1. Go to the Explore homepage. You may need to sign in to access some resources
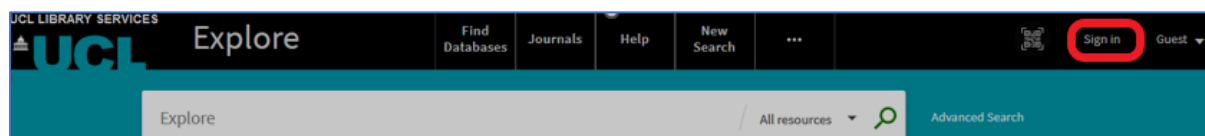

2. **Adding a Print book** : Enter your search (in the example I've used keywords from the title, plus the author's surname). From the filter, select 'Library Catalogue', to narrow your results, then click on the magnifying glass.


3. A list of results will then be displayed. Select the result/s you are interested in. In the example, I can see there are 4 versions of the item of the item I require. Click where it says '4 versions' to see all the versions.
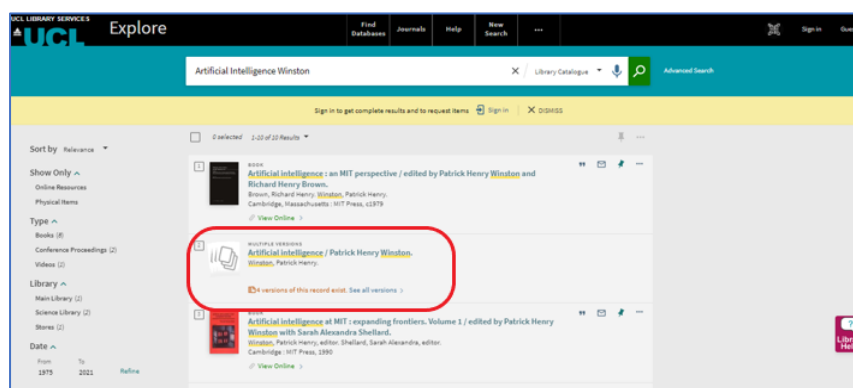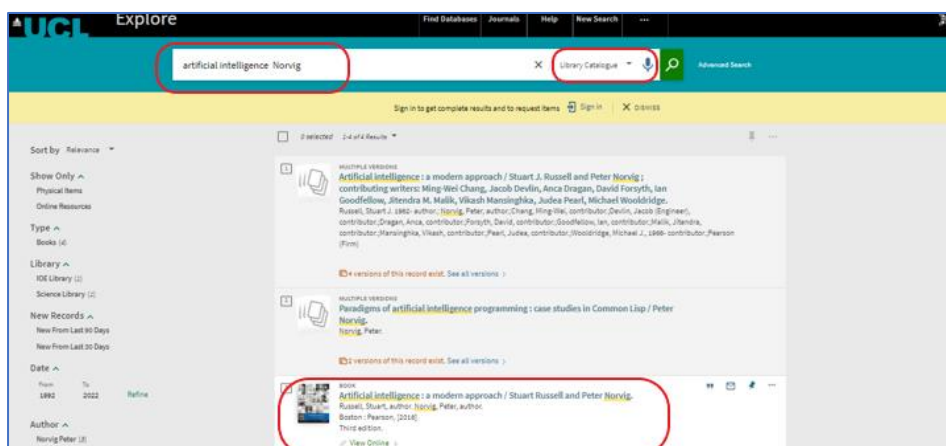

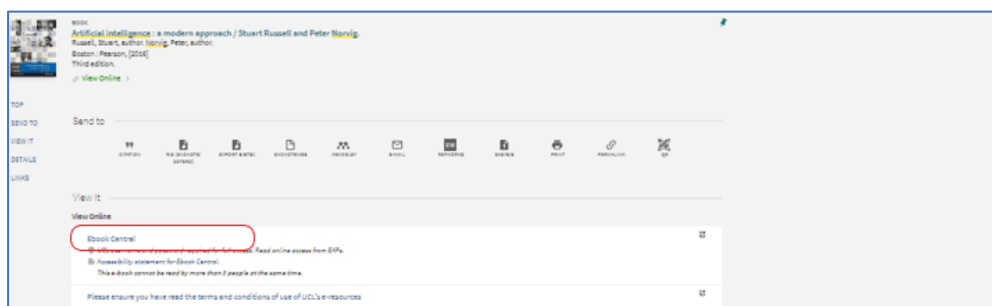4. Then click into the edition you require. In the example below, I have clicked on the 1992 print edition.
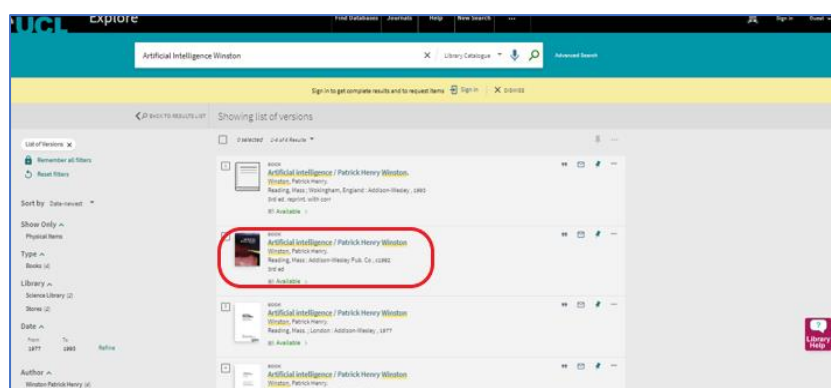
5. Use the green Talis bookmarking extension button to add the item to your reading list. **Step 12** describes how you save it to your reading list.
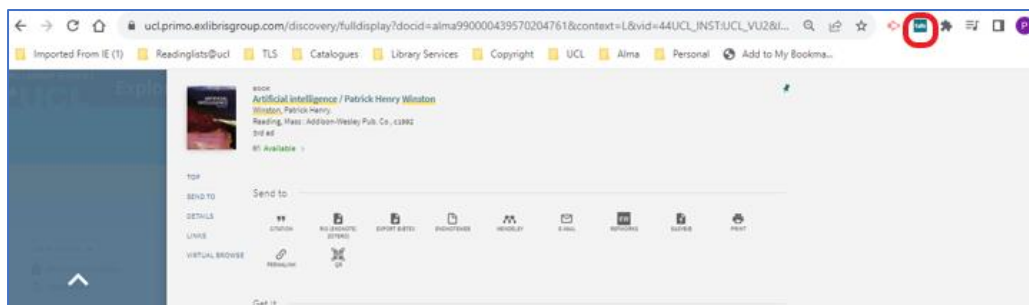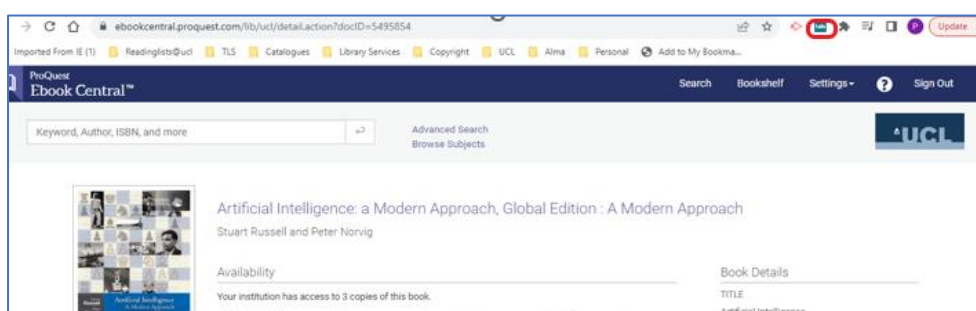
6. **Adding an E-resource**: **e-book**. Follow steps 1-3 above. Find the resource you want, then click the green text indicating 'view online' button to access the details.
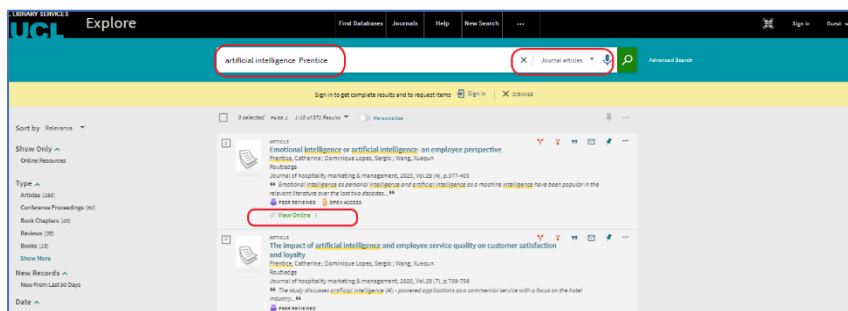

7. Click the link for the platform provider. The e-book provider below is 'Ebook Central'.
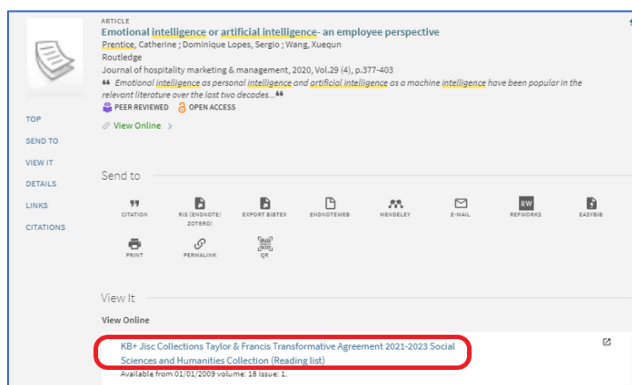

8. Use the green Talis bookmarking extension button to add the item to your reading list. The item metadata will be pulled through.

9. **Adding an e-resource: Journal article** – Follow steps 1-2 above, and filter to journal article. then click the green text indicating 'view online' button to access the details.

10. Then click the platform provider; in the example below the platform provider is "KB + jisc collections Taylor and Francis".

11. Use the green Talis bookmarking extension button to add the item to your reading list. Always bookmark from the **abstract** page, not from the PDF of a journal article as the details will not get pulled through.

12. Most of the time you bookmark from the catalogue, all the metadata will be pulled through and you will be presented with two options to save it to your list. Simply choose whether you want whether you want to '**Create**' OR '**Create and Add to list**'.

13. **What is the difference** ? If you choose '**Create**', you add the item to a list of your choice. If you choose '**Create and Add to List'**, you will be presented with a dialog box to indicate which list you want to add the item to.

14. Selecting '**Create**', you can click 'add resource' from the horizontal bar.
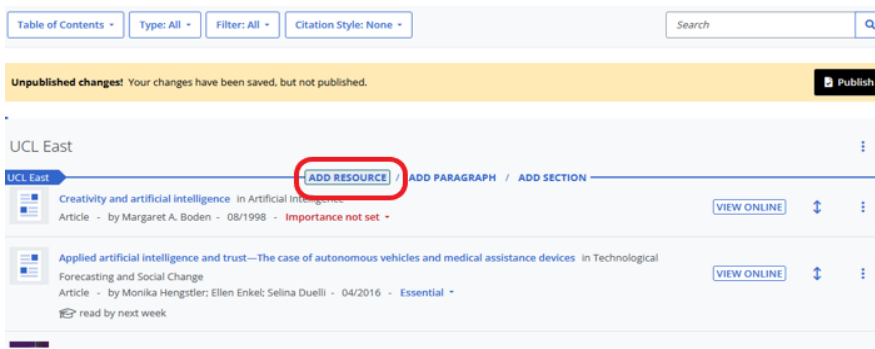
15. You will then see a list of the last items you bookmarked. The last item will always be on top. Click 'Add to list', to add the item to your list. Once added to your list, you can always set the importance and add student and library notes.
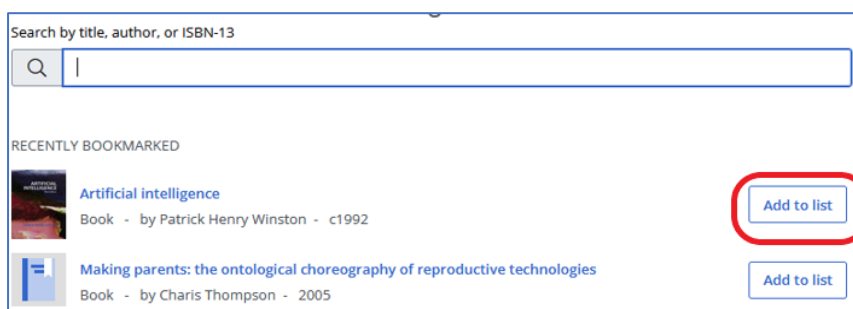
16. If you select '**Create and Add to list'**, you can use the drop down from the dialog box to decide which list to add the item to. It is likely you will only have one or two lists under your drop down, depending which lists you have editing rights to.

You can then use the other drop downs to indicate where you want to add it on the list, and to add a student or Library note, and set the importance level. Then click OK.

17. Then go to your list, click the re-fresh button on your browser, and the item you have just bookmarked will be added to your list.

18. Don't forget to **publish** your list when you have added all your items.

12. You can also ask for a **review** of your list, when you have completed adding all your items. See below.