## Finishing Touches

*How to…… items on your reading list :*

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Finishing Touches

How to sort items on your reading list

Once you are logged into the reading list system and on the appropriate reading list you will see a toolbar on the top left that has a number of options, one of which is Sort. If you click on this a screen appears that allows you to choose how you would like the entries sorting. Select an option, Author tends to be the most popular but you can choose whichever is most appropriate for you. Then click on Sort and the list will then be reordered in the manner requested.

How to hide or show an item that is on your reading list

On the right of the screen there are a number of operations that you can use that relate to each specific entry on the reading list, one of which is Hide (Show appears if the entry is already hidden). To hide an entry on the reading list you click on the

Please note: If your list has sub-headings or notes on it these will need to be manually moved after you have sorted the list so they are in the correct place on your reading list.
symbol next to **Hide**. The entry then appears faded on the list as you view it but it does not appear on the list at all when students view it. When you wish it to appear again on the reading list you need to click on the symbol next to **Show**.

**How to edit an item that is on your reading list**

On the right of the screen there are a number of operations that you can use that relate to each specific entry on the reading list. To edit an item click on the **Edit** option next to the appropriate entry, this opens up the detailed record for this item and you can then add notes or make alterations to the record, then click on **Save**.

Please note: If you are completely altering the item it is easier to add it as a new entry rather than changing the details. If you do change the details so it is a different item, for example to change the record to a newer edition of the book you must remove or alter the old ISBN or DOI on the record or the system will still link to the old item and the Library will be unaware it is a new addition to your reading list.

**How to delete an item that is on your reading list**

To delete a single item on your reading list click on the **Delete** option that is on the far right of the item record.
To delete a selection of items on your list, on the far left click on the record number of each item you wish to remove, the numbers are then highlighted and an extra menu option appears at the top of the screen. Click on the Delete option and these items will be removed from your list.

To remove all entries on a reading list click on the Select All option on the top toolbar, this then highlights all of the numbers of your items and again the extra options toolbar appears. When you click on Delete every item on your reading list will be removed.

How to move an item on your reading list

There are a number of different ways of moving items on your reading list. If you are just moving one item and your list is not too long the easiest way to move it is to click and hold on the number of the item you wish to move and simply drag it to the place on the list you would like it to appear.

Alternatively you can click on the number of the item you wish to move, this highlights the number of the item and produces the extra options menu at the top of the screen. You can then click on Move and a new screen pops up and you can select the position where you would like the item moving to from the drop down menu, then click on Move. This method can be used for moving a whole section of items.
How to copy items on your reading lists to other reading lists

If you are just copying one book or journal article to another reading list it is probably quicker to just add the item as a new item on the reading list using the ISBN or the DOI, but if you are copying a number of items it is quicker to use the following method.

Click on the number next to the items you wish to copy you can select a few, this then highlights the number next to your item(s) and produces the extra options toolbar. Click on the Copy option on the toolbar which will then bring up a list of reading lists that you can copy the items to, select the appropriate reading list and click on Copy.

Please note: You can only copy items from a list you are a module leader for to a list that you are also the module leader for. The Library can help copying lists over to new modules if you are experiencing difficulties with this.
How to change the importance of an item listed on your reading list

When adding an item to a reading list you need to assign an importance level to it, the options are Key, Standard or Additional, with Standard being the default level. To change the importance of an entry click on the number next to the relevant item, then on the new toolbar that appears click on Importance. Select the appropriate importance level and click on Set.

How to add notes in bold or italics to your reading list

When adding notes to your reading list or adding notes on an item entry on your reading list you can choose whether to have them in standard text, bold or italics.

To make your note bold you need to add <b> before the text and </b> at the end of the text you wish to appear bold.

To have your note appear in italics you need to add <i> before the text and </i> after the end of the text.

How to collapse items into sub-headings

If you wish your items to be collected together under different topics or weeks then you can use sub-headings. By clicking on the sub-headings you can collapse all the entries below it so just the heading shows on the list.
By clicking on the sub-heading again you can show all the items listed under that heading on the reading list.

How to export reading lists into a word document

Click on the Export option on the top right of the toolbar. In the resulting form select Word as the Export Format, then click on Export.

If you do not have the option to export to Word please contact the Library and we should be able to do that for you.

How to link reading lists for different modules

It is possible to have two modules share one reading list so you do not have to maintain a number of different lists if they all contain the same material.

Please contact the Library if you wish to do this and we can link the reading lists for you.