explode a subject heading
***eye** Restrict to Focus, i.e. major emphasis of article(s)
ptx eye View the Permuted subject heading index
tree eye or **thes eye** View a term in the subject heading Tree or Thesaurus
scope eye Display Scope note for the subject heading
sh eye Display available Subheadings for the subject heading

**For further assistance, contact the
 Reference Desk at HPD Library.
 954-262-3121**