



## Saving Searches In PubMed: My NCBI

### Sign in or Register

Connect to <http://www.mcclibrary.duke.edu/pubmed>. In the upper right corner of the screen click on **My NCBI**. If you have a My NCBI account, you can sign in using your username and password. New users may register by clicking on **Register for an account**.

### Save a Search | Get Updates via Email

My NCBI allows you to save search strategies. It can also deliver updates of search results to your email on a schedule that you determine.

#### Creating a Search Strategy

There are two ways to create a search strategy in PubMed.

1. Enter all terms into the search box, e.g. osteoarthritis AND (exercise OR exercise therapy).
2. On the **Advanced Search** page, build a strategy from the *History* using search numbers, e.g., #1, or click the *Add to builder* link corresponding with the relevant search sets.
  - #4 Search **#1 AND (#2 OR #3)**
  - #3 Search **exercise therapy**
  - #2 Search **exercise**
  - #1 Search **osteoarthritis**

#### Saving a Search Strategy

1. From the Results screen, click on **Create alert** below the search box. **NOTE:** The entire session history will not be saved, only the search statement that you are currently viewing. This search statement should include all relevant concepts.
2. Sign in to **My NCBI**, if you are not already.
3. Review the search strategy for accuracy. Note that set numbers have been replaced by the terms searched.
4. Enter a new name for the search and click **Save**. **SUGGESTION:** Choose a name that is short and meaningful.
5. Select **No** or **Yes** to receive email updates.
6. If **Yes**, fill in the form indicating how often to get updates, the result format, and the number of items to send.
7. To access, delete, or edit settings of a search, sign into **My NCBI** and click on **Manage Saved Searches**.

### Save Citations into My NCBI Collections

My NCBI also allows you to save individual citations indefinitely. You may create multiple collections within My NCBI for specific research projects that may be viewed privately or publicly shared with others.

#### Saving Selected Citations

1. After running a search, select the citations that you would like to save from the Results list by placing a checkmark in the box next to the citation.
2. Using the **Send to** dropdown menu above the results, select **Collections**.
3. Click on **Add to Collections**. **Note: Don't choose My Bibliography**, as this is a separate function tied to the NIH open access policy, not a way to build a bibliography for a research topic.
4. Select whether you would like to create a new collection for the citations, which is the default option, or append (add) them to an existing collection.
5. Enter a name for your new collection or choose an existing collection from the dropdown menu. Click **Save**. **SUGGESTION:** If you choose to create a new collection, choose a name that is short and meaningful.
6. To access, delete, or share collections, sign into **My NCBI** and click on **Manage Collections**.