

# Ovid: search, save, and manage results

This guide was created using Medline; it can be adapted for use with Ovid Embase and APA PsycINFO.

## Search using thesaurus

### Step 1

In *Advanced Search*, enter a single concept into the search field and select *Search*.

Mapping finds relevant thesaurus terms. Where no exact thesaurus term exists, a list of related terms is presented, along with the option to search as keyword. Where there is an exact thesaurus term, it will be pre-selected. The Keyword option is also presented.

**Always search using the thesaurus term when it is available.**

The screenshot shows the Ovid search interface. The 'Advanced Search' tab is selected. The search field contains 'migraine headache' and the 'Search' button is highlighted. Below the search field, the 'Map Term to Subject Heading' option is checked. A pop-up window displays the results for 'migraine headache', showing that it is mapped to 'Migraine Disorders' (selected) and 'migraine headache.mp. search as Keyword' (not selected). The 'Continue' button is visible.

### Step 2

Check the scope note to make sure this is indeed the correct term, and also if this term is valid for the required years. In this example *Migraine Disorders* is valid from 1963.

The screenshot shows the 'Subject Heading' tree for 'Migraine Disorders'. The 'Migraine Disorders' term is selected. A yellow callout box points to the 'Scope' column, stating 'Check the Scope note to verify the correct term'. Another yellow callout box points to the 'YEAR OF ENTRY: 2006 (1963)' field, stating 'Also check if this term is valid for the required years'. A third yellow callout box points to the tree structure, stating 'View the tree for this term'. The 'Scope Note for Migraine Disorders' is displayed, including the MeSH heading and a note about the year of entry.

### Step 3

Select *Migraine Disorders* to view the Tree for this term. If your search term has narrower terms (these will be indented) tick the box on the right of the hits to *Explode*. In this example it will include *Migraine Disorders* plus the narrower terms *Alice in Wonderland Syndrome*, *Migraine with Aura*, *Migraine without Aura*, and *Ophthalmoplegic Migraine*. Select *Continue* at the top of the page.

### Step 4

When the Subheading Display appears, select *Continue*.

Repeat Steps 1-4 on your other search concepts. In this example it would be *Cluster Headache* and *Sumatriptan*.

### Step 5

Combine all the search terms using the appropriate Boolean operators: OR, AND. Enter *(1 or 2) and 3* into the search box and select *Search*.

Now your search history will look like this:

The screenshot shows the Ovid search results page. The 'Subheadings for: exp Migraine Disorders' section is visible, with the 'Continue' button highlighted. Below this, a table shows the search history:

#	Searches	Results
1	exp Migraine Disorders/	32113
2	Cluster Headache/	2934
3	Sumatriptan/	2328
4	(1 or 2) and 3	1449

### Step 6

Use *Limits* to restrict to basic limits such as English Language and Publication Year.

Use *Additional Limits* for more advanced limit options such as Age Groups, Publication Types, Clinical Queries etc.

The screenshot shows the 'Limits' section of the Ovid search interface. It includes checkboxes for various filters: Abstracts, No Language Specified, Review Articles, Latest Update, COVID-19, Structured Abstracts, Local Holdings, Humans, Pharmacologic Actions, English Language, Full Text, Clinically Useful Journals (JMLA July 2023), and Remove Preprint Records. There is also a 'Publication Year' dropdown menu and buttons for 'Additional Limits' and 'Edit Limits'.

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## Search using keyword

A keyword search may be required to expand retrieval, or when no appropriate thesaurus term exists. Consider synonyms, British/American spelling variations, and singular/plural terms.

### Use the appropriate truncation to maximise results

- **Use \* or \$ to retrieve unlimited suffix variation:** *arter\*.mp.* will retrieve *artery*, *arteries*, *arterial*, etc. Can be used anywhere except as the first character.
- **Use # to replace exactly one character:** *wom#n.mp.*
- **Use ? to replace 0 or 1 character:** *p?ediatric.mp.* Can be used anywhere except as the first character.
- **Proximity searching:** use the *ADJ* operator to find two words next to each other in the specified order, for example: *heart ADJ attack* will retrieve *heart attack* but not *attack heart*.
- **Use ADJ or a hyphen between words to search for an exact phrase,** for example: *(duodenal ADJ atresia).mp.* or *duodenal-atresia.mp.*

† *ADJ1* will find two terms next to each other in any order. *ADJ2* finds terms in any order and with one word (or none) between them. *ADJ3* finds terms in any order with two words (or fewer) between them. *ADJ4* finds terms in any order and with three words (or fewer) between them, and so on.

## Save a Search History

1. Select *Save All* at the bottom of your *Search History*.
2. Log in or create a new personal account.
3. Name your search, add an optional comment, and select from the *Type* options: *Temporary (24 hours)*, *Permanent*, *AutoAlert (SDI)*, or *My Projects*.

## Save an AutoAlert (SDI)

Select *Create AutoAlert* to run your search automatically on a regular basis. The results can be emailed to you or sent to *My Projects*. Select *My Projects* in the *Delivery Options*, and add the alert to an existing project or create a new project.

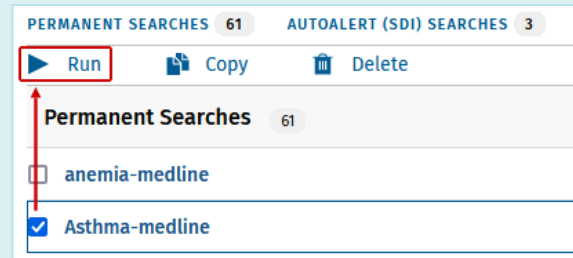
From *My Projects* you can print, email, save, or directly export your citations to EndNote. Use the database name and your project name as *Email Subject*. Select *Include Strategy*.

If exporting to EndNote, select *Complete Reference* under *Fields*, and *Reprint/Medlars* under *Result Format* (limit is 5000).

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## Run a Saved Search

1. Open the relevant database.
2. Select *My Account* and log in to your personal account.
3. Select *My Workspace*, then *My Searches & Alerts*.
4. Select your search, and *Run*.



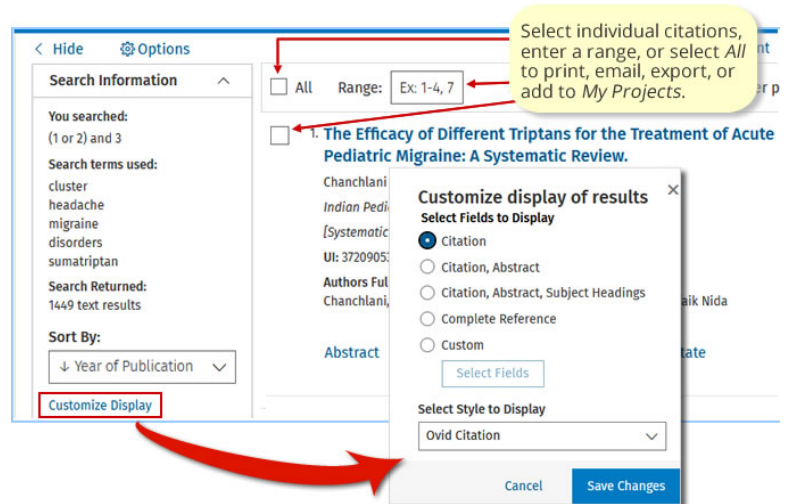
## View search results

Results appear below the search history on the main search page.

Scroll to view the titles, or select the corresponding *Display Results* link to view selections from any search sets. Select *Complete Reference* to display additional fields for each citation.

*Abstract Reference* and *Full Text* and links are displayed if available. *Find it @ RCH* links may provide other options.

Choose *Customize Display* to select options for which fields and style to display.



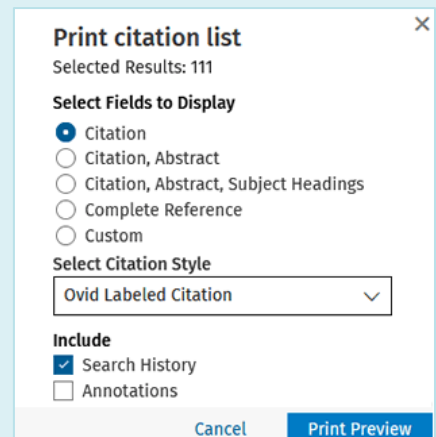
## Email search results

1. Select *Email* from the displayed results (limit is 5000).
2. Enter a valid email address in the "To:" field.
3. Enter a sender's address and subject if required.
4. Select fields and citation style.
5. Select *Send Email*.



## Print search results

1. Select *Print* from the displayed results (limit is 200).
2. Select fields and citation style.
3. Include your Search History if required.
4. Select *Print Preview*.
5. *Print* from your browser.



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## Add results to *My Projects*

Add citations to *My Projects* for each Ovid database that you use. You can then print, email, save, and export from each project. You must create a personal account to access this feature. Use *My Account* to create a new account or log in to an existing one.

### Add citations to a new or existing project

1. Select required citations.
2. Select *+My Projects*.

## Save or export search results

Use *Export* to save results locally, to USB, or to bibliographic management software.

### Load directly into EndNote

1. Select *EndNote* from the *Export To* options.
2. Select *Complete Reference* from *Fields to Display*.
3. Select *Export Citation(s)*.

1 Select All, select a range, or select individual citations

2 Add all selected citations to My Projects

Add an individual citation to My Projects

## Get more help using Ovid databases

- ▶ Fact sheet no.1: [Databases, and planning a search](#)
- ▶ Fact sheet no.12: [Importing into EndNote](#)
- ▶ Select *Ask a Librarian* in Ovid, or [at the Library website](#)
- ▶ Sign up for [Training in the Library](#)