

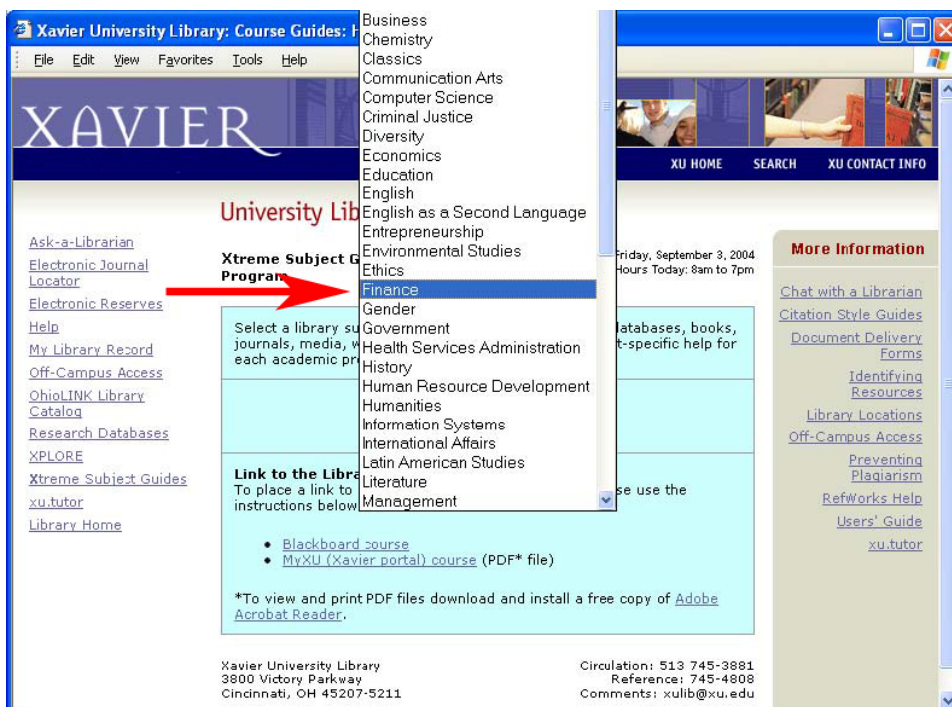
XAVIER UNIVERSITY LIBRARY

Link to the Library in Electronic Reserves

Go to the library's Xtreme Subject guides at <http://www.xu.edu/library/guides/> and click the down arrow in the *Select an Academic Program* textbox.



Click the guide you want from the pop-up list.



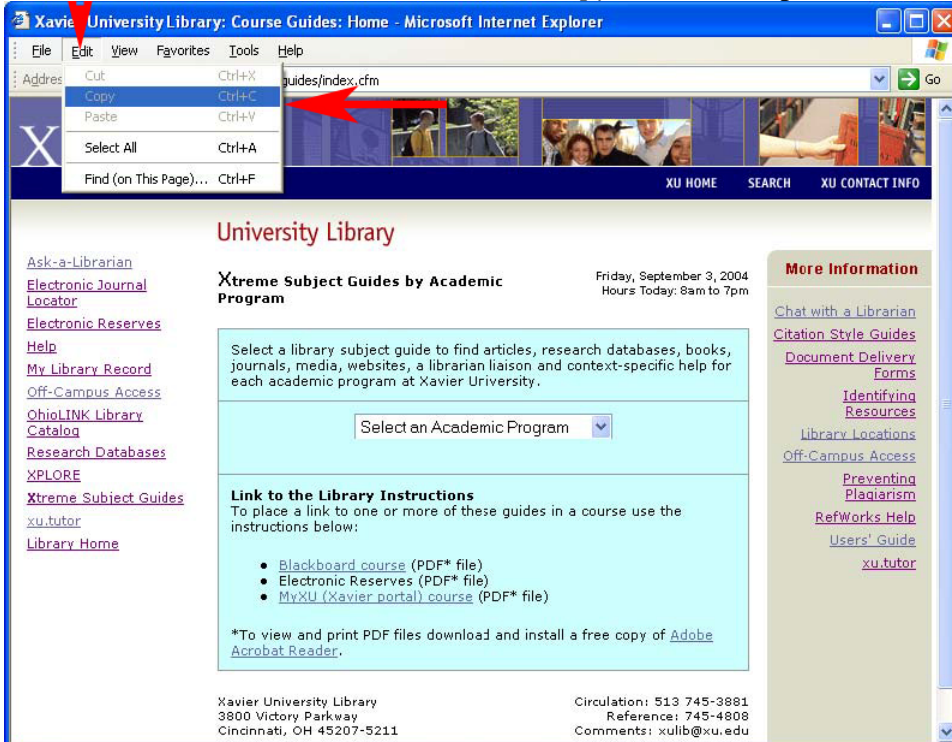
XAVIER UNIVERSITY LIBRARY

Link to the Library in Electronic Reserves

Highlight the Internet address (URL) in the *Address* textbox.

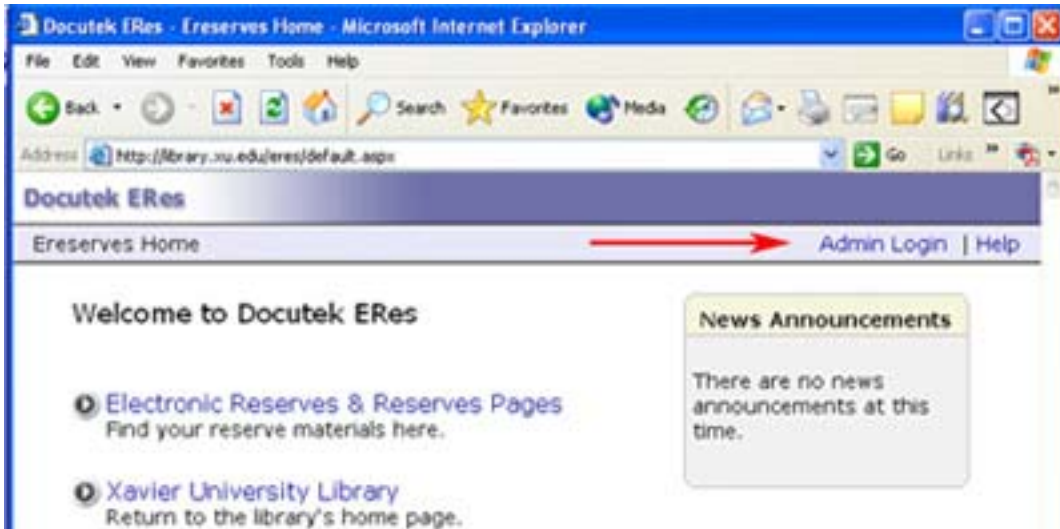


Click *Edit* on the menu bar and then click *Copy* from the drop-down menu.



XAVIER UNIVERSITY LIBRARY Link to the Library in Electronic Reserves

Now go to your electronic reserves course page at <http://library.xu.edu>. Click *Admin login* on the top right hand side of the page.



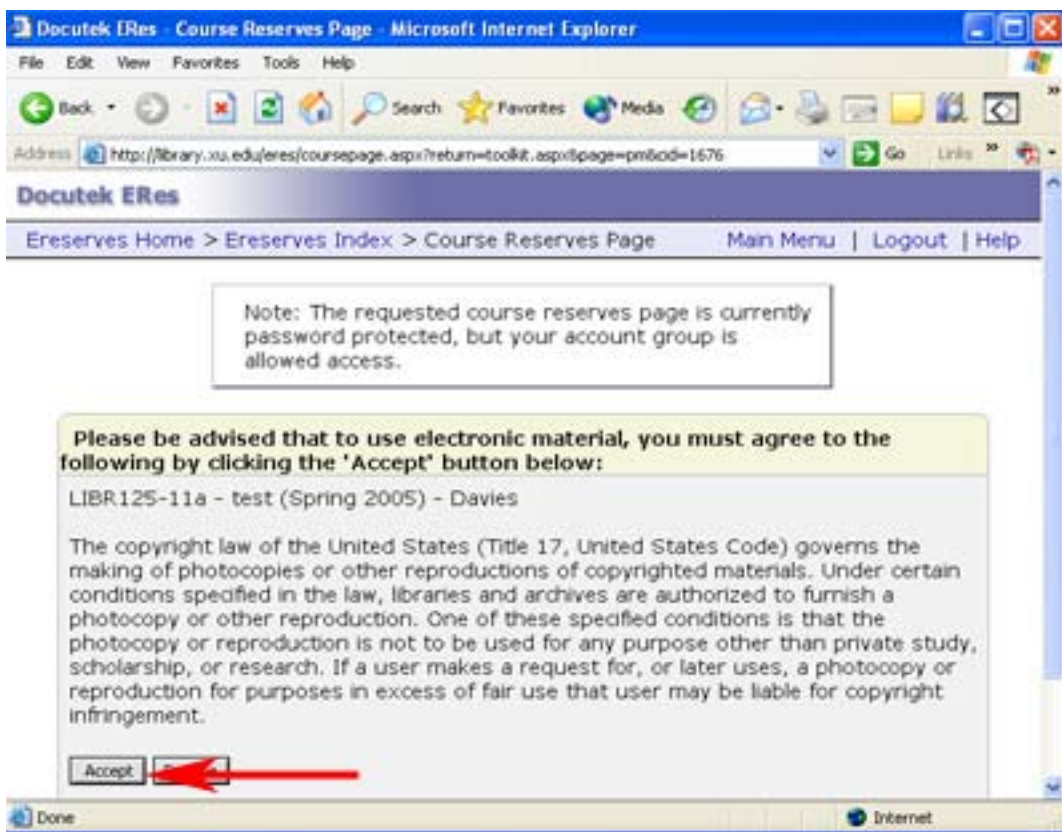
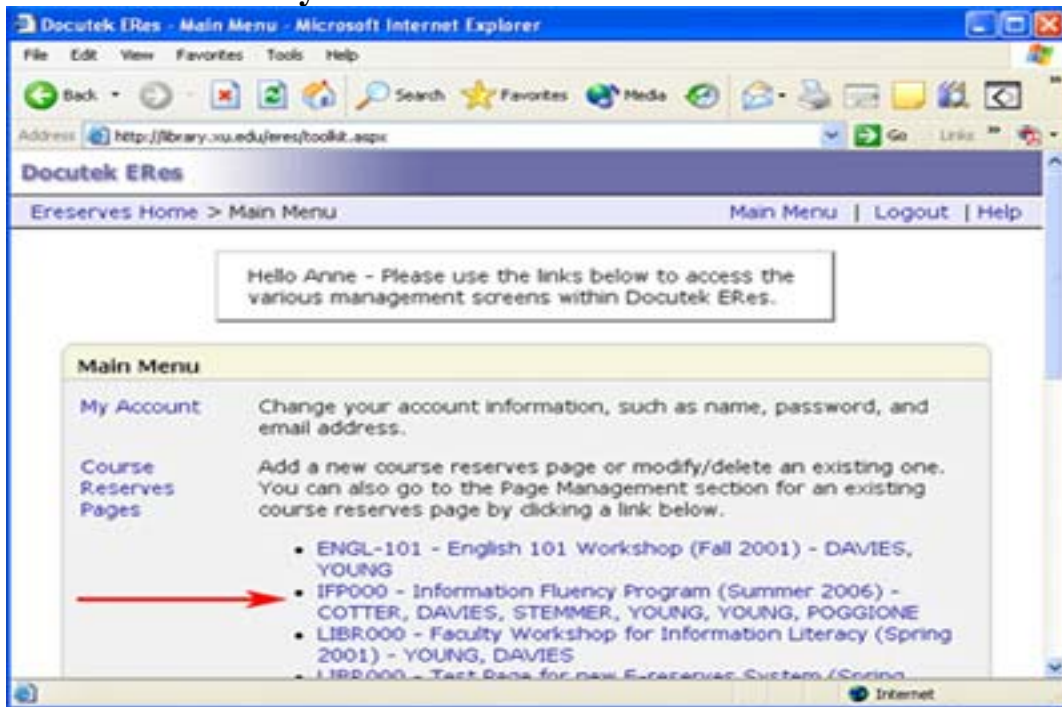
Enter the *username and password* for your electronic reserves account.



A list of your courses will be displayed. Click the course you want.

XAVIER UNIVERSITY LIBRARY

Link to the Library in Electronic Reserves

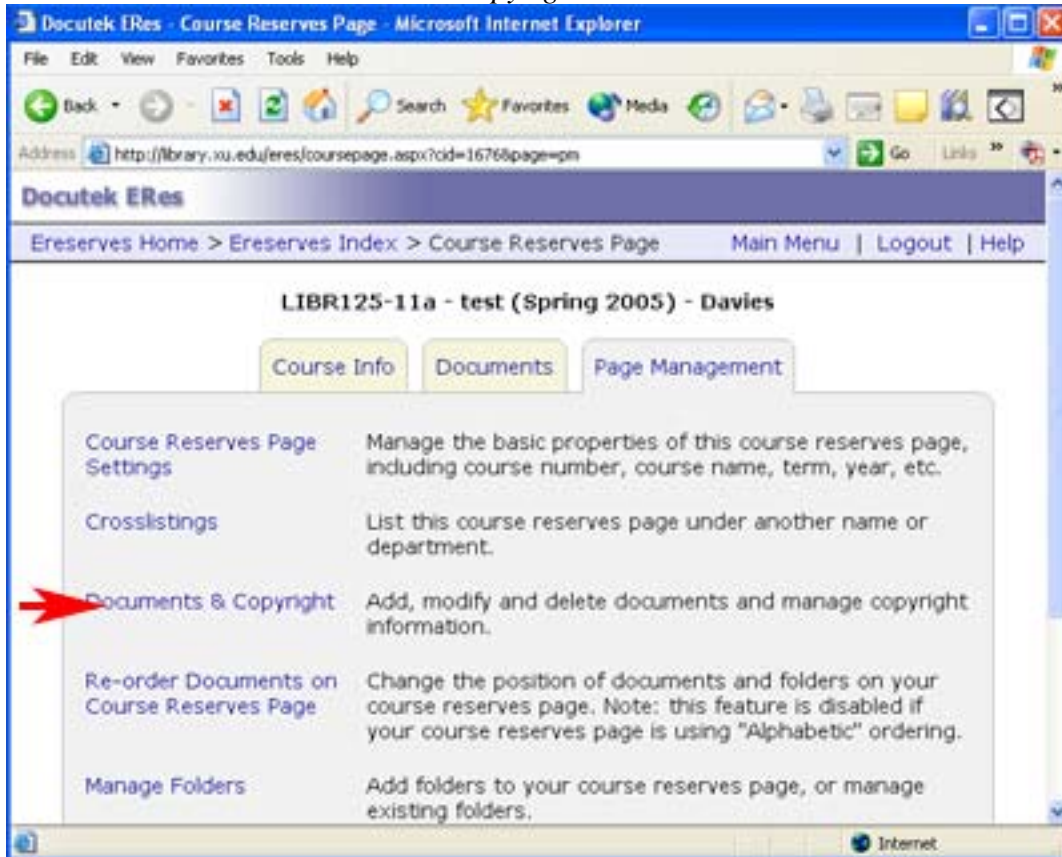


Click accept at the copyright page.

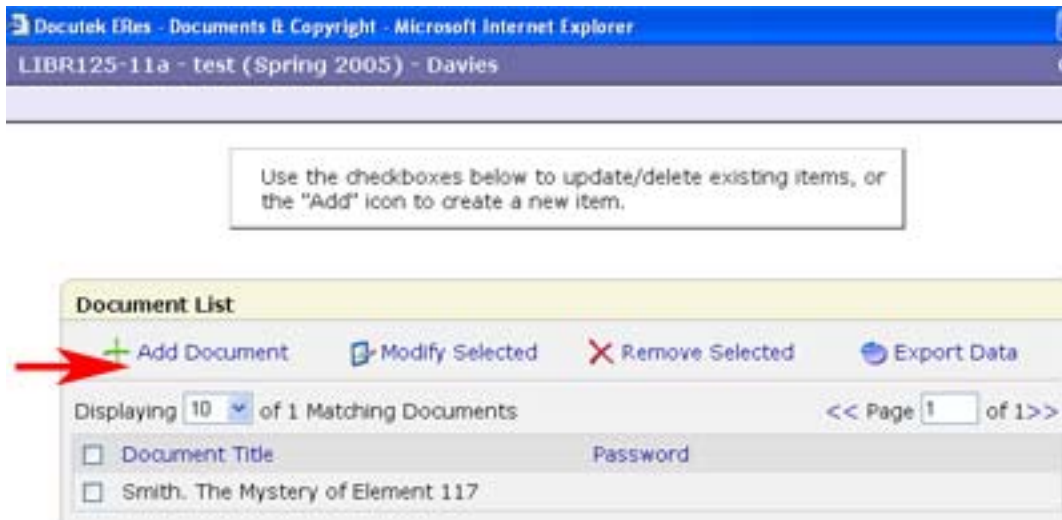
XAVIER UNIVERSITY LIBRARY

Link to the Library in Electronic Reserves

Click on the link to *documents and copyright*.



Click on Add Document.



XAVIER UNIVERSITY LIBRARY

Link to the Library in Electronic Reserves

Click on Add a new document.

Please select from one of the following options:

- Add a new Document and associate it with this Course Reserves Page.
- Select one or more existing Documents to associate with this Course Reserves Page.

Title

Pages

Description

In step 1 you must enter a Title for the document. The # of pages and the description are optional.

When you are adding a web link you must click on the web link to enter the information here.

Step 2: Provide Optional Information

[Bibliographic Information](#)

[Web Link](#)

[Hard Copy Information](#)

[Quick Text](#)

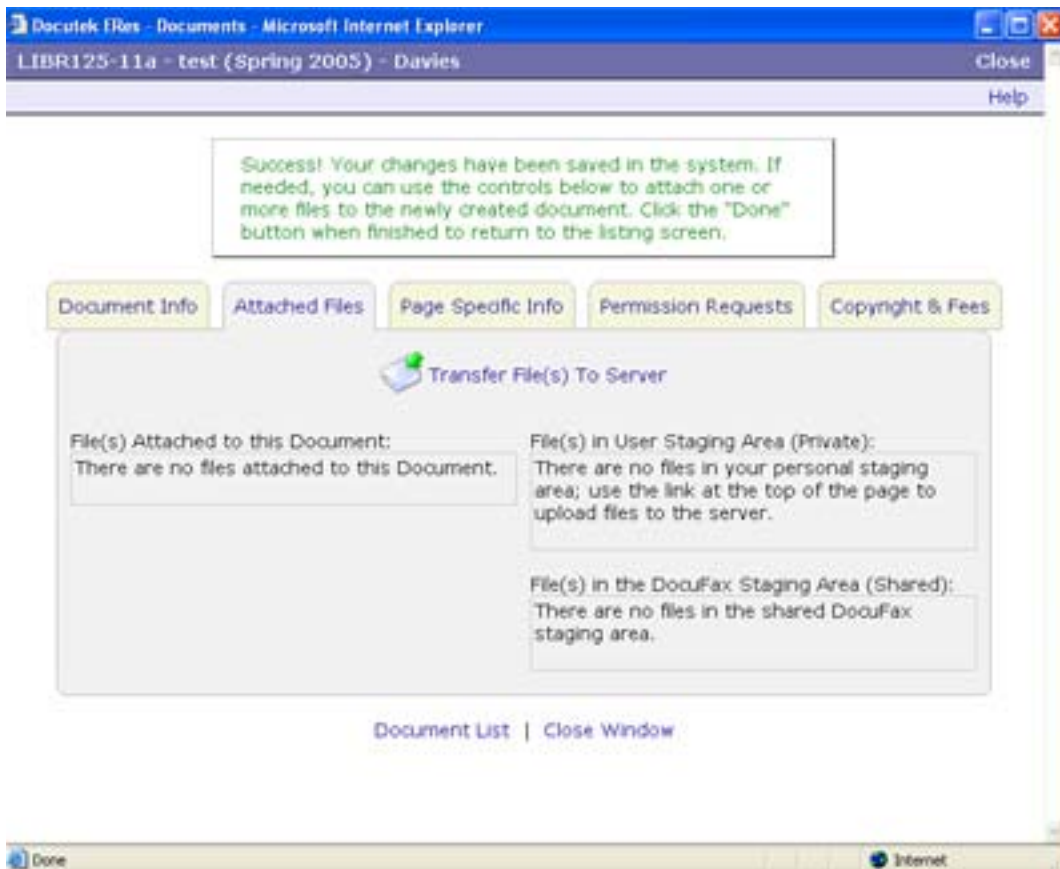
Web Link

✓

Then click on save.

XAVIER UNIVERSITY LIBRARY

Link to the Library in Electronic Reserves



Click on Close Window to complete the process.



The link is on the page.