Keeping up to Date – Research While you Sleep

1. Open up your email account.
   During this workshop you will need to register for 2 services called JournalTOCs and Netvibes. Both services will send you a confirmation email with a link to activate your registration. Open up the email account you wish to use. It can be your University email or a personal one.

2. Register for JournalTOCs

   The JournalTOCs table of contents service makes it easy for academics, researchers, students and anyone else to keep up-to-date with newly published scholarly material by enabling them to find, display, store, combine and reuse thousands of journal tables of contents from multiple publishers. You can also set up feeds from your JournalTOCs account to Netvibes or another RSS Reader service.

   - Go to the www.journaltocs.ac.uk and click on Sign In
   - Click on Sign Up on this page to register. An e-mail confirmation message will be sent to the email account you have registered. This can take a few minutes therefore move onto the next task when instructed to do so.

3. Using personalisation tools available in online databases

   In most databases you can save your search and set an alert to inform you when new articles have been added that match your search keywords. For this example, we have chosen Scopus as it is relatively easy to use, covers a number of subject areas, and has many of the common features that you’ll find in other databases.

   Task 3a - Activate your account on Scopus

   - Go to the Library web site http://lis.tees.ac.uk/
   - Click on the link A-Z online databases on the left of the page
   - Click on S (for Scopus) and select Scopus
   - Once Scopus has opened select Login then Not Registered?
Complete the registration form. Make a note of the password and email address you enter (your email address will be your username)

Click on Register and you should get a screen saying your registration has been successful. Click on Continue to proceed. You should see your name in the top right of the Scopus screen

Task 3b – Save a Search

Search for some articles of interest to you in Scopus

At the top of the results screen you will see details of what you searched for, click on the icon to Save

A message will display at the top of the screen that your search has been saved in Settings

Task 3c: Set up a Search Alert

To view your saved search click on the Settings link:

Then click Saved searches

From this screen you can easily rerun your saved search at a later date. You can either see all the results or just view the new articles that have been added since you saved the search
- Click the **Set Alert** icon

This allows you to set up an automatic email notification - your search is automatically rerun and you will be informed of any new results

- Leave Scopus open you will need it for another task

### 4. Set up an RSS Feed Reader

**RSS feeds** allow you to see when websites, journals and databases have added new content. You can get the content in one place, as soon as it’s published, without having to visit the websites you have taken the feed from. To view the feeds, you need a feed reader. This is a piece of software that checks the feeds and lets you read any new articles that have been added. There are many different versions available. We are going to use a service called Netvibes to read the RSS feeds

- Go to Netvibes [http://www.netvibes.com](http://www.netvibes.com) select **Sign in**. If you already have an account enter your details. If you need to set up a new account select **Sign Up**
If you are registering for a new account follow the instructions. To activate your new account Netvibes will send you a confirmation email. Go to your email account and click on the activation link from Netvibes to complete your registration. Apps are automatically inserted into your Netvibes page. Apps are small windows containing information from websites/businesses/journals. You can edit or delete the apps after today’s workshop in your own time.

Once you have an account leave this window open for the following exercises

5. Set up an RSS Feed from a Website

You may have favourite websites which cover your topic of interest. You can set up feeds to be delivered directly to your RSS feed reader (e.g. Netvibes). For this example you will set up a feed from the student section of the Independent newspaper website.

- Open a new window
- Go to www.independent.co.uk/student
- Scroll down the page and click on the RSS Feed for the news section which interests you the most
- Right click on the title of the RSS Feed and select Copy Shortcut

The Independent - Career Planning RSS Feed

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. Learn more about feeds.

- Go back to the window that has Netvibes open. Click on Add
- Next click on Feeds
- Now paste the shortcut URL into the box and click on the search arrow

The feed will appear below the ‘Add a feed’ box. Click on the + to add the Independent RSS feed you selected to your dashboard

The feed should appear as an app
6. Use an RSS feed to automatically receive search results (Scopus)

You have already performed a search in Scopus and set up an email alert to inform you when new articles are added which match your search criteria. Now that you have a Netvibes account you can set up an RSS feed as well.

- Go back to the webpage you have open for Scopus
- Click on Settings and then Saved searches
- You should see the details of the search you saved earlier, click on the Set feed button to subscribe to the results of this search
- Change the name of the RSS feed if you want to and then click Continue
- Click on the Netvibes button
- Add the feed to your dashboard, click on the green + box

7. Set up RSS Feeds for Journal Content – JournalTOCs

The JournalTOCs table of contents service makes it easy for academics, researchers, students and anyone else to keep up-to-date with newly published scholarly material by enabling them to find, display, store, combine and reuse thousands of journal tables of contents from multiple publishers. You can also set up feeds from your JournalTOCs account to Netvibes or another RSS Reader service.

- You have already registered for JournalTOCs. An e-mail confirmation message should have been sent to the email account you have registered. Follow the instructions to confirm your registration request
- Now do a search for journals on the left of the screen

1. Enter a journal title, or keyword, e.g. psychology, in this box.
Adding feeds from journals to NetVibes

Rather than having to visit JournalTocs every time you want to see the latest content of your selected journal you can collect lots of RSS feeds together in one place.

You are now ready to import your journal feeds into a reader:

- Go to Netvibes. You should already have this open from a previous exercise (http://www.netvibes.com) If not Sign In.
- Click on the Add button in the top left of the screen
Then click **Feeds**

Now click **Browse** and find the file you previously saved (mytocs.opml) and then click **Import**

You should receive a message that your import has been successful - click **OK** to close this message. You should see the contents information for the journals you selected (these will either appear under the ‘General’ or ‘Uncategorized’ tab). Click on the title of an article and then the link to be taken to the article. You will be able to access the full text of the article if the University Library subscribes to the journal or if it is an Open Access journal.