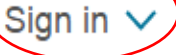


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<p>Registering / Creating a personal account</p>	<p>Registration allows you to personalise and use a number of extra features such as:</p> <ul style="list-style-type: none"> • Saving searches • Setting e-mail alerts • Creating a favourite journal or book series list. <p>You can create a personal account by logging in with your Teesside University ICT username and password.</p> <p>To do this click on </p> <p>Go to the Other Institution login Search for Teesside University Enter your normal University username and password into the boxes.</p>									
<p>Managing your searches</p>	<p>Search History</p> <p>To see your search history – Go into Advanced search (a link below the search boxes) and make sure this turned on from the option on the right of the screen.</p> <p>When the search history has been switched on a table will be displayed. This shows:</p> <ul style="list-style-type: none"> • the last 10 searches you have done • the number of results (N.B. the system will re-run to update results when you click on the results column) • Options to edit the search or delete it. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Search history Turn off Save history as Recall history Clear all Print</p> <hr/> <p> ⌵ Select: Combine with AND Combine with OR ? Combining tips </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f0e0;"> <th style="width: 60%;">Search</th> <th style="width: 20%;">Results</th> <th style="width: 20%;">Actions</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> (porpoises null) and tobermory <small>[All Sources(- All Sciences -)]</small> </td> <td style="text-align: center;">3 articles</td> <td style="text-align: center;"> ↻ Edit ✕ Delete </td> </tr> <tr> <td> <input type="checkbox"/> (bibliographic management systems) <small>[All Sources(- All Sciences -)]</small> </td> <td style="text-align: center;">12,757 articles</td> <td style="text-align: center;"> ↻ Edit ✕ Delete </td> </tr> </tbody> </table> </div>	Search	Results	Actions	<input type="checkbox"/> (porpoises null) and tobermory <small>[All Sources(- All Sciences -)]</small>	3 articles	↻ Edit ✕ Delete	<input type="checkbox"/> (bibliographic management systems) <small>[All Sources(- All Sciences -)]</small>	12,757 articles	↻ Edit ✕ Delete
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	<p>From this table you can combine up to 5 searches together using AND or OR.</p> <p>Clear all will delete all the displayed searches but will not delete any saved search histories you have done (see below).</p> <p>Print will display a printable version of the search history table.</p> <p>Saving a Search History:</p> <p>You can save the search requests listed in the Search History table and recall them at a later date.</p> <ul style="list-style-type: none">• From the Search History table click “Save history as”.• Give the Search History a name in the “Save search history as” field (names are case-sensitive and must be less than 20 characters long)• Or you could “Select a Saved History to Overwrite” which will replace the saved history.• Click on “Save History” <p>Recalling a Search History:</p> <ul style="list-style-type: none">• Make sure that the Search History box is turned on.• Click on “Recall History” located above the Search History table.• On the “Recall Search History” page you have the option to save the current search history. If you do not want to save this, leave the field blank. If you do want to save the current Search History table you can give it a name in this box.• You then need to select the Search History you want to recall.• Then click on “Recall History” <p>You also have the option to delete a Search History from this page.</p>



Setting up Alerts	<p>To access alerts go to your name at the top of the screen to see the Details & Settings options. Click the Manage my alerts link.</p> <p>The following types are available:</p> <ul style="list-style-type: none">• Search Alerts – this will notify you by e-mail when new documents matching a stored search become available.<ul style="list-style-type: none">○ Conduct an Advanced or Expert Search○ From the search results page click on “Save search alert”.○ Complete the fields on the “Save search alert” page.○ Click “Save” <p>If you click on “Manage my Alerts” under the Details & Settings options your Search Alert should be listed there. From this screen you can modify and delete an Alert or add another.</p> <ul style="list-style-type: none">• Topic Alerts – these are predefined searches on a specific topic, you are notified by e-mail when new documents are available.<ul style="list-style-type: none">○ Go to the “Manage my alerts” section in the Details & settings section.○ In the Topic alerts section, click on the link to select the topics you are interested in○ Select a broad category from the drop-down○ Click on the check box by an alert that you want○ Click “Save Settings” to save your changes and return to the main Alerts page○ The alerts you added appear in the Topic Alerts section.• Journal and book-series alerts – this alerts you by e-mail when a new issue of a journal, Articles in Press, book, or handbook volume becomes available<ul style="list-style-type: none">○ To set an alert from the journal or book home page, click the Alert me about new articles link under the title information at the top of the page.
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RSS feeds	<p>You can create RSS feeds from ScienceDirect wherever you see the orange box icon  RSS . You will need to have access to an RSS reader (e.g. from within RefWorks or Bloglines etc.) to be able to subscribe to an RSS feed.</p> <p>The RSS feed provides links to new articles that match your criteria.</p> <p>You can subscribe to an RSS feeds from:</p> <ul style="list-style-type: none">○ The search results page (after using Advanced / Expert) for a search criteria (“Search Feed”)○ Manage my Alerts page○ The Browse page from Journal menu (“Article Feed”)
Personalisation	<p>Details and Settings:</p> <p>From the ‘Details & Settings’ menu’ accessed via your name at the top of the screen once you have signed in you can review or change your profile information, for instance:</p> <ul style="list-style-type: none">○ Add / Remove Alerts○ Modify Personal Details and Preferences○ Create a report of currently available journal and book series titles

