## **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

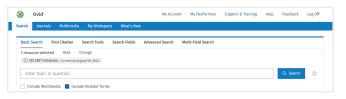
## Select Resources to Search-JBI

- 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

•	Ovid		My Account	My PayPerView	Support & Training	Help	Feedback	Log Off
Search	Journals	Multimedia	My Workspace	What's New				
			Resource(s) t	o search:		^		
			All Resources			^		
			ournals@Ovid Full	Text August 11, 2023		0		
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			-			-		

## 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

Basic Search	Find Citation	Search Tools	Search Fields	Advanced Search	Multi-Field Search		
	atabase Current to	Change August 09, 2023	S			Q Search	0
Publication Publication	Year -	v	Abstracts	Subject Area	Nodes		~
	nce Summaries nmended Practice	es					

## **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 Information	All Range Clear View: - = = 20 Per Page ∨ 1 Go	Next >
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iospital patients		

# **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.

Search History (2) A					
# ▲ Searches	Results	Туре	Actions		Annotations
1 prevention of falls in hospital inpatients (Including Limited Related Terms)	654	Basic	Display Results	More 🗸	₽.
2 limit 1 to evidence summaries	451	Advanced	Display Results	More 🗸	₽.
Save Remove Combine with: AND OR					
Save All Edit Create RSS Create Auto-Alert View Saved					arch History





## 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<sup>®</sup> 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<sup>®</sup>/ProCite<sup>®</sup>/Reference Manager<sup>®</sup> 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: <u>support@ovid.com</u>

