**Bookmarking online journal titles in Aspire**

For journal titles we only have in print, see over the page. If you want to bookmark a specific journal article (in print or online) see the separate guides on *Bookmarking journal articles in Aspire* or *Bookmarking an Ebscohost journal article in Aspire*.

1. Go to Aspire (via Reading Lists on the Library home page) and log in as usual (see *Getting Started*).
2. Go to Search on the Library home page, select the E-journals by title tab, and enter your journal title.
3. On the Full Text Finder results page, find the journal you want and click on the title.

![Click on the journal title here](image)

4. This takes you to the page you need to bookmark for students.

![Bookmark from this page, where only one journal title appears, not from the results list](image)

5. Click your Add to my Bookmarks button on your browser toolbar. (If you haven’t put it on yet, you can’t start bookmarking – follow the instructions in the *Getting started with Aspire* guide)

6. The bookmarking screen appears – it should show the journal title, ISSN and Web address.

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

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

9. 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 titles in Aspire**

If we only have a particular journal available in print, you can still bookmark it so your students know where to find it in the Library (for e-journals, 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. Go to Search on the Library home page, select the *Books and e-books* tab (because print journals are listed on the Library Catalogue, not with the e-journals), and enter your journal title. (If necessary, use the *Collection* menu on the left to narrow to journals only.)

3. On the search results page, click through to the journal you want.

4. On the journal’s page, click your *Add to my Bookmarks* button on your browser toolbar. (If you haven’t put it on yet, you can’t start bookmarking – follow the instructions in the *Getting started with Aspire* guide)

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

6. Check they are correct and 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 drag the bookmark into any list you are editing.

7. **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