

Search Techniques for OVID Users


Searching using subject headings

1. Type a word or phrase in the search box and click on **SEARCH**.
2. Your search will be mapped to the most relevant subject heading/s. Select one by ticking in the box to the left of it and click on **CONTINUE >>**.


Searching using free text

1. Remove the tick from the box next to 'Map term to subject heading' before you start your search.
2. Type a word or phrase in the search box and click on **SEARCH**.
3. Truncate a word using a dollar sign (\$) to retrieve all variants on it, e.g. ulcer\$ will retrieve articles containing the following words: ulcer, ulcers, ulceration etc.


Searching by individual fields

1. Click on  **More Fields**.
2. Type a word or phrase in the search box.
3. Tick in the boxes to the left of the fields you want to search, e.g. abstract, author or title, and click on **PERFORM SEARCH >>**.






Combining more than one topic

1. Search for each topic individually.
2. Click on  **Combine Searches**.
3. Tick in the boxes next to the topics you wish to combine
4. Select **AND** to narrow your search down or **OR** to broaden it and click on **CONTINUE >>**.

Limiting results

1. Click on  **More Limits**.
2. Tick in the box to the left of the search you wish to limit.
3. Limit by publication year/s or by full text only and click on **LIMIT A SEARCH >>**.

Selecting results to print, save or e-mail

1. Tick in the boxes to the left of the records you wish to select.
2. If there are more than 10 records to view, click on **Next Result**   to view the next 10.
3. At the bottom of the screen, select the fields and format required and click on  **PRINT PREVIEW**,  **EMAIL** or  **SAVE**, as relevant.