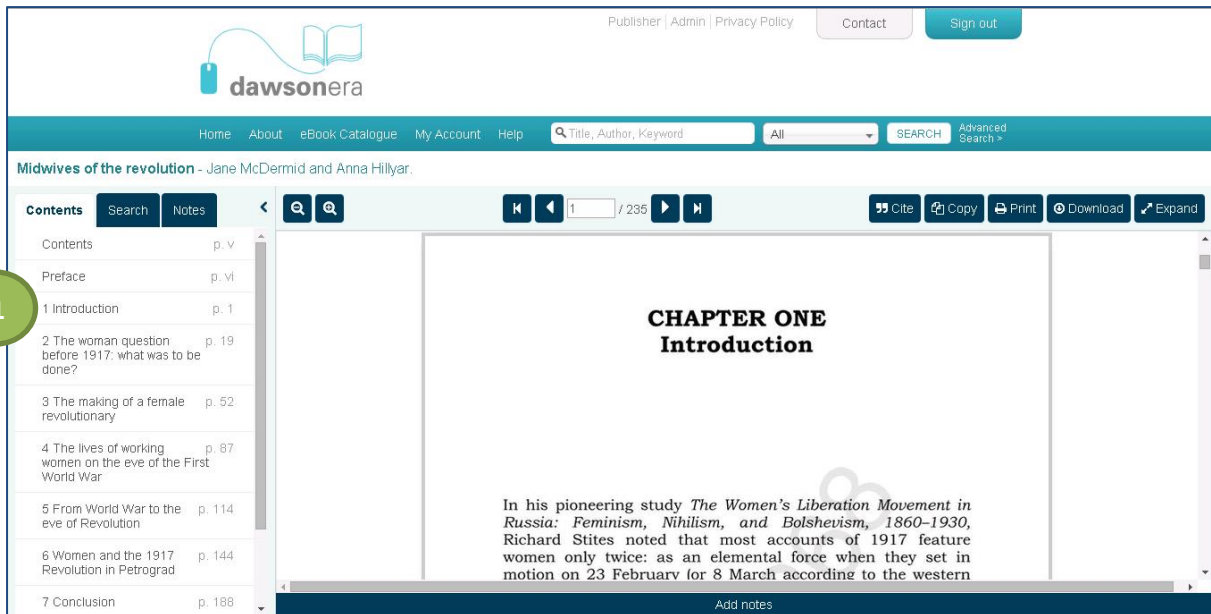


Dawsonera v5 Online Reader User Guide (June 2015)

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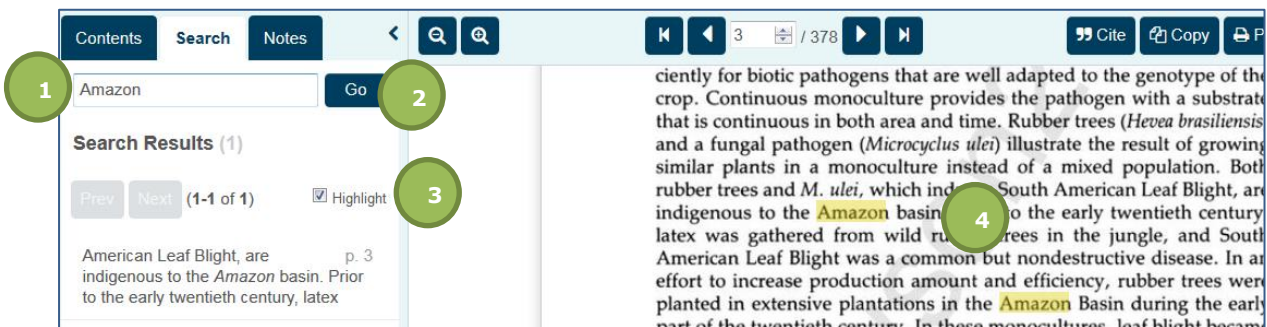


Accessing the table of contents

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. Simply 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).

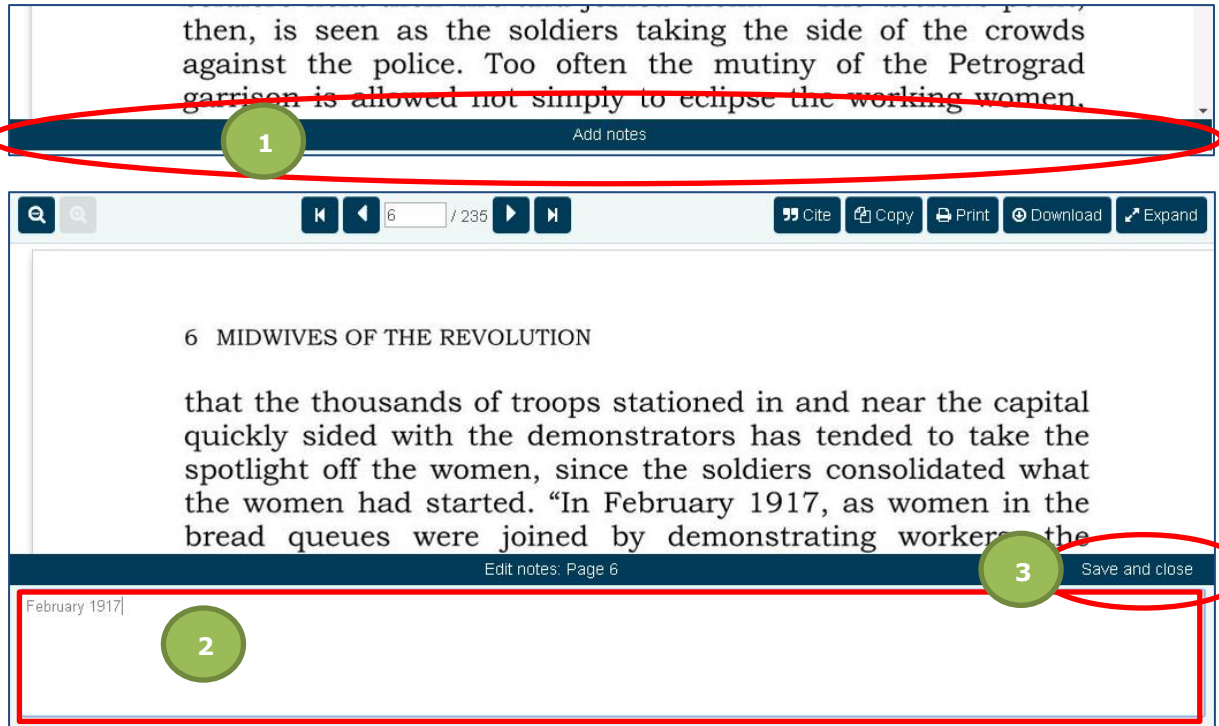


Notes

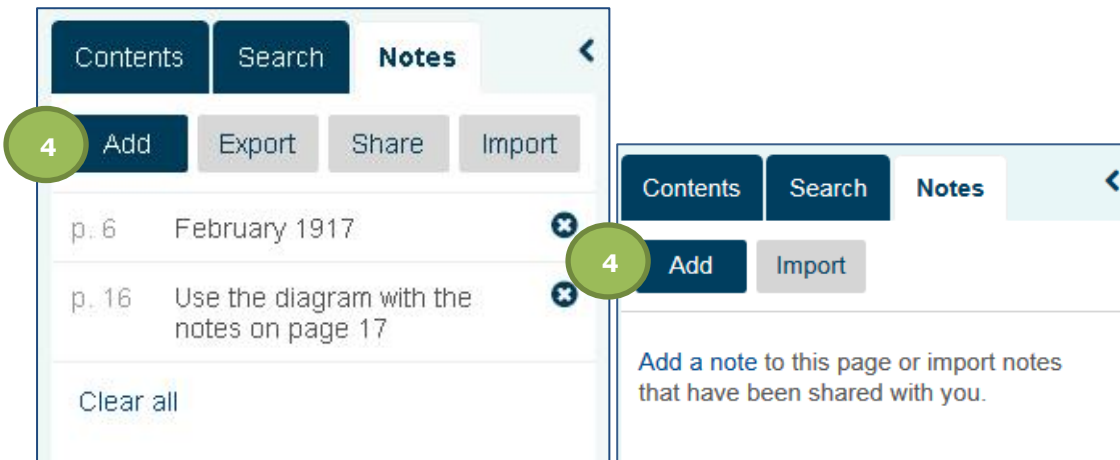
How to add a note:

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)

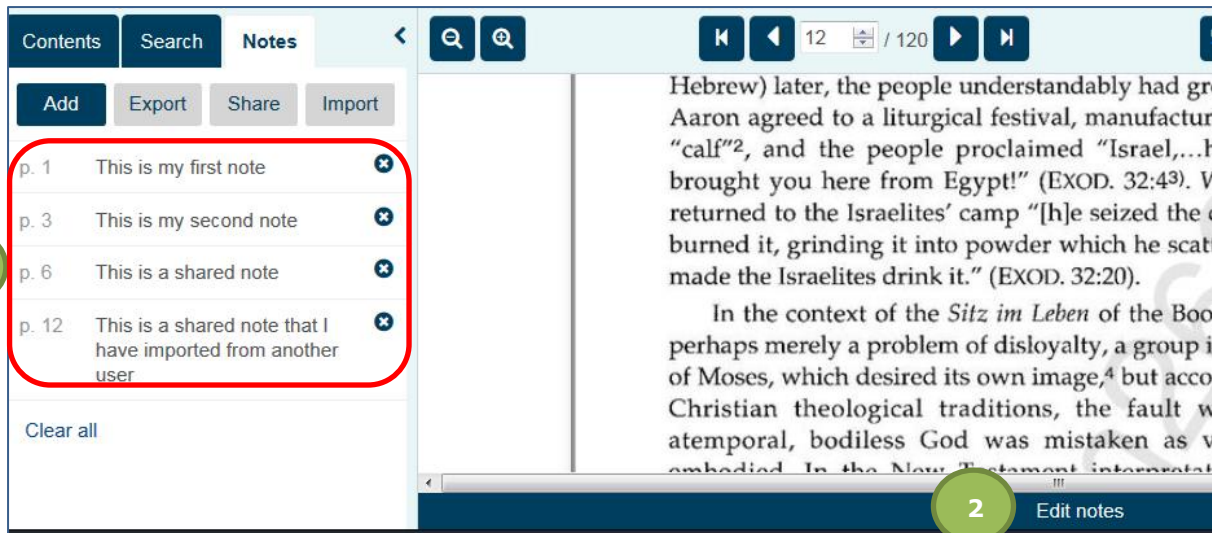


b) In the left hand panel under **Notes** tab, you can click on the option to "Add" (4) which will open the input box as indicated above (2).

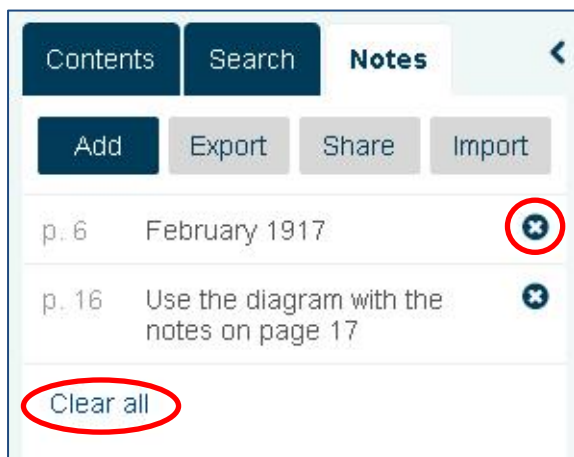


How to edit a note

You can either click on the note you want to edit (1) and the note input box will popup 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.

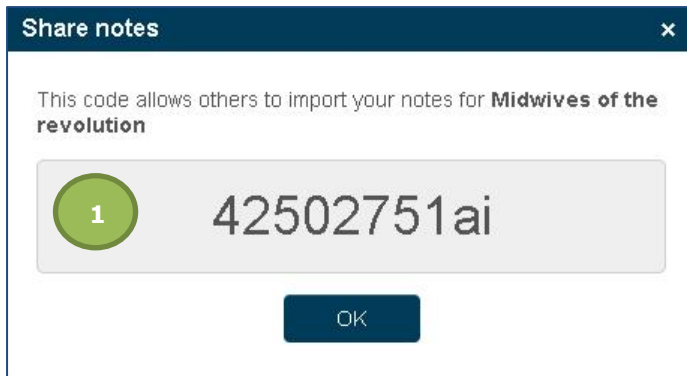
How to export your Notes to a text file

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.



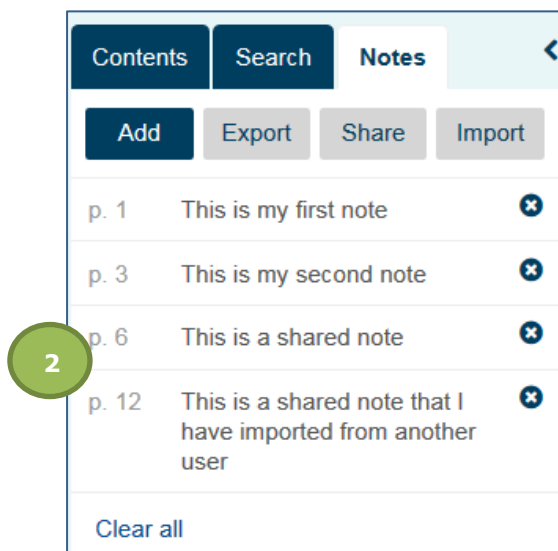
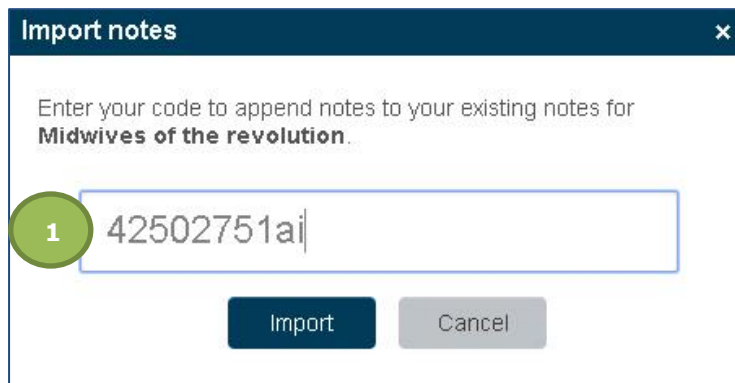
How to Share your notes with other users (New feature)

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

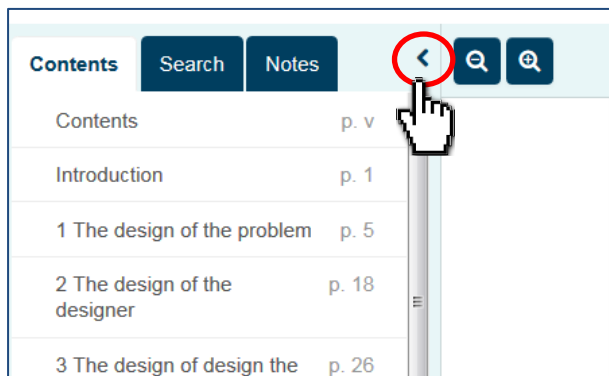


How to import notes

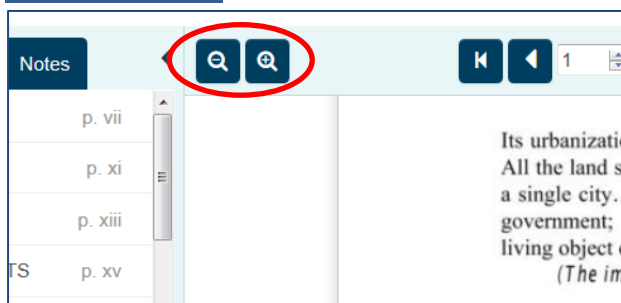
Using the code you have received from a colleague or your lecturer, please insert it into the Import Notes box (1) and click the import button. As soon as you have done this you will see that new notes have been added into your Notes Section (2)



How to collapse the left hand table of contents/notes navigation

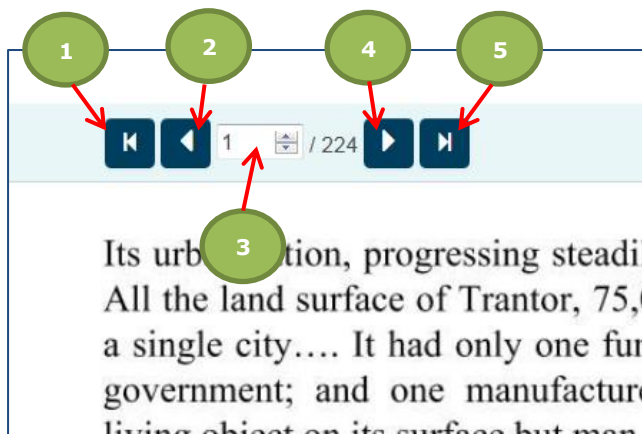


Zoom Controls



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

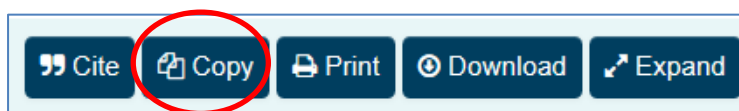
To quickly page through an eBook on a PC, you can use the scroll-wheel on your mouse or alternatively on a mobile device or tablet, simply swipe upwards.

Export to Citation tools



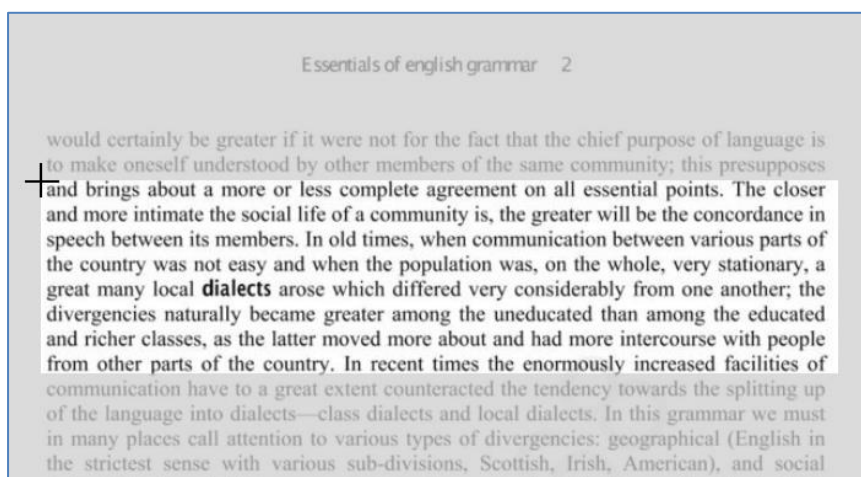
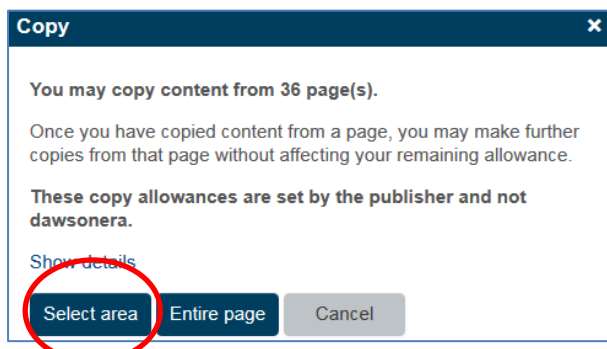
It is possible to export bibliographic information to EndNote and RefWorks

Copy

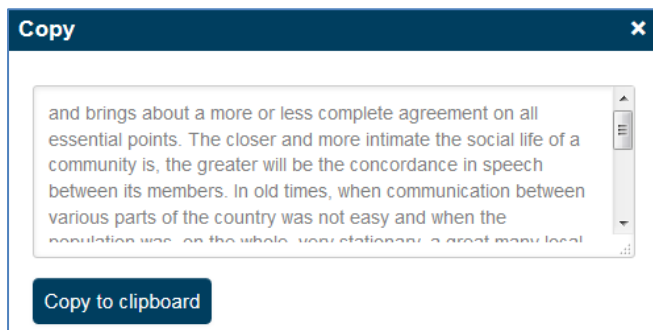


How to copy a section of text from an eBook.

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 eg. iPad.



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

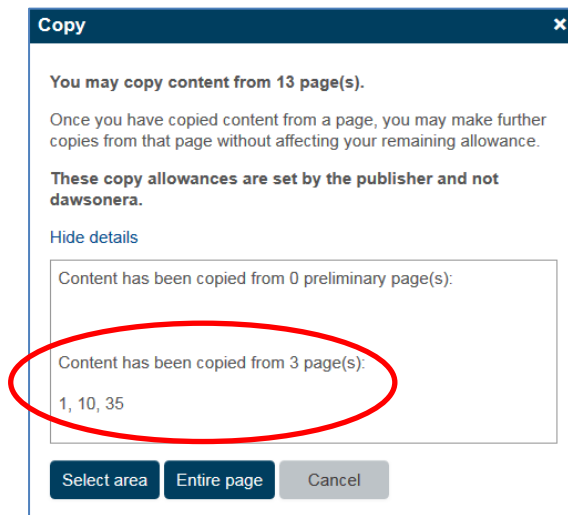
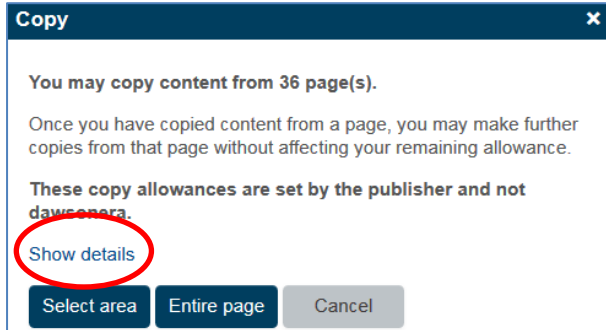


How to copy an entire page of an eBook?

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.

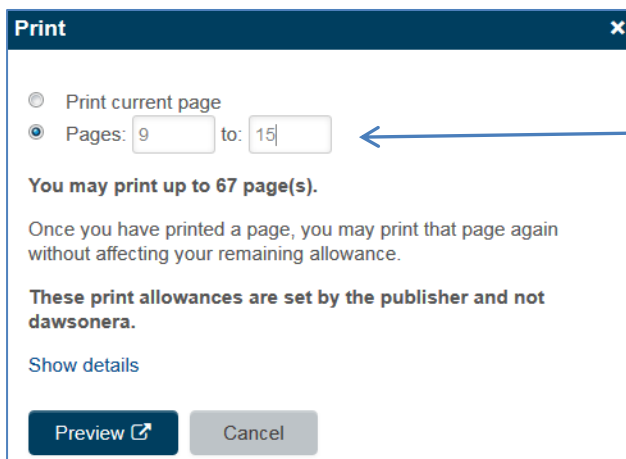
Can I see a list of pages I have already copied?

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.

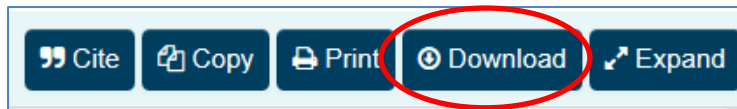


Select "**print current page**" if you want to print the page you are on, or if you want to print a range of consecutive pages, insert the page numbers as demonstrated.

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.

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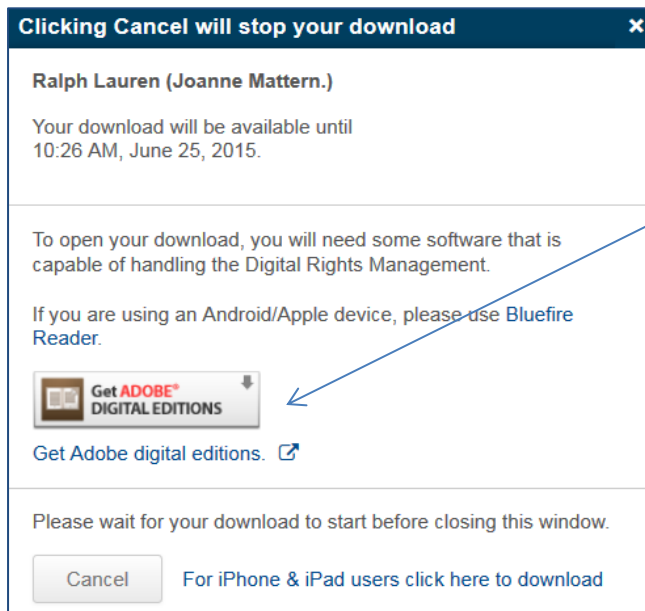
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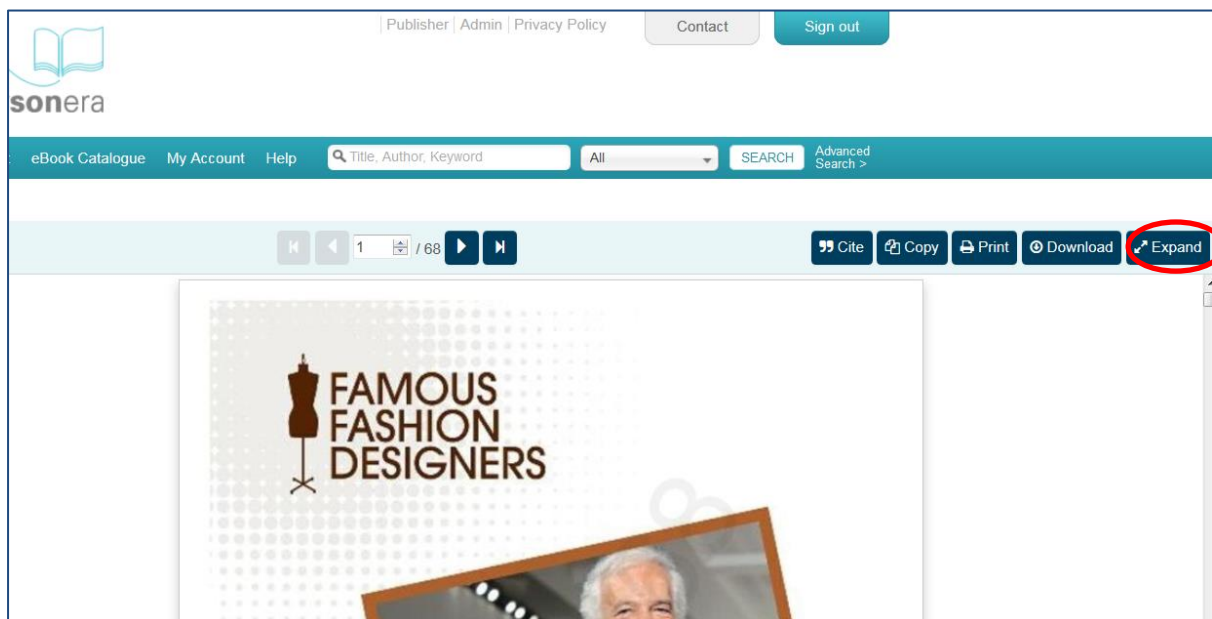


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