Editing Online Reading Lists

To make changes to an existing reading list, sign in to libreading.uea.ac.uk and open your reading list. (You can find your lists in the **My Lists** area in Talis, or you can search my module code or name on the Talis home page.) Once at your reading list, the editing tools should be available to you immediately – contact Lib.Reading@uea.ac.uk if they down appear once you've logged in.

Overview of the List Edit interface

1. **List Edit menu.** This gives you access to a range of editing options, including changing the list title and notes, adding new module codes, updating student numbers, inviting other colleagues to edit the list, manually requesting a Library review on your reading list, making a copy of your reading list and more. You can also access the classic list editing interface from here.
2. **Student numbers.** This is the number of students enrolled on the linked module(s).
3. **Action Bar.** The Action Bar appears when you hover your mouse over the reading list. It lets you add a new resource (from your existing Talis bookmarks, or searching a wider book database), paragraph (block of text), or section at that point on the list. Please note you will still need to use the Bookmark Button to add non-book items (journal articles, websites, etc.) to your reading list.
4. **Importance.** You can click on this to set or change the importance category of an item.
5. **Move item.** You can move an item on your reading list by clicking and dragging the double arrows to a new location. You can also use the cut and paste options in the section/item editing menu (see point 6 below) to move individual items or entire sections.

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6. **Section/item editing menu.** You can access item or section editing details here, letting you edit the details of an item, cut and paste it elsewhere in the list, delete an item, or access the functions of the Action Bar (see below).

The Action Bar

The Action Bar appears when you hover your mouse cursor over a gap between items or sections on a reading list. This lets you access three key functions for creating or editing a reading list.

The Action Bar "header arrow"

The Action Bar is usually a blue line, but if you're editing within a section of a reading list, the action bar will start with a blue arrow containing the title of the section to make it clear where you will add an item via the Action Bar.

Week 1

If you want to add a resource, paragraph, or section between two existing sections, make sure there is no blue header arrow on the left of the Action Bar.

Add Resource

The Add Resource option brings up the pop-up pictured on the right. From here, you can look through your recently bookmarked items, search your bookmarks, or do a general search for books.


- **Add an item from your Talis bookmarks.** Your recently bookmarked items appear at the top of the Add Resource pop-up. Alternatively, you can search via the "Search by title, author, or ISBN" box to find other bookmarked items. Click on the title of the item to add it to your reading list.
- **Add a new item to your reading list.** Below the "Recently Bookmarked" section, you will find a list of other titles in the "Book Search" section. This searches both the Library's collection, and an external bibliographic database. Click on the "Show more" link if the item you're looking for doesn't appear.
    - Search via the the "Search by title, author, or ISBN" box at the top of the Add Resource pop-up.
    - Click on an item in the "Book Search" section to expand it out.
    - If there is a tick in the "In Library" column, the Library already has this edition in stock and so it will be immediately available to your students. Otherwise, we will need to order the item in for you.
    - To add an item to your reading list, pick the edition you want, and click on the blue "+" icon next to it to add it to your reading list.
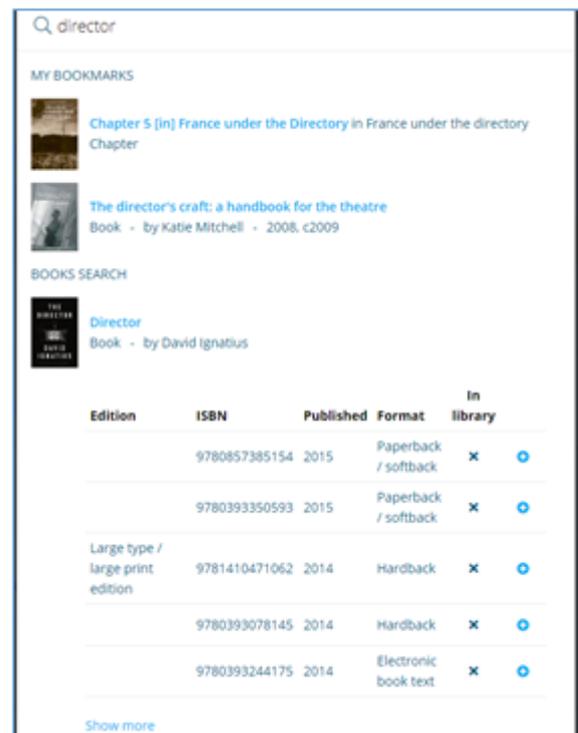
Please note the Add Resource function currently only works for books – you will still need to bookmark articles, websites, or other material using the Talis bookmarklet or browser extension.

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Add Paragraph

The "Add Paragraph" option lets you add a block of text directly to your reading list. You can do basic formatting to this text, including **bold**, *itallic*, and <u>underlined</u> text, as well as numbered and bulleted lists.
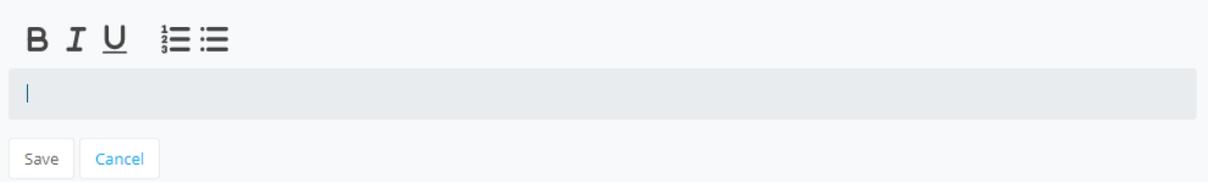
Once you've entered your text, press "Save" to add it to your reading list.

Add Section

The "Add Section" option lets you add a new section to your reading list. You can place a section within an existing section to create sub-sections.
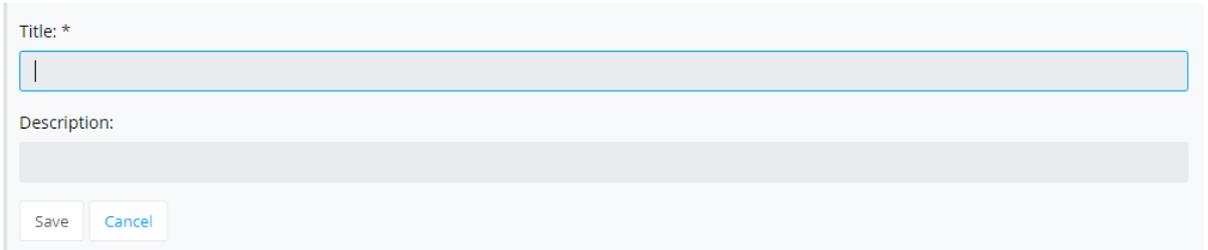
Once you've given your section a title and (optionally) a description, press "Save" to add it to your reading list.

Item Editing menu

The item Editing menu (the three dots on the far right of every item on your list) gives you access to a range of editing options for the item in question.

- **Edit.** This lets you edit the metadata of an item, the text of a paragraph, or the title and description of a section.
- **Request digitisation.** You can request for a chapter or section of a book or journal to be scanned in and uploaded to your reading list.
- **Delete.** This deletes the item from your reading list. **Please be careful when using this to delete a section** as it will delete the section and all the items in it!
- **Cut.** This cuts the item from your reading list so you can paste it elsewhere. Cutting and pasting a section will move the section and all the items contained in it.
- **Paste below.** This will only be available if you have previously cut an item from your list. It will paste it below the item currently selected.
- **Move up and Move down.** This will move the item up or down one step in the reading list. Moving a section will move all the items in the section at the same time.
- **Note for students.** This lets you add a note for your students on a reading list item.
- **Note for library.** Use this to add a note for the library about an item on your reading list. This will only be visible to the Library and list editors.
- **Add resource below, Add section below, Add paragraph below.** This lets you add a resource, paragraph, or section immediately below the currently selected item. (Please see the Action Bar section for more details on these functions.)
- **Add to My Bookmarks.** Add an item from a reading list to your bookmarks in Talis for use on other lists.
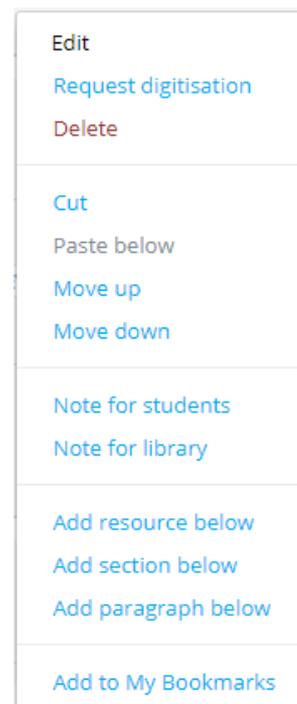
Common editing tasks
Changing the title or description of a list
Click the **Edit** > **Edit list details** to the right of the title – here you can change the **Title** of the list, the **Description**, and **Time Period** of the list. The **Set license** and **Who can view** options are not used – please do not change these fields!

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Edit details

Title: *

Robin's Example Reading List

Description:

This list is used for examples on our Help and Support pages.

Set license:

Use default license ▼

Time period:

2019/2020 ▼

Who can view: *

Institution default ▼

Cancel   Save

Click **Save** to confirm these changes.

Add a resource, paragraph or section

See the **Action Bar** section above, or our page on Adding items to your reading list (INSERT LINK) for more information.

Add or change an importance category for a resource

Click on the red **Importance not set** drop down next to an item or add an importance category to it, or click on the blue importance category to change it.

Move/reorder sections

To move a section, click on the **Edit section menu**, and use the **Cut** option. The Action Bar will change to just show the **Paste** and **Cancel** options.

PASTE / CANCEL

Position the Action Bar to where you would like to move your section to, and click **Paste** to move your cut section there. Click **Cancel** if you don't want to move your cut section.

You can also move resources and paragraphs using this method (via the **Edit item menu**), or by dragging and dropping them to their new locations using the double arrow icon next to the item you want to move. ↕

Delete a resource, paragraph, or section

To delete a resource or paragraph, click on the **Edit item menu** and use the red Delete option. The following pop-up will appear.

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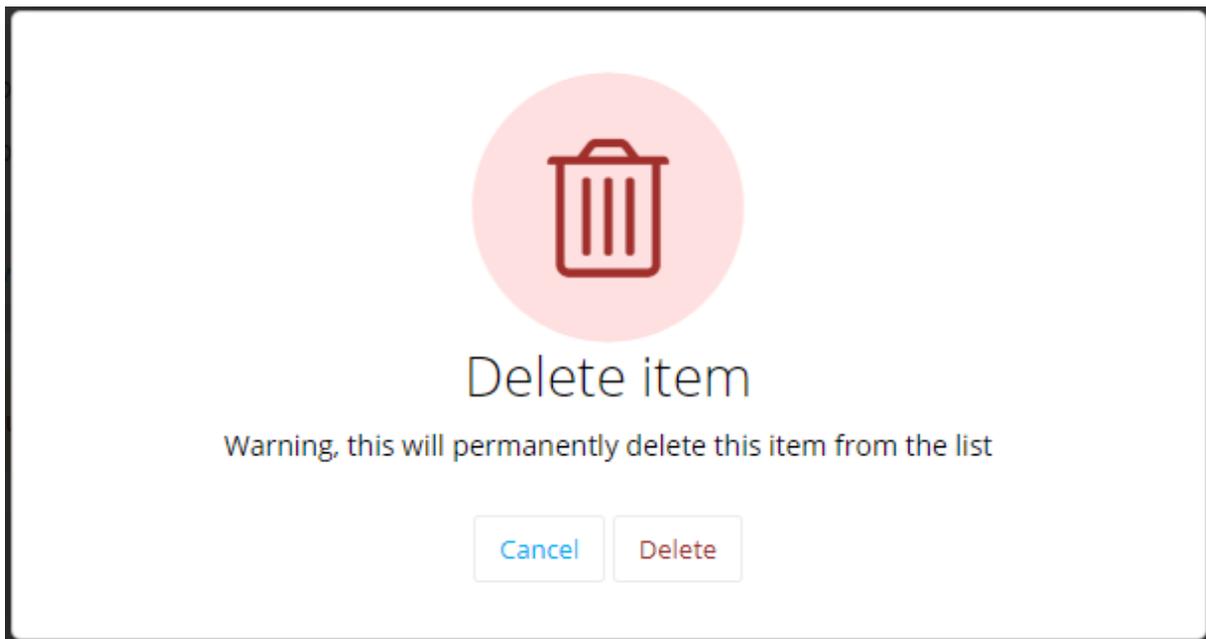
Click on **Delete** to remove the item, or **Cancel** if you no longer want to remove the item.

To delete a section, click on the **Edit section menu** and use the red **Delete** option. The following pop-up will appear.
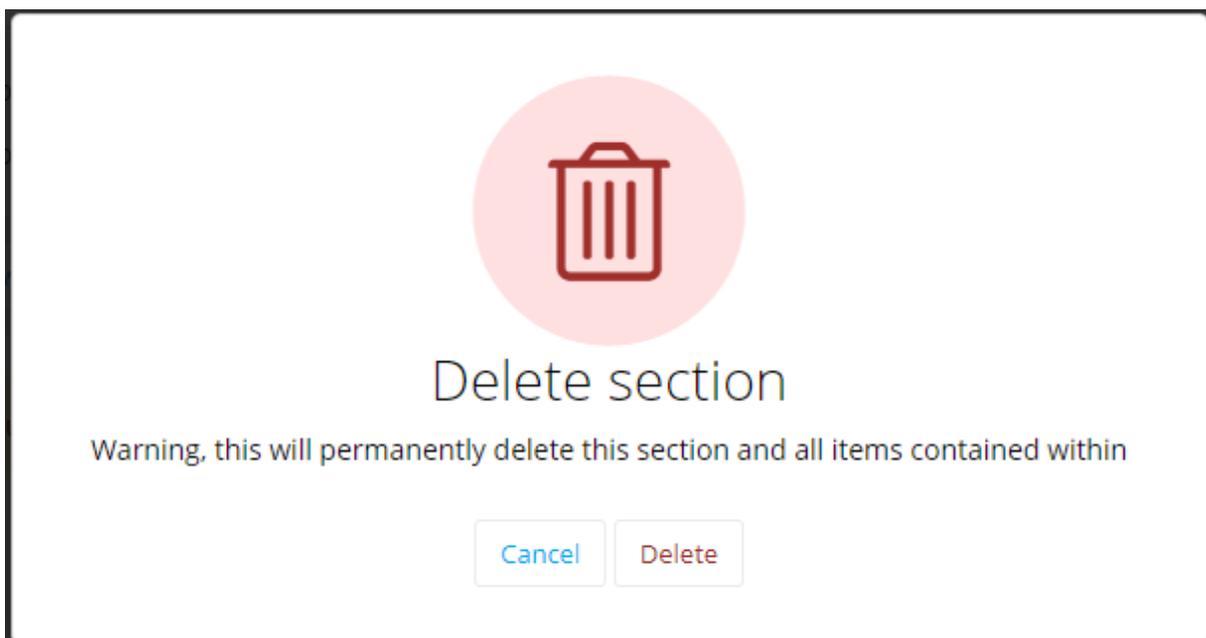
Please use this option with caution! Deleting a section will delete anything in that section as well, and this action cannot be undone. If you are sure you want to delete the section click **Delete**, or click **Cancel** if you no longer want to remove the section.

Add or edit a note for students or the Library

You can add notes to an item for students or the Library by going to the **Edit item menu** and choosing the **Note for students** or **Note for library** option. You can then type in or edit your note, and click **Save** to save your changes.

Publish your changes

Your changes are held in a draft version of your reading list, where they are not visible to students until you're ready for them to go live.

Unpublished changes! Your changes have been saved, but not published.　　　　　　　📄 Publish

Click on the blue **Publish** button at the top of your list to make sure your students can see the changes you've made.

See the next guide: Adding items to your Online Reading List for more about adding and editing items.