My NCBI with PubMed

My NCBI (an information system from the National Center for Biotechnology Information) saves searches and results from PubMed and features an option to automatically update and e-mail search results from your saved searches. This handout will help you set preferences to show LSUHSC-S journal holdings in PubMed, how to save searches and collections, how to share collections and finally how to pull up searches and collections when needed in the future.

Contents
Creating an Account ........................................................................................................................................... 1
Setting Preferences .............................................................................................................................................. 3
Conducting a Search Using MeSH .................................................................................................................... 9
Saving Searches and Citations .......................................................................................................................... 16
Retrieving Activity, Searches and Citations ....................................................................................................... 20

Creating an Account

1. To begin, access PubMed through the Medical Library website http://lib.sh.lsuhsc.edu. Going to PubMed, through the library's website, will show icons to the full-text online articles and those print journals owned by the library. Once at the PubMed screen, go to the upper right-hand corner and select My NCBI or Sign In.
2. Under “My NCBI Sign In” select “Register for an account” or use a Google Account to sign in.

3. Fill in a “Username,” “Password,” “Repeat Password,” “Security Question,” “Answer” and fill in your email address. Usernames must be 3 or more letters, numbers or underscores. Passwords must be 6 or more characters and are case sensitive and must match in both blanks.
4. You are signed in when you can see your username in the upper right-hand corner.

Setting Preferences

1. Once registered, look to the upper right-hand corner of the PubMed screen and select “My NCBI” to get to the “My NCBI” page.

2. Once in “My NCBI,” from the upper right corner, select “NCBI Site Preferences.”

3. Under “PubMed Preferences” click on “Filters & Icons.”
4. Once at the “You are managing filters for: PubMed” screen, click on the “LinkOut” button. After tying the button, the one box to a table starting with “Chemical Information.”

5. In the “Search with terms (optional):” box, type in “Shreveport” and then click on “Search.”

6. A list will appear on the right side. Check the boxes under “Filter” and “Link Icon” for the entry “Louisiana State University Health Sciences Center Library, Shreveport (website).” The filters should
appear on the left side of the screen under “Your PubMed filter list” as they are checked off. When finished, the left side of your screen should look like this.

![Image of PubMed filter list]

7. To return to the “My NCBI” homepage, click on “My NCBI” at the top left of the screen.

![Image of My NCBI homepage]

8. Under “Filters,” those that were just added should appear. Once again, click on “NCBI Site Preferences” on the top right side of the screen.

![Image of NCBI Site Preferences]

9. Click on “Outside Tool.”
Once at the “My NCBI – Outside Tool Preferences” click on “L,” scroll down to “Louisiana State University Health Sciences Center Library, Shreveport,” click the button next to the name, and then click on “Save” to return to the “My NCBI – Preferences” page.

10. Once back at “My NCBI Preferences,” select “Shared Settings.”
12. A pop-up window will appear. Click on “Share Filter settings,” “Share Outside Tool settings,” and then click “Save.”

13. Once back at the “My NCBI – Preferences” page, you can change your PubMed “Result Display Settings.” The default is to the “Summary” format which does not include the abstract. Displaying the abstract will indicate if LSUHSC-S electronic and print journals are available through the display of these icons:  

Click on “Result Display Settings” to change the display.
14. Click on “Abstract,” “100,” “Pub Date” and click “Save” to set “Abstract” as a default.

15. When looking at an Abstract, the following will display if owned by LSUHSC-S.
Conducting a Search Using MeSH

1. To access the PubMed database from “My NCBI Preferences” scroll down to the bottom of the page and under “Popular” column click on “PubMed.”

2. On the main PubMed database page in the right column look for MeSH. MeSH stands for Medical Subject Headings and is useful way to quickly narrow a search.

[Image of PubMed database page with highlighted MeSH Database link]
3. When MeSH is clicked, it pulls up a new screen to the MeSH database. The location is NO longer PubMed.

4. In the search box type in “Oppositional Defiant Disorder” and click search.

5. Oppositional Defiant Disorder is not in the MeSH database, but the system will map to the closest term if there is one available. To set up to search the term, click on “Add to search builder.” If there is more than one term on a page, then checkmark the terms, to use.
6. Once the “Add to search builder” button is pressed, the term will appear in the “PubMed Search Builder” box. To actually search the term in PubMed, click the “Search PubMed” button.

7. Once back into the PubMed database, the search results will automatically load. The search results may be very large.

8. To decrease the number of citations retrieved, additional MeSH terms or keywords maybe added. When adding MeSH terms or keywords, be aware that it is very easy to eliminate important and useful citations.
9. Using “Filters” on the left side of the screen allows the user searching PubMed to pull the exact type of information needed without eliminating citations that are important.

10. The most common “Filters” to use are “Article types,” “Species,” “Languages,” and “Ages.” “Filters” function like a toggle switch or a light switch. Click it once to turn a “Filter” on in a category and click it again to turn it off. Remember that within “Filter” categories the “Filters” are INCLUSIVE. So if “Clinical Trial” and “Review” are clicked then the citations may contain either “Clinical Trial” or “Review” as a “Filter” term. However, between “Filter” categories, “Filters” are EXCLUSIVE. If “Clinical Trial” and “English” are selected, then the citations must be a clinical trial that is in English.

11. Going back to the MeSH search “Attention Deficit and Disruptive Behavior Disorders,” “Filter” the results to limit the citations.

12. Under “Article types” click on “Customize.”
13. When the “Article types” selection menu opens, scroll down to “Randomized Controlled Trial” and check it off. Finally click “Save.”
14. When the screen closes under “Article types,” “Randomized Controlled Trial” will be an option now. To activate the “Filter,” click on “Randomized Controlled Trial.”

15. Next use the “Languages” “Filter” to retrieve only those records in English. Click on “Show additional filters” and then click on “Languages” and finally “Show.”

16. When “Languages” appear in the left frame click on “English.”
17. Finally limit to a specific age range by using “Ages.” Click on “Show additional filters” and then click on “Ages” and finally “Show.”

18. “Filter” the citations by “Ages” by selecting “Customize”, selecting “Preschool Child: 2-5 years” and then clicking on “Show.”

19. Once again activate the “Filter” by selecting “Preschool Child: 2-5 years.”
20. The search has been reduced from almost 27000 citations to a little over 250. Since the publications are in reserve Publication Date the newest research will always appear first.

Saving Searches and Citations

1. The search created was a little complex. Save the search to My NCBI by clicking on the “Create alert” under the “Search” box.
2. When the screen changes two options are available. To save as a monthly alert or just to save the search. Choose the appropriate option.
To save the search but NOT set up an alert.

3. To save citations there are two ways. You can save select citations or you can save an entire group of citations from a search. It is always better to try to save what you really need instead of a lot of unnecessary information. If only saving a few citations, they first must be selected by clicking on the check-box next to each citation number. In the next example, the search display has been changed back to “Summary” so how to select can be shown more easily.
4. Once the needed citations are selected, then go to upper right of the screen and select “Send to:” under “Choose Destination” select to “Collections”.

5. Under “Choose Destination” select to “Collections” and then when the “Add XXX items” comes up click on “Add to Collections.”
6. Click on “Create a new collection” and enter a name for the specific citations. [Ms. Esparza always dates and then puts in the subject. So in this case the collection name is “2017-03-27 RCT-Child 2-5-Eng-ODD”.] If a collection already exists click “Append to an existing collection” and browse for the collection name, select the name, and click “Save” to add the additional citations.

Retrieving Activity, Searches and Citations.

1. To view saved searches or collections click on “My NCBI” in the upper right corner.

2. From this screen, “Saved Searches,” saved “Collections,” and “Recent Activity” can be viewed. Click on the links to what may be needed to be viewed.
3. “Recent Activity” is tracked for about six months. This is useful if logged into My NCBI and only half the search is completed. Log in later to My NCBI to see the activity done earlier. Click on “My NCBI,” then when the My NCBI screen appears, select “See All Recent Activity.”

4. Hover over a hyperlinked line to see the full details. Clicking on the hyperlink will repeat the action associated with the link.
5. Click back on My NCBI in the upper right corner.

6. “Saved Searches” has any searches or alerts that have been saved. Clicking on the search name such as “Attention Deficit and Disruptive Behavior...,” will rerun the search. If only “What’s New” is needed and there are citations listed, then clicking on the number under “What’s New” will show only the materials added to PubMed since the search was last run.

7. To remove a search click on “Manage Saved Searches,” click on the checkbox next to the search and then click “Delete selected item(s).”

8. Click back on “My NCBI” in the upper right corner.

9. “Collections” show the sets of citations on specific topics collected in searching.

10. Click on the specific collection to retrieve the citations.
11. To share a collection, click on “edit” next to the specific collection name or under Settings/Sharing click on the 📡 icon or “Private”.

12. At the next screen, change “Private” to “Public” and click “Save.”
13. A URL will appear and this URL will allow anyone to access the citations in this specific collection. Just copy and paste into an email. To change it back to “Private” click on “make it private” or “Edit settings for this collection.”

14. If for some reason you need the URL again, just go back to the My NCBI page and under “Collections” go to Settings/Sharing column click on the icon or “Public.”

15. The Collections page for “2017-03-27 Child 2-5 RCT-Child 2-5-Eng-ODD” now displays “(Public)” in green. It shows that it is “Public” under “Collection Sharing:” and there is a new field called “Direct URL,” where the URL is listed and from which the URL can be copied. To leave the page click “Save” or “Cancel.”
For questions, contact Reference at (318) 675-5477 or Julia Esparza, Head, User Education and Outreach Services at (318) 675-4179.