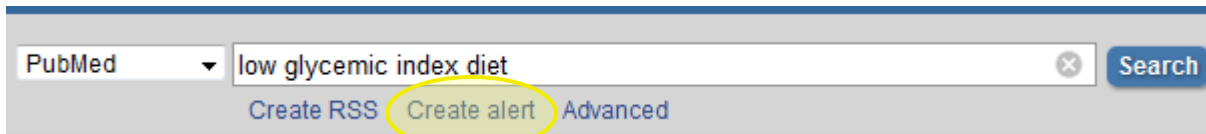


**My NCBI** is a tool that allows you to customize PubMed. After registering to set up your user name and password, you can save your searches and set up **e-mail alerts** to notify you of new results for your saved searches.

### Saving your search and setting up automatic e-mail updates

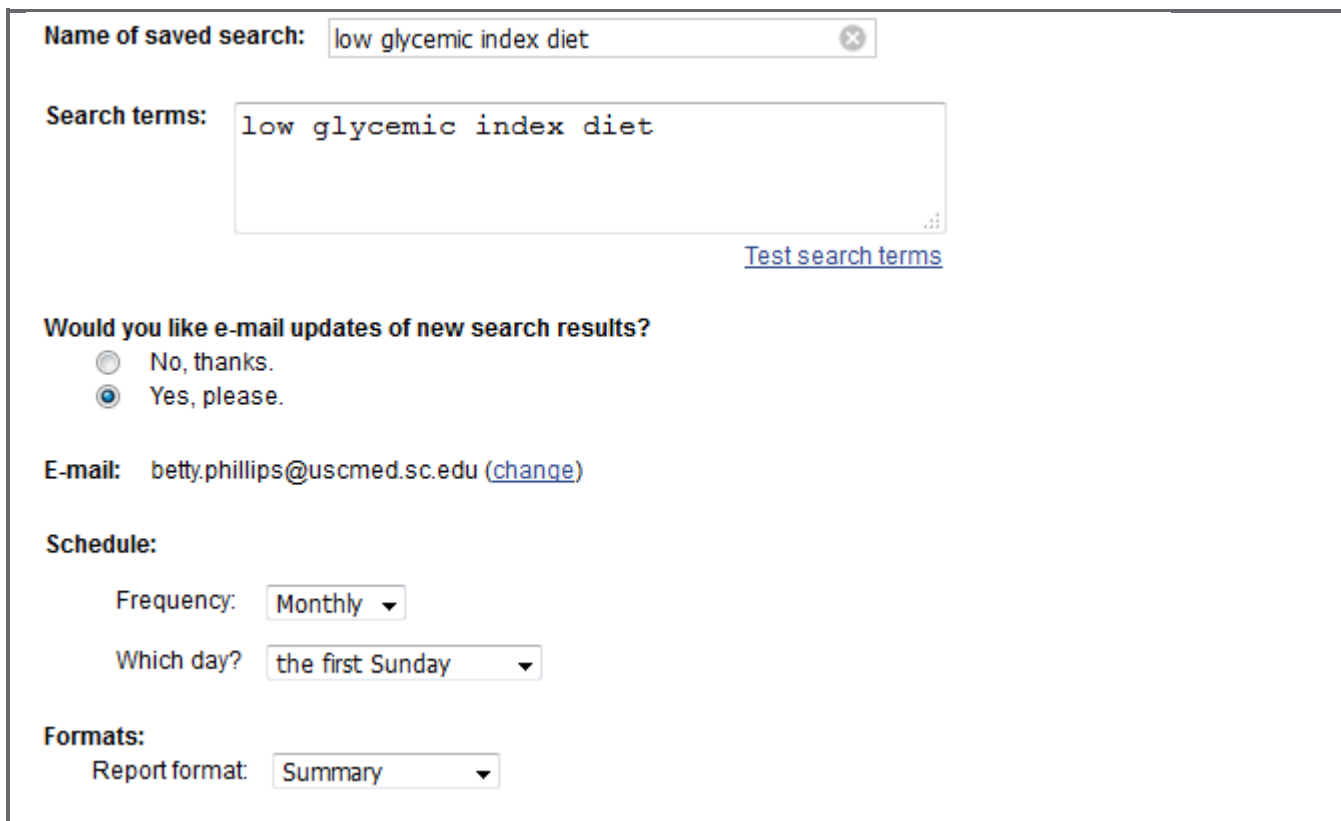
After signing into My NCBI, enter your search terms in the PubMed query box and run your search.

On the search results page, click the **Create alert** link near the query box.



The screenshot shows the PubMed search interface. At the top, there is a dropdown menu set to 'PubMed' and a search box containing 'low glycemic index diet'. To the right of the search box is a 'Search' button. Below the search box, there are three links: 'Create RSS', 'Create alert' (which is circled in yellow), and 'Advanced'.

A new window will open, where you can edit the name of your search before you save it; the search name will be included in the Subject field of the e-mail updates. Next, you'll elect to receive e-mail updates of new results for your search; you can receive your updates daily, weekly, or monthly. Please note that e-mail updates may be affected by SPAM filtering software, so you may want to add the **nih.gov** domain to your e-mail "safe list". You may also select an e-mail delivery **format**, such as **Summary** or **Abstract**.



The screenshot shows the 'Create alert' form. It has the following fields and options:

- Name of saved search:** A text box containing 'low glycemic index diet'.
- Search terms:** A text box containing 'low glycemic index diet'.
- Test search terms:** A link below the search terms box.
- Would you like e-mail updates of new search results?** Two radio buttons: 'No, thanks.' (unselected) and 'Yes, please.' (selected).
- E-mail:** A text box containing 'betty.phillips@uscm.edu' with a '(change)' link.
- Schedule:** Two dropdown menus: 'Frequency' set to 'Monthly' and 'Which day?' set to 'the first Sunday'.
- Formats:** A dropdown menu for 'Report format' set to 'Summary'.

Finally, you can set the maximum number of items you wish to receive in the e-mail updates, with the option to receive updates even when there are no new search results. You may also enter additional text which will appear in the body of your e-mail updates.

Click **Save** to continue.


**Number of items:**  
Send at most:  ☐ Send even when there aren't any new results

**Any text you want to be added at the top of your e-mail (optional):**


## Editing and managing your searches

To view your saved searches, sign in to My NCBI and look under **Saved Searches**. To delete a search or view the e-mail schedules for all your saved searches, click the **Manage Saved Searches** link at the bottom of the list. The maximum number of searches is 100 per account.

**Saved Searches**

Search Name	What's New	Last Searched
<b>PubMed Searches</b>		
<a href="#">low glycemic index diet</a>	 0	today

[Manage Saved Searches »](#)

You may edit the name and schedule of a saved search by clicking the gear icon  beside the search name. You may also change your search terms, then check the edited search by clicking the **Test search terms** link before saving.

**Name of saved search:**

**Search terms:**

[Test search terms](#)

**478 results found.**