Using Electronic Resources: Medline

Workbook for the Department of Health Sciences
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1. Database content

*Medline* is the major abstracting service for the medical sciences indexing over 4,600 biomedical journals. It contains bibliographic citations and abstracts for items from 1946 onwards. Some additional records from 1946-1965 are available via OldMedline; these records are not fully indexed. Medline is provided by OvidSP.

2. Accessing Medline

The Library’s main collection of bibliographic databases, including Medline, is available via the E-resources Guide.

From your **Personal homepage**, click on **Library Catalogue**.

Note: If you are not working on a University IT Services computer and your Personal homepage is not automatically displayed, navigate to it by clicking on **Current students** from the University of York homepage ([www.york.ac.uk](http://www.york.ac.uk)).

On the Library Catalogue page click on **E-resources Guide**.

The guide will open in a new window.

Choose **Health Sciences and Nursing** from the **Subject** dropdown list.

Note: You can also access CINAHL Plus from the **Health Sciences Subject Guide**. Choose the Search the Literature tab.

Scan down the list of resources. Click on **MEDLINE (1946 onwards) (OvidSP)**.

The University of York IT Services login page will then open in a new window. Enter your username and password and agree to the terms and conditions. Click on **Log in**.

The list of databases available to you via the OvidSP service will be displayed. For this exercise, we will be using **Medline from 1996 to date**. Scroll down the screen and click on **Ovid Medline (R) without Revisions 1996 to Latest Week**. (The Latest Week will depend on when you are using this workbook).
3. **Keyword searching in Advanced Search**

The **Search** tab is now displayed. **Advanced Search** is the default search.

Searches can be conducted by searching for **Keywords** or by searching for **Subject Headings**. For this search, we will use **Keywords**.

Click on the checkbox (✓) next to **Map term to Subject Heading** to remove the tick (□). This will temporarily disable this function.

Type in **leg ulcers** in the search box and click on **Search**. This search will find all references where the term occurs somewhere within the record. A screen similar to the following will then be displayed:

How many results are found for this search? ❖..................................................................................
4. **Results display**

Either scroll down or click on **Display** in Search History to view the results of your most recent search.

Click on the **Complete Reference** to see all the available information about each item. Note that the records are divided into fields, for example Title, Author, Source, etc.

Choose one of the records and display **Complete Reference**. Who is the first author of the record?

In what journal is the article to be found?

The **Find It @ York** function is available within Medline, allowing you to check if the Library has access to a full-text copy of an item.

For a record of your choice, click on **Find It @ York**.

If there is an electronic version, a link to its provider will be listed in the **View It** panel. You can also click on **Get It** to check against the Library’s print holdings.

Is this item available as an electronic journal article to members of the University?

Articles in journals not held by the Library can be obtained via the Interlending and Document Supply service.

Close any window(s) opened by **Find It @ York**, and return to Medline. Click on the **Search** tab to return to the Search screen.

5. **Truncation**

Both $ and * can be used as truncation symbols. For example, abuse* will retrieve abuse, abused, abuses, abuser, abusers, etc.

Type **leg ulcer*** in the search box. Click on **Search**.

How many results are there?

How does this compare to the number found when you just typed in leg ulcers?

This search finds the terms ulcer, ulcers, ulceration, etc.
6. Combining terms

You can combine terms within a search using a variety of operators.

- **AND**: both words must appear in the record (e.g. pregnancy and smoking)
- **OR**: either word appears (e.g. teenage* or adolescent*)
- **WITH**: both words must appear in the same field (e.g. in title)
- **ADJn**: retrieves records that contain search terms within a specified number (n) of words of each other in any order (e.g. child adj3 abuse)
- **NOT**: records including the second term will be excluded (USE WITH CARE)

Type *venous* or *varicose* into the search box. This will find records containing either the term venous or the term varicose.

How many results are found for this search?...

7. Combining search sets

It is very important to be able to combine previous search sets together to produce more complex searches. In this example, the search on leg ulcers will be combined with the search on venous or varicose.

Look at your Search History. You should see a table similar to the following:

![Search History](image)

Click in the checkboxes next to the searches to be combined.

We want results which are about both leg ulcers and venous or varicose. Therefore we need to combine our search using the AND operator, so click on **And**.

How many results are found for this search?...

Note: You can also reuse existing searches by typing the appropriate set numbers in the search box in the format 1 and 2. The set number is listed under # in Search History.
8. Using Subject Headings through Keyword Mapping

The database producers assign subject headings (or descriptors) to each record. These descriptors are listed in the MeSH Subject Heading field of each record. Using Keyword Mapping can improve your search results by matching your search to the Subject Headings used by the database.

Tick the checkbox next to Map Term to Subject Heading to re-activate this function (√).

In the search box type in epidural then click Search.

The Mapping Display screen provides a list of possible Subject Headings for this topic. In this example, we will choose Analgesia, Epidural. Click in the checkbox to the left of this heading to select it. Then click on Continue.

The Subheading Display screen now lists the subheadings available for Analgesia, Epidural. Subheadings are used to specify a particular aspect of a topic. In this example, we will choose the subheading Adverse Effects by clicking in the checkbox next to that subheading.

Note that it is possible to search for all subheadings.

Click on Continue to proceed with this search.

How many results are found for this search? .................................................................

Who is the first author of the first article in the display of results? ................................

9. Exploding Subject Headings

Subject Headings are arranged in hierarchies called trees. This feature can be used to improve the effectiveness of your searches.

On the Main Search Page, type lung cancer into the search box. The Map Term to Subject Heading box should be checked (√). Click on Search.

The Subject Heading maps to Lung Neoplasms. To check this term’s position in the tree, click on it. This displays the “Tree” structure. Scan down the list. You will see that the term Lung Neoplasms (highlighted in blue) is part of the Neoplasms tree. Terms such as Bronchial Neoplasm, Multiple Pulmonary Nodules, Pulmonary Sclerosing Hemangioma, Pancoast Syndrome and Pulmonary Blastoma are indented under Lung Neoplasms as particular forms of the disease.
Click on the **Explode** checkbox (the first checkbox to the right of the heading) for Lung Neoplasms. This will mean that your search will search the term Lung Neoplasms and all the other terms indented beneath it in the tree structure, i.e. Bronchial Neoplasms, Multiple Pulmonary Nodules, Pancoast Syndrome, Pulmonary Blastoma, etc.

Click on **Continue** at the top of the page.

From the list of Subheadings, click on the checkbox by **Diagnosis**, then click on **Continue**.

How many results are found for this search? .................................................................

**10. Limiting your search**

You can narrow your search by using the **Limits** checkboxes (click on **Limits** below the search box to expand) to select a publication year and/or language of article, etc.

Limit the result of your search to English language by clicking in the checkbox next to **English Language**.

Restrict your search to articles published from 2008 to **Current** by using the **Publication Year** selection. Click on **Search** to apply both limits to your last search.

How many results are found now? .................................................................

Note: A wider range of limits can be used by clicking on **Additional Limits**.

**11. Author searching**

From the **Search** page, select **Author** within **Advanced Search**.

Type in **sheldon t**, then click on **Search**.

The **Authors Index Display** lists the names that match or almost match what you have typed in. You can select from this list by clicking on the checkboxes next to the names. Sometimes an author’s name appears in more than one form. In this case, select Sheldon T and Sheldon TA. When you have finished your selection, click on **Search for Selected Terms**.

How many results are found? .................................................................
12. Selecting from your search results

You can select results which are of particular interest by clicking on the checkbox next to the record number from the display. Results can be deselected by clicking on the tick.

Display the results of one of the searches that you have already performed. Practice selecting and deselecting some items of interest.

When you print, save or email your results (see below) you can choose just the selected results, all of the current set or select a range of results (e.g. 1-20).

Click in the checkbox to select all of the current search set.

Type in a range, e.g. 1-20, to select a sequence of results from the current set.

13. Printing, Emailing and Exporting your search results

As well as being able to print out your results, you can email your results to yourself or someone else, or use the export option to save your results to a file or export them directly into EndNote. You can also save results into My Projects (see later in this workbook).

Display the results you wish to print/email/export (use any of the search results produced up to now). Remember you can select results from your list or you can use the options at the top of the results section of the screen to specify which Results you wish to print/email/export.

Once you have selected the results you wish to print/email/export and clicked on your chosen option, a screen similar to the following will be displayed:

You can specify which parts of each result (i.e. Fields) you wish to print/save/email.

Check the box if you want to include a record of your search history. This is usually good practice.
Practice using one or more of the following:

To print your results, click Print, then select the fields you wish to print and click Print Preview. You can then print using your browser’s print options.

To save your results to a file, click Export, then use the drop-down menu to select the file format you wish to save the results as, for example Microsoft Word or PDF, then click on Export Citation(s). Click on Save. You will need give the document a meaningful file name and identify a drive to save it in. Click on Cancel if you don’t want to do this now.

To export your result to EndNote, click Export. From the drop down menu select EndNote, then click on Export Citation(s).

To email your results, click on Email and enter the email address to be used in the To field.

14. Creating a Personal Account in OvidSP

Creating a Personal Account in OvidSP allows you to save searches and search alerts, group items of interest using the My Projects function, and Annotate items.

To create a Personal Account, click on My Account (at the top right of the window). Click on the Create a new Personal Account link, enter your details into the online form and click on Create. You will now be logged into your personal account allowing you to access the additional functions available in OvidSP.

Click on the Search tab to return to the main Search page.

15. Using My Workspace, Creating Projects & Saving searches

Once you have created a Personal Account in OvidSP you will be able to access the functions in the My Workspace tab. The My Workspace tab allows you to manage the information you have saved in your Personal Account. Under My Workspace, you can see links to My Projects and My Searches and Alerts.

<table>
<thead>
<tr>
<th>My Projects</th>
<th>My Searches &amp; Alerts</th>
<th>My eTocs</th>
<th>Install Toolbar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals</td>
<td>Books</td>
<td>My Workspace</td>
<td></td>
</tr>
</tbody>
</table>

My Projects allows you to organise your work into projects and folders. You can save your search results and other items into My

My Searches & Alerts allows you to re-run saved searches at a later date. You can also use My Searches & Alerts to specify an automatic re-running of your search as the database is updated – these results are then
Click on the **Search** tab to return to the main Search page. Practice using one of the following:

To add individual results into **My Projects**, display the search results from one of your previous searches and click on the + **My Projects** option of any of the individual results you wish to add. You can also add multiple results at a time by selecting results using the checkboxes and clicking on the **Add to My Projects** option in the menu at the top of the search results screen.

To save your Search History click on **Save Search History**. This will save your search into the My Searches & Alerts section of My Workspace so that you can re-run the search at another time.

### 16. Changing database within OvidSP

It is possible to change which OvidSP database you are searching within OvidSP. On the Search screen, click **Change**.

![Change to change database](image)

Tick the checkbox next to the database that you wish to move to, and click either **Select Resource(s)** or **Select Resource(s) & Run Search**. Note that it is not considered good practice to choose the latter option.

### 17. Exiting from OvidSP

When you have finished searching, click on **Logoff** from the Search Page.

JAC/KW/SLMJ Updated November 2013