Nursing@Ovid: Getting Started

Upon login, Nursing@Ovid takes you directly to the main search page. The default databases defined during account setup are selected and opened. Selected databases are displayed to the right of the Search button.

To change a database, select Change Database on the Main Search page to access the Select a database to begin searching page.

Select one resource by clicking the name link or several resources by selecting checkboxes, then click on Open selected resources.

Databases which don’t have check boxes next to them cannot be included in multifile searches.

Choose the icon to view a description and Database Field Guide.

Note: Selecting multiple resources may suppress features specific to an individual database such as the mapping feature.

Main Search Page

Select a search mode by clicking a link on the Main Search page. All modes are not available for all resources. See Search Mode Options for details.

Search Mode Options

Basic Search

Basic Search uses Natural Language Processing (NLP) to search OvidSP resources. With Basic Search, enter a complete topic or question in plain English. Basic Search returns relevance-ranked results. Select Check Spelling to indicate a misspelled word; select Include Related Terms to broaden a search using synonyms, plurals, spelling variants, etc. Select Universal Search to search and add results from selected external sites. Selecting Full Text Only limits results to those with full text links.
Find Citation (when available)

Use **Find Citation** to quickly locate a specific citation. Search in one or more fields: title, journal, author, volume, issue, page, publication year, unique identifier (accession number) or DOI.

Search Tools (when available)

Use **Search Tools** to search a database using specific search tools. Enter a Subject Heading or term as indicated, select a tool and click **Search**. Tools vary depending on the database(s) being searched. Examples of tools:

- **Mapping** suggests Subject Headings within the Ovid Nursing thesaurus.
- **Tree or Thesaurus** locates a Subject Heading within the Ovid Nursing thesaurus structure.
- **Permutated Index** allows you to enter a single term. Ovid will display an index of multi-word Subject Headings that include the single term entered as well as “see” and “see related” terms.

Other search tools offer insights into subjects or broad subject classifications or publications, depending on the database(s) selected.
Search Fields

Use Search Fields to search a resource using one or more fields. Enter a word or phrase, select one or more fields, and choose to Search or Display index entries. A two-letter field abbreviation label displays next to each entry. Clear Selections cancels field choices. Click the field name link for definitions from the Database Field Guide.

Fields which may be searched but not browsed are indicated by the symbol.

Advanced Ovid Search

Use Advanced Ovid Search to search commonly-used fields, combine search terms or search statements using Boolean operators and/or to use Ovid command-line syntax. Enter a word or phrase and select Search. Ovid command-line syntax can be entered directly into the search box. The default search field is Keyword (.mp.). When searching a single database and the mapping feature is available and selected, mapping will find or suggest subject headings from the controlled vocabulary of the current database. Other commonly-used fields include Author, Title, and Journal.

For more information regarding Ovid command-line syntax, select the online Help button from the Advanced Ovid Search mode and select Advanced Searching Techniques.
Operators, Wildcards & Truncation (Not valid in Basic Search mode.)

Four operators are available in Nursing@Ovid:

- **OR** gathers together lists of terms, e.g. “Australia or New Zealand”
- **AND** finds where terms occur together, e.g. “AIDS and HIV”
- **NOT** removes a term, e.g. “Spiders not Insects”
- **adjX** locates terms that are within X words of each other in either direction. For example, “Natural adj20 Childbirth” finds where the words “Natural” and “Childbirth” are within 20 words in either direction as a sentence or paragraph.

Note: **adjX** does cross paragraphs.

Use truncation or wildcard symbols to find variations when searching in Advanced Search mode:

- Use * or $ or : at the end of a word or part of a word to retrieve unlimited suffix variations (e.g. computer* for computer, computers, computerized, computerization, etc.).
- Use # inside or at the end of a word to replace exactly one character (e.g. wom#n).
- Use ? inside or at the end of a word to replace zero or one character (e.g. robot? or flavo?).

Note: Operators, wildcards and truncation are not valid in Basic Search mode when included in a search statement or question.
Limits

Add limits to restrict search results to criteria such as: types of documents, languages, publication years, full-text links, broad subject areas, or parts of the population. Limits are specific to the database(s) selected. Commonly-used limits are immediately available when the Limits view is expanded. All limits are available by selecting Additional Limits. To customize which limits are available in the limit view, select Edit Limits. Select the box to the left of the desired limit(s) then select Customized Limit.

Search History

Nursing@Ovid posts search statements, search results, and search types in the Search History window. Combine search statements by clicking the checkbox near each desired entry, then applying Boolean operators using the AND or OR buttons, or by typing the search statement numbers and AND, OR or NOT in the search box in Advanced Ovid Search. Delete search statements by selecting the desired search statement numbers, then clicking the Remove Selected button. Click the Save Search History button to save search history. Eliminate duplicate records by clicking Remove Duplicates, which is displayed when searching multiple databases. Reposition the Search History window above or below the Search bar by clicking and dragging the icon to the right of the View Saved button. Renumber search results in ascending or descending order by clicking the # ▲ symbol in the header.
Create an AutoAlert or Save, Re-Execute, Edit or Delete a Search History

Save Current Search

<table>
<thead>
<tr>
<th>Search Name</th>
<th>Comment</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>burn</td>
<td></td>
<td>Permanent</td>
</tr>
<tr>
<td>save</td>
<td></td>
<td>Temporary (24 hours)</td>
</tr>
</tbody>
</table>

Existing Saved Searches

<table>
<thead>
<tr>
<th>Permanent Searches</th>
<th>AutoAlert (SDI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AARP</td>
<td></td>
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</tbody>
</table>

Save Search History

Select **Save Search History** to save a search strategy either as a temporary or permanently saved search which can be re-executed at a later time. When available, an email or Really Simple Syndication (RSS) AutoAlert can also be created (see below.)

**AutoAlerts** (when available)

AutoAlerts are current awareness searches that automatically deliver new results of a Search History via email or RSS. Customize AutoAlerts with options for delivery schedule, report type and duplicate removal. An AutoAlert can also be created to deliver the most recent table of contents of a journal issue via email or RSS. A subscription to Journals@Ovid Full Text database is required to receive Table of Contents (TOC) AutoAlerts.

A Table of Contents AutoAlert is created from the **Browse Journals A-Z** page by selecting the **Manage eTOC Subscriptions** button for email delivery or by selecting the orange **RSS** button below the name of the desired journal. Either an RSS-compatible browser, an RSS feed reader, or an online RSS tool may be used to display the result.

**Saved Searches/Alerts**

To re-execute, edit, or delete a previously Saved Search History, select the **Saved Searches/Alerts** button located on the upper top right of the Main Search page or the **View Saved** button located on the upper top right of the Search History window.
Search Aid

To refine your search, use the **Search Aid** located to the left of the Results Display. Categories include **Your Search**, **Narrow Search** and **Broaden Search** (when available). **Broaden Search** is only available in Basic Search mode when **Include Related Terms** was not originally selected. Search Aid may be hidden if desired by clicking on the symbol.

**Your Search**

**Search terms used** displays the list of terms used to execute the most recent search. In Basic Search mode, any related terms from an NLP search would also be included on the list.

**Narrow Search**

Refines search results to Full Text, Point of Care, Training and Development, Subjects, Authors, or Journals.

**Broaden Search**

This option will only be displayed if the original search was executed in Basic Search mode and **Include Related Terms** was not selected. **Broaden Search** will re-execute the currently displayed search to **Include Related Terms**.

**Point of Care: Nursing Advisor**

**Point of Care: Nursing Advisor** mode is activated by a single click on its tab on the Main Search page.

*Note: Although, this tab is visible to all, access to the Nursing Advisor content is restricted to subscribers to Clin-eguide.*

Clicking on the **Point of Care: Nursing Advisor** tab produces a dialog box which gives you the opportunity to close Nursing@Ovid immediately and open the Clin-eguide Nursing Advisor, or simply continue your work without leaving Nursing@Ovid. Pressing **OK** automatically launches Clin-eguide.
Annotations (when available)

Select the yellow icon to the left of a record to add a note to an individual record.

Note: The icon changes when the notes are saved.

Annotations can be output with the results by using Results Manager. Annotations remain attached and stored with the individual reference and may be sorted if required.

Note: If Personal Accounts are enabled, you have to log in to your Personal Account to view Annotations.
Results Manager offers easy output choices for bibliographic records.

**Results:** Select individual results using check boxes, pages or ranges.

**Fields:** Select preset or self-selected fields to include in the output of bibliographic record(s).

**Result Format:** Select a format for your output. Ovid format is recommended for print or email output. Select **Direct Export** to export a result to EndNote®, Reference Manager®, ProCite®, or RefWorks.

*Note:* Select **Include Search History** to include search strategy; you can also include sorting options if desired. Select **Reprint/Medlars** format to manually import citations into reference management software.

### Universal Search Results Display

The results of the Ovid Universal Searches are displayed behind each source tab. For each result a **Title, Author, Source, Date** or other details are displayed. Below each record a link is provided to open that record within the source’s native display ([URL]). Navigational options of **Next/Previous Page** are also available.
When enabled, Personal Accounts allow you to create a private workspace for your saved search strategies, AutoAlerts (when available) and record annotations (when available). Personal Accounts can be created or modified. Passwords can be recovered from within Nursing@Ovid.

Depending on your settings, you may be prompted to log into your personal account when you enter Nursing@Ovid, or Nursing@Ovid will prompt you to log in when you select Save Search History or Saved Searches/Alerts. Personal Accounts can be logged into at any time by selecting the Personal Account link located toward the top right of any Nursing@Ovid main search page. Depending on your settings, you may have to log into Personal Accounts to view Annotations (when available).
Nursing@Ovid can be accessed directly through http://nursing.ovid.com. For further information, documentation, training materials and training requests visit http://www.ovid.com. To locate the nearest Customer Support office visit http://www.ovid.com and choose Contacts & Locations or email support@ovid.com.

Notes: