Saving & Sharing Resources on PubMed

Links to instructions on PubMed

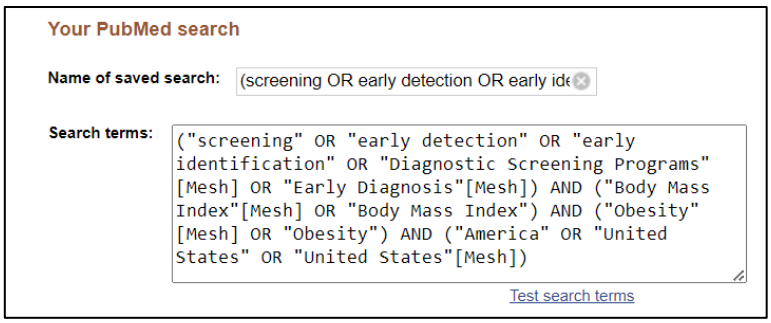
- PubMed User Guide: Saving Searches & Articles
- PubMed: Saving and Managing Searches

Creating Your NCBI Account

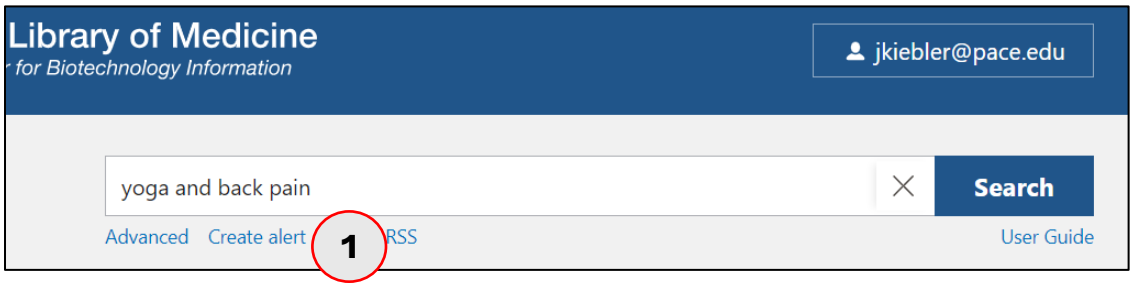
- In order to save searches and articles, you will need to have a PubMed/NCBI account.
- Watch “Creating a PubMed Account at Pace” to create yours.
  - Click the link above or visit YouTube.com
  - Search for Pace University Library
  - Search for “Creating a PubMed Account at Pace” in our videos list.

Saving Searches

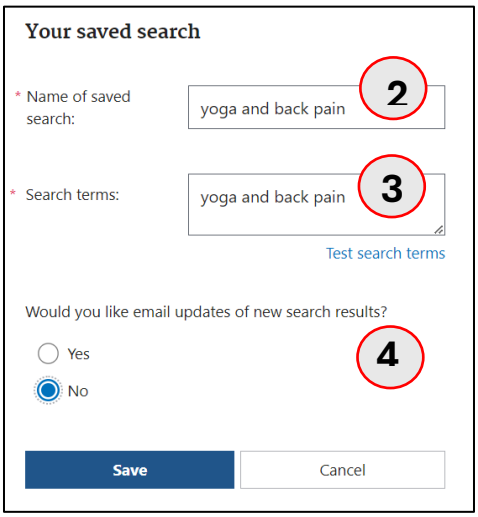
- **Why save a search?**
  - Saving a search allows you to re-run a specific set of keywords and limiters without having to re-create the entire search string. You can also access the search terms you used in order to make edits (right):



- **To save a search**, start by performing a search. At the top of the search results page, click the link to “Create alert” (1) underneath the search box.



- A new window will pop up. You can update the default name given to your search in the first box (2). Your search terms will be automatically filled into the second box (3).
- If you’d like to receive email updates when articles are added to PubMed that would fit your search terms, select “Yes” for the “Would you like email updates of new search results?” question (4). Answer the questions about alert frequency.
- If you select “No”, you can then click “Save” to save your search.



If you need any assistance, please reach out to your course librarian or the library at library.pace.edu.

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- **<u>To access your saved searches</u>**, visit your NCBI account by clicking your email in the top right corner of the page to view your search.
- Click the name of the search to re-rerun the search (5). Click the gear button (6) to view the search terms used and make changes.
- Click the numbered link under "What's New" (7) to see articles added to PubMed since you saved the search.

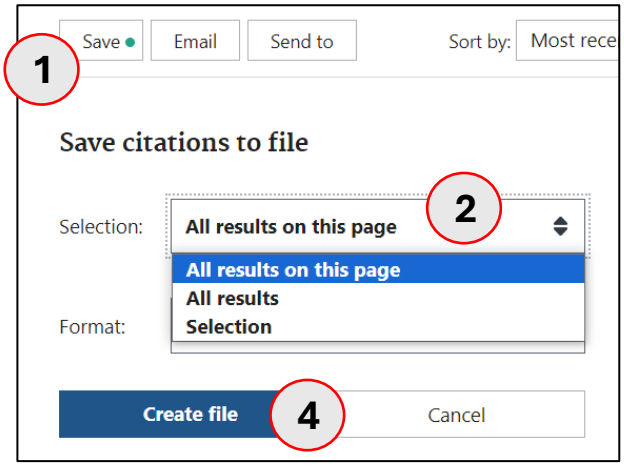
Saving Articles

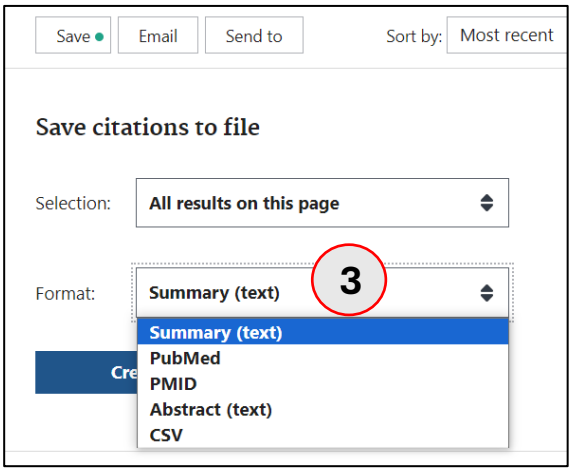
You can choose to save articles by either **1)** downloading a file list to your computer or citation manager, **2)** saving into your NCBI account, or **3)** receiving an email with summaries of the articles.

By downloading a file or receiving emails, you can more easily share your results with others like group members or professors.

Downloading a list to your computer:

- After performing a search, click the "Save" button underneath the search box on your results page (1).
- Select how many articles you would like to save (2):
  - All results on the current page
  - All results
  - Selected articles for which you have checked the box next to the title
- You can save your search results to your computer as a text file (*Summary (text)*) or a *CSV* (Excel) file (3). The *PubMed*, *PMID* and *Abstract (text)* formats will download as text tiles but only include limited information.
- Click "Create file" to download your selection (4).
- You can email this file as an attachment if needed.





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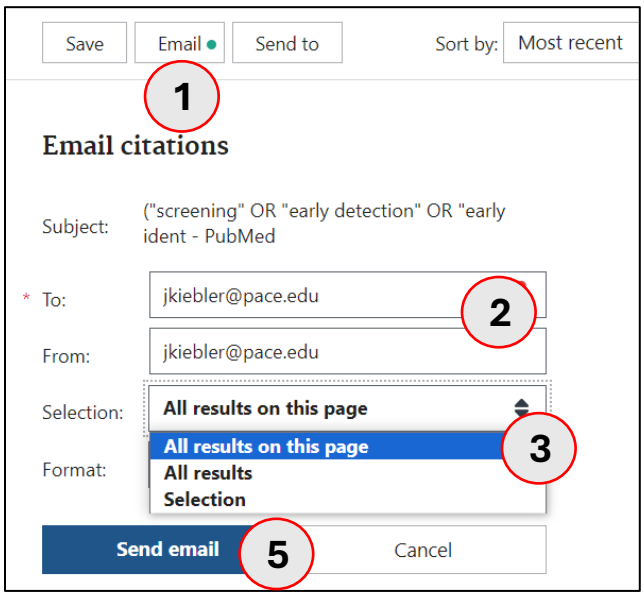
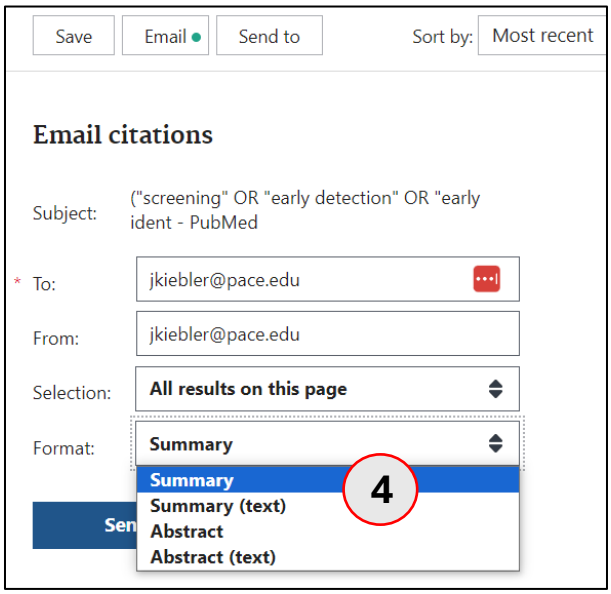
Saving & Sharing Resources on PubMed

Receive an email with article summaries:

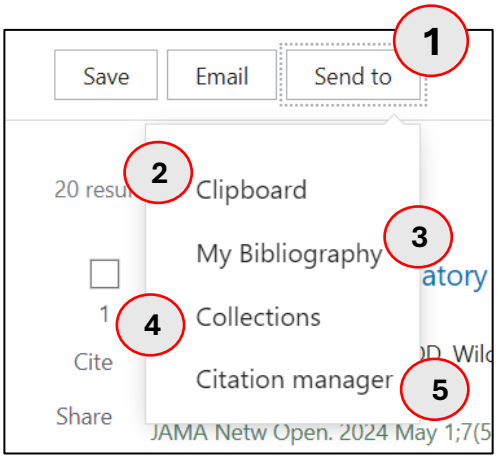
- After performing a search, click the “Email” button underneath the search box on your results page (1).
- Enter the email address where you’d like to SEND the articles into the “To” box. (2)
- Enter the email address that you would be to appear as the sender into the “From” box. This would be applicable if you were emailing them to a group member or professor. (2)
- Select how many articles you would like to save (3):
  - All results on the current page
  - All results
  - Selected articles for which you have checked the box next to the title
- The article summaries can appear in the email to include: (4)
  - Summary
  - Summary (text)
  - Abstract
  - Abstract (text)
- Click “Send email” to receive your emails (5). Depending on the size of your results, it may take a few minutes or more.





Saving articles to your NCBI account or a citation manager:

- There are a few options to save articles under the “Send To” (1) button underneath the search box.
  - **Clipboard**: This is **not a preferred option** because your clipboard expires after eight hours of inactivity. (2)
  - **My Bibliography**: This section is used by authors to track their own publications. So not necessarily applicable to your research work. (3)
  - **Collections**: This is the preferred option because you can save articles into separate, named lists. (4)
  - **Citations manager**: This will download a file to save to your citation manager like EndNote or Zotero. (5)



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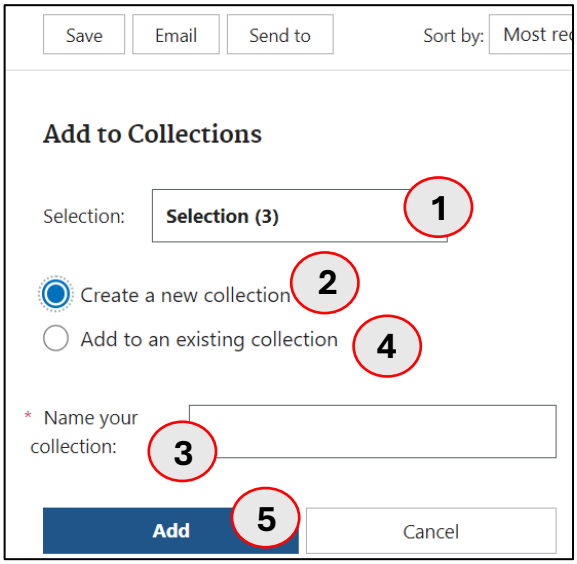
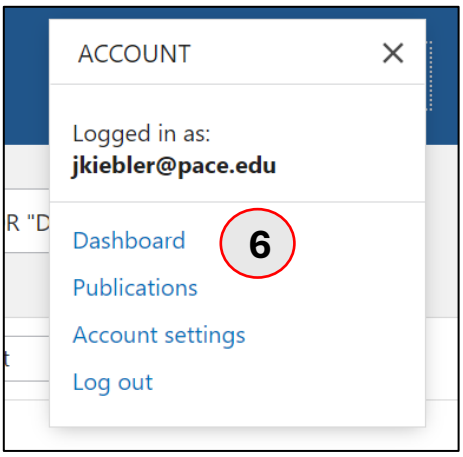
Saving & Sharing Resources on PubMed

- **<u>To save articles to Collections</u>**, click “Send To” underneath the search box and then “Collections”.
- Select how many articles you would like to save (1):
  - All results on the current page
  - All results
  - Selected articles for which you have checked the box next to the title
- If you have not created a Collection for your topic, select the “Create a new collection” bubble (2) and name your collection in the box below (3).
- To add articles to an existing collection, check the “Add to an existing collection” box and make your selection (4).
- Click “Add” to save to Collections (5).
- To access Collections, click on your email address in the top right corner and click Dashboard (6).



- In the Collections box, click on the name of a Collection to see the list of articles (7). Click “Edit” (8) to delete articles from the collection, save the collection to a text file, or save to a CSV file.



- Click on “Settings/Sharing” (9) to make your Collection list public vs. private. By making it public, you can access a link to share with others like group members or professors.

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