How to Place Article Orders While Searching Ovid, PubMed, and SciFinder

There is an easy way to order articles from Information Express while searching Ovid, PubMed, and SciFinder. You can order articles directly from your search results. This tip sheet shows you how to place orders from each database.

Tip

- If this is your first time placing an article order, you will need to become a registered user of IE Online. Enter your name and contact information in the new user area of the order list page.

Ovid

1. Enter Ovid by going to http://gateway.ovid.com

2. Select which database you want to search, and perform your search.

3. If the full-text is not available, choose Order Document.

4. The order list page cites the article you are ordering. If you are a registered user, scroll down and enter your User ID and Password; then click on Order Now at the bottom left of the page. If you haven't yet registered, complete the information in the new user area, then click Order Now.

Tip

- Please note that you can order only one document at a time.

PubMed

1. Enter PubMed by going to http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?tool=infoexpress

2. Enter the terms you want to search and click on Go.

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3. The next page displays your search results. Click on the check boxes next to the article(s) you want to order. Then, go to the top right pull-down menu defaulting to Send To and select Order.

4. The order list page cites the article(s) you are ordering. If you are a registered user, scroll down and enter your User ID and Password; then click on Order Now at the bottom left of the page. If you haven't yet registered, complete the information in the new user area, then click Order Now.

SciFinder

1. Sign into your SciFinder account, and perform your search.

2. On the search results page, click on the check box(es) to the left of the citation(s).

3. Click on the Full Text icon in the toolbar at the top of the screen. This opens the ChemPort Connection.

4. Click on Full-Text Options next to each citation.

5. Place your order by clicking the Information Express option for ordering articles under "Your organization's document resources".

6. The order list page cites the article you are ordering. If you are a registered user, scroll down and enter your User ID and Password; then click on Order Now at the bottom left of the page. If you haven't yet registered, complete the information in the new user area, then click Order Now.

Most article requests are filled within 1-3 days. Articles will arrive via email, regular mail, or fax, depending on the nature of the request. **For questions about an order you have placed, call Information Express at 650-494-8787 or email service@ieonline.com.**

To learn more about other databases with gateways to Information Express, please contact your librarian or Information Express.