Opening an OvidSP Session

- Open the RGUHS Website at www.rguhs.ac.in
- Click on Digital Library
- Select LWW
- Click on International Pharmaceutical Abstracts (IPA) <1970 – Present>

Select Resources to Search

- Select one resource by clicking on its name or
- Select several (or a Group) by clicking the checkboxes and Select Resources button
- To add external resources, include Universal Search sources (when available)
- To select different resources after starting your search, choose Resources, then in Selected Resources, choose Ovid Resources (or Universal Search) and Select Resource(s) and Run Search if required

Main Search Page

- Choose Search on the Main Navigation Bar then select a search mode
- Select the Multimedia tab to browse all multimedia assets

Basic Search

- Enter a complete topic or question, and click Search
- Select Include Related Terms to broaden your search
- Filter By Relevancy to select 5 star results
- Add Limits or Filter By criteria as desired

OvidOpenAccess

- Search Open Access and subscribed content together
- Select View all Open Access results to view separately from subscribed content
- Select to close/open the OvidOpenAccess widget
- Open Access results are only available when using Basic Search
**Advanced Search**

- Enter each individual subject word/phrase and click **Search**. **Mapping** will suggest terms from the database vocabulary (when available)
- Use **Keyword** (.mp.) containing Title, Abstract, Subject Headings (or Full Text) and other fields for a general subject search
- Searching **Author**, **Title** (of article), **Journal Name** or **Book Name** is also possible
- Use the checkboxes to combine the required subjects with the **AND** or **OR** operator buttons, or enter the operator **NOT**
- Multimedia results are available when using **Basic Search** or **Advanced Search**

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**Multi-Field Search**

- Enter multiple terms and search in all or specific fields
- Combine using the **AND**, **OR** or **NOT** operators
- Use truncation or wildcard symbols to search singular or plural forms or spelling variations
- Click + **Add New Row** to add additional search boxes

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**Find Citation (when available)**

**Find Citation** searches any combination of title, journal, author, volume, issue, page, publication year, publisher, unique identifier, (accession number) or DOI.

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**Search Fields**

Searches (or browses) within resource fields. Enter a word or phrase, select one or more fields, and choose to **Search** or **Display Indexes** > (browse) entries (when available). **Clear Selected** cancels choices. When displaying the indexes, a two-letter field label appears next to each term. Select all relevant entries and click **Search for Selected Terms**.

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**Print, Email, Export, and My Projects**

Output choices are at the top of each results page: **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 of the page.

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