Using your My NCBI Account on PubMed: Set-Up, Customizing (Including LinkOut for NUHS), Highlighting, and Saving Searches

Having a My NCBI account allows you to save searches and results and features an option to automatically update and e-mail search results from your saved searches. This will allow you to keep your presentations up to date by providing you with new citations on your topic.

My NCBI includes additional features for highlighting search terms…this will help you to browse through a list of citations quickly by making your search terms more visible.

But probably the most useful feature is that once you have set up your My NCBI account properly, you will be able to filter search results to identify research articles (and you probably also want human subjects only), review articles, articles written in English, and what the NUHS library has available online and in print.

Registering for My NCBI
1.   From PubMed, click on *Sign in to NCBI* in the top right corner of screen.
2.   In the box to the left, click on *Register for a NCBI account*.
3.   Follow the instructions for creating your account.
4.   The e-mail account that you supply is used to send you requested search updates and also in case you forget your login information.
5.   Note: To use My NCBI, your Web browser must be set to accept cookies and to allow pop-ups from NCBI Web pages.

Signing in and out of My NCBI
1.   Enter your user name and password.
2.   Click Sign In
3.   Click the "*Keep me signed in unless I sign out*" checkbox to create a permanent cookie so after you sign in, My NCBI will be indefinitely available from your computer without signing in again.
4.   Click *Sign Out* from the My NCBI header to sign out.
Note:
•   If the "*Keep me signed in*" checkbox is not checked your My NCBI account will be active for your current session only. You will be automatically signed out after you close your browser window.
•   You may sign out at any time to sever your access to My NCBI whether you sign in using the session-only option or automatic sign in.

Customizing your My NCBI account
Setting Filters
1.   Sign in to My NCBI if you have not already done so.

2. In the lower right corner of the My NCBI page, select (activate) the Filters that you wish to apply and for which database (PubMed).
3. *Popular* filters will create subsets of your search results so that you can view the citations that fit that requirement (e.g., review articles, clinical trials, English language, human subjects).
4. When you are finished selecting *Popular* filters, next click on *LinkOut* from *Select Category*, then from the alphabetical list under *Libraries*, click on both boxes for *National University of Health Sciences*. Now when you view your search results in the Abstracts display format, our icons will appear to identify print and online availability.
5. Additional filters are available under the *Properties* and *Links* categories.

Highlighting search terms, Auto Suggest, Results Display Settings

1. Sign in to My NCBI if you have not already done so.
2. Near the top right, click on *NCBI Site Preferences*.
3. Under *Common Preferences*, click on *Highlighting* and choose a highlight color and click OK.
4. Preferences also allow you to turn *Auto Suggest* on and off.
5. Under *PubMed Preferences*, click on *Result Display Settings* to set your preferred display format (e.g., Summary, Abstract), number of citations displayed per page (e.g., 20, 50, 100, 200) and the order in which the citations will appear (e.g., Recently Added, Publication Date, Journal).

Saving your search & automatic e-mail updates

To save your searches and set up automatic e-mail updates:

1. Sign in to My NCBI if you have not already done so.
2. Run your search.
3. Click the *Save Search* link next to the query box Clear button. A separate window will open to prompt you for additional information about the search you are saving.
4. Create a name for your search. The name of the saved search will be included in the Subject of the automatic e-mail update messages.
5. Click the *Yes* radio button to receive automatic e-mail updates of new search results or OK to simply save the search.
6. If you selected *Yes* to receive e-mail updates of search results, enter an address in the e-mail box if it is empty. This address will be used for all e-mail updates for the account.
7. You can change the frequency of your updates by changing the defaults under *How Often?* E-mailed updates will be sent daily on the scheduled days starting from the day after the schedule is set.
8. Select the Format and either HTML or Text.
9. You may also change the maximum number of items to be sent and add additional text, up to 200 characters, to the automatic updates.
10. Click OK to save your search in My NCBI.