

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 for up to 14 days from the date of download (up to three years if you have paid a copyright fee).
- The article must be downloaded to a computer hard drive or user area. Do not download it to a memory (USB) stick as you will not be able to view or print it.
- 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.

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 article?

This depends on which university you are studying with.

At the Drill Hall Library

All PCs in the Drill Hall Library (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 (see the next section for specific details).

Off-campus

You can download your article using an off-campus PC provided you have a printer and the correct software installed (see **Off-campus PC** in the next section for details).

How do I download, print and save my article?

At the Drill Hall

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

Check that your PC is set up correctly to download the article.

1. Open the email.
2. Click on **To check that you can receive FileOpen documents, please download a test document**. This will open a new window within Internet Explorer (IE).
3. Click on **Click to download a FileOpen test document**. The page now changes to a new screen within IE.
4. Either:
 - **click here to manually download**; or
 - select **download file** from the yellow toolbar.

Note: If you are using a web browser other than IE, your test document may automatically open at this point.

5. A dialogue box, **File Download**, will appear. Click **open** and a **Congratulations** PDF document will be displayed, which means that your computer is set up correctly to open your British Library SED requests.
6. Close the file if successful and close down the IE page.
7. If the test document did not open, please visit the IT desk in the Student Support Zone. Do not attempt to download the document.

How do I download, print and save my article, continued?

Step B - downloading your SED article

If your test document was successful, you can now download your requested document.

1. Click on **Click here to download your document** (or copy the link at the bottom of the e-mail into your web browser).
2. A new window, **FileOpen Delivery Service**, will appear. Click on **Click to Manually download** to download your document.
3. A new window will open, **File Download**, asking **Do you want to open or save this file**. At this point you can either:
 - click on **Open** and your document will display and you can print it from this screen; or
 - click on **save** to save the document to your hard drive or user area. 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 14 days.
4. You have now finished the process and can close the email. You can no longer use the email to download the document.

How do I download, print and save my article, continued?

Medway campus PCs outside the Drill Hall

To download, save and print documents you should make sure that you have a printer attached to your PC and that you are using Adobe Reader v4 or above and have FileOpen software installed. See your institution-specific instructions below.

UoG students and staff

All UoG students and staff using PCs outside the Drill Hall should be able to download FileOpen from the NAL box icon rather than from the email. Adobe Reader v4 is already installed. To check that your PC is correctly set up to download, print and save your article, follow steps A and B.

UoK and CCCU students and staff

UoK and CCCU PCs already have FileOpen and Adobe Reader v4 or above installed. To check that your PC is correctly set up to download, print and save your article, follow steps A and B.

Off-campus PC

To download, save and print documents you should make sure that you:

- have a printer attached to your PC;
- are using Adobe Reader v4 or above; and
- have FileOpen software installed.

FileOpen can be downloaded via the British Library email you receive and Adobe Reader v4 from Adobe's website at <http://get.adobe.com/uk/reader/>.

Check that your PC is correctly set up to download, print and save your article by following steps A and B.

Support and help

If you have any queries about SED, please contact:

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