Ovid: quick start guide

This is a guide to the Ovid platform, which includes the following databases:
AMED, Biosis Previews, CAB Abstracts, Embase, Food Science & Technology Abstracts, Global Health, HMIC (Health Management Information Consortium), International Pharmaceutical Abstracts, Maternity & Infant Care, Medline, PsycINFO, Zoological Record Archive.

Getting Started

- Go to the Library homepage at http://library.leeds.ac.uk.
- Type the name of the database you require into the search box, e.g. MEDLINE
- Find the database in the results list (it should be at the top) and click on the link
- Log in with your IT username and password
- On the next screen, select the database(s) you want to search

(For experienced users we recommend searching databases one at a time, so that you can access their advanced features; however if you want to search as widely as possible then a cross-search of several databases simultaneously may be best to give an initial overview of what has been published on a topic.).

Basic searching

- Note that by default you will be taken automatically to the **Advanced Search** screen
- However if you are a beginner we recommend you use the **Basic Search** screen, so you need to click on that tab now (otherwise these instructions will not make sense!)

BEFORE YOU GO ANY FURTHER – CHECK YOU ARE ON THE BASIC SEARCH SCREEN!

Basic Search | Find Citation | Search Tools | Search Fields | Advanced Search | Multi-Field Search

1 Resource selected | Hide | Change
ⓘ Ovid MEDLINE(R) 1996 to August Week 1 2013

the prevention of obesity in children   [Search]

▼ Limits *(Click to close)*   ☑ Include Related Terms

☐ Abstracts   ☐ English Language   ☐ Review Articles
☐ Humans

Publication Year - [ ] - [ ]

[Additional Limits] [Edit Limits]

STEP 1.

Type your search question here.

STEP 2.

Click on the Search button to start the search

In Basic mode, you can enter your whole question or topic in your own words.

For example:

the prevention of obesity in children

The "Include Related Terms" tickbox will expand your search to include synonyms or alternative words as well as the ones you enter, helping you find more articles.

If you wish, you can also apply Limits to your search (displayed below the search box).

Understanding the results

Words used in the search

The database automatically includes similar words to your search terms when it looks for articles. It should include singular or plural forms, US or UK spelling and synonyms (words with the same or similar meanings). By looking in the Search Information box to the left of the search results, you can see which search terms have been included for you. If you don't want to include them, before you search you should deselect the box 'Include Related Terms'.

Relevancy star rating

★★★★★ (5)   All search words are present and complete.

★★★★☆ (4)   All search words are present, but some are incomplete.

★★★☆☆ (3)   One search word is missing

★★☆☆☆ (2)   Two search words are missing

★☆☆☆☆ (1)   More than two search words are missing

Checking for the Full Text

To look for **full text** of an article, click the 'Check@Leeds' button next to the article details on the database.

check@leeds

This will check whether we have a subscription to this journal or if it is openly available online.

If, once you've clicked the 'check@leeds' button, no results are found, it's worth searching for the article in the Library Catalogue: http://library.leeds.ac.uk to double check it's not available.

Not all articles will be available in full text. If an article you're looking for is unavailable, you can use our Document Supply service (£10 per request):
https://library.leeds.ac.uk/info/1202/request_items_from_another_library/29/document_supply_service

Further help

Contact Skills@library (skills@library.leeds.ac.uk) if you would like to know more about using Ovid databases, or about features such as:

- Searching in advanced mode
- Saving searches to re-run at a later date
- Exporting your results, for example to EndNote referencing software