The **Search** option in eReading Lists allows you to search for both print and digital items held by CQUniversity Library.

Because these items have already been vetted for copyright compliance, they will be available for students as soon as you have published your reading list.

**Step 1**
Click on the **Add Items** button:

![Send List, New Section, Add button]

**Step 2**
Click on the **Search** tab:

![Search, Create, My Collection tabs]

**Step 3**
1. Type your keywords into the **Enter search criteria** box.
2. Click on the **Search** button.
Step 4

Alternatively, you can ‘drag and drop’ the item into the relevant section, e.g.

1. Click on the item you wish to add to the reading list.
2. Select the section where you would like the item to go.
3. Click on ADD.

Please note
If you are not sure which item to select, add all possible candidates to the list, then open each item to determine if it should be kept or removed from the reading list.

Step 5
Check that the citation links correctly and the item is accessible.