

## British Standards Online – A User Guide

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### COVERAGE

The database includes over 27,000 current standards, with thousands of draft, superseded and withdrawn documents. These mainly consist of:

- Pure British Standards, e.g., documents with a BS prefix
- BSI national adoptions of European Standards (100%), e.g., documents with a BS EN prefix
- BSI national adoptions of selected International Standards from ISO (International Organization for Standardization) and IEC (International Electrotechnical Commission), e.g., documents with a BS ISO, BS IEC, BS EN ISO, BS EN ISO/IEC prefix.

### ACCESS

This database can be used from anywhere, through a PC with access to the Internet.

From the University of Ulster library home page <http://library.ulster.ac.uk/>, select *Databases*, click on B from the alphabetical list and then select *British Standards*.

Login at the next screen using your Athens username and password. To find out your Athens username and password go to <http://studentweb.ulster.ac.uk> and enter your University registration number and 4 digit PIN. Alternatively, ask a member of Library staff.

**Once you have entered your username and password, click on the link in the yellow box on the right-hand side that says BSOL Subscribers.**

### SEARCHING

**Quick search** - type in a BS number, eg, 14001 to bring back any documents containing that string of numbers. You can search by keyword if you do not know the standard number. Enter your keyword(s), and click on the button underneath that says *All*.

**Advanced Search** - select the Advanced Search tab for more options. You can narrow your search by date and by standard type (ie, current, withdrawn, etc).

#### Boolean searching (Standard Number and All)

Using Boolean operators enables you to supply the search engine with a more specific set of search instructions. The search engine supports a number of Boolean operators, but the most commonly used are: AND, OR, NOT.

- “term 1” AND “term 2” searches for results in which both term 1 and term 2 appear
- “term 1” OR “term 2” searches for results in which either term 1 or term 2 appear
- “term 1” NOT “term 2” searches for results in which term 1 appears but term 2 does not.

#### Wildcard searching (Standard Number search only)

When searching for standard numbers, you can use the "\*" operator to search for a zero or more characters, and the question mark "?" operator for any one character.

### RESULTS

A results list is displayed after running a search, starting with the most recent at the top.

Click the *view document* button to view the standard, or click on the title of the standard to view more information on any of these documents, eg, number of pages, standard type etc.

### VIEWING THE DOCUMENT

All documents appear in PDF format, using software called Adobe Acrobat Reader. If you do not have this software, it can be downloaded freely from [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

### PRINTING

You can print hard copies of the document titles list, document summaries and the complete document (subject to the copyright restriction). Select the print icon on the Adobe tool bar.

### SAVING

You may save British Standards. To save to disk, click on the Disk icon on the Adobe tool bar and choose your drive. Give it a name you will recognise.

### HELP

Help is available throughout the database. There is an overview of the database and how it operates, and there is also context-related help for each screen.

### LOGGING OUT

Use browser to exit the document and return to BOnline homepage. Click the logout link at the top of the page.