

# EXPLORE THE BRITISH LIBRARY: HOW TO PRINT/EMAIL/BOOKMARK RECORDS

<http://explore.bl.uk>

## How to print/email/bookmark records

[How do I print out a record?](#)

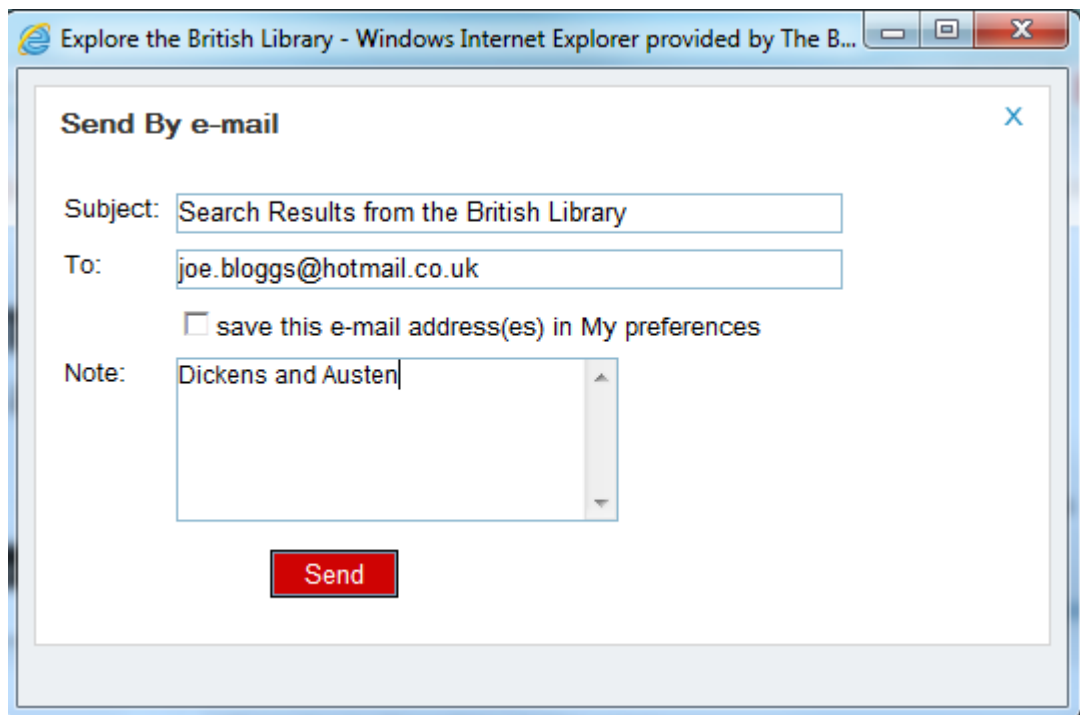
[How do I add a record to a social bookmarking site?](#)

## How do I email the record?

- Click on the **Details** tab and choose **Send to** in the right hand corner of the panel:



- Click on **E-mail** and 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**.

Depending on your email provider, the record will look something like this:

Dear Reader  
Charles Dickens

This message from the [British Library](#) contains the details of the following item.

Please do not reply to this message.

[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.); System number: 013578560
- **Notes:** Formerly CIP. Includes bibliographical references and index.
- **Physical Description:** vi, 167 p. ; 21 cm.
- **Series:** Writers' lives; Writers' lives
- **Shelfmark(s):** Document Supply m07/.29250 General Reference Collection YC.2007.a.15263

*Check library holdings and other locations*

**Title:**

- [Document Supply](#) m07/.29250

Shelfmark(s): • [General Reference Collection](#) YC.2007.a.15263

The underlined headings are links back to 'Explore the British Library'.

## Emailing from My Workspace

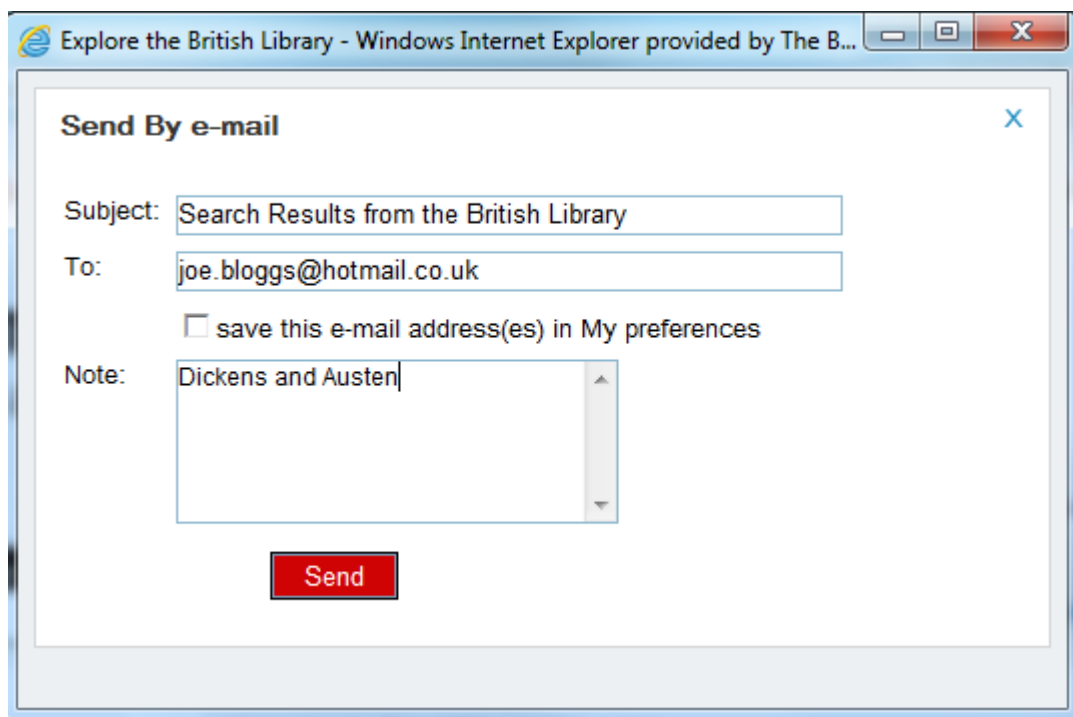
You can email one or more records that you have saved in My workspace.

- To email one or more records from your folder, select the record(s) using the tick box

The screenshot shows a workspace interface with a table of records. The table has columns for Format, Author, Title, and Added. Four records are listed, each with a checked checkbox in the first column. The 'E-mail' button in the top right of the table is circled in red.

Format	Author	Title	Added
<input checked="" type="checkbox"/>	Book Juliette Wells 1977-	Everybody's Jane : Austen in the po...	21/06/12
<input checked="" type="checkbox"/>	Book Peter Ackroyd 1949-	Dickens / Peter Ackroyd	21/06/12
<input checked="" type="checkbox"/>	Book Charles Dickens 1812-1870	[The Works of Charles Dickens] Our...	21/06/12
<input checked="" type="checkbox"/>	Book Deirdre Le Faye	Jane Austen : a family record / Deird...	21/06/12

- Click on **E-mail** and 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 one record, you can instead highlight the record by clicking on it so that the details display in the bottom half of the screen:

The screenshot shows a library search results page with a table of records. The record for 'Charles Dickens / Donald Hawkes' is highlighted in yellow. Below the table, the details for this record are displayed. In the bottom right corner, a red box highlights the 'Send to' dropdown menu, which includes the following options:

- Send to ▾
- E-mail
- Print
- EndNote
- RefWorks
- Connotea
- del.icio.us

The details section for the highlighted record includes:


- Title:** Charles Dickens / Donald Hawkes.
- Author:** Donald Hawkes
- 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.

## How do I print out a record?

Click on the **Details** tab, click **Send to** in the right hand corner of the panel and select **Print**.

The record will print in the following format:

Charles Dickens / Donald Hawkes. 

**Author:** Donald Hawkes

**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. Includes bibliographical references and index.

**Physical Description:** vi, 167 p. ; 21 cm.

**Series:** Writers' lives

**Shelfmark(s):** Document Supply m07/29250 General Reference Collection YC.2007.a.15263

**Shelfmark(s):** [Document Supply m07/29250](#)  
[General Reference Collection YC.2007.a.15263](#)

**Note:** User-submitted notes and/or tags for an item will not print out.

## Printing from My workspace

If you wish to print a selection of records, follow [the instructions](#) above for emailing from My workspace, but select the print option instead of email.

## How do I add a record to a social bookmarking site?

- Click on the **Details** tab and select **Send to** in the right-hand corner of the panel
- Choose the option you require.

 ☆ **Charles Dickens / Donald Hawkes.**  
Donald Hawkes  
London : Continuum, 2007.

Book

**Details** | I want this | Notes & Tags

**Title:** Charles Dickens / Donald Hawkes.

**Author:** Donald Hawkes

**Subjects:** Dickens, Charles, 1812-1870 ; Novelists, English -- 19th century -- Biography ; Dewey: 823.8

**Publication Details:** London : Continuum, 2007.

**Language:** English

**Identifier:** ISBN: 9780826489630 (hbk.);

**Send to** [dropdown] [copy] [close]

- Add to My workspace ☆
- E-mail [envelope icon]
- Print [printer icon]
- EndNote ☆ [EndNote icon]
- RefWorks ☆ [RefWorks icon]
- Connotea [Connotea icon]
- del.icio.us [del.icio.us icon]

Amazon.co.uk

## Adding to a social bookmarking site from My workspace

You can add record(s) you have saved, in My workspace, to a social bookmarking site

- Use the tick box to select the records you require

- 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
- Click **Go**.

Folder (4)\*

Items are temporarily stored for the session; to store items permanently, [Log in](#)

Format	Author	Title	Added
<input checked="" type="checkbox"/>	Book Juliette Wells 1977-	Everybody's Jane : Austen in the po...	21/06/12
<input checked="" type="checkbox"/>	Book Peter Ackroyd 1949-	Dickens / Peter Ackroyd	21/06/12
<input checked="" type="checkbox"/>	Book Charles Dickens 1812-1870	[The Works of Charles Dickens] Our...	21/06/12
<input checked="" type="checkbox"/>	Book Deirdre Le Faye	Jane Austen : a family record / Deird...	21/06/12

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:

Items are temporarily stored for the session; to store items permanently, [Log in](#)

Format	Author	Title	Added
<input type="checkbox"/>	Book Juliette Wells 1977-	Everybody's Jane : Austen in the po...	21/06/12
<input type="checkbox"/>	Book Peter Ackroyd 1949-	Dickens / Peter Ackroyd	21/06/12
<input checked="" type="checkbox"/>	Book Charles Dickens 1812-1870	[The Works of Charles Dickens] Our...	21/06/12
<input type="checkbox"/>	Book Deirdre Le Faye	Jane Austen : a family record / Deird...	21/06/12

**[The Works of Charles Dickens] Our Mutual Friend**  
Charles Dickens 1812-1870

Details | [I want this](#) | [Notes & Tags](#)

**Title:** [The Works of Charles Dickens] Our Mutual Friend  
**Author:** Charles Dickens 1812-1870  
**Identifier:** System number 000930869  
**Related Titles:** (Uk)MP1.0000980092  
**Notes:** Part of: [The Works of Charles Dickens.]  
**Shelfmark(s):** General Reference Collection 12275.aaa.2.  
**UIN:** BLL01000930869

Links  
> Report Catalogue  
> MARC display