



Taylor & Francis Group
an **informa** business

TAYLOR & FRANCIS EBOOKS

www.taylorfrancis.com

A single destination for eBooks from Taylor & Francis with increased functionality and an improved user experience to meet the needs of our customers.

USER GUIDE

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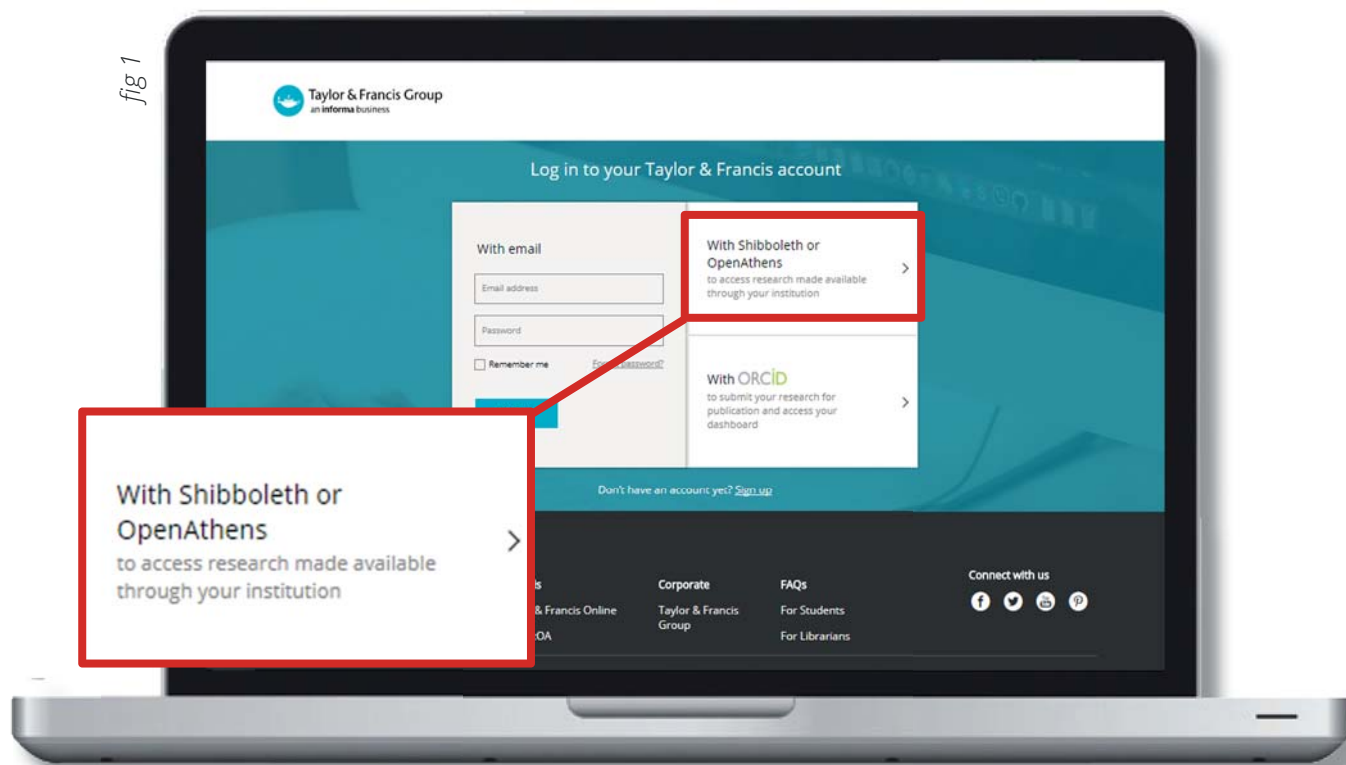
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Getting started:

INSTITUTIONAL REGISTRATION

Users will have instant access to the site via their institutional log-in, which will grant authentication through IP recognition, EZproxy, Shibboleth or OpenAthens.

NB: Your institution set up will be done by T&F support team (valid for new or existing accounts). All account administrators will then receive an invite to the platform (for existing accounts on the 11th of September). Institutional users can then gain access by IP authentication, EZproxy, Shibboleth or OpenAthens.



First, select '**With Shibboleth, OpenAthens or EZproxy**' (fig 1).
Then, search for your institution (fig 2, below) and click '**CONTINUE**'.

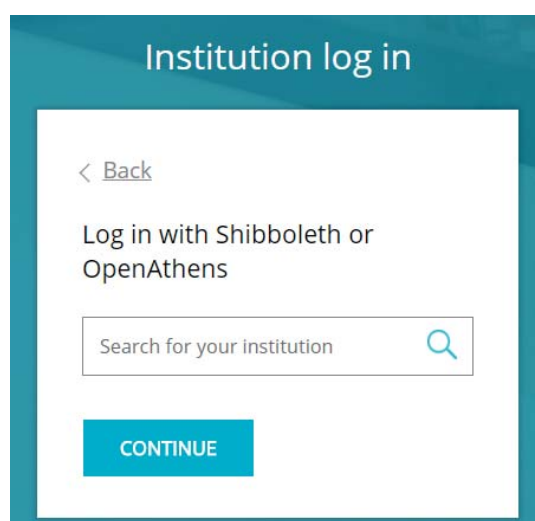
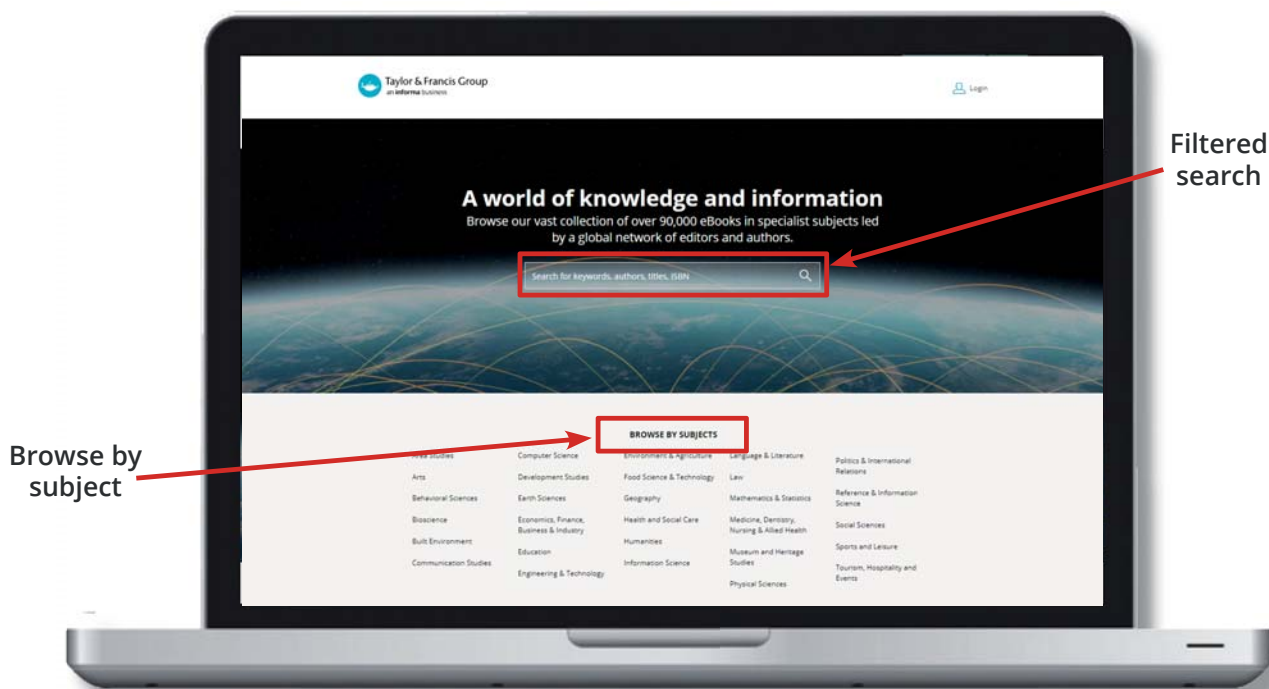


fig 2

Finding what you need: Search

There are two main ways to find content:

- » Filtered search, via the main search box
- » Browse by subject area



FILTERED SEARCH

The filtered search field will initially search the title, author and keywords of a book. So if a word or a string of words are entered, matches will be displayed.

From the initial query, users can then filter their search using a number of facets:

- » Search by Access Type
- » Search by Subject
- » Search by Publication Dates
- » Search by Imprint (e.g. Routledge, CRC Press).

The image shows a search filter interface with three main sections: "Filter By", "SUBJECT", and "PUBLICATION DATE".

Filter By

- Show content I have access to

SUBJECT

Education	557
Sociology of Education	455
Education Policy & Politics	357
Education Studies	316

PUBLICATION DATE

Upcoming	75
Last month	56
Last 3 months	184
Last 6 months	292
Last 12 months	510

IMPRINT

Routledge	2846
David Fulton Publishers	44
CRC Press	29

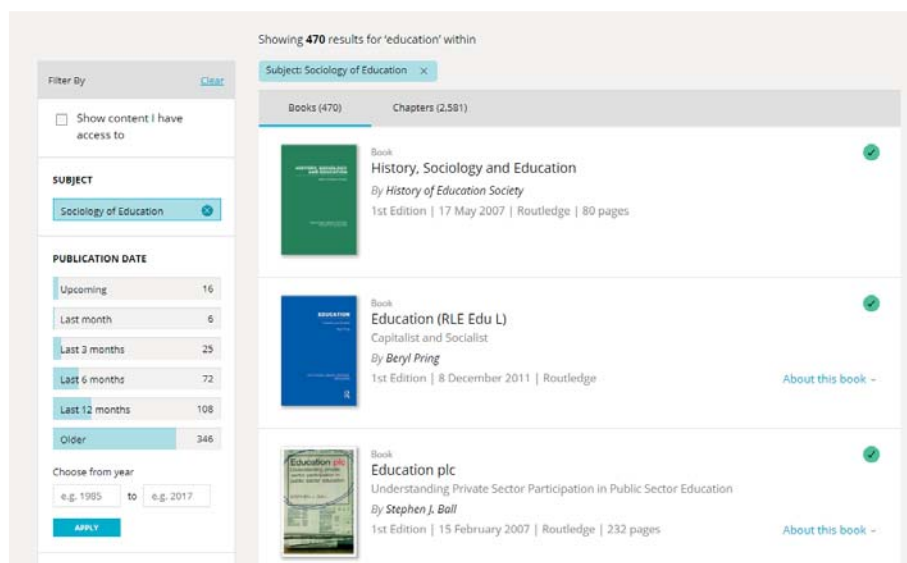
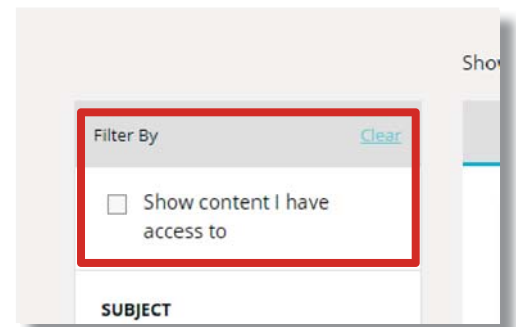
Accessing an eBook

ACCESS TYPES

To help users find the content to which their institution has access, the 'Show content I have access to' checkbox on the search page can be used to narrow down the search only to the content that has been bought by the institution.

In the example below, a search has been carried out by typing 'education' as a simple search term, and then adding a 'Sociology of Education' subject filter. These filters can be seen below the search bar.

Results will be returned from within the 'Sociology of Education' subject category, where 'education' appears anywhere in the book's text.



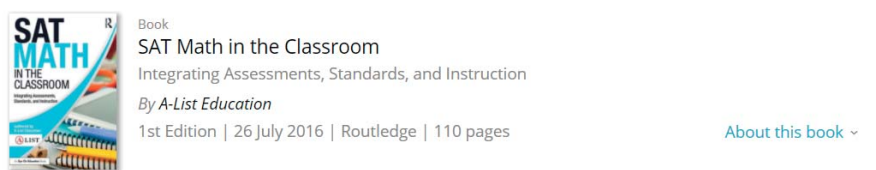
ACCESS INDICATORS

The access display options are as follows:

Titles available to access will have a full 'Green Tick' button.

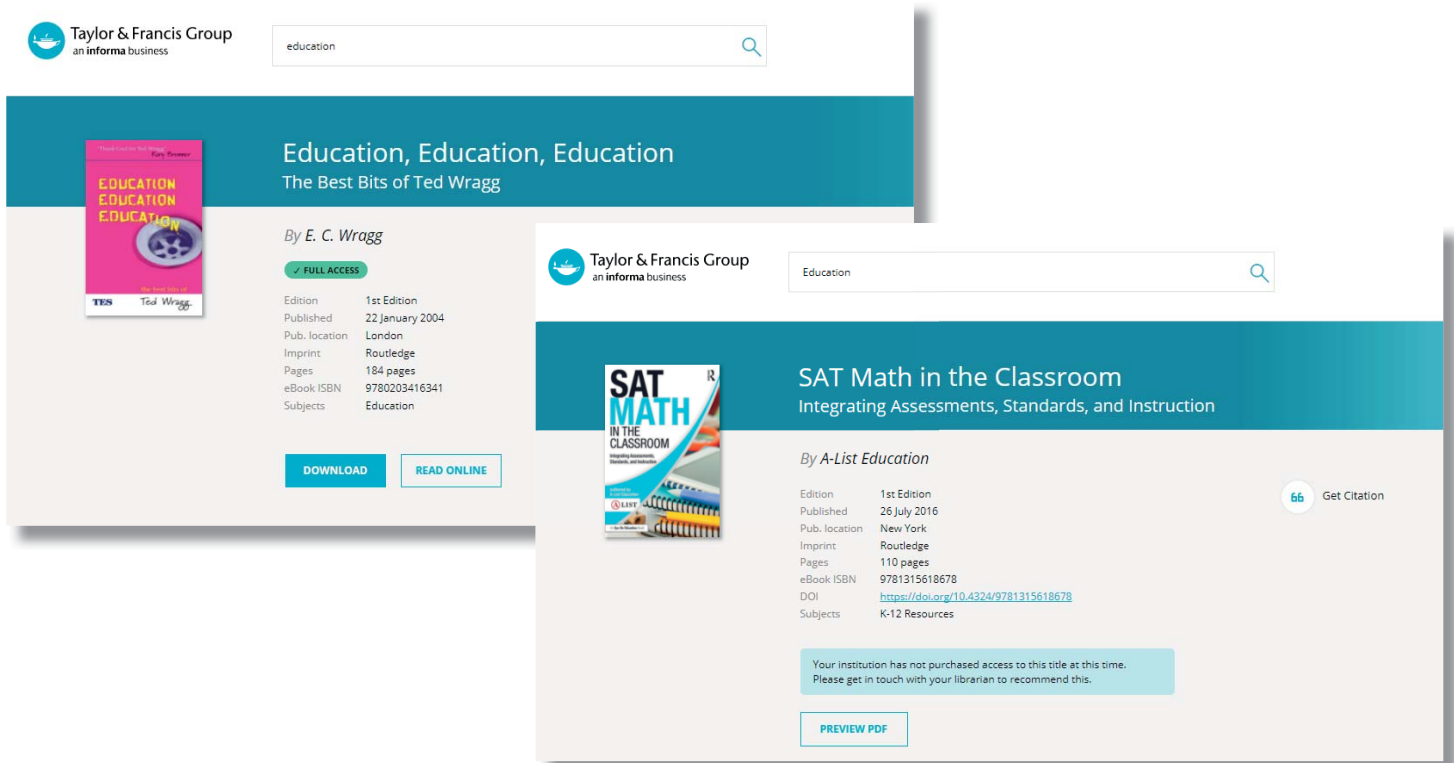


Titles not available to access will not have the 'Green Tick' button



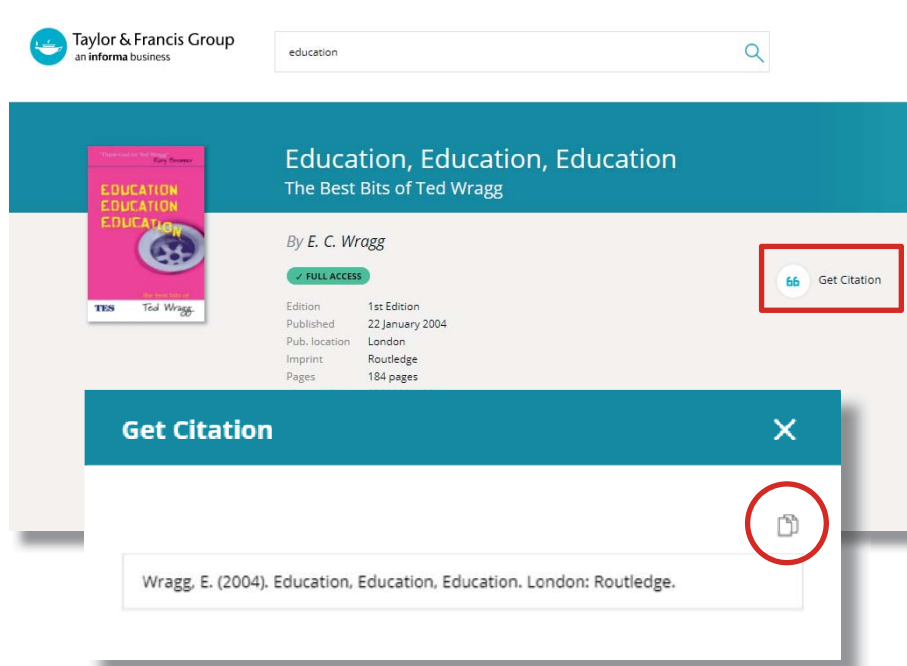
Using an eBook

Once a user has navigated to the book page they require, they will be presented with the bibliographic information corresponding to that title, and the option to read it if they have access.



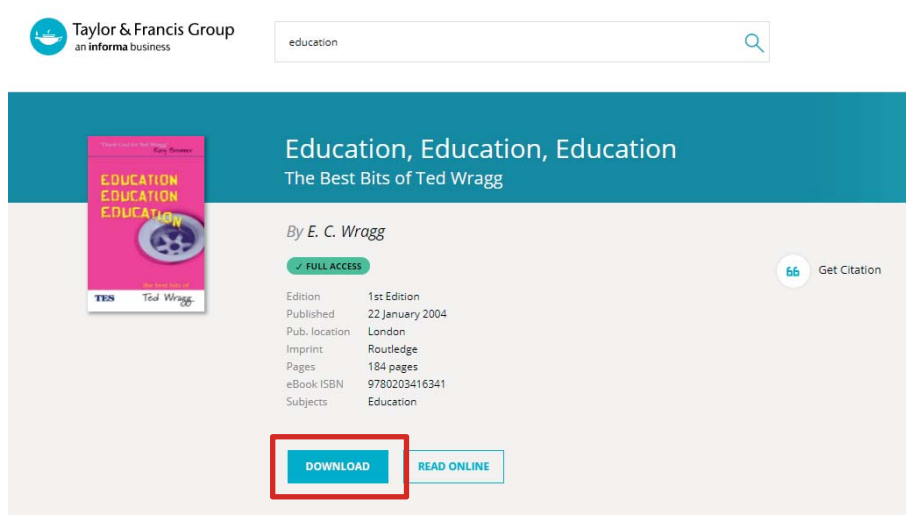
Users can perform the following tasks, as highlighted in the following screenshots:

- » **Citation:** User can get citation by clicking on '**Get Citation**' on the page displayed as below.
 - * The format of the citation is American Psychological Association (APA) style.



» 4 User can copy the citation to the clipboard by clicking on the  (copy) icon.

- » **Download by book:** User can now download the entire book by clicking on the 'DOWNLOAD' button at the bottom of the bibliographic information on the book page.

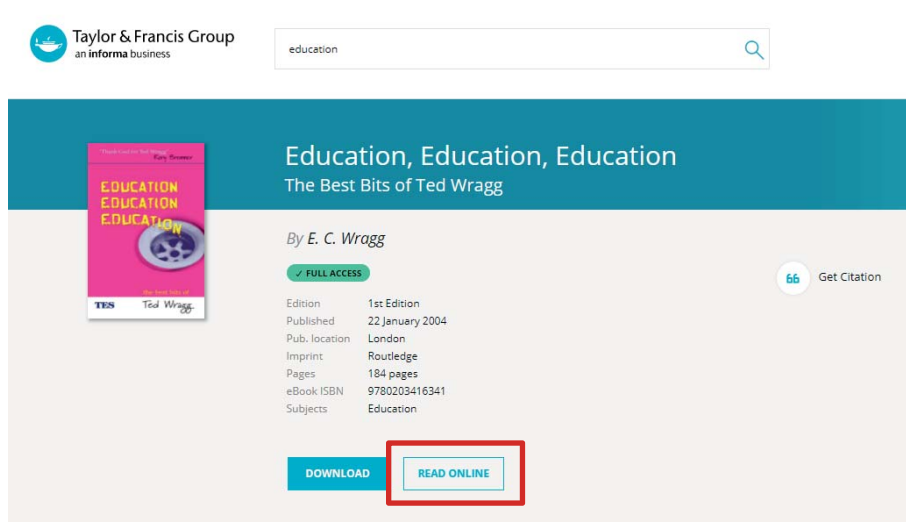


The screenshot shows the Taylor & Francis Group website interface. At the top left is the logo for Taylor & Francis Group, an informa business. A search bar at the top contains the word "education". The main header area is teal and displays the book title "Education, Education, Education" and the subtitle "The Best Bits of Ted Wragg". Below the header, on the left, is a small image of the book cover. To the right of the cover, the author's name "By E. C. Wragg" is displayed. A green button with a checkmark and the text "FULL ACCESS" is visible. Below this, a table of bibliographic information is shown:

Edition	1st Edition
Published	22 January 2004
Pub. location	London
Imprint	Routledge
Pages	184 pages
eBook ISBN	9780203416341
Subjects	Education

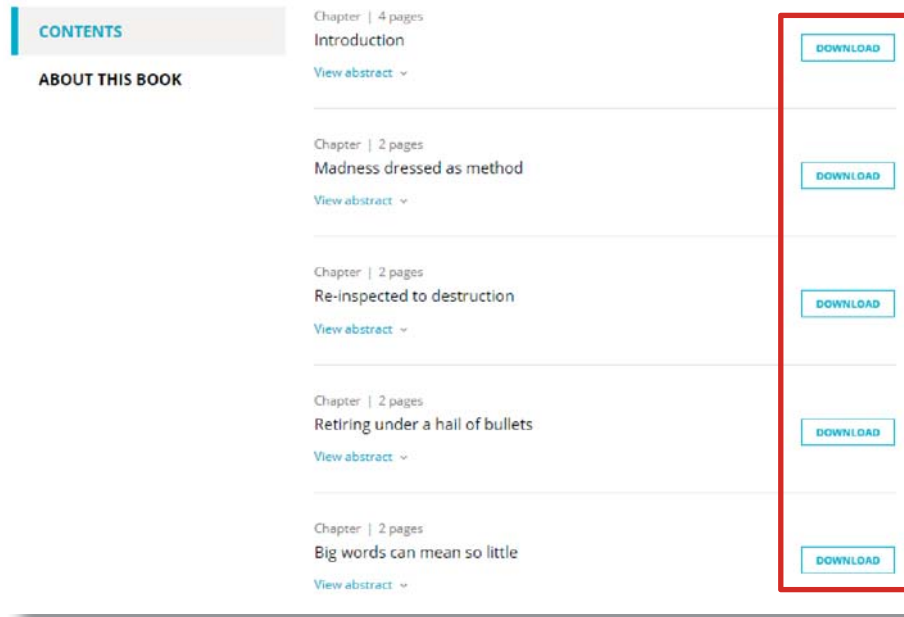
To the right of the table, there is a "66 Get Citation" button. At the bottom of the bibliographic information, two buttons are present: "DOWNLOAD" (highlighted with a red box) and "READ ONLINE".

- » **Read Online:** User can now read the entire book through an Online Reader by clicking on the 'READ ONLINE' button at the bottom of the bibliographic information on the book page. This will open an online reader from where the user can search the book's full text, navigate using table of contents, select and print page ranges, and resize the page.



This screenshot is identical to the one above, showing the same book page. However, in this version, the "READ ONLINE" button at the bottom of the bibliographic information is highlighted with a red box, while the "DOWNLOAD" button is not.

- » **Download by chapter:** User can now download by chapter. To access a chapter, scroll down on a book's product page to the table of contents. If chapter PDF downloads are available, a download link will appear next to each chapter.



Personalisation Features

Both personal and institutional users have access to additional features when they register on the site. The "Your Account" button directs the user to their personal page.



From this area it is possible to update personal contact details such as Name, Email Address, Organisation Name and change a password.



CONTACT US

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