**Opening an Ovid® Session**
- Open the Ovid URL with a browser or
- Follow a link on a web page or
- Use Athens or Shibboleth access

**Select Resources to Search-JBI**
- Select JBI resource by clicking on its name
- A link to JBI from your library Database A-Z will take you directly to the search page

**Main Search Page**
- Choose Search on the Main Navigation Bar, then select Basic Search mode

**Basic Search**
- Enter a complete topic or PICOT question, and click Search
- Select Include Related Terms to broaden your search
- Select Add to Search History
- For documents to inform practice change-Limit to Evidence Summaries or Recommended Practices

**Search Results**
To view the results from the most recent search, scroll down the page or select Display to view any search result.
- Results appear in a Citation display, including Author, Title and Publication Type

**Search History**
Searches, results, and search types are listed in the Search History window. 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 results display.
Output choices are at the top and bottom of each results display: **Print, Email, Export, or Add to My Projects**. Select results then an output icon. Select individual citations using the checkboxes, or **Select All** at the top or bottom of the display.

**Ovid® Synthesis:**
- Export to your current project in Ovid Synthesis or have the option to create a new one.

**Print:**
- **Select Fields to Display:** Choose preset fields lists or select a custom list
- **Select Citation Style:** Use Ovid Labeled 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, **URLs to Ovid full text** to link into Ovid results or full text

**Email:**
- Insert **From** and **To** addresses, separating multiple addresses with a comma; add **Subject** title and **Message** (if required)

**Export:**
- Use **Microsoft Word** format for word processing
- Use **PDF** as a document exchange format
- Use **.txt** for text file output
- Use **Excel Sheet for .xlsx** format output
- Use **Citavi/EndNote®/ProCite®/Reference Manager®** for local reference management

**My Projects**
- Add materials to **My Projects** by dragging them into the **My Projects area in Results Tools**, or by clicking the **Add to My Projects** button (and following prompts)
- **My Projects** is a structured storage area containing projects and folders where you may store text, results, citations, full text, video, graphics, etc. **My Projects** offers the same output options as results (**Print, Email, Export**) and the option to **Remove** (delete) saved items.

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, access JBI Resource Center at tools.ovid.com/ovidtools/jbi.html.
- For training materials and documentation see tools.ovid.com/ovidtools/