



O V I D

## Quick Reference Card

<http://gateway.ovid.com>

The screenshot shows the MEDLINE search interface. At the top, there are navigation icons for Author, Title, Journal, Search Fields, Tools, Combine, Limit, Basic, Change Database, and Logoff. Below these is a table with the following data:

#	Search History	Results	Display
1	Alzheimer Disease/	29428	<a href="#">Display</a>
2	dopamine.rtp [mp=title, abstract, cas registry/ec number word, mesh subject heading]	81072	<a href="#">Display</a>
3	1 and 2	331	<a href="#">Display</a>

Below the table are three radio buttons:  Saved Searches,  Save Search History, and  Delete Searches. At the bottom, there is a search box with the text "Enter Keyword or phrase:" and a checkbox for "Map Term to Subject Heading". A "Perform Search" button is located to the right of the search box.

**Keyword or phrase (Subject) Search** - Enter single subject word or phrase; click on the Perform Search button.

If **Map Term to Subject Heading** is selected, Mapping finds relevant subject headings. If Mapping is not available or selected, the word or phrase will be searched in the default fields for that database.

### Icons and Buttons:



**Author** - Enter author's last name followed by first initial if known.



**Title** - Enter word or phrase to find in the article title.



**Journal** - Enter first few letters of a full journal name, do not use abbreviations.



**Search Fields** - Searches for word or phrase contained in specific document field(s) (e.g. abstract, title, page, etc.).



**Tools** - Searches in the specific indexing structures of the current database (e.g. the vocabulary Tree, Thesaurus, Table of Contents). **Note:** *Tools is not available in every database.*



**Browse** - Where available, finds journal by name or subject and accesses Tables of Contents.



**Combine** - Uses Boolean operators "AND" or "OR" to combine the results of two or more existing search statements. "NOT" must be entered directly on the **Enter Keyword or phrase** line (e.g. pregnancy not birth).



**Limit** - Restricts results to language, age groups, year of publication, etc. Select one of the search sets and then select one or more specific limits. Common limits are located under the **Enter Keyword or phrase** line and can be selected before or after creating a search statement.



**Basic** - Switches from Advanced to Basic mode.



**Change Database** - Selects a new database(s) to start or re-run a search.



**Logoff** - Exits from the Ovid software and frees a user license.



**Help** - Provides more detailed explanations of all topics. For additional reference materials, please visit [www.ovid.com](http://www.ovid.com).

**Truncation and Wildcards** - Use to search for variant words or spellings:

Use \$ or : to retrieve unlimited suffix variations (e.g. computer\$.ti.)

Use # to replace exactly one character (e.g. wom#n.ti.)

Use ? to replace 0 or 1 character (e.g. labo?.ti.)

**Viewing Results** - Scroll down the Main Search page or click the corresponding search set **Display** button. Additional fields are displayed by selecting the **Complete Reference**, and where available **Abstract** and **Full Text**.

Select records by clicking on the box to the left of the record from the *Titles Display* or by clicking on the box at the top of the page from the *Titles Display*. To customize the display choose the tab at the top of the *Titles Display*.

**Printing, Emailing and Saving** - The *Citation Manager* is located at the end of every Results Display Page. Make selections from options provided then print, email, or save (or export).

The screenshot shows the 'Citation Manager: Display, Print, Save, or Email Citations #1' interface. It is divided into four main sections: Citations, Fields, Citation Format, and Action. The Citations section has radio buttons for 'Selected Citations' (checked), 'All on this page', and 'All in this set (1-333)', with an 'and/or Range:' input field below. The Fields section has radio buttons for 'Citation (Title, Author, Source)', 'Citation + Abstract' (checked), 'Citation + Abstract + Subject Headings', and 'Complete Reference', with a 'Select Fields' button below. The Citation Format section has radio buttons for 'Ovid' (checked), 'RIS/Tagged', 'Reprint/Media', 'Brief (Title) Display', and 'Direct Export', with an 'Include Search History' checkbox below. The Action column contains buttons for 'Display', 'Print Preview', 'Email', and 'Save'. Below these sections is a 'Sort Keys' section with two rows: 'Primary' and 'Secondary', each with a dropdown menu set to 'Ascending'.

From the Action column:

- To print with the hypertext links included, select **Display**, then select **Print** from your browser.
- To print without the hypertext links, select **Print Preview**, then select **Print** from your browser.
- To email documents, select **Email** and input a valid Internet email address. More than one email address may be entered, **separated by a comma**. Prompts for other options will appear when available.
- To save documents, select **Save**. This invokes the browser's save utility. Make selections based on options presented. To export into bibliographic management programs, select **Direct Export** from *Citation Format* and select **Complete Reference**. Then select **Save**.

### **Saving, Executing, and Deleting a Search History**

- To save your current Search History, click on the **Save Search History** button located under the Search History table.
- To execute a saved search, click on the **Saved Searches** button located under the Search History table. Then select **Run, Delete, Copy, Edit** or **Display**.
- To delete a search statement(s), click the **Delete Searches** button located below the Search History table.