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## THE UNIVERSITY LIBRARY

# OVIDSP DATABASES:

# STARTER WORKBOOK

## Contents

If you require this information in an alternative format (i.e. large print, Braille or audio format), please contact any library enquiry desk or telephone (0113) 343 5663 and staff will make the necessary arrangements.

# UNIVERSITY OF LEEDS

# Introduction

This workbook is a step by step guide to **getting started** with using the OvidSP databases to search for journal articles. It only uses the **basic search** option and as such is more suitable for **beginners**. The basic search option ranks results according to their relevance, enabling you to find the most relevant articles quickly and effectively. Publication details and abstracts (summaries) of articles are given and it is possible to link to the full text of many of the articles either directly or by linking out to the Library search. You can also save your search results.

# Aim

This workbook contains a number of tasks and activities which aim to introduce you to conducting a basic search in any of the OvidSP databases:

- Medline - the major biomedical database
- Embase - similar coverage to Medline, but more European focus and particular strengths in psychiatry, pharmacology and biomedical engineering
- PsycINFO - the major psychology database
- AMED - allied and complementary medicine
- HMIC - health management
- Global Health - international coverage, good coverage of public health
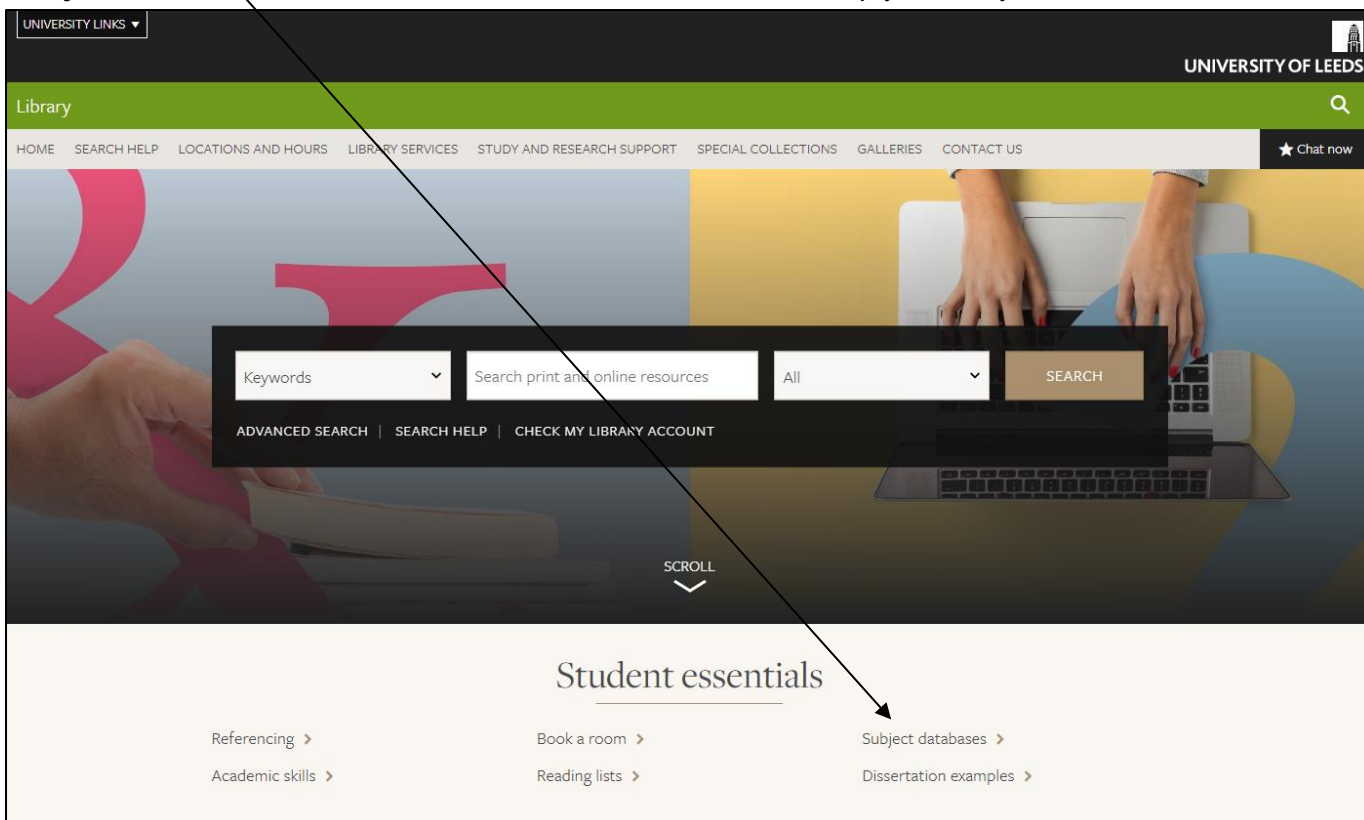- Maternity & Infant Care – midwifery

# Learning outcomes

By the end of this workbook you will be able to:

- Log into OvidSP databases from the Leeds University Library web pages
- Carry out basic searches and use search simple techniques to make your search more effective
- Link to the full text of articles from inside the database or via the Library search
- Print, save or email results
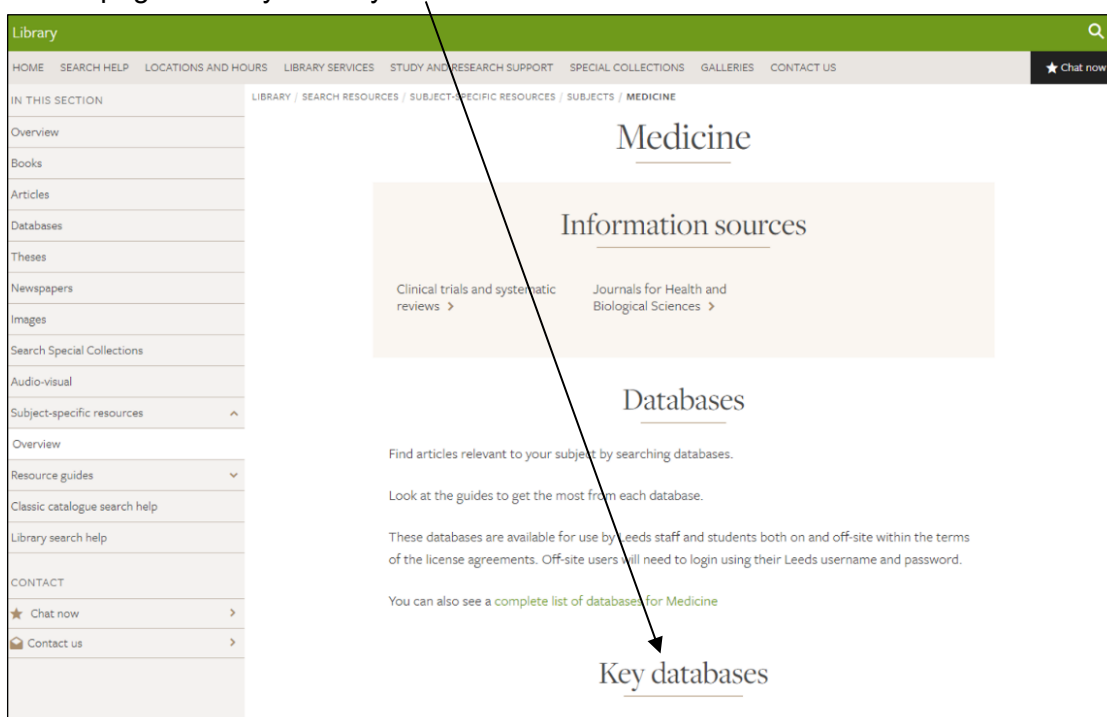- Save and re-run a search

# 1. Logging in to Ovid

## Exercise 1 - Logging in

To access the database, go to the Library's homepage at https://library.leeds.ac.uk/ and click on **Subject databases.** This contains a list of useful resources to help you with your studies.



You can view databases relevant to your studies by selecting your subject from the subsequent list.

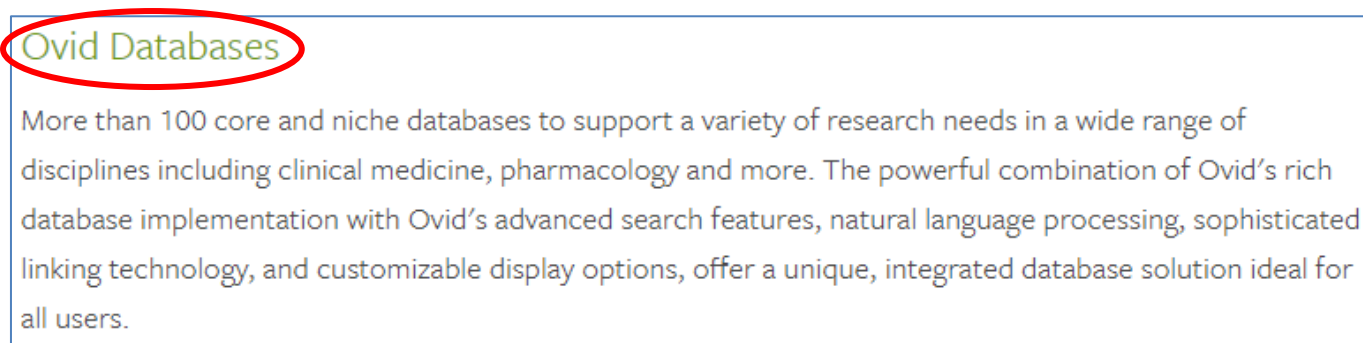Scroll down the page to find your 'Key databases'.

You can access Ovid through the **Ovid Databases** link.

**NOTE** Ovid is not listed on the key databases page for *every* subject. If Ovid is not on your own subject's key databases page, you can find it on the list of key databases on the Medicine subject resources page.

Your key databases section provides you with a list of databases which have been chosen as the most likely to be relevant for your subject. It's a good idea to browse through them and read their descriptions to decide which ones are relevant for your studies.
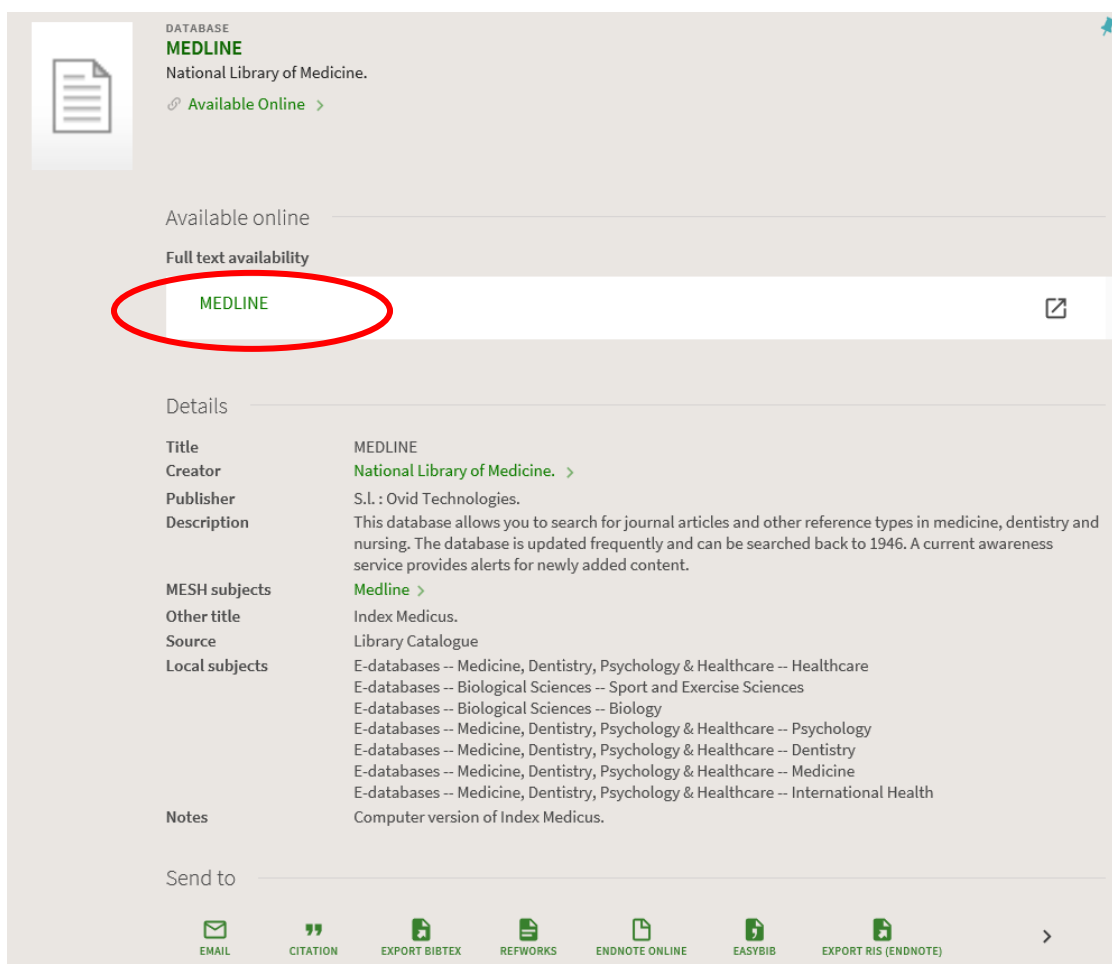
Select Ovid from the list of databases by clicking on the green link (circled in red in the screenshot below). The entry will look like this:



Next, on the Library search page click on any of the search results to open its information page, and then click the database name in the white box**.**

Depending on where you are, e.g. off-campus, you may be required to login in with your IT username and password.

This link will take you to the OvidSP database menu:



You can search any of these databases individually, or cross-search several of them simultaneously. We recommend that advanced users search databases one at a time, so they can access all the advanced features of each database.

However, if you're a beginner or are conducting a Basic search you may find it useful to search several databases at once. To find out more about the databases you are thinking of using, click on the symbol next to the name of each database for a brief description of what it covers. Select a database (or multiple databases by ticking the boxes next to each one) and press **OK** to access the search screen.

Note that by default you will be taken automatically to the Advanced Search screen. However, during this workbook you will only be learning how to use the Basic Search screen. Click the Basic Search tab above the search box to change the view.

# 2. Searching for articles on a topic

Imagine you have been asked to look for some recent journal articles on **the prevention of obesity in children.**

The basic search function allows you to just type this phrase straight into the search box. This type of searching is not comprehensive, but is sufficient to get you started.  It can also be useful for getting an overview of a subject.  Try this now by following exercise 2.

**A note about using Boolean operators (e.g. AND + OR)**

Basic search does **not** support the use of these techniques – even though it might look like you can combine your search sets using them. Instead, just type in a phrase or a few words that cover the areas you're interested in.

### Exercise 2 – carrying out a search

Click in the search box and type `the prevention of obesity in children`.

Click on the Search button.  This will take you to a page like the one below showing you details of the articles found. You will need to scroll down to see them.

# 3. Understanding your results and finding the full text

The next screen will look similar to this.  Note the information given:

The relevancy star rating explained:

(5)     All search concepts are present and complete.

(4)     All search concepts are present, but some are incomplete.

(3)     One concept is missing from the record.

(2)     Two concepts are missing from the record.

(1)     More than two search concepts are missing from the record.

In addition, from the display screen you can:

- See the next 10 results by clicking on **Next >>**
- Find articles similar to a particular article by clicking on **Find Similar.**
- Find out where an article has been cited by clicking on **Find Citing Articles.**

## Exercise 3a - Finding the full text
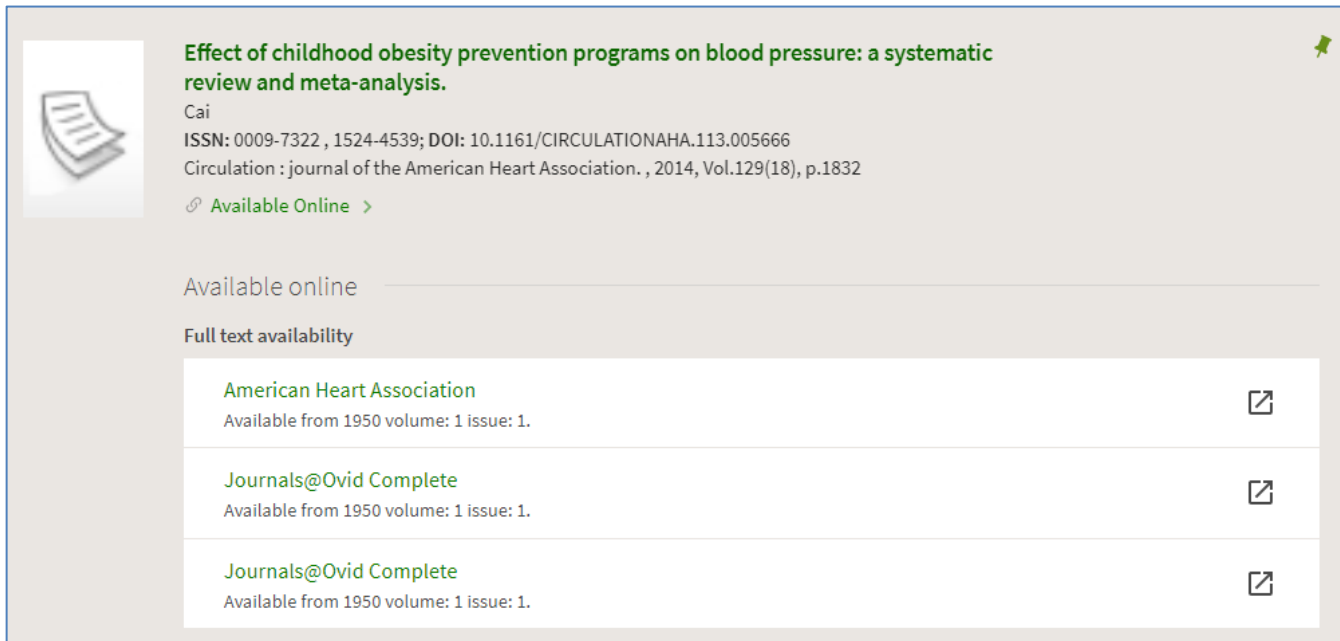
You can find out whether an article is going to be useful by reading its abstract (summary paragraph). To do this, click on **Abstract.**



Some articles (like the one above) will have a full text link next to them. Click on it to go directly to the article. If it does not work, make sure your browser is not trying to block pop-up windows.

For other articles, you will need to click **check@leeds** to see if the Library has the article. This often brings up a window like this:



If this doesn't work, use the Library search to see if we subscribe. If we do, you can follow the link to view the electronic version, or find a print copy if it is available. If we don't have it at all, you might like to obtain the article via our Document Supply service (charged at £10 per request): https://library.leeds.ac.uk/info/1202/request_items_from_another_library/29/document_supply_service

## a. Include Related Terms

Below the search box is an option called 'Include Related Terms'. This was ticked for you automatically and means that the database will also have included common synonyms and plurals etc for the search terms you typed in. For example, it also searched for *obese* even though you only typed in *obesity*. This function will help you pick up additional relevant articles, but can be deselected if you choose.

### Exercise 3b – Exploring 'Include Related Terms'

If Include Related Terms was ticked when you searched, you can see which *additional* search terms the database has included by looking at the **Search Information** section on the left hand side of your first result.

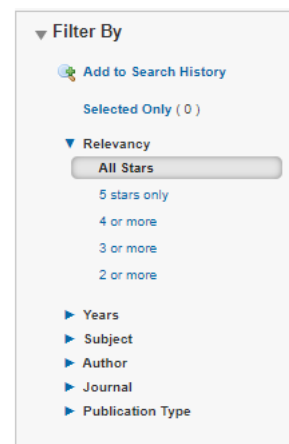Explore some of your other search terms to see which other words have been automatically included for you.

## b. Filtering your results

At the left hand side of the results display, beneath the Search Information box, there is another box called **Filter by**.

This allows you to apply a filter to your current set of results.  You may want to filter by:

•       Relevancy (star rating),
•       Year of publication,

- Subject,
- Publication Type,

Or even restrict your results to those from a particular journal.

# 4. Narrowing your search: making it more specific

You can use the **Limits** function to restrict the results e.g. to articles in English, or by year of publication.

Some limits are displayed on the main search page; others are only available after clicking on **Additional Limits.** Note that many limits are database-specific. For example, to limit to human (as opposed to animal) studies in Medline, you would use the limit "Humans" whereas in EMBASE the same limit is called "Human"). For this reason, limits may not work across your entire set of results if you have been searching multiple databases.

## Exercise 4a - Using Limits

Directly below the search box you will see some popular limits. Select **English Language** and limit the year of publication as below:



Click on **Search.**

Notice that your most recent search has had these limits applied to it, and you are now only left with articles that are in English and have been published since 2010.

Have a look through a few of these results to get a feel for what is included. Notice the star rating for each. If you can't remember what the star ratings mean, refer back to section 3.

## Exercise 4b - Using additional Limits

From the main search page, scroll to the top of the screen and again look in the green box underneath the search box.

This time, click on **Additional Limits**.

The **Limit a Search** screen will give a large number of options and will include a list of all the searches you have done so far, the last of which is automatically selected.

Try selecting another limit that you think might be useful and then scroll up or down and click on the **Limit a Search** button. Remember that not all limits will work on all databases. Don't put on too many limits all at once or you may be left with no results at all.

# 5. Printing, e-mailing or exporting search results

If your search produces useful results, you need to be able to save them.

You can select the ones you want to save by ticking in the box at the left hand side of each reference. You can then use the Print / Email / Export icons at the top of the results display in order to save the references you want.



### Exercise 5: Saving results

Select some references and email them to yourself.

Note that you can also save the search history as a reminder of the searches you have just done (see section 6).

Remember that saving the results means you can keep a record of which articles have been found. If you want to read the full text of the articles, you will have to look the journal title up on the Library search in the usual way.

# 6. Setting up a Personal Account

If you set up a personal account it will let you save and re-run Ovid searches. This is quick to do and can save you time in the long run. It works both on- and off-campus.

### Exercise 6 - Setting up a Personal Account

Click on the **My Account** link at the top right of the home page.

Click on **Create Account**.

Follow the instructions on screen. Choose any account name and password, making sure it is something you will be able to remember easily – don't use any spaces or symbols or your password will be refused. Your account name and password do not have to be the same as your University IT account.

Go back to the Search page and click on **Save All** underneath the Search History box. Log in with your new account name and password if prompted.

At the top of the screen, type a name for your search into the Search Name box. Give the search a logical name so you can easily recognise it in the future. We also recommend adding the name of the database you used, and the date, so that you can easily distinguish between different searches.

By default your search will be saved permanently. You can also save a search temporarily, meaning it will disappear after 24 hours, or as an AutoAlert - each time the database is updated, any new references which match your search criteria will be sent to you in an e-mail. Make your selection of permanent, temporary or auto-alert from the **Type** drop down menu.

Click on **Save** to complete the process.

Once you have saved a search strategy, you can run it again at a later date by clicking on **View Saved** in the top right corner. Select the search you want to run and click on **Run**. Your results will be available back on the main search page (click on the Search tab to get there).

It is a good idea to make sure your Search History is clear before running a saved search. Otherwise your results will be added on to the end of any results already visible.

To delete searches from your Search History, tick individual boxes (or the one at the top to select them all) and click **Remove**.

# 7. Tips for better searching

- If you get very few relevant results, try re-phrasing your question. You might also try searching in a different database as they all have their own particular strengths/areas of interest.
- You can find more training materials on database searching from your subject page: http://library.leeds.ac.uk/subjects
- Need more help? Email your enquiry to skills@library.leeds.ac.uk