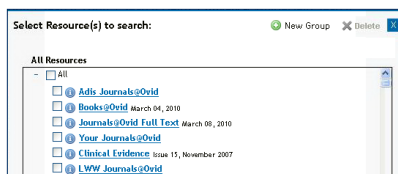


OvidSP Quick Reference Guide

Opening an OvidSP Session

- Open the OvidSP URL with a browser or
- Follow a link on a web page or
- Use **Athens** or **Shibboleth** access




Select Resources to Search

In the **Select Resource(s) to Search** box, select one resource by clicking on its name, or select several (or a **Group**) by clicking the checkboxes and the **Select Resources** button.

Note: Selecting multiple resources may suppress features specific to an individual database such as the mapping tool.

Choose the  icon to view the Database Field Guide.

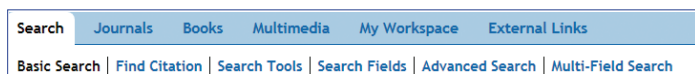
To change resources, open **Resources**, then select the **Ovid Resources** link and the **Select Resources to Search** box will appear. You may select a new resource to search, or cluster resources into **Resource Groups** by using the  **New Group** icon. To delete a group, select a resource group then click on the **Delete** icon to remove the group.

Add external resources to your search by including Universal Search sites in either Basic or Advanced mode (when available).



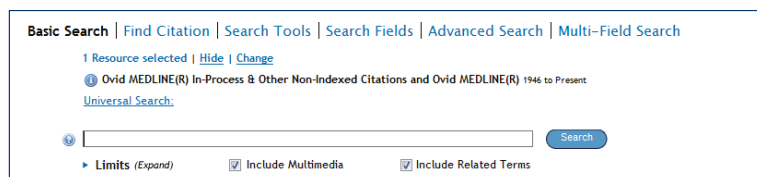
Main Search Page

Choose from the **Main Navigation Bar** to navigate **OvidSP**. Choose the **Search** button to search **OvidSP** resources (including Books@Ovid or Journals@Ovid); you may click the **Search** button at any time to return to the **Main Search Page**. Choose the **Journals** or **Books** buttons to browse these resources. Select the **Multimedia** tab to browse all multimedia assets. **My Workspace** contains **My Projects, Searches & Alerts** and **My eTocs** (Electronic Tables of Contents). **External Links** offers links to other subscribed sites (when available). **OvidMD, Nursing@Ovid and EBP Tools** (from Joanna Briggs Institute) may also be present when subscribed.



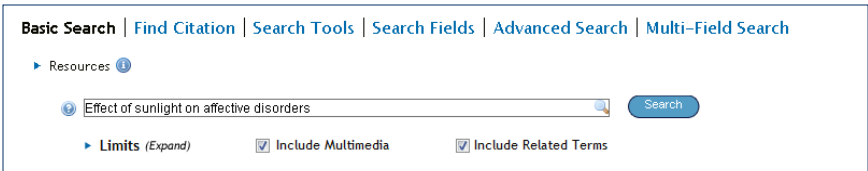
Select a search mode within OvidSP resources by clicking a link on the Main Search Page. Not all modes are available for all resources. See **Search Mode Options** section below for details.

Search Mode Options



Basic Search

Basic Search uses **Natural Language Processing (NLP)** to search Ovid resources. Enter a complete topic or question, and click **Search**. Select **Include Related Terms** to broaden a search using synonyms, plurals and spelling variants. Select **Include Multimedia** to include multimedia within your search results. Add **Limits** or **Filter By** criteria to narrow search as desired. Change **Filter By Relevance**, to **5 Star only**, then change **Sort By** from **SCORE** (sorted by relevance) to **Year of Publication** (descending) to see the most recent 5 star results.



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

Resources ⓘ

Effect of sunlight on affective disorders

Limits (Expand) Include Multimedia Include Related Terms

OvidOpenAccess

- Search Open Access and subscribed content together
- Select **View all Open Access results** to view separately from subscribed content
- Select to close/open the OvidOpenAccess widget
- Open Access results are only available when using **Basic Search**



OvidSP

Results Tools Options

All

Search Information

Clear Selected View: Title Citation Abstract 10 Per Page 1 GO Next

You searched:
new treatments for diabetic neuropathy (Including Related Terms)
- Search terms used:

Relevance: *****

1. Evidence-based guideline: Treatment of painful diabetic neuropathy: report of

- Ovid Full Text
- Abstract Reference
- Complete Reference


OPEN ACCESS RESULTS

Effectiveness of oxcarbazepine in symptomatic treatment of painful diabetic neuropathy.

Advanced Search

Use **Advanced Search** to search commonly used fields, combine search terms or search statements using Boolean operators, or to use Ovid command line syntax. Enter each individual subject word or phrase and click **Search**. **Mapping** (if available) will suggest terms from the database vocabulary. Use **Keyword (.mp.)** containing Title, Abstract, Subject Headings (or Full Text) and other fields for a general subject search. Searching **Author**, **Title** (of article), **Journal Name** or **Book Name** is also possible. Use the checkboxes in the **Search History** box to combine the required subjects with the **AND** or **OR** operator, or enter the operator **NOT**. Multimedia results are available when using **Basic Search** or performing a keyword or field search in **Advanced Search**.

For more information about using Ovid command line syntax, select the **Help** button and open **Advanced Searching Techniques** in the **Advanced Search** section.

Note the  indicating Open Access content is searched from Basic Search.



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

Resources ⓘ

Keyword Author Title Journal

Clinical Depression

Limits (Close) Include Multimedia Map Term to Subject Heading

Multi-Field Search

Use **Multi-Field Search** to search multiple terms in all or specific fields, and combine using the **AND**, **OR** or **NOT** operators. Click **+ Add New Row** to add additional search boxes. Author searches are automatically truncated with *****.

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

▶ Resources ⓘ

	ADHD	All Fields
OR	attention deficit*	MeSH Subject Heading
AND	male	MeSH Subject Heading
AND	adult	MeSH Subject Heading

+ Add New Row Search

Find Citation (when available)

Find Citation searches any combination of words from the article title, journal name, author, volume, issue, page, publication year, publisher, unique identifier (accession number) or DOI.

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

▶ Resources ⓘ

Article Title

Journal Name Truncate Name (adds *)

Author Surname Truncate Name (adds *)

Publication Year Volume Issue Article First Page

Publisher

Unique Identifier

DOI Search

Search Tools (when available)

Search Tools searches the database vocabulary. Enter a subject word or phrase, select a dropdown tool and click **Search**. Tools vary by database. Examples include:

- **Map Term:** suggests subject terms within the database tree or thesaurus.
- **Tree or Thesaurus:** locates a subject within the database tree or thesaurus structure.
- **Permuted Index:** allows you to enter a single term and view an index of multi-word terms that include the word as well as associated "see" and "see related" terms.

Other search tools offer insights into **subheadings**, subjects, subject **classifications** or **publications**, depending on the database(s) selected.

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

▶ Resources ⓘ

Thesaurus Search

- Thesaurus
- Permuted Index
- Scope Note
- Explode
- Subheadings
- Tree

Search Fields

Search or browse within resource fields. Enter a word or phrase, select one or more fields, and choose to **Search**, or choose **Display Indexes >** to browse index entries (when available). **Clear Selected** cancels field choices. When displaying the indexes, a two letter field label displays next to each term. Select all relevant entries and click **Search for Selected Terms**. Click the field name link for definitions from the **Database Field Guide**.

The **All Fields** tab displays all fields in an alphabetic display. **My Fields** lists the default fields (.mp. or Keyword) plus any additional selected fields. Add fields to the **My Fields** list by selecting the + (plus) sign on the right of each field name (or – to remove). Selected **My Fields** have a shaded background on the **All Fields** page. Selections made while logged into **My Account** are saved. Choose the ⓘ to browse the selected index from the alphabetically-first entry.

Books@Ovid

Searching Books

When searching in **Books@Ovid**, the default is **Natural Language** (or **Basic Search**). However, **Keyword** searching is also available. All subject searches include the book text, including chapter headings, text and caption text. The text is divided into passages to provide a more focused and precise search. The results include the citation and passage as part of the results display, with a link to the full text in the book chapter.

Quick Search or the **Searching Bar** also offers **Basic Search** (Natural Language) mode in **Current Book** or **All Books**. Results contain the citation and access to **Complete Reference** and **Ovid Full Text** links, which offers access to both the chapter and passage.

Browsing Books

Select **Books** from the **Main Navigation Bar** to open the **Books@Ovid: Browse Books** screens.

The screenshot shows the 'All Books' search results page. At the top, there is a navigation bar with 'Search', 'Journals', 'Books', 'Multimedia', 'My Workspace', and 'External Links'. Below the navigation bar, there is a search box and a 'Browse All Books' link. The main content area displays 'All Books' with a view of 1 - 20 of 7035 books. A list of books is shown, with the first entry being '100 Case Studies in Pathophysiology' by Bruyere, Harold J. The book cover is visible next to the title. The page also includes a 'BROWSE BY TITLE' section with a grid of letters for navigation.

- **Browse All Books:** presents all books in alphabetical order by title
- **Browse by Title:** presents a list of books beginning with the selected letter (or alphabetically similar)
- **Browse by Subject:** presents an alphabetical list of books about the selected subject

Note: A book may fall into many subject categories, choosing + (plus) shows further subject levels (or – to close), the ⓘ icon offers subject definitions

Open a book by clicking the book name or the book cover (when available)

Note: Covers may be hidden

Search Journals **Books** Multimedia My Workspace External Links

View Copyright Statement | Purchase Print Copy
DeVita, Hellman, and Rosenberg's Cancer: Principles & Practice of Oncology
 > Table of Contents > Part One - Molecular Biology of Cancer > Chapter 1 - The Cancer Genome

Search: Check Spelling

[Back](#) [Add to My Projects](#) | [Save](#) | [Print Preview](#) | [Email](#) | [Email Jumpstart](#)

Chapter 1
The Cancer Genome

Yardena Samuels
 Alberto Bardelli
 Carlos López-Otin

There is a broad consensus that cancer is, in essence, a genetic disease, and that accumulation of molecular alterations in the genome of somatic cells is the basis of cancer progression (Fig. 1.1).² In the past 5 years the availability of the human

Book Table of Contents page features include:

- **Front of Book:** information about authors and contributors, with links to chapters where appropriate
- **Table of Contents:** expands through volumes, divisions and chapters with full text links from the chapter level and below
- **Back of Book:** includes the Back of Book Index (when available) and access to any other Back of Book materials

Note: Table of Contents navigation elements may be hidden by unchecking the boxes (top right) when required.

Journals@Ovid

Searching Journals

In **Journals@Ovid**, the default may be **Basic Search** or another search mode based on administrator settings. **Keyword** searching includes the journal article text, and caption text. The results include a link to the journal article in HTML and PDF formats (when available).

When in **Journals Browse** mode, the **Enter Keywords** box offers keyword searching in **This Issue** or **All Issues**. Results contain the citation and access to **Abstract Reference**, **Complete Reference**, **Ovid Full Text** links and **PDF** (when available).

Browsing Journals

Select **Journals** from the **Main Navigation Bar** to open the **Journals A-Z** browsing screens.

Search **Journals** Books Multimedia My Workspace External Links

Enter Journal Name Find Citation

▼ Filter by Availability ▲

My Subscriptions
 All Ovid Journals
 Psyc Journals@Ovid
 Eira Journals@Ovid
 Adis Journals@Ovid

▼ Filter By Title ▾

All A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z 0-9

▼ Filter by Subject ▾

All Subjects

Health Professions

Showing 1-50 of 184 Journals Title View | Full View 50 Per Page 1 2 3 4 ◀▶

Academic Medicine - About this Journal	★
ACADEMIC Physician & Scientist - About this Journal	★
ACSM'S Health & Fitness Journal - About this Journal	★
Advanced Emergency Nursing Journal - About this Journal	★
Advances in Anatomic Pathology - About this Journal	★
Advances in Skin & Wound Care - About this Journal	★

Browse Journals

Enter a word from the journal title in the search box. Auto-complete will list all journals with your term in the journal name. Select the journal and then **Search** to view.

Filter by Availability:

- **All Ovid Journals:** presents all journals (subscribed and unsubscribed) in alphabetical order
- **My Subscriptions:** presents subscribed journals (**Your Journals@Ovid**) in alphabetical order
- **Pay-Per-View:** presents journals where individual articles may be purchased

Filter by Title: presents a list of journals beginning with the selected letter.

Filter by Subject: presents an alphabetical list of journals about the selected subject

Note: A journal may fall into many subject categories, choosing + (plus) shows further subject levels (or – to close)

My Favorite Journals: select the star icon to add journal to a favorites list (requires **My Account** login)

The **Title View** display lists journal names; the **Full View** display adds ISSN, years of coverage, numbers of issues, **subscribed/archive/publish ahead of print** icons. In **Full View** you may also subscribe to Tables of Contents (**eToc**) via RSS or Email - and add the journal as a **Favorite**. Clicking the journal name opens to the **Table of Contents** of the most recent issue, but publish ahead of print articles may also be available.

The screenshot shows the 'Full View' page for the journal 'Anesthesia & Analgesia'. At the top, there are navigation tabs: Search, Journals, Books, Multimedia, My Workspace, and External Links. Below the tabs is a search bar with the text 'Enter Keywords' and a 'This Issue' dropdown menu. The main content area is titled 'Journals A-Z > Anesthesia & Analgesia - Vol 117 July 2013'. On the left, there is a 'Journal Information' sidebar with details about the International Anesthesia Research Society and the journal's history (1957-2013). The main content area displays the journal cover, ISSN (0003-2999), copyright information (© 2013 International Anesthesia Research Society), and the current issue (Volume 117(1) pgs. 1-286 July 2013). On the right, there are icons for RSS, Email, and Email Jumpstart.

Table of Contents page features include:

- **Journal Information:** information about the journal, with links to the **About This Journal** page
- **Current Issue:** lists titles in the issue with access to the Complete Reference, Ovid Full Text, PDF etc.
- **Journal Issue List:** links to prior years with numbers of issues, volume and page information.

Multimedia

Browsing Multimedia

Browse by subject: presents a list of videos about the selected subject, with the most recently added presented first.

The screenshot shows the 'Multimedia' page. At the top, there are navigation tabs: Search, Journals, Books, Multimedia, My Workspace, and External Links. Below the tabs is a search bar with the text 'Search (All Multimedia)'. The main content area is titled 'Introduction by Dr. Krajewski: on an Overview published in 27th May issue'. It features a video thumbnail of Dr. Krajewski, a list of authors (Krajewski, Colleen M. 1,4; Geetha, Duvuru 2; Gomez-Lobo, Veronica 3), and a 'View Abstract' link. On the right, there are icons for Print, Email, Export, and Add to My Projects. Below the video, there are links for Download (18.54 MB) and Find Related Media. On the left, there is a 'Browse By' sidebar with a dropdown menu for Subject/Category, currently set to 'Plastic & Reconstructive Surgery (66704)'. On the right, there are links for Ovid Full Text, Abstract Reference, Complete Reference, Library Holdings, Document Delivery, and Bibliographic Links.

Filter by:

- **Media Type:** presents the options of video or images
- **Source:** journals or books where the items were obtained
- **Duration:** Short (0-4 min), Medium (4-20 min) or Long (20+ min)
- **Years:** presents ranges of publication years

Note: A multimedia item may fall into many subject categories

- Relevancy
 - All Stars
 - 5 stars only
 - 4 or more
 - 3 or more
 - 2 or more
- + Years
- + Author
- + Journal
- + Publication Type
- Duration
 - All Durations
 - Short (0-4 min.)
 - Medium (4-20 min.)
 - Long (20+ min.)
- Media Type
 - All Types
 - Video
 - Image
- + Subject/Category

Simplify Searching

Operators

Four operators are available to combine terms:

- **OR** gathers together lists of terms e.g. Australia or New Zealand; 2 or 3
- **AND** finds where terms occur together e.g. rock and roll, 1 and adult.sh; 4 and 5
- **NOT** removes a term e.g. spiders not insects; 1 not 2
- **adjX** locates terms which are within X words of each other in either direction, in a sentence or in a paragraph

Note: **adjX** does not cross paragraphs. Phrase searches search words in the order entered (except for stopwords/reserved words).

Truncation and Wildcards

Use truncation or wildcard symbols to find variations when searching in **Advanced Search** or **Multi-Field Search** modes:

- Use * or \$ or : at the end of a word, or part of a word, to retrieve unlimited suffix variations, e.g. computer* for computer, computers etc. Add a number to restrict to a certain number of characters, computer*7
- Use # inside or at the end of a word to replace exactly one character, e.g. wom#n
- Use ? inside or at the end of a word to replace zero or one character, e.g. robot? or flavo?r

Note: Operators, Truncation and Wildcard symbols are not valid in **Basic Search** mode.

▼ Search History (2 searches) (Click to close)					View Saved
<input type="checkbox"/>	# ▲	Searches	Results	Search Type	Actions
<input type="checkbox"/>	1	photodynamic therapy.mp.	10376	Advanced	Display More >>
<input type="checkbox"/>	2	small cell lung cancer?.mp.	35086	Advanced	Display More >>

Limits

Limits restrict search results to selected criteria and are specific to the database(s) selected. Commonly used limits are available from the **Main Search Page** when the **Limits** view is expanded. All limits are made available by clicking the **Additional Limits** button. To customize which limits appear, select **Edit Limits**, select the box to the left of the limit and select **Customize Limit**. Changes made while logged into **My Account** are saved.

▼ Limits (Close) Include Multimedia Map Term to Subject Heading

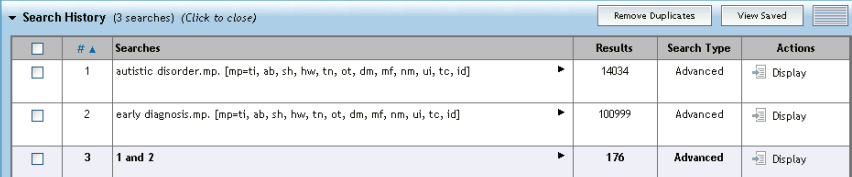
<input type="checkbox"/> Abstracts	<input type="checkbox"/> English Language	<input type="checkbox"/> Male
<input type="checkbox"/> Female	<input type="checkbox"/> Review Articles	<input type="checkbox"/> Humans

Publication Year: - [▼] - [▼]

Search History

Searches, results and search types are listed in the **Search History** window. Combine search statements by clicking checkboxes and then selecting the operators **AND** or **OR** in **Advanced Search** mode, or by entering the search statement numbers and operator in the search box (e.g. 1 not 2). Delete searches using the checkboxes and **Remove Selected** button. Refine results or add to your search by using Results Tools on the left of the search display.

Eliminate duplicate records in multiple databases by using the **Remove Duplicates** button. Reposition the History above or below the Search Bar by dragging the icon to the right of **View Saved**. Renummer search results in ascending or descending order using the ▼ symbol in the header. Changes made while logged into **My Account** are saved.



<input type="checkbox"/>	#	Searches	Results	Search Type	Actions
<input type="checkbox"/>	1	autistic disorder.mp. [mp=ti, ab, sh, hw, tn, ot, dm, mf, nm, ui, tc, id]	14034	Advanced	Display
<input type="checkbox"/>	2	early diagnosis.mp. [mp=ti, ab, sh, hw, tn, ot, dm, mf, nm, ui, tc, id]	100999	Advanced	Display
<input type="checkbox"/>	3	1 and 2	176	Advanced	Display

Create an AutoAlert or Save, Re-Execute, or Edit a Search History

To save search statements, use the **Save, AutoAlerts** or **RSS** pulldown menu (near **Display, More>>**). Save groups of search statements by selecting the checkboxes and **Save Selected**. Save the current search history with the **Save Search History** (or **RSS**) button. Searches may be saved either temporarily or permanently, as an **AutoAlert (SDI)** or in **My Projects** with a variety of options and settings.

AutoAlerts are current awareness searches that automatically deliver new search results via email or **RSS**. Customize **AutoAlerts** with options for including Open Access Results, delivery schedule, report type, fields, results format and duplicate removal. Delivery options include **Email, RSS** and into **My Projects** projects or folders.

Journals@Ovid subscribers can also easily create Table of Contents alerts using **RSS** or **Email**. From the **Browse Journals A-Z** pages, choose **Full View** on the top of the page (or click the name of a journal), and choose either the email **eToc** (or **RSS**) icon and enter an email address. To modify the chosen format or unsubscribe, use **My eTocs** in **My Workspace**.

Saved Searches/Alerts

To run, delete or copy a previously Saved Search History or AutoAlert, select the **Saved Searches & Alerts** link in **My Workspace** on the **Main Navigation Bar**. This screen displays lists of **Temporary, Permanent** (or **Expert** when available) and **AutoAlert** searches. It offers options to run, delete, copy or rename, edit, display or create an email jumpstart. AutoAlerts also offer a results History, and the option to rerun in the current database or against selected database updates.

Working with Results

Results Tools

To monitor your search terms or refine your search, use the **Results Tools** on the left of the results display. Categories include **Search Information, Filter By** and **My Projects**. Hide all **Results Tools** by choosing the ◀ symbol, or remove specific widgets by using the Results Tools **Options** menu. Individual results tool widgets may be minimized, or dragged to their desired location within the **Results Tools** bar.

Search Information

You searched: the last search that was entered, or the search currently displayed.

Search terms used: displays the list of terms used in the most recent search. In **Basic Search** mode, user terms and **Related Terms** will be included (where selected) as subject groups. **Search Returned** lists the number of results and offers **Sort By** sorting options. Search Information also shows where terms may be misspelled.

Search Returned: the number of results.

Sort By: to sort the display by a field in ascending or descending order. A default such as **SCORE** may be preselected.

Customize Display: Click to customize fields or display style.

Filter By

Refine the search result based on frequently occurring values within **Subject, Author, and Journal**, or sort by **Relevancy** (**Basic Search** mode only). Limits such as publication year or document type are offered when available. Select the **Add to Search History** icon to add selected filters as searches. Filter Multimedia by **Subject, Source, Duration, Media Type** etc.

My Projects

Adds selected items to **My Projects**. Simply drag and drop into a project or folder, or create a new project, and follow any prompts. You need to login to **My Account** to access **My Projects**.

Results

To view the results from the most recent search, scroll down the page, or select **Display** to view any search result. Feature multimedia items appear at the top of the results.

Results Display

Results appear as a **Citation** display, including Author, Title and Source information. If the material includes an abstract, a **View Abstract** link is offered to view the abstract inline. [View Title](#) [Citation](#) [Abstract](#). The **View** menu changes the page display to **Title** or **Abstract**. Select **See more multimedia results** to view only multimedia search results.

The screenshot shows a search results interface with the following sections:

- Results Tools** (with an Options icon)
- View By** (dropdown menu)
- Text (11758 Results)** and **Multimedia (12474 Results)**
- Search Information** section containing:
 - You searched:** hypertension {No Related Terms}
 - Search terms used:** hypertension
 - Search Returned:** 11758 text results
 - Sort By:** Too many results to sort. (dropdown menu)
 - Customize Display** link
- Filter By** section containing:
 - Add to Search History** icon
 - + Selected Only (0)**
 - Relevancy** with options: All Stars, 5 stars only, 4 or more, 3 or more, 2 or more
 - + Years**
 - + Subject**
 - + Author**
 - + Journal**
 - + Publication Type**
 - My Projects** (dropdown menu)

The screenshot shows a search result for 'OvidSP Multimedia Results' with the following details:

- Relevance:** *****
- Unique Identifier:** 20937921
- Authors:** [Weber, CA](#), [Ernst, ME](#), [Sezate, GS](#), [Zheng, S](#), [Carter, BL](#)
- Authors Full Name:** Weber, Cynthia A. Ernst, Michael E. Sezate, Genesis S. Zheng, Shimin. Carter, Barry L.
- Title:** Pharmacist-physician comanagement of **hypertension** and reduction in 24-hour ambulatory blood pressures.
- Source:** Archives of Internal Medicine. 170(18):1634-9, 2010 Oct 11.
- Publication Type:** Comparative Study. Journal Article. Multicenter Study. Randomized Controlled Trial. Research Support, N.I.H., Extramural.

Additional options on the right include: Ovid Full Text, Abstract Reference, Complete Reference, Find Similar, Find Citing Articles, Full Text, Library Holdings, Document Delivery, EBM Full Text, Bibliographic Links, Internet Resources, and External Resolver.

Clicking the article title link takes you to the **Complete Reference** display or **Full Text** (when available). Additional views and links are provided on the right of each citation. These may include **Abstract Reference**, **Complete Reference**, **Ovid Full Text** (or **Full Text**). Links to **Document Delivery**, **External Link Resolvers** and **Library Catalogs** may be added by the administrator.

Books@Ovid results will include a book passage and links to the full text. **Journals@Ovid** results will include a PDF (when available) and a link to the full text. Multimedia results display **Title**, **Duration**, **Details** and **Media Type**.

To find related records, select the **Find Similar** or **Find Citing Articles** links (when available) or references links (when available).

Navigation options of **Previous Result** or **Next Result** and **Go to #** (where # is the document number) are available at the top of each results page.

Annotations (when available)

Select the yellow **Annotate** icon  to the left of a record to add notes.

Note: *The icon changes  as the notes are saved.*

Annotations may be output with the results using the output menus. Annotations remain attached to the records and are stored within **My Account** settings.

Note: *You need to login to **My Account** to add or output annotations.*

Universal Search Results (when available)

Include external sources by selecting **Universal Search** from the **Resources**, **Selected Resources** menu. **Universal Search** results are only available in **Advanced Search** or **Basic Search** modes. **Universal Search** results are displayed next to the OvidSP results.

View results in either the **Universal Search tab** (selected resources together) or **multiple tab** (individual sources) views. Options include sorting or deduplication, linking to source results, annotating citations and linking to full text (when available). Navigating to **Next Results/Previous Results** and to other sources, and the link to **Get more** records are at the top of the page.

Print, Email, Export and My Projects



Output choices, **Print**, **Email**, **Export**, or **My Projects** are at the top of each results page. Select results then an output icon. Select individual results using the checkboxes, or **Select All** at the top of the page.

Selected Results: Lists selected individual results (using checkboxes) or all results.

Print (and others):

- **Select Fields to Display:** Choose preset fields lists or select a custom list
- **Select Citation Style:** Use **Ovid Labelled Citation** for print, email or export to reference management software or choose another style (APA, MLA, Chicago, etc.)
- **Include:** Choose **Search History** to include the search strategy, **Annotations** to include notes or **URLs to Ovid full text in citation** to link into OvidSP results or full text

Email:

Include **From** and **To** addresses, separating with a comma if necessary. Add **Subject** title and **Message** (if desired)

Export:

- Use **Microsoft® Word** format for word processing
- Use **PDF** as a document exchange format
- Use **.txt** for text file output
- Use **Citavi/EndNote®/ProCite®/Reference Manager®** for local reference management
- Use **Excel Sheet** for xls/x format output
- Use **RefWorks** for online reference management
- Use **RIS** format for Reference Manager & EndNote Web
- Use **BRS/Tagged, Reprint/Medlars** for older RM formats
- **Delimited** or **XML** are database import formats

Add materials to **My Projects** by dragging onto the **My Projects** area in **Results Tools**, or by clicking the **Add to My Projects** icon (and follow any prompts). Items can be added from other sites using the **Ovid Toolbar**.

My Workspace and My Projects

My Projects is a research organization area containing projects and folders where you may store searches, text, results, citations, full text, graphics, video and many other items. 50MBytes 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 options as the output icons (**Print, Email or Export**) and the option to **Remove** (delete) saved items if required. You may create a **Jumpstart** URL to open a project if you wish.

The screenshot displays the 'My Workspace' interface. At the top, there are navigation tabs: Search, Journals, Books, Multimedia, My Workspace, and External Links. Under 'My Workspace', there are sub-tabs: My Projects, My Searches & Alerts, My eTocs, and Install Toolbarbar. A search bar is located below the sub-tabs, with the text 'Search terms entered' and a search button. Below the search bar, there are two main sections: 'Manage Projects' and 'Archived Projects'. The 'Manage Projects' section shows a table with columns 'Name', 'Items', and 'Modified'. A project named 'Research 111' is listed with 3 items and a modified date of 2013-Jun-26. The 'Archived Projects' section is currently empty. On the right side, there is a detailed view of a project titled 'Sports & Craniofacial Trauma: The June 2013 Issue of PRS with Rod J. Rohrich, MD'. It includes a video thumbnail, a journal title, an AN (E95C4CCF-DFE9-4DFA-B066-B14D5826E75F), a duration of 5:11 min, and options for download, related media, and annotation. A sidebar on the right offers various reference options like 'Ovid Full Text', 'Complete Reference', 'Library Holdings', 'Document Delivery', 'Bibliographic Links', and 'Internet Resources'.

Your **My Account** ID and password provides access to **My Workspace** that contains **My Projects**, **My Searches & Alerts** and **My eTocs**, and the option to install the **Ovid 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 Items to My Projects

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

- Search Results
- Images from Journals@Ovid
- Images and videos from Multimedia
- 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 Ovid Toolbar
- User-uploaded files

Adding Items

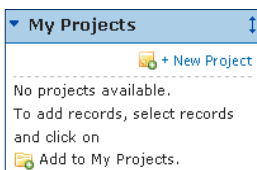
Select items using the checkboxes and choose the **Add to My Projects** button at the top of each page and follow any prompts. You will need to create a project or select an existing project or folder.



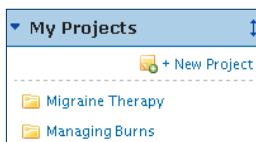
Or click the **Add to My Projects** button next to each individual result or item and follow any prompts.



Or drag and drop results onto the **My Projects** section of **Results Tools** on the left of each results page.



Before My Account Login



After My Account Login

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

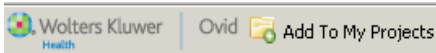
The Snippet Tool



Select up to 500 words of text from any Journals@Ovid HTML display and select the **Snippet Tool** (located under **Article Tools**) then send to a project or folder.

Ovid Toolbar

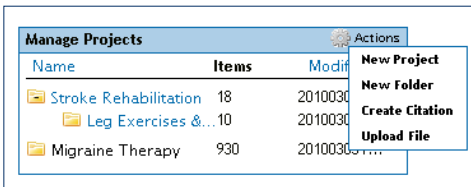
The **Ovid Toolbar** is designed to allow the user to collect resources from external sites and save them to **My Projects**. Open the Toolbar in the browser while using external resources and choose **Add to My Projects** and follow the prompts. To install, follow the **Install Toolbar** link inside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



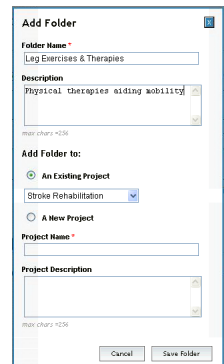
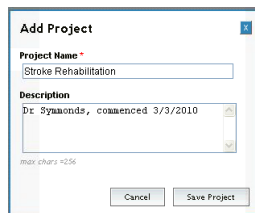
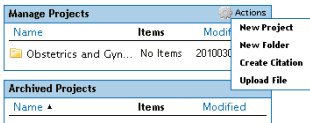
Working with My Projects

Creating a Project

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



Give your project a name and description (optional) and click **Save Project**. The new project is now available in the **Manage Projects** area.



Creating a Folder

Choose **Actions** and **New Folder**, give your folder a name and description (optional) and 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.

Manage Projects		Actions
Name	Items	Modified ▲
 Migraine Therapy	1045	20100303T...
 Obstetrics and Gyn...	133	20100303T...
 Stroke Rehabilitation	18	20100303T...
 Leg Exercises &...	10	20100303T...

Adding a Manual Citation

Choose **Actions** and **Create Citation**; choose citation **Type**, add details and **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.

Adding Other Items to My Projects

Upload a File

Select **Actions** and **Upload File**, then select the file(s) within the **Attach Items to Project** menu. Then click **Add**, confirm the file list and then choose **Attach to Project**.

Journal Articles

Select the **Add to My Projects** icon to add journal articles, use the **Snippet Tool** to capture text quotes. Use the menu options to capture graphics.

Book Chapters

[Add to My Projects](#) | [Save](#) | [Print Preview](#) | [Email](#) | [Email Jumpstart](#)

Select the link to add a book chapter to **My Projects**. Use the menu options to capture graphics.

My Projects Output Options

 **Print**  **Email**  **Export**  **Remove**

Use the **My Projects** output icons on the right 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.*

For further information on using **My Projects**, see **Help**.

Further Information: Consult the **Database Field Guide** ([View Selected Resources](#) link) for more information about resources. Help about the software is available on most pages, it opens first to information about the most recent page, but allows 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>; and for training materials and documentation, see <http://resourcecenter.ovidsp.com>

