

## BSI Online - helpsheet Full Text of all British Standards

1. Go to the BS Online Web site at <http://bsonline.techindex.co.uk>
2. Click on Log in [you may simply search the BS catalogue without any need to log in]
3. Enter your Athens Username and Password and check the *Athens* box.

### Quick Search

If you know the BS number:	If you don't know the BS number:
<ul style="list-style-type: none"><li>• type the number in the box <b>e.g.</b> 6399-2</li><li>• Press Enter</li></ul>	<ul style="list-style-type: none"><li>• Click on the yellow Search button</li><li>• In the keywords field type in one or more terms <b>e.g.</b> bridges and load*</li><li>• Click on Search</li></ul>

- **Wildcard** - to broaden your search in any field use an asterisk **\*** as a wildcard
- From the list which appears on screen click on View Summary for more detail. **Tip:** check the standard is still current
- Click on View Document to open the full-text standard. **Tip:** you must have Adobe Acrobat Reader loaded on your PC

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### Copying text

- Highlight the text you want to copy
- Click the RH mouse button and click Copy
- Go to your Word Processing document
- Click the RH mouse button and click Paste
- The copied text will appear in your document

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### Printing the document

- Click the Printer Icon
- Select the pages you want to print
- Click OK and the pages will print on your local printer (this is usually very slow)

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### Saving the file

- You can click on the *Save As* icon and save the file in pdf format to your local drive.

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### Logoff

- Click **Logout**

