

## **Factsheet Facts**

UKeiG provides useful introductory factsheets on areas of interest within the electronic information environment. The sheets aim to give an overview of a topic and highlight top tips or basic facts. They are updated as necessary with new ones being written based on the changing e-Information environment. If you think there is a factsheet that you would like to see added, or if you would like to produce a factsheet please do get in touch. The factsheets are provided free to members, and are one of the many benefits of membership of the UKeiG (other benefits include access to eLucidate and member rates for the training courses). Examples of factsheets include:

### **Avoiding information overload**

- An introduction to blogs
- RSS feeds
- What to look for in a RSS feeder

### **Getting the most from your PC**

- Dealing with spyware
- 10 free packages and utilities on your PC
- How to block pop ups
- How to block Messenger
- Firefox extensions

### **Keeping your searching skills up to date**

- Desktop searching
- Top search tips

### **Taming your Intranet**

- Top tips for taming your intranet
- 10 intranet success factors
- 10 community of practice success factors
- 10 CMS implementation success factors

### **Managing your e-information**

- Top tips on referencing
- Top tips on reference management software
- Social bookmarking **\*\*New\*\***

- Ebooks **\*\*New\*\***
- OpenURLs **\*\*New\*\***
- Knowledge management: quick wins **\*\*New\*\***

All the factsheets can be found on the website at <http://www.ukeig.org.uk/factsheets>. If you are interested in writing any new factsheets please contact Tracy Kent, Librarian for Physics and Computer Science, University of Birmingham. [T.K.kent@bham.ac.uk](mailto:T.K.kent@bham.ac.uk) or via telephone on 0121 414 3918