

## Saving Searches and Creating Email Alerts in PubMed

1. Run the search you want to save in PubMed.
2. Click on the **Save Search** link below the search box.
3. Log in to your My NCBI account.
  - a. To set up an account, click on [register for an account](#) below the User Name and Password box.
4. Once you have signed in (or registered), a dialog box will appear asking you to enter a name for your search. The system defaults to the keywords in your search, so you can either leave that or assign a different name.
5. To create an email alert:
  - a. You are then asked if you want to receive email updates every time a new article on your search topic is added to the database. To create an email alert, click **Yes**.
  - b. The next dialog box will ask how often you want to receive updates, what format you want to receive them in, how many items to send, etc. Change the options to match your preferences and click OK.
6. To save your search strategy:
  - a. If in Step 5 you select No in response to the question about email alerts, PubMed will save your search strategy. To view the strategy or rerun the search, click on “Manage Saved Searches” in the lower right hand corner, and you will be taken to a list of your saved searches.
  - b. Those searches that have not been set up as email alerts will say No Schedule on the right hand column. If you click on the No Schedule link, you will be asked if you want to create an email alert for that search.
  - c. To see articles retrieved since the last update, click on the number under the heading “What’s New”.
7. To save selected references:
  - a. Send references to the Clipboard by marking the box to the left of the citation, and then using the pull down Send To: box select Clipboard.
  - b. When you have selected all your citations, click on the Clipboard tab under the search box.
  - c. Select **Send To:** Collections.
  - d. NOTE: You can send items directly to your Collections, rather than the Clipboard first, but if you want to do multiple searches, saving to the Clipboard could be easier.