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2007 November 7

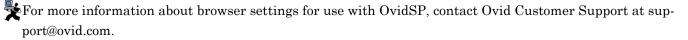
BROWSER REQUIREMENTS

To use OvidSP, your browser must be one of these.

- InternetExplorer 6 or later (IE 7 is preferred)
- Firefox 2.x or later
- 6 Netscape 8.0.2 or later. (Netscape 9.x is preferred)

Also, for optimal use, we suggest the following.

- 6 Enable browser pop-up blockers to allow popups from http://ovidsp.ovid.com/.
- 6 Install the Adobe Acrobat Reader plug-in to view PDF files.
- 6 Enable your system to permit video (.mpeg, .mov, .avi), audio (wav), and other common multimedia file formats.
- 6 Set your monitor's resolution between 1024 x 768 and 1280 x 1024 pixels.

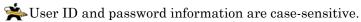


ACCESS OVIDSP

Link to OvidSP from a site page or at a URL provided by your site administrator, and the Welcome to OvidSP Page displays.

Logging in to OvidSP

- 1. Type your user ID.
- 2. Type your password.
- 3. Click the Start OvidSP button.



Logging in through Athens

Click the Athens Login link. OvidSP opens the Athens Authentication Point Page.

- 1. Type your user name.
- 2. Type your password.
- 3. Click the Login link.

User IDs and passwords are case-sensitive. Only Athens authentication information can be used on this page.

Athens logs you in and starts an OvidSP session.

Ovid

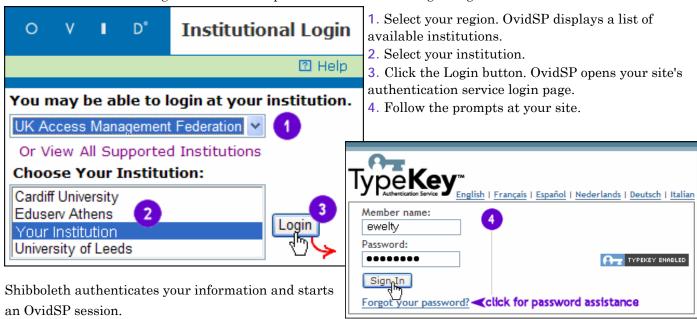




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Logging in through Shibboleth

Click the Institutional Login link. OvidSP opens the Institutional Login Page.



If you have questions about Shibboleth at your site, contact your site administrator.

SELECT A RESOURCE

On the Select a Database Page, you can find all resources to which your site subscribes.

- To read about a resource before selecting it, click an Information icon. OvidSP opens a database guide in a separate window.
 - To search a single resource, click a resource name.
 - To search multiple resources (databases, journals, and books), select check boxes and click the Open Selected Resources button.
- OvidSP limits the number of resources in a multifile to 120 segments to avoid affecting your session's speed.

Select a resource(s), and OvidSP opens a session on the Main Search Page.



Main Search Page

- a. Additional resources: switch and search in other databases, journals, or books.
- b. Session options: submit session questions to an expert, look up information in a guide or the knowledge base, or browse the context-sensitive help system.
- c. Saved Searches/Alerts: run, edit, or develop previously saved searches and alerts.

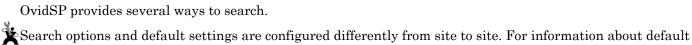
Start a Search

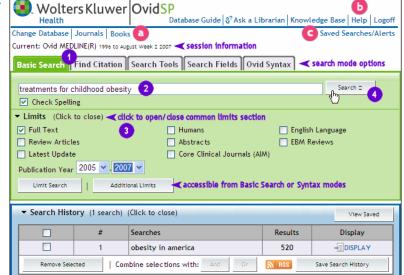
- 1. Select a search tab (Basic Search shown).
- 2. Type a term or phrase.
- 3. OPTIONAL: Apply a database limit(s).
- 4. Click the Search button.

OvidSP posts results to your search history.

Ovid

Search Tab Options





settings at your site, contact your site administrator.

Basic Search Tab

Basic Search is the default search type of OvidSP. It accepts natural language queries in any resource—databases, journals, and books.

- 1. Type a term or phrase.
- 2. OPTIONAL: Apply a database limit(s).
- 3. Click the Search button.

OvidSP posts results to your search history.

Click the Additional Limits button. OvidSP opens a limit search page with a current search history. Select a set to refine, then choose from available database limits.

Your site administrator can set another tab as the default search type for your session!

Find Citation Tab

Submit fielded data to find known article records.

1. Select the Find Citation tab.

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- 2. Fill in as many fields in the form as you can.
- 3. Click the Search button.

OvidSP retrieves only those citation records that satisfy the criteria and posts results to your search history.









🛂 To broaden a search, truncate any Find Citation field. Type at least three characters followed by the * symbol. For example, typing ang\$ into the title field retrieves citation records with the words angiostrongylus, angiogenesis, angle, and so on in the title of the article.

Search Tools Tab

OvidSP provides tools to discover relationships between terms and subjects within the context of a database—all in one convenient location.

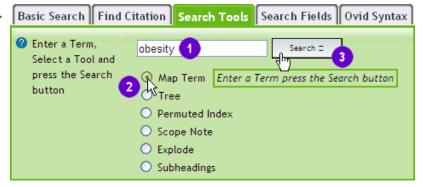
- 1. Type a term or phrase.
- 2. Select a tool from the list.
- 3. Click the Search button.



The permuted index tool accepts single-word terms only.

Tools can help you find additional subjects to explore. OvidSP offers a variety of tools.

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Availability of tools differs from database to database.

Mapping: match terms to concepts of the database's controlled vocabulary.

Tree: display a term or phrase within a hierarchical structure of contexts that are based upon the database's controlled vocabulary.

Thesaurus: display a term or phrase within a hierarchical structure of alphabetically-arranged subject headings

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that are based upon the database's controlled vocabulary.

Permuted Index: display a single-word term within a hierarchical structure of similar terms, related terms, and used-for terms that are based upon the database's controlled vocabulary.

Scope Notes: read information about indexed terms that can help you find other subjects for your search.

Explode: expand search results to include records about the broader topic and all its related topics.

Subheadings: further focus a search to a specific aspect of a subject heading.

Classification Codes: browse a hierarchical display of database-specific subject categories arranged from broader to narrow terms.

Search Fields Tab

OvidSP lets you search or browse the indexed fields of any resource. To restrict retrieval to only a certain field(s), apply field criteria to a search.

- 1. Select the Search Fields tab.
- 2. Check a field box(es).
- 3. Type a term or phrase.
- 4. Click the Search or Display Indexes button.

Click a field name, and OvidSP displays scope note information.





CONDUCT A SEARCH

- *If you search*, OvidSP posts results to your search history.
- If you display an index, OvidSP shows your term within a fielded index. Select a check box, click the Search for Selected Terms button, and OvidSP posts results to your search history.

Ovid Syntax Tab

The Ovid Syntax tab has the same search functionality as Ovid Web Gateway's advanced search mode.

Keyword: default search type of the tab. Search for a term or phrase or use legacy Ovid search syntax, dot-dot commands, and Boolean operators.

- 1. Select a search type (Keyword shown).
- 2. Type a term or phrase.
- 3. OPTIONAL: Apply a limit.
- 4. Click the Search button.

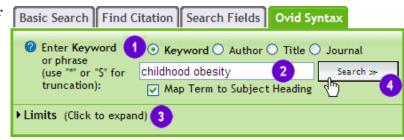
OvidSP posts results to your search history.

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Try these other search types from the Ovid Syntax tab.

Author: find records of articles written by a specific person.





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If you do not know an author's first name or initials, truncate the last name: smith\$.au.

Title: search only the text of record titles for a term or phrase.

Journal: search for a term or phrase in all titles of the Journals@Ovid database. OvidSP opens a journal index display at the point of the term entered.

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SilverPlatter Syntax Tab

The SilverPlatter Syntax tab has the same search functionality as WebSPIRS.



* If you submit more than one term to search, OvidSP treats the query as a phrase.

- 1. Type a term or phrase.
- 2. OPTIONAL: Apply a limit.
- 3. Click the Search button.

OvidSP posts results to your search history.

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Ovid

WebSPIRS platform.



DEVELOP A SEARCH STRATEGY

OvidSP posts and tracks results sets in a search history window so you can:

- 6 combine sets using AND, OR, or NOT,
- 6 delete sets,
- 6 save a search strategy for later development,
- 6 save a search strategy as an AutoAlert, or
- 6 set an RSS feed from a strategy.

As results sets accumulate, a search strategy can become cumbersome, so OvidSP displays only the most recent results sets. To save space, close the search history window. Or click the

expand link to view all search statements and results sets.

Combine Results Sets

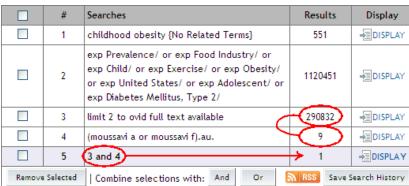
Select boxes of sets you want to combine, then click the button of a Boolean operator.

- 6 OR: combine records from all selected sets.
- 6 AND: retrieve results that contain only those records common to all selected sets.

OvidSP displays a new set in the search history.

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Delete Results Sets

As you develop a search, some statements may become obsolete to the overall strategy. Select check boxes and click the Remove Selected button. OvidSP deletes the statement and its results set immediately.



Deleted sets cannot be retrieved!



To clear the entire search history, select the top check box and click the Remove Selected button.

Remove Duplicate Records

In a multifile session, the same record can exist in more than one database. OvidSP can retrieve it multiple times into a single results set.

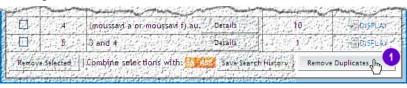
select to clear search history					
	#	Searches	Results	Display	
	1	childhood obesity {No Related Terms}	551	■DISPLAY	
	2	exp Prevalence/ or exp Food Industry/ or exp Child/ or exp Exercise/ or exp Obesity/ or exp United States/ or exp Adolescent/ or exp Diabetes Mellitus, Type 2/	1120451	→■DISPLAY	
	3	limit 2 to ovid full text available	290832	DISPLAY	
	4	(moussavi a or moussavi f).au.	9	■DISPLAY	
	5	3 and 4	1	■DISPLAY	
~	6	exercise to treat obesity {No Related Terms}	507	DISPLAY	
Remove	Selected	Combine selections with: And Or	RSS Save Se	earch History	

OvidSP lets you remove duplicate records from your search history before viewing, saving, or printing your results.



Sets that contain more than 6000 records cannot be deduplicated.

- 1. Click the Remove Duplicates button. OvidSP opens the Remove Duplicates Page.
- 2. Select a set to deduplicate.



DEVELOP A SEARCH STRATEGY

- 3. Edit field and/or database preferences.
- 4. Click the Continue button.

OvidSP deduplicates a set according to your field, then database preferences. It retains records that meet preferred criteria and deletes duplicate records from other sources. In our example, we set preferences for records that originated in Global Health and have full text associated with them.

OvidSP posts these results to your search history.

DATABASE LIMITS

OvidSP database limits let you focus a search on specific
aspects of information. Apply limits to filter criteria and reduce the number of records in a results set.

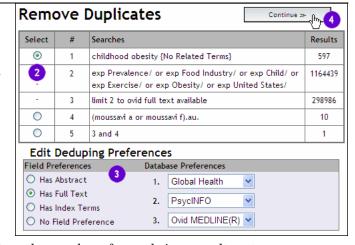
You can access limit options from two locations within OvidSP:

- 6 common limits from the Basic Search tab, or
- 6 a full suite of database limit options from the Limit a Search page.

Common Database Limits

Ovid

OvidSP lets you refine searches from the Basic Search tab with an assortment of commonly used database limits.



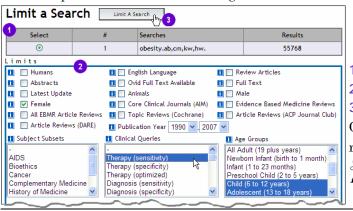
DEVELOP A SEARCH

- 1. Select the Basic Search tab.
- 2. Type a term or phrase.
- 3. OPTIONAL: Select the Check Spelling box; OvidSP checks your terms. Select the Include Related Terms box; OvidSP expands retrieval to more broadly related terms.
- 4. Select common limits.
- 5. Click the Search button.

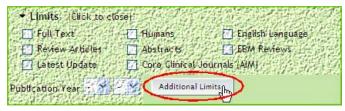
OvidSP applies limits to the search statement and posts results to the search history.

Database-Specific Limits

Access more limits by clicking the Additional Limits button. OvidSP opens the Limit a Search Page.







- 1. Select a search statement.
- **2**. Select limits to apply.
- 3. Click the Limit a Search button.

OvidSP applies limit to the search statement and posts results to the search history.

Novid Full Text and Full Text limits are configured and enabled by your site administrator.

SAVE SEARCHES IN OVIDSP

OvidSP lets you store search sets from any session, log off and return later to develop them without having to retype each search statement manually. Click the Save Search History button, and OvidSP opens the Save Current Search Page.

Save a Search

Save search strategies:

temporarily, 6 as expert searches (when available), or ø permanently, as AutoAlerts.

1

5

Remove Selected



1. Type a search name.

Combine selections with: And

childhood obesity (No Related Terms)

limit 2 to ovid full text available

(moussavi a or moussavi f).au.

exp Prevalence/ or exp Food Industry/ or exp Child/ or

exp Exercise/ or exp Obesity/ or exp United States/ or

exp Adolescent/ or exp Diabetes Mellitus, Type 2/

- 2. OPTIONAL: Type comments.
- 3. Choose a search type option.
- 4. Click the Save button.

Search names are case sensitive.

OvidSP displays a confirmation message on the Main

▼ Search History (5 searches) (Click to close)

Searches

3 and 4

Search Page. A Search History saved as "treatments for obesity"

View Saved

Display

DISPLAY

→ DISPLAY

DISPLAY

→ DISPLAY

DISPLAY

Save Search History

Results

575

1173447

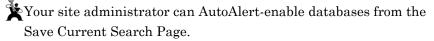
298339

Create an AutoAlert

OvidSP AutoAlerts email new data from your saved search strategies:

- 6 when new records match the search criteria,
- when new records get added to the alert database(s), or
- 6 on a timed schedule that you define.

In addition, you can suspend AutoAlerts for a period of time, then unsuspend them as needed.



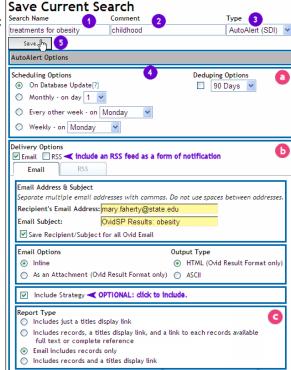
- 1. Type a name in the text box.
- 2. OPTIONAL: Type comments into the text box.
- **3**. Select the AutoAlert search type, and OvidSP displays AutoAlert options.
- 4. Make selections from among the AutoAlert options.
- 5. Click the Save button.

AutoAlert Options

- a. Set deduplication to remove redundant records from current and past alert results.
- b. Choose a delivery option: email, RSS feeds, or both.

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c. Select a report type to decide how much information to include with alert output.



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CREATE AN AUTOALERT/VIEW SAVED SEARCHES

- d. Choose field options that include variations of citation information and the complete citation reference. Or, you can customize fields.
- e. Choose a result format in which to output records.
- 6 Ovid format6 BRS/Tagged
- Reprint/Medlars
- f. Sort record output by primary and secondary fields.



Citation (Title, Author, Source)

Citation + Abstract + Subject Headings

Citation + Abstract

Result Format

BRS/Tagged

Reprint/Medlars

Ovid

Fields

Once you have selected preferences, click the Save button. OvidSP displays a message on the Main Search Page.

Searches with these search statements cannot be saved as AutoAlerts.

6 dedup

- 6 remove duplicates from x
- 6 limit to update range

View Saved Searches

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At the bottom of the Save Current Search Page, OvidSP displays all the searches you saved previously.

This panel is only a display. To run, delete, copy, rename, edit, or create an OvidSP Jumpstart to any of your saved searches, use the functions on the Saved Searches Page.

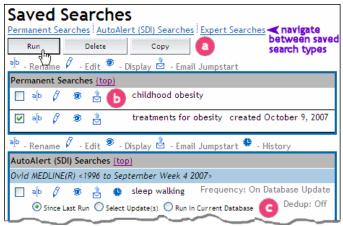




SAVED SEARCHES PAGE

From the Main Search Page, click the Saved Searches/Alerts link or the View Saved button. OvidSP opens a Saved Searches Page.

OvidSP provides several ways to work with saved searches.



a. Select a saved search to rerun in the current session, to copy, or to delete.

b. Rename, edit, or display a saved search. Email a jumpstart to a saved search or view alert histories.

Wolters Kluwer | OvidSP

✓ Check Spelling ☐ Include Related Terms

▼ Search History (1 search) (Click to close)

Searches

Change Database | Journals | Books Current: Ovid MEDLINE(R) 1996 to September Week 4 2007

▶ Limits (Click to expand)

Database Field Guide | & Ask a Lil

1 childhood obesity {No Related Terms}

Basic Search | Find Citation | Search Tools | Search Fields | Ovid Syntax

Saved Searches / Aler

c. Rerun AutoAlerts in your current session.

Run a Saved Search

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Select the box of a saved search and click the Run button. OvidSP opens an interim status page. Click the Main Search Page. OvidSP posts results to the current search history.



Run an AutoAlert

From the Saved Searches Page, you can run an AutoAlert manually, which either:

- o overrides the set schedule or
- runs strictly as a search strategy in the database(s) of your current session.
 - 1. Select the alert you want to run.
 - 2. Choose a data set.

Since last run: pick up records added since the last AutoAlert run and email them to recipients.

Select Update(s): select a broader range of dates from which to retrieve records and email them to recipients.

Run in Current Database: run the AutoAlert search strategy in the current database session.

3. Click the Run button.

OvidSP runs the alert against the selected data set.

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Run an AutoAlert strategy in the current database session, and OvidSP posts new results to the search history. From the current session, save as an AutoAlert that contains the same searches that apply to a different database.

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NovidSP does not deduplicate results of manually run AutoAlerts.

Copy a Saved Search

Select the check box of the search you want to copy and click the Copy button. OvidSP refreshes the page and locates the copied search beneath the original.





Edit the copy to best serve your purpose.

Lise the copy functionality to develop several searches based upon a single strategy.

Delete a Saved Search

- 1. Select the check box of a saved search.
- 2. Click the Delete button. OvidSP prompts you to confirm the request.



3. Click the Delete button.

OvidSP deletes the selected search and reloads the page.



Only a site administrator can delete shared and expert searches.

Rename a Saved Search

1. Click the Rename icon of a saved search. OvidSP displays the existing search name in an active text box.



2. Type a new search name.

Do not use leading spaces, trailing spaces, or invalid characters.

3. Click the Save icon.

OvidSP saves the new search name and displays it alphabetically within its search type panel.



Two saved searches of the same type cannot have the same name.

Edit a Saved Search



1. Click the Edit icon of a saved search to open the Edit Current

Search Page.

2. Make the changes you want to each search statement.

- 6 Insert a new statement into the overall search strategy
- 6 Edit an existing statement
- Delete an existing statement

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3. Click the Save button.

OvidSP finalizes changes and returns to the Saved Searches Page.

Searches with natural language statements cannot be edited.





Edit an AutoAlert

- 1. Click the Edit icon of an AutoAlert to open the Edit Current Search Page—which for AutoAlerts includes specific options.
- 2. Make the changes you want to each search statement.
- 3. Edit the AutoAlert-specific options. Suspend or unsuspend AutoAlerts from this section.



Tatabase selections of AutoAlerts cannot be changed.

4. Click the Save button.

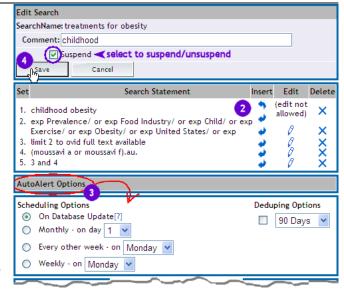
OvidSP finalizes the changes and returns to the Saved Searches Page.

Display a Saved Search

Click the Display icon of a saved search, and OvidSP displays each statement of the search.

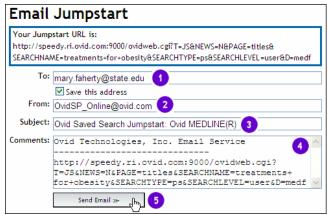


To collapse the display, click the Closed Eye icon.



Email a Jumpstart to a Saved Search/AutoAlert

Click the Email Jumpstart icon of a saved search or alert, and OvidSP opens the Email Jumpstart Page.



- 1. Type a recipient email address(es).
- 2. OPTIONAL: Type your own email address.
- 3. OPTIONAL: Type a new subject.
- 4. OPTIONAL: Add comments.
 - Do not change the URL information or the jumpstart will not work!
- 5. Click the Send Email button.

OvidSP displays a confirmation message and emails the jumpstart.

- When you email a jumpstart from a saved search, the URL sent opens an OvidSP session within the database(s) from which you made the request.
- 6 When you email a jumpstart from an AutoAlert, the URL sent opens an OvidSP session in the database(s) from which the AutoAlert was created—from which you made the request.

View an AutoAlert History

Click the History icon of an AutoAlert, . . .

... and OvidSP displays an log of events for that alert.

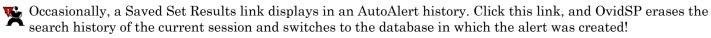


The AutoAlert History Page is an archive of actions (event types) for the selected alert, including:

- 6 name of database of origin,
- 6 date-and-time log of activities,
- 6 list of activity details.

Search Name	Database(s)		
treatments for obesity	Ovid MEDLINE(R)<1996 to October Week 1 2007>(mdfc)		
Date (GMT)	Event Type	Event Details	
2007-10-04 20:20:37	Suspend Status Changed	Unsuspended by User Edi	
2007-10-03 22:20:37	Edit		
2007-10-03 20:45:34	Suspend Status Changed	Suspended by User Edit	
2007-10-03 00:15:30	Edit		
2007-10-02 04:06:24	Edit		
2007-10-01 10:05:27	Created < creation/start date & time		

Histories do not carry over from an original alert to its copy. However, OvidSP does display the original alert's name in the creation event of the copy.



SEARCH RESULTS DISPLAY

OvidSP provides a display to:

- o view.
- 6 access more information about, and
- output records

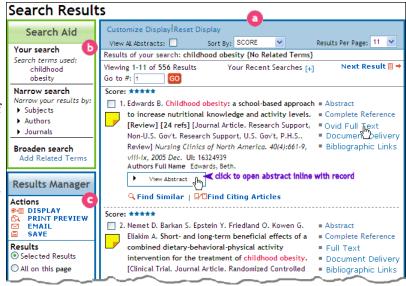
from a results set in the search history. Click a set's Display button, and OvidSP opens a Search Results Display for that set.



The Search Results Display is the same for all resources—databases, journals, and books.

- a. Record titles display: browse the record titles of a results set from the search history. OvidSP highlights your search terms in each record.
- b. Search aid: see terms used to retrieve records in the display. Narrow or broaden the search right from the search aid.
- c. Results manager: output selected records: display, print, email, save, and direct export.





Record Titles Display

- a. Navigate the display:
 - Next/Previous Result button—page by page,
 - *Go to # box*—jump to records later in the display,
 - Your Recent Searches—display records from a different results set.
- b. Annotate "sticky notes" to a record.
- c. View record abstracts without leaving the display.
- d. Follow links to related information.
- e. Find similar or citing records.

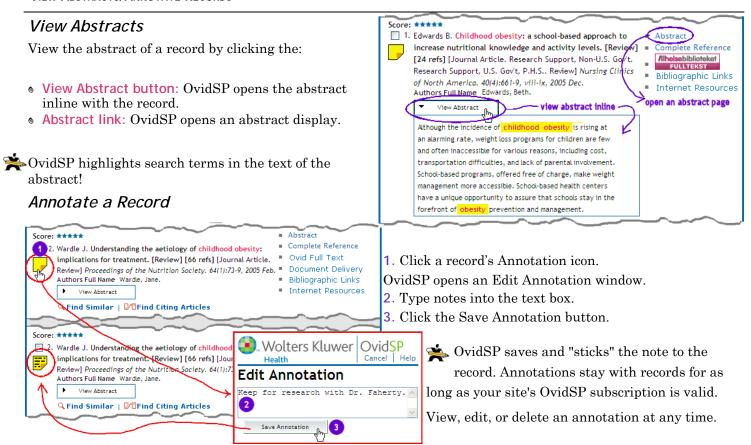
PAP Records in the Display

Journals@Ovid's Publish Ahead of Print (PAP) provides online access to critical content before it is published. Browse the display to find records with a publication-stage label—Publish Ahead of Print (PAP) records.





PAP Full Text is available in select journals from publishers who participate with Ovid's Publish Ahead of Print program. All PAP content has been peer-reviewed and accepted for publishing.



Customize the Display

Click the Customize Display link, . .



- ... and OvidSP opens a customization form.
 - a duration of display change: permanent or for current session only.
 - **b** field selections: information fields that display with records.
 - c record format: display format of records.

Ovid

d number of records: number of records displayed per page.

Click the Continue button.

OvidSP loads your changes into the display. To undo changes and return to the default settings, click the Reset Display icon.



Search Aid

OvidSP's Search Aid tool lets you refine the set of records in the display.

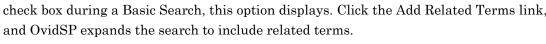


a. Your Search: shows the terms that OvidSP used to conduct the search.

b. Narrow Search: refine records in the display to subjects, authors, or journals.

When arrow icons display in the Your Search or Narrow Search sections, a drop-down menu of refining options exists. Click an icon to see the options.

c. Broaden Search: when you do not select the Include Related Terms check box during a Basic Search, this option displays. Click the Add Related Terms link,



Results Manager

OvidSP provides a Results Manager tool with each Search Results Display, to:

6 display,

6 preview and print,

6 email, and

save

Your search Search terms used:

(asthma)

(^{In})asthmas

bronchial asthma

bronchial asthmas

asthma bronchial

asthmas bronchial

results records that you find interesting enough to output.

Narrow search

Subjects

Authors

Journals

Narrow your results by:

lcta Neurologica

Supplementum (4)

Venereologica (3)

Anaesthesist (2)

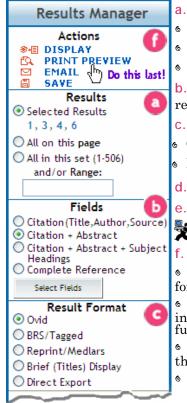
Analytical Chemistry (2)

Scandinavica

Acta Dermato-

Lancet (3)

The Results Manager provides output options.



- a. Select records for output
- 6 Selected results: only records selected from the current display.
- *All on this page:* only records from the current page of the display.
- 6 *All in this set:* all records from the current display.
- **b.** Include field information from predefined combinations or select the complete reference option. Click Select Fields to customize field selections.
- c. Format record output
- 6 Ovid 6 BRS/Tagged 6 Reprint/Medlars
- 6 Brief Titles 6 Direct Export
- d. Include search history with output.
- e. Apply sorting criteria to output records.
- By default, the Results Manager outputs a maximum of 200 records at one time.
- f. Choose an output mode
- *display* selected records with chosen field information, formatting, and active links.
- preview and print selected records with chosen field information and formatting using your web browser's print functionality.
- \circ *email* selected records to a list of recipients directly from the display.
- save selected records in ASCII or HTML formats.





THE OVID EXPERIENCE

Professionals, researchers, students, and information managers in the scientific and healthcare communities rely on Ovid for information needed to:

- 6 explore a new theory,
- 6 fuel discovery,
- 6 inform ongoing research, and
- 6 improve patient care.

We provide customized clinical, research, and educational solutions that help individuals and organizations transform information into knowledge.

Experience OvidSP

OvidSP streamlines the search and discovery process with its:

- simplified interface,
- 6 precision search technology, and
- 6 time-saving tools.

It enables Ovid's core customers—medical, academic, and corporate—to search high-quality scholarly and scientific content from the world's leading publishers, and find the relevant information needed to do their work, whether that information comes from a peer-reviewed journal, medical textbook, or a bibliographic database.

OvidSP incorporates the advanced precision technology of Ovid Web Gateway and SilverPlatter WEBSPIRS to meet the ongoing needs of expert users, but also provides new functionality to guide beginners and occasional searchers, as well as new tools and features to enhance workflow and help all users save valuable time.

OvidSP Features

Multiple ways to search: choose your preferred search style, from Basic Search (which supports natural language searching) to Ovid or SilverPlatter syntax (which supports command line syntax searching).

Natural language searching: use everyday language (free text) in the Basic Search tab, and OvidSP returns precise results ranked by relevancy.

Intuitive interface design: updated, contemporary look-and-feel displays new features and tools in prominent locations throughout your session.

Simultaneous searching across all content types: quickly and easily search books, journals, and databases at the same time.

Quick, easy search refinement: greater search transparency allows you to narrow or broaden initial search results. Improved search results display: new tools include inline abstracts, annotation functionality, and electronic tables of contents (eTOCS) delivered via RSS feed. Sort and re-sort results records by numerous fields.



To request a demonstration of OvidSP, contact sales@ovid.com.

About Ovid

Ovid is a global information solutions provider offering clinicians, professionals, students, and researchers in the medical, scientific, and academic fields customizable solutions of content, tools, and services that make research smarter, faster, and more effective. Ovid is used by the world's leading colleges and universities; medical schools; academic research libraries and library consortia; hospitals and healthcare systems; pharmaceutical, engineering and biotechnology companies; and HMOs and clinical practices.

Ovid is a part of Wolters Kluwer Health (a division of Wolters Kluwer). For more information, go to ovid.com.