



Course Readings: Add items to & from My Collection

Introduction

My Collection is the citation manager for Course Readings, often used in conjunction with [Cite It](#). The collection is searchable and can be sorted by date added, title, or author. This quick reference guide will demonstrate how to:

- copy readings from your reading list into My Collection for future use;
- add items from My Collection to a section in your reading list.

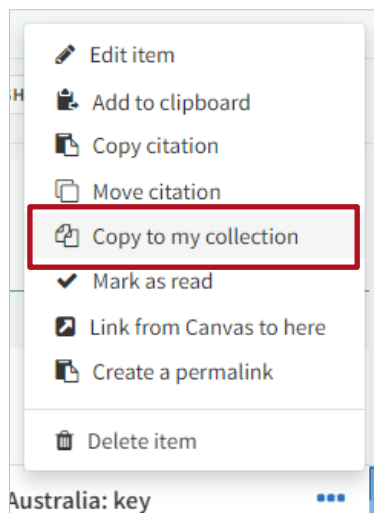
Procedure

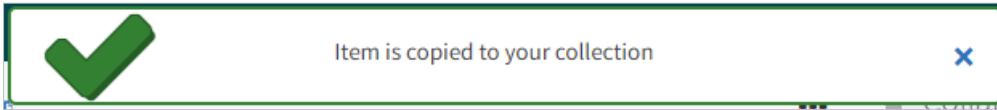
Copying a citation from your list into My Collection

1. Select the citation's '...' menu icon.

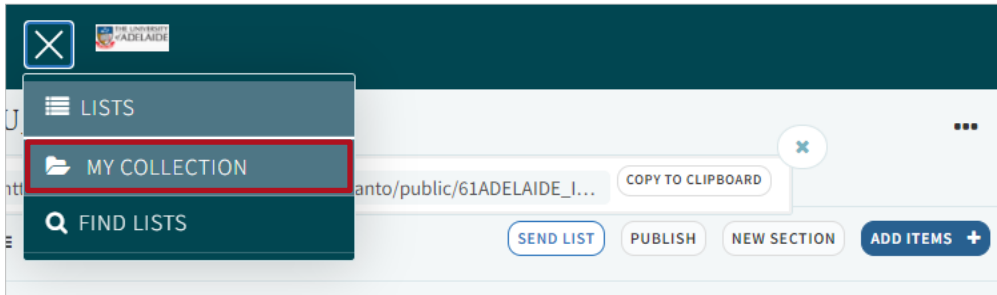


2. Select **Copy to my collection**. A pop-up message will display confirming the action.





3. To view the copied citation, select **My Collection** from the drop-down menu at the top of the Course Readings page.

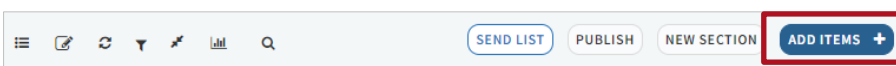


4. Here you can view your recently added items. Your collection can be sorted by date added, title, or author, or be filtered by tags or material type. Citations can also be imported or deleted in bulk from this menu.

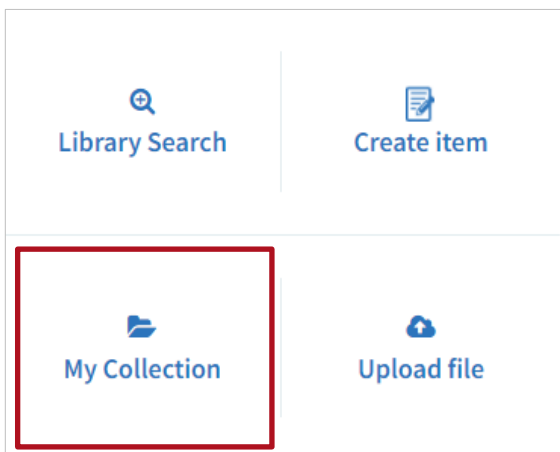


Adding items from My Collection

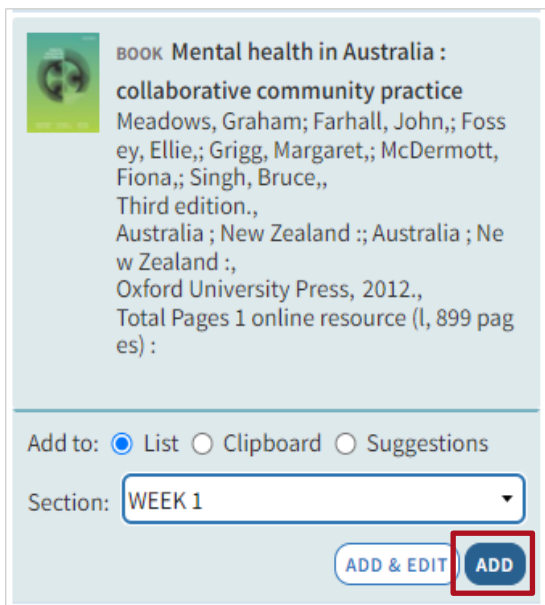
1. Select **Add items** to open the Add items pane.



2. Select the **My Collection** icon.



3. Select a citation from your collection. Select the section you wish to add the item to from the drop-down menu, and then select **ADD**.



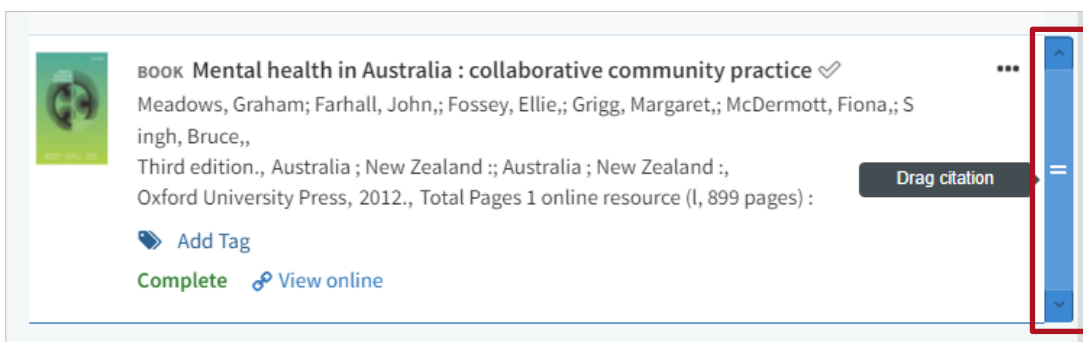
BOOK **Mental health in Australia : collaborative community practice**
Meadows, Graham; Farhall, John;; Fosse
y, Ellie;; Grigg, Margaret;; McDermott,
Fiona;; Singh, Bruce,,
Third edition.,
Australia ; New Zealand ;; Australia ; Ne
w Zealand ;,
Oxford University Press, 2012.,
Total Pages 1 online resource (l, 899 pag
es) :

Add to: List Clipboard Suggestions

Section: WEEK 1

ADD & EDIT **ADD**

4. The item will be added to bottom of the section you have selected. Drag the citation into the correct order, or move between sections, using the right-hand navigation bar.



BOOK **Mental health in Australia : collaborative community practice** ✓
Meadows, Graham; Farhall, John;; Fossey, Ellie;; Grigg, Margaret;; McDermott, Fiona;; S
ingh, Bruce,,
Third edition., Australia ; New Zealand ;; Australia ; New Zealand ;,
Oxford University Press, 2012., Total Pages 1 online resource (l, 899 pages) :

Drag citation

Add Tag

Complete [View online](#)

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For further support or questions, contact the library on +61 8 8313 1061:
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