Bookmarking to legal databases

Talis bookmarking

Most university databases can be bookmarked using the general instructions for Talis Reading Lists. However, four of the legal databases require some additional steps. This guide provides the additional instructions for Talis bookmarking in these legal databases as well as known database issues with Talis.

For general guidance on Talis Readings Lists please consult the instructions on the Library website: https://www.library.auckland.ac.nz/services/teaching-support/talis

Link builder

The following databases require you to use the link builder feature to create Talis bookmarks:

- Lexis Advance
- Westlaw NZ
- Westlaw International & UK
- IntelliConnect
- HeinOnline

Lexis Advance additional step

Lexis Advance requires an additional step before using the link builder. To ensure all the links work off campus, you must make a change in your Lexis Advance settings:

1. Click "More" (at top right in Lexis Advance), then "Settings".
2. Scroll down to the bottom section headed, "Single sign-on ID or Member Identity Profile ID to append to created links". By default, the first box will contain "SSO" and the one to its right will be blank.
3. In the second blank box, enter the UoA federationidp: TZRTHJ54655
4. Go to the bottom of the page and click the "Save Changes to Settings & Close" button.
5. In the future when you copy the permanent link, your link will have a suffix attached to it like this: https://advance.lexis.com/api/permalink/ea64c0a7-a89e-4017-a335-ebd8269043f5/?context=1230042&federationidp=TZRTHJ54655

Using the link builder feature: Lexis Advance

Step 1: Find the required case/article in the Lexis Advance database. For cases the NZLR version must be selected.
Step 2: Select “Link to this page” under the Actions link next to the case name/article title.

Step 3: Copy the link in the address box.

Step 4: Close the Link to This Page dialogue box and while still in Lexis Advance select Add to my Bookmarks.
Step 5: The Talis bookmarking template will open with the key information filled up automatically. Change the Resource Type to Legal Case Document/Article and use the link you copied earlier to replace the link in the Web address box. Ensure the Online Resource box is selected.

Use the permanent link you copied from the database to replace the one in Web address (Online Resources) box.

You may wish to amend the Title field while you are here.

Now click Create & Add to List. You will now be able to assign this resource to a particular reading list as required.

Using the link builder feature: Westlaw NZ

Step 1: Find the required item in the database.
**Step 2:** Use the Link Builder to create a permanent link to the case/article.

![Link Builder](image)

**Step 3:** Create the link and copy it.

![Link Creation](image)

**Step 4:** Open a word document (or similar) and paste the link into the document. Now add the text below to the end of the link and copy the NEW link.

- `&groupid=aucklandacnz`

```plaintext
Add &groupid=aucklandacnz to the end of this link.
Copy this NEW link.
```

**Step 5:** Return to the Westlaw NZ database. Close the link builder window and while still in the database select **Add to My Bookmarks** (Your **Add to My Bookmarks** tab might be on the left/right hand side or on the top of your favourites bar depending on the browser you use and the set up of your computer).
Step 6: The Talis bookmarking template will open with all the key information filled in automatically. Change the Resource Type to Article/Legal Case Document. Use the link you copied earlier to replace the link in the Web address box. Ensure the Online Resource box is selected.

You may wish to amend the Title field while you are here.

Now click Create & Add to List. You will now be able to assign this resource to a particular reading list as required.
Using the link builder feature: Westlaw International, Westlaw UK, IntelliConnect, and HeinOnline

**Step 1:** Find the required item in the database. IntelliConnect must use BROWSE.

**Step 2:** Use the Link Builder to create a permanent link to the case/article.

**Step 3:** Create the link and copy it.

**Step 4:** Close the link builder window and while still in the database select **Add to my Bookmarks** (Your **Add to My Bookmarks** tab might be on the left/right hand side or on the top of your favourites bar depending on the browser you use and the set up of your computer).
**Step 5:** The Talis bookmarking template will open with all the key information filled in automatically. Change the Resource Type to *Article/Legal Case Document* and use the link you copied earlier to replace the link in the **Web address** box. Ensure the **Online Resource** box is selected.

You may wish to amend the **Title** field while you are here.

Now click **Create & Add to List**. You will now be able to assign this resource to a particular reading list as required.
Known database issues

Westlaw International has a known issue when linking to Talis.

This database can be bookmarked in a Talis list however for the link to work the student must already be signed into Westlaw International. When bookmarking to this database please use the note as shown below:

NOTE: You must connect to Westlaw International before accessing this resource. Connect to Westlaw here: http://www.library.auckland.ac.nz/databases/record/index.asp?record=westlaw

This can be added to the Note for Student field when bookmarking the item. It should then display as below:

![Image of Westlaw International link note](http://www.library.auckland.ac.nz/databases/record/index.asp?record=westlaw)