



quick start guide

Electronic Books - Taylor & Francis

The Taylor and Francis E-book collection is a collection of 180 full-text electronic books, mostly in the field of Education. You can access e-books off-campus as well as on-campus. They are available 24hours a day.

OpenAthens Login

Before attempting to access any electronic resource you must first login to OpenAthens. This is to ensure that only Bolton University students are able to access our resources.

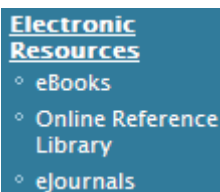
Your OpenAthens username and password are the same as your University username and password.

Click on the yellow OpenAthens button on the Library Homepage and follow the links to complete the login. Return to the Library Homepage, by clicking on the Home Page option at the top of the blue menu on the right of the page.

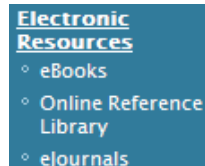
Location

Taylor and Francis e-books can be found in the electronic resources section of the Library website. There are also links to it from your subject page.

Click on **Electronic Resources** from the blue menu on the left of the library homepage.



Then click on **eBooks** —



Scroll down the page and click on the Taylor & Francis logo. [Taylor & Francis](#)

Accessing a book

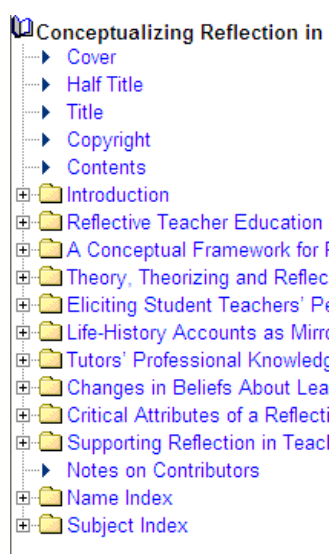
If you know the book you are looking for, you can search by title, author or master eISBN. Click on the dropdown arrow next to the word **search** in the top left hand corner to change between title, author eISBN, etc. Then just enter the details in the search box and click on **Go**. e.g. If you want to search for titles on a particular topic, select “keyword” from the dropdown search box then enter your search term in the box next to **Go**.

You can also choose to browse all of the titles available by selecting the **ebooks** link on the left navigation panel. They are listed alphabetically by title. Once on a book that interests you, click on **more** to read an overview of the book or Click on **View Sample Pages** to read pre-selected pages of the book in the online DX Reader. Once you have selected your book, Click on **Open & Read** to start reading. This will open the book in the DX Reader browser. This special software - DX Reader - is required to read the books. This should be downloaded automatically without having to take any action.

The book will show on the screen exactly as if you were reading the printed copy.

You can move through the pages using the **<page>** buttons on the top tool bar, or you can enter a specific page number to go direct to a page or you can move between sections (chapters) using the **<section>** buttons on the top tool bar.

You can also move directly to specific pages or chapters by clicking on the contents menu on the left. Click on **+** to expand the menu and **-** to collapse it.



Click on the chapter or part title to view it.

You can print and save pages using the options on the top tool bar. However, e-books are designed to be read on-screen, so you are only permitted to print or save a maximum of 30 pages per book within DX Reader. While reading the book you can bookmark pages, highlight text and annotate paragraphs. See the help screens within DX Reader for further details.

You can search within the book for a particular topic. Enter the word you want to search in the **Quick Search** Text box, then click the **Go** button. Clicking on the **Search** menu button in the top left corner will open the Advanced Search window, where you

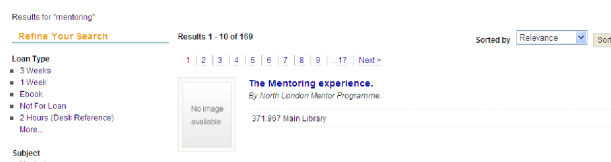
can do phrase searches, and use Boolean search options.

Return to the homepage to search for more titles by clicking on **Close DX Reader** at the top of the page.

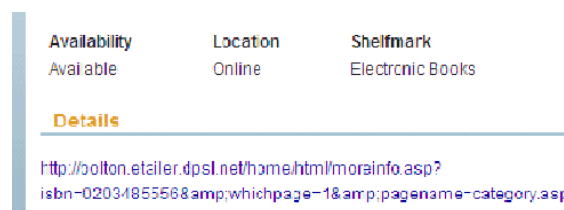
Library Catalogue

You can also access e-books via the library catalogue, although you must go through the OpenAthens login first.

Enter your search term in the catalogue search box and click **Search**. When you have a list of results click on **Ebook** from the list on the left and all printed results will be removed from your list, leaving e-books only.



Select a title you require by clicking on the book title. On the item details page, click on the blue etailer link on the bottom left of the page to access the book.



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