



Setting up your Outside Tool—for Easy Access to Articles

Login to your [NCBI account](#) & click 'NCBI Site Preferences'.

The screenshot shows the 'My NCBI' dashboard for user 'rebecs14'. At the top right, there is a link for 'Customize this page | NCBI Site Preferences | [Create My Tools](#)', with a red arrow pointing to the 'Create My Tools' link. The dashboard contains several panels:

- Search NCBI databases:** Search box with 'PubMed' selected and a 'Search' button.
- My Bibliography:** Message: 'Your bibliography contains no items. Your bibliography is private. [Manage My Bibliography >](#)
- Recent Activity:** Message: 'You do not have any recent activity. [Clear](#) [Turn Off](#) [See All Recent Activity >](#)
- Saved Searches:** Table with columns: Search Name, What's New, Last Searched. Row: Research Repository, 1, last month. [Manage Saved Searches >](#)
- Collections:** Message: 'All bibliographies and Other citations are now in My Bibliography.' Table with columns: Collection Name, Items, Settings/Sharing, Type. Row: Favorites, edit, 0, Private, Standard. [Manage Collections >](#)
- Filters:** Filters for: PubMed. Message: 'You do not have any active filters for this database. [Add filters for the selected database.](#) [Manage Filters >](#)
- SciENcv:** [Click here to create a new CV.](#)

Click 'Outside Tool'.

The screenshot shows the 'My NCBI > Preferences' page. At the top right, there is a link for 'Preferences help'. A note states: 'Note: Your account password, email address, and linked accounts are managed in the [Account Settings](#) page. You can also access this page by clicking on your hyperlinked username at the top right of NCBI web pages.'

The preferences are organized into sections:

- Common Preferences:** Username: rebecs14; Highlighting: Bold; Shared Settings: None.
- PubMed Preferences:** [Filters & Icons](#): None Selected; [Outside Tool](#): None Selected (highlighted with a red arrow); [Author information](#): Off; [Result Display Settings](#): Summary.
- PMC Preferences:** [Article View](#): Remember last selection.
- Gene Preferences:**

Select the letter 'D' & the select — 'Derbyshire Community Health Services' & then click on the 'My NCBI' link at the top of the page.

3 → My NCBI » Outside Tool Preferences

An institution may use [Outside tool](#) to create a link on all PubMed citations to its local service.
Select an institution to activate their Outside Tool. You may select up to five institutions. Please contact your institution for an explanation of its service.

Selected tool(s): None

1 → A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z Show All

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- Det Kal. Bibliotek - KB links

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Once you've set up the Outside Tool look out for the below icon to access full-text articles in PubMed. (You will need to be logged in to your My NCBI account).



If we don't subscribe to the full-text, when you click on the icon you will be re-directed to an article request form, which will be set directly to us. We will then try & gain access to the full-text for you and send you a PDF version.