## OvidSP Quick Reference Card

Search in any of several dynamic modes, combine results, apply limits, use improved research tools, develop strategies, save searches, set automatic alerts and RSS feeds, share results... OvidSP makes it all easy.

## **Select Resources**

Once Ovid validates your access, choose resources to search.

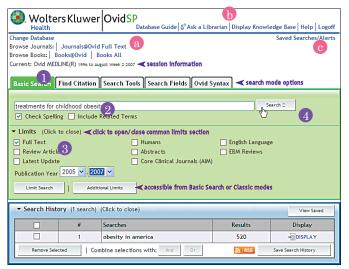


Often, your session begins on the OvidSP Main Search Page.

## Main Search Page

OvidSP provides easy access to the information you want and assistance throughout the interface.

- a. Additional Resources: search another database, or browse journals and books.
- **b. Online Assistance:** submit questions to an on-site expert, look up information in Ovid's Knowledge Base, browse information in a context-sensitive help system.
- c. Saved Searches/Alerts: run, edit, or develop previously saved search strategies and AutoAlerts.



To search, follow these steps.

- 1. Select a preferred search mode (Basic Search shown).
- 2. Type a subject, phrase, topic, or question.
- 3. OPTIONAL: Apply database limits.
- 4. Click the Search button.



## Search Tab Options

Explore a variety of ways to search and develop a strategy that delivers the results you want.

### Basic Search (default search mode)

Use natural language in any Ovid resource—books, journals, databases—to search topics and ask questions. You do not need to know special syntax.



If a word is misspelled, OvidSP will display a warning.

Apply limits from the Main Search Page or from the Limit a Search Page.

#### **Find Citation**

Quickly locate the citation of a specific journal article.



Type information you know into the text boxes, then click the Search button.



Find Citation is not available for Books@Ovid.

Use the following truncation and wildcards to find variations of terms.

- \* or \$ or : to search for suffix variations, such as disease\$ to find disease, diseases, or diseased.
- Use the positional operator, ADJn, to retrieve records that contain your terms (in any order) within a specified number (n) of words of each other, such as ("opinion" adj3 "hypertension") to find opinion and hypertension within 3 words of each other.

#### Search Tools

Find all database tools in one place.





Tools vary from database to database.

To run a subject search, follow these steps.

- 1. Type a term into the text box.
- 2. Select a tool.
- 3. Click the Search button.

OvidSP shows the term within a display of the selected tool.



#### Search Fields

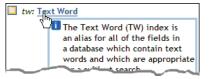
Create, browse, and search the indexed fields of any database.



Indicates fields that are not indexed but can be searched, not displayed or browsed.



To learn more about fields in the display, click the hyperlinked field name.

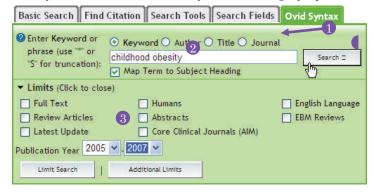


To search fields, follow these steps.

- 1. Type a term into the text box.
- 2. Select one or more fields.
- 3. Click one of three functional options.
  - a. Display Indexes: creates and displays indexes from field selections. From an index display, run a search only in those fields
  - b. Search: runs a search through selected fields.
  - c. Clear selections: cancels field selections.

#### **Syntax**

Run syntax searches based on your site's "legacy" platform:



Ovid Web Gateway (shown) or SilverPlatter WebSPIRS. To run a syntax-based search, follow these steps.

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



To apply a limit from the command line, type the syntax, such as: limit 1 to yr=2005-2007.

## **Search History**

OvidSP posts and tracks search results sets in a Search History window so that you can:

- 6 combine them using AND, OR, or NOT.
- 6 delete them (if necessary).
- 6 save them as a search strategy for later development.
- 6 save as an AutoAlert, a current awareness search.
- 6 set an RSS feed to send updated search strategies.



To see the records of a results set in the Search Results Display, click a Display button.

## Search Results Display

Each results screen has three components.

- a. Search Aid: shows terms used to gain results for the most recent search statement and highlights them in the record titles display.
- b. Record Titles Display: lists citations of records from a results set in your search history.
- c. Results Manager: manages records selected for output: display, print, email, save, or direct export.



### Search Aid

OvidSP\subseteq search Aid shows the terms used for your search to create the set in the record titles display. Use the search aid to narrow or broaden your search.

- Narrow search: refine results by subject, author, or journal.
- **Broaden search:** expand results to include related terms.

The Search Aid quickly compiles the most relevant records from the Record Titles Display.



## **Record Titles Display**

By default, OvidSP displays records from the last search.



a. Navigate: browse quickly among records in a large set or navigate page by page.



🧣 To display titles from a different set in the search history, click the recent searches option.

- b. Link to More Information: see additional information, available full text, and formats.
- c. Find Similar and Citing Records: display records that are similar to or cite a specific record.

Display, print, email, or save any record(s) in the titles display by using OvidSP's output tool, the Results Manager.

# Results Manager

OvidSP provides the Results Manager for all record output needs.

- a. Select output option: display, print, email, save, or export records.
- **b.** Select records: select a whole page of records, a range of records, or check boxes of individual records in the display for output.
- c. Choose fields: apply only pertinent field information to record output.

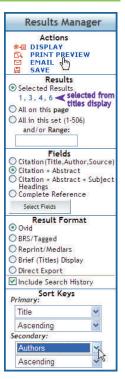


The Results Manager outputs up to 200 records at a time. To change this number, contact Ovid Customer Support.



The complete reference option includes all database-specific fields.

d. Sort records: select order options for record output based upon primary and secondary fields of interest.

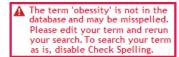


### **Other OvidSP Features**

- Really Simple Syndication (RSS) feeds deliver AutoAlerts, eTOC alerts, search results, and information directly to users.
- 6 Journals@Ovid and Books@Ovid improvements to presentation and functionality.
- 6 Retains Syntax-based search familiar to expert SilverPlatter & Ovid Gateway users.
- 6 Record annotation add notes that "stick" with the record.



- 6 Output records in the most useful format, including exporting them directly into bibliographic management software when available.
- 6 Output search strategies with records.
- 6 More intuitive fielded searching.
- 6 Spell checking in keyword searching.



- 6 All database tools available in one place.
- Multi-subject thesauri in Multifile searches and Auto Alerts.
- 6 Find similar articles.

### **Additional OvidSP Resources**

These additional resources are available to support your success with OvidSP.

OvidSP Training: For web-based training session information, visit www.ovid.com and click on Training and Documentation.

To tailor a training session to specific needs at your site, email an OvidSP representative at sales@ovid.com.

**OvidSP Documentation:** For additional documentation resources such as QRCs and user guides, visit www.ovid.com and click on Training and Documentation.

**OvidSP Sales Contacts:** To discuss OvidSP possibilities for your site, email an OvidSP representative at sales@ovid.com.

**OvidSP Technical Support Specialists:** Need expert help right away? Ovid Technical Support Specialists are at your service.



Ovid Technical Support has received Center of Excellence certification from BenchmarkPortal.

Locate the support office nearest to you by visiting: www.ovid.com and click on Contact and Locations or email us at support@ovid.com.