

Web of Science

Consult the [Help](#) link at the top-right of the page to get further information.

<p>Registering / Creating a personal account</p>	<p>As a registered user, you can take advantage of:</p> <ul style="list-style-type: none"> • Saving and re-running searches • Creating alerts and RSS feeds • Choose your own starting page. <p>Click “Customize your Experience” – at the bottom of the page on the right-hand side. Click on Register. Enter your e-mail address (twice) and then Continue. You will be sent a verification email. Paste the code you received in the email into the box. Complete the User Registration form. Required fields are marked by an asterisk.</p> <p>Note: If you are using a public terminal then it is important that in the last section “Automatic Sign In” you make sure that the second option “I am using a public computer or do not wish to be signed in automatically” is checked – DO NOT select the first option.</p> <p>Click on “Submit Registration / Submit Changes”.</p> <p>You will now be able to “Sign In” with your e-mail address and your password that you just set.</p>
<p>Managing your searches</p>	<p>Saving a Search History:</p> <p>A search history is a search query or sequence of queries that you can save to the ISI Web of Knowledge server. There is no limit to the number you can save.</p> <ul style="list-style-type: none"> • Go to the Search History page by clicking on the link “Search History” on the menu bar. • Click on “Save History”. • Give the search history a name, and optionally a description. • If you are using Web of Science Core Collection there will also be options to set up alerts – see “Search History Alerts” for more information. • Click on “Save”



	<ul style="list-style-type: none"> • Click on “Close” to complete the process. <p>Note: You can also opt to save information to a local drive if you prefer.</p> <p>Retrieving and managing your saved searches</p> <p>You can open and manage any saved searches:</p> <ul style="list-style-type: none"> • Click on “Search History”, then “Open Saved History” to go to the “Saved Searches and Alerts” screen. • From here all the search histories that you have saved to the Web of Science server will be listed in a table. • Click the “Open” button under the history you want to run. • On the “View History” page, click “Run Search” • Select the time-span and then click on “Continue” <p>To delete: Select the search you want to delete in the Delete column and then on Delete. Confirm that you want to delete this search.</p>
Setting up Alerts	<p>Search History Alerts:</p> <p>You can set up a search history alert from a search in the Web of Science Core Collection. (Note: This won’t work from a general All Databases search)</p> <p>The alert automatically searches the latest update to the database and then sends all relevant results to you by e-mail.</p> <ul style="list-style-type: none"> • From the Search History page: • Click on “Save History / Create Alert” • Give the search a name. • Leave the “Send Me E-mail Alerts” check box selected. • Enter an e-mail address in the “Send to e-mail address” field (you can enter more than one, separated with a semicolon (;)) • Select an “Alert Type” <ul style="list-style-type: none"> ○ Notify – notification that this week’s results are available. ○ Author, Title, Source – bibliographic detail (excluding abstract)



	<ul style="list-style-type: none"> ○ Author, Title, Source + Abstract – bibliographic detail and abstract ○ Full Record ● Select an “E-mail format” from: <ul style="list-style-type: none"> ○ Plain Text ○ HTML (for viewing in a web browser) ○ EndNote ○ Field Tagged – field delimited format ● Select a frequency option ● Click on “Save” ● From the confirmation page you have an option to set the search as an RSS feed by clicking on the orange box. ● Click on “Done” to return to the search history page. <p>To change any alert settings:</p> <ul style="list-style-type: none"> ● Click on “Open Saved History” link at the top of the page. ● From the Open / Manage Saved searches page, find the alert you want to update. (You may need to select the product first i.e. Web of Science / Web of Science Core Collection) ● Click on “Edit” in the Edit column. ● From the modify page make the necessary changes and then click “Save”. <p>Notes:</p> <ul style="list-style-type: none"> ● You will not receive an e-mail if the search does not retrieve any records added since the last alert. ● There is a limit of 300 records that can be e-mailed. If you get a message saying there are 300 new records you should run the search manually to be sure to find all the records. ● Your alert will be deleted after 24 weeks. You should receive an e-mail prior to the expiration date to remind you to renew your alert. ● You can renew from the Saved Searches page which is accessed from the “Open Saved Searches” link. <p>Citation Alerts:</p> <p>You can create an alert to a citation when using the Web of Science. This alert is active for one year. Access the Full Record of the article by clicking on the title in the Results list. Click the “Create Citation Alert” button in the right-hand column.</p>
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	<p>Check the email address and choose an e-mail Format. Click “Create Citation Alert” to return to the Full Record page.</p> <p>Note: If there is no “Create Citation Alert” button then this means that the record doesn’t contain sufficient information for the alerting system to connect it to references cited by other articles.</p> <p>To access or modify an alert, click on the “My Tools” link in the menu bar, then “Saved Searches and Alerts” and finally, the “Citation Alerts” tab at the top of the screen.</p> <p>Journal Alerts:</p> <p>You can receive e-mails alerts of the latest Table of Contents from a specific journal.</p> <ul style="list-style-type: none"> • Click on the blue “Journal Alerts” link along the toolbar on the top-right of the screen • Click on “Add Journals” • Search for your title • Add this to your selection as other alerts.
RSS feeds	You will find an orange RSS feed box by a saved search history or Citation Alert.
Personalisation	<p>Preferences:</p> <p>From this screen you can update your contact information, select a specific starting application or opt to change the language.</p> <p>When logged in – go to the option with your name in the top-right of the screen and select the Settings option.</p> <p>From this screen you can:</p> <ul style="list-style-type: none"> • Edit your information / details • Select a starting database option • Select a language <p>Click on Submit Changes when you have finished.</p>
Other features	<p>EndNote basic</p> <p>This allows you to store and manage your bibliographic references and produce a bibliography. It serves a similar function as RefWorks.</p>

