

Secure Electronic Delivery

About Secure Electronic Delivery

The British Library supplies articles to us via their Secure Electronic Delivery (SED) e-mail service in PDF format. We will forward you their e-mail, which contains a direct link to the article you have requested, as soon as it arrives. Articles are subject to copyright and to Digital Rights Management.

It is important to note the following.

- The article will only be kept on the British Library server for 30 days, so you must download it within this period.
- You can activate the link, download and print the article only once, but you can view the article in Adobe Acrobat Reader 10 , Adobe Acrobat Reader DC or Adobe Acrobat Pro 11 or above for up to 3 years from the date of download
- The article can be downloaded to any suitable device.
- You are advised to download the article to a PC that is attached to a printer or you will not be able to print it.
- You will need to **register for a British Library “on-Demand” account** before you will be able to access your Article at <https://ondemand.bl.uk/onDemand/home>
- You will be able to view your article(s) at any time by opening the file then by using your user name and password from your British Library “On-Demand” account.

The British Library email also contains an SED registration number (ZX----), which you will need in the event of any query.

Where can I download my SED article?

You can download your article at any of the following.

At the Drill Hall Library

All PCs in the Drill Hall have the necessary software installed to enable you, irrespective of your home institution, to download your SED article.

Other Medway campus PCs outside the Drill Hall

The service can be accessed and used on all University of Greenwich (UoG), University of Kent (UoK) and Canterbury Christ Church University (CCCU) PCs on the Medway campus

Off-campus

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How do I download, print and save my article?

At the Drill Hall Library

Step A - test by downloading the **test document**.

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1. Open the email. Click on **the link within the email**. This will open a new window within Internet Explorer (IE). Please make note of the **RED worded instruction** within this window
2. You will first need to create a British Library Account. **Follow the instruction on the link. Ignore this if you already have a British Library account.**
3. Click on **the test icon to download the test document**. The page now changes to a new screen within IE.
4. Enter your **BL Account user name** on the Screen. Click on **download test document**
5. A dialogue box, **File Download**, will appear. Click **save dropdown box then save as** to a directory of your choice. Go to this directory and open the file.
6. Adobe Acrobat will open and a pop up box will appear asking for you BL account user name and password. Once entered and accepted a **Congratulations** PDF document will be displayed, which means that your computer is set up correctly to open your British Library SED requests.
7. Close the file if successful and close down the IE page. The file can also be deleted.
8. If the test document did not open, please visit the IT desk in the Student Support Zone.

Step B - downloading your SED article

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2. You will first need to create a British Library Account. **Follow the instruction on the link. Ignore this if you already have a British Library account.**
3. In The "On Demand username/email address" Box: **Enter your username or email address** and then Click to "click to download your document".
4. A new pop-up window will open asking **Do you want to open or save this file**. At this point you can either:

- Click on **Open** and your article will open in Adobe Acrobat after first entering your BL account user name and password. You can print the article **only once** from this screen; or
- Click on **save as** to save the article to your hard drive, user area, etc. You can then open and print it from there. You can print it **only once** but will be able to view it in Adobe Reader for 3 years

You have now finished the process and can close the email and other associated screens.

Medway campus PCs outside the Drill Hall

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Off-campus PC

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