**Add material from Documents on Irish Foreign Policy**

1. 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://libguides.tees.ac.uk/RLO/gettingstarted](http://libguides.tees.ac.uk/RLO/gettingstarted)

2. Go to [https://www.difp.ie/](https://www.difp.ie/) and search or browse for relevant material. To add material to your list click on the title of the document. Then click on **Add to my Bookmarks** from your toolbar (if you are using a PC or laptop) or by using favourites (if you are using an iPad). The following screenshot is an example using a laptop:

3. The bookmark page will open. The **Resource Type** should be set to **Webpage** or **Website**. Click on **Create & Add to List**
4. 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 e.g. Web Resources (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.

   To finish click on **OK**.

   ![Create & Add to List](image)

   **WARNING:** Items will not appear publicly until the list is published.

If you were working on a Reading List and it is still open in another tab or window, you will need to refresh the page to show your newly added item.

Any additions to your list are automatically saved as a ‘draft’. Once you have finished adding the items you want to your list, you **must publish** it by clicking on the **publish** button on the top right of the screen (visible when you click on **Edit list (classic)**). By publishing the list will make it live for students to view.