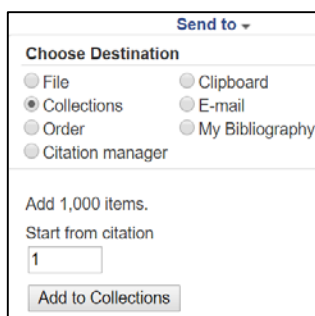## Collections

Save citations to a permanent Collection from Search Results, Clipboard, or Recent Activity.

- **My Bibliography** and **Other Citations** are collections focused on an author; in addition to PubMed citations, presentations, books, abstracts, and non-PubMed journal citations may be entered and stored.
- Create an unlimited number of individual **Collections** with an unlimited number of citations or use **Favorites**.

To create a **Collection**:

1. After a search, select the desired citation(s) using the check box(es); if no items are selected, the first 1000 citations will be sent to **Collections** or the first 500 citations to **My Bibliography**.
2. Use the **Send To** drop-down menu and click **Collections** or **My Bibliography**, then click the **Add To** button.
3. Create and name a new Collection or append the selected items to an existing Collection; then click **Save**.

Collection options include:

- Share the collection by making it **Public**. Click on the link under **Settings/Sharing** to make changes.
- Merge or delete checked collections by selecting the **Manage Collections** link.

View Recent Activity

When signed in, My NCBI will save your **Recent Activity** for six months. Click a link to run a past search, create a new saved search or add a previously viewed citation to a collection. **Clear** deletes all **Recent Activity**.

Change NCBI Account Settings

Click on the user name to update your e-mail address, password, and designate a delegate.

Customize This Page

Move windows, minimize or remove icons. To restore deleted windows, click **Customize this Page**.

NCBI Site Preferences

Common Preferences include highlighting, turning the Auto Suggest on or off, and using Shared Settings to share filters and outside tool settings with others.

PubMed Preferences include setting Abstract Supplemental Data to Open, view MeSH headings in the Abstract display, and use the Result Display Settings to save the default display format and sort settings.

SciENcv

Create an online professional profile that you can make public and share with others. You can document your education, research activities, publications, honors, research grants, and professional contributions.

Reviewed: January 2018

NIH U.S. National Library of Medicine

PubMed   My NCBI

The National Center for Biotechnology Information (NCBI) of the U.S. National Library of Medicine (NLM) provides the My NCBI tool which, once signed in, retains user information and preferences to provide customized services in PubMed and other databases. Available at **PubMed.gov**.

My NCBI Features in PubMed

- Save searches & get e-mail alerts
- Display format preferences
- Filter options
- My Bibliography & NIH public access policy compliance
- SciENcv: a researcher biosketch profile service
- Highlighting search terms
- Recent activity searches & records for 6 months
- LinkOut, document delivery service & outside tool selections

Assistance and Training

In My NCBI, click **Help** to access the online My NCBI Help Manual.

Online tutorials and quick tours are also available.

Register (once) for My NCBI

1. Click "**Sign In to NCBI**" located on the top right of PubMed. `Sign in to NCBI`
2. Sign in with Google, NIH Login, era Commons, click "**See More 3rd Party Sign In Options**", or click "**Register for a NCBI account.**"
3. Follow the instructions to create a case sensitive permanent user name and password (The password can be changed later.)
4. Provide an e-mail address (which you can change or remove later.)
5. Select a security question and answer.
6. Enter the Security Code provided.
7. Click the "**Create Account**" button.

`member   My NCBI   Sign Out`

Once registered the user name appears in the upper right.

After registration and when an e-mail address is updated, NCBI sends a confirmation e-mail message to that address. Upon receipt, click the link in the e-mail. Once an address is confirmed, automatic e-mail updates of searches will be received and the user name (if forgotten) may be retrieved.

Sign In and Sign Out

1. Click **Sign in to NCBI**
2. Enter your username and password
3. Optional: check "**Keep Me Signed In**" to stay signed in indefinitely on that computer. If you do not select this, the account will stay signed in until you close your browser.
4. Click **Sign Out** anytime to sign out.

[PubMed search screenshot]

PubMed ▼ total colectomy ⊗ Search

Create RSS   Create alert   Advanced   Help

Format: Summary ▾   Sort by: Most Recent ▾   Send to ▾

Search results

Items: 1 to 20 of 4603   << First < Prev Page 1 of 231 Next > Last >>

1. ☐ Modified Martius flap procedure for refractory ileal pouch-vestibular fistula: a report of three cases.
   Araki T, Okita Y, Kawamura M, Kondo S, Toiyama Y, Hiro J, Yoshiyama S, Uchida K, Kusunoki M.
   Int J Colorectal Dis. 2016 Dec 29. doi: 10.1007/s00384-016-2746-8. [Epub ahead of print]
   PMID: 28035458
   Similar articles

2. ☐ A prospective case control study of functional outcomes and related quality of life after colectomy for neoplasia.
   Brigic A, Sakuma S, Lovegrove RE, Bassett P, Faiz O, Clark SK, Mortensen N, Kennedy RH.
   Int J Colorectal Dis. 2016 Dec 28. doi: 10.1007/s00384-016-2714-3. [Epub ahead of print]

Filter your results:
- All (4603)
- Ahead of Print (35)
- University of Maryland, Baltimore (2978)
- Citations: PubMed - as supplied by publisher (44)
- Citations: PubMed - in process (132)
- Citations: PubMed - indexed for MEDLINE (4268)
- Citations: PubMed - not MedLine (159)
- Citations: Old Medline (0)

Manage Filters

Create an Alert (Save Your Search)

Permanently save search strategies and retrieve results as needed.

To Create a Saved Search

1. Run a Search in PubMed.
2. Click "Create Alert" (Sign in to My NCBI).
3. Update the "**Name of Saved Search.**"
4. Under e-mail updates, select "**No, Thanks.**"

To Create an Alert

1. Follow Steps 1-3 above. Under e-mail updates, select "**Yes, Please.**"
2. Choose and select your options. They include: **E-mail, Schedule, Formats,** and **Number of Items.**
3. Click **Save.**

Access Saved Search Strategies

In My NCBI, in the Saved Searches Box:
- Rerun a search by clicking the name of the search. Limits from the search will be utilized.
- Use the Gear icon to manage or update alert or e-mail settings.
- Click Manage Saved Searches to access, view, and delete search strategies.
- See What's New since the search was last run.

Search with My NCBI Filters

Limit your search results using customized filters. They can enhance your PubMed search results with the standard filters on the left hand navigation bar; My NBCI filters are on the right and are effective only when signed in to My NCBI.

- Activate a My NCBI filter from the search results page by clicking the filter name under "**Filter Your Results.**"
- Click "**Manage Filters**" to change filters.
- The **Filter List** displayed on the left are the current active filters (fifteen maximum) and icons (no maximum).
- The "Create Custom Filter" button allows you to develop your own filter that cannot be added to a search.
- The right side allows you to Browse or Search for PubMed Filters. (You can Link Out to your library's collection for instance.)
- Click on a box to activate or deactivate a filter or icon.

[Saved Searches / Filters panels]

Saved Searches

Search Name	What's New	Last Searched
PubMed Searches		
patient safety ⚙	0	4 days ago
osteoarthritis ⚙	28	6 days ago
Dr Xaio ⚙	12	1 month ago

Manage Saved Searches »

Filters

Filters for: PubMed (4 active) ▾

Active	Name	Type
☑ ⚙	Patient Safety	Custom
☑	English & Humans	Standard filter
☑	University of Illinois at Chicago Library	Standard filter
☑	University of Illinois at Chicago Library	Standard provider icon

Manage Filters »