

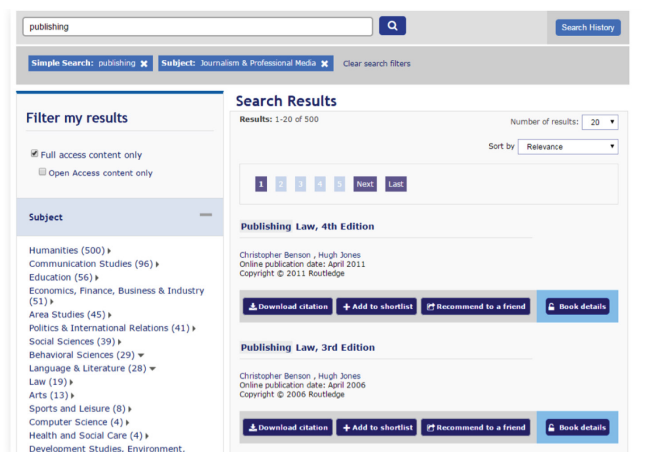
# Accessing an eBook

## Access types

To help users find the content to which their institution has access, the 'Full Access Content Only' checkbox on the search page can be used to narrow down the search only to the content that has been bought by the institution. Similarly, 'Open Access content only' can be checked if solely Open Access content is what is being sought.

In the example below, a search has been carried out by typing 'publishing' as a simple search term, and then adding a 'Journalism and Professional Media' subject filter. These filters can be seen below the search bar.

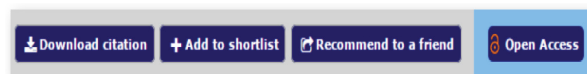
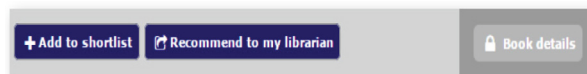
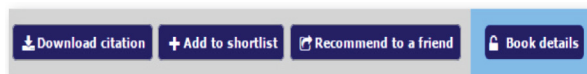
Results will be returned from within the 'Journalism and Professional Media' subject category, where 'publishing' appears anywhere in the book's text.



## Access indicators

The three access display options are as follows:

1. Titles available to access will have a full blue 'Book details' button with the padlock symbol unlocked.
2. Titles not available to access will show the 'Book details' button greyed out, with a locked padlock symbol.
3. Titles available in Open Access will have the same blue 'Book details' button, but also feature the unlocked Open Access symbol and the 'Open Access' label.



As you can see, the 'Download citation' button is not available when the user does not have access to the book in question, but users can still recommend to their librarian or add it to their personal Reading list.



## Taylor & Francis eBooks Online User Guide

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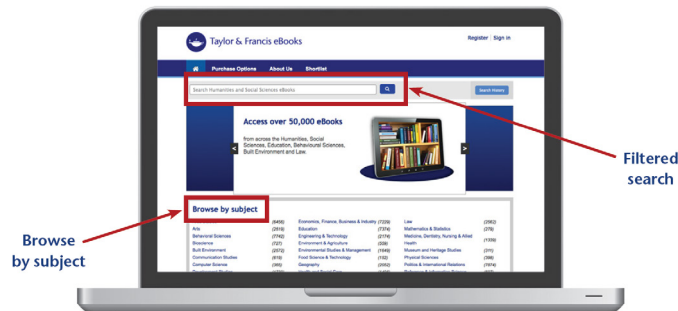
[www.tandfebooks.com](http://www.tandfebooks.com)

# Finding what you need

## Search

There are two main ways to find content:

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



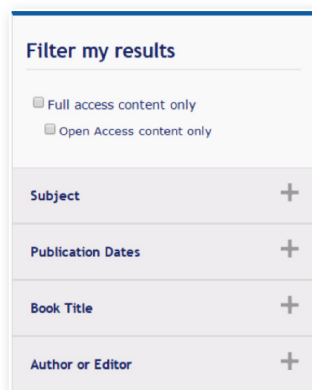
## Filtered Search

The **filtered search field** will initially search the full text of a book. So if a word or a string of words is entered, matches will be displayed whether the word(s) appear in the Book Title, Chapter Title or body of the book.

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

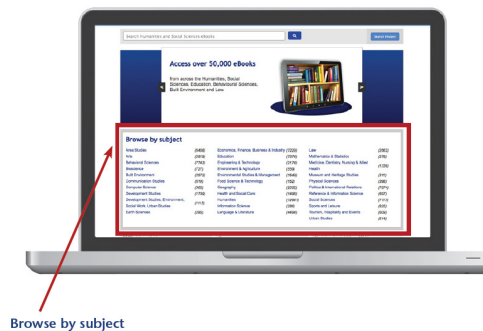
- Search by Access Type (Full Access or Open Access)
- Search by Subject
- Search by Publication Dates
- Search by Book Title
- Search by Author or Editor

Users can of course also perform searches by typing in ISBNs and DOIs.



## Browse by Subject Search

Another navigation option is to 'Browse by subject' from the homepage.

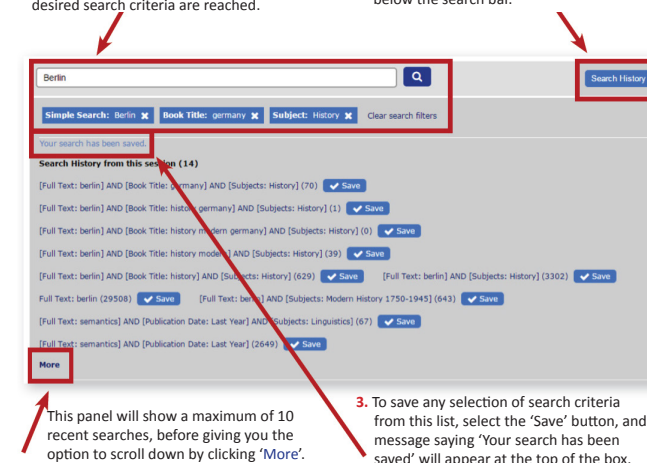


'Browse by subject' search involves simply clicking on the subject area of interest and then applying filters as required on the results page. The number next to each subject area on the Homepage indicates how many titles the user has access to in each area.

## Saving Searches

If the same search is going to be run regularly, it is also possible to save the search criteria for later use, rather than having to re-enter the details each time. This function is only available if the user has registered and has a personal log-in.

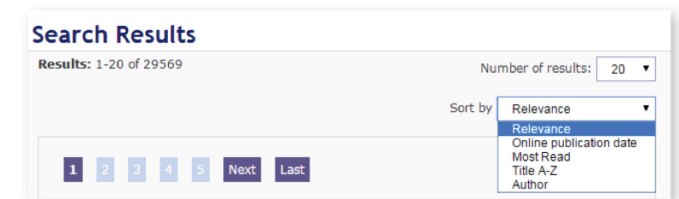
1. Once logged in, users should enter the search criteria in the search box and run the search. Multiple search filters can be added until the desired search criteria are reached.
2. Users then need to click 'Search History' where a list of recent searches will appear below the search bar.



## Manipulating Search Results

The order of returned search results can be sorted using the 'Sort By' drop down menu, allowing users to rearrange their returned results using the following sorting options:

- A-Z,
- Author,
- Online publication date
- Relevancy, and
- Most read



## Saving Searches (cont'd)

Saved Searches are then visible in the second pane under 'Saved', which appears once the 'Search History' button is clicked.

To run a previously saved search, click on the search entry and the whole line becomes a hyperlink allowing the user to run the search again.



This 'Search History' pane can be opened at any time, on any page, allowing the user to easily return back to the content they need at any time.

It is possible to receive alerts when new results are identified within a specified search parameter. (The default is to not receive alerts.)

There are further tips on how to achieve even more effective searches here on the site: [www.tandfebooks.com/action/doSearch](http://www.tandfebooks.com/action/doSearch)