Step 4: Installing the Bookmark Button

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarians: www.derby.ac.uk/subjectlibrarians
Step 4: Installing the Bookmark Button

Using the information in this guide you will be able to add the ‘Bookmark Button’ and use it to collect resources to add to your Online Reading List.

Before you start make sure you have followed the steps:

Step 1: Finding the Online Reading Lists Homepage

Step 2: Activating your Online Reading Lists Account

Step 3: Navigating the Online Reading Lists Site

Use the step-by-step guides at [http://libguides.derby.ac.uk/readinglists](http://libguides.derby.ac.uk/readinglists)

You will need to add the Bookmark Button to every computer that you use, but all of your Bookmarks are saved in one place under ‘My Bookmarks’.
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What are a Bookmark and the Bookmark Button and why do I need them?

The **Bookmark Button** is a tool which sits at the top of the screen on your Internet Browser. It recognises information about a webpage and pulls this into a record. If it is from the Library, or a bookseller website such as Amazon, the information is author, dates, publishers etc. If it is from a website it will gather the web address and name of the site and put them into a record containing live links. You can then put the ‘Bookmarks’ into your Online Reading List

**Bookmarks** are a collection of shortcuts to these websites, or Library items, and allow students to go directly to them from their online reading list without having to search the Library catalogue, or manually type in a web address

Instead of a static list of books, journals and other resources, students now have an interactive list and can spend time reading rather than searching

Best practice guidance: see **Step 5: Online Reading List Layout & Content**
Step 4: Installing the Bookmark Button

Installing the ‘Bookmark Button’ #1

Open an internet session on your computer. The procedure is the same if you are using Firefox, Internet Explorer, Chrome, Safari or any other internet browser.

First make sure you can see the Favourites Bar/Bookmark Toolbar on your computer. With this you will always have the Bookmark Button available to use.

You may also wish to save the Online Reading Lists and Library homepages

Each Internet browser is different so follow these instructions.
Step 4: Installing the Bookmark Button

Installing the ‘Bookmark Button’ #2

Firefox

1. Click on the ‘Menu’ icon in the top right of the screen. In the box that opens select ‘Customise’ from the bottom on the list.

2. On the next screen click on ‘Show/Hide Toolbars’. Tick the box next to ‘Bookmarks Toolbar’. Then ‘Exit Customise’.

3. You will see the new bar at the top of your screen under the address bar. (You will only see these Bookmarks if you have saved them on your computer.)
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Installing the ‘Bookmark Button’ #3

Chrome
1. Click on the ‘Menu’ icon in the top right of the screen and select ‘Settings’

2. Under ‘Appearance’ tick the box next to ‘Always show Bookmarks Bar’ and close the Settings window

3. You will see the new bar at the top of your screen under the address bar

(You will only see these Bookmarks if you have saved them on your computer)
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Installing the ‘Bookmark Button’ #4

Internet Explorer
1. Right click your mouse in the space next to the current website tab (shown here as a star) and then tick the box next to ‘Favourites bar’

2. Then click on ‘Close’

3. You will see the new bar at the top of your screen under the address bar

(You will only see these Bookmarks if you have saved them on your computer)
Step 4: Installing the Bookmark Button

Installing the ‘Bookmark Button’ #5

Safari (Mac) – not recommended on iPads

1. Click on the ‘Bookmarks’ tab at the top right of the screen and then on ‘Bookmarks Bar’

2. You will see the new bar at the top of your screen under the address bar

(You will only see these Bookmarks if you have saved them on your computer)
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Installing the ‘Bookmark Button’ #6

Now you can install the ‘Bookmark Button’

This is exactly the same procedure regardless of which Internet browser you are using

On the Online Reading Lists homepage (see Step 1: Finding the Online Reading Lists Homepage) sign into your account (see Step 2: Activating your Online Reading Lists Account)

Click on ‘My Bookmarks’
Installing the ‘Bookmark Button’ #7

You will see the message ‘You do not have any bookmarks, yet’

To be able to add these you need to install the ‘Bookmark Button’ on your Favourites Bar/Bookmark Toolbar

Click on ‘Install Bookmark Button’ on the right of the screen

A box will come up in the centre of the screen. Click on ‘Next’

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Installing the ‘Bookmark Button’ #8

On the next screen put your mouse over ‘Add to My Bookmarks’ in the centre of the screen and left-click and keep the mouse button pressed down

A ‘No entry’ sign will appear and you can move a duplicate of the box if you keep the mouse button pressed down

Drag the box up to the Favourites Bar/Bookmark Toolbar and release your finger from the left-hand button on your mouse
Step 4: Installing the Bookmark Button

Installing the ‘Bookmark Button’ #9

Once you have successfully done this click on ‘Next’

Then ‘Close’ on the next screen

The Bookmark Button displays as ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar
Step 4: Installing the Bookmark Button

Installing the ‘Bookmark Button’ #10

Test the Bookmark Button

On the current page click on ‘Add to My Bookmarks’ on the Favourites Bar/Bookmark Toolbar

The screen will split and you will see the information about this page: the resource type; the title of the page; and the Web address (URL)
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Installing the ‘Bookmark Button’ #11

You can either save or delete this test by clicking on ‘Create’ or ‘Cancel’ at the bottom of the screen. You may wish to add a note in the box

If you do choose to keep the test Bookmark it will be saved in your ‘My Bookmarks’ until you add it to a list or remove it. See Step 3: Navigating the Online Reading Lists Site for how to remove bookmarks

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Now you can collect resources to put in your Online Reading Lists or use for your own research

You may find the following guides useful:

• Step 5: Online Reading List layout and content
• Step 6: Adding content from the Library (print books; ebooks; print journals; DVDs)
• Step 7: Adding e-journals
• Step 8: Adding chapters and articles
• Step 9: Adding websites
• Step 10: Adding items not in stock
• Step 11: Adding Copyright Cleared Content
• Step 12: Adding audio visual material (Box of Broadcast; YouTube)
• Step 13: Adding other Library resources (indexes and databases)
• Step 14: Using Library Plus
• Step 15: How to edit your Online Reading List

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For more information, assistance, or to arrange a demonstration contact:

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