



Duke University  
**Medical Center Library**

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## **Saving Searches In PubMed: My NCBI**

### **Sign in or Register**

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

### **Saving a Search**

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. Build a strategy from the search *History* using search numbers, e.g., #1  
#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 **Save Search** to the right of the search box. **NOTE:** The entire search history will not be saved, only the search statement that you select to view. This search statement should include all concepts relevant to the strategy.
2. In a new window, you will be prompted to 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 Note that set numbers have been replaced by the terms searched.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 citations to send.
7. Saved searches may be accessed or deleted, and settings edited, by clicking on **My NCBI**.

### **Saving Citations into My NCBI Collections**

My NCBI 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. If a new window does not immediately appear, look for a pink bar containing a link to **My NCBI Collections**.
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 new name for the collection and click **Save**. **SUGGESTION:** If you choose to create a new collection, choose a name that is short and meaningful.
6. Saved collections may be accessed or deleted by clicking on **My NCBI**.

