

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

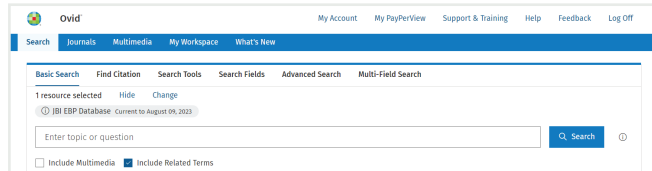
Select Resources to Search-JBI

- 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



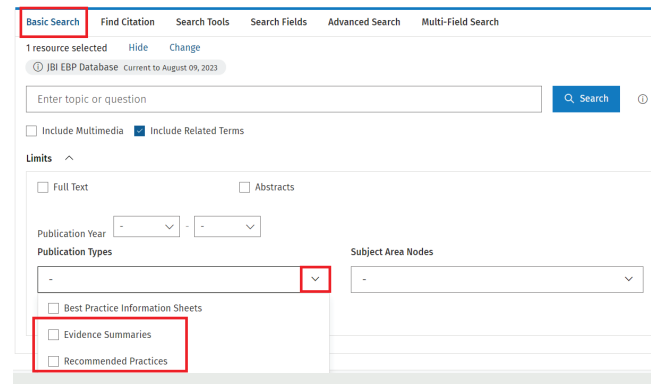
Main Search Page

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



Basic Search

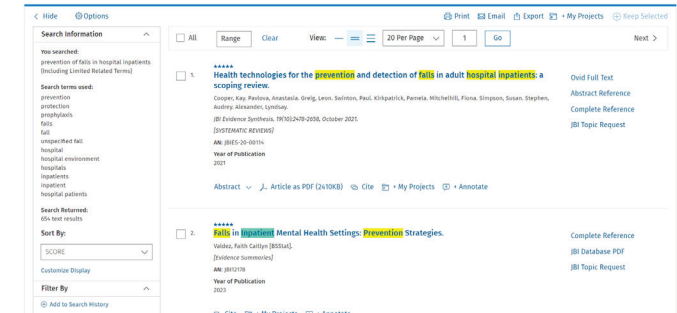
- Enter a complete topic or PICOT question, and click **Search**
- Select **Include Related Terms** to broaden your search
- Select **Add to Search History**
- For documents to inform practice change-Limit to Evidence Summaries or Recommended Practices



Search Results

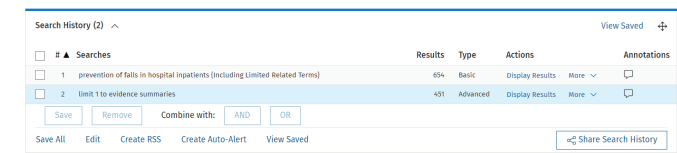
To view the results from the most recent search, scroll down the page or select **Display** to view any search result.

- 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.



Print, Email, Export, and My Projects

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  Print  Email  Export  + My Projects  Keep Selected

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/



For more information on getting started, email Ovid technical support: support@ovid.com