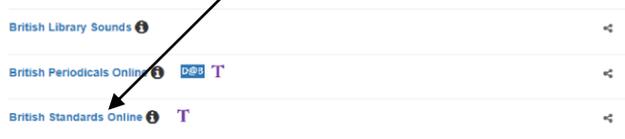# quick start guide
British Standards Online

British Standards Online is a collection of over 50,000 British and adopted European and International standards. The Library's subscription does not cover every standard, but many are available in full text. You can also search for standards via the Library's integrated search service, Discover@Bolton

You can access the BSOL database both on- and off-campus, but the Library has limited licences to this service, so if you are unsuccessful accessing BSOL, you will need to try again later. When you have finished using BSOL, please ensure that you click on the Logout button, to free up the resource for another user.

Location and logging on

BSOL can be found in the **Electronic Resources** section of the Library website or **Databases** from the Quick Links menu. There are also links to it from some subject guides.

Click on **B** on the *A – Z List of Databases,* then scroll down and click on the **British Standards Online** link.

At the University of Bolton's Electronic Resources Login page, enter your usual university username and password and then click on **Login**. A successful login is indicated by the words *Welcome IP Login*

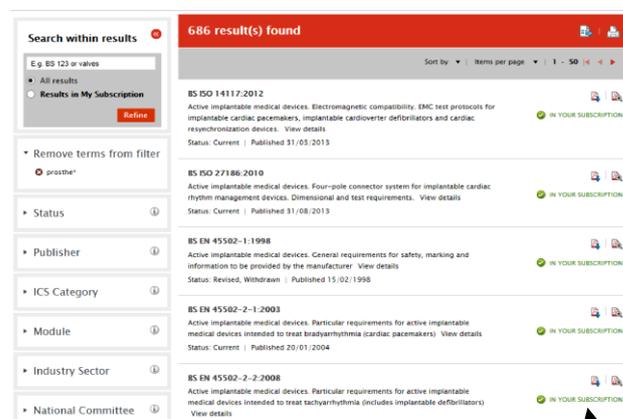in the top right corner of the screen.

Accessing a standard

In the Search box type in either a **BS number** or a **keyword** and then click on the **Search** button beside the box. As you type, BSOL will provide a list of suggested standards, but you can turn off this feature, if you find it unhelpful.
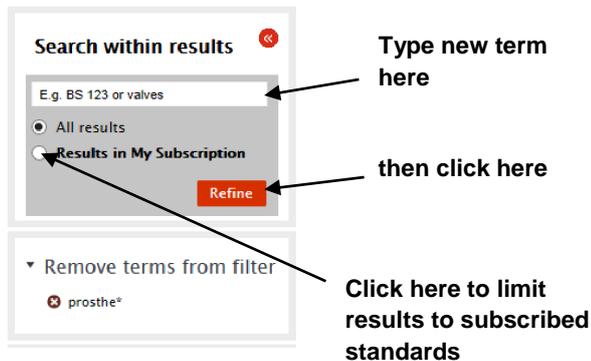

Type number or keyword here and then click here

You can use an asterisk (*) as a wildcard symbol for partial words and inverted commas (" ") for a phrase.

When you have conducted a BS number or keyword search, your results will be displayed on screen as shown below.
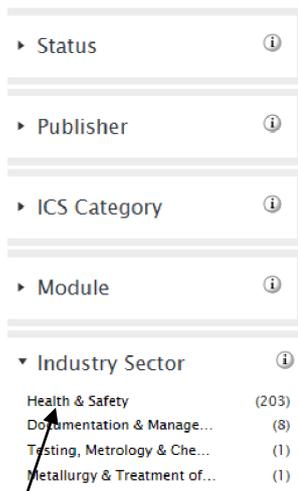

If the standard is included in the Library's subscription, this will be indicated on screen.

You can use the **Search within results** box to limit your results to those included in the Library's subscription. Mark the **Results in My Subscription** radio button and then click on the **Refine** button. You can also narrow your search by adding another term in the search box to the left of your results.

Search within results

Type new term here

then click here

Click here to limit results to subscribed standards

You can also refine your results by **Status**, **ICS Category**, **Industry** etc. Click on the **arrow** to expand a section.

Click on a **link** to narrow down your results.

Looking at a standard

For more information on a standard, click on the **number** or the **View details** link to load the bibliographic data screen.

Click here or here for more information

Click on the **download PDF** button to view the full text of a standard. If you are in the Bibliographic Data screen, rather than the results list, this is on the left hand menu.

A pop-up strip will appear at the bottom of your screen, asking if you want to open or save the PDF download. If you **open** the download, a PDF of the standard will open and you can use the **Save** or **Print** button on the PDF toolbar to save or print the standard.

If you opt to **save** the PDF download on the pop-up strip, the PDF will be saved in the Downloads folder on your M:drive. Once the download is complete, the pop-up strip will give you the options to open the document you have just downloaded, open your downloads folder or view all your BSI downloads.

If you see **NOT IN SUBSCRIPTION** at the side of a standard, this means that you cannot view the full text of that standard. It may not be in the Library's subscription, but this message may also mean that it has been withdrawn, superseded or revised.

The Advanced Search option allows you to conduct a more specific search. You can also browse within a particular subject area or browse by module.

Further support and information: for immediate help during staffed opening hours, please contact the Help Desk on 01204 903232 or email subjecthelp@bolton.ac.uk