Part 1 - Creating a My NCBI Account

Step 1.
Click on My NCBI in the upper right of the PubMed screen:

Step 2.
Use the link, Register for an account on the left, or sign up via a Partner Organization on the right.
Step 3.

On the Register screen, fill in the requested information and write this information here for future reference.

![Register Form]

Step 4.
Click the Register button!

Step 5.
Access your e-mail and open the message:

From: Entrez Feedback
Subject: My NCBI automatic updates confirmation

Step 6.
Click on the first link for:
- To complete your registration, you must visit the following Web site:

Conratulations, your My NCBI account is ready to go!
Part 2 - Setting up Filters & Your Library’s Icon

Filter for a Topic, e.g., AIDS, Dentistry, Bioethics.

Step 1.
Run any search in PubMed. Click on **Manage Filters** on the right of the screen.

Step 2.
The filters you select on the right will show up on the left.

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**Check Free Full Text & Review to retain these.**

**Check any others that will be helpful to you.**
Step 3.
Change the category to Properties and scroll down to expand Subsets.

Step 4.
From the list of Subsets activate filters for AIDS, Bioethics, Cancer, Dental journals, Nursing journals, or other subsets.
Step 5.

Now, we will add a filter for your library’s subscriptions and turn on your library’s link icon.

1. Change the Filter select category to LinkOut. (1.)
2. Search for your library’s name. (2 & 3)
3. Check the boxes for Filter and Link Icon. (4 & 5)

Congratulations! If you run a search, you will see filters for your subsets, but wait until after the next step.
Part 3 – Creating a Custom Filter for Free Full Text

Step 1.
While in the Filters section of My NCBI, click on Create custom filter.

Step 2. On the “Add Custom Filter in PubMed” screen:
1. Enter a name, e.g., Free plus Summa.
2. In the “Search” box, enter this search: free full text [filter] OR loprovsummalib [filter]
   Be sure to put filter in square brackets (NOT curly, NOT parens) and OR in caps.
Step 3.
Click Run Filter and check the number that displays with the instructor.

Step 4.
Click Save Filter

Step 5. Go back to PubMed (use the link in footer)…

This example shows a filter for the library’s subscriptions and the custom filter that combines the Free Full Text filter with the library’s filter to gather articles that are free to patrons from any source.

- Clicking on a filter link takes you to the subset of results for that filter.
When viewing search results in the Abstract format, look for your library’s icon to link to the full text:

**A national evaluation of community-based youth cessation programs: design and implementation.**

Curry SJ, Mermelstein RJ, Sporer AK, Emery SL, Berbaum ML, Campbell RT, Carusi C, Flay B, Taylor K, Warnerke RB.

College of Public Health, University of Iowa, Iowa City, IA 52242, USA. susa-curry@uiowa.edu

**Abstract**

Although widely available, little is known about the effectiveness of youth cessation treatments delivered in real-world settings. The authors recruited a nonprobability sample of 41 community-based group-format programs that treated at least 15 youth per year and included evidence-based treatment components. Data collection included longitudinal surveys of youth...

…or a link for free full text:

**A theory-based video messaging mobile phone intervention for smoking cessation: randomized controlled trial.**


Clinical Trials Research Unit, University of Auckland, Auckland, New Zealand. r.whittaker@ctru.auckland.ac.nz

**Abstract**

BACKGROUND: Advances in technology allowed the development of a novel smoking cessation program delivered by video messages sent to mobile phones. This social cognitive...

**Congratulations!** You set up PubMed Filters. You can change them any time.
Part 4
Saving a search for an automatic update.

Step 1.
Run a search for a topic that you would like to monitor in the literature.

![PubMed search results](image)

Step 2.
When finished, click on “Save search,” a link above the search box.

Step 3.
On the Saved Searches screen, click on Save.
Step 4.
Set up your update on this screen. Make selections, then click the Save button.

**Congratulations**! You have set up an update. You will get e-mails showing you what’s new in the literature.
Part 5
Creating a Collection

Step 1.
Search PubMed for a topic of your research, select some citations, and use **Send to Collections**.

Step 2.
Name and save your newly created collection.

Congratulations! You have created a collection.
Part 6
Sharing a Collection

Step 1. From the My NCBI home page, click on the “Private” link for any Collection:

Step 2. Change the setting from Private to Public and click Save.

The URL can be shared with your colleagues. The HTML works with web page source code.

Congratulations! You can now share your collection of citations.