Bookmarking online journal articles in Aspire

Are you set up for Aspire bookmarking? If not, follow the instructions in Getting started with Aspire.

For articles from journals we only have in print, see over the page.

1. Go to Aspire (via Reading Lists on the Library home page) and log in as usual (see Getting Started)

2. Find your journal article online (eg via the E-journals tab on Library Search, or Discover, or one of our full-text databases – this may involve you logging in with your Brookes Login)

3. For the best results, click through till you reach a page where only that article’s details are displayed, but not through to a PDF (these tend not to bookmark well)

4. Copy the full URL (Web address) of this page for Step 7. (For Ebsco articles, copy the Permalink.)

5. Click your Add to my Bookmarks button on your browser toolbar. (Tip: use CTRL-click if you want to get the bookmark screen in a separate tab and still have the article information in the original tab.)

6. The bookmarking screen appears, with an Article tab and a Journal tab. Check the information in each field looks right, as some journals bookmark more accurately than others.

7. If there isn’t a “Web address” field, add one using the “Add field” button. Paste in the Web address or permalink you copied in Step 4

8. Make sure the Online Resource button is ticked. This will bring up a dialogue box asking where you want the Online Resource Link to go to. Make sure the “Web address” option is ticked, as Open URL or DOI links do not always work especially off-campus.

9. Click Create (or if you are currently working on a specific list, Create & Add to List)

10. That's it! Your bookmark has now been added. Remember to Publish your list once you’ve finished making all your changes to it – otherwise your students won’t see your updates and the Library won’t know that you have updated the list!

WWW.BROOKES.AC.UK/LIBRARY
Bookmarking print-only journal articles

If we only have a particular journal article available in print, you can still bookmark the print journal and then add article details manually, so your students know where to find it.

1. Find the print journal title on the Library Catalogue (the Books and E-books tab on Library Search), and click through to it.

2. Click your Add to my Bookmarks button on your browser toolbar. (Are you set up for Aspire bookmarking? If not, follow the instructions in Getting started with Aspire.)

3. A bookmarking screen comes up with the basic journal details.

4. In the “Add field” box, pull up the menu and select “Has part (chapter, article, etc)”. Click Add.

5. This brings up a new, Article tab where you can manually add the article details. Use the “Add field” menu again to add boxes for Author, Date, Volume, Issue and Pages, and fill in the details. You will also need to edit the article Title field.

6. When you are happy, click Create (or if you are currently working on a specific list, Create & Add to List).

7. That’s it! Your bookmark has now been added. To see it, go to either the list you are working on, or “My Bookmarks” if you didn’t add it to a list, and refresh the page. You can then drag the bookmark into any list you are editing.

8. Remember to Publish your list once you’ve finished making all your changes to it – otherwise your students won’t see your updates and the Library won’t know that you have updated the list!

Hazel Rothera, May 2016