

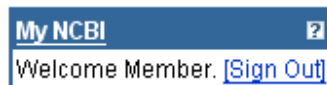
## Register (only once) for My NCBI



1. Click **Register** in the My NCBI box OR click **My NCBI** and **Register for an Account**. Alternatively, click the link: **See more sign in options for My NCBI partner organizations**
2. Create a case sensitive user name and password following the instructions
3. Choose a security question and answer
4. Type in the appropriate security letters.
5. Optional: provide an email address; this option may be changed later.
6. Click **Register**.

NCBI sends a confirmation email message to an address provided during registration or from **Preferences**. Upon receipt, click the link in the email message. After an email address is confirmed, automatic email updates of searches will be received and the username may be retrieved.

Once registered, “Welcome *user name*” appears.



## Sign In and Sign Out

1. Click **Sign In** in the My NCBI box OR click **My NCBI** under **PubMed Services**.
2. Enter your user name and password.
3. Optional: **Keep me signed in** creates a permanent cookie and My NCBI will be indefinitely available from that computer. Otherwise, the account is active for the current session only; closing the browser automatically signs one out. Similarly, My NCBI can remember a username.
4. Click on **Sign Out** anytime to sign out. Your password may be changed, but your user name is permanent.

## Save Collections of Citations

Saving citations to a permanent Collection may be done either from the search results screen or from the Clipboard. Each Collection may have up to 1500 items; each account allows up to 100 Collections.

1. Run a PubMed search; select the desired citation(s) using the check boxes; if no items are selected, all results up to 500 items will be sent to Collections
2. From the Display line, use the **Send To** drop-down menu, click on **Collections**
3. A pop-up confirmation window will appear when selecting all results or more than 500 citations. Click **OK**.
4. In the **Save Collection** window, create and name a new collection OR append selected items to an existing collection
5. Click **Save**

## Update and Access Collections

- From **My NCBI Home** or **My Saved Data**, click the **name** of the Collection OR
- From **My Saved Data**, click **Manage my Collections**, then click the collection **name**
- To send the entire Collection to PubMed use the **Manage my Collections** link, then click **View in PubMed**

<input type="checkbox"/>	Name	Last Modified	Items
<input type="checkbox"/>	auditory paper (View in PubMed)	4 months ago	231
<input type="checkbox"/>	For my patients (View in PubMed)	5 months ago	112
<input type="checkbox"/>	brain paper (View in PubMed)	21 days ago	59

Merge PubMed Collections      Delete PubMed Collections

Developed and updated by NN/LM staff. Funded by NLM under contract No. N01-LM-6-3503 with UIC. This brochure may be freely reproduced. It is available at: <http://nmlm.gov/training/resources/myncbtri.pdf>  
Revised: October 2008



The National Center for Biotechnology Information (NCBI) of the U.S. National Library of Medicine (NLM) provides the My NCBI tool in **PubMed**® which, once signed in, retains user information and preferences to provide customized services. Available at: **pubmed.gov**

## My NCBI Features

- Save searches, collections of citations and/or bibliographies
- Set up automatic email updates of searches
- Select filtering options to customize and group search results
- Display links to a library's full text articles through **LinkOut**
- Apply **User Preferences** including highlighting search terms, changing the single citation display format and updating email addresses
- Link to My NCBI partner organizations
- Create institutional shared accounts to save particular filters or preferences

## Assistance and Training

Click **About My NCBI** for Help Topics.

The National Network of Libraries of Medicine (NN/LM), an outreach program of NLM, provides assistance and training nationwide. To find a local library, please call 800-338-7657 or go to <http://nmlm.gov/members/>

## Save Search Strategies

Permanently save search strategies to be retrieved as needed or to be run at determined intervals and emailed.

1. Run a search in PubMed
2. Click on **Save Search**, located next to the search box

end stage renal

3. A new window opens up. Sign in (if necessary), change the name of the search if needed and click **SAVE**

## View Searches

- Click **My NCBI**
- From **My NCBI Home**, click **Saved Searches** then the **name** of the search OR from **My Saved Data**, click the **name** of the search

## Create Automatic Email Updates

1. Access the search (see above)
2. Optional: change the name of the search
3. Select how often to receive updates
4. Select the appropriate format(s)
5. Select how many citations to receive; recommended: begin with a high number and reduce as necessary
6. Optional: to verify the search is running, check **Send even when there aren't any new results**
7. Click **Save**

## Manage Searches

In My NCBI, click **My Saved Data**, and then click **Manage my Saved Searches**. In the resulting **PubMed Searches** section, delete searches, run searches in PubMed by clicking **View Results**, and view new items since the search was last run.

The screenshot shows the PubMed search page. At the top, there are logos for NCBI, PubMed, and the National Library of Medicine (NLM). Below the logos, there are navigation tabs for 'All Databases', 'PubMed', 'Nucleotide', 'Protein', 'Genome', 'Structure', 'OMIM', 'PMC', 'Journals', and 'Books'. The search bar contains the text 'end stage renal' and has buttons for 'Go', 'Clear', and 'Save Search'. Below the search bar, there are tabs for 'Limits', 'Preview/Index', 'History', 'Clipboard', and 'Details'. The 'Display' dropdown is set to 'Summary', 'Show' is set to '20', and 'Sort by' is set to 'Relevance'. At the bottom, there are statistics for the search: 'All: 14518', 'Clinical Trial: 976', 'Female: 7753', 'Review: 2849', and 'uiclib: 10135'.

## Bibliographies

**My Bibliography** collects PubMed citations for one author's publications. Link the My NCBI account with partner organizations such as the NIH Manuscript Submission System to share information.

## Search Filters

Use filters to group search results by areas of interest. Up to five filter tabs may be set and these appear below the **Display** drop-down menu. Filter selections are in effect only when signed in to My NCBI.



The **Tool Icon** after the filter tabs links directly to My NCBI **Search Filters**. Alternatively, in My NCBI, click on **Search Filters** from the left side bar, then select the **PubMed** database.

## Set Filter Tabs

- **My Filters** displays currently active filter tabs and icon settings
- For **Frequently Requested Filters**, click the box to select or deselect a filter

PubMed Searches		
<input type="checkbox"/> Name ▲	Last Searched	Schedule
<input type="checkbox"/> "Anterior Cruciate Ligament" (View Results)	21 days ago	monthly
<input type="checkbox"/> British Journal search (View Results)	4 months ago	daily
<input type="checkbox"/> depression (View Results)	last year	weekly

- **Browse Filters** offers:

1. **Link-Out** – group records with links to resources provided by outside organizations including a local library
2. **Links** – group records with links to other Entrez databases
3. **Properties** – group records by subject areas, such as age groups, gender, languages or specific subsets

- **Search for Filters** by name or description  
Optional: create a specific URL to share filter selections. In My NCBI, click **Search Filters**, then check the **Institutions** box.

## Set a Local Library Filter

1. Access **Search Filters**
2. Select **Browse Filters**, then **LinkOut**, then **Libraries**
3. Click on the desired library link
4. Check the box next to **Add as a result tab** and/or the **Add as a link icon**

There is no limit to the number of icons permitted; only five tabs are allowed.

## Additional Searching Option



**Tack Symbol** appears on a filter tab when it is clicked (e.g. Review).

Click the tack to append the filter to the search (e.g. the example above becomes: end state renal AND "review"[Filter]).