

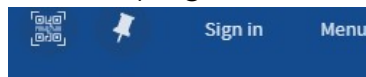
## Pin items to your favourites using Library Search

1. Go to **My Ara**: <https://myara.ara.ac.nz/>

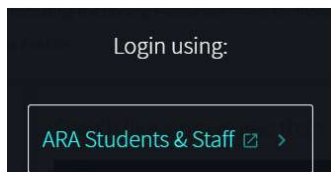
2. Click on the **Library Search** file.



3. Check you can see your name in the top right corner which means you are signed in. If not, then click **Sign In**



4. If prompted, choose **Ara Students & Staff** and use your **Ara Student Email address** to log in.



5. Type in your search terms and press Enter on your keyboard to see your results e.g.



Note 1: You can enter your search terms by clicking the microphone icon



and speaking your search terms into your device.

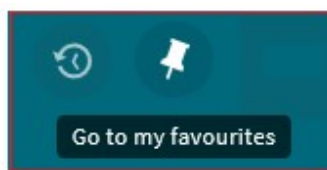
Note 2: The default search is **Everything** to search for books and articles. Note that you can change to **Books, eBooks & more** for physical books and eBooks only, or choose **Journal articles**, if you want only articles and this will search most of Ara databases at the same time or choose **eBooks and more** to search only online books and journals.



6. Click the **Pin** next to each title you would like to save to your favourites. Backgrounds for selected items turn yellow and the pin is crossed.



7. View your favourites by clicking on the pin in the top right of your screen.



7. Now you can:

- See your saved items
- Add labels to sort your saved items
- See your search history

8. Why is it useful to pin / favourite my items?

- It keeps a record of all the resources you have used for your assignments.
- Each item you have pinned contains all the details for your APA reference list. Find the current *APA Referencing: A guide for Ara Institute of Canterbury Students* on the **Library Search** homepage in **My Ara**.

### For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : [library@ara.ac.nz](mailto:library@ara.ac.nz)