

## Additional Features Offered by My NCBI

My NCBI also includes other research customizing features. These allow you to:

- Set and customize “Filters” to refine and narrow your search results.
- Quickly spot your search terms with highlighting colors.
- Update and change individual user preferences.
- Save article citations to the PubMed “Clipboard” and email, send to, or create collections.

Use “About MyNCBI” for help with a variety of topics.

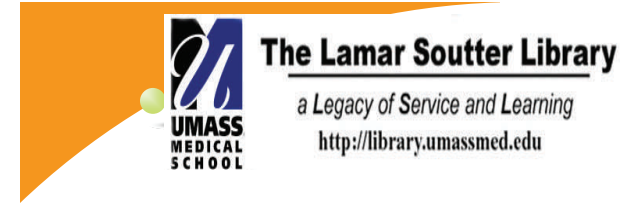


For More Information:

refstaff@umassmed.edu

Or Call Us:

(508) 856-6099



Customizing Your Research Process With

# My NCBI

Available (Free!) from



# My NCBI, PubMed's Customization Portal

My NCBI is a free PubMed tool offering customization for your research process. Once registered, you may save your searches, set up alerts, and use a variety of other features that lets **you** manage your research the way **you** want.

## Getting Started:

- Make sure your internet browser allows pop-ups from NCBI web pages.
- Register for a **free** account, similar to registering for web-based email.
- Links to register (and sign in) are located in the top-right of the PubMed pages:



- After registering, you will receive a confirmation email from My NCBI. Reply as directed to complete your registration.

## Saving a Search

Register or Sign in to My NCBI to save your searches for later use.

- After running a search, click on:

[Save Search](#)

(located next to the search box)

- A box will pop up, allowing you to edit the name of the search.
- Click "Save" to save the search.

## Setting Up Email Alerts

- After clicking "Save," more details will appear.
- Indicate how frequently you want email alerts to be sent to you.
- If the email box is empty, type in the address where the alerts will be sent.
- On the **Saved Data** page, you can edit alert settings by clicking on the **Manage My Saved Searches** heading at the top of the list.

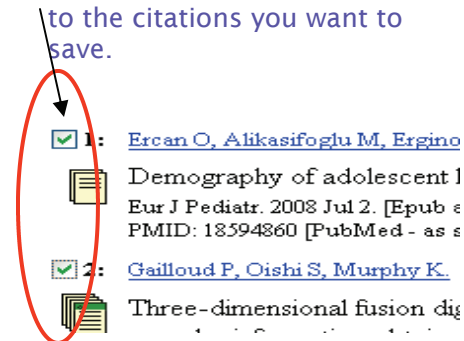
Return to PubMed using the link in the blue bar at the top of the page.

## Managing Collections

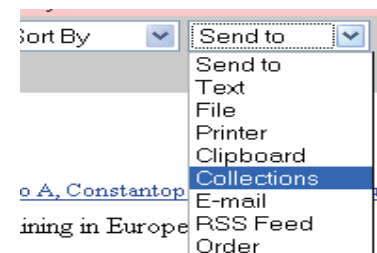
My NCBI can be used to save article citations; NCBI refers to this as Managing your Collections.

To Manage Your Collections:

- Check the individual boxes next to the citations you want to save.



- From the "Send To" drop-down box located above the list of citations, click "Collections":



- A box will pop up, where you can name a new collection or send the selected citations to an already existing collection.