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 (via LibrarySearch, where you can filter your results to Format-Article, or via 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 *bookmark* button in your browser (to the right of the Web address bar).

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. (Tip: if needed you are offered the option to re-open the article in an adjoining tab.)

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. 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!
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 via the Journal Titles tab on LibrarySearch.

2. Click on the journal title to go to the title details screen.

3. Click your bookmark button in your browser (to the right of the Web address bar)

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

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

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

7. This brings up a new tab where you change the Resource Type to Article, then 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.

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

8. 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 add the item to any list you are editing using the “Add Resource” bar.

9. 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, August 2018