

How to use British Standards

Starting

- Access [British Standards Online here](#). You will need to use your Open University Computer Username and password to login. Follow the Athens link, followed by Athens Open University, and Athens General Resources. Once you have arrived at the BSI interface, click BSOL Subscribers at the right hand side.
- The Standard identifier usually consists of a few letters, for example, **BS**, followed by an alphanumeric (sometimes numeric only) part, **3692**, and finally a date, **2001**, giving **BS 3692:2001**.
- If you are sure of the Standard's number you can type this in to the search box. The search defaults to search our subscribed content by number. You do not have to type BS or the year 2001 (using the above example), but may wish to if you retrieve lots of results.
- Note that the search automatically looks for all letters to the left of the number entered and all the dates to the right, so by entering 1234 the search finds BS EN ISO 1234:1998: and any others containing the numbers 1234.
- You can search by keyword instead by changing the radio button.
- You can sort the results by number or publishing year by using the drop down arrow at Sort By.
- If you choose the 'Advanced Search' tab this allows you to limit your search to Standards published by date; update or reference type. Fill in the form and use the drop down arrows to select your options.
- Boolean operators and wild cards can be enabled by using the radio button.

AND/OR

- **AND** - used to find articles containing two or more terms. The search menu automatically defaults to '**AND**'. You can also type '**and**' between the words within a box.
- **OR** - used to search for alternative words. Type in the keywords and type '**or**' between the words within a search box
- Browse by module or ICS code using the browse tabs in the lower half of the screen.

Viewing Search Results

- Initial results are displayed in a shortened format.
- Click View Document to download the PDF of the Standard.
- You may now save the document as a .pdf file or print the article (using the on-screen icons) . Please note that for copyright reasons you may only save and print 1 copy of any Standard.
- Online help is available from the left hand menu