

EXPLORE THE BRITISH LIBRARY: MY WORKSPACE

<http://explore.bl.uk>

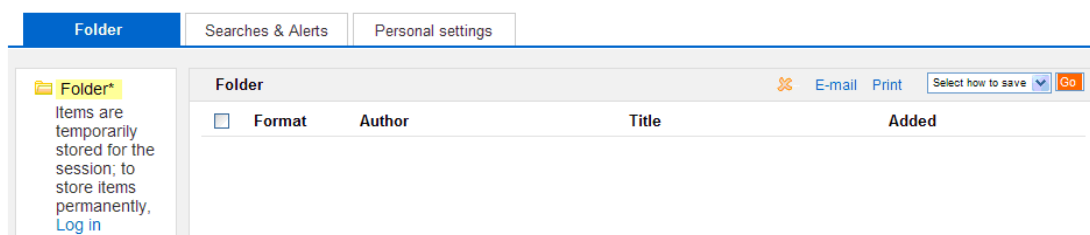
My workspace

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What is My workspace?

My workspace is an area where you can store records of items you find, save searches or alerts and save personal settings.

There are three tabs in **My workspace**; the active tab is highlighted blue:



Folder	You can create folders in which to store records and add notes alongside your stored records. You can print, email, save and push records to a social bookmarking site from here. You can also request items from your Folders.
Searches & Alerts	You can view all the searches you have performed during the current session. You may also be able to view all the searches/alerts you have saved from previous sessions.
Personal settings	You can store your email address. You can choose how many items per page you want to display in your lists of results.

Note: You will only see all the functions if you are logged in to 'Explore the British Library' Only [registered Readers](#) and customers of our [document supply service](#) can log in. Guest users, who cannot log in, can only store records, view searches carried out and store personal settings for the length of their session.

Note: When a [registered Reader](#) pass expires any information saved in a reader's workspace is automatically deleted. There is no means of re-instating this information. Readers should ensure they [renew their reader pass](#) before it expires if they have items in their workspace that they wish to keep.

Adding items to My workspace

- Click on the star symbol alongside the record's brief details, in your results list, to add the item:



The star turns orange once the item has been added.

- Or, if viewing the record's **Details** tab, click **Send to** and select **Add to My workspace** in the right-hand corner of the panel:

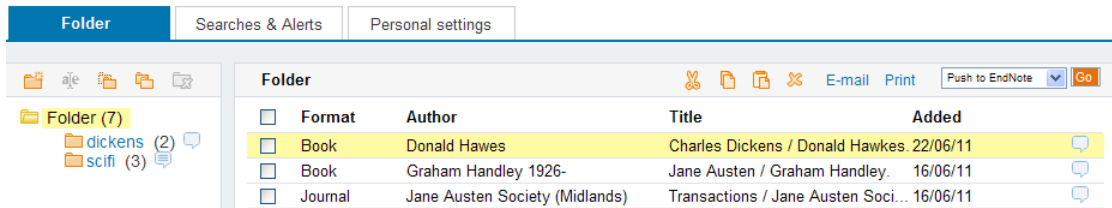


If you want to add more than one record at a time you can add all the records displayed on the page you are viewing.

- Click the **Add results page to my workspace** link on the left of the screen, above the Refine options:



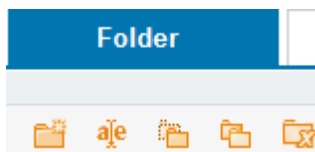
Go to My workspace and Select **Folder** to see the item:



Note: If you are not logged in, records are only added temporarily to the folder. If you are a registered reader or document supply customer, log in to save records for future use.

Customising folders

You will see a selection of icons in My workspace:




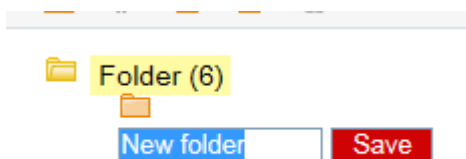
You can:

- Create a new folder or subfolder
- Rename an existing folder
- Copy/paste existing folders
- Delete a folder
- Add a folder note


Create a new folder

To create a new folder:

- Click on  the new folder icon
- Give your folder a name
- Click **Save**:

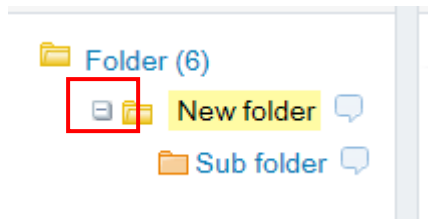


To create a subfolder:


- Click on an existing folder
- Click on  the new folder icon
- Give your folder a name
- Click **Save**:

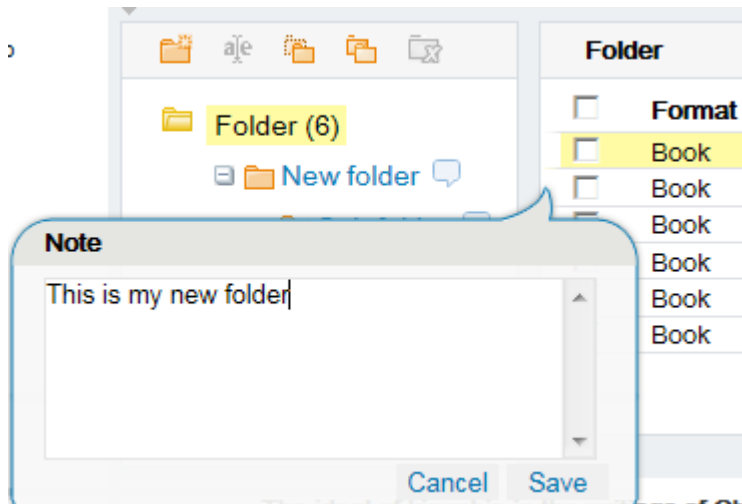
To display or hide subfolders:

- Click on either the + or – sign by the folder name:



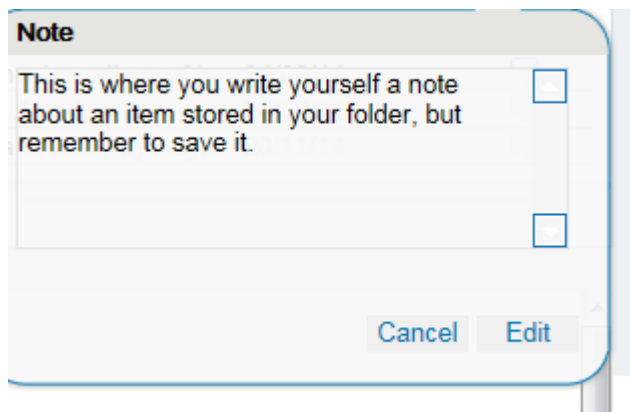
To add notes for folders:

- Click the balloon icon  next to the folder
- Click **Save**:




To re-edit the note

- Click on the note
- Click **Edit**
- Click **Save**:

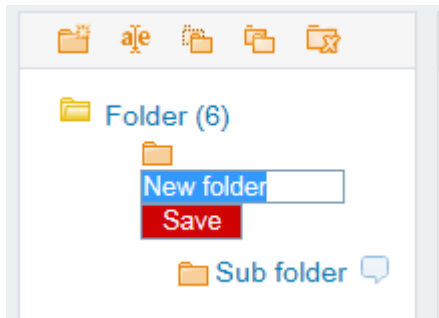


Rename an existing folder

To rename an existing, folder:

- Highlight the folder
- Click the rename icon :



A box will appear below your folder:



- Type in the new name
- Click **Save**.


Copy/paste existing folders

You can use copy/paste to move an existing folder into another folder.

- Highlight the folder you wish to move
- Click on  the copy folder icon
- Now highlight the folder where you want to move to
- Click on  the paste folder icon.


Delete a folder

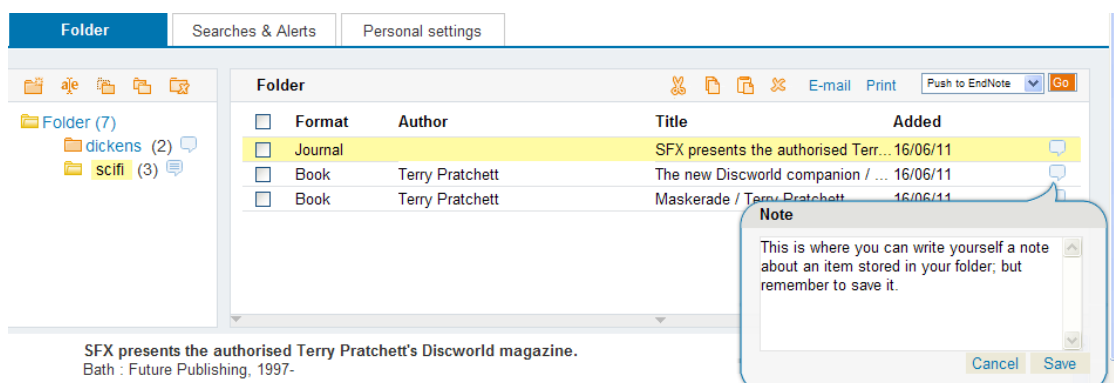
To delete a folder:

- Highlight the folder
- Click on  the delete folder icon.

Add a note to an item

You can add notes for items

- Click the balloon icon  next to the item
- Click **Save**:



To re-edit the note



- Click on the note
- Click **Edit**
- Click **Save**:

Moving items between folders

When you save an item to your folders, it is saved by default to the **Folder**. You can, however, move it to another folder if you wish.

- Click on the box to the left of the item you want to move, so that a tick appears:



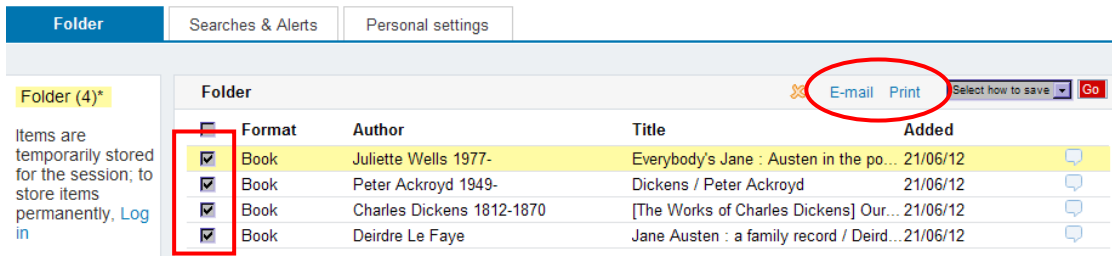
- Click on the cut icon 
- Highlight the folder of your choice
- Click on , the paste icon.

The item will then be saved in the chosen folder.

Email/print from My Workspace

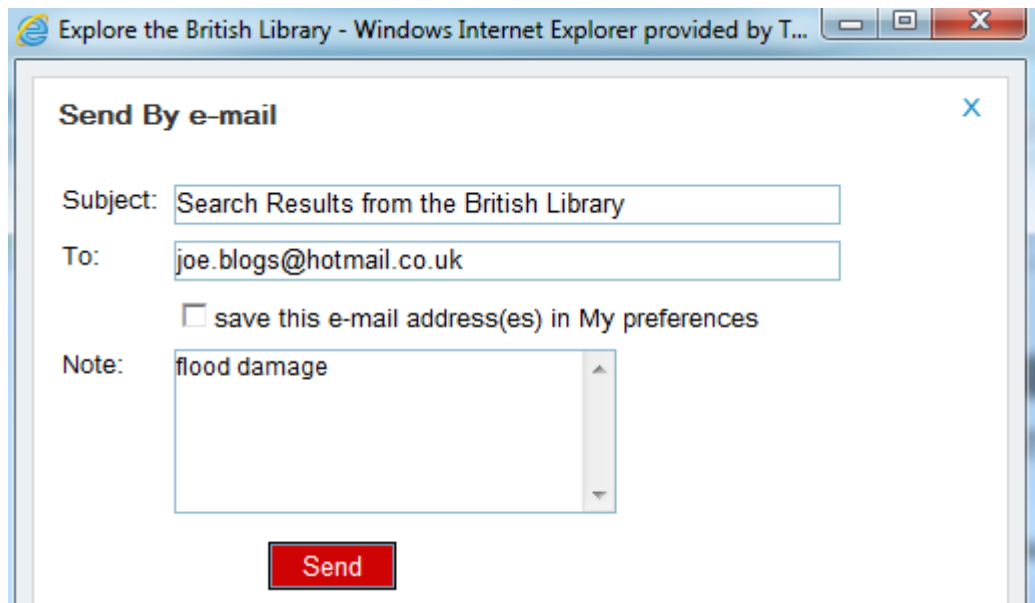
You can email/print the records of the items you have saved in My workspace.

- To email/print one or more records, select the record(s) using the tick box:



- Click **Print** and print as you would normally
- Or click **E-mail**

A pop-up window appears:



- If you are not logged in/have not previously stored your email details, enter your email address in the pop-up window that appears; you may also add a note
- Click **Send**.

If you only want to email/print one record, you can instead highlight the record by clicking on it so that the details display in the bottom half of the screen:

Format	Author	Title	Added
Book	James Lewis MAY	George Eliot.	05/11/09
Book	Tim Dolin 1959-	George Eliot / Tim Dolin.	05/11/09
Book		Passchendaele 1917 : The story o...27/03/09	
Book	Siân Evans	Polesden Lacey, Surrey : a souve...	12/10/10
Journal	Instytut Geologiczny.	Kwartalnik geologiczny.	14/10/10
Book	Donald Hawes	Charles Dickens / Donald Hawkes.	14/10/10

Charles Dickens / Donald Hawkes.
 Donald Hawes
 London : Continuum, 2007.

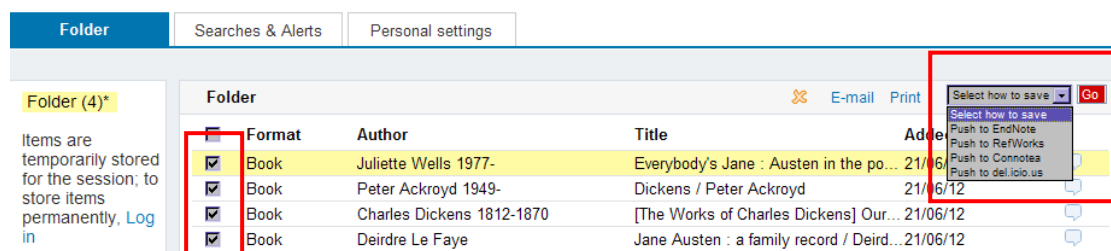
Title: Charles Dickens / Donald Hawkes.
Author: Donald Hawes
Subjects: Dickens, Charles, 1812-1870 ; Novelists, English -- 19th century -- Biography ;
Dewey: 823.8
Publication Details: London : Continuum, 2007.
Language: English
Identifier: ISBN: 9780826489630 (hbk.); ISBN: 082648963X (hbk.); ISBN: 9780826489647 (pbk.); ISBN: 0826489648 (pbk.); BNB: GBA688090; System number: 013578560
Notes: Formerly CIP.

- Click on **Send to** and select **E-mail** and proceed as detailed above.

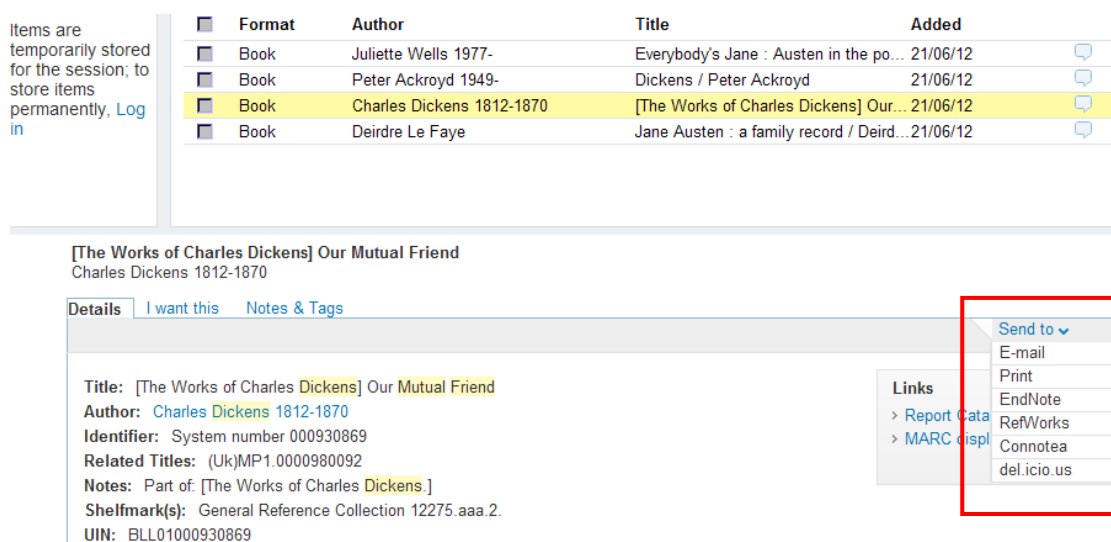
Add to social bookmarking site

You can add one or more records of the items you have saved, in My workspace, to a social bookmarking site.

Select the record(s) using the tick box; then click on the drop-down arrow to the side of the 'Select how to save/Push to EndNote' box; select your preferred book-marking site and click **Go**:



If you just wish to add one record, you can instead, highlight the record by clicking on it so that the details display in the bottom half of the screen, then click on **Send to** and select your preferred book-marking site:

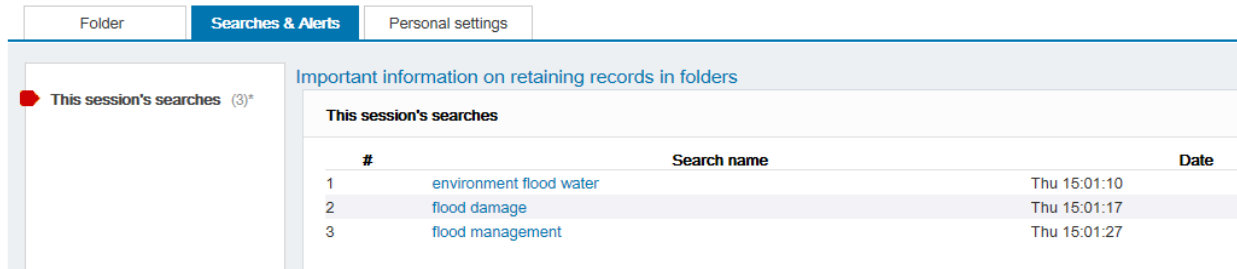


This session's searches

All the searches you make in a session are temporarily stored in My workspace and when you finish your session these searches will be deleted.

To view searches you've carried out during your session:

- Select My workspace
- Click on the Searches & Alerts tab
- Click on the **This session's searches** link on the left, if it does not automatically display (If you are logged in your Saved searches and Alerts will display when you first click the Searches & Alerts tab.)

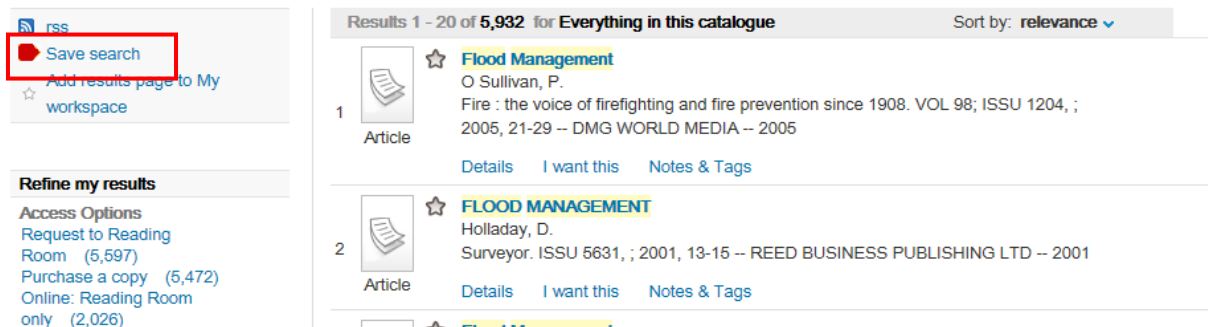


- To re-run a search click the highlighted search term(s).

Saving searches

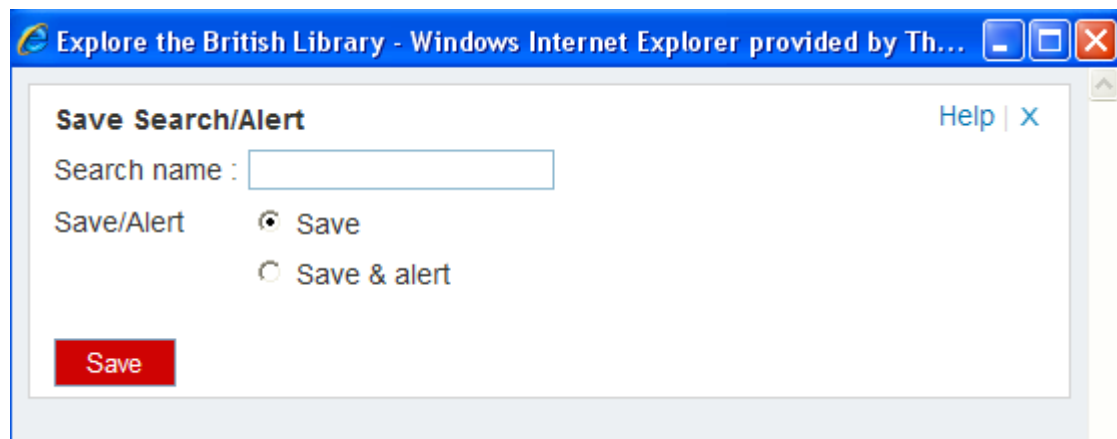
If you are a registered reader or document supply customer, you can choose to save your searches; you must be logged in to save searches.

The save search facility is at the top of your results, above the Refine options:



- Click on **Save search**.

A new dialogue box will open:



- Give your search a name
- Click on **Save**, or **Save & alert**.

If you choose this second option, you will be asked to specify an email address, unless you have previously stored this in 'Personal settings'. You will then receive email updates when new items meeting your search criteria are added to 'Explore the British Library'.

Your search will be saved into the **Saved searches** folder in My workspace.

Folder	Searches & Alerts	Personal settings		
Saved searches & alerts				
This session's searches (4)				
Saved searches & alerts (2)				
#	Search name	Alert type	Update/Set alert	Delete
1	scifi	0	Update	Delete
2	austen	E-mail	Update	Delete

- Click on the search name to execute the search again
- Click on delete to remove the search from the folder
- Click on update to update a saved search to an alert.

Personal settings

The third tab is where you can store your email address, and select how many items you want to see per page.

- Click on **Edit Details** to update your information:

Folder	Searches & Alerts	Personal settings
Personal settings		
Personal settings		
SMS number		
My e-mail	<input type="text" value="cathy.lott@bl.uk"/>	
Edit Details		
		Display settings
		Number of results per page <input type="text" value="20"/>
		<input type="button" value="Save"/>

You could also store an SMS (mobile phone) number but the text alert facility is not available.