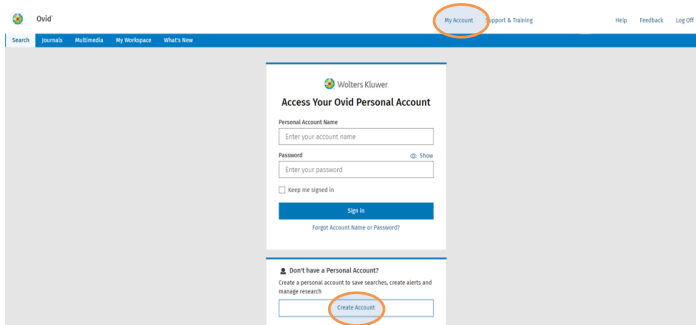# Ovid® Quick Reference Card
My Projects

My Projects Overview

- Located in the My Workspace tab, **My Projects** is a folder management system that allows Ovid users to organise their search results and all their research professionally.
- My Workspace contains My Projects, My Searches & Alerts, and My eTOCs.


My Account

- Click on **My Account** to log into My Projects.

- If you haven't created a **Personal Account**, we recommend that you do so.
- The same Personal Account login is used across all your Ovid databases.

Creating a Project

- From **Manage Projects**, click on the **Actions** button.
- Select **New Project** and give your project a name and a description.
- All saved projects display within Manage Projects.
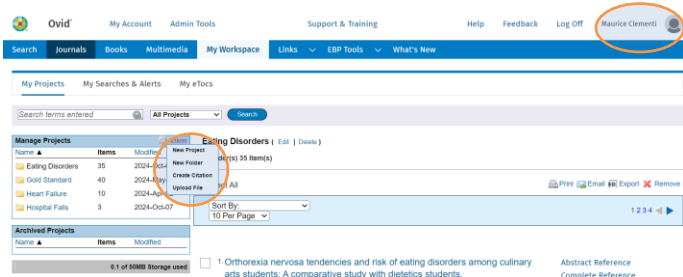
Adding to My Projects

- Below are some of the Ovid items that can be added to a project:

- ✓ *Database citations, saved searches, AutoAlerts.*
- ✓ *Images, audio or videos from Journals@Ovid and Ovid Multimedia.*
- ✓ *Book chapters from Books@Ovid.*
- ✓ *External items: citations, uploaded files*

Creating a Folder

- From **Manage Projects**, click on the **Actions** button.
- Select **New Folder** and give your folder a name and a description.
- Add a New Folder to an existing project or create a new project.
- Folders can be dragged and dropped into another project.

Note: *Only one level of folder is permitted within each project.*

Creating a Citation

- Select ***Create Citation*** and add details.
- The ***Type*** of citation will change the options available.
- Save Citation to complete your manual citation.

Uploading Files

- Select **Upload File** and add details.
- Find an external file, click on **Add > Attach** to Project.
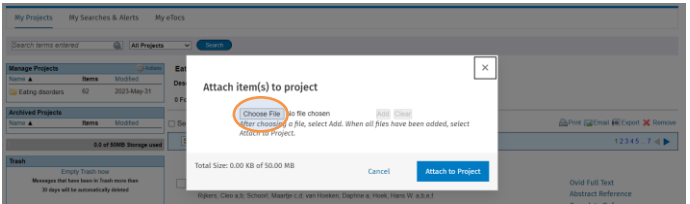
Note: *There is a 50MB maximum storage limit for external content.*

Adding Ovid Results to My Projects

- Select Ovid results using the **checkboxes** for each citation.
- Choose the **My Projects** button at the top of the results display.
- Follow the prompts to log in or create an Ovid Personal Account.
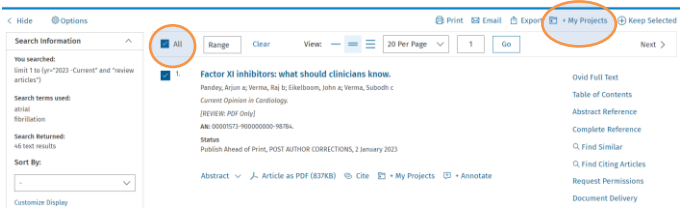

- **Add** your Ovid citations to an existing project or create a new one.
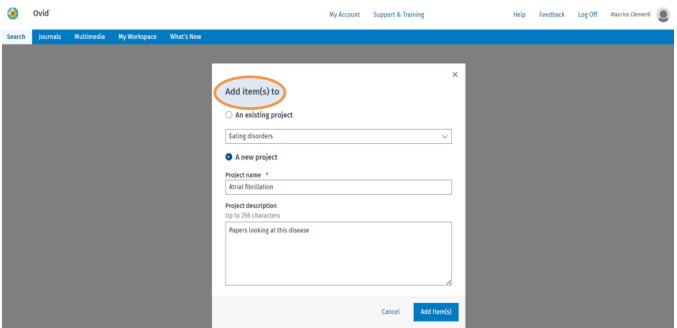
Project Areas, Search & Output

- 3 main areas: **Manage Projects**, **Archived Projects,** and **Trash**.
- You ca drag and drop content between these areas.
- Use **Edit** to update projects. You can create a jumpstart link for a project, and download the project history.
- You can search for citations within projects by keyword.
- Use the **Sort By** option to rearrange the order of the results.
- Use the My Projects **output icons** to manage your results.
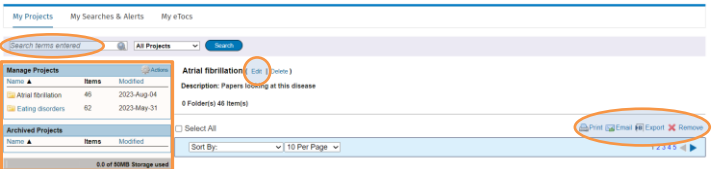
Ovid Training & Technical Support

- Contact support@ovid.com with your technical and training-related questions. A member of the team will respond as soon as possible.

Ovid Products, Videos, Documentation & Tools

- The following Ovid sites may also be useful.

Visit our Ovid Knowledge base for guided assistance:
https://wkhlrp.my.site.com/ovidsupport/s/

For Ovid training materials and documentation go to:
https://tools.ovid.com/ovidtools/