

## My Projects

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**My Projects** is a research organization area containing projects and folders where you may store citations, searches, text, results, full text, graphics, and many other items. 50MB of storage is available in **My Projects** to any **My Account** user (where permitted) for storing items external to OvidSP. **My Projects** offers the same output options available from search results (**Print, Email or Export**) and the option to **Remove** (delete) saved items if desired. You may create a **Jumpstart** URL to open a project if you wish.

### My Account

Your **My Account ID** & Password provides access to **My Workspace** which contains **My Projects**, **My Searches & Alerts**, and **My eTocs**, and the option to install the **OvidSP Toolbar**. Your account also stores your **Annotations** and any interface settings. If you wish to add to, or access any of these areas, you must login with your **My Account ID** and Password. **My Workspace** is shared across the **OvidSP** and **Nursing@Ovid** platforms (when available).

### Adding to My Projects

Items from within OvidSP that may be added to a project include:

- Search results
- Images from Journals@Ovid
- Text Snippets (using the Snippet Tool)
- Book chapters from Books@Ovid
- Journal articles
- AutoAlert results
- Saved searches

External items that may be added:

- Ovid Universal Search results
- User-created citations
- Links to external resources via OvidSP Toolbar
- User-uploaded files

### Adding Items

- Select items using the checkboxes
- Choose the **Add to My Projects** button at the top of each page
- Follow any prompts

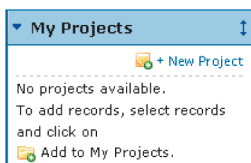
You will need to create a project or select an existing project or folder.

 [Print](#)  [Email](#)  [Export](#)  [Add to My Projects](#)

- Click the **Add to My Projects** button next to each individual result or item
- Follow any prompts

 [+ My Projects](#)  [+ Annotate](#)

- Or drag and drop results onto the **My Projects** section of **Results Tools**, which is on the left side of each results page



**Before My Account Login**



**After My Account Login**

**Note:** *My Account login is required to access My Projects.*

### The Snippet Tool [Snag Snippet](#)

- Select up to 500 words of text from any Journals@Ovid HTML display
- Select the **Snippet Tool**
- Send to a project or folder

## Ovid Toolbar

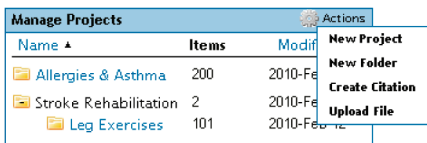
The **Ovid Toolbar** is designed to allow the user to collect resources from external sites and save them to **My Projects**. To install, follow the **Install Toolbar** link inside **My Workspace** to the Ovid Toolbar Documentation and download page.



- Open the toolbar in the browser while using external resources
- Choose **Add to My Projects**
- Follow the prompts

## Creating a Project

- Open **My Projects** and create a project (or folder or citation) using the **Actions** button at the top of the **Manage Projects** area



- Give your project a name and description (optional)
- Click **Save Project**; the new project is now available in **Manage Projects**

## Creating a Folder

- Choose **Actions** and **New Folder**
- Give your folder a name and description (optional)
- Add a **New Folder** to an existing Project, or create a new project

Only one level of folders is permitted within each project. Folders may be moved from one project to another. Projects are fixed, you cannot place one project inside another.

## Adding a Manual Citation

- Choose **Actions** and **Create Citation**
- Choose citation **Type**
- Add details
- **Save Citation** (options vary by **Type** selected)

## Project Status

Projects may be **Active** (available in the **Manage Projects** area) or **Archived** (in storage) or in the **Trash**. Projects and folders may be dragged between and within these three areas.

## Searching and Sorting

- Search within **All Projects** or **Currently Selected** from the top of the page; results within a project may be sorted by name, title, type, file size, or date.

## My Projects Output Options

- Use the **My Projects** output icons to output or delete items from inside the project.



Choices within each output option are identical to those in OvidSP or Nursing@Ovid.

**Note:** You may only output items from inside currently licensed and subscribed resources.

**Note:** Projects are retained for one year from the date of creation. To renew a project each year, just choose the renew button.

**Further Information:** Consult the **Database Field Guide** (follow **Selected Resources** link) for more information about resources. **Help** about the software is available on most pages, opening to information about the most recent page, and allowing chapter browsing on the left.

Links to training resources and language options are available at the bottom of each page.

For more information about Ovid products see <http://www.ovid.com>; for training materials and documentation see <http://resourcecenter.ovidsp.com>