Changing My NCBI Settings from Another Institution

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 change preferences to show LSUHSC-S journal holdings in PubMed. For details about registering and how to use features of My NCBI see My NCBI with PubMed handout.

STOP – In order to change preferences you must have your My NCBI sign on and password. If you don’t then you will need to get that before you can make changes.

Setting Preferences

1. Once logged in, 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. Remove the check marks for the filters linking to an old institution.

5. When you uncheck them they will disappear.
6. Next on the right side of the screen click on the “LinkOut” button.

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

8. 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.
9. To return to the “My NCBI” homepage, click on “My NCBI” at the top left of the screen.

10. Once again, click on “NCBI Site Preferences” on the top right side of the screen.

11. Click on “Outside Tool” to clear the existing “Outside Tool.”

12. Click on the “No tool selected” button and click “Save” once.
My NCBI » Outside Tool Preferences

An institution may use Outside tool to create a link on all PubMed citations to its local service.
Select the appropriate institution to activate the tool. Please contact your institution for an explanation of its service.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Show All

Save 2

1. No tool selected

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13. Once it shows “No tool selected” after SAVING. 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.

15. A pop-up window will appear. Click on “Share Filter settings,” “Share Outside Tool settings,” and then click “Save.”

16. 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: [icons]. Click on “Result Display Settings” to change the display.
14. Click on “Abstract,” “20,” “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.

For questions, contact Reference at (318) 675-5477 or Julia Esparza, Head, User Education and Outreach Services at (318) 675-4179.