



OvidSP Databases

Available OvidSP Databases

<ul style="list-style-type: none"> • FIAF International Film Archive Database <ul style="list-style-type: none"> International Index to Film Periodicals International Index to TV Periodicals, List of Periodicals Indexed Treasures from the Film Archives FIAF Affiliates Publications Film/TV Documentation Collections 	<ul style="list-style-type: none"> • ICONDA (International Construction Database) • Wilson Index to Legal Periodicals and Books • BIOSIS Previews/ Biological Abstracts
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Access

1. At the Library Home Page (<http://www.cityu.edu.hk/lib/>), click on the **Databases** tab. Select **one** of the four database titles, as listed above, from the alphabetical list of databases.

Search

Note: The fields and limit options available in OvidSP databases vary. FIAF International Film Archive Database is used as an example in this search guide.

1. Click on **Basic Search**

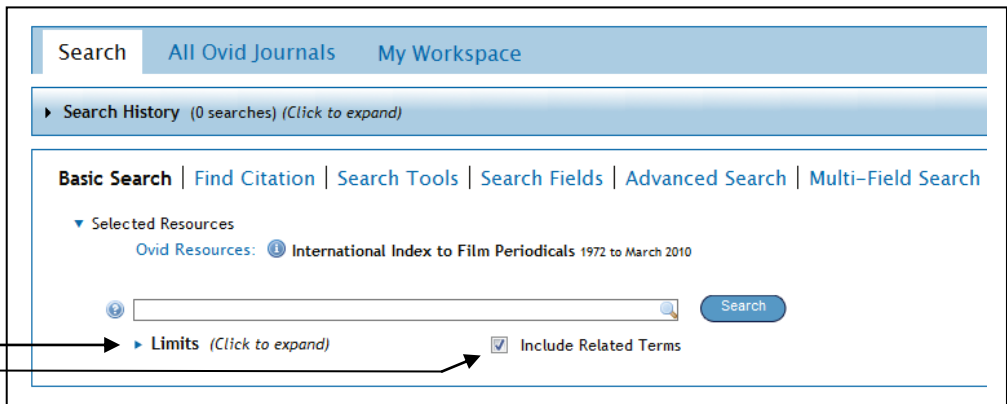
2. Enter search term(s).

[Optional]

3. Click on **Limits** to select options to reduce or filter search.

4. [Optional]

Check box **Include Related Terms** to expand search to broader terms.



5. Click on **Search**.

Advanced Search

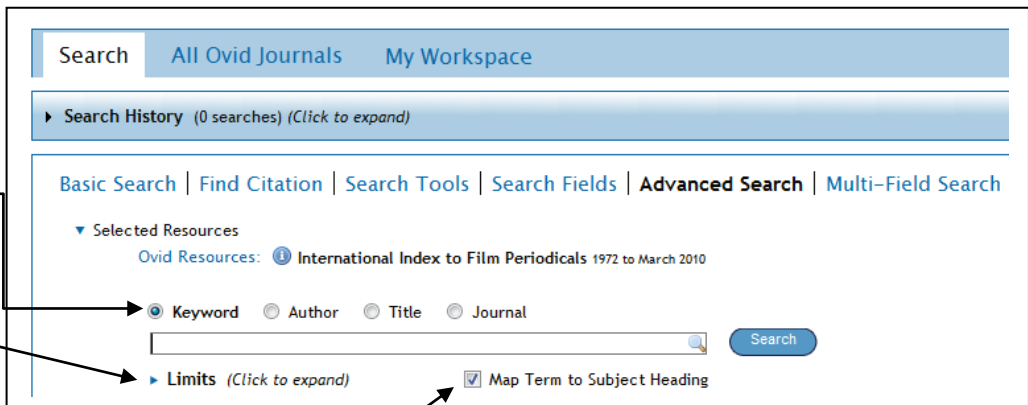
1. Click on **Advanced Search**

2. Enter search term(s).

3. Select field to search. Default is **Keyword**.

[Optional]

4. Click on **Limits** to select options to reduce or filter search.



6. Click on **Search**.

[Optional] Not available in all databases.

5. Check **Map Term to Subject Heading** box to find subject headings to describe your topic. (For keyword searching only).

Mapping Display

(Not available in all databases.)

When **Map Term to Subject Heading** option is enabled in the Advanced Search Option, subject headings that best match your search term(s) are automatically displayed. The option to do a keyword search is also available.

1. Check box to search by subject heading(s) and/or by keyword.

2. If selecting more than one heading/keyword, choose relevant operator to combine terms.

Options 3-6 are not available in all databases that have Mapping function.

7. Click on **Continue** to view search results.

Combine selections with:

Select	Subject Heading	Explode	Focus	Scope
<input type="checkbox"/>	CAMERAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="i"/>
<input type="checkbox"/>	REMOTE CONTROL CAMERAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="i"/>
<input type="checkbox"/>	camera.mp. search as Keyword			

[Optional] 3. Click on **Subject Heading** to select from a list of broader, more specific or related subject headings.

[Optional] 4. Check **Explode** box to automatically include more specific subject headings in your search.

[Optional] 5. Check **Focus** box to limit search to records that have subject heading as main topic.

[Optional] 6. Select to view more information about subject heading.

Search tips

Basic Search results are given a star rating based on relevancy with most starred records displayed first. Ranking and display of search results in **Advanced Search** varies between databases.

Select **Multi-Field Search** option to search by a specific field. e.g. journal abbreviation.

Use **Find Citation** option to retrieve specific journal article citations.

Use **Search Tools** to match search terms with relevant subject headings. Also provides access to thesaurus, permuted index and scope notes for subject headings.

Map Term to Subject Heading option is not available in all databases or if searching more than one database simultaneously

Use only the database navigational aids and not your browser's back and forward arrows to move between pages.

Use Boolean Operators to combine multiple words/phrases:

Operator	Example	Finds
AND	culture AND crime	records with both the words <i>culture</i> and <i>crime</i>
OR	web OR internet	records with the word <i>web</i> or <i>internet</i> or both
NOT	lighting NOT sound	records with the word <i>lighting</i> but not <i>sound</i>

Use brackets () to specify the order of the Boolean operators in your search statement. For example, *zen and (art or painting)*, the operator inside the brackets (or) is executed before the operators used outside the brackets (and).

Boolean operators are not case sensitive.

Two adjacent search terms are automatically combined with the operator AND and also are searched for as a phrase.

- Wildcard Symbols:

Symbol	Function	Example	Finds articles containing...
?	to substitute a single character	wom?n	<i>woman</i> or <i>women</i>
*	to replace zero or more characters in a search word	behavi*r manage*	<i>behavior</i> or <i>behaviour</i> <i>manage</i> , <i>managed</i> , <i>manager</i> etc.
\$	to replace characters at the end of a search word	comput\$	<i>computing</i> , <i>computers</i> etc.

You cannot use wild card symbol ? if there is only one letter in front of the position where you want to place it. For example, the optional wild card search f?etal results in an error message.

Display Search Results

Select from viewing options to limit display to title, citation or abstract information.

Check box to select record for later printing, emailing or exporting.

Click on relevant icon to either **print, email or export** selected record(s).

Click down arrow to view sort options e.g. by publication by year, by title, by author.

Click to select options for display of fields and style of display.

Select from available options to filter search results by **years** or by other **subject headings, authors or journals** based on search results.

Click to read abstract.

Click to view more information about the record.

Click to check **availability of full text**.

Click to add annotations to record. (Only available if logged into **My Account**. Not all OvidSP databases offer this feature.)

Select to create a new project.

Click to add record to **My Projects**.

Click to view content of **My Projects**.

The screenshot shows a search results page with a left-hand navigation pane and a main results area. The left pane includes sections for 'Search Information', 'Sort By', 'Filter By', and 'My Projects'. The main area displays three search results, each with a checkbox and a 'More' menu containing options like 'SFX', 'Abstract Reference', and 'Complete Reference'. Annotations with arrows point to various UI elements, explaining their functions.

Search History

To review search results sets, click **Search History** above the search dialogue box. Options are available to combine, remove, or display previous searches. Search histories and search results can be saved into a **personal account** and retrieved later.

Click to select all **Searches**.

Click to sort by search number.

Click to **View Saved searches in a personal account.

**Click to save search into a personal account or to delete search.

Click to remove selected search from the display.

**Click to save selected search to a personal account.

Selected searches can be combined with relevant operator. (For Advanced Search Type only).

Click to **Display** search results.

Click to **Save Search History into a personal account.

The screenshot shows a 'Search History' window with a table of search records. The table has columns for 'Searches', 'Results', 'Search Type', and 'Actions'. Below the table are buttons for 'Remove Selected', 'Save Selected', and 'Save Search History', along with a 'Combine selections with:' section containing 'And' and 'Or' buttons. Annotations explain the various actions available to the user.

Searches	Results	Search Type	Actions
<input checked="" type="checkbox"/> 1 CAMERAS/	113	Advanced	Display More
<input checked="" type="checkbox"/> 2 LIGHTING/	166	Advanced	Display More

**You will be directed to login to a personal account or to create an account if you do not have one already.

Select **My Account** on the top right hand side of page to login to or to create an account to have access to the following **My Workspace** features and other OvidSP features:

- **My Searches & Alerts** - save searches on a temporary or permanent basis. Set up expert searches or auto alerts.
- **My Projects** – save images, links and articles on an easy to access page.
- **My eTOCs** – receive email alert when Table Of Contents of a selected journal is updated.
- **Ovid toolbar** - to collect and organize citations to journal articles, books, and websites from any online site.
- Record annotations on records in search display results. (Not available in all databases.)
- Email jumpstarts- use jumpstarts to connect directly to pages in the database.

Print/Email/Export selected records



Click on either the **Print**, **Email** or **Export** icon at the top of the list of search results. Select from the list of options in **Fields to Display** and from the list of available **Citation Styles** (for printing and emailing only).

Export selected records to RefWorks.

1. Click on the **Export** icon on the search results display page.

2. Choose **RefWorks** from **Export Citation List**.

3. Select **Fields to Display**.

4. Click on **Export Citation(s)**