Add news resources from NewsBank

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)

**Please note**: most of the content from NewsBank is searchable in Discovery and it easier to bookmark articles that way. However, if you prefer, you can search the database separately and bookmark directly from NewsBank.

Go to [NewsBank](http://newsbank.com) and either search or browse for news resources. Content in NewsBank also includes videos and podcasts and can filter your results by source type using the menu to the left of your search results:

![Source type filter](image)

The instructions for each type of resource can vary.
A: Newspaper Article
To add a newspaper article to your reading list, click on the title of the article. Then bookmark the page by clicking 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:

The bookmark page will open.

The Resource Type should be set to Webpage or Website (this may need to be updated using the drop down menu).

Check the title of the article is correct, as it may need to be edited.

Click on Create & Add to List
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. Newspaper and Magazines (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**.

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.
B: News Videos/Podcasts
To add a news video or podcast to your reading list, click on the title of the video or podcast. Then bookmark the page by clicking 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:

The bookmark page will open.

The Resource Type should be set to **Webpage** or **Website**

Click on **Create & Add to List**
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. Newspaper and Magazines (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**.

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