Medline, Embase, Emcare, HMIC & Social Policy & Practice

OVID

Abridged Version

LKS

Accessing Databases

Go to the **Library website**

library.merseywestlancs.nhs.uk

Click on **Resources**

Followed by **Databases**

Select the **database** to wish to access

Choose from:

- Medline
- Embase
- Emcare
- HMIC
- Social Policy & Practice

You will be prompted to sign in using your **NHS Athens account.** If you don't have an account, you can register here **openathens.nice.org.uk**

Creating an Personal OVID Account

To enable full functionality (save searches and results) and allow access to your Folder (previous searches etc.), click on **My Workspace** to take you to the login/registration screen
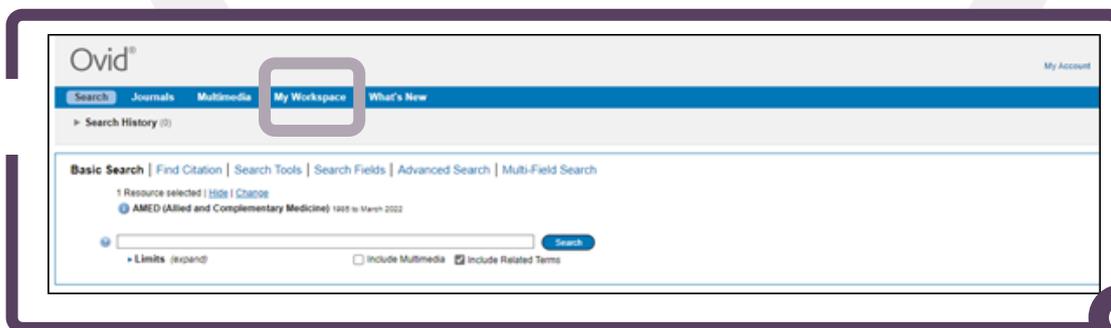
Now click on **Create Account**

You will need to choose a **Username** and **Password**, as well as inputting your **email address** and **name**

Once created, your Workspace will look like this
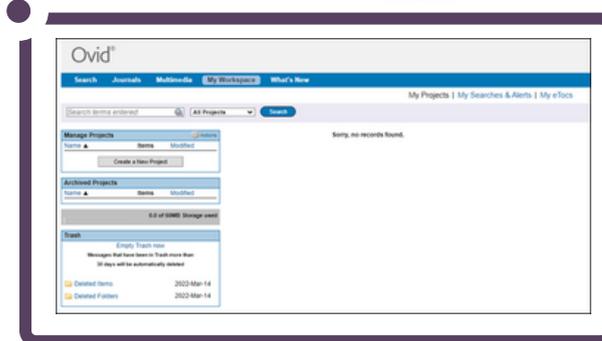
Planning Your Search

It is useful to think about **exactly** what you're looking for before you begin inputting your terms. This will ensure that you find relevant and appropriate information

- **What type of patient/population are you looking at?**

- **Are you using a specific test or intervention, or a broad group?**

- **If you are looking for better outcomes, what are examples of those outcomes?**

Searching for Keywords

In OVID, there is a choice of the following **search options**

Best suited to

Basic Search	**Phrase** or **natural language** searching
Advanced Search	**Subject Headings** (thesaurus) searching
Search Fields	**Keyword** searching
Multi Field Search	**Keyword** searching

To retrieve the best results choose the option best suited to your search terms

Phrase or Natural Searching

Click on **Search** in the top-left of the menu bar

For phrase or natural language searching, choose **Basic Search**

You can now start entering your **phrase or question** into the search box. Click on **Search**

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

1 Resource selected | Hide | Change

ⓘ **Embase** 1974 to 2022 March 14

back pain in pregnant women

Search

☐ Include Multimedia   ☑ Include Related Terms

Your results will be displayed **underneath your search boxes**

Your search information will be displayed on the left. This includes a listing of all the **search terms** used

The results are given a **relevance ranking** indicated by **stars***

5 star articles are the most relevant and will appear at the top

Star ranking is only available in the Basic Search option
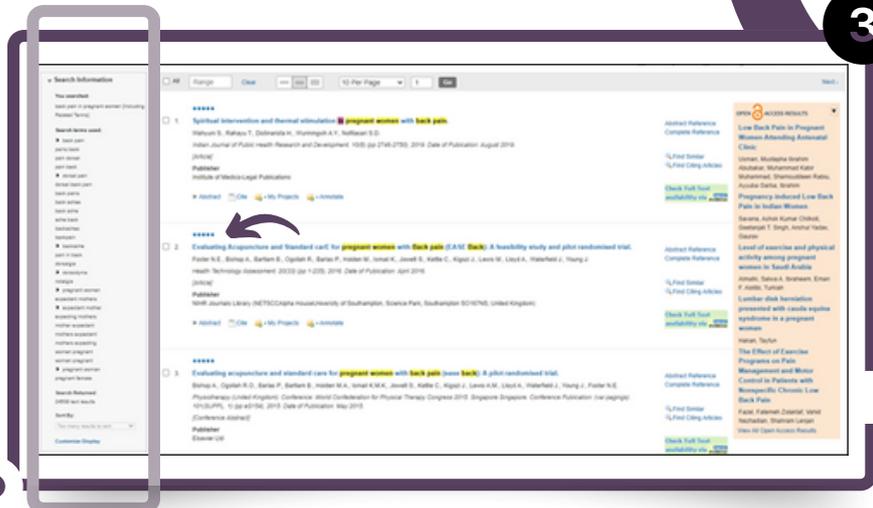
Keyword Searching

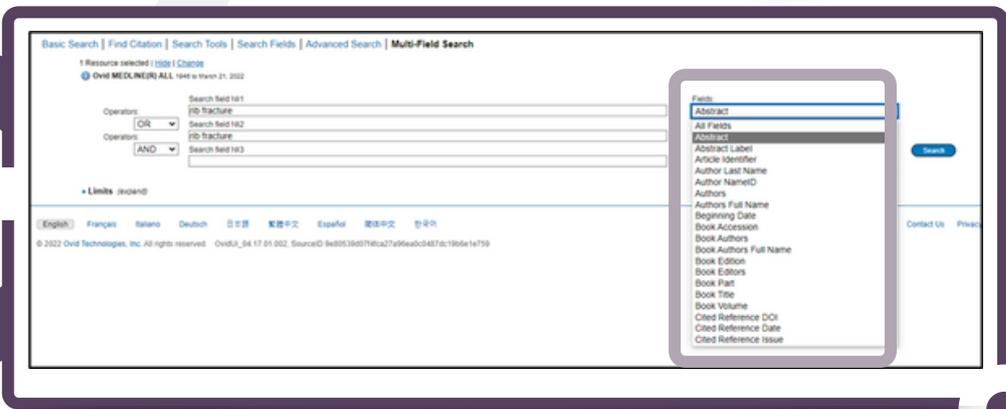For keyword searching, choose **Multi Field Search**

You can now start entering your **search terms** in the **fields**

Note: * is used as a wildcard to truncate a word eg. clinic*
For American /British spelling you can use the # symbol: p#ediatric, colo#r, etc.

Remember to think about....
Synonymous terms
Potential alternative spellings (e.g. American)
Singular and plurals

You can choose which **fields** to search by using the drop-down menus

If you want to search more than one specific field, for example, **Title** and **Abstract**, you need to search for these on separate rows using **OR**

Once you've entered your search term(s) click on Search

Your results will be displayed underneath your search boxes

From here you can choose to view the:

OVID Full Text Abstract, or
Article as PDF (if available)

Find Similar will locate articles similar to the one selected

Find Citing Articles will locate other articles that have cited your chosen article

If the article is *not* available as **Full Text,** you can contact the Library and request for it to be sourced from another library collection for you
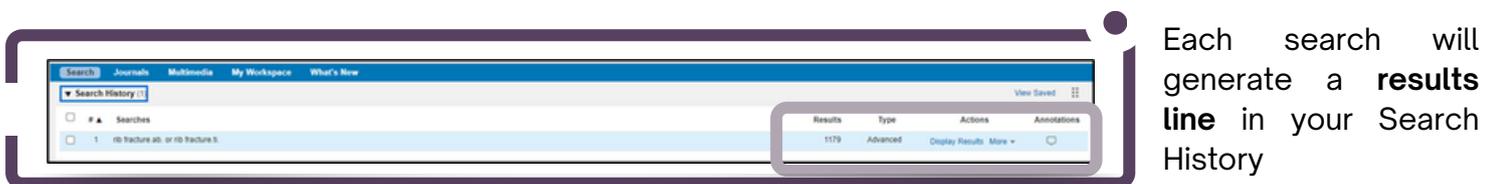
Each search will generate a **results line** in your Search History

Searching for Subject Headings

When doing a comprehensive literature search you also want to search for **subject headings** (also referred to as a Thesaurus Search) - if there is one available

- Subject headings are what the databases use to **index articles**

- Because each database uses its own unique subject headings it is important to search **each database individually** and **one at a time**
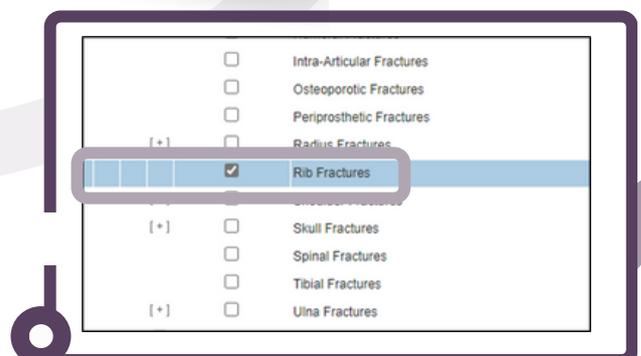
Choose **Advanced Search.** Type in your search term and click **Search**
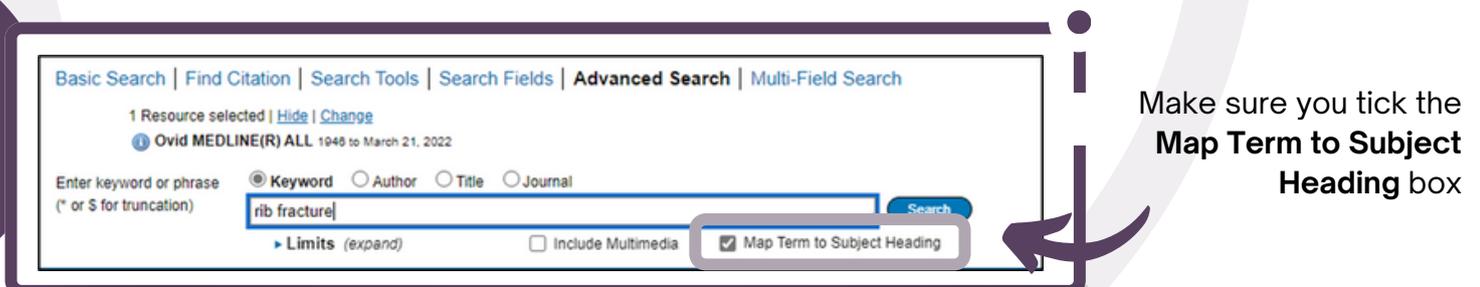
Make sure you tick the **Map Term to Subject Heading** box

The thesaurus may have *exactly* what you're looking for, or offer suggestions to other subjects .... have a go at searching for **alternative terms** too

You can click on the **term itself** to see where it sits within its **index tree**

The database will also give you options to apply **FOCUS** or **EXPLODE** to the term selected

These options can **widen** OR **narrow** the search

If we select the **TERM ITSELF** the database will bring up results where your term is used both as a major *and* minor focus, so it will be **broader**

If we click **FOCUS**, the database will bring up results where your term is more of a key element, so fewer but potentially more focussed results

If we click **EXPLODE** the database will bring up results from that term and everything indented after it in its index tree, so a broader result

Combining Keywords & Subject Headings

By using a combination of both **KEYWORDS** (which will bring up the most up-to-date- information) with **SUBJECT HEADINGS** (used to index the articles in the database) you will have a more comprehensive search and eliminate the risk of missing out important information

In your **Search History**, select the **line numbers** you want to combine. Then click **Combine with OR**
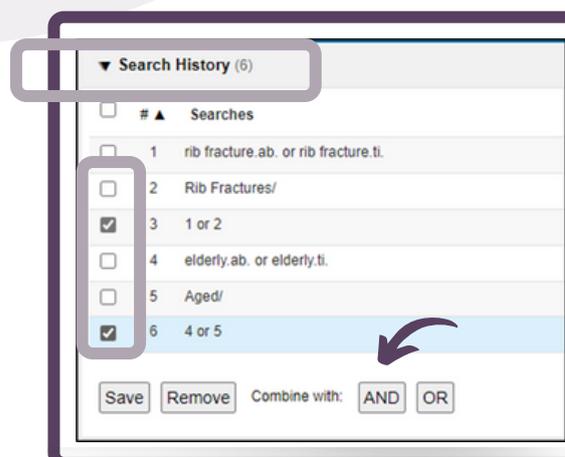

Joining Your Concepts Together

You should search for both **KEYWORDS** and **SUBJECT HEADINGS** for EVERY concept you have

Once you have combined your keywords and subject headings for each subject, you can **ADD** your concepts together

- Go to your Search History

- Select the searches you wish to join

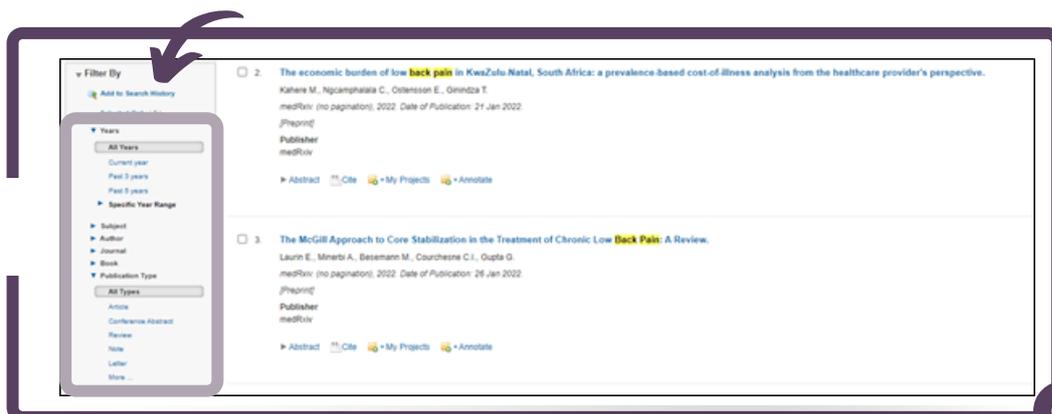- Click **Combine with AND**

Filtering Results

You can reduce your results further by using the **FILTER** function

On the results page, you can filter your results by

- Publication date
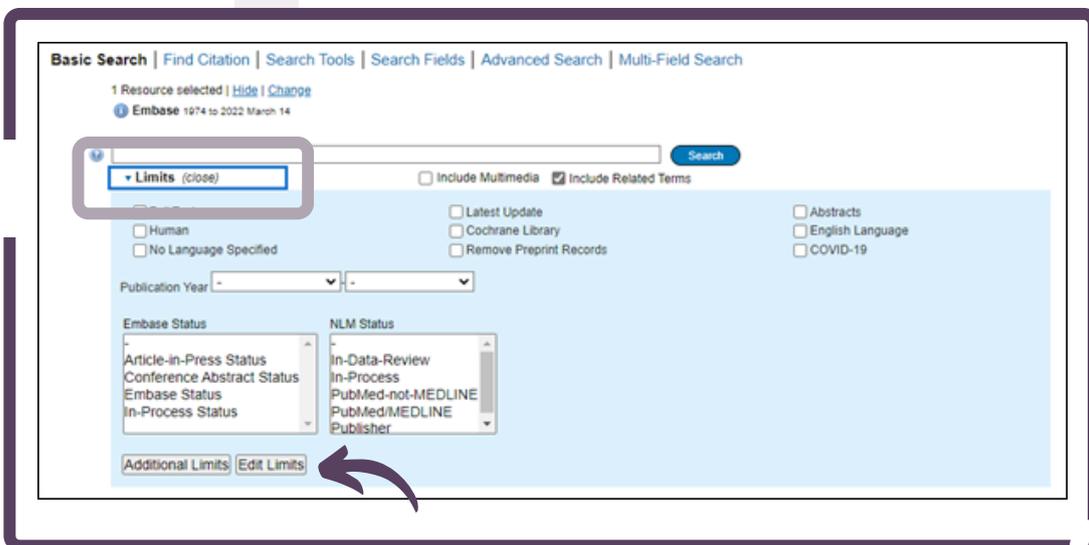- Publication type
- A particular named journal

Once you have selected your filters, click on **Add to Search History** to add them to your search

In your Search History, make sure you have **selected the search** you wish to add the filters to
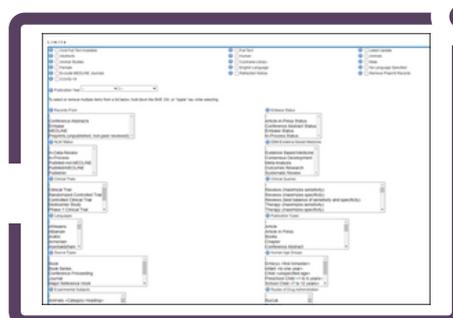
Applying Limits

To apply limits to your search, select the line you wish to limit then tick the **LIMITS** box and choose the limits you want

To see the full list of available limits select **Additional Limits**

Choices of additional limits include:

- OVID Full Text*
- Date
- Gender
- Age Group
- Human
- Language
- Type of Clinical Trial
- Publication Type

Once you have chosen your limits click **Limit A Search**

Saving Your Results and Setting up Alerts

To save your **search(s)** select the search(s) you wish to save, then click on **Save All**

Alternatively you can hover the mouse over the **More option** and choose **Save**

You will be asked to give your search a **NAME**

You can also choose whether you wish to **permanently** or **temporarily** save your results or to set up an auto alert

en click on **Save**

⭐ You must be **logged into your Ovid account** to be able to save searches or set up alerts
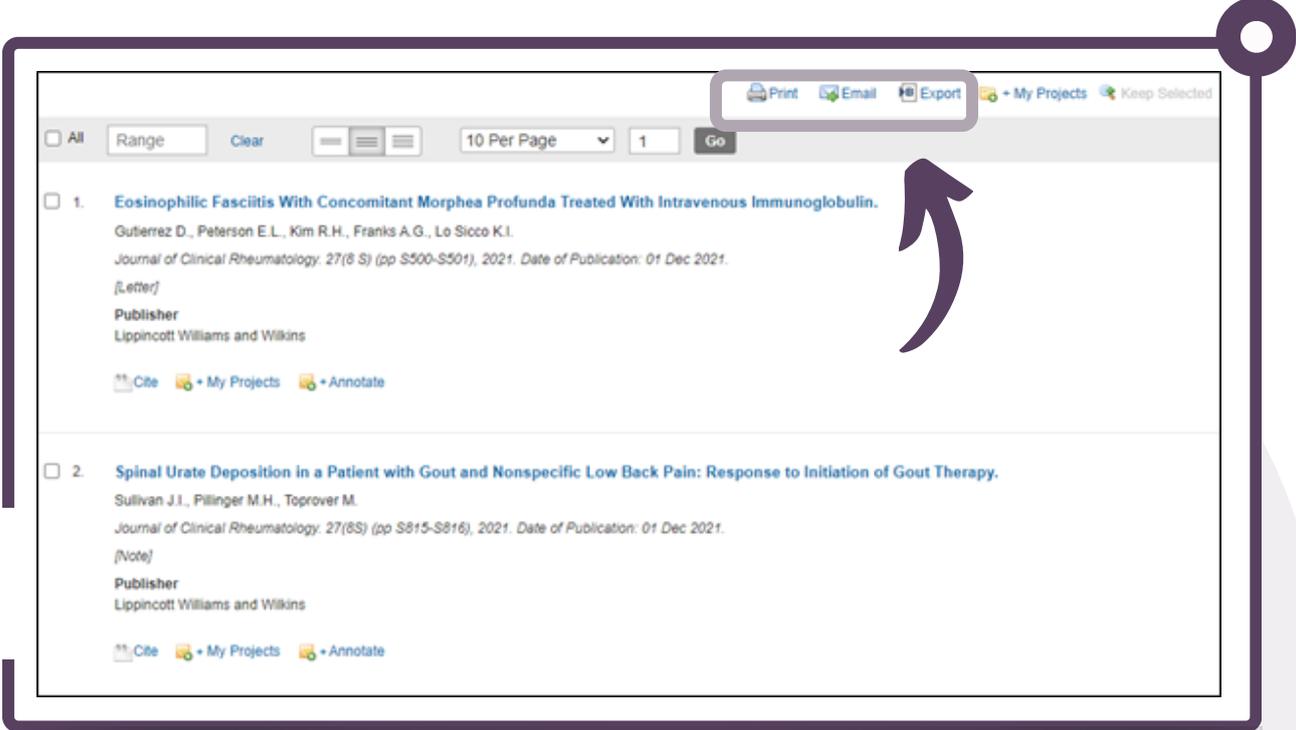
To retrieve your saved searches, click on **View Saved** in your Search History

From here you can **re-run** or **delete** your searches

You can also **add a search** to your favourites, **email a search**, **edit a search** or **view a search strategy**

Exporting & Printing Results

From your results you can **PRINT**, **EMAIL**, or **EXPORT** your results to reference management software

Contact Us & Help

If you have any questions or need further help, please contact us

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0151 430 1342 (Whiston & St Helens)

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