

CUSTOMER RESOURCE CENTER

## QUICK GUIDE



## Personalizing **My Workspace**

Access your feed containing articles in line with your interests, create folders to easily save and retrieve articles, and create/manage alerts to stay up to date with what is new in your specific markets.



# Keep Informed with the latest content

Stay up to date with the newest analysis via Today's Feed, Daily Edition, Weekly Edition, and our Editor's Picks.

- 1 **Today's Feed** gives you access to the **BioCentury Realtime Feed** where you can find the **Latest Articles** and browse content from various categories.
- 2 **Daily Editions** Looking to access the **Daily** and **Weekly Edition** outside of your inbox? Easily navigate to current and past editions, right from My Workspace.
  - ! Access **previous editions** by selecting the arrow next to the date.
  - ! **Download a pdf** version of the edition by clicking the pdf button on the left-hand side of the article.
- 4 **Editors' Picks** lets you view top articles and events, which are handpicked by our Editorial staff and are updated regularly.



# Saving to My Folders

Access all your Purchased and Saved Articles, modify your Alerts and create new folders with specific content.

## 1 Create Folders

Click New Folder and enter a name for the folder.

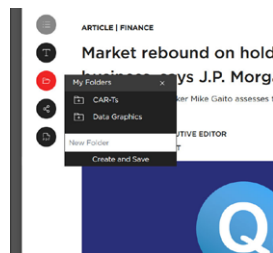
## 2 Manage Folders

Click the three horizontal dots on the top right corner of the folder to rename or delete it.

## 3 Add to Folders

Click the three horizontal dots next to an article within a feed to add to a folder, or create a new folder.

- ! You may also create a new folder from within an article by clicking the folder icon on the left-hand menu.



The screenshot shows the 'MY FOLDERS' section with three folders: 'Saved Searches and Alerts' (Empty), 'CAR-Ts' (5 items saved), and 'Data Graphics' (3 items saved). A 'New Folder' button is visible. The 'My Feeds' section shows a list of articles. Three callouts illustrate the steps: 1. A 'New Folder' dialog box with a 'Type folder Name Here' field and 'Create'/'Cancel' buttons. 2. A menu for the 'Data Graphics' folder with 'Rename' and 'Delete' options. 3. A menu for an article with an 'Add to Folder' option.

# Tailoring My Feed

My Feeds allows you to personalize the content you would like to see

- 1 **Create customized searches** for your interests and save them to your feed.
- 2 **View the latest intelligence** as soon as it is published.
- 3 **Easily navigate** between your interests.



# Thank you for being a BioCentury subscriber!

Reach us at [support@biocentury.com](mailto:support@biocentury.com) if you have any questions or would like to request training on our platforms.

Scan the QR code to explore our Customer Resource Center for more quick guides and tutorial videos.

