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User Guide

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Contents

This guide explains the key features of tandfebooks.com so you can quickly find what you need

- Save time with quick search and browse

- Get the most out of site by saving searches and alerts and creating your personal bookshelf

Contents

Getting started:
How to Register

Users will have instant access to the site via their institution log-in, which will grant authentication through IP recognition or Athens.

Getting started:
Personal Registration

Some functions are user specific so a user is required to complete a personal registration to make use of these.

To create the username/password the user needs to register (name, surname, email address and password) on the platform.
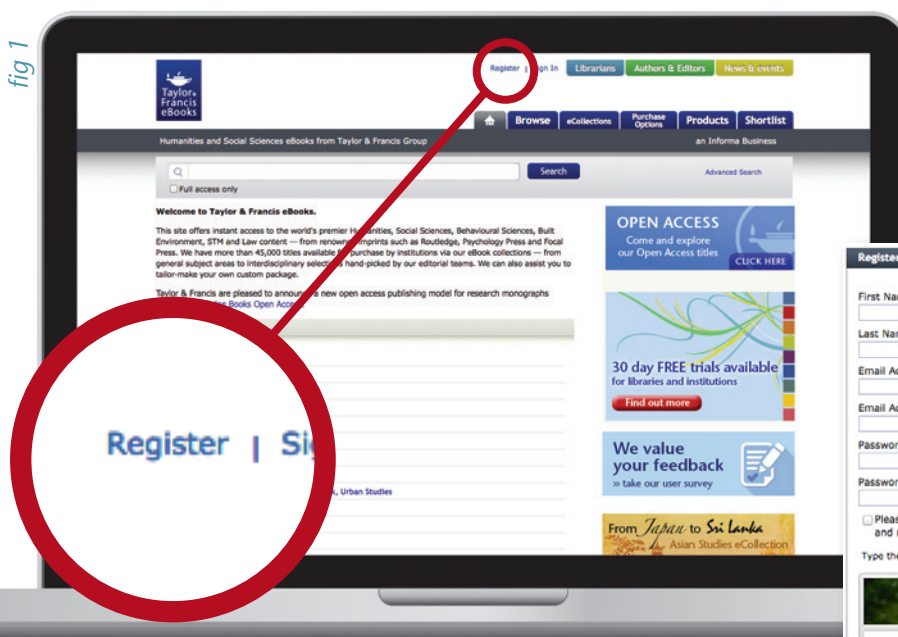
fig 1

Select register from the top navigation bar (fig 1).

Complete the form and click register (fig 2).

Once registered the '**Sign In**' option should be selected by inserting your email address and your password. If the password has been forgotten there is a '**Forgot password**?' option.

fig 2

Finding what you need: **Search**

There are many search and browse options available on the Home page to assist in locating content. You can click the Search button, click the Advanced Search or click on the subject area you are interested in under the Browse Content option.

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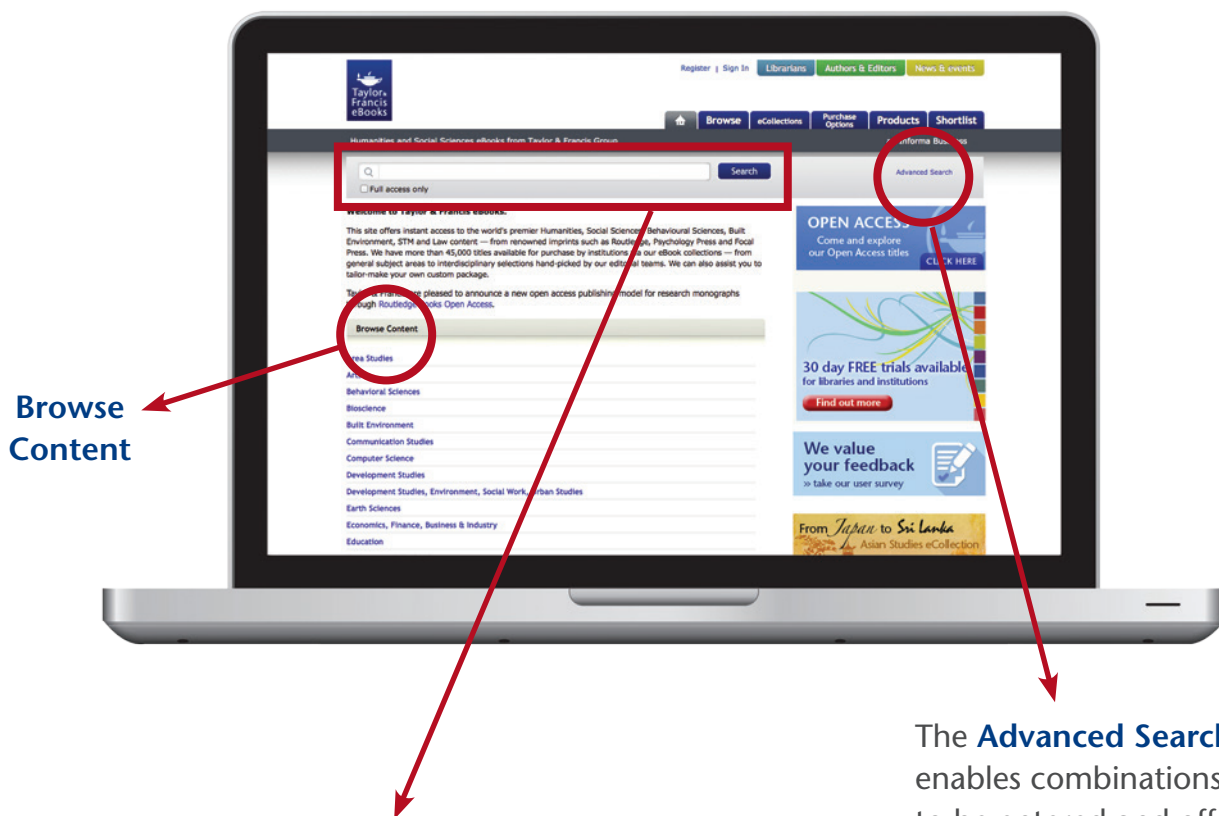
The **Search field** will search the full text of a book. So if a word or a string of words is entered, matches will be displayed whether the word(s) appear in the Title, Chapter Title or body of the book.

The **Advanced Search** form enables combinations of data to be entered and offers the following fields:

• Full Text: searches the full text of books and chapters

• Book title

• Author: this will search author and editor

• ISBN/DOI

• Publication dates (<year> to <year>)

• Subjects (top level categories) - uncheck to deselect subject

Finding what you need: **Search**
Saving Search

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

Enter the search criteria and run the search. When results have been returned enter a Search Name and Description in the **Save Search** fields at the bottom of the Advanced Search screen and click **Save**.

It is also possible to receive alerts when new results are identified using the check boxes here, the default is to not receive alerts.

Search History provides a list of all searches performed in this session, the field entered e.g. Fulltext or Title and the number of records the search retrieved.

To run a previously saved search select the **Saved Queries** tab and click on 'run', if the user wishes to delete a previously saved search click on 'delete'.

Finding what you need: **Browse**

Another navigation option is to click on the **Browse tab**. From this page you can select a subject area from the left of the page which will display just titles from within that subject area. Alternatively you can click on a character/number the title starts with or use the page numbers to navigate.

The numbers next to each Subject identify the number of titles within that subject area.

Accessing the eBook

To help you find the content your institution has purchased the Full Access Content Only button can be used to narrow down the search only to the content that has been bought by the institution.

In the example above the Advanced Search has been used. 'Cinema' has been entered in the Full Text field and a Publication Date of 2010 selected.

Results will be returned where 'Cinema' appears anywhere in the title.

ACCESS INDICATOR:

FULL ACCESS
The titles available to access have the 'access' button in green.

NO ACCESS
While the titles not avilable to access will show the 'Buy Now' button in red.

OPEN ACCESS
The blue 'access' button is only for title accessible in open access.

Accessing the eBook

The order of retrieved records can be sorted using the **Sort By** drop down menu and the user can also choose to add the title to your shortlist, email the details to a friend or to download it to the Citation Manager.

Click on the title to access it and a window similar to the following will be displayed: here the user can download the title to the Citation Manager, add it to his shortlist, or email it to a friend.

Accessing the eBook
DRM

The DRM functionality allows us to offer books, such as textbooks, which would otherwise be unavailable through the platform.

Within the right hand corner the icon indicates whether a title is a DRM-Protected or DRM-Free. If the the window shows the yellow icon the book is DRM-Protected, if it doesn't the title is NOT restricted to the DRM protection.
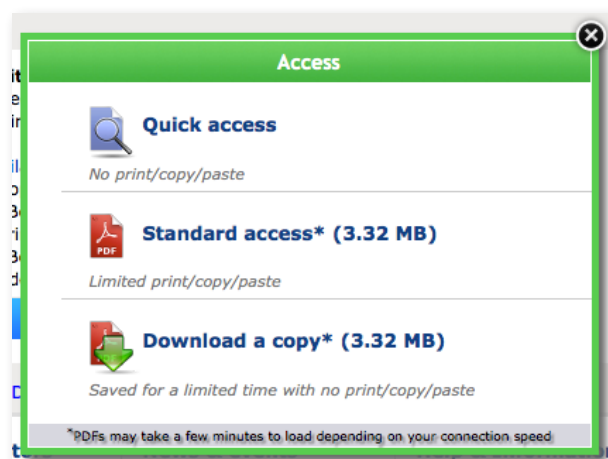
In case of a **DRM-Protected** title the platform offers three access options:

- Quick Access: the book is readable online only, fully restricted (no print, copy and paste option). No plug in is required.

- Standard access: the installation of the **Plug In** is required, the book is still readable online, print allowance of 30 pages and 1000 words to copy and paste.

- Download a copy: the installation of the plug in is required, access offline for 36 hours, fully restricted (no print, copy and paste option). The log off period can be modified on a customer to customer basis.

The installation of the Plug In is very easy and intuitive, please follow the instructions at http://plugin.fileopen.com/all.aspx
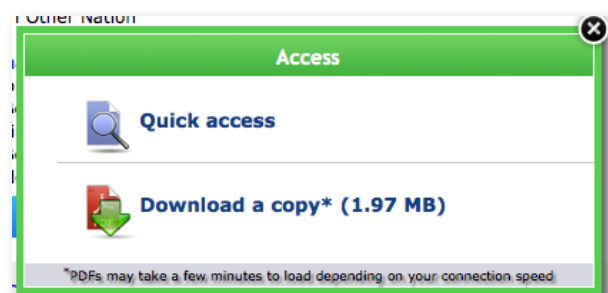
For **DRM-Free** ebooks there are two access options:

- Quick Access: the book is readable online

- Download a copy: a copy of the title can be downloaded and accessed offline

In both cases once the user has clicked on the preferred option the content of the title will become available to read.

Personalisation Features

The 'My Account' button directs the user to their personal page.

From this page it is possible to update contact details such as Name, Email Address, Organisation Address and change a password.
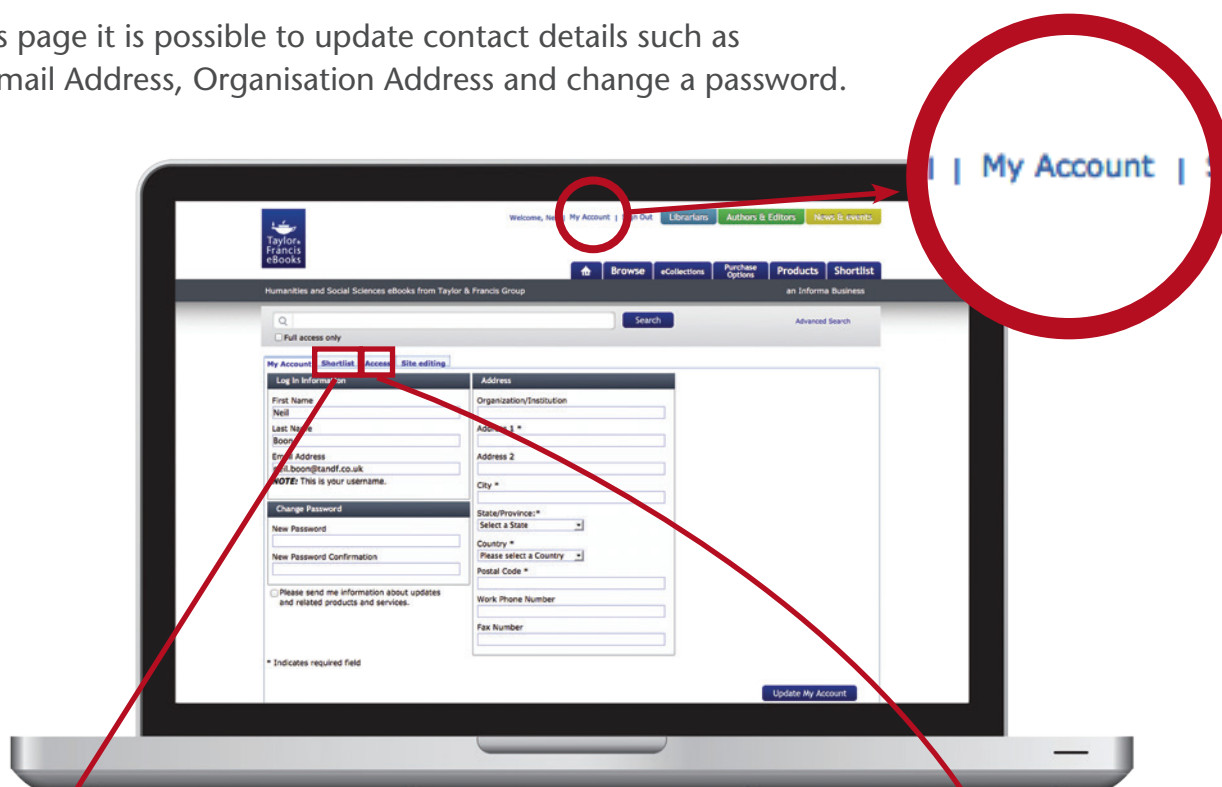
The **Shortlist** tab is available for all users and displays titles where the 'Add to Shortlist' button has been selected for a title. Items will remain here until the user logs out.

Access tab is where customers can redeem vouchers (Tokens).

Administrator Access

The administrator access is a higher level of access given only to the administrators of the account who is able to search/access the content like a user but has the right to personalize the platform, download usage statistic and manage IP addresses. This can be done through the **Institutional administration** tab (not available for the user access) on the 'My Account' button.

Institutional administration tab has 7 sub-tabs:

1. **Access Entitlements:** where the administrator can find all the titles the institution has access to.
2. **IP Range:** the administrator can see the institutional IP range provided, email it to themselves and add new ones.
3. **Manage Administrators:** under this tab a new administrator can be added.
4. **Co-Branding:** the administrator can personalize the platform by changing the banner text or by adding the logo of the univeristy.
5. **Usage Stats:** through this button usage statistics can be retrieved.
6. **Help Desk:** with the details of our Customer Service department in case they need to get in contact with us.
7. **Default Search/Browse Setting:** where the 'Full Access Content Only Button' can be ticked by default.

Frequently Asked Questions

What is available on T&FeBooks.com?

Over 45,000 eBooks are available from across the Humanities, Social Sciences, Education and Law are available for institutions. We offer a range of pre-selected collections or our sales team can assist you in tailor-making your own selection from the entire range (with a minimum order of 50 titles). We are constantly adding new titles, and plan to have over 50,000 eBooks available by the end of 2013.

How do I qualify for a free 30 day trial?

Academic, government, and corporate institutions are eligible for a free 30-day trial of the entire site. We do not offer free trials to individual customers.

Are the eBooks on Taylor & Francis eBooks entire books?

Yes. Our eBooks match the printed version. No pages are omitted.

Who publishes the books on the site?

The majority of eBooks on the site are published by Routledge, which is part of the Taylor & Francis Group, an Informa Company. There are also eBooks from other imprints, including David Fulton, CRC Press, Earthscan, Focal Press and Psychology Press.

How do I create a favourites list?

When browsing our content, you can add titles to a shortlist of favourite titles at any time. To do this, you need to have created a personal account, and be signed-in. Then you can either click 'Add to shortlist' to add the whole publication you are viewing, or select titles by using the tickbox when in a list, then clicking 'Choose an action' to add to your shortlist.

To view your shortlist, go to the 'My Account' area, and click on the 'Shortlist' tab.

How do I download an eBook?

From a book page click the 'Access' button and then select 'Download a copy'. The full eBook file will open in a new window in Adobe Reader.

Does each eBook have a dedicated URL?

Yes, every eBook has its own URL. You can see the link at in your browser window from the book page.

How do I view a list of the eBooks I have access to?

Account administrators can view a list of holdings. To access, go to the 'My Account' area, click on the 'Institutional Administration' tab, then 'Access Entitlements'.

How do I download information to citation tools?

If you have the appropriate software installed, you can download the citation data to the citation manager of your choice in RIS format by simply clicking on 'Download book to Citation Manager' on the book page. The RIS format can be imported by all major citation management software, including EndNote, ProCite, RefWorks and Reference Manager.

Will there be a mobile-enhanced version?

We are not currently able to offer mobile-enhanced access, but mobile delivery is a key element of our development plans.

Can I purchase 'coming soon' titles?

Only published titles will be available on the site.

What search options are there on the platform?

There are two search options: Basic and Advanced. Basic search is located on the top right corner of the page within the header, and performs a full text search, across all content, whether or not you have access. Advanced search (found on the right-hand side of the search bar) allows you to search using multiple criteria:

Full text: searches within the full text of eBooks

Title: searches titles of e-books

Author: searches author/editors name of e-books

ISBN: searches ISBN, ISSN, or DOI

You can choose to search all content on the site or only content to which your institution has bought full access.

Can I search within a subject area/discipline?

Yes. Go to the advanced search page and use the subject category criteria to limit your search to a certain discipline.

Can I restrict the search and browse to subscribed/purchased content only?

Account Administrators can restrict access to subscribed/purchased content only by navigating to the 'My Account' area, and clicking on the 'Institutional Administration' tab. Check or uncheck the tick box for the desired default setting.

What does 'Full Access Content Only' mean?

By checking the 'Full access only' box beneath the search bar during your basic or advanced search, you limit your search to the content to which you have access, i.e. eBooks purchased by your library or free material offered by Taylor & Francis eBooks.

How many results are displayed for search results?

The default is to display 20 results on each page; this can be adjusted to 10 or 50 as preferred.

How do I save searches?

When you are signed into the platform you can click on 'Advanced Search' and enter your required search criteria.At the bottom of the page you are able to name this search and say whether you would like to receive alerts relating to this search. Click 'Save Search'.

At this point you can enter your email address to get updates.

How do I manage saved searches?

Once signed into the platform, click on the 'My Account' tab.

Click the 'Manage Saved Searches' button to run your search directly, delete your saved searches, and/or create new saved searches.

What is Digital Rights Management (DRM)?

Digital Rights Management is used by media publishers (including book, music and film) to restrict unauthorised copying, conversion and distribution of their copyrighted content. For the scholarly publishing community DRM is used to prevent unlicensed usage of content.

How does DRM work on Taylor & Francis eBooks?

The DRM protection on Taylor & Francis eBooks applies to less than 30% of our catalogue, and controls such things as the number of concurrent users, as well as print and copy and paste allowances. To support DRM, the platform uses FileOpen WebPublisher™, a free plug-in to Adobe Reader. To open a DRM-protected book, the FileOpen plug-in must be installed on the user's copy of Adobe Reader on their PC. Please note that the first time a user attempts to read a DRM-protected book, they will be automatically sent to the FileOpen website to install the plug-in.

How do I install the FileOpen Acrobat Reader plug-in?

To install the plug-in, please visit the FileOpen website and follow the simple instructions. The software is easy to use, quick to download, free to users.

Librarians: please note that you will need to install the plug-in on each machine in the library, for which you may need local administrator access on each machine.

What are the access controls on the titles protected with DRM?

The access controls for DRM-protected books on the Taylor & Francis eBooks platform include:

1. An online user session of 120 minutes per book

2. Up to 5 concurrent accesses per book for subscriptions, and one concurrent access per book for titles under perpetual ownership

3. A print allowance of 30 pages per user session

4. A copy/paste allowance of 1000 words per user session

5. Offline (downloaded) copies valid for 36 hours (print/copy/paste disabled). The validity period of downloaded copies may vary from institution to institution.

How many titles are DRM 'free'?

Over 70% of our catalogue is available without DRM, which means there are no print/copy/paste/access restrictions. It is important to note that all DRM-free books are for the personal use of the library's members only, are subject to full copyright law and must not be distributed beyond the institution's direct membership.

DRM-free books are watermarked at the point of download with some or all of the following information:

The individual's user name, the institution, the IP address of the institution, and a date and time stamp.

Why aren't all titles DRM 'free'?

Taylor & Francis have evolved a DRM policy that acknowledges that a 'one-size fits all' approach would not work for our different markets, different users, and different business models. It is for the benefit of our customers therefore that we adopt an intelligent approach to the application of DRM to our ebooks. A minor proportion of our titles, mostly course materials that many publishers choose not to make available digitally, will therefore continue to be DRM protected, whilst the majority (~70%) will be DRM-free.

How can I find out which titles are 'free' and which are 'protected'?

You can identify free and protected titles on the book information page. Protected titles have an icon DRM to the right of the title bar. To read these titles you will need to have installed the FileOpen plug-in (see above).

Why can't I open DRM titles in Google's Chrome broswer?

To view titles using Google's Chrome browser you will need to type 'Chrome://plugins' into the address bar of your Chrome browser. Clicking 'Disable' in the 'Chrome PDF viewer' section will allow you to view DRM titles.

Do I need to register for an account?

We recommend you create a personal account to get the most out of the site. Creating an account will allow you to create shortlists, save searches and receive alerts when new titles are added that relate to your search criteria. However, without an account, you can still search or browse the content available on the site.

How do I register for an account?

If you do not have an account on Taylor & Francis eBooks, registering with us is easy and quick. Simply click on 'Register' at the top of the screen to start setting up a personal account. If you need to have administrator rights to manage your institution's account, please contact Customer Services and our staff will be on hand to help you to create an institutional account.

What do I do if I have forgotten my password?

Click the 'Sign In' link at the top of the screen, then on 'Forgot password'. You will then be asked to supply your email address, to which an email with further instructions will be sent, allowing you to reset your password.

How do I update my email address, password, or other details?

Firstly, you should sign in with your username and password and go to 'My Account'.

Then click the 'Manage Personal Details' button, which allows you to update your email address and password, as well as your other personal details.

In my browser a grey box has covered the "Access" options. How can I fix this?

This issue occurs when users of Internet Explorer have "Compatibility View" turned on. To correct this, the user should click on the Compatibility View icon in their address bar, which will turn the behaviour off.

How can I manage my institution's account?

Firstly, you will need to sign in with your username and password, and then go to 'My Account'.

If you have been allocated administrative rights for your institution, you will now see 'Institutional Account' options as well as 'My Account' options. If you expected to see this option, but cannot, please contact us.

How can I obtain MARC-21 records?

We are working on a solution that will allow Librarians the opportunity to download MARC records for TFE. In the meantime, a file can be supplied on request.

How do I get COUNTER-compliant usage statistics?

Book reports 1 and 3 are available for download as well as Platform Report 1. Institutional administrators can obtain these reports by going to 'My Account', and clicking on 'Institutional Administration'. Select the 'Usage Data' tab, and simply follow the instructions on the screen.

Legacy reports from 2007-2010 will be available as annual data. For 2011 and onwards the information will be available by month.

Can I create WAYFless URLs on Taylor & Francis eBooks Online?

Yes you can. Administrators can create WAYFless URLs to send or return authenticated users to any page on Taylor & Francis eBooks Online. The URL syntax for WAYFless URLs is as follows:

http://www.tandfebooks.com/action/ssostart?idp=[encoded URL of IdP]&redirectUri=[encoded relative URL of target page]

For example, the Taylor & Francis eBooks Online WAYFless URL for users of the University College London who should be redirected to the Book Information page of "Archives and the Digital Library" would be:

http://www.tandfebooks.com/action/ssostart?idp=https%3A%2F%2Fshib-idp.ucl.ac.uk%2Fshibboleth&redirectUri=%2Fisbn%2F9780203051856

How do I view and download my holdings online?

Institutional administrators can view and download holdings online by going to 'My Account', and clicking on 'Institutional Administration'. Choose the 'Access Entitlements' tab and your holdings will be displayed. To download, follow the instructions at the bottom of the screen.

How do I change the banner text ("Access provided by…")?

Institutional administrators can change the banner text by going to 'My Account', and clicking on 'Institutional Administration'. By selecting the 'Banner' option you will be able to change the text to suit your needs.

How do I upload our university logo to the site?

Institutional administrators can upload their University's logo by going to 'My Account', and clicking on 'Institutional Administration'. Choose the 'Banner' option, add the required image and text, and click 'Upload'. Please note: the uploaded image type should be JPEG, GIF or PNG and size should be at most 86x19 pixels.

How do I change my administrator details?

You can change your administrator details by going to 'My Account', and clicking on 'Institutional Administration'. Choose the 'Manage Administrators' option, and follow the on-screen instructions.

Useful contact: for access issues query, reset password request, add/delete IP address, usage statistics please contact ebooksupport@tandfonline.com.