



## Using MyNCBI

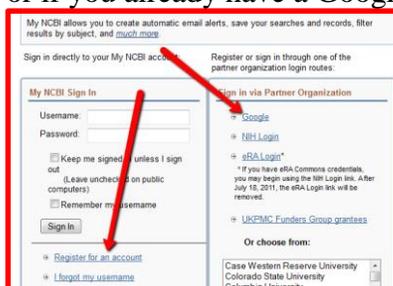
This handout has been designed to show you how to set up an auto-alert in PubMed. An auto-alert will email you when new articles are published on a given topic.

### Creating an Auto Alert using a MyNCBI Account

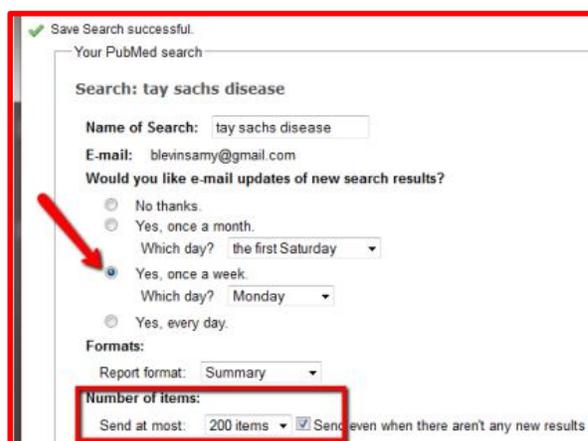
1. Access PubMed through the Hardin Library webpage.
2. Run a search as you normally would. Also, remember to use limits for age groups, language and species when appropriate. DO NOT use date limits (If you need assistance with running an effective search, contact Amy and/or refer to the PubMed help sheet linked from the “Health Sciences Resources A-Z” page on the Hardin Library website <http://www.lib.uiowa.edu/hardin/pubmed.html>)
3. When you are satisfied with your search strategy, click “Save Search.”



4. You will see two options to sign into MyNCBI. You can choose to register for an account or if you already have a Google Account, you can link it to MyNCBI.



5. Once you have established an account, you will be prompted to name your search. Once you pick a simple name, click the “Save” button.
6. Now, you have the option of setting up an auto alert. On the options screen:
  - a. Select “Yes, once a week.”
  - b. Leave “Formats” as it is.
  - c. For “Number of items” change the option to 200 (you will still only get one email a week) and select “Send even when there aren’t any new results.” This will ensure that you know right away if your auto-alert is not working.
7. Go back to the PubMed home screen. (there’s a link near the bottom center of the screen).





8. Click on the link for “Advanced Search.”
9. Now, delete your search history from the screen.

History [Clear history](#)

Search	Add to builder	Query	Items found	Time
#1	<a href="#">Add</a>	Search tay sachs	<a href="#">1656</a>	15:38:08

10. Repeat steps 2-6.

### **Modifying or Deleting Searches**

1. Access PubMed.
2. Click on the link near the top right of the screen that says “My NCBI.”
3. Enter your username and password (if you don’t remember what it is, use the link that says “I forgot my username” or “I forgot my password” and it will be emailed to you.
4. Near the top of the screen will be your “Saved Searches” box.
5. Click on the link for “gear-like” symbol to edit your search.

**Saved Searches**

Search Name	What's New	Last Searched
<b>PubMed Searches</b>		
<a href="#">tay sachs disease</a>	<a href="#">0</a>	today
<a href="#">MohammadBlanket</a>	<a href="#">1</a>	3 months ago

You can either use the little red button on the bottom of the screen to delete the search, or you can change your option in “Would you like e-mail updates of new search results?” to “No” which will save the search forever but stop the emails from coming to you.