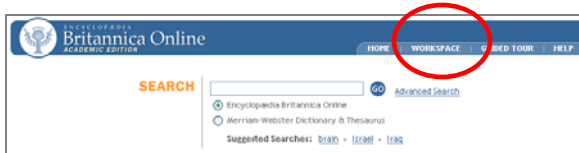


## Using the *Britannica Online* Workspace

*Britannica Online* provides users with a quick and easy way to collect research materials. You can save many types of information from *Britannica Online*, including encyclopedia articles, images, videos and media, quotations, essays, and Web sites. Whether you are doing a research project or just need quick access to important information, you can log into your Workspace from school, home, or the library.



### Creating a Workspace

- To create a Workspace, click “Workspace” in the Britannica header.
- Click on the “**Create New Workspace**” tab.
- Enter a username and password to create your Workspace. **Be sure to make note of the username and password you choose** or fill out the box marked “Email Address” to access your login information later.

**Workspace**

Create New Workspace | Open My Workspace | See a Shared Workspace

Choose a user name and password to create your Workspace

Name:

Password:

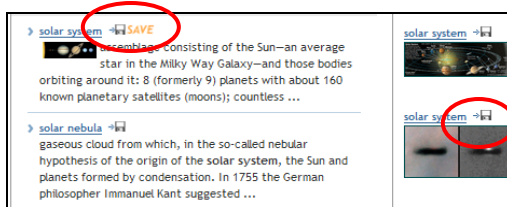
Enter a unique name and password. Each should have 4-20 characters.

E-mail Address:

An e-mail address will be required to retrieve a lost username and password.

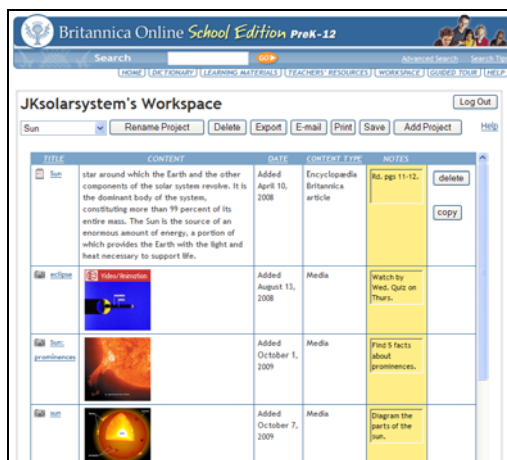
### Saving to your Workspace

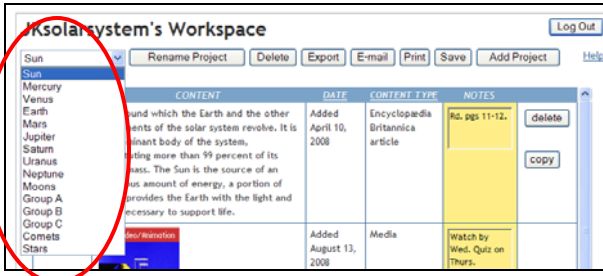
- Items can be saved from the search results page or as you are viewing an individual article or other item.
- You can save Britannica articles, photos, videos, websites from “The Web’s Best Sites”, and journals and magazines from EBSCO to the Workspace.
- Click the “SAVE” button next to or above an item to save it to your Workspace. Enter the name of the project, and click OK. If you’ve already created a project, click the drop-down list and select the project from the list.
- There is no limit to the number of items you can store in your Workspace. You can save as many items as you like. Be sure to click the “Save” button to save your Workspace after adding more materials.



### Opening and Retrieving a Workspace

- To access a Workspace, click “Workspace” in the Britannica header.
- Then click the “**Open My Workspace**” tab of the log-on screen. Enter your username and password, click OK, and your Workspace will appear. You can add more items or make other changes. Be sure to click the “Save” button after making any changes.
- If you are viewing someone else’s workspace (like your teacher’s), and you only have the username, click the “See a Shared Workspace” tab of the log-on screen. Enter the username, click OK, and the Workspace will appear. You can view items in the Workspace, but you cannot make any changes.
- Your Workspace will be available for the next 12 months. As long as you save changes to your Workspace, it will always be available another 12 months.





## Organizing your Workspace

Once you have saved items in your Workspace, you can arrange it the way you want.

Create projects using the buttons at the top.

- Click “Add Project” to add new projects to your Workspace.
- View a different project by selecting the project name in the drop-down list in the upper left.
- Click “Rename Project” to change the name of a Project.
- Click “Delete” to delete a project and all of its contents.

Manage items using the buttons in the right column.

- Click “Copy” to copy an item to another project.
- Click “Delete” to delete an item from that project.
- To move an item between projects, first copy it to the new project and then delete it from its original place.
- Be sure to click the “Save” button after making your changes.
- Use the yellow “Notes” column to write in research notes and share information. Each box in the “Notes” column will hold 250 characters.



## Share your Workspace

Now that you've created a Workspace, you can share it with others. For example, teachers and professors can share a Workspace with students, librarians can share with patrons or students, and students can share with each other. There are different ways of sharing.

- Give your Workspace username to someone and they can log in using the “**See Shared Workspace**” tab. They will be able to view all materials but they will not be able to make any changes. Do not give your password out to anyone unless they are allowed to make changes to your Workspace.
- Click “Email” to email a Workspace project to a friend. They will be able to view the materials but they will not be able to make any changes. Click “Print” to create a printer-friendly version of a Workspace project.

## Other Workspace Tips

- Workspaces are saved for approximately one year from the date they are created. If any changes are made to the Workspace within that year, the Workspace will be saved again for another year.
- There is no limit to the number of Workspaces one person can have.
- The Workspace is saved on Britannica's servers, so it does not consume your own storage space.
- Use the Workspace to differentiate instruction in your classroom or library! If you have several projects or classes, you can create a different Workspace for each one, each with its own unique username and password.