



O V I D

Ovid Web Gateway

Quick Reference Card

The screenshot shows the MEDLINE Ovid Web Gateway interface. At the top, there are navigation icons (O, V, I, D) and a 'MEDLINE' title. Below this is a row of icons for various search functions: Author, Title, Journal, Search Fields, Tools, Combine, Limit, Basic, Change Database, and Logoff. A 'Help' button is in the top right corner. The main area contains a table with search history:

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

Below the table are buttons for 'Saved Searches', 'Save Search History', and 'Delete Searches'. At the bottom, there is a search input field 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 input field.

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.

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?r.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).

Citation Manager: Display, Print, Save, or Email Citations 

Citations	Fields	Citation Format	Action
<input checked="" type="radio"/> Selected Citations <input type="radio"/> All on this page <input type="radio"/> All in this set (1-331) and/or Range: <input type="text"/>	<input type="radio"/> Citation (Title, Author, Source) <input checked="" type="radio"/> Citation + Abstract <input type="radio"/> Citation + Abstract + Subject Headings <input type="radio"/> Complete Reference <input type="button" value="Select Fields"/>	<input checked="" type="radio"/> Ovid <input type="radio"/> ERS/Tagged <input type="radio"/> Reprint/Medlars <input type="radio"/> Brief (Titles) Display <input type="radio"/> Direct Export <input type="checkbox"/> Include Search History	<input type="button" value="Display"/> <input type="button" value="Print Preview"/> <input type="button" value="Email"/> <input type="button" value="Save"/>
Sort Keys			
Primary:	-	Ascending	
Secondary:	-	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.