Add a newspaper/magazine article

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 List Online LibGuide: http://tees.libguides.com/RLO/gettingstarted

Using Discovery from the Library homepage (http://www.tees.ac.uk/depts/lis/) to find the newspaper or magazine article that you want. To search for electronic newspaper articles and magazines, enter your search terms and click on search, then select ‘Newspaper Article’, ‘Magazine Article’ and ‘Full Text Online’ from the left hand menu.

From the search results page click on Add to My Bookmarks on your toolbar.

The option to Bookmark to Reading Lists Online will appear. Please note that this option may disappear when you scroll down the page, so just click on Add to My Bookmarks again to have the option reappear.

Click on Bookmark to Reading Lists Online.
Reading Lists Online - RLO

You will be taken to the bookmarking page. Make sure that all the fields have been filled in correctly for your item (i.e. Resource Type, Title, Author, etc.) and edit if necessary.

Click on **Create & Add to List** to add the item to your reading list.

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

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

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, the library will be notified and will check it. The list will also be made live for students to view.