

Collections

Created: December 13, 2010; Revised: October 19, 2021.

Search results from many NCBI databases can be saved in My NCBI using the **Collections** feature. Citations to articles published by other authors can be stored in a collection. There is no limit to the number of collections you may store in My NCBI. In addition, collections can be made public to share with others.

NCBI started the transition to use only federated account credentials for NCBI account login on June 1st, 2021. The deadline for transitioning all NCBI accounts to 3rd-party only login is June 2022. Please read the below FAQs and write to info@ncbi.nlm.nih.gov if you have any questions.

<https://ncbiinsights.ncbi.nlm.nih.gov/ncbi-login-retirement-faqs>

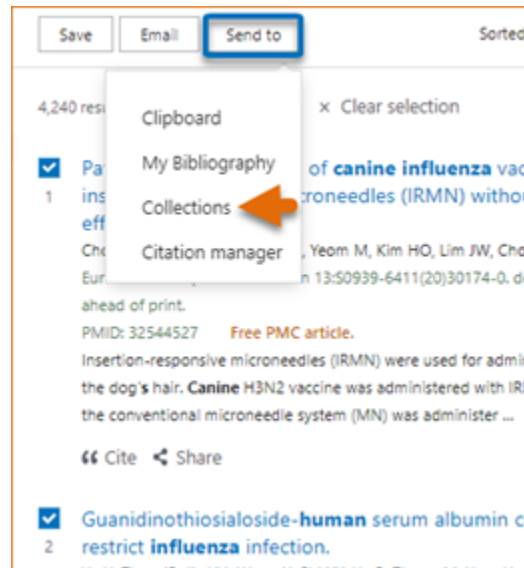
Section Contents

- Creating Collections and Adding to an existing collection
- Adding Records to Favorites
- Viewing and Sorting Collections
- Editing Collections
- Merging Collections
- Sharing Collections
- Deleting Collections

Creating Collections and Adding to an Existing Collection

To save search results to a new collection:

1. Sign in to My NCBI. Run a search.
2. From the search results page, click the check box next to **items you want to save**. If you do not select any items all results up to 1,000 items will be sent to collections.
3. After selecting the items you wish to save, select **Collections** from the **Send to** pull-down menu (as shown in the image below).



My NCBI- Add to Collections will display. Select **Create new collection** (A in the image below).

4. Name your collection using a short, yet meaningful title. The collection name must be unique and contain fewer than 100 characters. Click “Add” to finish.

Add to Collections

Selection: Selection (2)

Create a new collection
 Add to an existing collection

Name your collection: *

Add
Cancel

As you continue to build data collections, you may want to add new items to an existing collection. To add search results to an existing collection:

1 Follow steps 1 – 3 under Creating Collections

My NCBI- Add to Collections will display. **Add to an existing collection** will be selected by default.

2. Choose the collection into which you want to save your new items. Click Add to finish.

Add to Collections

Selection:

Create a new collection

Add to an existing collection

Choose a collection:

In addition, you may add data items from multiple NCBI databases to an existing collection. This type of collection is called “Mixed” because it has data items from multiple NCBI databases.

Collections


Other citations are now in [My Bibliography](#)

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 5	Private	Standard
NP_001190.1proddb	edit 1	Private	Protein
DNA Nanotechnology	edit 54	Private	PubMed
Bird flu	edit 7	Private	Nucleotide
Swine Flu	edit 10	Private	Nucleotide
Swimmer's ear	edit 11	Public	PubMed
systematic brain injury	edit 98	Private	PubMed
homo sapiens	edit 5	Private	Mixed
Canine Influenza	edit 28	Private	PubMed
Dogs	edit 6	Private	Mixed
Historical	edit 1	Private	PubMed

[Manage Collections >](#)

In the above image note that “Other Citations” is no longer included in Collections. The “Other Citations” collection is now included in My Bibliography and records that are included in this collection display the label “Other Citations.” The **Other Citations** collection is no longer supported in My Bibliography 3.0 and these citations do not display in users’ My Bibliography public page.

Dygai AM, Zhdanov VV, Miroshnichenko LA, Udut EV, Zyuz'kov GN, Simanina EV, Chaikovskii AV, Stavrova LA, Trofimova ES, Burmina YV. [Participation of signaling cascades in the regulation of erythropoiesis under conditions of cytostatic treatment.](#) Bull Exp Biol Med. 2015 Jan;158(3):304-7. doi: 10.1007/s10517-015-2747-6. Epub 2015 Jan 13. PubMed PMID: 25578863.

Other citations 

Adding Records to Favorites

The Favorites collection is a feature of My NCBI which helps you keep a list of your preferred NCBI database records. This feature is active only while signed in to My NCBI and is currently active for PubMed.

1. Log in to My NCBI. Run a search and select the abstract display.
2. In the **single Abstract** display you will see the **Favorite button**.
3. Click on the Favorite button and the star will turn white. A white star signals that the record has been saved in My NCBI **Favorites**

Randomized Controlled Trial > Clin Nutr. 2017 Feb;36(1):134-142.
doi: 10.1016/j.clnu.2016.01.002. Epub 2016 Jan 11.

Oral Nutritional Supplements in a Randomised Trial Are More Effective Than Dietary Advice at Improving Quality of Life in Malnourished Care Home Residents

Emma L Parsons ¹, Rebecca J Stratton ², Abbie L Cawood ¹, Trevor R Smith ³, Marinos Elia ⁴

Affiliations + expand

FULL TEXT LINKS



ACTIONS

To remove a favorite record, click the Favorites star a second time, as the star turns blue, the record will be removed from your Favorites. Records in My NCBI **Favorites** can be deleted in the same manner as records in any other collection - see Deleting Collections.

Viewing and Sorting Collections

Sign in to My NCBI and go to **Collections**. The **Collections** window lists all your saved collections, the number of items stored per collection, the collection privacy status and the collection database record type. Click “Manage Collections” to sort your collections, view collections details, merge collections or delete collections.

Other citations are now in [My Bibliography](#)

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 5	Private	Standard
NP_001190.1proddb	edit 1	Private	Protein
DNA Nanotechnology	edit 54	Private	PubMed
Bird flu	edit 7	Private	Nucleotide
Swine Flu	edit 10	Private	Nucleotide
Swimmer's ear	edit 11	Public	PubMed
systematic brain injury	edit 98	Private	PubMed
homo sapiens	edit 5	Private	Mixed
Canine Influenza	edit 28	Private	PubMed
Dogs	edit 6	Private	Mixed
Historical	edit 1	Private	PubMed

[Manage Collections »](#)

To view items stored in a collection, click the “Edit” link next to the Collection Name you would like to view. The resulting page displays all the items found in that collection.

Collection items are sorted by Date, however, they can also be sorted by Author or Title using the “Display Settings” drop-down menu.

My NCBI » Collections > Bird flu

This collection is private ([make it public](#)) | [Edit settings](#) for this collection

Display Settings: Sort by Date

Sort by

- Date (new to old)
- Author (A to Z)
- Title (A to Z)
- Reverse

[Apply](#)

[hanpur/Madhaypradesh/India/1](#)

35 Accession: EU170436.1

2: [Influenza A virus \(A/chicken/Jaigaon/India/9386/2006\(H5N1\)\) n](#)

678 bp linear cRNA

[GenBank](#) [FASTA](#) [Graphics](#)

Nucleotide [sequence] GI: 158347591 Accession: EU180216.1

To sort **Collections** in your My NCBI account, click the link “Manage Collections” and then click the descending or ascending arrow next to the column headings. A black arrow indicates the currently selected sort option.

My NCBI » Collections [Collections help](#)

Select: [All](#), [None](#) 0 items selected [Merge](#) [Delete](#)

Other citations are now in [My Bibliography](#) [sort ascending](#)

<input type="checkbox"/>	Name	Items	Settings/Sharing	Last Modified	Type
<input type="checkbox"/>	systematic brain injury	edit 98	Private	8 years ago	PubMed
<input type="checkbox"/>	DNA Nanotechnology	edit 54	Private	8 years ago	PubMed
<input type="checkbox"/>	Canine Influenza	edit 28	Private	7 years ago	PubMed
<input type="checkbox"/>	Swimmer's ear	edit 11	Public	7 years ago	PubMed
<input type="checkbox"/>	Swine Flu	edit 10	Private	today	Nucleotide
<input type="checkbox"/>	Bird flu	edit 7	Private	today	Nucleotide
<input type="checkbox"/>	Dogs	edit 6	Private	7 years ago	Mixed
<input checked="" type="checkbox"/>	Favorites	edit 5	Private	yesterday	Standard
<input type="checkbox"/>	homo sapiens	edit 5	Private	5 years ago	Mixed
<input type="checkbox"/>	Language evolution	edit 3	Private	3 years ago	PubMed

Collections can be sorted:

- alphabetically by name
- by number of items in the collection
- by privacy status
- by date last modified
- by database

Editing Collections

Collections can be renamed, made public to share with others, saved to a plain text or CSV file (to download to MS Excel or other programs), and individual items in a collection can be deleted. To delete entire collections, see [Deleting Collections](#).

To change the name of a collection and/or to make a collection public:

1. Sign in to My NCBI and go to **Collections**. Click the gear icon next to the Collection Name you would like to rename.
2. On the resulting screen, you may also click on the link “Edit Settings for this collection” (A in the image below). The option to save a collection to a text file (C) or CSV (D) file is also available on this page.

My NCBI » Collections > Bird flu [See all collections](#)

This collection is public ([make it private](#)) | [Edit settings](#) for this collection | Save collection to a [text file](#) | Save collection to a [csv file](#)

[Display Settings](#): Sort by Date

Select: [All](#), [None](#) 0 items selected [Delete](#) Page 1 of 1

1: [Influenza A virus \(A/chicken/Burhanpur/Madhaypradesh/India/13746/2006\(H5N1\)\) nucleoprotein \(NP\) gene, complete cds](#)
 1,497 bp linear cRNA
[GenBank](#) [FASTA](#) [Graphics](#)
 Nucleotide [sequence] GI: 157841135 Accession: EU170436.1

3. Enter a new name for the collection in the Collection Name text box. You may also change the collection status from private to public in this page and obtain a URL to send to others or HTML to create a link to the collection in a Web page or blog.

The screenshot shows the 'My NCBI » Collections' page. At the top, it says 'Collections: Bird flu (Private)'. Below this, there is a 'Collection Name:' field with 'Bird flu' entered. Under 'Collection Sharing:', there are radio buttons for 'Private' (selected) and 'Public'. A note below states: 'Only you can view your Private collections. Others can see your Public collections if you send them the URL below.' There are sections for 'Direct URL:' and 'HTML for Web Pages and Blogs:', both showing 'None, your collection is private.' At the bottom, there are 'Save' and 'Cancel' buttons.

To delete items from a collection:

1. Sign in to My NCBI and go to **Collections**. Click the “Edit” link next to the Collection Name you wish to modify.
2. Click the checkbox next to items you wish to delete and click the Delete button. A pop-up message will ask you to confirm your action.


The screenshot shows the 'My NCBI Collections' page with two items selected. The 'Delete' button is highlighted with an orange arrow. A confirmation dialog box is open, asking 'Are you sure you want to delete the 2 selected item(s) ?' with 'OK' and 'Cancel' buttons. The background shows a list of items, including 'Influenza A virus (A/chicken/...)' with checkboxes and links for 'GenBank', 'FASTA', and 'Graphics'.

Merging Collections

In the **Collections** portlet, click the link “Manage Collections.”

- 1 Select the collections you wish to merge into a new collection and click “Merge.”

My NCBI » Collections [Collections help](#)

Select: [All](#), [None](#) 2 items selected 

Other citations are now in [My Bibliography](#)

<input type="checkbox"/>	Name	Items	Settings/Sharing	Last Modified	Type
<input type="checkbox"/>	systematic brain injury	edit 98	Private	8 years ago	PubMed
<input type="checkbox"/>	DNA Nanotechnology	edit 54	Private	8 years ago	PubMed
<input checked="" type="checkbox"/>	Canine Influenza	edit 28	Private	7 years ago	PubMed
<input type="checkbox"/>	Swimmer's ear	edit 11	Public	7 years ago	PubMed
<input type="checkbox"/>	Swine Flu	edit 10	Private	today	Nucleotide
<input type="checkbox"/>	Bird flu	edit 7	Private	today	Nucleotide
<input checked="" type="checkbox"/>	Dogs	edit 6	Private	7 years ago	Mixed

2. A confirmation message notifies you of the collections to be merged and requires you to provide a name for the merged collection. Click “Merge Collections.”

Merge Collections ✕

Merge these 2 collections:


Canine Influenza

Dogs

Into a new collection called:

Influenza Infections Dogs

⚠ Note: This action cannot be undone.



3. Back to Collections, you will notice that only the merged collection is listed.

Sharing Collections

My NCBI collections are set as Private by default. However, a collection can be set as Public to be shared with others. To change a collection from Private to Public:

1. Sign In to My NCBI and go to **Collections**.
2. Under the "Settings/Sharing" column, click the Private link for the collection you wish to share.

Collections

Other citations are now in [My Bibliography](#)

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 5	Private	Standard
NP_001190.1proddb	edit 1	Private	Protein
DNA Nanotechnology	edit 54	Private	PubMed
Bird flu	edit 7	Private	Nucleotide
Swine Flu	edit 10	Private	Nucleotide
Swimmer's ear	edit 11	Public	PubMed
systematic brain injury	edit 98	Private	PubMed
homo sapiens	edit 5	Private	Mixed
Canine Influenza	edit 28	Private	PubMed
Dogs	edit 6	Private	Mixed
Historical	edit 1	Private	PubMed

[Manage Collections »](#)

3. Click the radio button for Public. A URL and HTML code will be provided. You can use the URL to share with others and the HTML code to post onto a web page. Click Save.

My NCBI » Collections

Collections: **Bird flu (Private)**

Collection Name:

Collection Sharing:
 Private Public

Only you can view your Private collections. Others can see your Public collections if you send them the URL below.

Direct URL:
 None, your collection is private.

HTML for Web Pages and Blogs:
 None, your collection is private.

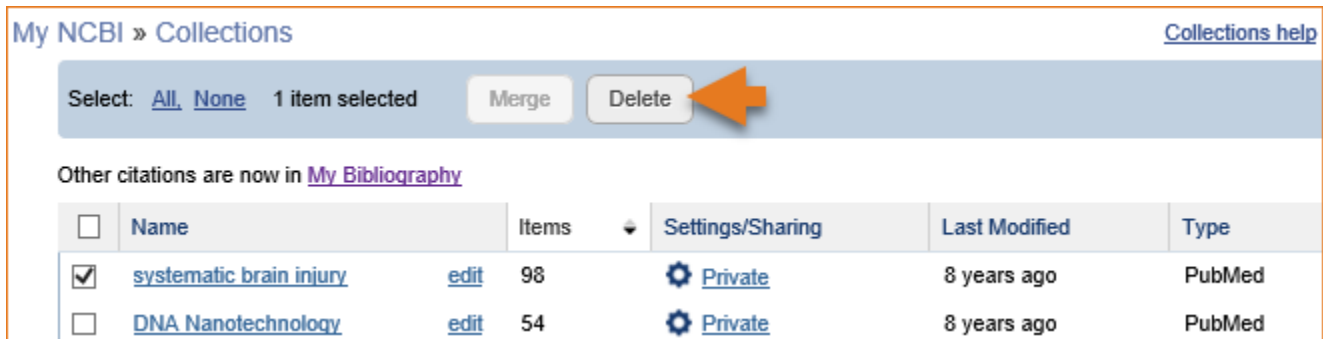
Note:

- Any time someone uses the public collection URL/HTML to see a collection; the retrieval will include all the items currently included in the collection. Adding or deleting items in the collection does not require an update to the public URL or HTML
- If a collection is changed back to Private, the collection URL/HTML will no longer work

Deleting Collections

To delete a collection, start by clicking the “Manage Collections” link. To delete specific items within a collection, see “Editing Collections.”

- 1 Use the check boxes to select collections to delete and then click Delete.



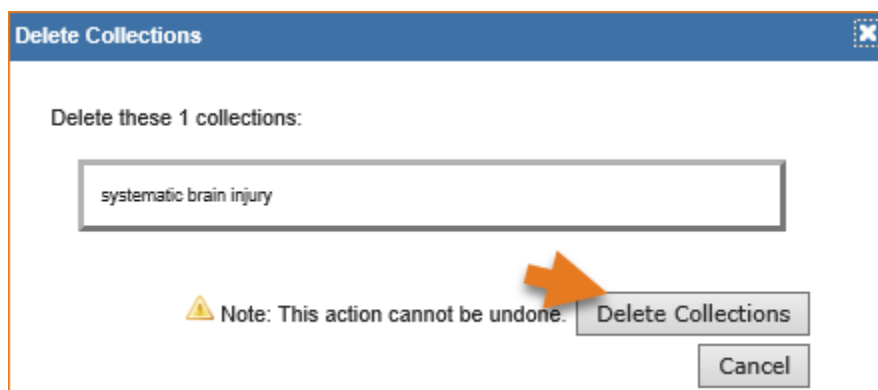
My NCBI » Collections [Collections help](#)

Select: [All](#), [None](#) 1 item selected Merge Delete

Other citations are now in [My Bibliography](#)

<input type="checkbox"/>	Name	Items	Settings/Sharing	Last Modified	Type
<input checked="" type="checkbox"/>	systematic brain injury edit	98	Private	8 years ago	PubMed
<input type="checkbox"/>	DNA Nanotechnology edit	54	Private	8 years ago	PubMed

2. A pop-up message will confirm the collections to be deleted. Click “Delete Collections.” Once a collection is deleted, this action cannot be undone.



Delete Collections

Delete these 1 collections:

systematic brain injury

Note: This action cannot be undone.

Delete Collections Cancel