

Keeping Up-to-date / Helpsheet

In this guide

Using RSS readers.....	3
Netvibes.....	3
Add an RSS feed	3
Remove a feed	4
Add a Tab (ie folder)	4
Feedly.....	5
Add an RSS feed.....	5
Organise feeds (including remove a feed).....	6
Article Alert Services.....	7
Create an AutoAlert in Ovid.....	7
Scheduling and Deduping options.....	8
Delivery options	8
Save an AutoAlert.....	9
Managing your AutoAlerts.....	9
Create an Alert in EBSCOhost.....	10
Scheduling options	10
Delivery options	11
Save an Alert	11
Managing your Alerts	11
Create an Alert in Web of Science	12
Managing your Alerts	12
Create an Alert in PubMed.....	13
Managing your Alerts	14
Create an Alert in NICE HDAS (Healthcare Databases Advanced Search).....	15
Creating an alert	15
Managing your Alerts	15

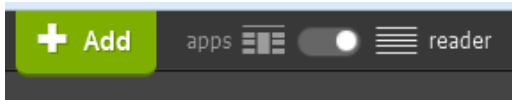
Table of Contents page alerts.....	16
JournalTOCs.....	16
Zetoc.....	17
Publisher Alerts.....	18
BMJ Group: Evidence UPDATES and BMJ Email Alerts.....	18
Highwire Press.....	19
Other publisher services	19

Using RSS readers


Netvibes

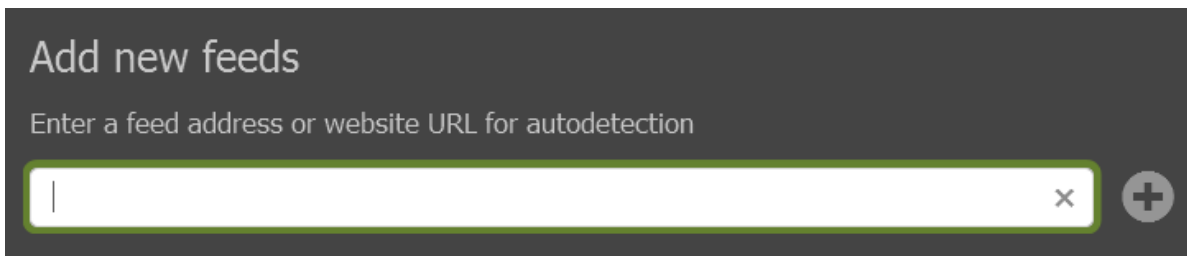


- Create an account (Basic option is free) using the **sign up** option <http://www.netvibes.com/>
- Make sure you are in Reader mode



Add an RSS feed

- Click 
- Click **Reading App** (i.e. RSS feed)
- You will see this display:



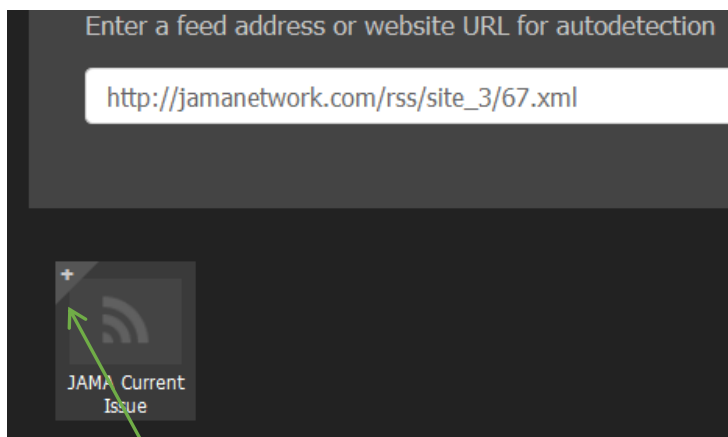
You can now paste a feed into the feed address box.

For example, to paste a feed for a JAMA journal

- Open a new web page in your browser
- Go to the JAMA RSS feeds web page
- <http://jamanetwork.com/pages/rss>
- Click on the JAMA link
- Various RSS feeds are available including Current issue


- Right click on Current Issue, select Copy Link Location
- Switch back to Netvibes
- Paste the link into the Feed address box, press Enter key

- You will see this display



- To add the RSS feed to 'My Netvibes', click on the + top left of the RSS icon
- Close the "New Reading app" window (using the X top right of your screen)
- You will see JAMA feed listed in the left hand Navigation panel
- Click on the feed to view contents

Remove a feed

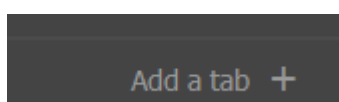
- Click on the feed in the Navigation panel e.g. Emergency Medicine Journal
- Click on the settings icon 
- Select Delete (as below), and confirm to delete



Add a Tab (ie folder)

Tabs can be used to hold a collection of feeds eg Journals

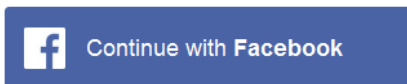
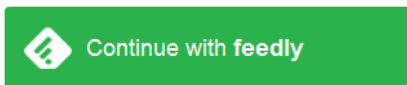
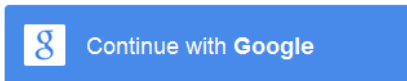
- To add a Tab click this icon bottom left of the screen



- Enter a name for the Tab eg Journals and click Submit
- Could can then click and drag feeds into your Tab



- To sign in go to <http://feedly.com> (free to use)
- You can sign in using one of your existing accounts for any of these applications or **continue with Feedly** to create a Feedly account:



or



Add an RSS feed

- Click +



- Select Sources
- You will see this display:

What source do you want to follow?

🔍 Search by title, URL, or topic

You can now paste a feed into this feed address box.

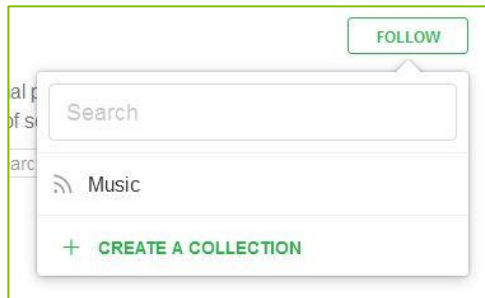
For example, to post a feed for the Nature journal

- Open a new web page in your browser
- Go to Nature's current issue web page http://www.nature.com/nature/current_issue.html
- Click on the RSS feed icon
- Various RSS feeds (i.e. Web feeds) are displayed including Nature's Latest research
- Right click on Latest research, select Copy Link Location
- Switch back to Feedly
- Paste the link into the Feed address box, press Enter key

- You will see this display below:



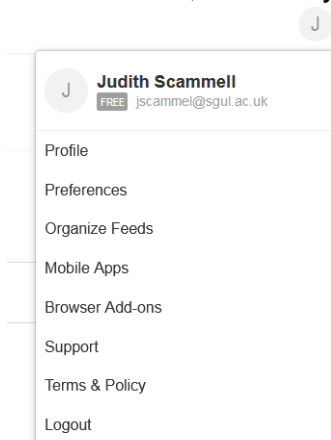
- To add this RSS feed to Feedly, click **FOLLOW**
- You will see this display below in the left hand panel:



- You are prompted to add the RSS feed to an existing collection (i.e. folder) or create a new collection
- Click **Create a collection**
- Enter a name for your collection e.g. **Journals** and click **Create**
- The feed will be added to your new collection **Journals**
- Click Close

Organise feeds (including remove a feed)

- To create a new collection and move feeds into a collection, or to edit or delete any feed or collection, click on your profile icon top right as shown below:



- Select **Organise Feeds**

Article Alert Services

Alert services are provided for many of the search platforms including Ovid, EBSCOhost, PubMed. Typically, a search strategy (i.e. the search steps in your search history) can be saved as an alert. Subsequently, the system will automatically run the alert at the specified time interval and specified databases. Any new articles which are found which match the search will be emailed to you.

Below instructions are given to create an alert for the following search platforms:

- Ovid
- EBSCOhost
- Web of Science
- PubMed
- NHS Healthcare Databases

Please note, these instructions assume that you are familiar with searching using the various search platforms.

Create an AutoAlert in Ovid

- Create and run your search or open an existing saved search
- Click on **Save All** button below your search
- Note that AutoAlerts are saved in your Personal account within Ovid. Log in to your account, or if you do not already have a Personal account, create one now
- You should then see a similar screen to the one below:

Scheduling and Deduping options

Search Name Comment Type

AutoAlert (SDI)

AutoAlert Options

Scheduling Options **Deduping Options**

On Database Update[?]

Quarterly

Monthly - on day

Every other week - on

Weekly - on

- Enter a Search Name, optional comment, and select type as AutoAlert (SDI)
- Select the desired scheduling and deduping options
- Note that deduplication removes duplicate records from current and past AutoAlert results. Deduplication options are defined in terms of days previous to scheduled runs of an AutoAlert so, for example, 60 days means “Duplicate records removed from results gathered over the 60 days **previous** to the scheduled AutoAlert”

Delivery options

- Select your required delivery option(s). As well receiving results by email, you can also receive them via an RSS feed, or keep them in a ‘project’ folder held in your **My Projects** area in your Personal account
- Enter the recipient’s email address
- You may wish to edit the Email subject to be more meaningful

Delivery Options

Email

RSS

My Projects

Email Address & Subject

Separate multiple email addresses with commas. Do not use any spaces between the addresses.

Recipient's Email Address:

Email Subject:

- There are further options for the email format, include your search strategy, and fields included for each article

Save an AutoAlert

- Once all the required options have been selected, click **Save**
- You are returned to the Main Search page, with a confirmation message that your search history has been saved
- Note that the AutoAlert will automatically run on the database (or databases) that were open when the AutoAlert was created

Managing your AutoAlerts

- Click on **My Workspace** (log in to your Personal account if needed)
- Click on **My Searches & Alerts**
- Navigate to your AutoAlerts
- There are options for each AutoAlert to run, delete, copy, rename, edit, display, email jumpstart, and view a history log of when the AutoAlert ran
- Note that email jumpstart will allow you to email a link, typically to yourself, which you can use as an alternative way to run the AutoAlert.

Create an Alert in EBSCOhost

- Create and run your search or open an existing saved search
- Click on '**Save Searches/Alerts**' option above your search
- Note that Alerts are saved in your Personal account within EBSCOhost. Log in to your account, or if you do not already have a Personal account, create one now
- You should then see a similar screen to the one below:

Name of Search/Alert	<input type="text"/>
Description	<input type="text"/>
Date Created	7/27/2010
Databases	<ul style="list-style-type: none">CINAHLBritish Nursing IndexAMED (Alternative Medicine)MEDLINE
Search Strategy	
Interface	EBSCOhost
Save Search As	<input checked="" type="radio"/> Saved Search (Permanent) <input type="radio"/> Saved Search (Temporary, 24 hours) <input type="radio"/> Alert
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Scheduling options

- Enter an Alert Name and optional Description (the description will appear in the Subject line of the email that you receive)
- Select which database you want to run the Alert on from the Databases list. (Hold down the control key and left-click your mouse to select multiple databases)
- Select Alert
- Various scheduling options are now displayed for **Frequency**, limit to **Articles published within the last** <time frame> and the lifetime for the Alert - **Run Alert for** <time frame>
- Select your required options or leave as the default

Delivery options

- Select the required Alert format options
- Select the required Email properties options
- Note that as a default, as well as receiving results by email, the system automatically creates an RSS feed which you can use
- Enter the recipient's email address

Save an Alert

- Once all the required options have been selected, click **Save**
- A confirmation message is displayed that your alert has been saved
- Click **Continue** to return to the Main search page
- Note that the Alert will automatically run on the database (or databases) that were selected when the Alert was created

Managing your Alerts

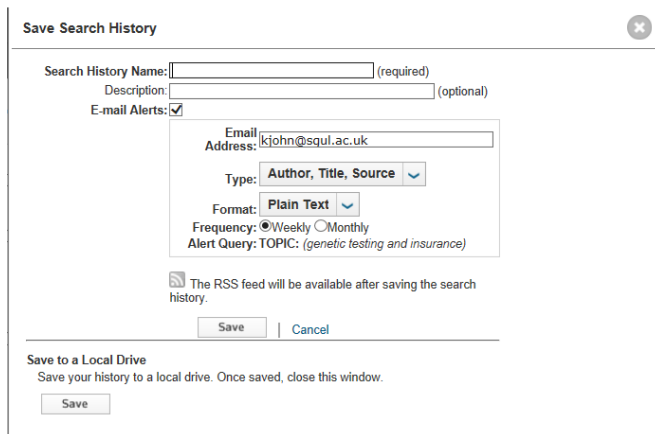
- Click on **Folder** top right on the Main Search screen (log in to your Personal account if needed)
- Click on **Saved Alerts**
- There are options for each Alert to retrieve (and run), delete, edit.

Create an Alert in Web of Science

- Create and run your search or open an existing saved search
- Click on the **Create Alert** on the left hand side of the screen



- Note that Alerts are saved in your Personal account within WoS. Log in to your account, or if you do not already have a Personal account, create one now
- You should then see a similar screen to the one below:

A screenshot of the 'Save Search History' dialog box. It contains several input fields: 'Search History Name:' (required), 'Description:' (optional), and 'E-mail Alerts:' (checked). Below these is an 'Email Address:' field with the value 'kjohn@sql.ac.uk'. There are dropdown menus for 'Type:' (set to 'Author, Title, Source') and 'Format:' (set to 'Plain Text'). Radio buttons for 'Frequency:' are set to 'Weekly'. An 'Alert Query:' field contains the text '(genetic testing and insurance)'. A checkbox is checked with the text 'The RSS feed will be available after saving the search history.' At the bottom, there are 'Save' and 'Cancel' buttons. Below the dialog box, there is a section titled 'Save to a Local Drive' with a 'Save' button and the text 'Save your history to a local drive. Once saved, close this window.'

- Select the required options to receive alerts, either on a weekly or monthly basis
- To save, click on the **Save** button
- A confirmation message is displayed that your alert has been saved and there will be an option to collect an RSS feed for this search.
- Click **Close** to return to the original search page

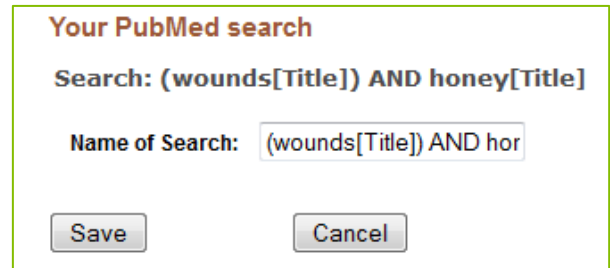
Managing your Alerts

- Click on **My Saved Searches** top right on the Main Search screen (log in to your Personal account if needed)
- There are options for each Alert to delete, edit (use Modify Settings), and Open & Run

Create an Alert in PubMed

- Create and run your search or open an existing saved search
- Click on **'Save Search'** option below the Search box
- Note that Alerts are saved in your My NCBI account within PubMed. Log in to your account, or if you do not already have an account, create one now.

- You should then see a similar screen to the right:



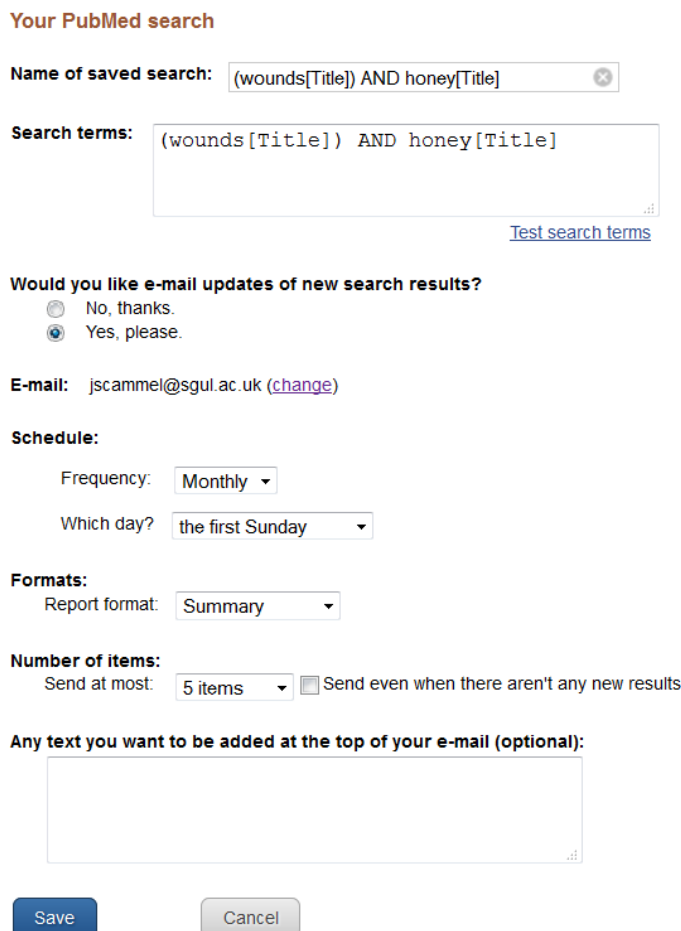
Your PubMed search

Search: (wounds[Title]) AND honey[Title]

Name of Search: (wounds[Title]) AND hor

Save Cancel

- You can choose to edit the search name
- Click **Save** button
- You will then see this screen:



Your PubMed search

Name of saved search: (wounds[Title]) AND honey[Title]

Search terms: (wounds[Title]) AND honey[Title]

[Test search terms](#)

Would you like e-mail updates of new search results?

No, thanks.

Yes, please.

E-mail: jscammel@sgul.ac.uk ([change](#))

Schedule:

Frequency: Monthly

Which day? the first Sunday

Formats:

Report format: Summary

Number of items:

Send at most: 5 items Send even when there aren't any new results

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

Save Cancel

- Select the required options
- To save, click on the **Save** button
- A confirmation message is displayed that your alert has been saved

Managing your Alerts



- Click on **My NCBI** top right on the Main Search screen (log in to your NCBI account if needed)
- Click on **Saved Search** to view your searches / alerts
- There are options for each Alert to delete, edit (use Settings)

Create an Alert in NICE HDAS (Healthcare Databases Advanced Search)


Creating an alert

You can set up an alert for any row in any saved search strategy by clicking on the bell icon at the end of the row.

Current search strategy: honey

	Database(s)	Search Term			
<input type="checkbox"/> 1	Medline	(honey).ti,ab	Viewing (7,905)	Edit	 

This then opens some options below your strategy:

<input type="checkbox"/> 1	Medline	(honey).ti,ab	Viewing (7,905)	Edit		
<input type="checkbox"/> All	Rerun Searches	Refresh Search	Copy 	<input checked="" type="radio"/> AND <input type="radio"/> OR	Combine	Delete Selected
Frequency:	<input type="radio"/> Weekly	<input type="radio"/> Fortnightly	<input checked="" type="radio"/> Monthly	Alert email:	<input type="text" value="Leave blank to email yourself"/>	
Format:	<input checked="" type="radio"/> PDF	<input type="radio"/> Word	<input type="radio"/> Excel	<input type="radio"/> RIS	Alert name:	<input type="text" value="Enter name for this alert"/>
Type:	<input checked="" type="radio"/> Short	<input type="radio"/> Medium	<input type="radio"/> Full	<input type="button" value="Save"/>		
<input type="checkbox"/> Include History						

Select options as required.

Alert email

- You can then specify an email address to have the alert sent to; if you leave this box blank, the results will be emailed to yourself, using the address that you gave when you registered for your OpenAthens account
- To add more than one email address, separate them with a comma or a semi-colon
- To email yourself as well as someone else, type your address in the box as well

Alert name

Enter an Alert name in the box provided and click the Save button

Managing your Alerts

- Click on **Alerts** in the Advanced Search screen

NICE Healthcare Databases
Advanced Search

New Search Strategy

My Search Strategies

Saved Results

Alerts

Import

- There are options for each Alert to edit or delete.

Table of Contents page alerts

The following table of contents services are covered here:

- **JournalTOCs**
- **Zetoc** (University only subscription)
- **Publishers' alerts**

JournalTOCs

Covering over 29,000 titles across all disciplines, sign-up to receive free email alerts for Table of Contents of up to 30 titles.

- Go to the website <http://www.journaltoCs.ac.uk/>
- You need to **sign up** (create an account) first in order to save your email alerts. Follow the instructions on the home page to do this
- Use the **Search** or **Browse** functions to find the journal(s) you want to follow
- To **select a journal to follow** tick the checkbox next to the journal title
- To turn on email alerts, tick the check box 'Email alerts is off'
- You should see a screen similar to that shown below

The screenshot shows the JournalTOCs website interface. At the top, there is a search bar containing the word 'genetics' and a 'Go' button. Below the search bar, there are two radio buttons: 'for Journals by Title or ISSN' (selected) and 'for Articles by Keywords'. A 'help' button is also visible. On the left side, there is a 'FOLLOWED JOURNALS' section with a checked box next to 'Addiction Genetics' and a link to 'Save to export Followed journals'. The main content area shows the breadcrumb 'HOME > Journal Current TOC' and the journal entry for 'International Journal of Health Sciences Education' with 3 followers. It is marked as an 'Open Access journal' and has an ISSN (Print) of 2325-9981, published by East Tennessee State University. Below the journal entry, there are 'Expand All' and 'Collapse All' buttons. A snippet of an article is shown with the title 'Faculty Development for the Use of High-Fidelity Patient Simulation: A Systematic Review', authors 'Wendy M. Nehring et al.', and an abstract starting with 'This is a systematic review of the research data between 1995 and June 2013 concerning fac...'

- Note: It is possible to export your followed journals as OPML files to add to your feed RSS reader

Zetoc

(Off-site access to University members only)

<http://zetoc.mimas.ac.uk>

The British Library's Zetoc service can send you the latest contents pages by email from journals you choose. The **ZETOC** service provides access to the **British Library's Electronic Table of Contents (ETOC)**. The database contains details of approximately 28,000 current journals and 16,000 conference proceedings published per year. With almost 45 million article and conference records, the database covers every imaginable subject in science, technology, medicine, engineering, business, law, finance and the humanities.

The database covers the years from 1993 to date and is updated daily.

Accessing Zetoc

- Visit <http://zetoc.mimas.ac.uk/>
- Click on the "Login to ZETOC Alert" link
- To login using your SGUL username and password select

In the Universities section, find **St. George's, University of London**

Use the options below to set up email alerts and RSS feeds for journals

[Zetoc Alert – Access](#)

Set up, modify and delete email alerts

[Zetoc Search – Access](#)

Search for citations of journal articles and conference proceedings

[Zetoc RSS – Access](#)

Set up RSS feeds for journals

Many publishers' websites provide their own email tocs services to help you keep up to date with their latest content. For example, BMJ Publishing Group and Highwire Press are two key healthcare publishers offering a number of ways to alert you to new articles in your area.

BMJ Group: Evidence Alerts and BMJ Email Alerts

EvidenceAlerts

<http://plus.mcmaster.ca/EvidenceAlerts>

This is a free evidence-based healthcare (EBH) alerting service provided by the BMJ Group that incorporates the McMaster PLUS email alerting system and searchable database of best evidence from the medical literature. Register with the above website to receive tailored EBH email alerts, links to full text article and search access by patient and population groups and clinical discipline.

To begin the process click on the **email alerting** system link and fill-in the online form.

EvidenceAlerts | McMaster PLUS™ and DynaMed Plus®

Home Register Search Tools Help

Home About This Site About DynaMed Plus

DynaMed Plus and McMaster University's Health Information Research Unit are collaborating to provide you with access to current best evidence from research, tailored to your own health care interests, to support evidence-based clinical decisions.

This service is unique: all articles (from over 110 premier clinical journals) are pre-rated for quality by highly trained research staff, then rated for clinical relevance and interest by at least 3 members of a worldwide panel of practicing physicians. Here's what we offer:

- A searchable database of the best evidence from the medical literature
- An email alerting system
- Links to selected evidence-based resources

Hit Parade: The most often read articles in all disciplines, in the past 30 days

1. **Noninvasive Ventilation in Acute Hypoxemic Nonhypercapnic Respiratory Failure: A Systematic Review and Meta-Analysis.**
Crit Care Med (Review)
2. **Effect of Cephalexin Plus Trimethoprim-Sulfamethoxazole vs Cephalexin Alone on Clinical Cure of Uncomplicated Cellulitis: A Randomized Clinical Trial.**
JAMA (Original)
3. **Predicting suicidal behaviours using clinical instruments: systematic review and meta-analysis of positive predictive values for risk scales.**
Br J Psychiatry (Review)

News and headlines:

- TV in bedroom 'risk factor' for child obesity
Mon, 05 Jun 2017 16:30:00 GMT
- 'Everyday chemicals' linked to cancer
Fri, 02 Jun 2017 17:30:00 GMT
- Cold water 'just as good as hot' for handwashing
Thu, 01 Jun 2017 17:00:00 GMT
- Link between stress in pregnancy and ADHD unfounded
Wed, 31 May 2017 17:30:00 GMT
- Parents' phone addiction may lead to child behavioural problems
Wed, 31 May 2017 16:30:00 GMT

Register now:
Not yet signed up to EvidenceAlerts?
[Click here to register](#)

BMJ Custom Alerts

<http://www.bmj.com/theBMJ>

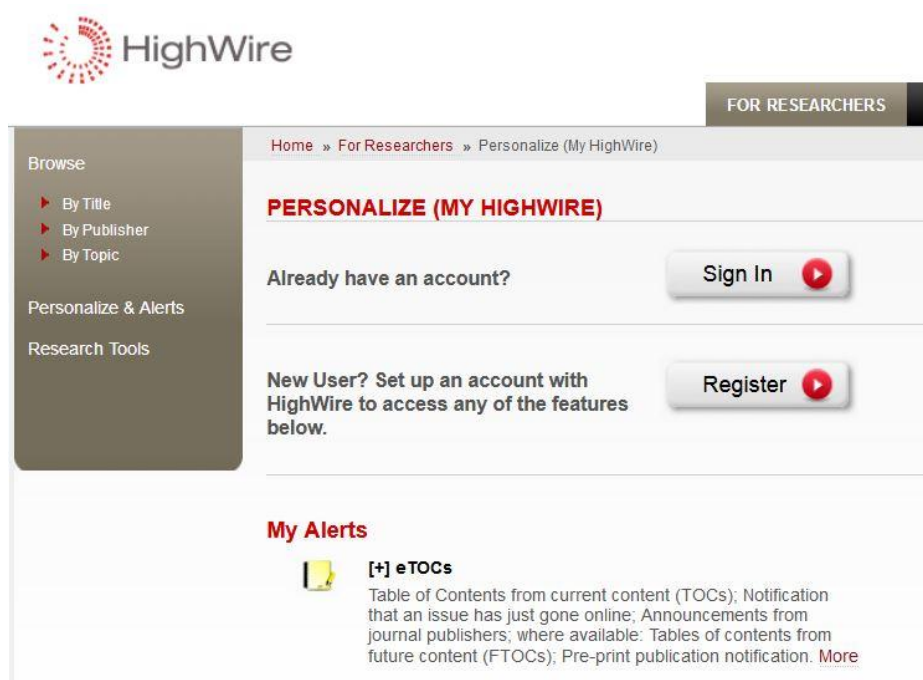
Register with the BMJ site to access table of contents from any BMJ journal or alerts on clinical topics

- Visit the BMJ website and click **Get alerts** to begin the subscription process
- Follow the on-screen instructions to register for alerts and personalization services
- You will normally need to confirm your registration to either set up table of contents or clinical topic alerts:

Highwire Press

<http://highwire.stanford.edu/personalize/>

HighWire Press at Stanford University partners with independent scholarly publishers, societies, associations, and university presses to facilitate the digital dissemination of 1700 journals. Currently, 61 of these titles are available for free online, including a number of medical and social sciences titles.



HighWire

FOR RESEARCHERS


Home » For Researchers » Personalize (My HighWire)

PERSONALIZE (MY HIGHWIRE)

Already have an account? [Sign In](#)

New User? Set up an account with HighWire to access any of the features below. [Register](#)

My Alerts

 **[+] eTOCs**
Table of Contents from current content (TOCs); Notification that an issue has just gone online; Announcements from journal publishers; where available; Tables of contents from future content (FTOCs); Pre-print publication notification. [More](#)

- Click on **eTOCS** to receive email notification that an issue of your journal of interest has gone online.

Other publisher services

Cambridge University Press <http://www.journals.cup.org>

Register for free email alerts from CUP

Elsevier Science <http://www.sciencedirect.com>

Elsevier Science provides a number of alerting and awareness services (search alerts, topic alerts and volume and issue alerts). Register with the site to set-up an alert. New for 2014: Sign-up to the Research Highlights service to track authors and papers by topic.

Ovid Journals <http://ovidsp.ovid.com>

Login to Ovid to set up email alerts from key Ovid journals

Oxford University Press http://www.oxfordjournals.org/our_journals/

Manage alerts from OUP journals at this website.

ProQuest <http://search.proquest.com>

NHS staff can access updates in RSS format for newly published articles from the health science journals contained in the ProQuest Hospital Collection.

Royal Society of Medicine <http://www.uk.sagepub.com/rsmjournals.sp>

Subscribe to the RSM site to set-up email alerts from their 24 titles

Sage Publications <http://www.uk.sagepub.com/>

Sign-up for email alerts from medical, nursing and public health journals

SpringerLink <http://www.springerlink.com/>

Register with this provider of STM journals to sign-up for Alerts

Wiley-Blackwell <http://onlinelibrary.wiley.com/>

Register with the Wiley site, create a profile and register for email alerts from key journals