

## Medline, Embase and Emcare Database Searching Guide (via OVID)

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## A: Accessing the NHS Library and Knowledge Hub and Medline

### 1. Accessing the NHS Library and Knowledge Hub and Medline

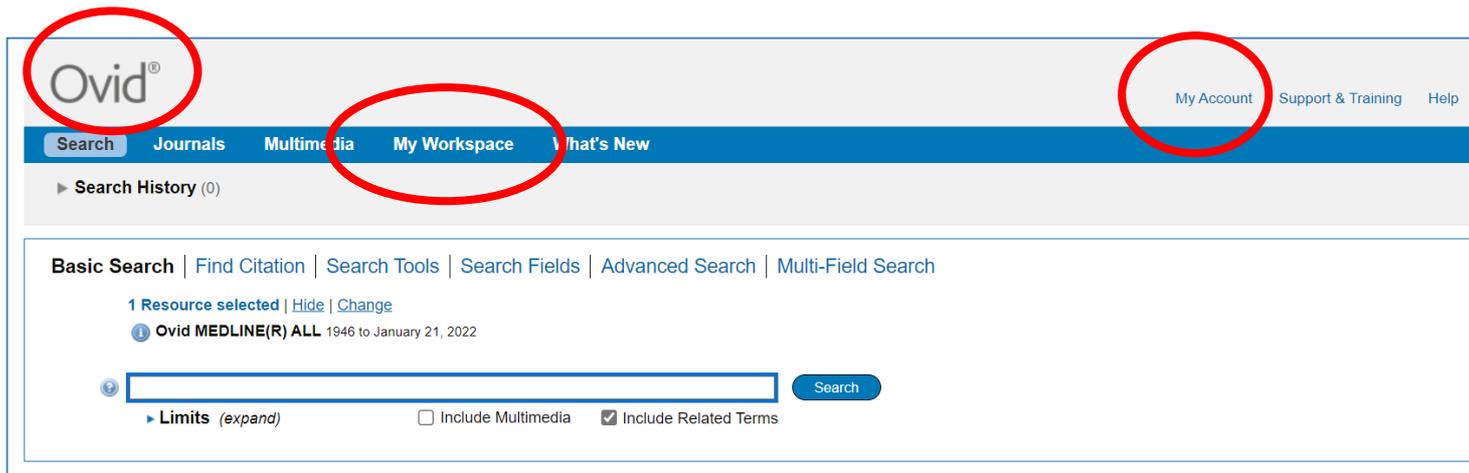
- Go to the NHS Library and Knowledge Hub (KHub) and click on <https://library.nhs.uk/knowledgehub/>, then click on “Start your Search”. At the top of the page, click on the link highlighted in yellow that reads, “Sign into NHS Open Athens for full access”.
- If you do not have an NHS Open Athens account or it needs renewing, click on the link that says “Register for an NHS Open Athens” or alternatively go to <https://openathens.nice.org.uk/>.
- Once you have logged in you can do a quick search in the Khub search box or go down to the bottom of the page to “In-depth Searching” and click on “Medline” (Embase, Emcare etc).
- This will take you to the Medline, provided by **OVID**, search page

The screenshot displays the Ovid MEDLINE(R) search interface. At the top, there is a navigation bar with the Ovid logo on the left and user account options on the right. Below this is a secondary navigation bar with tabs for 'Search', 'Journals', 'Multimedia', 'My Workspace', and 'What's New'. The main search area features a search bar with the text 'parenting style' and a 'Search' button. To the left of the search bar, there are radio buttons for selecting search criteria: 'Keyword' (selected), 'Author', 'Title', and 'Journal'. Below the search bar, there are checkboxes for 'Limits (expand)', 'Include Multimedia', and 'Map Term to Subject Heading'. The page also includes a 'Search History' section and a 'View Saved' option. The footer contains copyright information for Ovid Technologies, Inc.

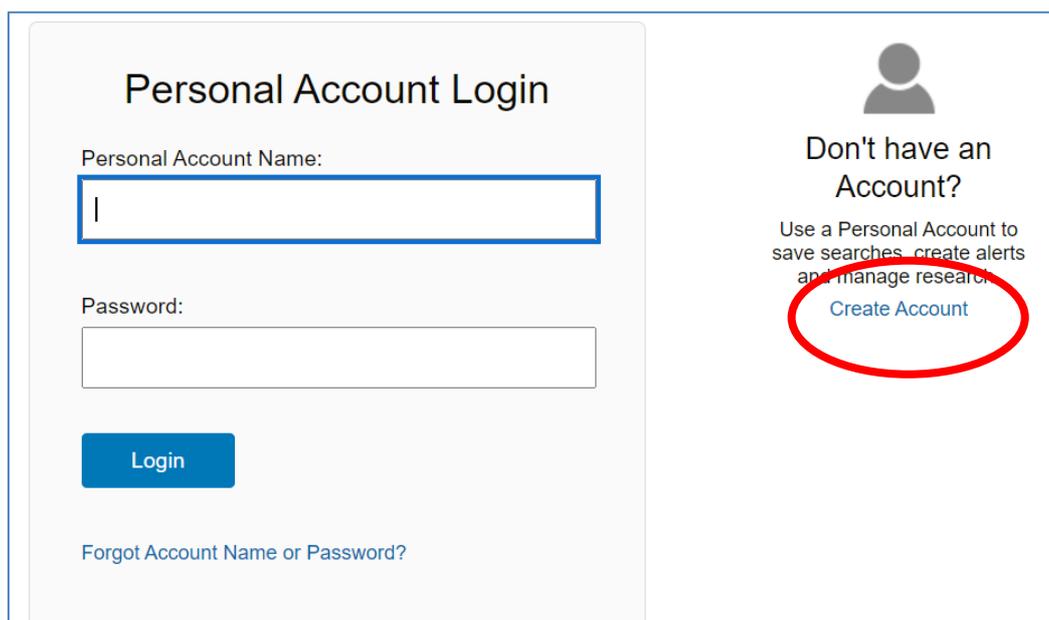


3. Now you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

Click on **“My Workspace”** or **“My Account”** – they will both take you to the login/registration screen.



4. From here, either **sign into your existing Personal Account**, or select **“Create Account”**:

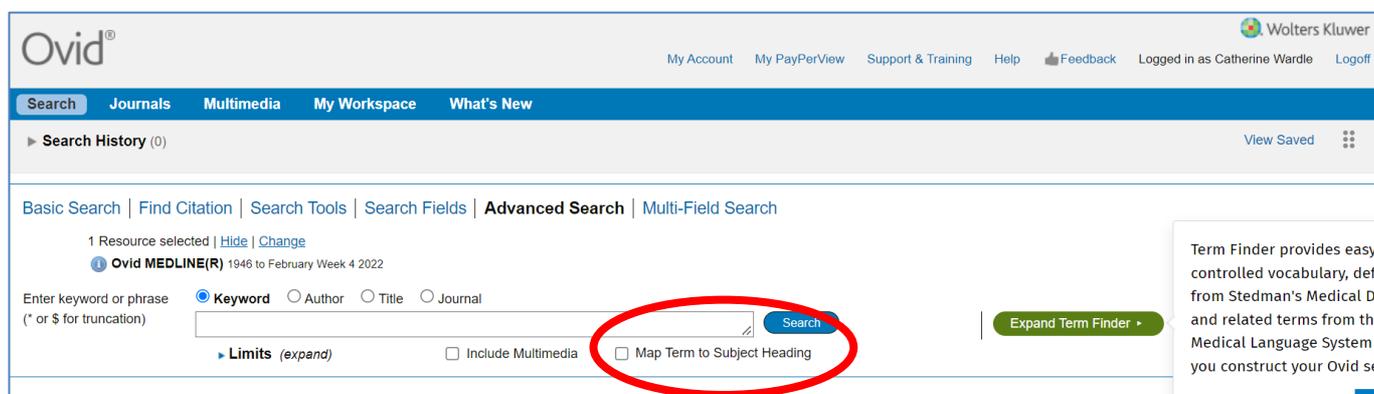


## B: Searching for Terms

To get back to the Ovid search page, click on the “**Search**” icon on the top left:



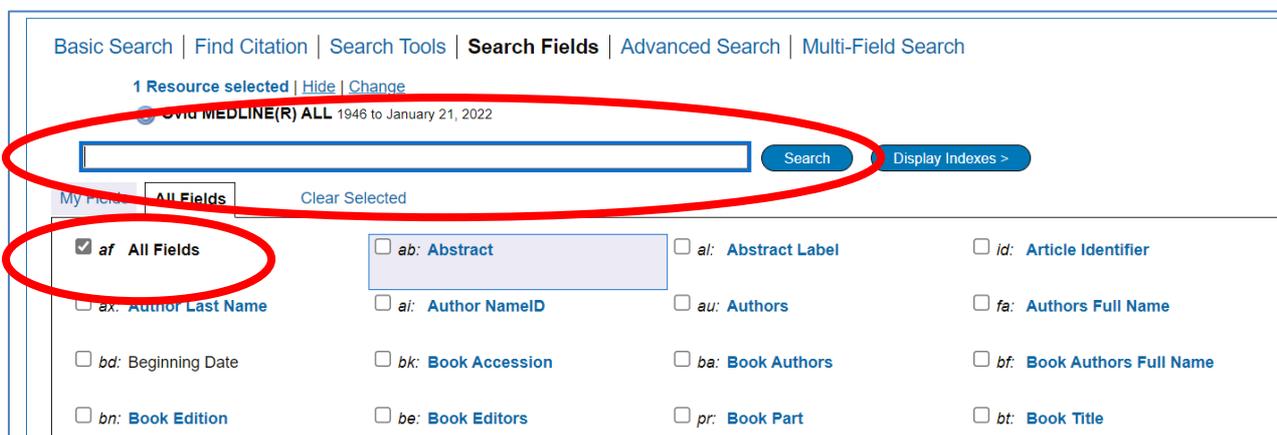
**5. Before you begin your keyword searching make sure you untick “Map Term to Subject Heading”:**



**6. To start a search, click on “Search Fields”. You can now start entering your search terms in the search box.**

“**All fields**” is automatically selected. Alternatively, you can select specific fields to search e.g. **Abstract**, and **Title**.

Once you’ve entered your search term, select “**Search**”:



7. The results appear under the list of fields – you may find it easier to click on either “**Advanced Search**” or “**Multi-field Search**” as this will mean less scrolling down the screen.

8. This will show you your search strategy so far.

Only the 4 most recent search lines are displayed automatically. To see the full search, click “**Expand**” on the right of the screen:

The screenshot shows the Ovid search interface. On the left, the 'Search History (5)' section is circled in red, showing a list of search queries. On the right, a table of search results is displayed. The 'Expand' button in the 'Annotations' column of the table is circled in red.

Results	Type	Actions	Annotations
2832	Advanced	Display Results More ▾	Expand
1371	Advanced	Display Results More ▾	
105	Advanced	Display Results More ▾	
7	Advanced	Display Results More ▾	

9. To save your search so far, click “**Save All**”.

The screenshot shows the Ovid search interface. The 'Search History (9)' section is visible, showing a list of search queries. The 'Save All' button is circled in red.

Save Remove Combine with: AND OR

Save All Edit Create RSS Create Auto-Alert View Saved

Enter a search name, Select Type as “**Permanent**” . If you are updating an existing search, ensure that “**Ignore Warning**” is ticked.



Ovid will automatically time out after about 90 minutes. If you do not save your search regularly, you will lose the most recent work.

**10. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.**

**Repeat steps 5-10 for all keywords.**

## C: Searching for Subject Headings

**11. To search for Subject Headings, select “Advanced Search” from the menu bar.**

**12. Type in what subject headings you want to search for. Ensure that “Map to subject heading” is ticked and click “Search”.** *Do not use truncation when searching for subject headings.*



Basic Search | Find Citation | Search Tools | Search Fields | **Advanced Search** | Multi-Field Search

1 Resource selected | Hide | Change

**Ovid MEDLINE(R) ALL** 1946 to January 21, 2022

Enter keyword or phrase (\* or \$ for truncation)  **Keyword**  Author  Title  Journal

Limits (expand)  Include Multimedia  Map Term to Subject Heading

13. You can **explode** or **focus** the subject heading to get wider or narrower results. **The scope note shows what is covered by the subject heading you have entered, including the alternative terms.** Searching as a keyword as well as a subject heading will give the widest range of results.

Ovid® Wolters Kluwer  
My Account Support & Training Help Feedback Logout

Search Journals Multimedia My Workspace What's New

Your term mapped to the following Subject Headings:  
Click on a subject heading to view more general and more specific terms within the tree.  
See term mapped to the tree.

Include All Subheadings  
Combine with:

Select	Subject Heading	Explode	Focus	Scope
<input checked="" type="checkbox"/>	Tobacco Smoke Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="i"/>
<input type="checkbox"/>	passive smoking.mp. search as Keyword			

Select to “Combine with OR” and click “Continue”.

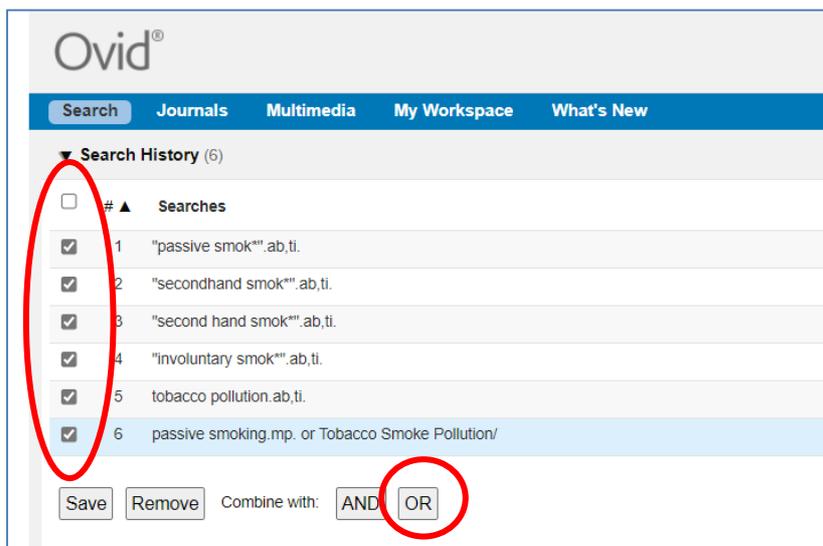
**Repeat steps 9-13 for all subject headings.**

Head back to your full search (by clicking the expand icon – see Step 8) to combine your search terms.

## **D: Combining Search Terms and Subject Headings**

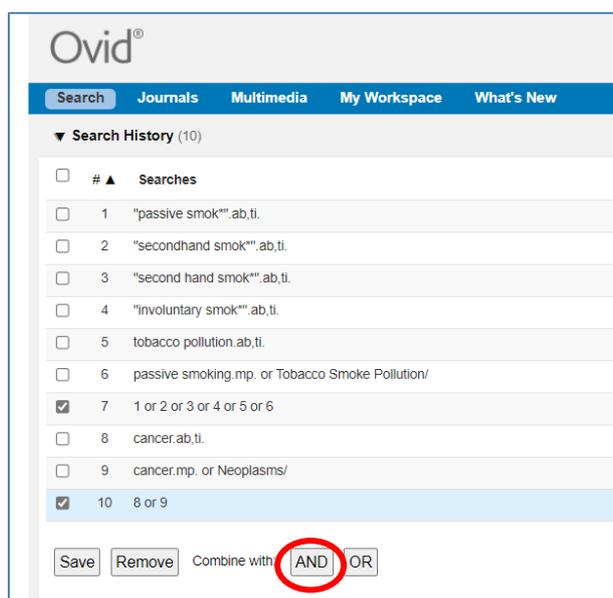
14. Combine your terms and subject headings by selecting the search lines you want to combine.





Repeat steps 5-14 to search for the rest of your concepts.

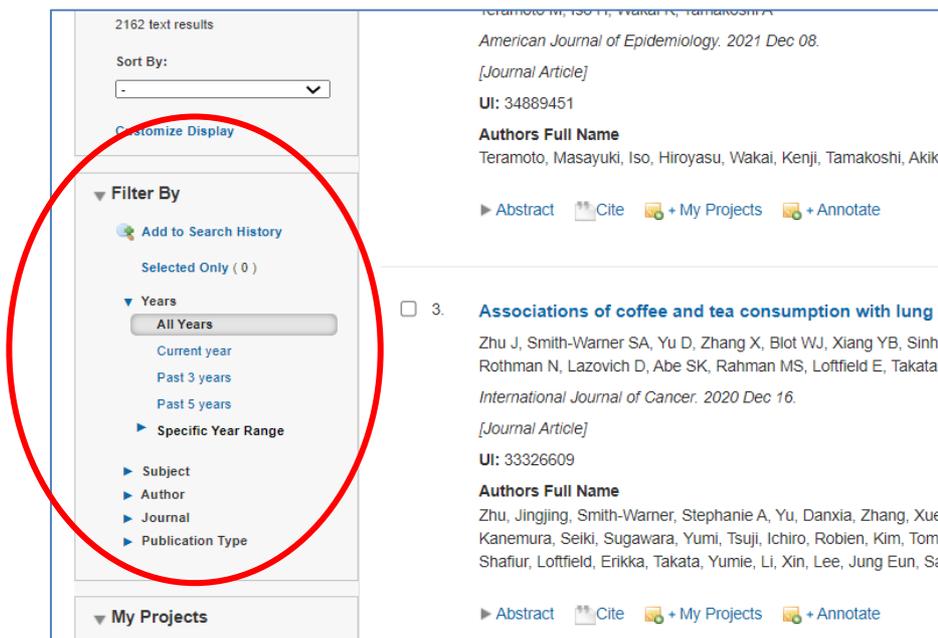
**15. Once you have searched all your concepts, combine them using “AND”.** In the example below, line 7 combines the results for one concept (passive smoking) and line 10 for the second concept (cancer):



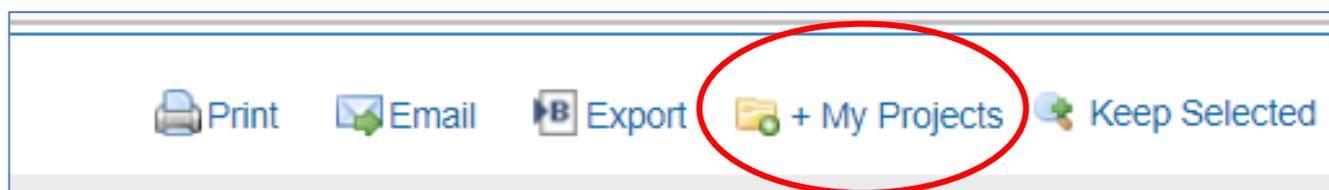
## E: Filtering and Saving Results

**16. On the results screen, you can filter down your results** by publication date, subject, journal, author and publication type (e.g. review) on the left-hand side options bar:

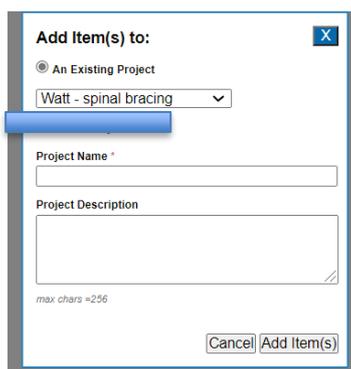




17. You can save individual results by ticking their selection box and clicking the “+ My projects” icon at the top of the page:



18. Within your personal folder, you can create subfolders (projects) for specific searches.



Results can be added to an existing project, or you can create a new one.

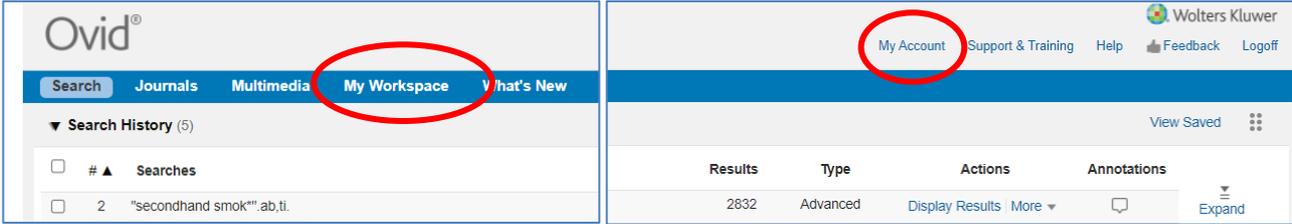
19. To export results, select the results you would like to export and click on the “Export icon to see all available formats.



 Print  Email  Export  + My Projects  Keep Selected

1  Next >

20. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.



The screenshot shows the Ovid database interface. On the left, the 'My Workspace' tab is circled in red. On the right, the 'My Account' link in the top navigation bar is also circled in red. Below the navigation, a search history table is visible with one entry: a search for "secondhand smok".ab.ti.

Results	Type	Actions	Annotations
2832	Advanced	<a href="#">Display Results</a>   <a href="#">More</a>	 <a href="#">Expand</a>

Any questions? Get in touch and we can help:

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020 7288 3580

[www.whittington.nhs.uk/whl](http://www.whittington.nhs.uk/whl)

 @WhitHealthLib

This guide was adapted from one created by [Ramona Naicker](#), Library and Information Specialist at Salford Royal Hospital, part of [Northern Care Alliance NHS Group](#).

