

# PubMed – Setting Up Filters

When you search **PubMed @UTSW**, you can take advantage of the UT Southwestern Library default filters listed in the right column to streamline your search! However, when you sign into your **NCBI** account, you will need to configure your filters.

## Setting Up Filters

1. Connect to [PubMed@UTSW](#) and click on **NCBI** in the upper right-hand corner. Current account users can sign in; new users can click “Register for an NCBI Account” to complete the form. (*Note: UT Southwestern does not have 3rd party sign in.*)
2. Click on **Manage Filters** in the **Filters** box.

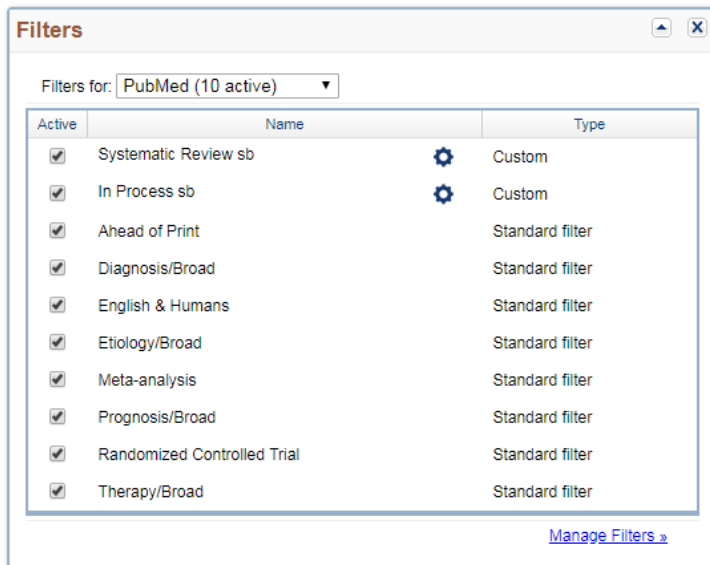
The screenshot shows the 'My NCBI' dashboard with several sections: 'Search NCBI databases', 'My Bibliography', 'Recent Activity', 'Saved Searches', 'Collections', and 'Filters'. The 'Filters' section is highlighted with a red border. It shows a dropdown menu set to 'PubMed' and a message: 'You do not have any active filters for this database. Add filters for the selected database.' Below this is a 'Manage Filters' link.

3. Filters are organized into four categories: **Popular**, **LinkOut**, **Properties**, and **Links**. To select and activate a filter to add to your PubMed Filter List, click the checkbox next to the filter name.

The screenshot shows the 'My NCBI > Filters' page. At the top, it says 'You are managing filters for: PubMed' and 'Choose another database: PubMed(1 active)'. Below this is a 'Your PubMed filter list' table with one entry: 'English' (Standard filter) with a checked 'Active' checkbox. To the right is the 'Browse/Search for PubMed Filters' section. The 'Select category:' dropdown is highlighted with a red box, showing options: 'Popular' (selected), 'LinkOut', 'Properties', and 'Links'. Below this is a 'Search with terms (optional):' field and a 'Search' button. At the bottom is a list of filters with checkboxes and descriptions:

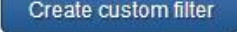
Active	Name	Description
<input type="checkbox"/>	Clinical Trial	
<input checked="" type="checkbox"/>	English	
<input type="checkbox"/>	English & Humans	
<input type="checkbox"/>	Free Full Text	links to Web accessible full text articles (all available free of charge)
<input type="checkbox"/>	Full Text	links to Web accessible full text articles (some may require subscription)
<input type="checkbox"/>	Humans	
<input type="checkbox"/>	Items with Abstracts	
<input type="checkbox"/>	Published in the last 5 years	
<input type="checkbox"/>	Review	articles that review the literature on a subject

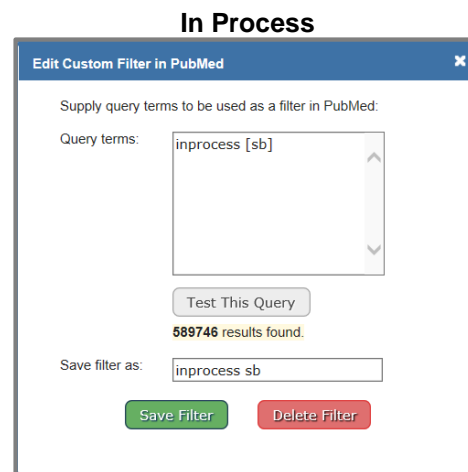
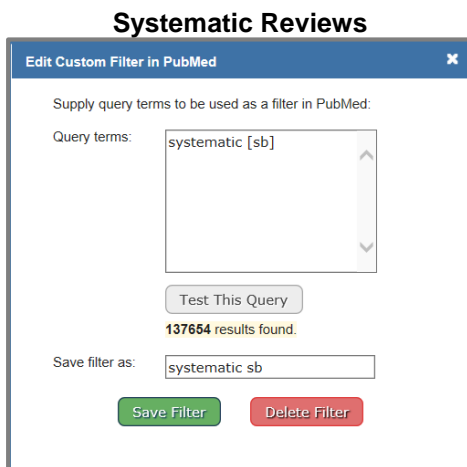
4. PubMed allows a maximum of 15 filters. The UT Southwestern Library default filters include:



- a. **Clinical Queries** – Listed under **Properties**. Available options include Diagnosis, Etiology, Prognosis, and Therapy, and you can select between [Broad or Narrow](#) for each one. *Note: These filters are intended for clinicians and were designed to improve the retrieval of scientifically strong and clinical relevant articles by type of question.*
- b. **Ahead of Print** – Listed under **Properties** → **Other**. Use to search for publisher submitted citations, which appear on the web prior to their publication in final or print form.
- c. **Publication Types** – Listed under **Properties**. Examples include meta-analysis, randomized controlled trial, etc.

c. **Custom Filters** – for [Systematic Reviews](#) (systematic [sb]) and [In Process](#) (inprocess [sb]).

- i. Click the button 
- ii. On the pop-up window, enter the Name for this custom filter and the Search terms that you wish to use for this filter.
- iii. You can then click “Run Filter” to see the number of items retrieved by the custom filter search.
- iv. If you are satisfied with the custom filter, click “Save Filter.” Check the associated box in the “Active” column. Your new custom filter will be automatically activated and displayed in the database filter list.



REFERENCES

National Center for Biotechnology Information (US). (2005). *PubMed Help [Internet]*. Bethesda (MD): Retrieved from: <https://www.ncbi.nlm.nih.gov/books/NBK3830/>

National Library of Medicine. (2004). *NLM Technical Bulletin*. Retrieved from [https://www.nlm.nih.gov/pubs/techbull/ff04/cq\\_info.html](https://www.nlm.nih.gov/pubs/techbull/ff04/cq_info.html)

Wilczynski, N. L., McKibbin, K. A., Walter, S. D., Garg, A. X., & Haynes, R. B. (2013). MEDLINE clinical queries are robust when searching in recent publishing years. *Journal of the American Medical Informatics Association*, 20(2), 363-368. doi:10.1136/amiajnl-2012-0010