

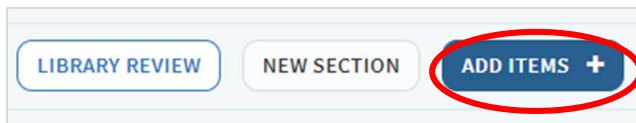
Leganto: Editing Reading Lists 1

A copy of last year's reading list is ready to be recycled into your new reading list in the Canvas room for the upcoming semester. Click on **Pensum** in the lefthand menu to access your list. Here you can add, edit, and delete citations and sections. You can also find your reading list directly in [Leganto](#).

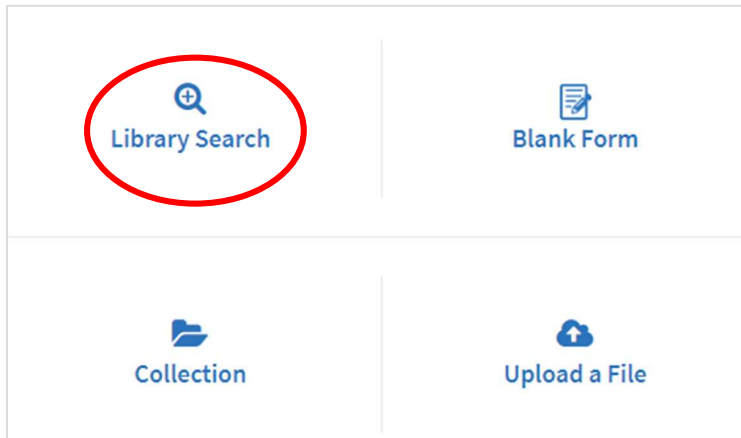
Adding New Citations and New Editions

At the top of the reading list, you will find a blue "Add Items" button to add and search for new citations. This search function runs through Oria. Select Library Search and then Search In: HVO Library before entering your search terms.

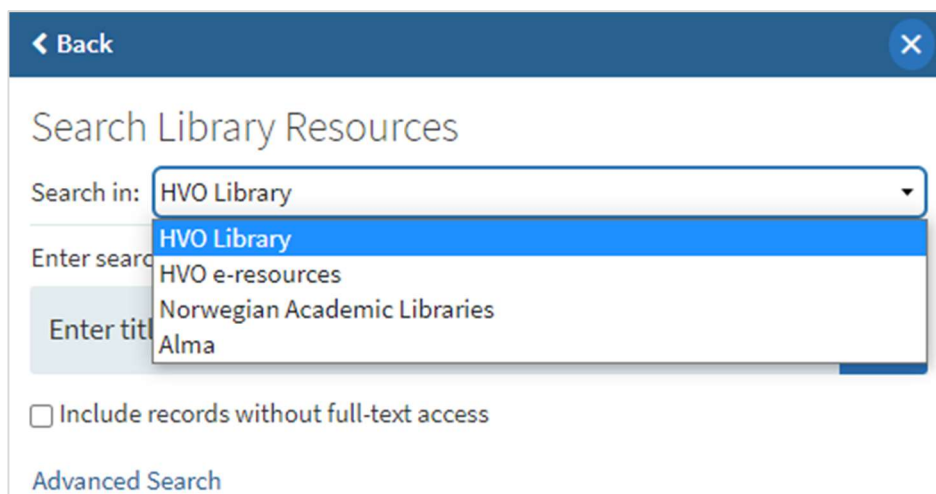
1. Add Items



2. Library Search



3. Search In: HVO Library





NB! If a new edition of a book has come out since last time, it must be added as a NEW citation. Do NOT attempt to update the old citation to a new edition – DELETE the old edition and add a fresh citation for the new edition (see below for deleting items).

Searching by title will often give results for multiple editions:


Search results (605)

Resource Type:	Availability:	Hide v
Book (139)	Full Text Online (603)	
Book Chapter (11)	Open Access (213)	
Article (443)	Peer Reviewed (430)	


 **BOOK Exploring public relations and management communication**
Ralph Tench, Fifth edition., Harlow, England, Pearson, 2021
Available in format(s): **P** - Physical (4 copies, 4 available)
Exists in list
Available at Høgskulen i Volda, biblioteket Plassering: : 659.2 Exp

 **BOOK Exploring public relations : global strategic communication**
4th ed., Upper Saddle River, N.J, Pearson, 2017, Total Pages XXIX, 578
Available in format(s): **P** - Physical (2 copies, 2 available)
Available at Høgskulen i Volda, biblioteket Plassering: Magasin : 659.2 Exp

In this example the newest edition is listed first, but this is not always the case. Make sure you select the correct edition, choose a section to add to from the dropdown menu, then click Add:

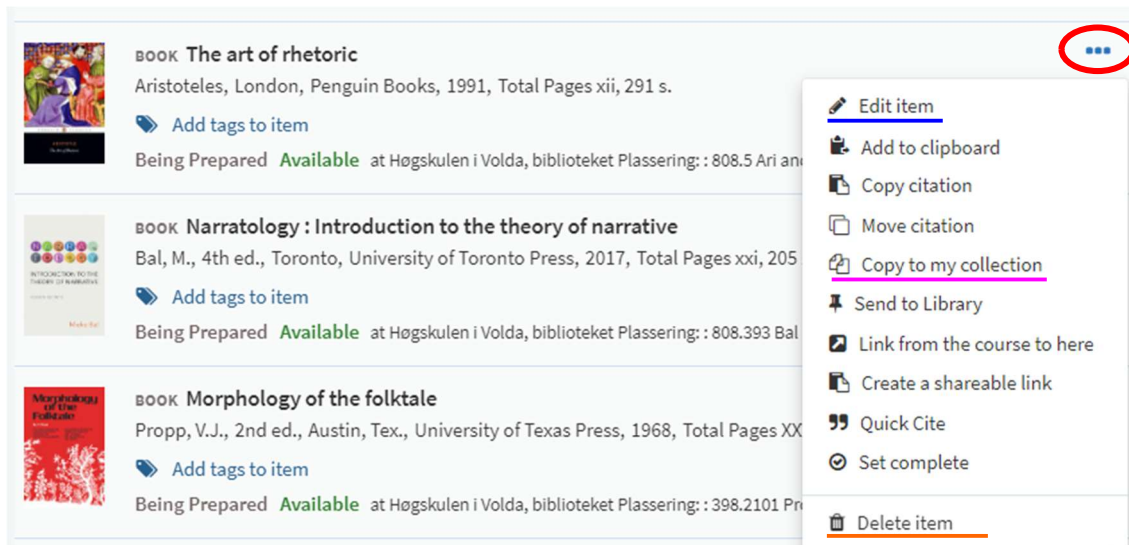
 **BOOK Exploring public relations and management communication**
Ralph Tench, Fifth edition., Harlow, England, Pearson, 2021
Available in format(s): **P** - Physical (4 copies, 4 available)
Available at Høgskulen i Volda, biblioteket Plassering: : 659.2 Exp

Add to: List Clipboard Suggestions

Section: 

Editing and Deleting Citations

Click on the [...] menu at the top right of your citation for different options:



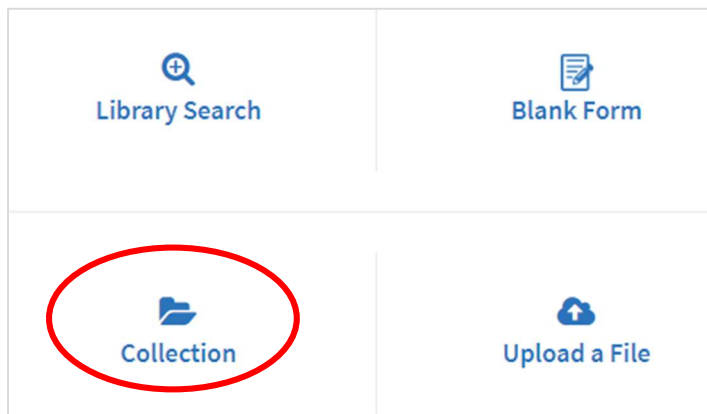
The screenshot shows a list of three book citations. The first citation is 'The art of rhetoric' by Aristoteles. A red circle highlights the three-dot menu icon at the top right of the citation card. A dropdown menu is open, showing the following options: 'Edit item', 'Add to clipboard', 'Copy citation', 'Move citation', 'Copy to my collection', 'Send to Library', 'Link from the course to here', 'Create a shareable link', 'Quick Cite', 'Set complete', and 'Delete item'.

The most relevant options for editing reading lists are:

- [Edit item](#): For editing details, e.g. instructions in the Public Note about what chapters/pages to read, updating links, etc
- [Delete item](#): For deleting citations

Copying Citations

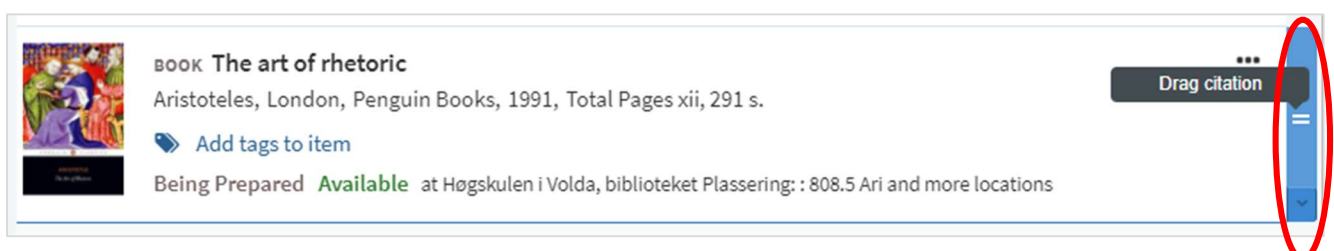
Use [Copy to my collection](#) to easily copy citations across to your other reading lists. Once you have copied an item to your Collection, you can open other reading lists and add the citation using the Add Items menu and selecting Collection.



The screenshot shows a grid of four options: 'Library Search', 'Blank Form', 'Collection', and 'Upload a File'. The 'Collection' option, represented by a folder icon, is circled in red.

Moving Citations

When you hover your cursor over a citation, a blue tab will appear on the far-right side which you can use to move/drag the citation to a new position on your reading list:



The screenshot shows a citation card for 'The art of rhetoric'. A blue tab labeled 'Drag citation' is visible on the far-right side of the card, circled in red. The citation details include the author 'Aristoteles', publisher 'Penguin Books', year '1991', and page count 'Total Pages xii, 291 s.'.