



OvidSP

## Books@Ovid 操作使用手冊

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### 台灣獨家代理：



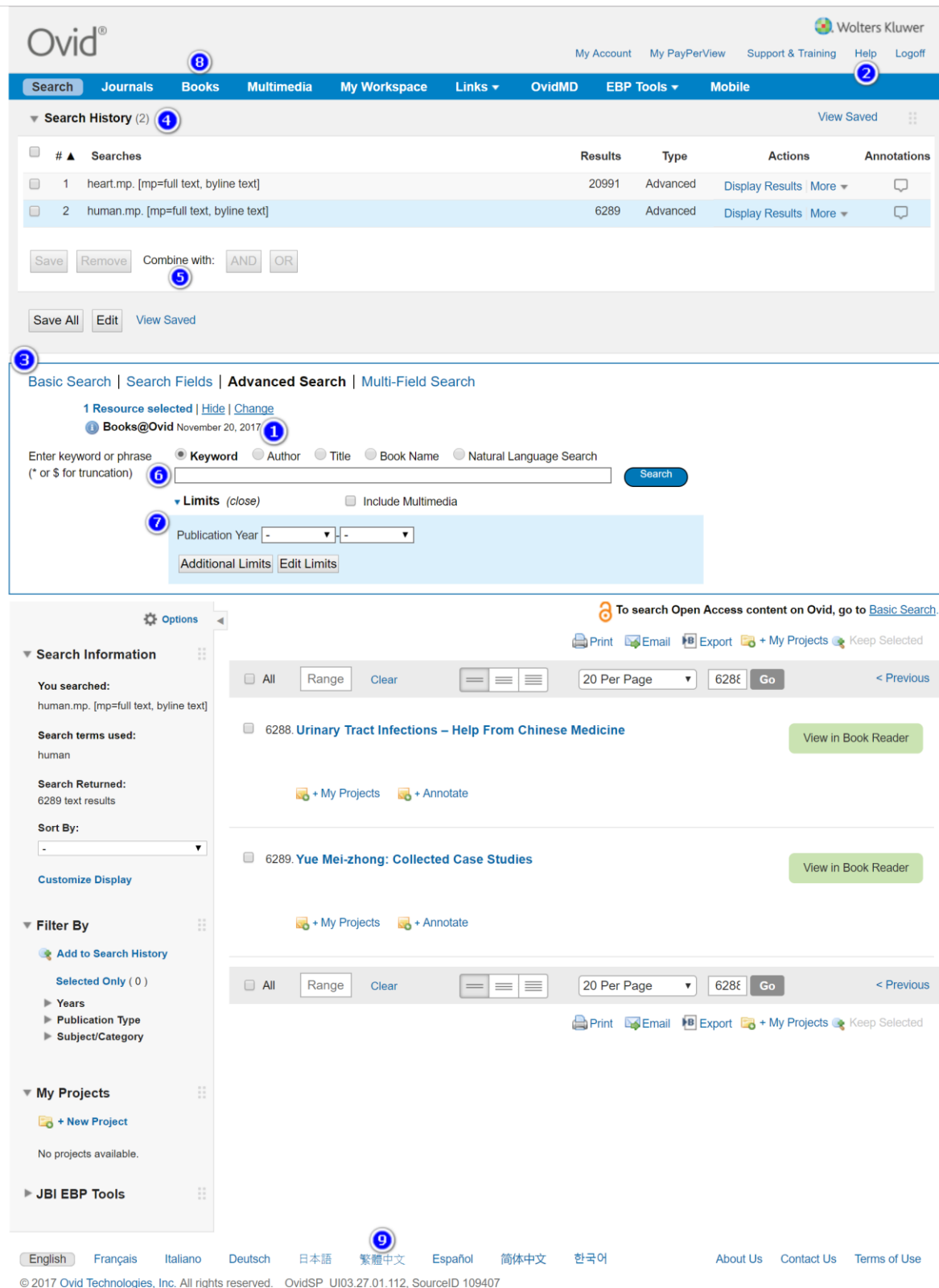
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## 一、開始使用電子書資料庫

使用者點選資料庫之後，首先會進入主檢索畫面（如下圖）：



The screenshot displays the Ovid Books@Ovid search interface. At the top, there's a navigation bar with 'Search', 'Journals', 'Books', 'Multimedia', 'My Workspace', 'Links', 'OvidMD', 'EBP Tools', and 'Mobile'. A search history table shows two searches: 'heart.mp. [mp=full text, byline text]' with 20991 results and 'human.mp. [mp=full text, byline text]' with 6289 results. Below the history, there are search options like 'Save', 'Remove', and 'Combine with: AND OR'. The main search area includes a search form with a 'Search' button and a 'Limits' section for 'Publication Year'. The results section shows two items: '6288. Urinary Tract Infections – Help From Chinese Medicine' and '6289. Yue Mei-zhong: Collected Case Studies', each with a 'View in Book Reader' button. A left sidebar contains 'Search Information', 'Filter By', and 'My Projects' sections. The footer has language options and copyright text.

資料庫功能：

1. 資料庫名稱：表示目前使用資料庫名稱
2. Help：線上求助
3. 檢索功能圖示：資料庫之檢索模式
4. 檢索歷史區：Ovid 會檢檢索之項次在『#』欄位中呈現；檢索指令會顯示在『Search History』；檢索之結果筆數顯示在『Results』欄位；而『Search Type』將顯示所使用的檢索模式；檢索結果的內容則可以點選『Display』來查看
5. 檢索策略管理區：提供合併、儲存、刪除檢索策略的功能：

Combine selections with：選擇  或  進行布林邏輯檢索合併

Remove Selected：刪除目前之檢索策略

Save Search History：儲存目前之檢索策略

6. 指令輸入區：輸入檢索之字詞或指令
7. 快速限制功能區：提供常用之限制欄位
8. Books：瀏覽電子書
9. 平台語言切換現有英文、法文、法文、荷蘭文、義大利文、以及繁簡體中文

## 二、資料庫檢索

### (一) 檢索

#### 1. 如何選擇檢索模式？

- (1) 基本檢索 (Basic Search) **Basic Search**
- 提供需要在最短時間查到檢索結果的讀者一個絕佳的簡易檢索介面
  - Check spelling 提供自動確認拼字之功能
- (2) Include Related Terms 由系統自動將相關同義字詞一併查詢

- (3) 特定欄位檢索 (Search Fields) **Search Fields**
- 讓讀者可以針對圖書文獻的特定欄位查詢更多精準的資料
  - 系統提供 27 種不同欄位供讀者使用

- (4) 進階檢索 (Advanced Ovid Search) **Advanced Search**
- 提供豐富、完整的檢索環境
  - 包含 OvidSP 強大的檢索功能：
    - ✓ 直接以關鍵字、作者、篇名、書名、自然語言查詢
    - ✓ 可只針對特定欲查詢的圖書查詢內容
    - ✓ 提供自動確認拼字功能
    - ✓ 提供專業檢索人員以直接輸入指令的方式進行檢索

- (5) 多重欄位檢索 (Multi-Field Search) **Multi-Field Search**
- 快速輸入所有欲查詢的關鍵字
  - 同時針對不同欄位查詢，並且可按需求決定各各欄位之間的關係為交集、聯集或差集

#### 2. 查詢

- (1) 基本檢索查詢：
- 使用者在進入資料庫時，系統預設檢索模式為基本檢索，讀者僅需將欲查詢的問題，直接輸入指令輸入區，系統便會自動篩選出與讀者欲查詢主題相關度最高約略 10,000 筆的上下的檢索結果。
- (2) 欄位查詢：
- 點選 Search Fields 檢索模式，就可以看到所有可供檢索的欄位清單，幫助使用者在特定欄位查詢更多精確的內容。或是直接點選欄位名稱，即可以查詢欄位資訊與說明。

**Basic Search** | **Search Fields** | **Advanced Search** | **Multi-Field Search**

▼ Selected Resources  
Ovid Resources: i Books@Ovid June 08, 2010

Search

**My Fields** | **All Fields** | Clear Selected

<input checked="" type="checkbox"/> <i>af</i> All Fields	<input type="checkbox"/> <i>at</i> All Titles <span style="float: right; color: #0070C0;">+</span>	<input type="checkbox"/> <i>au</i> Author
<input type="checkbox"/> <i>ed</i> Book Editor	<input type="checkbox"/> <i>sb</i> Book Subset	<input type="checkbox"/> <i>ti</i> Book Title
<input type="checkbox"/> <i>bw</i> Book Title Word	<input type="checkbox"/> <i>bt</i> Byline Text	<input type="checkbox"/> <i>ct</i> Caption Text
<input type="checkbox"/> <i>ch</i> Chapter Author	<input type="checkbox"/> <i>tc</i> Chapter Title	<input type="checkbox"/> <i>dp</i> Date of Publication
<input type="checkbox"/> <i>td</i> Division Title	<input type="checkbox"/> <i>et</i> Edition Statement	<input type="checkbox"/> <i>fm</i> Front Matter
<input type="checkbox"/> <i>tx</i> Full Text	<input type="checkbox"/> <i>hd</i> Heading Title	<input type="checkbox"/> <i>ib</i> ISBN
<input type="checkbox"/> <i>is</i> ISSN	<input type="checkbox"/> <i>in</i> Institution	<input type="checkbox"/> <i>lg</i> Language
<input type="checkbox"/> <i>pg</i> Pagination	<input type="checkbox"/> <i>pt</i> Publication Type	<input type="checkbox"/> <i>pu</i> Publisher
<input type="checkbox"/> <i>qa</i> Question and Answer	<input type="checkbox"/> <i>rf</i> References	<input type="checkbox"/> <i>ts</i> Subject Category
<input type="checkbox"/> <i>yr</i> Year of Publication		

**Help Text**

Click the plus/minus (+/-) button to add/ remove the field to the "My Fields" Area.

(3) 關鍵字查詢：

- i. 使用者進入 Advanced Ovid Search 檢索模式下，點選 Keyword，即可進行關鍵字查詢。

(4) 作者名稱查詢：

- i. 使用者進入 Advanced Ovid Search 檢索模式下，點選 Author 後，在指令輸入區先輸入作者的姓氏(last name)，空一格輸入作者名字的縮寫(First Name)。

(5) 篇名查詢：

- i. 使用者進入 Advanced Ovid Search 檢索模式下，點選 Title 後，輸入欲在篇名處查詢的關鍵字詞。

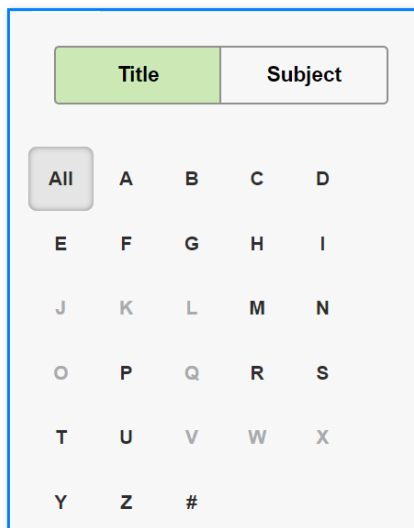
(6) 書名查詢：

- i. 使用者進入 Advanced Ovid Search 檢索模式下，點選 Book Name 後，輸入欲查詢之圖書全名或前面幾個字母。

## (二) 瀏覽

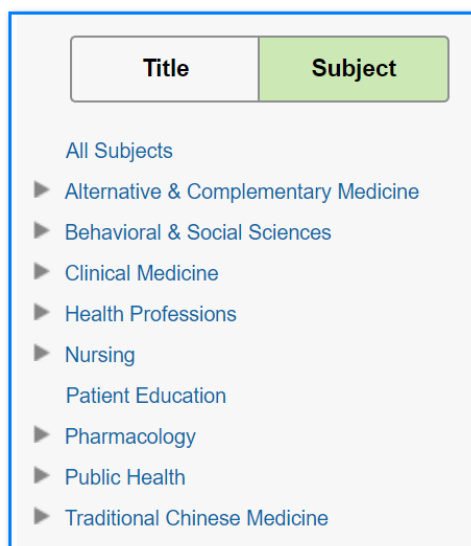
點選『Books』，提供使用者以瀏覽刊名或主題的方式查詢。

### 1. 書名瀏覽



利用瀏覽頁面左上方的 Browse by Title 的功能，可以直接點選字母，就可查透過書名開頭字母順序，找到所欲閱讀的電子書。

### 2. 主題瀏覽



Ovid 將機構所訂購之電子書分作八大類主題，每一項主題下面分別還有相關之小主題。當使用者點選了所需要之主題後，瀏覽頁面右方將會列出所有相關該類別的圖書清單，使用者便可快速找到欲閱讀的圖書。

八大類主題分別為：Clinical Medical(臨床醫學)、Behavioral & Social Sciences (社會與行為科學)、Health Professions (健康專業)、Life & Biomedical Sciences (生命&生物醫學類)、Nursing (護理學)、Patient Education (病患教育)、Pharmacology (藥學) 以及 Traditional Chinese Medicine (中醫)等。


### (三) 條件限制檢索功能

#### 1. Limits

- (1) 在主檢索畫面中，有一個快速限制功能區，針對常用的檢索限制功能提供快速的篩選選項。一般情況下，系統預設本區為折疊狀態，讓整個頁面更加簡潔，如欲開啟本條件限制區，只要點選 Limits 字樣即可開啟。

Enter keyword or phrase  Keyword  Author  Title  Book Name  Natural Language Search  
(\* or \$ for truncation)

▶ **Limits** (expand)  Include Multimedia



▼ **Limits** (close)  Include Multimedia

Publication Year  -

#### (2) Additional Limits

- i. 使用者也可以點選 Limit 區的 Additional Limits 功能，選擇更進一步的限制功能。
- ii. 若資料庫提供捲軸式的限制功能選項，使用者可以透過鍵盤上的「Shift」或「Ctrl」鍵來進行多個限制功能。



Limit A Search		Results	Type
<input type="checkbox"/>	Searches		
<input type="radio"/>	1 heart.mp. [mp=full text, byline text]	20991	Advanced
<input checked="" type="radio"/>	2 human.mp. [mp=full text, byline text]	6289	Advanced

**L i m i t s**

Publication Year - - -

To select or remove multiple items from a list below, hold down the Shift, Ctrl, or "Apple" key while selecting.

**Book Subsets**

- Alternative & Complementary Medicine
- Arts & Humanities
- Behavioral & Social Sciences
- Clinical Medicine
- Health Professions

**Publication Types**

- Atlas
- Clinical Manual/Handbook/Quick Reference
- Drug Reference
- Nursing Practice
- Quick Reference

**Year Published**

- Last Year
- Last 2 Years
- Last 3 Years
- Last 4 Years
- Last 5 Years

**Subject Categories**

- Abnormal Psychology
- Acupuncture
- Advanced Practice
- Agriculture
- Agromony

**Star Ranking**

- \*\*\*\*\* Five Stars (0)
- \*\*\*\* Four Stars (0)
- \*\*\* Three Stars (0)
- \*\* Two Stars (0)

### (3) Edit Limits Edit Limits

使用者也可以透過點選 Edit Limits 來自訂自己常用的篩選條件在 Limits 區。

**L i m i t s**

Publication Year - - -

To select or remove multiple items from a list below, hold down the Shift, Ctrl, or "Apple" key while selecting.

Book Subsets

- Alternative & Complementary Medicine
- Arts & Humanities
- Behavioral & Social Sciences
- Clinical Medicine
- Health Professions

Publication Types

- Atlas
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Year Published

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- Last 2 Years
- Last 3 Years
- Last 4 Years
- Last 5 Years

Subject Categories

- Abnormal Psychology
- Acupuncture
- Advanced Practice
- Agriculture
- Agromony

Star Ranking

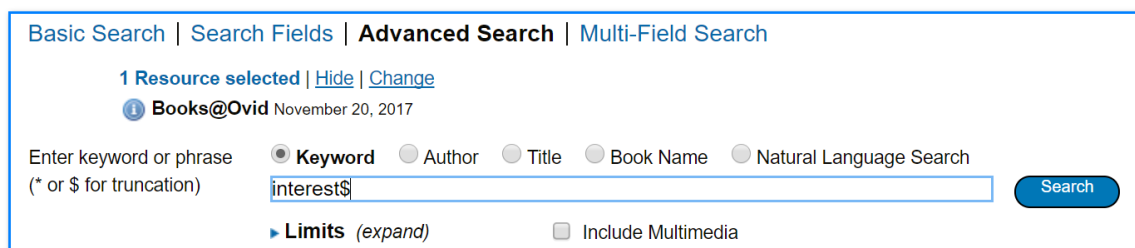
- \*\*\*\*\* Five Stars (0)
- \*\*\*\* Four Stars (0)
- \*\*\* Three Stars (0)
- \*\* Two Stars (0)

## (四) 檢索指令

利用 Advanced Search 模式中的 Keyword 檢索時，可以善用下列檢索指令增加資料查詢的完整性。

### 1. Truncation and Wild Cards 串字及切截字（萬用字元的運用）

✓ 無限制切截字：「\$」

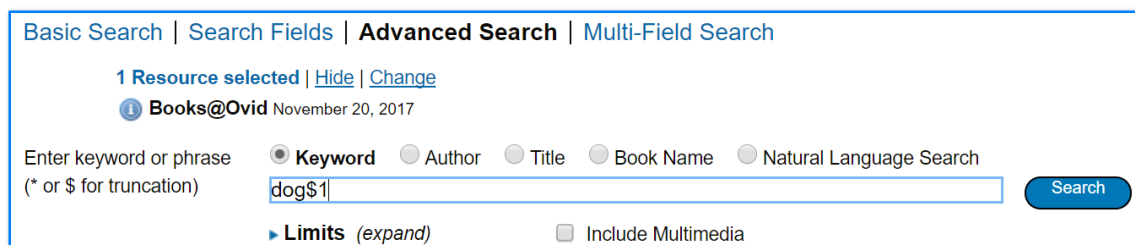


The screenshot shows the 'Advanced Search' tab selected. The search input field contains 'interest\$'. Below the input field, there are radio buttons for 'Keyword', 'Author', 'Title', 'Book Name', and 'Natural Language Search', with 'Keyword' selected. A 'Search' button is visible on the right. Below the search bar, there are links for 'Limits (expand)' and 'Include Multimedia'.

除了 interest 之外，還可以檢索到 interests、interested、interesting 等。

✓ 有限制切截字：

使用者也可以在「\$」之後輸入可接受查詢最大數量的數字。例如查詢「dog\$1」，



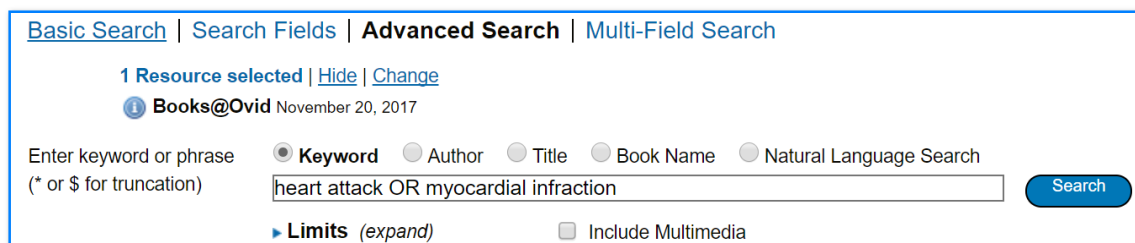
The screenshot shows the 'Advanced Search' tab selected. The search input field contains 'dog\$1'. Below the input field, there are radio buttons for 'Keyword', 'Author', 'Title', 'Book Name', and 'Natural Language Search', with 'Keyword' selected. A 'Search' button is visible on the right. Below the search bar, there are links for 'Limits (expand)' and 'Include Multimedia'.

如此，就可以找到 dog、dogs，而不會找到 dogma。

### 2. Query and Operators 布林邏輯及運算元

✓ OR

聯集兩個或更多檢索款目（項次）成為一個檢索項次，而此項次包含其中的任何一個檢索款目（項次）。例如 *heart attack OR myocardial infarction*，

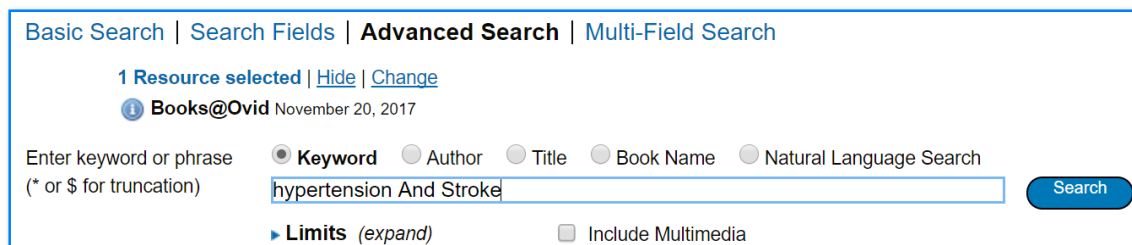


The screenshot shows the 'Advanced Search' tab selected. The search input field contains 'heart attack OR myocardial infarction'. Below the input field, there are radio buttons for 'Keyword', 'Author', 'Title', 'Book Name', and 'Natural Language Search', with 'Keyword' selected. A 'Search' button is visible on the right. Below the search bar, there are links for 'Limits (expand)' and 'Include Multimedia'.

這樣就會找到有 heart attack OR myocardial infarction 的資料。

### ✓ AND

交集兩個或更多的檢索款目（項次）成為一個檢索項次，在此檢索項次所找到的任何檢索結果都必須同時包含所有交集的款目（項次）內容。例如 *hypertension And Stroke*，



Basic Search | Search Fields | **Advanced Search** | Multi-Field Search

1 Resource selected | Hide | Change

Books@Ovid November 20, 2017

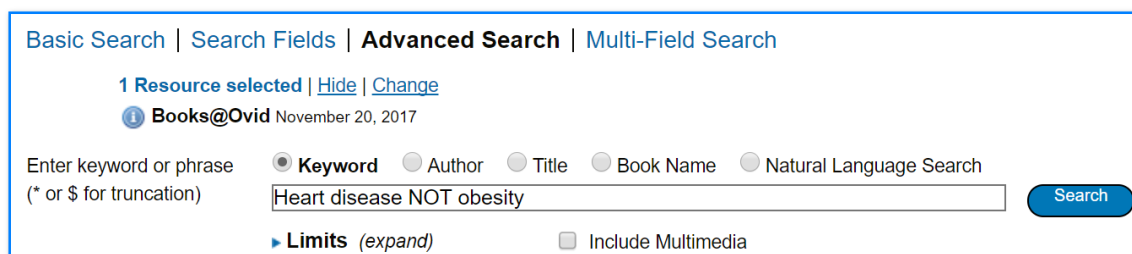
Enter keyword or phrase (\* or \$ for truncation)  Keyword  Author  Title  Book Name  Natural Language Search

▶ Limits (expand)  Include Multimedia

表示檢索之結果需同時包含 *hypertension* 和 *stroke* 這兩個檢索款目。

### ✓ NOT

兩個款目（項次）的差集在成為另一個檢索項次，此時新的檢索項次查詢所得的結果為在包含前項檢索款目（項次），但不包含後者檢索款目（項次）。例如 *heart disease NOT obesity*，



Basic Search | Search Fields | **Advanced Search** | Multi-Field Search

1 Resource selected | Hide | Change

Books@Ovid November 20, 2017

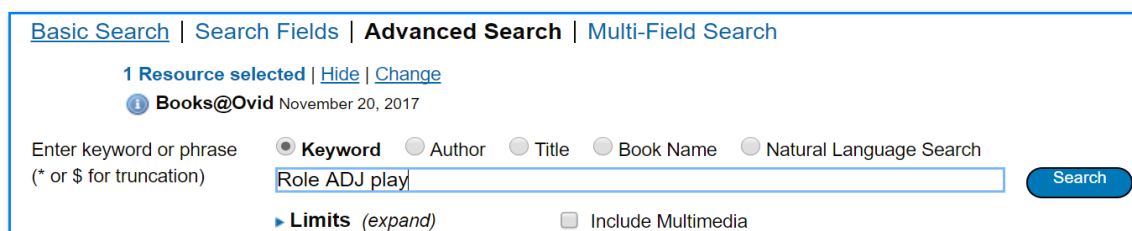
Enter keyword or phrase (\* or \$ for truncation)  Keyword  Author  Title  Book Name  Natural Language Search

▶ Limits (expand)  Include Multimedia

表示找到的文獻中需包含 *heart disease* 但沒有 *obesity*。

### ✓ ADJ

放在指令列上的兩個或更多款目之間的指令，中間除了 stopwords 之外，其他字都不需要放入，而且款目間的前後次序不可對調。例如 *role ADJ play*，



Basic Search | Search Fields | **Advanced Search** | Multi-Field Search

1 Resource selected | Hide | Change

Books@Ovid November 20, 2017

Enter keyword or phrase (\* or \$ for truncation)  Keyword  Author  Title  Book Name  Natural Language Search

▶ Limits (expand)  Include Multimedia

就會找到有「*role play*」這個詞彙的文獻。

✓ **FREQ**

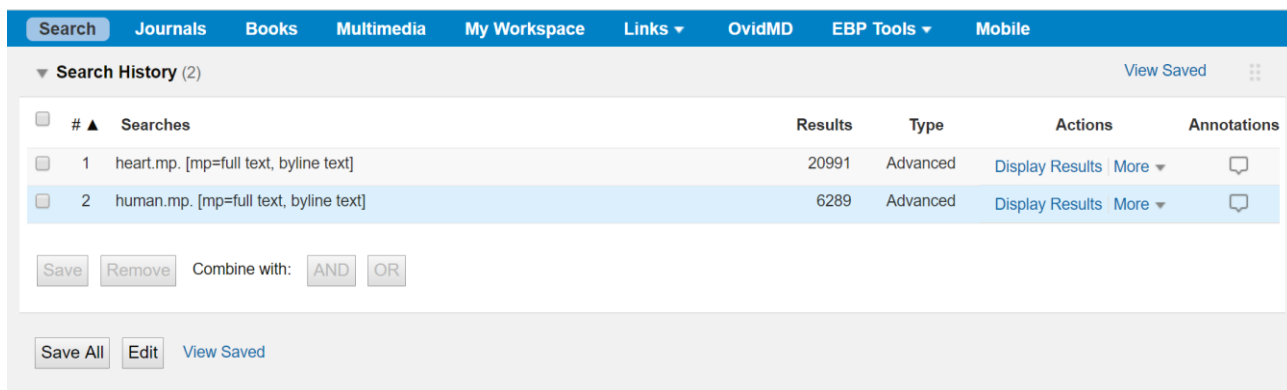
通常在全文檢索時可以提供很大的幫助。Freq 是查詢檢索款目出現的頻率，其指令語法為 X.fd/freq=n；其中 X 是檢索款目，fd 表示檢索的欄位，n 是指出現的頻率。例如 hepatitis.tx/freq=5



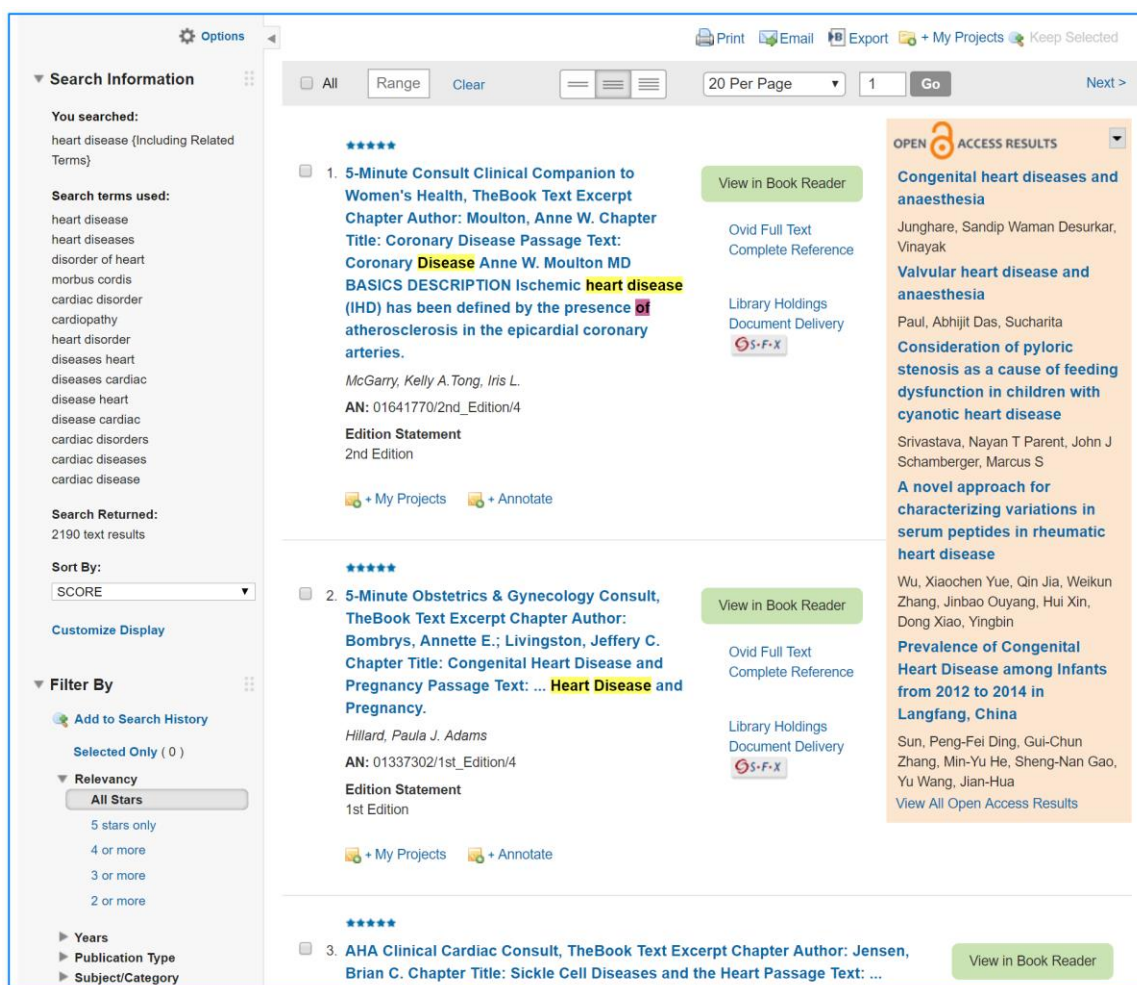
The screenshot shows the Books@Ovid search interface. At the top, there are navigation links: Basic Search | Search Fields | **Advanced Search** | Multi-Field Search. Below this, it indicates '1 Resource selected | Hide | Change' and 'Books@Ovid November 20, 2017'. The search section has a label 'Enter keyword or phrase (\* or \$ for truncation)'. There are radio buttons for search types: **Keyword** (selected), Author, Title, Book Name, and Natural Language Search. The search input field contains 'hepatitis.tx/freq=5'. To the right of the input field is a blue 'Search' button. Below the input field, there are links for 'Limits (expand)' and a checkbox for 'Include Multimedia'.

表示查詢在全文欄位 (tx) 中，hepatitis 至少出現 5 次以上的所有文獻。(只適用於單一欄位查詢)。

### 三、檢索結果



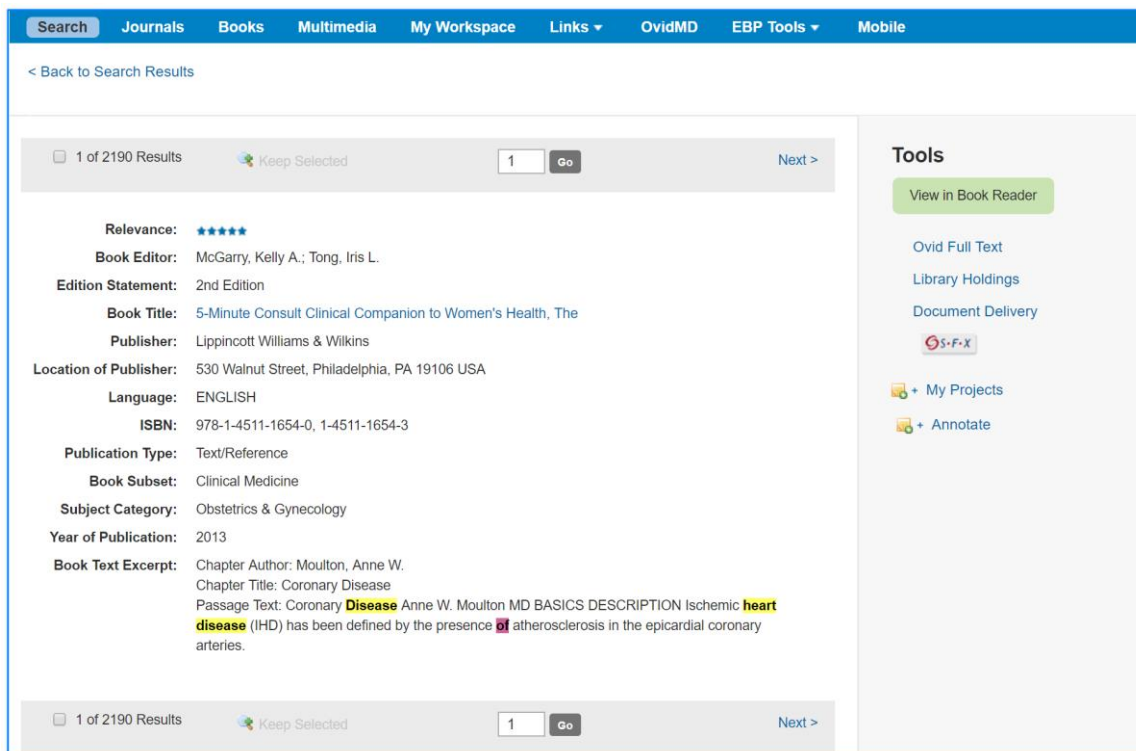
檢索完成後，點選「Display Results」就可以瀏覽查詢的結果。使用者可以自行勾選篇名左邊的小方格，並進行文獻的儲存與傳送。或者也可以點選每一篇的連結，瀏覽相關的書目資訊。



## (一) 瀏覽結果

### 1. Complete Reference 完整書目資料

完整的書目資料包含書目索引資料等相關出版資訊。



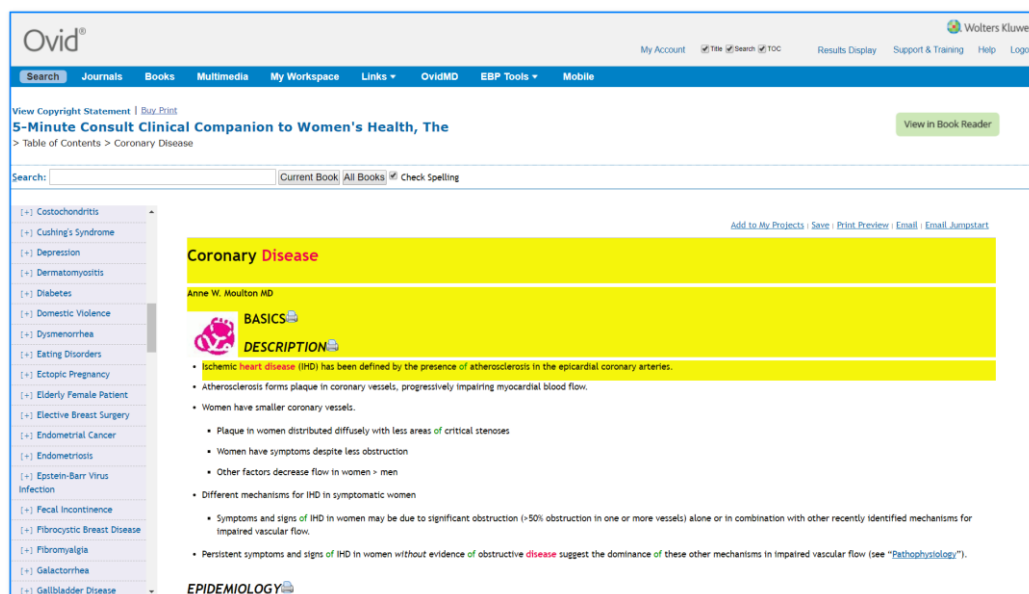
The screenshot shows the Ovid search results page for a book reference. The top navigation bar includes 'Search', 'Journals', 'Books', 'Multimedia', 'My Workspace', 'Links', 'OvidMD', 'EBP Tools', and 'Mobile'. Below the navigation bar, there is a search bar with '1 of 2190 Results' and a 'Go' button. The main content area displays the following details:

- Relevance:** ★★★★★
- Book Editor:** McGarry, Kelly A.; Tong, Iris L.
- Edition Statement:** 2nd Edition
- Book Title:** 5-Minute Consult Clinical Companion to Women's Health, The
- Publisher:** Lippincott Williams & Wilkins
- Location of Publisher:** 530 Walnut Street, Philadelphia, PA 19106 USA
- Language:** ENGLISH
- ISBN:** 978-1-4511-1654-0, 1-4511-1654-3
- Publication Type:** Text/Reference
- Book Subset:** Clinical Medicine
- Subject Category:** Obstetrics & Gynecology
- Year of Publication:** 2013
- Book Text Excerpt:** Chapter Author: Moulton, Anne W. Chapter Title: Coronary Disease Passage Text: Coronary **Disease** Anne W. Moulton MD BASICS DESCRIPTION Ischemic **heart disease** (IHD) has been defined by the presence of atherosclerosis in the epicardial coronary arteries.

On the right side, there is a 'Tools' panel with options: 'View in Book Reader', 'Ovid Full Text', 'Library Holdings', 'Document Delivery', 'My Projects', and 'Annotate'.

### 2. Ovid Full Text 全文資料

連結到圖書內文，使用者可以瀏覽到圖書的所有內容，甚至可以根據按章節列印內文與圖表、以 ASCII 格式或 HTML 儲存所需章節的內容、或該章節內容透過網際網路寄發電子郵件。



The screenshot shows the Ovid Full Text view for the book '5-Minute Consult Clinical Companion to Women's Health, The'. The page title is 'Coronary Disease' and the author is 'Anne W. Moulton MD'. The page is divided into sections: 'BASICS' and 'DESCRIPTION'. The 'DESCRIPTION' section contains the following text:

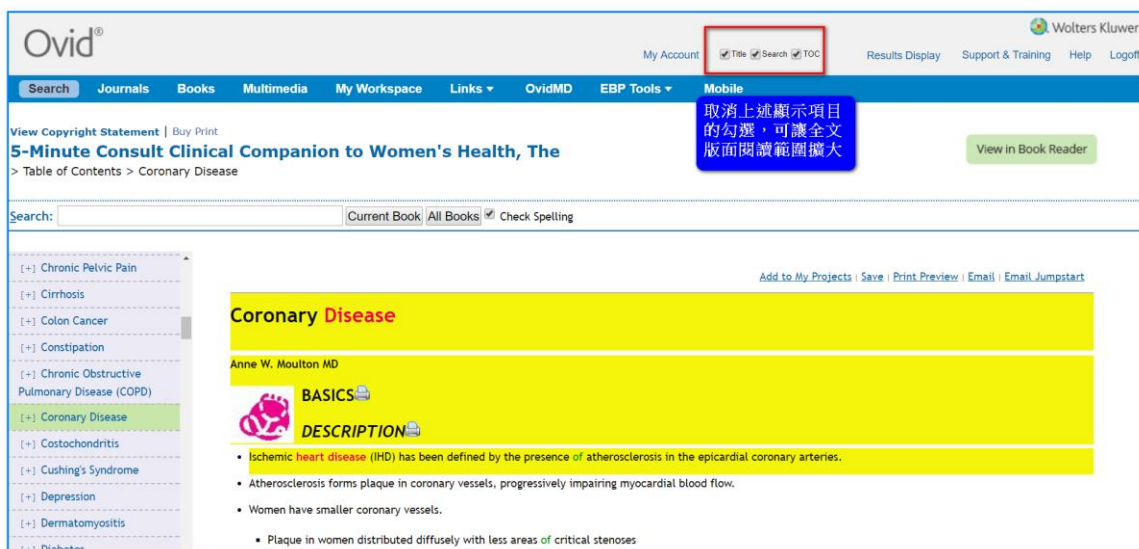
- Ischemic **heart disease** (IHD) has been defined by the presence of atherosclerosis in the epicardial coronary arteries.
- Atherosclerosis forms plaque in coronary vessels, progressively impairing myocardial blood flow.
- Women have smaller coronary vessels.
  - Plaque in women distributed diffusely with less areas of critical stenoses
  - Women have symptoms despite less obstruction
  - Other factors decrease flow in women > men
- Different mechanisms for IHD in symptomatic women
  - Symptoms and signs of IHD in women may be due to significant obstruction (>50% obstruction in one or more vessels) alone or in combination with other recently identified mechanisms for impaired vascular flow.
- Persistent symptoms and signs of IHD in women without evidence of obstructive **disease** suggest the dominance of these other mechanisms in impaired vascular flow (see "Pathophysiology").

The page also includes a 'View in Book Reader' button and a search bar.

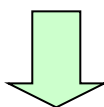


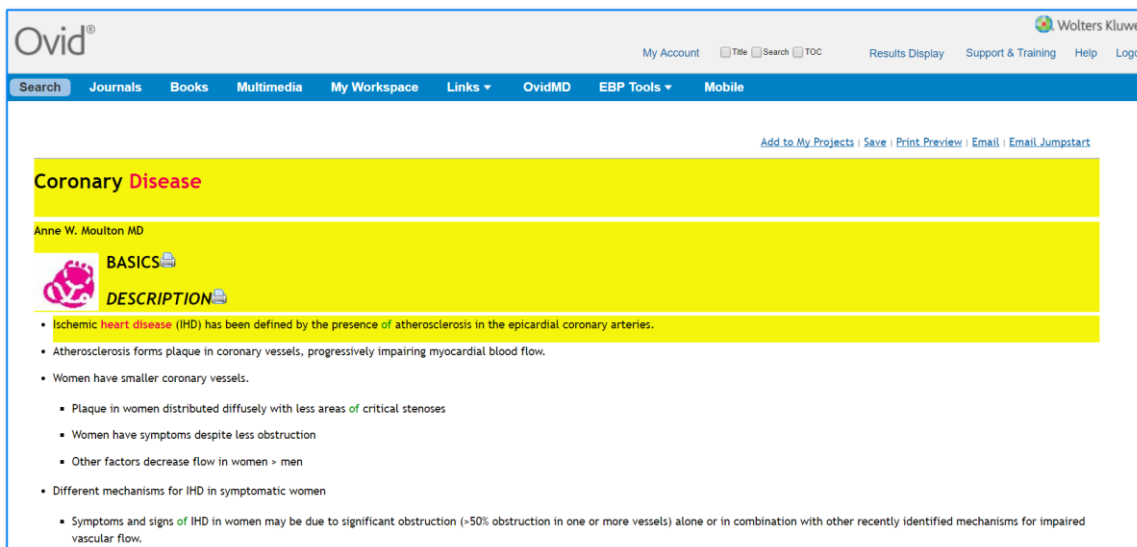
## (二) 圖書全文閱讀

1. 使用者可以利用全文畫面中的左下方 Table of Contents 瀏覽圖書的章節段落，並且可以自由跳躍閱讀欲閱讀的章節。
2. 調整閱讀版面  
如果使用者希望閱讀畫面可以最大化，即不含圖書名稱、目錄大綱或檢索引令列，可以透過全文畫面上方選項取消圖書名稱 (Title)、目錄大綱 (TOC)、檢索引令列 (Search)。



The screenshot shows the Ovid website interface. At the top, there is a navigation bar with 'Ovid' logo and 'Wolters Kluwer' branding. Below the navigation bar, there is a search bar and a 'Mobile' section. The main content area displays the 'Table of Contents' for 'Coronary Disease' from the '5-Minute Consult Clinical Companion to Women's Health, The'. A red box highlights the 'Title', 'Search', and 'TOC' options in the top right corner. A blue box contains the text: '取消上述顯示項目的勾選，可讓全文版面閱讀範圍擴大'. Below the search bar, there is a search input field and a 'Current Book' dropdown menu. The main content area shows the 'Coronary Disease' article by Anne W. Moulton MD, with a 'DESCRIPTION' section containing bullet points about ischemic heart disease (IHD) and atherosclerosis.

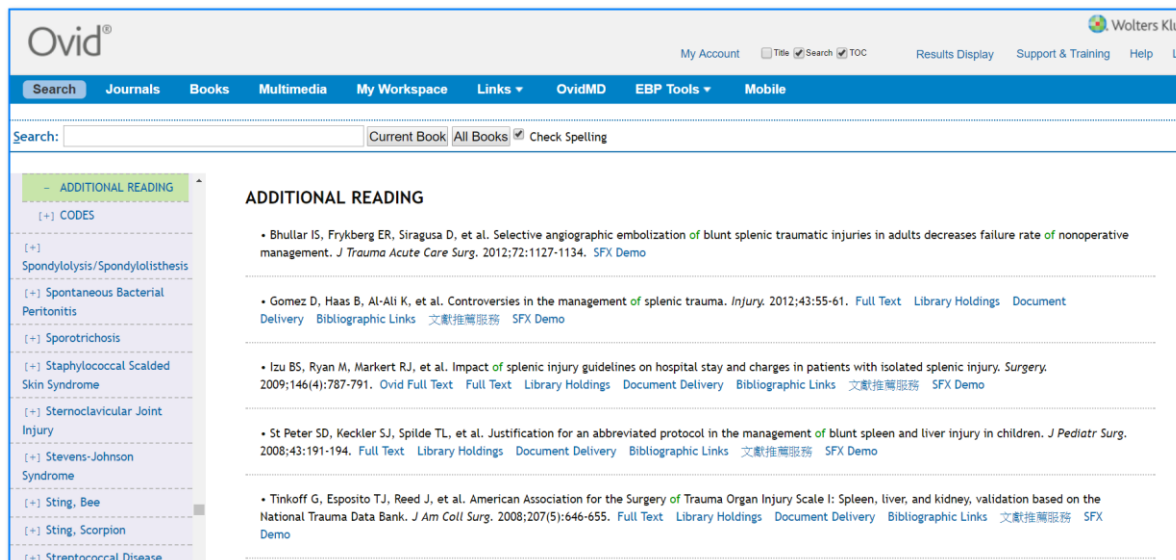




The screenshot shows the Ovid website interface for a 'Coronary Disease' article. The page is titled 'Coronary Disease' and is authored by Anne W. Moulton MD. It features a 'BASICS' section with a 'DESCRIPTION' sub-section. The description includes a list of bullet points:

- Ischemic heart disease (IHD) has been defined by the presence of atherosclerosis in the epicardial coronary arteries.
- Atherosclerosis forms plaque in coronary vessels, progressively impairing myocardial blood flow.
- Women have smaller coronary vessels.
  - Plaque in women distributed diffusely with less areas of critical stenoses
  - Women have symptoms despite less obstruction
  - Other factors decrease flow in women > men
- Different mechanisms for IHD in symptomatic women
  - Symptoms and signs of IHD in women may be due to significant obstruction (>50% obstruction in one or more vessels) alone or in combination with other recently identified mechanisms for impaired vascular flow.

### 3. Additional Reading



The screenshot shows the 'ADDITIONAL READING' section of the Ovid website. It displays a list of references with various links for full text, bibliographic links, and document delivery. The references include:

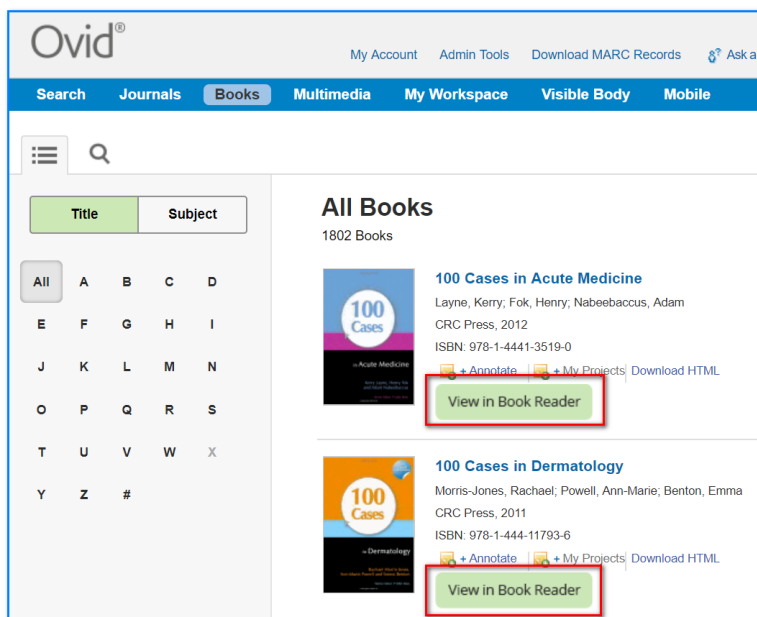
- Bhullar IS, Frykberg ER, Siragusa D, et al. Selective angiographic embolization of blunt splenic traumatic injuries in adults decreases failure rate of nonoperative management. *J Trauma Acute Care Surg.* 2012;72:1127-1134. SFX Demo
- Gomez D, Haas B, Al-Ali K, et al. Controversies in the management of splenic trauma. *Injury.* 2012;43:55-61. Full Text Library Holdings Document Delivery Bibliographic Links 文獻推薦服務 SFX Demo
- Izu BS, Ryan M, Markert RJ, et al. Impact of splenic injury guidelines on hospital stay and charges in patients with isolated splenic injury. *Surgery.* 2009;146(4):787-791. Ovid Full Text Full Text Library Holdings Document Delivery Bibliographic Links 文獻推薦服務 SFX Demo
- St Peter SD, Keckler SJ, Spilde TL, et al. Justification for an abbreviated protocol in the management of blunt spleen and liver injury in children. *J Pediatr Surg.* 2008;43:191-194. Full Text Library Holdings Document Delivery Bibliographic Links 文獻推薦服務 SFX Demo
- Tinkoff G, Esposito TJ, Reed J, et al. American Association for the Surgery of Trauma Organ Injury Scale I: Spleen, liver, and kidney, validation based on the National Trauma Data Bank. *J Am Coll Surg.* 2008;207(5):646-655. Full Text Library Holdings Document Delivery Bibliographic Links 文獻推薦服務 SFX Demo

- ✓ Full Text 連結網路上免費全文：若該篇參考文獻在網路上有免費全文，系統提供連結到該篇參考文獻的全文資料。
- ✓ Bibliographic Links 書目資料連結：連結其他資料庫如 MEDLINE、Biosis Preview 等相關書目資料。
- ✓ Ovid Full Text 連結 Ovid 全文資料：若該篇文獻在 Journals@Ovid 內有全文收錄，且 貴單位有採購該本電子期刊，系統將提供連結到該篇參考文獻的全文資料。

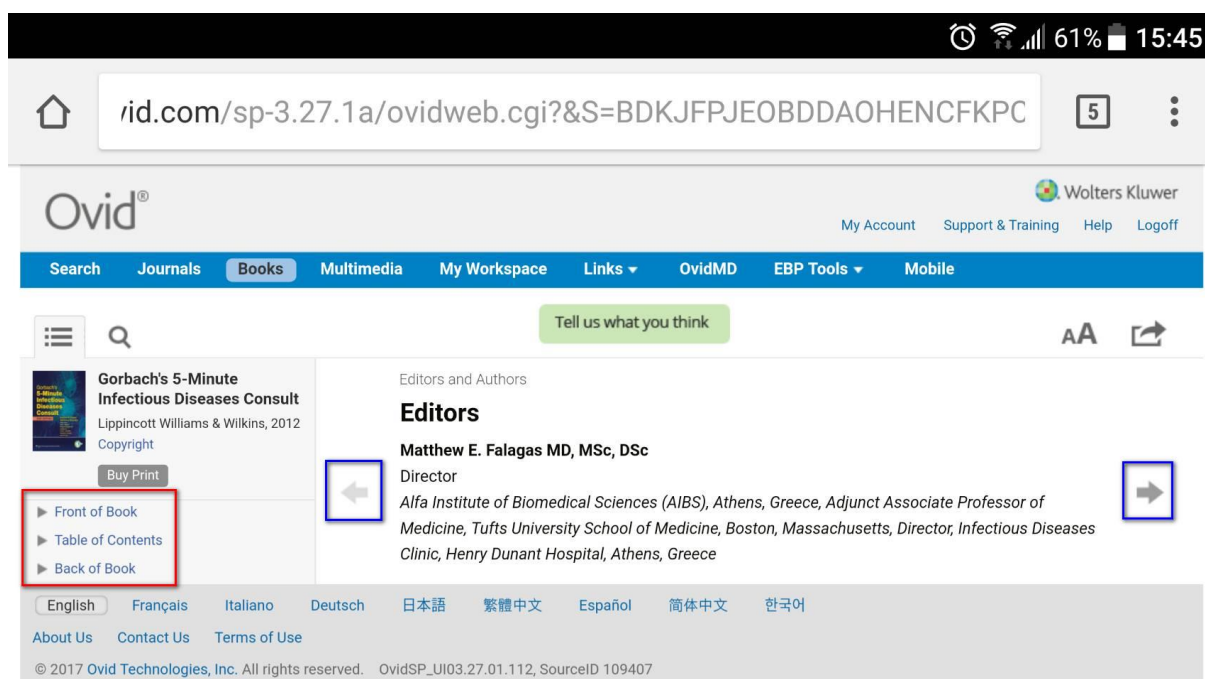


### (三) 圖書全文閱讀-使用 Book Reader

- 讀者點選圖書題名即可開啟一般 Books@Ovid 全文模式閱讀圖書。如果讀者使用平板電腦使用 Books@Ovid，可以選用以圖書閱讀器“View in Book Reader”（無須額外下載閱讀器軟體）模式閱讀，以體驗最佳閱讀效果。



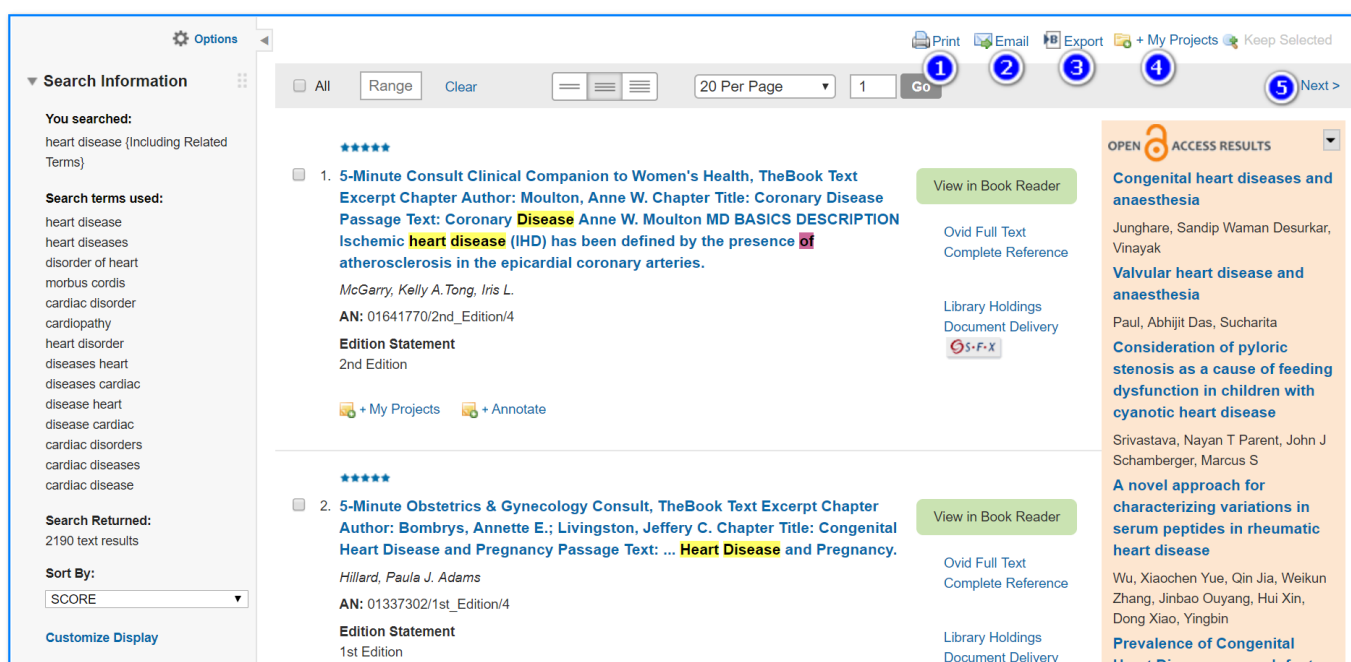
- 進入 Book Reader，圖書目次資訊仍置於畫面左方，右方為圖書全文。與一般閱讀模式差別在於系統會依據閱讀器畫面大小，載入適量全文內容，讀者透過全文區兩邊的左右箭頭選看下一段落或是回看上一段落。



## 四、檢索結果輸出

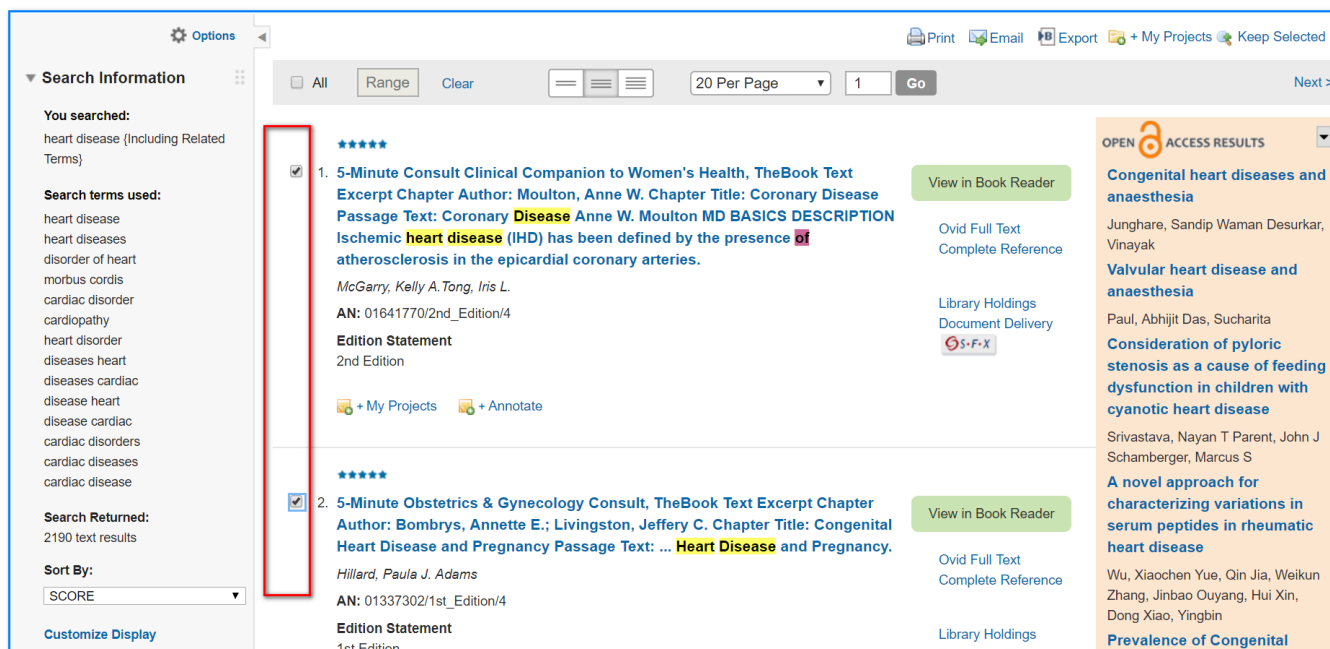
### (一) 書目管理—Print, Email, Export

Print, Email, Export 會出現檢索結果畫面的最上方以及最下方，方便使用者隨時將所需要的資料作儲存、列印以及發送電子郵件的功能。



The screenshot displays the Ovid search results interface. On the left, there is a sidebar with search information, including terms used and search results. The main area shows a list of search results with details such as author, title, and edition. At the top right, there are navigation and action buttons: Print, Email, Export, My Projects, and Keep Selected. Below these are numbered steps 1 through 5, indicating the sequence of actions for printing, emailing, and exporting. The results list includes two entries, each with a 'View in Book Reader' button and options for 'Ovid Full Text', 'Complete Reference', 'Library Holdings', and 'Document Delivery'.

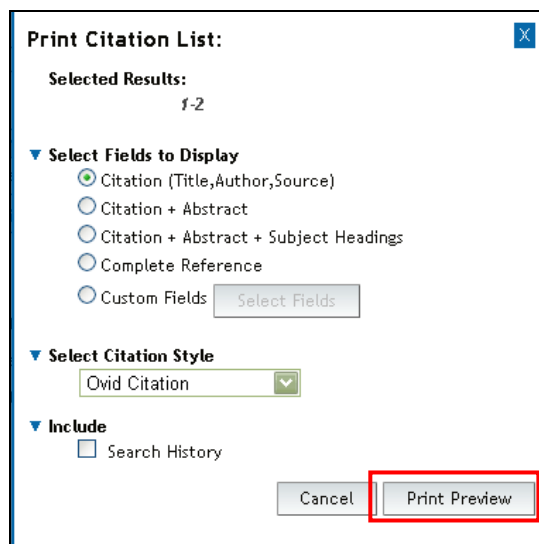
## 1. Print:



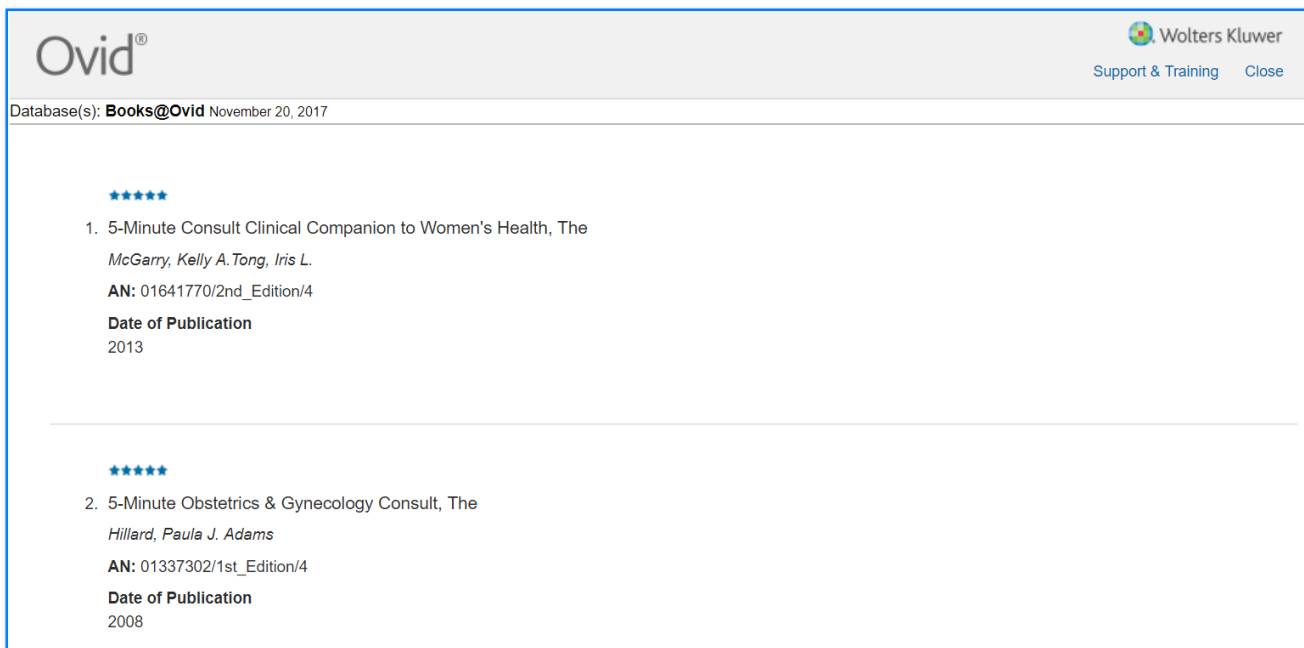
使用者先選擇欲列印的項目然後點選Print>



。 列印視窗就會彈出如下圖：



選擇你所需要列印的項目跟風格 ( Citation Style )，再點選Print Preview。就會出現清楚條列的列印格式：



使用者也可以透過點選 **Select Field to Display** 下方的 **Select Field** 來自訂要列印的項

目。

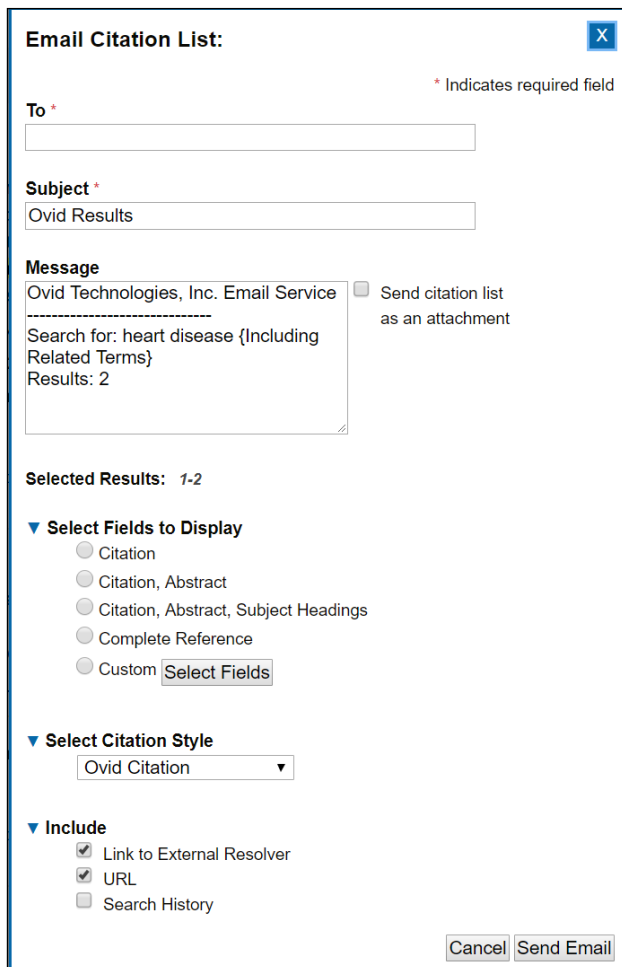
Select Fields

**Select Fields** ✕

Select specific fields to be displayed on citation results

<input checked="" type="checkbox"/> <i>au</i> : Author	<input checked="" type="checkbox"/> <i>ti</i> : Book Title	<input type="checkbox"/> <i>pt</i> : Publication Type
<input type="checkbox"/> <i>ao</i> : Author Alternate Format	<input checked="" type="checkbox"/> <i>dp</i> : Date of Publication	<input type="checkbox"/> <i>pu</i> : Publisher
<input type="checkbox"/> <i>ed</i> : Book Editor	<input type="checkbox"/> <i>et</i> : Edition Statement	<input type="checkbox"/> <i>so</i> : Source
<input type="checkbox"/> <i>ef</i> : Book Editor Alternate Format	<input type="checkbox"/> <i>ib</i> : ISBN	<input type="checkbox"/> <i>ts</i> : Subject Category
<input type="checkbox"/> <i>e1</i> : Book Editor Secondary	<input type="checkbox"/> <i>is</i> : ISSN	<input type="checkbox"/> <i>up</i> : Update Code
<input type="checkbox"/> <i>sb</i> : Book Subset	<input type="checkbox"/> <i>lg</i> : Language	<input type="checkbox"/> <i>yr</i> : Year of Publication
<input type="checkbox"/> <i>xp</i> : Book Text Excerpt	<input type="checkbox"/> <i>lc</i> : Location of Publisher	

## 2. Email : Email



**Email Citation List:** ✕

\* Indicates required field

**To \***

**Subject \***

**Message**

Ovid Technologies, Inc. Email Service  Send citation list as an attachment  
 -----  
 Search for: heart disease {Including Related Terms}  
 Results: 2

**Selected Results: 1-2**

▼ **Select Fields to Display**

- Citation
- Citation, Abstract
- Citation, Abstract, Subject Headings
- Complete Reference
- Custom

▼ **Select Citation Style**

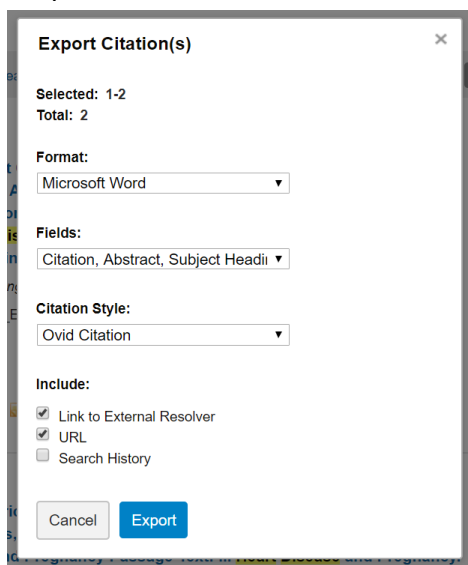
▼

▼ **Include**

- Link to External Resolver
- URL
- Search History

提供使用者電子郵件傳送指定書目資料。

## 3. Export : Export



**Export Citation(s)** ✕

Selected: 1-2  
 Total: 2

**Format:**  
 ▼

**Fields:**  
 ▼

**Citation Style:**  
 ▼

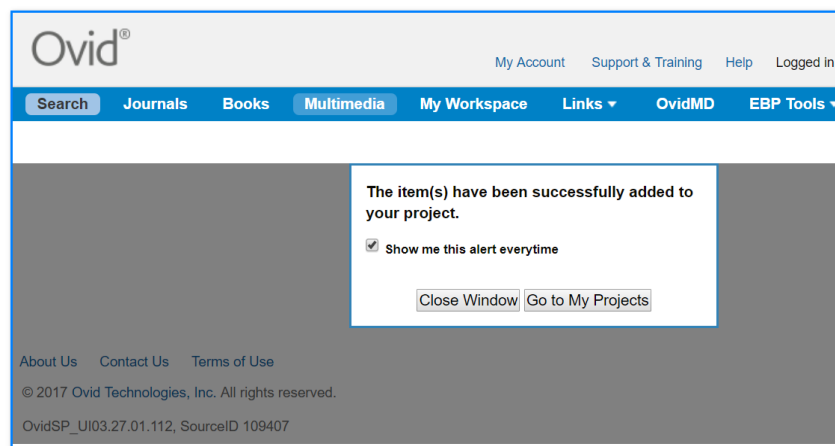
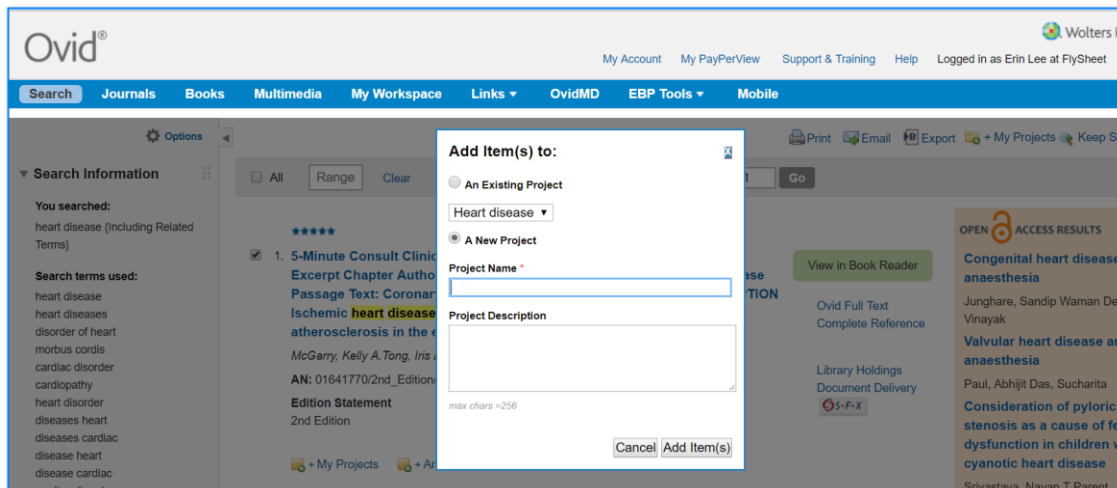
**Include:**

- Link to External Resolver
- URL
- Search History


使用者可以自行選擇需要輸出的呈現格式，若使用者需要將檢索策略一併輸出，只要將下方的“Search History”勾選即可。

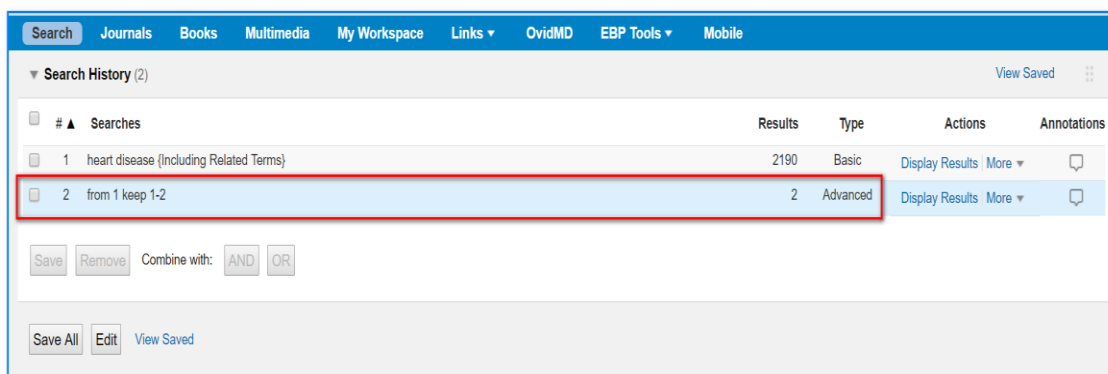
#### 4. Add to my Project : + My Projects

Add to my Project 可以把你所點選的書目資料儲存起來  
首先選擇要儲存的Project資料夾，再點選“Add Item(s)”即可。



#### 5. Keep Selected : Keep Selected

P 若使用者欲將書目資料匯入查詢歷史，點選“Keep Selected”  Keep Selected



## (二) 圖書章節段落瀏覽管理

在圖書各章節的最上方提供儲存(Save)、預覽列印(Print Preview)、電子郵件寄送內文(Email)以及電子郵件寄送該章節段落連結網址(Email Jumpstart)。

[Back](#) [Add to My Projects](#) | [Save](#) | [Print Preview](#) | [Email](#) | [Email Jumpstart](#)

---

15.

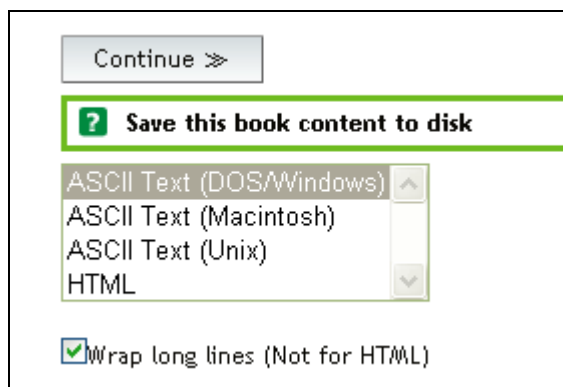
### GENITOURINARY TRACT INFECTIONS

**Thomas T. Ward**  
**Stephen R. Jones**

Urinary tract infections (UTIs) are the most prevalent infection of adults for which antimicrobials are used. UTIs are most often an infection of otherwise healthy people and usually are treated on an outpatient basis. In the United States, symptoms of dysuria, urgency, or frequency result in three to four clinic visits per 100 women, and 80% or more of such episodes lead to the use of laboratory tests or to the prescription of drug therapy, or both. In addition to the inconvenience and cost posed by UTIs, infections occasionally result in protracted illness and serious disease, including gram-negative sepsis and death.

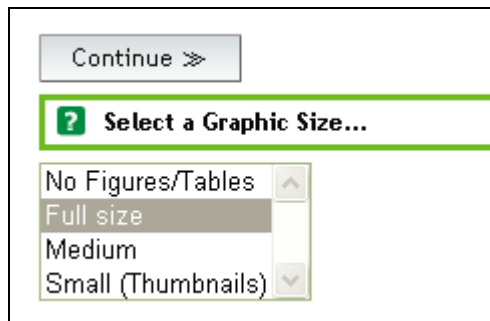
### 1. Save

點選 Save 鍵會出現下頁畫面供使用者選擇輸出格式(ASCII 或 HTML)



### 2. Print Preview

使用者可以先用預覽列印的功能來選擇所要列印的畫面大小格式。

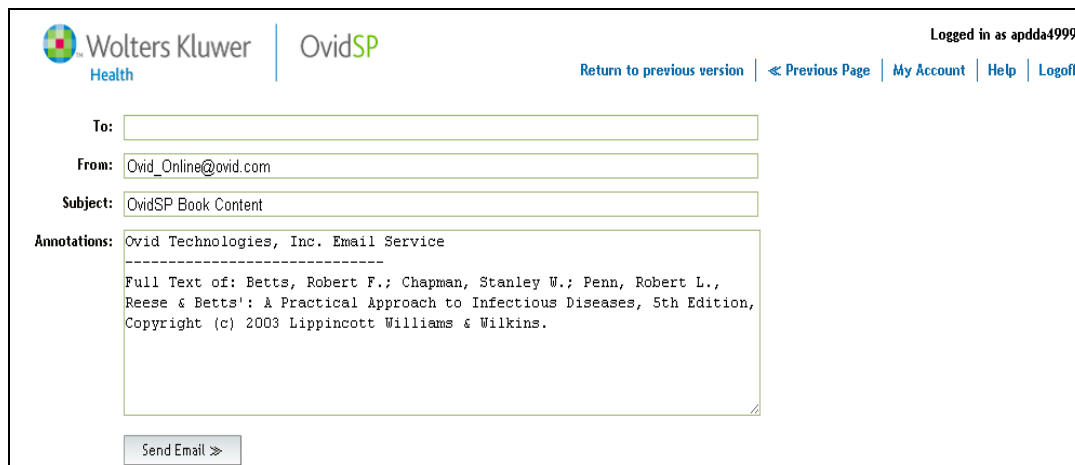


- ✓ No figures/Tables：所有的表格均不輸出
- ✓ Full Size：所有的表格均以原始大小輸出
- ✓ Medium：比較適合在 Macintosh 中使用的大小
- ✓ Small(Thumbnails)：極小的輸出格式



### 3. Email

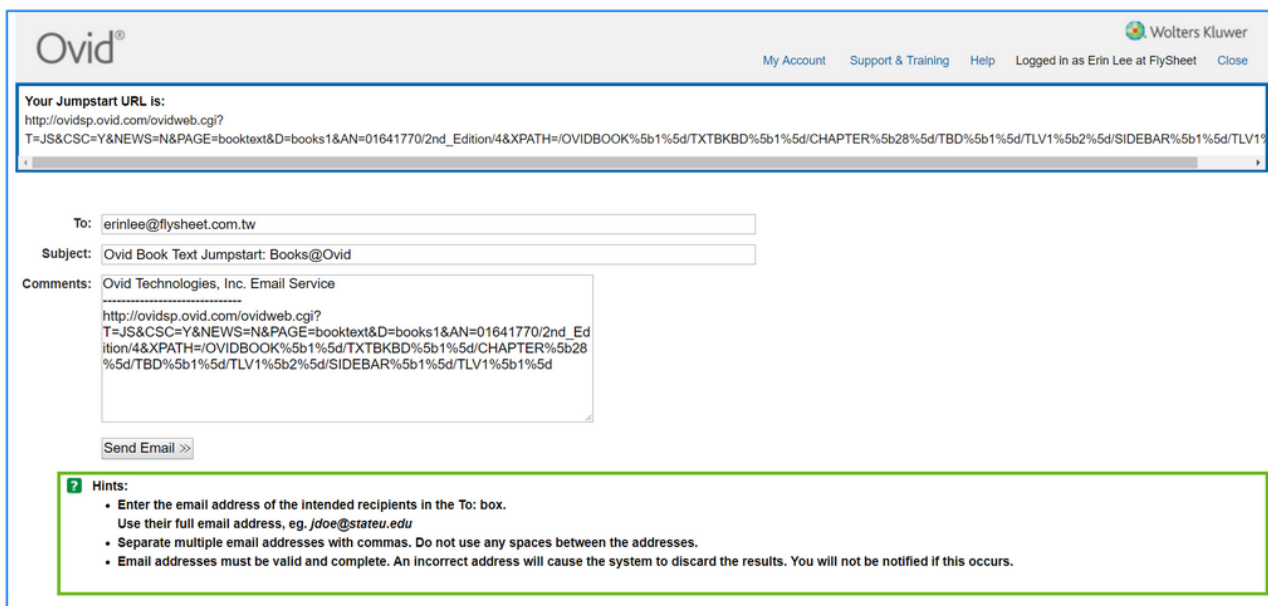
將電子郵件地址輸入在「To」的欄位內，若有多個收件者，中間以逗號區隔。



- ✓ To：將郵件信箱輸入，若不只一個人，中間以逗號“,”區隔。
- ✓ From：在「From」列中輸入使用者的 Email Address。
- ✓ Subject：在「Subject」中輸入主題。
- ✓ Annotation：此欄亦由使用者自行決定是否輸入。
- ✓ 送出郵件：在 Annotation 下方有一按鈕「Send Email」，點選此鍵即可完成圖書內文郵件寄送。

### 4. Email Jumpstart

本功能提供使用者將所閱讀的段落連結透過電子郵件寄送，但前提是收件者必須在有效 IP 範圍內點選該連結，始能閱讀該段落內文。其寄送方式如同寄送圖書段落內文方式。

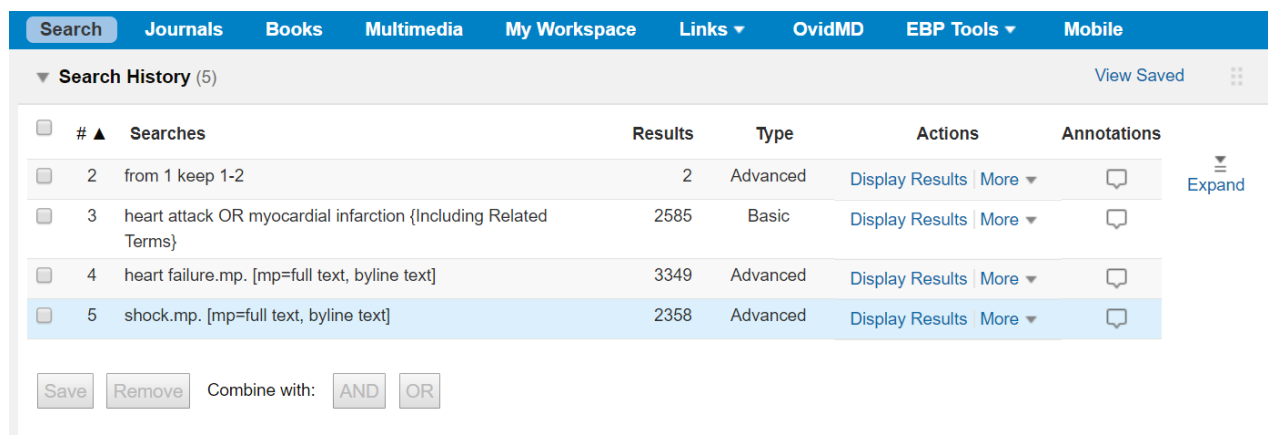


**Hints:**

- Enter the email address of the intended recipients in the To: box.
- Use their full email address, eg. *jdoe@stateu.edu*
- Separate multiple email addresses with commas. Do not use any spaces between the addresses.
- Email addresses must be valid and complete. An incorrect address will cause the system to discard the results. You will not be notified if this occurs.



## 五、管理檢索策略

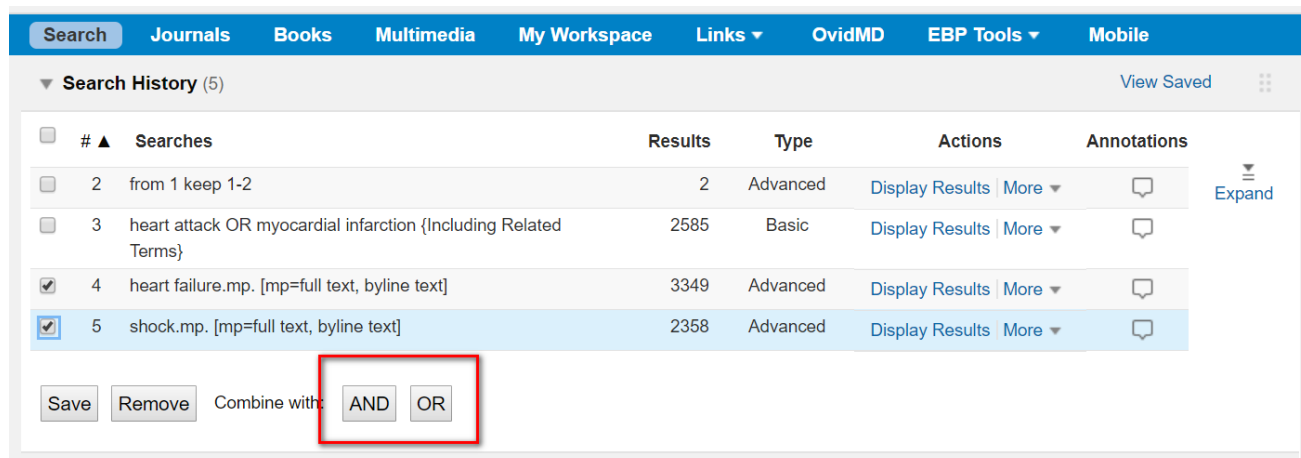


#	Searches	Results	Type	Actions	Annotations
2	from 1 keep 1-2	2	Advanced	Display Results   More	Annotations
3	heart attack OR myocardial infarction {Including Related Terms}	2585	Basic	Display Results   More	Annotations
4	heart failure.mp. [mp=full text, byline text]	3349	Advanced	Display Results   More	Annotations
5	shock.mp. [mp=full text, byline text]	2358	Advanced	Display Results   More	Annotations

Save Remove Combine with: AND OR

### (一) 布林邏輯檢索功能「Combine」

使用者可以將欲合併檢索的項次勾選，再點選檢索歷史下方 Combine selections with: 的 **And** 作交集或是 **Or** 作聯集。



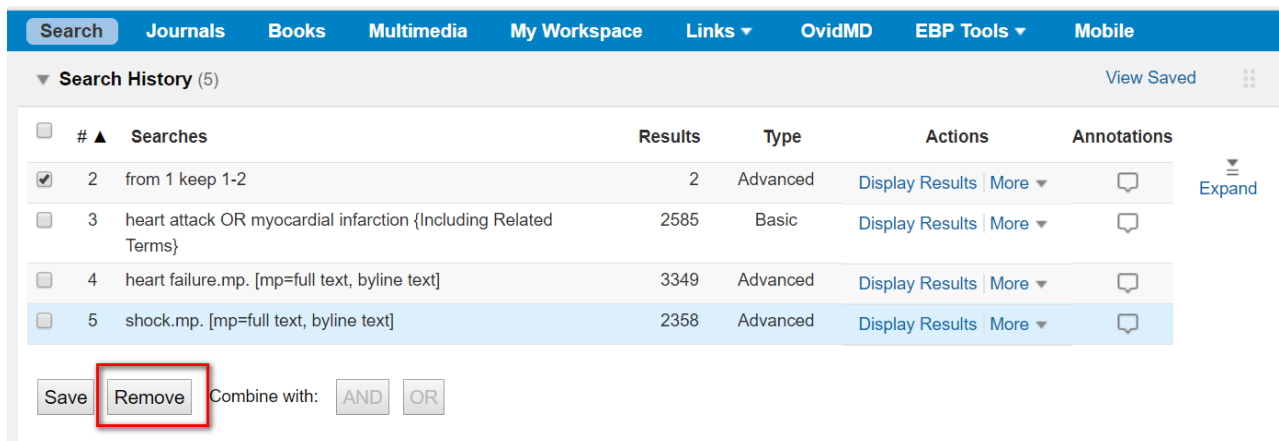
#	Searches	Results	Type	Actions	Annotations
2	from 1 keep 1-2	2	Advanced	Display Results   More	Annotations
3	heart attack OR myocardial infarction {Including Related Terms}	2585	Basic	Display Results   More	Annotations
<input checked="" type="checkbox"/>	4 heart failure.mp. [mp=full text, byline text]	3349	Advanced	Display Results   More	Annotations
<input checked="" type="checkbox"/>	5 shock.mp. [mp=full text, byline text]	2358	Advanced	Display Results   More	Annotations

Save Remove Combine with: **AND** OR

注意：僅 Search Type 顯示為「Advanced」可進行 Combine Search

## (二) 刪除檢索策略「Delete Searches」

使用者可以將欲刪除的檢索項次勾選，再點選檢索歷史下方的 Remove 來刪除不需要的檢索記錄。



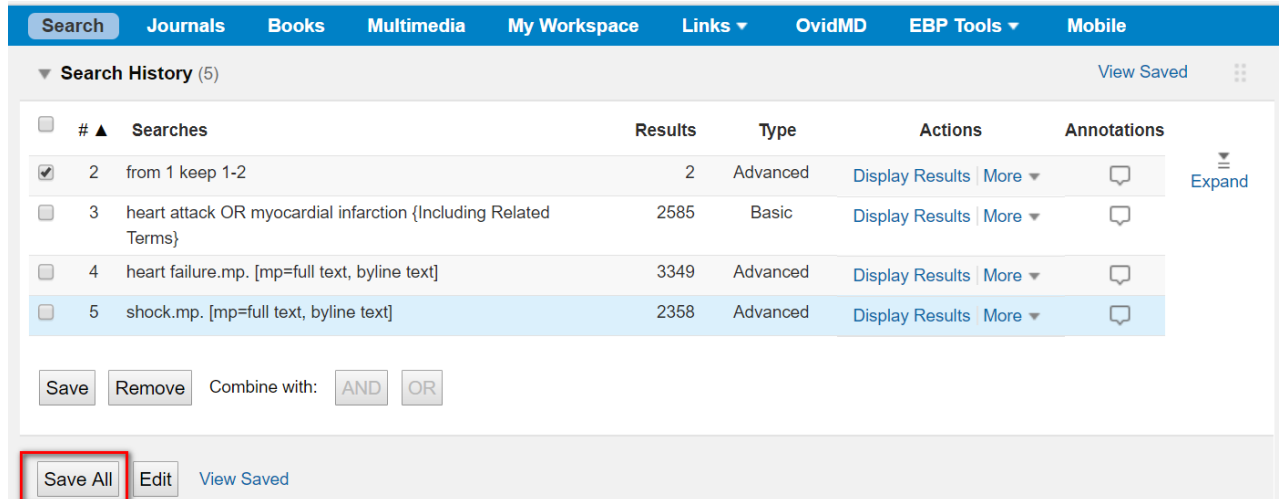
The screenshot shows the 'Search History' section of the application. It features a table with the following columns: #, Searches, Results, Type, Actions, and Annotations. The table contains four entries, with the first one selected. Below the table, there are 'Save' and 'Remove' buttons, with the 'Remove' button highlighted by a red box. The 'Combine with:' section shows 'AND' and 'OR' options.

#	Searches	Results	Type	Actions	Annotations
2	from 1 keep 1-2	2	Advanced	Display Results   More ▾	🗨️
3	heart attack OR myocardial infarction {Including Related Terms}	2585	Basic	Display Results   More ▾	🗨️
4	heart failure.mp. [mp=full text, byline text]	3349	Advanced	Display Results   More ▾	🗨️
5	shock.mp. [mp=full text, byline text]	2358	Advanced	Display Results   More ▾	🗨️

Save Remove Combine with: AND OR

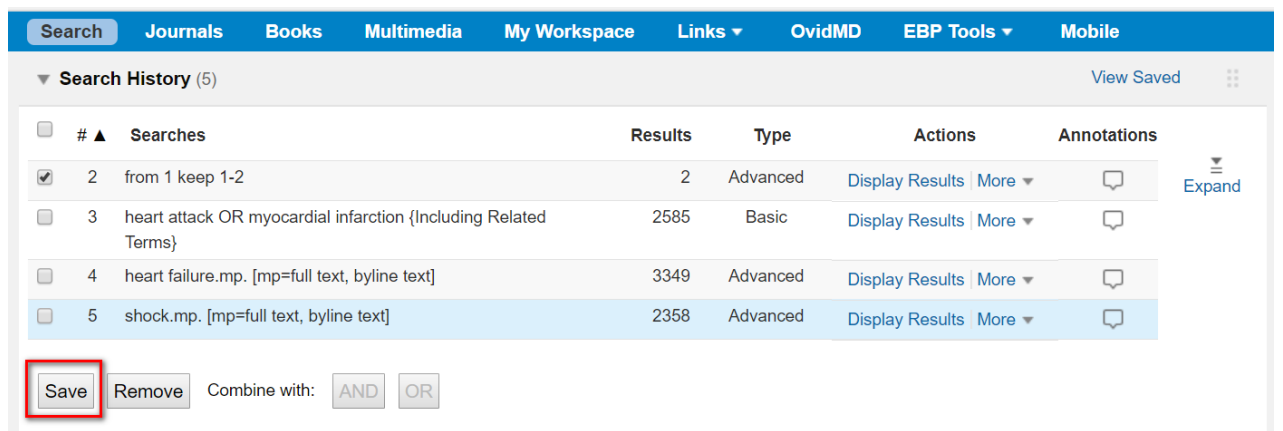
### (三) 儲存檢索策略「Save Search History」

#### ■ “Save All” 儲存全部檢索歷史



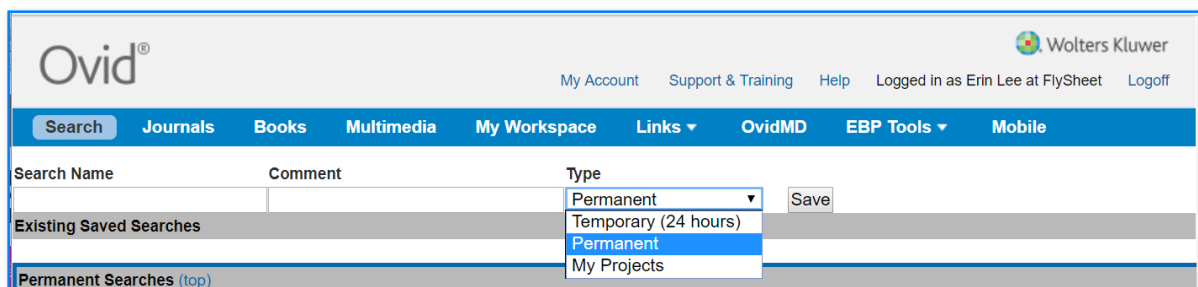
The screenshot shows the 'Search History' section of the FlySheet interface. It contains a table with columns for '#', 'Searches', 'Results', 'Type', 'Actions', and 'Annotations'. The first search entry is selected with a checkmark. Below the table, there are buttons for 'Save', 'Remove', and 'Combine with: AND OR'. The 'Save All' button is highlighted with a red box.

#### ■ “Save”：針對勾選的檢索歷史儲存



This screenshot is identical to the previous one, showing the 'Search History' table and the 'Save' button highlighted with a red box.

儲存檢索策略是一種幫助使用者在下次檢索時，不用再次輸入每一個檢索內容。使用者有二種檢索策略的儲存方法：暫時性儲存、永久儲存。



The screenshot shows the Ovid search strategy configuration page. It includes a header with the Ovid logo and user information. Below the navigation bar, there is a form with fields for 'Search Name', 'Comment', and 'Type'. The 'Type' dropdown menu is open, showing options: 'Permanent', 'Temporary (24 hours)', 'Permanent', and 'My Projects'. A 'Save' button is visible next to the dropdown.



1. **Temporary (24 hours) 暫時性儲存**

提供使用者在暫時離線時，可以將先前之檢索策略暫時儲存起來，以供未來 24 小時內再度開始使用資料庫時所需。儲存 24 小時之後，系統將自動清除此檢索策略。

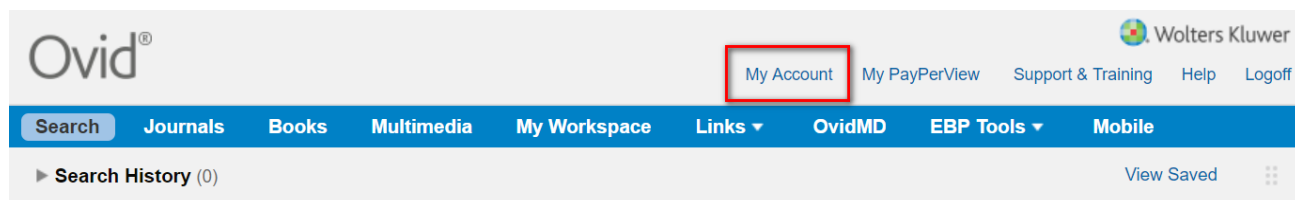
2. **Permanent 永久儲存**

提供使用者可將研究主題的檢索策略永久儲存起來，以供未來查詢相關主題時可以不用重複輸入每一個主題的檢索內容。除非使用者自行將它刪除，否則檢索結果將永久儲存在系統中。

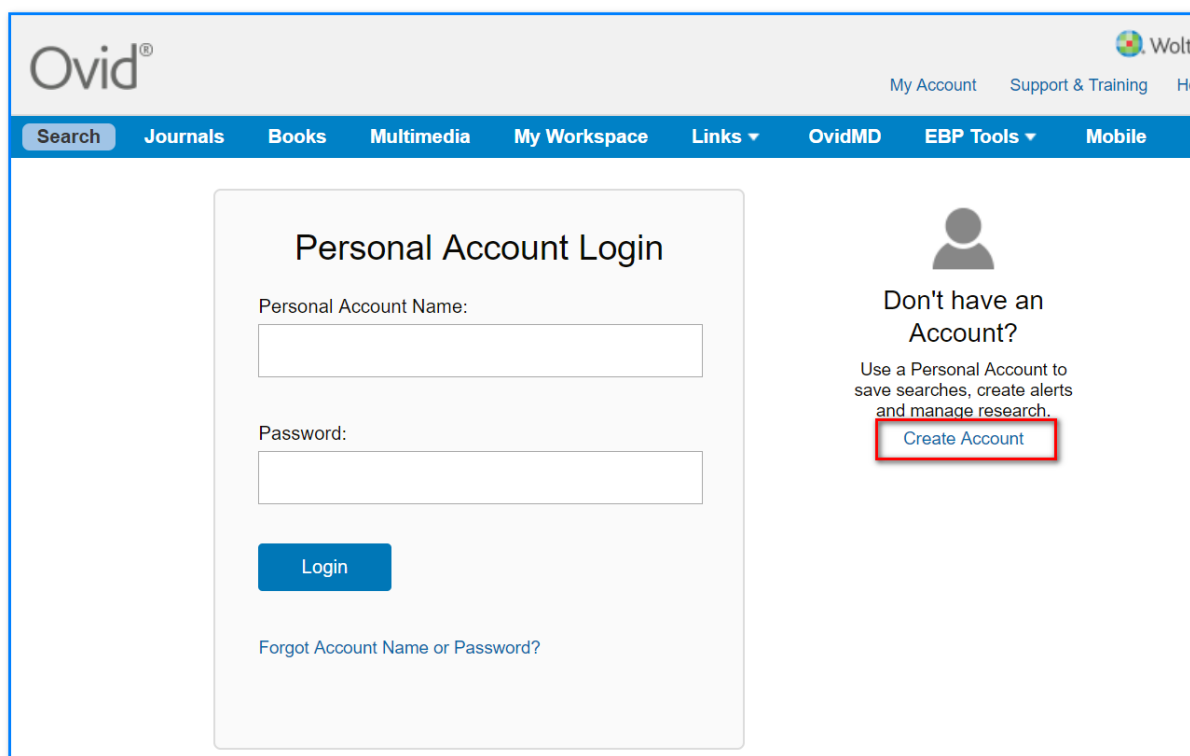
## 備註：個人帳號(Personal Account)之申請

要進行檢索歷史儲存之前提為使用者必須先擁有一個 OvidSP 的個人帳號，其申請方式如下介紹：

1. 點選資料庫首頁右上方 My Account 連結：



2. 進入個人帳號登入畫面，請點選連結 Create Account



### 3. 填寫申請帳號表格即可完成個人帳號之申請

#### Create Personal Account

\* Indicates required field

\* Personal Account Name:

\* Password:

\* Confirm Password:

Personal Title:

\* First Name:

\* Last Name:

\* Job Title:

\* Job Function:

\* Institution Name:

Institution Address:

City:

State:

Country:

\* Institution Type:

\* Email Address:

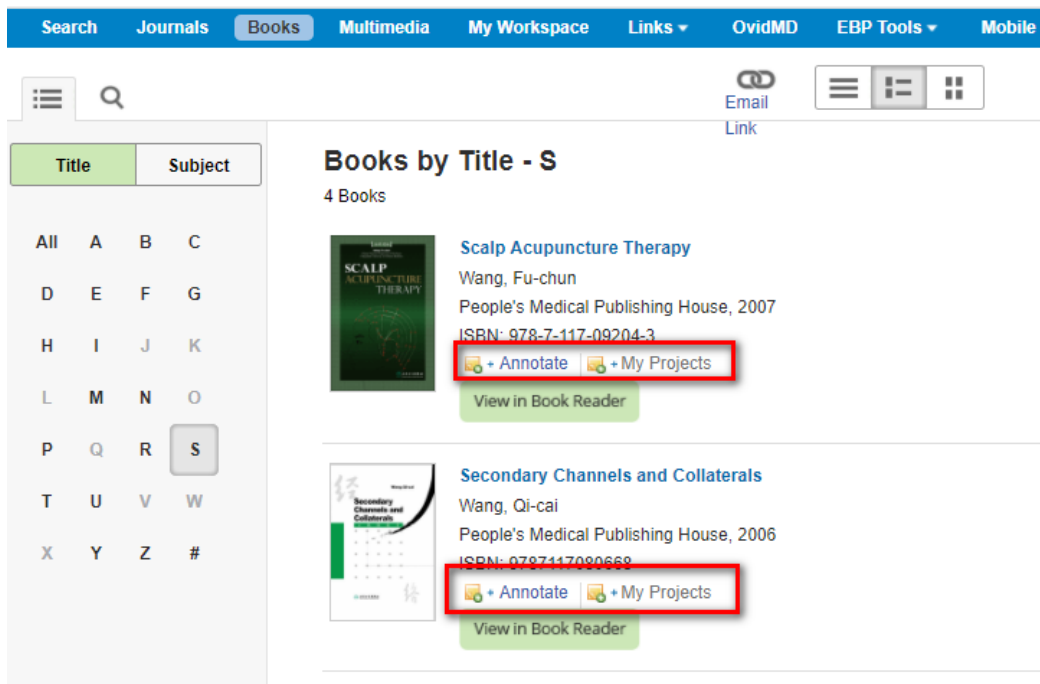
1. 設定您的帳號密碼
2. 再次輸入密碼確認無誤
3. 輸入您的名字(First Name)與姓氏(Last Name)於對應的欄位中。
4. 輸入工作職稱 (Job Title) 與工作功能 (Job Function)
5. 輸入服務機構相關資訊，包括機構名稱與機構類型等。
6. 輸入您的電子郵件地址。
7. 最後點選Create完成個人帳號設定。

特別注意事項：您的密碼必須為6-8字元，並同時包含英文字母與數字。大小寫與全形或半形視為不同字元。

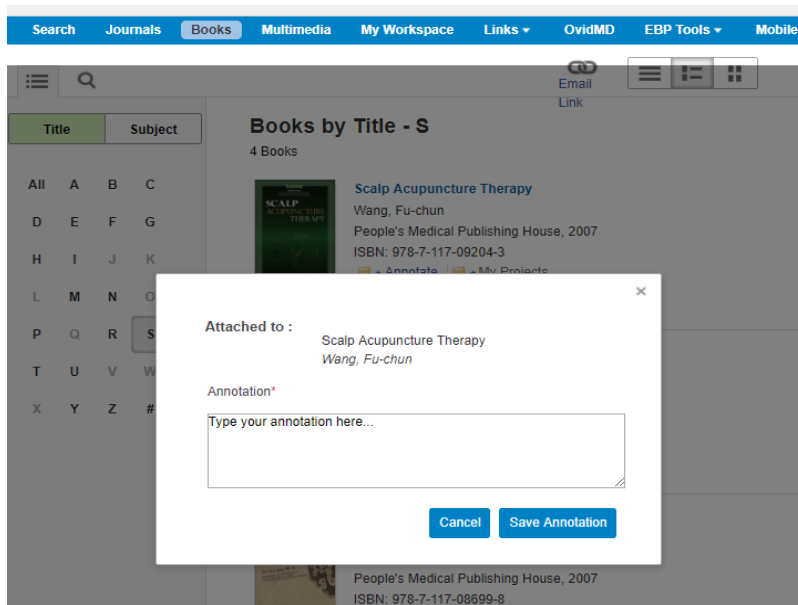
當您擁有了 OvidSP 個人的帳號之後，除了可以進行檢索記錄的儲存服務之外，還可以針對您閱讀的電子書做個人註記(Annotation)喔！

您會發現在您登入個人帳號之後，在每本圖書資訊中，您都會看到小小黃色的便利貼圖示 Annotate，點選該便利貼，即可進行個人筆記註記。如下圖示顯示：

※圖書說明內出現便利貼圖示：



※點選便利貼圖示後，可以進行個人註記編輯！





## 六、技術支援

本資料庫屬於電子書全文資料庫，文章中所有的文字和圖表說明都可以讓使用者檢索；同時，也可以透過 Ovid Medline 等資料庫相互串聯，精確查詢到所需的資料並獲得全文。除此之外，透過 Ovid 的技術支援，使用者還可以查閱到相關參考文獻的書目或全文資料，以及提供連結到其他相關之網路資源，滿足使用者一次完整獲得所有資訊的期望。

有關於本資料庫更新資訊與其他說明，歡迎與飛資得資訊聯繫，我們竭誠歡迎您的來電與指教。

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