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Dawsonera Reader Portal Userguide

Users can access dawsonera via their Institutions Library Catalogue or can choose to access the platform directly by visiting http://www.dawsonera.com

Software requirements:
Dawsonera requires the use of Adobe Digital Editions or BlueFire Reader and we recommend installing the latest version which is available from:


http://www.bluefirereader.com/bluefire-reader.html
Login to dawsonera via the homepage (www.dawsonera.com)

Clicking the Sign in button as indicated above will present the user with a login box, which will allow them to login via:

- Shibboleth
- OpenAthens
- Direct login
- IP Passport

If your institution uses IP referral, a Proxy Server or links directly from the OPAC, readers will enter dawsonera at title level bypassing the homepage.

Searching
Once a user is logged into the platform, they can search for content by using the following:
1. Searching by subject facet & search refinement options

A user can browse for relevant content by subject category.

Clicking on a category, for example: Science, will reveal the sub-categories that fall within the Science genre and also display search results for all the content that is available within this area.

At the same time other search refinements will become available to the user, to assist them in finding the exact type of content they require.

The screenshot below continues from the example above.
The user can now refine their search by using the following options:

- **Library Availability**

  Unticking the “Show Previews” option and clicking the **Update** button, allows the user to update their search results to only display content that their library owns and that they will have full access to. Keeping the Show Previews option ticked, will display content that the library doesn’t own, but the user can have a 5 minute preview of the content and depending on the users’ library, they may have the option to suggest that the content be purchased for them, by the library or have the option to rent the title. Please see the section on **Owned/Un-owned Content** for more information.
• Recently added

Recently added ebooks:

- Added in the last 30 days

Ticking “added in the last 30 days,” shows content added to Dawsonera within the last month. Please note, this is not for titles published in the last month.

• Year of publication

Year of publication:

2015 - 2017

Reset Update

To update the search results to only display content published between a specific period of time, simply select the to and from year of publications. Clicking the “update” button, will refine the search results on screen to only display content that is relevant to the user’s selection.

• Subject Category

Categories

All categories
Science (21,852)
- Mathematics (4,781)
- Astronomy & allied sciences (1,003)
- Physics (3,557)
- Chemistry & allied sciences (3,429)
- Earth sciences (1,652)
- Paleontology; Paleozoology (164)
- Life sciences (4,934)
- Plants (369)
- Zoological sciences/animals (1,141)

Clicking on the category Science, will reveal all the genres that fall into the science category.

The user then has the option to narrow their search down further by clicking on a sub-category (e.g., Mathematics) which will update the search results to display all the content available in that category. At the same time, the facet will expand to further reveal the areas of study that then fall into that area of study. Please see the screenshot below.

Mathematics (4,781)
- Mathematics (723)
- General principles (495)
- Algebra & number theory (563)
- Arithmetic (37)
- Topology (179)
- Analysis (1,130)
- Geometry (327)
- Not assigned or no longer used (4)
- Numerical analysis (114)
- Probabilities & applied mathematics (1,209)

All the content that falls into “Mathematics” is then expanded and the user can further narrow down their search by selecting a more specific area of interest.
The user is also able to refine their search by Publisher.

By clicking on a particular publisher, the search results will be automatically updated to only display content that was published by the users' selection.

2. **Quick search**

Content can also be discovered by using the Quick search:

Users can input and search by:

- Keyword
- eISBN
- Author
- Publisher

By using the drop-down menu located next to the search box, users can select to conduct their search across:

- All (Title, Author and Publisher)
- Title
- Author
- Publisher

3. **Advanced Search**
1. **Search by:** the user can conduct their search across on Title descriptions or the full text.
2. **Search For:** Allows the user to enter keywords to search across a subject.
3. **Dropdown Menu:** The user can choose to search on ‘All of these Words’, ‘Some of these Words’ or the ‘Exact Phrase’ when searching by keyword.
4. **Author:** Allows the user the option to search for a specific publisher.
5. **Title or Heading:** Allows you to search for specific titles.
6. **ISBN:** titles can be searched for by their ISBN.
7. **But Do Not Search For:** Allows the user to input keywords that they don’t want to be included in their search. e.g. You could type Psychology into the ‘Search For’ box, and
‘Sigmund Freud’ into the ‘But do not search for’ box, and you will be given a list of psychology books that do not concern themselves with Sigmund Freud.

8. **Books not owned by your library:** By ticking the box, you allow unowned content to be returned in the search results.

9. **Books added within the last 30 days:** By ticking this box, you are restricting the search to only show titles added to dawsonera within the last 30 days.

10. **These Subjects:** A menu with a list of subjects is available to choose from to include within your search.

11. **These Publishers:** A menu containing a list of publishers is available to choose from.

12. **These languages:** A menu containing a list of languages available to choose from.

13. **Published Between:** A calendar is available to the user that allows them to search for books published between specific date range.

### Search Results

**List of Search Results**

<table>
<thead>
<tr>
<th>Save the search</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 results</td>
<td>4 Sort: Relevance</td>
</tr>
</tbody>
</table>

![Understanding Digital Marketing](image)

**Description**

Digital marketing now represents 25 per cent of the marketing spend in the UK and this is predicted to move to 50 per cent or higher within the next three years. "Understanding Digital Marketing" looks at the world of digital marketing: how it got started, how it got to where it is today, ...

Pages: 304
Author: Damian Ryan And Calvin Jones
Publisher: Kogan Page Ltd

1. **Download Search results:** the user has the option to download all their search results to a CSV file, which will contain detailed bibliographic information for each title.

2. **Create a Search Alert:** the user can press this button to create a search alert, which will notify them via email should new content become available that matches the criteria of their search.
3. **Save a search**: if the user clicks this button, their search will be saved to the *My Saved Searches* panel located on the right hand panel of their screen (as seen below)

![Saved Searches Panel]

The saved search can be renamed to something relevant to the user by clicking on the edit icon and can also be deleted at any time by clicking on the close button. Should a user at any time wish to revisit a search that they have previously made, they can click on the search name (eg. Religion) and the search results will be returned.

4. **Sort**: the user has the option to search their search results by: relevance, alphabetically (A-Z), recently added titles and by recently published titles.

5. **eBook Title**: clicking on the title of the eBook will take the user to a page containing further information about the title (For further information, please see the section on the *Full title display*). You will also notice an unlocked/open green padlock next to the title of the eBook, as seen in the screenshot above. This denotes that the user has full access to the content. For more information about distinguishing between owned (full access) and un-owned (partial access) content, please see the section on *Owned/Un-owned content*.

6. **Star/Favourite a title**: This replaces the “my favourites” that was available in the previous version of dawsonera. Should a user wish to star/favourite a title they do so by clicking on the star so that it turns yellow. This will then automatically add the title to the “My bookshelf” area located to the right of the search results (as shown below).

![Bookshelf and eBook Title]

This feature makes it easier for users to quickly locate content that they use frequently. Titles can easily be removed from the bookshelf by clicking on the yellow star.

7. **Action Icons**: depending on whether the content is owned or un-owned by the users’ library, different icons will be presented to the user. By hovering over each icon, a description of
what the icon does will be available to the user. For more information on the icons you will see on the platform, please refer to the section below on Owned and Un-owned content.

**Owned Content – (Full Access)**

Owned content is represented by a green padlock and the green background in the title Description area.

![Understanding Digital Marketing](image)

**Un-owned Content (Partial Access)**

Un-owned content is represented by a purple padlock and the purple background in the title Description area.
1. Click on the arrow to collapse the right hand panel. This will hide the "My Bookshelf" and "Recently viewed" sections.

2. **Star the book (add to favourites)** – by clicking this, the book will be added to “My Bookshelf”

3. The Author/Publisher information is hyperlinked. If you click one of these links, it will take you to search results for the relevant publisher or author. In this example, if the user clicked on the publisher “Butterworth-Heinemann”, they would be taken to a list of all the “Butterworth-Heinemann” titles available to them.

   **Show more**: this expands the information on the title to reveal details on the Print ISBN/Dewey/BIC

4. **Find in my library**: allows the user to find the print version of the book in their institutions library.

5. These are the action buttons for reading online and downloading
6. The user can **add a note** about the title here. Notes are saved & any notes made can be viewed collectively within the My Account section of the website. Please see the next section for more information on this.

**Downloading an eBook**

By clicking on the download button, the download screen will appear and present the user with download options available to them.

Depending on the users’ library settings, they might have the option to download the ebook for anything between 1-21 days. The user can select the desired number of days from the drop-down menu and the date of expiry will be displayed with each selection.
Suggest a book for purchase

If the users’ library has enabled this feature, they will see the “suggest for purchase” button on titles that are un-owned/preview only access.

The user can suggest to their librarian that the title be purchased and can state the reason why the content would be useful to them. The librarian will be notified of the request and can review it.
Should the title be purchased, the next time the user logs into Dawsonera, they will be notified by a visor appearing at the top of the screen and can click on the link and be able to have full access to the content.

1. Users should type their email address here so that they can be notified when the title being suggested is purchased.

2. Users can type comments here to help the institution make a decision on whether to acquire the book or not.

**Request a rental**
Depending on how the users’ library has chosen to implement Dawsonera, **Rentals** maybe an additional option available and can be identified by the rental icon, as shown below.
Clicking on the rental icon will open the rental request form. Once the form has been completed, click on the submit button, this will send an email to your librarian with permission to approve your rental.

When the rental has been approved, the user will receive a confirmation email containing a direct URL link to the title.

When clicking on the URL link contained in the email, the user will be presented with the login screen. Once authenticated the user will be taken to the Full Title Display, where they will be presented with the option to read online, or download for the specified amount of time.

Credit Card Rentals
If credit card rentals are enabled, the user will see the following option on unowned titles.
Complete the rental form that appears once the rental icon has been clicked.

![Request rental form](image)

Complete the transaction by following the payment screens and once the transaction has been authorised, the user will receive an order confirmation containing a URL link and taken to the full title display page, where the book can be read online or downloaded.

![Payment screen](image)
Accessing the table of contents
All items contained in the table of contents are hyperlinked and therefore by simply clicking on the relevant section/chapter, you will be taken to the corresponding page (1).

Searching within the eBook
It is possible to search keywords or terms within the eBook. Simple enter the keywords (1) and click “Go” (2) – ensure the checkbox “Highlight” (3) is ticked so that the keywords searched for are highlighted in yellow (4).

Notes
How to add a note:
There are 2 ways to add a note: a) Firstly, located at the bottom of each page of the eBook, is a blue bar (1) with the text “Add Notes”. By clicking this, an input box (2) appears and the user can type
their note and save it by clicking the “Save and close” (3) button located on the far right of the blue bar. The saved note will appear in the Notes tab and will be hyperlinked to the corresponding page. (Please see screenshots below)

b) In the left hand panel under Notes tab, you can click on the option to “Add” (4) which will open the input box as indicated above (2).

How to edit a note
You can either click on the note you want to edit (1) and the note input box will pop-up and allow you to make changes or if you have navigated onto a page that has a note already on it, the blue bar at the bottom of the page will say “Edit note” (2). You can click this and make any necessary changes.
How to delete a note or all notes

You can delete a note by simply clicking on the “x” button located to the right of a note.

To delete all notes, simply click the “Clear All” hyperlink that is located beneath all of your notes.

How to export your Notes to a text file

Simply click on the Export button located in the Notes tab and the popup below will appear and you can download your notes to a text file and save them.

How to Share your notes with other users

By clicking on the “share notes” button a popup will appear containing a code (1). If you copy the code and paste it into a word document or email, you can send this to other users at your institution. Please see the selection below – how to import notes.
How to import notes

Using the code you have received from a colleague or your lecturer, please insert it into the Import Notes box (1) and click the import button. As soon as you have done this you will see that new notes have been added into your Notes Section (2)
How to collapse the left hand table of contents/notes navigation

Zoom Controls

There are 5 levels of zoom on dawsonera. On a desktop view it defaults to zoom level 3 which means that you can decrease the zoom level by two levels and equally can increase the zoom by 2 levels.

Page Navigation

1) First page
2) Previous page
3) Input page number and hit enter
4) Next page
5) Last page
To quickly page through an eBook on a PC, you can use the scroll-wheel on your mouse or alternatively on a mobile device or tablet, simply swipe upwards.

Export to Citation Managers

It is possible to export bibliographic information to EndNote and RefWorks.
How to copy a section of text from an eBook
Simply click on Copy and then Select area. Using your mouse, click and drag the crosshair selector over the text you want to copy. Please note this function is not enabled on devices e.g. iPad.

The text will then appear in a popup ready for you to copy and paste into your relevant document.

How to copy an entire page of an eBook?
Simply click on Copy and then Entire page. This will bring up the copy popup box containing the text, which you can copy to the clipboard or copy directly out of the popup.
Can I see a list of pages I have already copied?
When you click Copy and the popup appears, you can click on Show details, which will list all the pages you have previously copied from.

Printing from an eBook
It is possible to print a single page or a range of consecutive pages.
Downloading an eBook from within Read Online

Click on the Download button and you will be presented with a popup that will ask you to select the number of days you would like to download the eBook for and the reader software you wish to open it with. Please note that the length of the loan is configured by your institution. After you have selected the length of your loan, click Download.

Expanding the reader view

Clicking on the Expand button will collapse the entire top navigation so you can maximise your view of the eBook and focus on reading the content.

Select “print current page” if you want to print the page you are on, or if you want to print a range of consecutive pages, insert the page numbers as demonstrated.

When you click Preview, you will be able to review the page/s you have selected to print are correct and proceed to print by clicking the Print button.

If you click Show details it will show you all the pages you have previously printed.
To restore the top navigation so you can access the eBook Catalogue, simply click on the **Collapse** button as indicated above.

**My Account**

1. **My Bookshelf**: The number contained in brackets, denotes how many titles have been starred. Starred items are items that the user has added to My Bookshelf/favourites.
2. **Title comments**: Any notes that the user has made for a title in the search results or in the full title display, can be collectively viewed here.
3. **Recently viewed**: The last ten titles that a user has viewed will be stored here.
4. **Rentals available**: any titles that the user has requested to rent & that have been approved can be viewed here.
5. **Rentals requested**: any titles that the user has requested a rental for, will be listed here.
6. **Saved Searches & Alerts**: any saved search results and alerts will be listed here.
7. **Account settings**: this screen allows the user to add/update their email address & opt-in to receive marketing updates and will allow them to change the password for their account. Users can also set their default language here – English, French, German or Spanish.