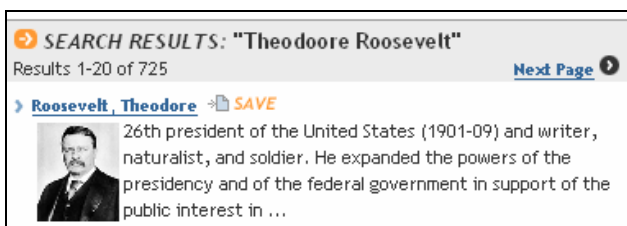


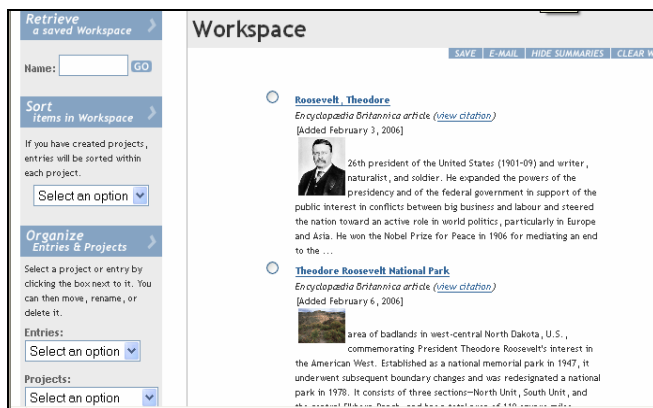
Using the *Britannica Online* Workspace

Britannica Online provides users with an easy and quick way to collect and store research materials. You can save most of the information available on *Britannica Online*, including encyclopedia entries, images, media clips, websites, and articles from periodicals. The Workspace tool is ideal for personal use as well as research projects or homework assignments.



Creating Your Workspace

You can collect images, media clips, websites, and encyclopedia articles in your Workspace. When you run a search, you will find the **Save** icon next to each entry's title. Collect the materials by clicking the **Save** icon next to the item you want from the search results page. For encyclopedia articles you can also click on the icon while viewing the article itself.



Viewing Your Workspace

When you select an entry, it will be saved to the Workspace. You can continue your research and add more entries onto your Workspace as you find them. You can always get back to Workspace by clicking the **Workspace** header button at the top right of every page on *Britannica Online*.

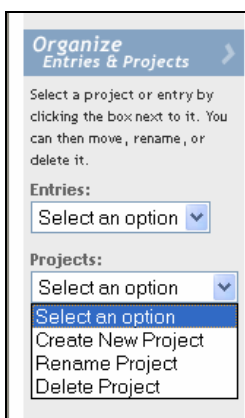
You can also sort your entries by title, content type, or date. Use the Sort Items drop-down menu at the left side of the **Workspace**.

Organizing Your Workspace

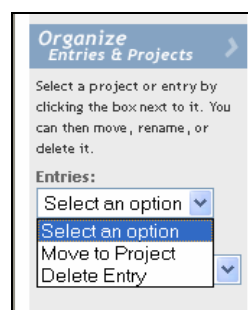
If you are working on several different projects, you may want to organize your Workspace. You can do this using the drop-down options on the lower left side of your Workspace.

- Using the drop-down menu, select **Create New Project**. A heading named "Project 1" will appear on the Workspace.
- To give the Project a new name, select "Project 1" by clicking the circle next to it, and select **Rename Project** from the Projects drop-down menu. Rename the project and click the **OK** button
- Next, select the entry that you want to move by clicking in the circle next to the entry title. On the Entries drop-down menu, select **Move to Project**. Choose the project you want, and click **OK**.

Projects Menu



Entries Menu



Workspace

Save

Enter a unique name and password to save your workspace. Each should have 4-10 characters.

Name: Password:

Retrieve a saved workspace by entering its unique name in the left column. You can then add more content and save it again using the same name and password.

If you would like someone else to view your workspace, share the unique name. To avoid someone saving over your workspace, always keep your password a secret.

Saving Your Workspace

Click on the blue **Save** button in the upper right of your Workspace. Create a Name (for example, troosevelt) and Password (for example, teddy) in the boxes shown, and click the **OK** button. Your information is saved online, so you can retrieve it from another computer. You can now clear your Workspace if desired, or move to another computer if you are working at a public workstation.

Remember to save your Workspace each time you make any changes to it. Use the same Name and Password each time you save changes to this Workspace.

Retrieve a saved Workspace


Name:

Sort items in Workspace

If you have created projects, entries will be sorted within each project.

Workspace

Roosevelt, Theodore
Encyclopædia Britannica
 [Added February 3, 2006]

 26th pres
 1858-1919

Retrieving Your Workspace

To retrieve your project from another computer, type in the name (for example, troosevelt) in the Retrieve a Saved Workspace box at the upper left corner of the page, click **GO**, and your Workspace will appear with all of the materials you've saved. You may retrieve your Workspace at any computer where you have access to *Britannica Online*.

If you want to share your Workspace with other people, give them the Workspace Name (for example, troosevelt). The password is only necessary if you want to make changes to the Workspace.

Workspace

Email Workspace

Send To:

To send to more than one person, separate addresses with a comma.

Your Name:

Your E-mail:

E-mailing Your Workspace

You may also send your Workspace to another person by clicking the blue **E-Mail** button in the upper right of the Workspace. To e-mail to more than one person, put a comma in between addresses. When they receive the e-mail, they can open the attached file in an Internet browser. They can open and view the materials you have stored in the Workspace, assuming they have access to *Britannica Online*.

The *Britannica Online* Workspace is a powerful tool with many uses. Researchers can save materials (including photos, websites, encyclopedia articles, and journal articles) at a public workstation, and access them from a different computer later on. Students of all ages can use the Workspace when they are working on research papers and other school projects. Project teams can even share the same collection of resources by using a shared Workspace name. This tool is yet another reason why *Britannica Online* is an excellent resource for all types of research projects.

February 2006