How to add items from Lexis

Before you begin it is important that you have installed the bookmarklet tool on to your internet browser. Instructions for this can be found on the Reading Lists Online LibGuide http://tees.libguides.com/RLO/gettingstarted.

Locate the resource you want to add to your reading list using Lexis. Once you are in the full record click on Share Link in the bottom right hand of the screen.

In the box that pops up right click on the title and select Copy Link Location, then close this pop up box by clicking on the x in the top right.
Click on **Add to My Bookmarks** on your browser toolbar. In the subsequent bookmarking screen simply paste the link you have copied into to **Web address** field (overwriting the one that is already there).

In the pop up box, select the list you wish to add your item to from **Add to list**.

You can also select a position on your list (i.e. top or bottom) or which section it will appear under (if you have already created sections in your list).

On this screen you can add a **Note for student**, these notes will appear next to the item in your reading list. It is also possible to add a **Note for library**, this can be any information you wish the library to be made aware of regarding this item.

**Important** - The **Note for library** will only be transmitted to library staff once you have published your reading list.

To finish click on **OK**.