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| **Getting information to come to you** |  |

**Set up journal email alerts from Zetoc** <http://zetoc.mimas.ac.uk/>

1. From the *Zetoc* homepage click on **‘Zetoc alert’**.
2. Enter your *Oxford Single Sign-On* (SSO) username and password. You may need to select Oxford as an institution first. More information about the SSO available at: <http://www.bodleian.ox.ac.uk/sers/resources/ssoathens>
3. Create a new Zetoc Alert list by entering your email address and giving the list a name. Choose ‘yes’ to include hyperlinks. Click **‘create’**.
4. Add some journal titles to the alert list you have created. Browse or search for relevant journals. Click on **‘add’** next to the journal you wish to add to your list. You will then receive an email every time that journal is updated by *Zetoc*.

**Create an RSS reader account with Google Reader**

1. Go to <http://www.google.com/reader/>
2. Either sign in with an existing Google account or choose to **‘Create an account now’**
3. Add a new RSS subscription:
   * Visit a favourite website



* + Look out for the standard icons: or



* + Right-click on the icon select ‘Copy Shortcut’ and paste it into your RSS reader or click on the icon and paste the URL of the page that appears into your reader from your browser.
  + Here are a few suggestions for finding some useful RSS feeds:

INTUTE <http://www.intute.ac.uk/rss.html>

BBC <http://www.bbc.co.uk>/

Oxford University <http://www.ox.ac.uk>/

Times Higher Education Supplement <http://www.thes.co.uk/rss/>

**Zetoc RSS feed**

1. From the *Zetoc* homepage (<http://zetoc.mimas.ac.uk/>) click on ‘Zetoc RSS’.
2. Browse or search for relevant journal titles.
3. Click on the RSS logo next to the journal title you wish to set up a feed for.
4. A page of XML code will open. Copy the URL of this page.
5. Open your feed reader. If using Google, click on **‘Add subscription’**. Paste the URL into the box that appears. Click **‘Add’**. A new feed will then appear in your reader every time that journal is updated by *Zetoc*.

**Saving and re-running searches in SOLO** [http://solo.bodleian.ox.ac.uk](http://solo.bodleian.ox.ac.uk/)

1. Go to *SOLO* and log-in using your Oxford SSO
2. Do a search of your choice
3. Click on **‘Save query’** which will appear at the top of your search results display.
4. Note there is an RSS option as well
5. Give your search a name. You can choose to also set up an email alert.
6. Click on the **‘e-Shelf’** button to see your saved searches. Re-run them by clicking on the search name.

**Citation alerts from Web of Science**

1. Access *Web of Science* via OxLIP+ at <http://oxlip-plus.bodleian.ox.ac.uk>
2. Search for relevant articles
3. View the full display of an article you would like to know if anyone cites by clicking on the article title.
4. Click on **‘Create Citation Alert’**
5. You will be prompted to log-in or to register. You can set whatever account email and password you like.
6. The default alert is email. To set up an RSS feed instead click on the XML button and then copy and paste the URL that appears in your browser’s address bar into your RSS reader.
7. To change the alert settings, access Citation Alerts (offered at the top of every page) and click the **‘Modify Settings’** button. You would do this to cancel email alerts or to stop emails coming or change the format of the emails.

**Saving Search histories with Web of Science**

1. You can save your searches in Web of Science either so you can run it again later or so you can be alerted to new records which match the search when they are entered in the database.
2. Do a search on a topic of your choice
3. Click on **‘Search history’** at the top of the page
4. Click on **‘Save history’** to save the last search set that you created. You will be prompted to log-in or to register.
5. Opening **‘My Saved Searches’** lets you see your saved histories
6. Choose Open to run the search again