

Customizing My Bookshelf

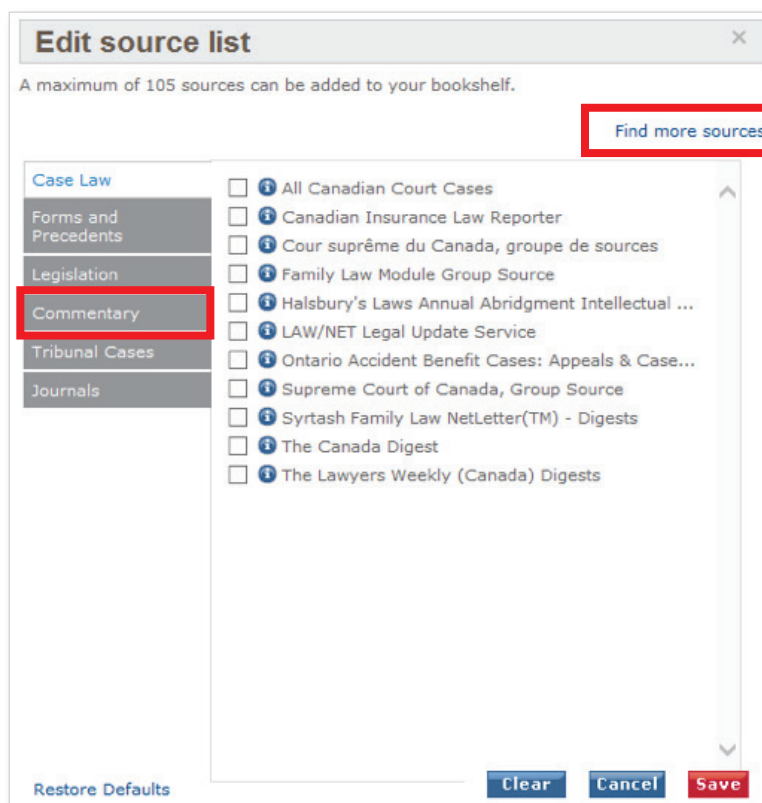
The **My Bookshelf** option is located on the right side of the LexisNexis Quicklaw Home page. **My Bookshelf** contains shortcuts to preselected sources.

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

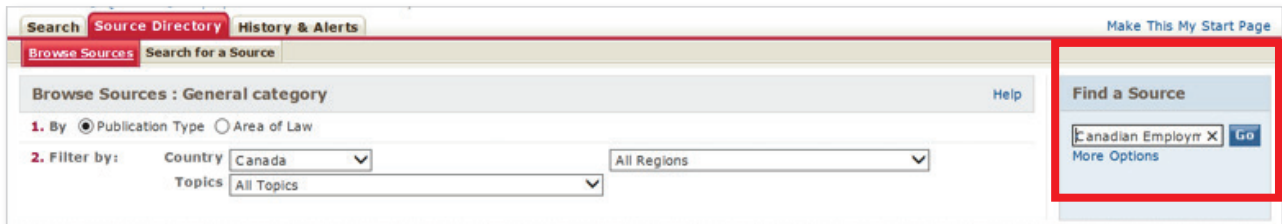
1. From the Home Page, select the **Add/remove/sort sources** link.



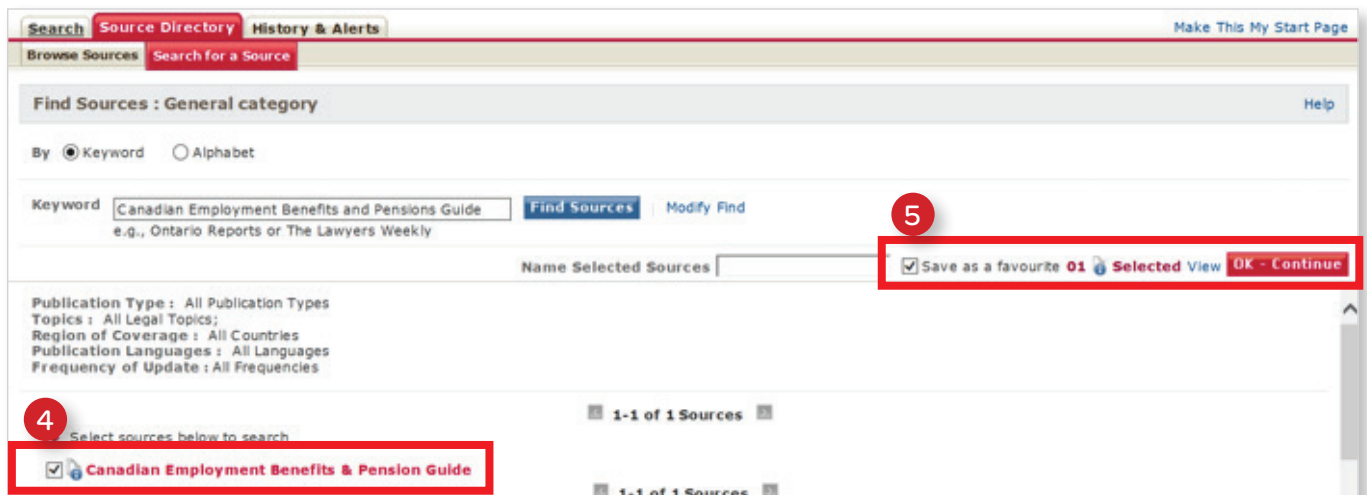
2. The **Edit source list** screen will open. Select the **Commentary** tab, and then click on the **Find more sources** link.



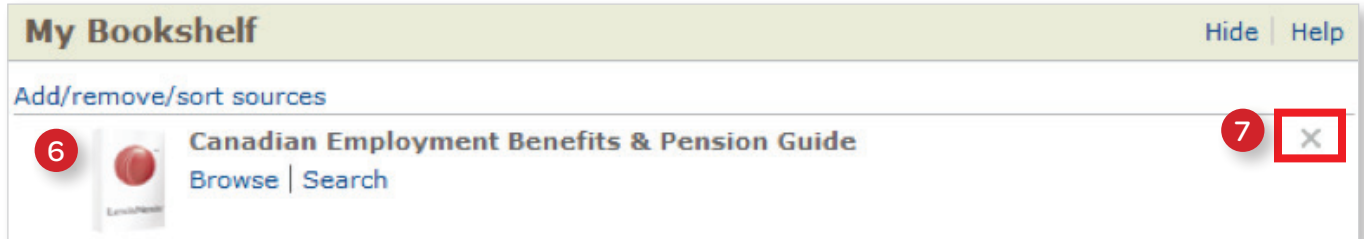
- This takes you into a **Browse Sources** tab. Using the **Find a Source** option in the right corner of this screen, enter your desired title, and then click **Go**. *In the example below, we are searching for the Canadian Employment Benefits and Pensions Guide*



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



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



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.