Ordering Articles using the PubMed Loansome Doc System

1. When searching PubMed, select articles of interest by checking the boxes to the left of each citation. Then click on the **Send to** link near the top and select **Clipboard** and **Add to Clipboard**.

2. When you have finished searching, selecting items, and adding them to the Clipboard, you can access the clipboard by selecting the link in the upper right.
3. Review your Clipboard. If you have changed your mind and wish to remove items, you can do so at this stage by selecting a citation and clicking on the Remove link at the top. To place an order, select the **Send to** link near the top. This time select **Order**.

4. You will be prompted to login to your Loansome Doc account. You will see the items you are requesting. Select **Proceed to Delivery Options**.
5. You may enter a “cancel by” date if you like. Leave the Max Cost per Article blank. Project Echo members are not charged. You must review the Copyright Compliance statement and check the box that you have read this information. Select the **Continue** button.

6. The last step is to review the order and select the **Send Order** button.

7. When your articles are ready, you will receive an email with information about logging into your ILLIAD account to retrieve them electronically – usually the next business day.