

Customizing My Bookshelf

The **My Bookshelf** option is located on the right side of the LexisNexis Quicklaw Home page. **My Bookshelf** contains shortcuts to preselected sources.

Simply follow these steps to remove or add additional sources to My Bookshelf.

1. From the Home Page, select the Add/remove/sort sources link.



2. The Edit source list screen will open. Select the Commentary tab, and then click on the Find more sources link.





3. This takes you into a **Browse Sources** tab. Using the **Find a Source** option in the right corner of this screen, enter your desired title, and then click **Go**. *In the example below, we are searching for the* **Canadian Employment Benefits and Pensions Guide**

Search Source Browse Sources		History & Alerts Source				Make This My Start Pag
Browse Sources : General category Help 1. By Publication Type Area of Law						Find a Source
2. Filter by:	Country		~	All Regions	~	Canadian Employm X

- 4. Use the check box provided to select a source from the list on the left.
- 5. Once you have selected the desired source, select **Save as a favorite** and then click **OK Continue** to add the source to **My Bookshelf**.

Search Source Directory History & Alerts		Make This My Start Page
Browse Sources Search for a Source		
Find Sources : General category		Help
By Keyword Alphabet		
Keyword Canadian Employment Benefits and Pensions Guide e.g., Ontario Reports or The Lawyers Weekly	ind Sources Modify Find	5
Na	me Selected Sources	Save as a favourite 01 👌 Selected View OK - Continue
Publication Type: All Publication Types Topics: All Legal Topics; Region of Coverage: All Countries Publication Languages: All Languages Frequency of Update: All Frequencies		
4 Select sources below to search	🛅 1-1 of 1 Sources 📓	
🗹 🍃 Canadian Employment Benefits & Pension Guide	1-1 of 1 Sources	



6. You will return to the Home Page. Your newly added source should now appear at the top of the Bookshelf.

My Bookshelf	Hide Help
Add/remove/sort sources Canadian Employment Benefits & Pension Guide Browse Search	7 ×

7. To adjust the order in which titles appear on the Bookshelf, simply click on the relevant title and then drag it to the desired place on the shelf. If you wish to remove the source from your Bookshelf altogether, click on the "x" that appears next to the title.

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