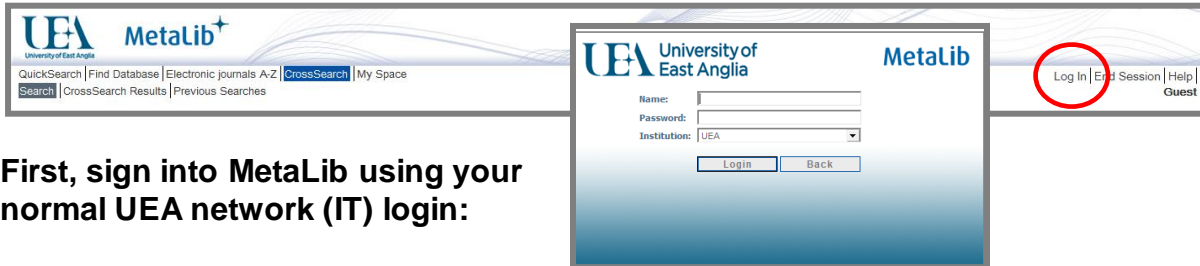


Library Helpsheet: MetaLib (2)

This Helpsheet shows how you can use MetaLib to save article references and export them to EndNote bibliographic management software, and how to save searches and set up email alerts for new articles.

For help on getting started with MetaLib, see MetaLib Helpsheet No.1



First, sign into MetaLib using your normal UEA network (IT) login:

A. Saving articles from your searches

You can use MetaLib to save articles from your search results for future reference, or to export to bibliographic management software (e.g. EndNote)

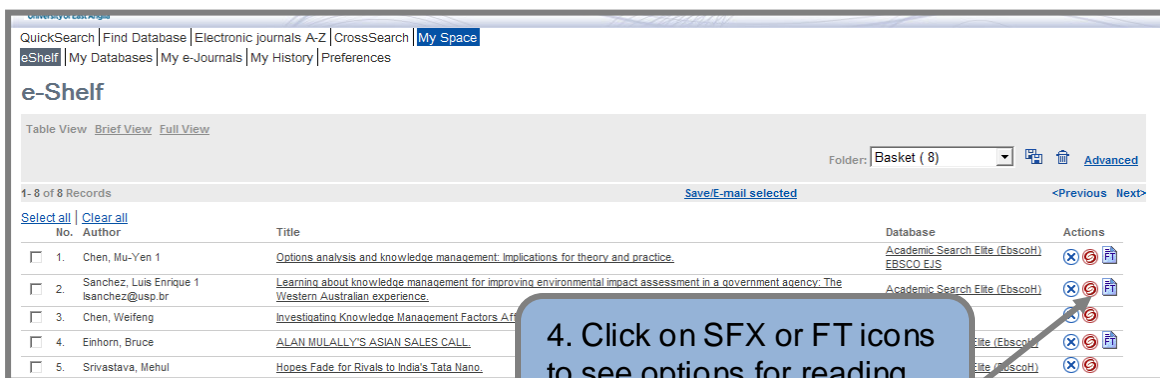
1. Run a CrossSearch using your chosen databases & search terms

2. Select a search result & click on the 'shopping basket'



3. Click on My Space

On the My Space e-Shelf you can see all articles that have been saved while logged in to MetaLib:



4. Click on SFX or FT icons to see options for reading full text



You can also save article references by email, or by exporting to EndNote bibliographic management software. Open the 'full view' of a search result by clicking on the article title:

Click on the envelope to email article reference.

Click on disk icon to save in format compatible with EndNote bibliographic management software

Records will be saved on your PC.

Record format: EndNote

Encoding: ISO 8859-1

Save Cancel

B. Saving searches & setting up email alerts

You may wish to rerun a search periodically, to see if any new articles fitting your search criteria have been added to the databases.

1. From the CrossSearch search results page, click on 'Previous Searches'

2. Add search to your History

3. Click on My Space

4. Click on query to rerun any saved search

5. Click on the bell to set up search alert (records of new results will be emailed to you)

Select 'My History'

4. Click on query to rerun any saved search

5. Click on the bell to set up search alert (records of new results will be emailed to you)

