



British Standards Online

Training Guide



British Standards Online is the authoritative and most current source of standards from BSI. The service also contains cross references to standards from international organisations.

British Standards Online delivers information about more than 38,500 publications through the Internet to your desktop. Searching the system is easy and the image you see is of the original document in Portable Document Format (PDF) ensuring that the information you see is 100% accurate. The advanced image viewer allows you to manipulate and enhance the document and full Windows functionality means that you can cut and paste into other applications (copyright permitting).

Starting BSOL

Open up your Internet browser and type in the web address,
http://bsonline.techindex.co.uk

Register For Free

The first time you use BSOL you must register a username and password. Select the **register for free** icon on the right hand margin, and enter your details. Select **Register**, and then e-mail your username to the key contact within your company. You will then be able to access full text documents within 2 days.

Quick Search

You can simply type into the Quick Search a BS number that you are looking for. Type in the number, select **Quick Search** and the system will bring back any documents which contain that string of numbers.

There is also a link to what's new from the front page.

Search

Alternatively, select the search button on the yellow tabs on the left hand side of the screen. This will bring back a number of choices to search on:

Search by Key Word in the Title

The title search enables retrieval of documents by locating words contained within the title of a document.

Search terms may be entered by selecting the field and typing in the required word(s) with spaces between each word, where the spaces act as Boolean AND operators, e.g. Disabled Access is interpreted by the search engine as disabled AND access.

Wildcard searches can be used to find documents with titles containing words matching a specified pattern.

Search by Key Word

This allows you to conduct a search on the descriptor words of the standard.

Expanded Search

Within the expanded search you can also search for keywords in the abstract of the document, by date range, withdrawn version of, committee reference, subscription module number, ICS code and other fields.

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Wildcard Searching

Use the suffix * to find alternative word endings, e.g. vent * will find vent, vents, ventilation, ventilated, etc. Once you have searched on your criteria the system will bring back the titles of the documents that match your search terms. Simply select **view summary** to view more information on any of these documents.

Viewing the Document

Before you view the summary the system will require you to log in, simply insert your username and password and select **log in**.

Logging In

When you are viewing the summary of a document that is within your subscription you have 6 choices of what to do with it.

1. Previous/Next

This will allow you to view the summary of the previous or next document from the results page.

2. Back to Results

This will take you back to the complete list of documents that matched your search criteria.

3. View Document

This will open a new window and automatically launch Adobe Acrobat which will then allow you to view the document on screen.

4. Zip & Send

This allows you to download a zipped electronic copy of the document to your hard drive.

5. Add to Basket

This will allow you to build up a collection of documents so that you can download them together to your hard drive for later use.

6. Add to Inbox

This will put your chosen documents into the **My Standards** part of the database so that you can run a search on it to see whether they have been updated or amended within your chosen time frame.

My Standards

You can go into your 'My Standards' facility by selecting the tab on the left hand side of the page. This will allow you to see the documents that you have added to your inbox or lists of saved documents. If you wish to be emailed notification that any of the documents within your list has been updated then highlight the list you want and select **list details**. Tick the **email updates to this list** box under the **track it** heading, and you will then be notified if any changes are made.

Printing

You can print hard copies of the document titles lists, document summaries and the document images themselves (subject to the copyright restriction). Simply select the print icon on the tool bar.

Exiting from BSOL

Once you have viewed the documents it is important to select the **Logout** icon on the left hand side of the page. This ensures that the licence is returned after use. If you simply use the X to close down the window, or if your connection to the Internet is lost then the licence will remain in use. BSOL is set with an automatic logout if the system is inactive for more than 15 minutes, and so will return the licence after this period.

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Helpline Numbers

If you have any problems with searching or finding documents, or if you would like to have any documents added while using our database then please contact our Customer Support team for free advice on 01344 404429.



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