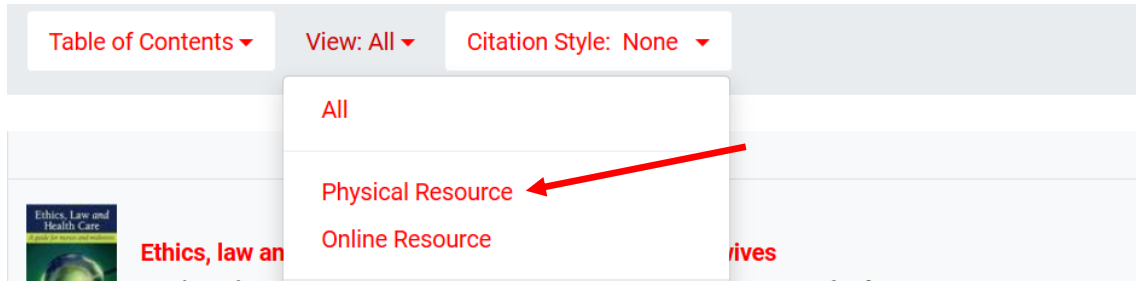
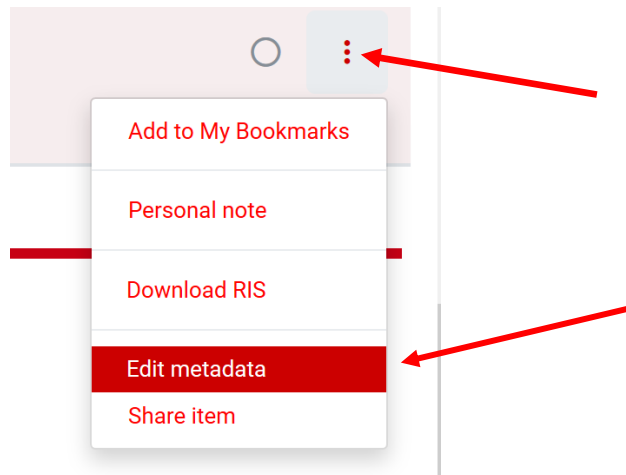


How to fix broken article links

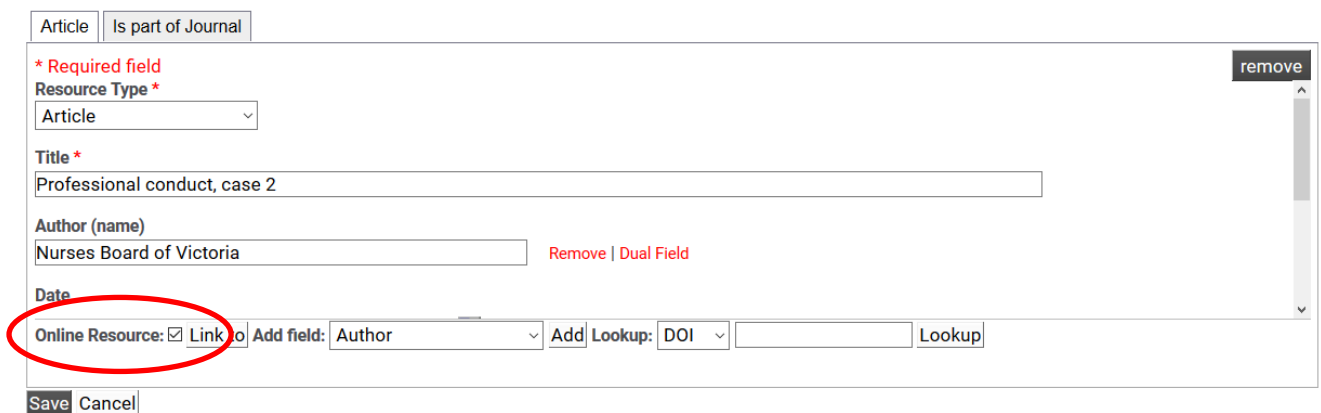
1. Ensure you are logged into Reading Lists
2. From your reading list homepage, choose **View: Physical Resource** in the drop-down menu:



3. If any articles or any other online resources appear on this list, click on the three dots to the right of the resource and select **Edit metadata**:

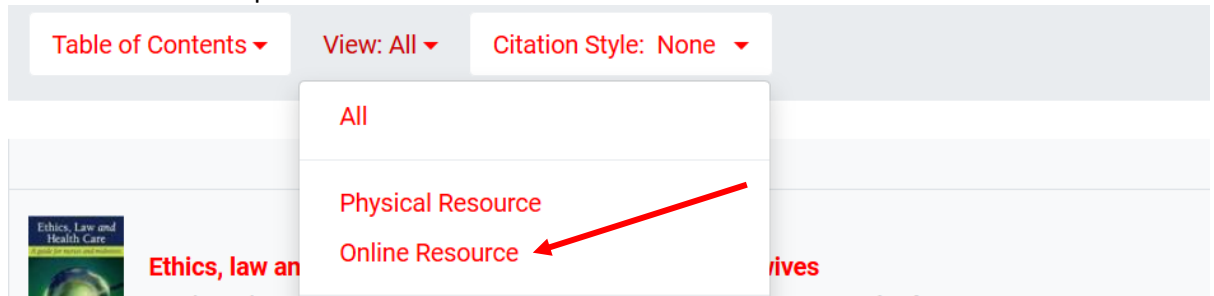


4. Check that the **Online Resource** box is ticked. Select **Save**:

A screenshot of the 'Edit metadata' form. The form has several fields: 'Resource Type' (set to 'Article'), 'Title' (set to 'Professional conduct, case 2'), 'Author (name)' (set to 'Nurses Board of Victoria'), and 'Date'. Below these fields, there is a section for 'Online Resource' with a checked checkbox and the word 'Link'. To the right of this section, there are two 'Add' buttons: one for 'Author' and one for 'Lookup: DOI'. At the bottom of the form, there are 'Save' and 'Cancel' buttons. A red circle highlights the 'Online Resource' checkbox and the 'Link' text.

How to fix broken article links

5. To check that all articles in your list open to the correct link, select **View: Online Resource** in the drop-down menu.



6. Check each link by clicking **VIEW ONLINE** at the right of each resource
7. If an article does not open as expected (i.e. the link is broken) you will need to search again for the article via the Library's search option or the appropriate database. When you have located the resource either:
 - add it as a new bookmark. **Remember to remove the old bookmark from your list.**
 - or
 - Add field: Web address**, paste correct link into field & click **Link to** to select this link:



8. Select **Publish** to save your changes and send any notes or requests to the Library:

