Web of Science keyword alerts

[*Web of Science home screen is displayed*]

First **Sign in** to Web of Science. If you don’t have an account, you will need to register first. Click **Sign In** at the top right of the screen and choose **Sign In** from the menu. Enter your email address and Web of Science password. Click **Sign In.** There is also the option to register for an account in this window.

On the Web of Science home screen, enter your **keywords** into the search fields. [*The example demonstrated is* ***tsunami\* AND Japan****.*] Click **Search** to view the results.

On the results screen, click the **Create an alert** button. Enter an **Alert Name** then click the **Create Alert** button. Enter a name for the alert. [*In the video the name “Japan tsunami” is entered.*]

By default, the alert will be emailed weekly. Close the window to return to the Web of Science results screen.

To amend the alert and change the frequency, click the **Searches and alerts** menu then select **Saved searches and alerts**. Click the **More info** link

Use the **Frequency** drop down menu to change how often you receive the alerts. [*The video shows the ‘Monthly’ option being selected. A ‘Change saved successfully’ message displays.*]

[*End of video*]