## Saving Searches and Search Results in PubMed (updated 11/2014):

## I. For best access to full-text articles always start at the McGoogan Library's website
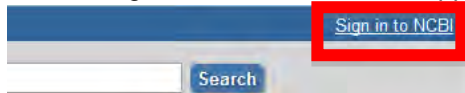
1. Go to the Library's homepage http://www.unmc.edu/library
2. Click on the "Literature Databases" button
3. The next step is different depending on whether you're on- or off-campus.
   a. If you're on-campus:
      i. click on the "MEDLINE via PubMed" link.
      ii. Then, to prepare to save your work, click on the "Sign Into NCBI" link at the upper, right-hand corner of the PubMed homepage.

   b. If you're off-campus and think you might want to save results or searches:
      Click the "MyNCBI Off-campus logon" link.
      If you're not registered yet, go to the next section "Registering for an account – step 2"
      If you are registered, login, a hit the "Search" button to get to the PubMed homepage.
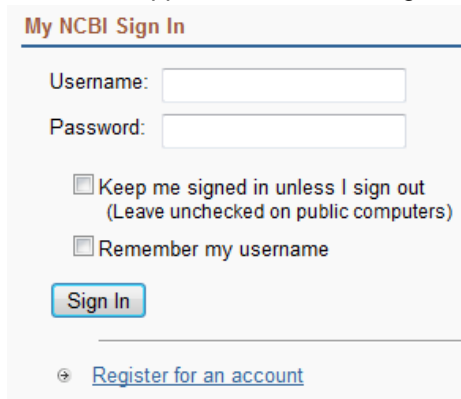


## II. Customizing My NCBI and Saving searches and collections in My NCBI

### A. Registering for an account:

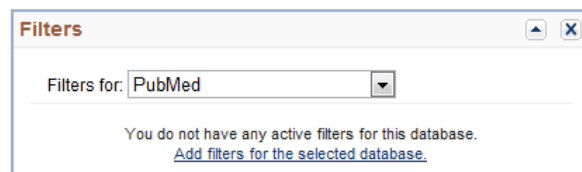1. Click on the "Sign in to NCBI" link in the upper right-hand corner of the PubMed page.



2. Login boxes will appear. Click the "Register for an account" link below the "Sign In " button.
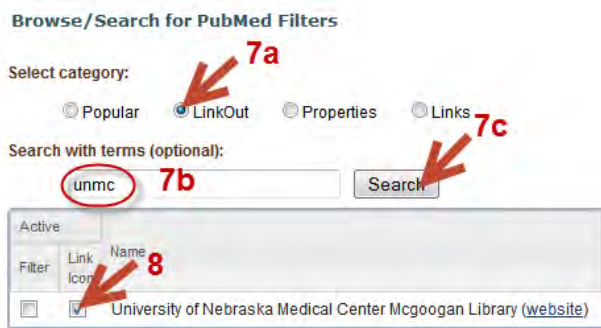


### B. Customize your account so you can "GetIt!@UNMC" buttons when you're logged into My NCBI.

1. If you're not already looking at your "My NCBI" page, click on the "My NCBI" or "NCBI" link at the upper, right-hand corner of the PubMed page. Log into My NCBI if asked to do so.
2. Find the "Filters" box.



3. If PubMed does not appear in the "Filter for:" drop-down menu by default, select "PubMed".
4. Click on the "Add filters for the selected database" link.
5. The "Filters" page will appear.
6. You may wish to select the "popular" filters "free full text" and "review"
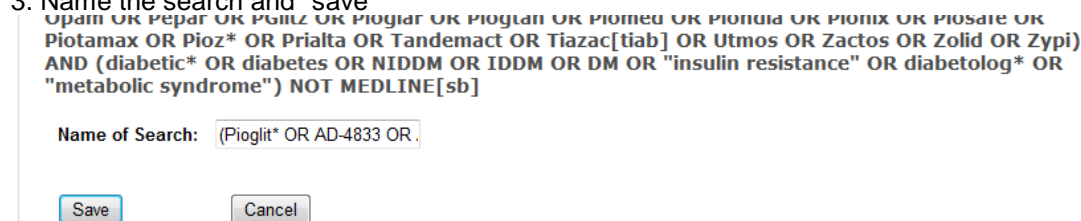
7. After making your selections from the "Popular" filter list,
   a. Click the radiobutton (round button) in front of **"LinkOut"**
   b. Enter -- **UNMC** -- in the search box
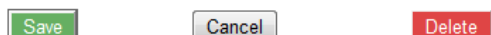   c. Hit the "Search" button.



8. **Click on the box for "Link icon"** to get "GetIt!@UNMC buttons" and/or "UNMC Full-text" buttons that will help you access electronic full-text licensed by our library.

## C. Saving Searches

1. Go to PubMed. Run your search.
2. Click the "Save search" link below the search box. If you're not already logged in, you will be asked to do so.
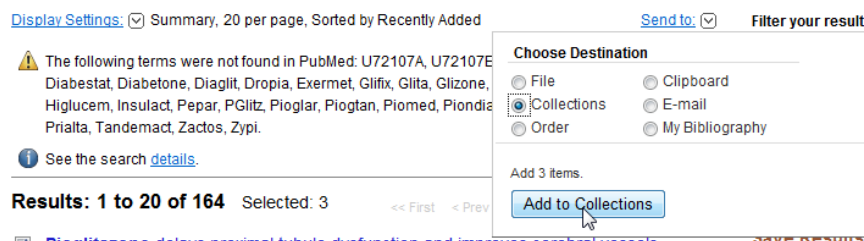3. Name the search and "save"



4. You will then be asked if you want updates. I find that it's usually more convenient to go back to My NCBI and get the updated results when I have time to deal with them. I never request automatic updates. I just hit the "Save button"



## D. Saving Groups of Records ("collections")

1. To save a group of records, click the boxes in front of the records (or leave the boxes blank to save all).
2. Use the "Send to" menu above the result list to select **"collections"** (the clipboard is not a permanent location and is not without My NCBI)
3. Click the "Add to Collections" button that appears.



4. You can create a new collection or append to an old collection.

## III. Retrieving a saved search or a saved collection

A. Click the "My NCBI" link on the right-hand side of the page. If you are not already logged in, do so.



B. Find the "Saved Searches" or the "Collections" box. Click on the search or collection name to retrieve all results, or, for searches, click the "What's new" link to see new results since your last search.