



# **MUNI UNIVERSITY**

**LIBRARY AND INFORMATION SERVICES**

**ELECTRONIC INFORMATION RESOURCES**

**USER MANUAL**

***SEARCHING AND RETRIEVING ONLINE  
RESEARCH LITERATURE***

**DEVELOPED BY THE LIBRARY TEAM**

**FEBRUARY 2022**



## Introduction

An online information resource is any information source that can only be accessed using a computer connected to the internet. It may be electronic version of print or electronic version only.

Muni University subscribes to a wide variety of electronic information resources covering electronic books (e-books) and electronic journals (e-journals) which are multidisciplinary. However, there are other resources available under open access.

## Electronic resources available to Muni University Academic Community

1. Subscribed Resources (E-Journal Databases), E-Books
2. Research4Life (HINARI, AGORA, OARE, ARDI, GOALI)
3. Institutional repositories
4. Open access e-books and e-journals.

The access point for all the above resources is through the library website <https://library.muni.ac.ug/>

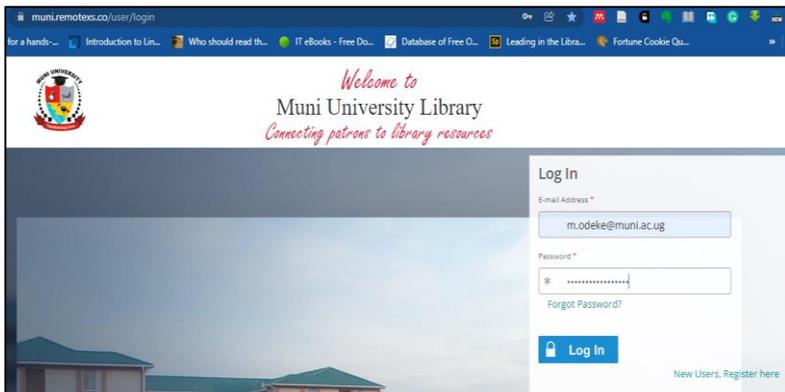
EBOOKS & EJOURNALS	POLICY DOCUMENTS	OTHER RESOURCES
eBooks		
eJournal Databases	Library User Manual	Open Access Resources
Research4Life Resources	Use of Tablets/Kindle Fires	Library Catalogue
Inhouse eBooks Collections	Citation and Referencing	TEEAL-Agriculture Resources
	Guide	
	Muni University Human Resource Policy	URKUND Plagiarism Detection Software
		Institutional Repository
		Dr Mukungu Sharing
		Library

## Searching e-journal databases

**Step 1:** From the library website, click e-Journal Databases as shown below

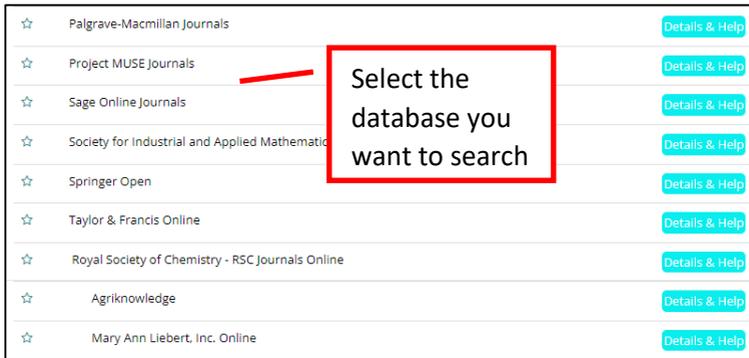


**Step 2:** The system will prompt you to login. (Note: this is the remote access login which was created for you by the e-resources librarian). See screenshot below:



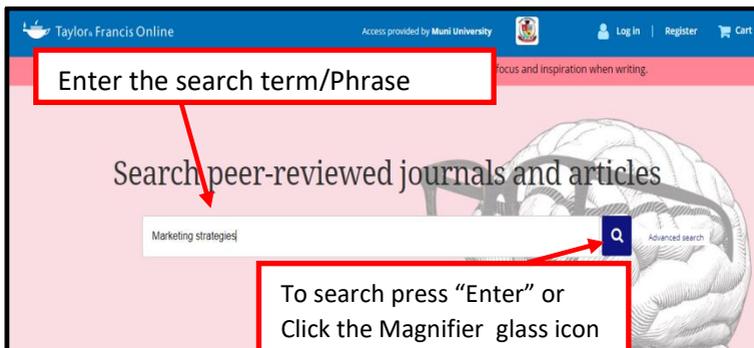
Input your credentials: email address and password as shown above and click login.

**Step 3:** Select the database you would like to search.  
(This decision is based on your information need. For example, Taylor & Francis e-journals is multidisciplinary)



Click on Taylor & Francis Online as shown above

**Step 4:** Enter your word(s) or phrase in the search box  
*for the information you need* and click on the search icon  
e.g. *Marketing Strategies*



Your search results are shown as below

## Search results

Your search for **All: marketing strategies**  
1-10 of 505,652 results

Filters

Articles (505652) journals (2) Databases (1997)

Save this search Export search results

Download citations Download PDFs Order by Relevance 10 per page

Article  
Houdini's magical marketing strategies >  
Art Weinstein  
Journal of Strategic Marketing  
Published Online: 23 Sep 2012

Indication of full access to this article

Marketing Strategies >

### Full Access

#### Step 4: Download the full text article

In order to open the full text of the article, click on the article title as shown below:

Your search for **All: marketing strategies**  
1-10 of 505,652 results

Filters

Articles (505652) journals (2) Databases (1997)

Save this search Export search results

Download citations Download PDFs Order by Relevance 10 per page

Article  
Houdini's magical marketing strategies >  
Art Weinstein  
Journal of Strategic Marketing  
Published Online: 23 Sep 2012

Check the button, and click to download the article

### Full text article

**HINT:**When the full text opens, you can read the article in **HTML** version (online, in a web page), or download it as a **PDF** or **EPUB format** as shown in the screenshot below:

Research Article

# Houdini's magical marketing strategies

Art Weinstein  

Received 27 Jul 2019, Accepted 14 Sep 2020, Published online: 23 Sep 2020

 Download citation  <https://doi.org/10.1080/0965254X.2020.1825985>  Check for updates

[Full Article](#) [Figures & data](#) [References](#) [Citations](#) [Metrics](#) [Reprints & Permissions](#) [PDF](#) [EPUB](#)

## ABSTRACT

This exploratory study... the legendary magician Harry Houdini... field for more than thirty years. A quantitative research technique is used which is based on a blog post instrument, self-selection sample, and word cloud analysis. While Houdini's marketing strategy was employed more than a century ago, his visionary business ideas are still highly relevant today to small and medium-sized companies as well as global business leaders. Houdini's three key marketing strategies were based on promotion (creativity

**Check the button, and click to download the article**

Alternatively, you can read the article as it is, online.

## EXAMPLE WITH EBSCOHOST DATABASE

Repeat **Steps 1-2** above(Login process). From **step 3**, select Ebscohost - Academic Search Premier as shown below:

E-Databases		
	Africa Portal Library	<a href="#">Details &amp; Help</a>
	American Chemical Society	<a href="#">Details &amp; Help</a>
	Cochrane Library	<a href="#">Details &amp; Help</a>
	Ebscohost - Academic Search Premier	<a href="#">Details &amp; Help</a>
	Emerald Group Publishing Limited	<a href="#">Details &amp; Help</a>
	HST - Biomedical & Life Sciences	<a href="#">Details &amp; Help</a>

**Select Ebscohost**

**Step 2:** Choose the database to search in.

**HINT:** Ebscohost provides access to **Academic Search Premier & ERIC.**

**Choose Databases**  
To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

**Continue**

Select / deselect all

**Trial Databases**  
Contact your librarian to give feedback on the trial databases.

eBook Academic Collection Trial    eBook Collection (EBSCOhost)

**Academic Search Premier**

Click here to select all databases

Click here to select a single database

**Searching:** The next interface presents you with a search box to type a search term, keyword or phrase, e.g. *paediatric care or paediatric nursing*

New Search   Publications   Subject Terms   Cited References   Images   More

Sign In   Folders   Preferences   Languages

Searching: **Academic Search Premier**   Choose Databases

paediatric care or paediatric nursing

Search

Search Options   Basic Search   Advanced Search   Search History

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Transforming Lives

Type a keyword or search phrase here

Search Results: 1 - 10 of 75,940   Relevance   Page Options   Share

1. **Effectiveness of Planned Teaching Program on Knowledge and Practice Regarding Intravenous Therapy among ...**

By: DIVYA, ANANDHAN; VIJAYASAMUNDE  
Research. Sep2021, Vol. 15 Issue 9, p13-16.

Introduction: Peripheral intravenous therapy is a common setting. **Paediatric** intravenous cannulation is

**Subjects:** **PEDIATRIC nursing**; INTRAVENOUS therapy; **PEDIATRIC intensive care**; **PEDIATRICS**; BLOOD products; INTENSIVE **care** units; CHENNAI (India); Biological Product (except Diagnostic Manufacturing)

One of several search results based on the search term

Scroll down to select results that match your search term closely.

Select the document that matches your search term closely.

## Search Results

The screenshot shows two search results from Academic Journal. The first result is '3. Pediatric Palliative Care: The Time is Now!' by Rushton, Cynda Hyllton; Catlin, Anita, published in *Pediatric Nursing*, Jan/Feb2002, Vol. 28 Issue 1, p57-4p, 2 Charts. It addresses the need for pediatric palliative care in the U.S. and discusses barriers and professional attitudes. The second result is '4. Reflections on Haiti: Love, Warmth, and Milk.' by Miller, Deborah, published in *Pediatric Nursing*, Jul/Aug2005, Vol. 31 Issue 4, p345-347, 3p. It discusses issues related to pediatric nursing in Haiti, including per capita income and descriptions of pediatric care centers. A red box highlights the 'PDF Full Text (466KB)' link for the second article, with an arrow pointing to it and a text box that says 'Click PDF Full Text to download the article'. Another red arrow points from the text box to the 'PDF Full Text (466KB)' link.

**Final download of the article:** Click on the dropdown icon on the top-right corner

The screenshot shows a PDF viewer window with the article content. On the left, there is a sidebar with 'Detailed Record' and 'PDF Full Text' options. The main content area displays the article text, including a section on 'The scope and application of the knowledge base for providing effective and compassionate care for children who die and their families (JOM, 2001)'. A dropdown menu is open in the top-right corner of the PDF viewer, showing options for 'Print', 'Download', and 'Share'. A red arrow points to the dropdown icon in the top-right corner of the PDF viewer.

## Refining Search

Search results often yield results in their thousands. In order to refine the results, for example, to get only articles with full text content, check (mark/tick) the box next to **Full Text** on the bottom left of the pane in the Result Window.

The results appear like that in the screenshot below.  
NB. The search was refined to Full Text only.

The screenshot shows a search results interface. On the left, a 'Refine Results' sidebar contains a 'Limit To' section with a red circle around it, where the 'Full Text' option is selected. The main search results area shows a single result titled '1. Implementation of a pediatric early warning score tool in a pediatric oncology Ward in Palestine.' Below the title, there are icons for 'HTML Full Text' and 'PDF Full Text (979KB)', both of which are circled in red. The background of the main content area is also circled in red.

## Searching ProQuest E-Book Database

**Step 1:** From the library website <https://library.muni.ac.ug> click on **eBooks** as shown below:

<b>EBOOKS &amp; EJOURNALS</b>	<b>POLICY DOCUMENTS</b>	<b>OTHER RESOURCES</b>
<b>eBooks</b>	Library User Manual	Open Access Resources
eJournal Databases	Use of Tablets/Kindle Fires	Library Catalogue
Research4Life Resources	Citation and Referencing	TEEAL-Agriculture Resources
Inhouse eBooks Collections	Guide	URKUND Plagiarism
	Muni University Human Resource Policy	Detection Software
		Institutional Repository
		Dr Mukungu Sharing Library

## Step 2a: Click ProQuest Ebook Central **E-Books-Off-Campus Access**

### **ProQuest Ebook Central**

Provides access a range of subjects available to you such as: Arts, Business/Management, Education, General, Health & Medicine, History & Political Science, Law, Literature & Language, Religion & Philosophy, Science & Technology, and Social Science.

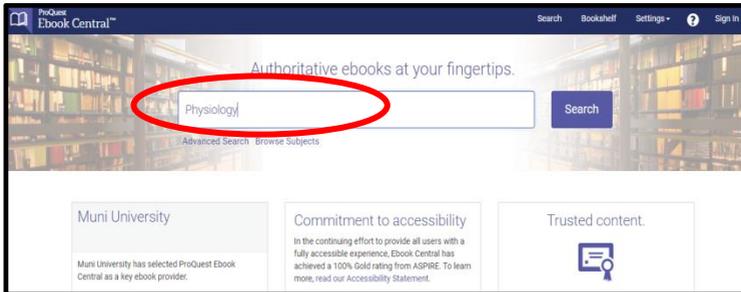
### **OUP - E-Books American National Biography**

American National Biography Online is the premier biographical work on people from all eras who have influenced and shaped American history and culture. You'll find profiles of more than 19,000 men and women from all walks of American life, from the well-known to the infamous to the obscure.

## Step 2b: Login with your Remote Access details

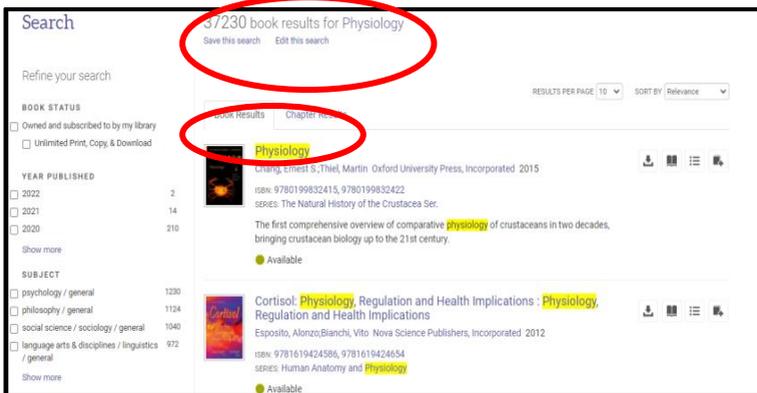
The screenshot shows the Muni University Library website with a 'Log In' form. The form has two input fields: 'E-mail Address' with the value 'm.odeke@muni.ac.ug' and 'Password' with a masked password. Below the password field is a 'Forgot Password?' link and a 'Log In' button. The page header includes the Muni University logo and the text 'Welcome to Muni University Library Connecting patrons to library resources'.

**Step 3:** From the next interface, you are presented with ProQuest eBook Central search interface as shown below:



Type the book title you need eg. *Physiology* as above.

### Search Results



**Hint:** From the search results, you can see the total search results sorted by relevance, the book titles and the menu tools on the right-hand side to access the book.

With this result, one can download full book, read the book online, download chapters, and copy.

To read the book online, click on the book title of your choice as shown below:

**Physiology**  
Ernest S. Chang and Martin Thiel

**Availability**  
Your institution has unlimited access to this book.

**Read Online**  
Get on page, ensure free third-party software. Check out this book for up to 21 days.

**Download Book**  
Get on page, use any PDF software, does not require a third-party software.

**Book Details**

TITLE  
Physiology

SERIES  
The Natural History of the Crustacea Ser.

EDITORS  
Ernest S. Chang and Martin Thiel

PUBLISHER  
Oxford University Press, Incorporated

PRINT PUB DATE  
2015-03-27

EBOOK PUB DATE  
2015-03-27

Show more

**Description**  
The Crustacea is one of the dominant invertebrate groups, displaying staggering diversity in form and function, and spanning the full spectrum of Earth's environments. Crustaceans are increasingly used as model organisms in all fields of biology, as few other taxa exhibit such a variety of body shapes and adaptations to

Page Intro of 512

**By Chapter**

- ▶ Cover
- ▶ Series
- ▶ Physiology
- ▶ Copyright
- ▶ Contents
- Color Plates
- ▶ 1 Endocrinology of Molting
- ▶ 2 Endocrinology of Metabolism and Water Balance: Crustacean

**THE NATURAL HISTORY OF THE CRUSTACEA**

**Physiology**

**VOLUME 4**

## To Download a Full Book

Page Intro of 512

**By Chapter**

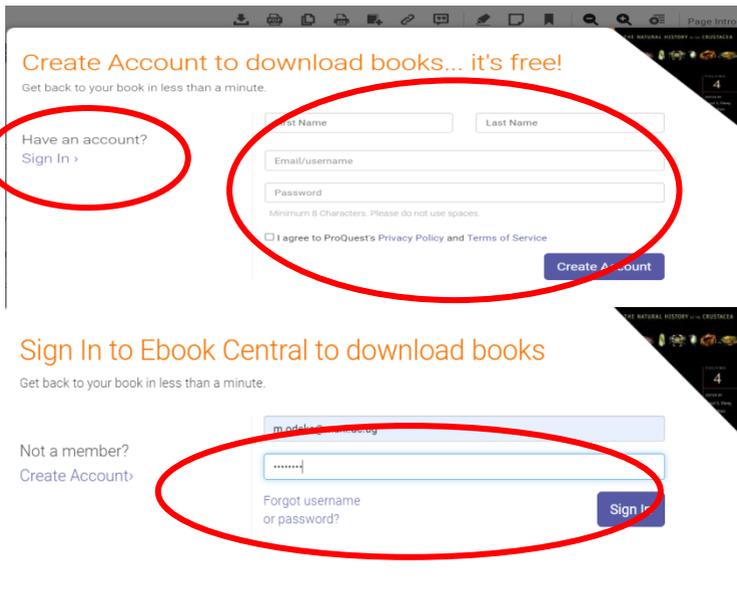
- ▶ Cover
- ▶ Series
- ▶ Physiology
- ▶ Copyright

**THE NATURAL HISTORY OF THE CRUSTACEA**

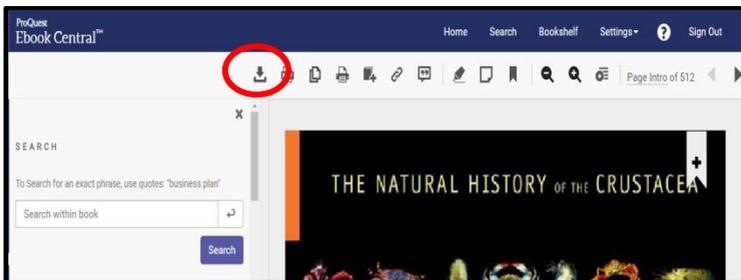
**Physiology**

**VOLUME**

The System will prompt you to create an account. This account is to enable the system track the usage of the book. Proceed to create an account by filling the form. If you already have an account, just sign in and proceed.



To confirm that you have signed in, the option on the top-right corner changes to "Sign out"



Once you have signed in, again click the Full Download icon as indicated above.

Upon clicking Full Download, the system will automatically recognise the device you are using. In the screenshot below, the system has detected that I am using a Laptop/Desktop.

## 1. What device are you using?

Laptop Desktop

iOS  
(iPad, iPhone, iPod)

Android  
(Phone, Tablet)

Other

- I'm using my own computer
- I'm using a public computer

Continue

If you are using personal computer leave the option as selected above. If it is a public computer, then select the second option, then click Continue.

## 2. Install



### You will need Adobe Digital Editions

Adobe Digital Editions is required to download books. This free software is different from Adobe Reader.

A free Adobe ID is also required to transfer the book to another device. It is not required to read books on this computer.

Get Adobe Digital Editions

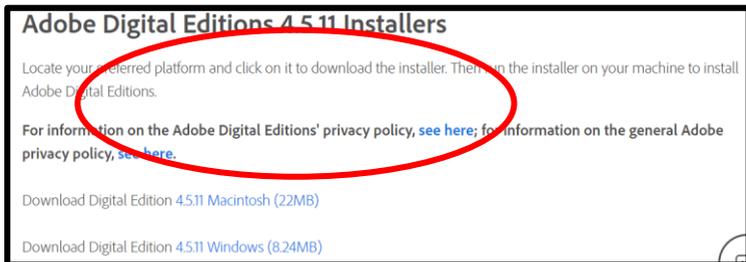
Done with this step >



ProQuest eBooks are published in ePUB format. Therefore, in order to read the book, you need to install Adobe Digital Editions, which is a free software. The system will prompt you to install the software. Click *“Get Adobe Digital Editions”*.

## Installing Adobe Digital Editions

Click “*Get Adobe Digital Editions*”.



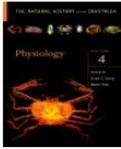
If your Operating System is Mac, click Macintosh option. If you are using Windows, click Windows and install accordingly. Follow the prompts to complete the process of installation.

At one point, you will be prompted to Authorise Adobe Digital Editions using Adobe ID. Select “*Authorise without Adobe ID*”

If you already have Adobe Digital Editions installed, click “*Done with this step*”. You will move to the final download step.

### 3.Download

#### Physiology



Author: Ernest S. Chang , and Martin Thiel

Length:545 pages

File Size: 56518K (55.2MB)

DOWNLOAD PERIOD:

DOWNLOAD FORMAT:

Select...

EPUB  PDF

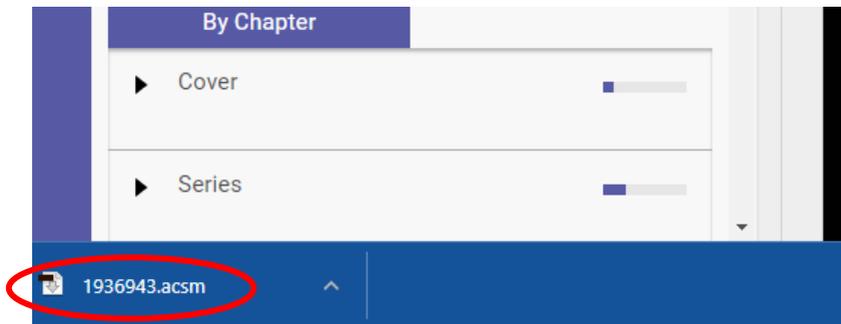
Download Your Book

[Need Help?](#)

From the above screenshot, take note of the download period and download format.

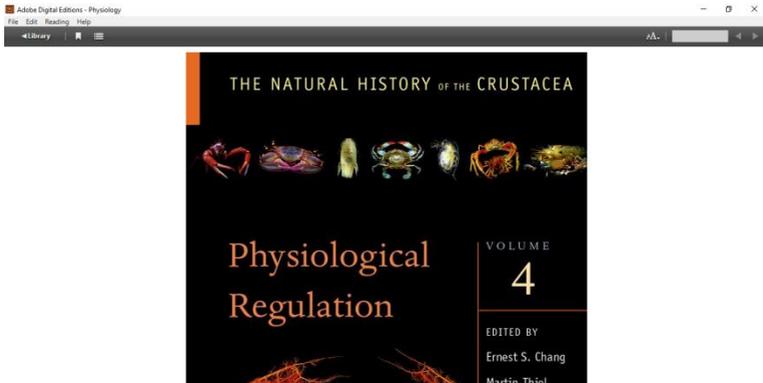
The maximum download period is 21 days (three weeks) while the format is ePUB or PDF. But there are rarely books in PDF format.

After selecting the download period, click *“Download your book”*



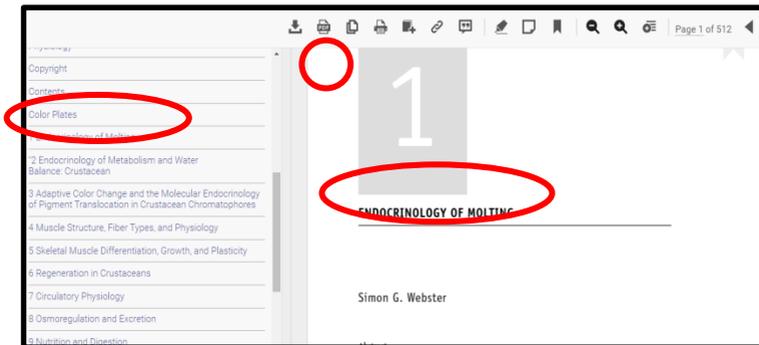
Depending on the browser you are using, the downloaded file will appear as in the screenshot above. Double-click the file to open.

The Adobe Digital Editions window will open and the book downloaded to it as below:



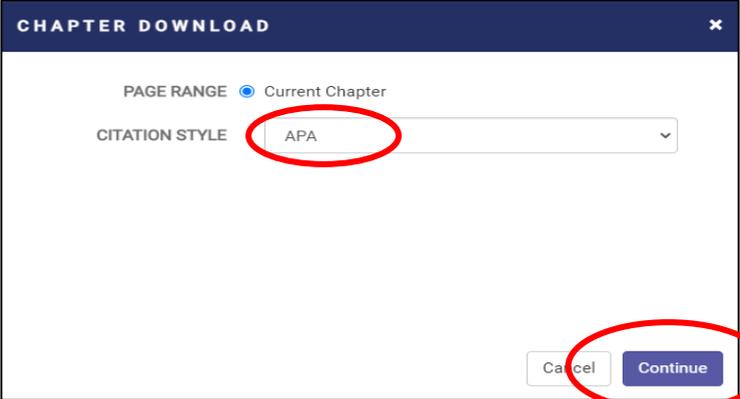
### To Download a Book Chapter

From the same window, with the book reader open, select a book chapter of your choice from the left pane as indicated below:



Then Click on the “Chapter download” icon on the top menu.

If you are still signed in, you will be presented with the download option where you select the Citation Style of your choice. Most times we leave it as APA, as indicated below:



The screenshot shows a dialog box titled "CHAPTER DOWNLOAD" with a close button (X) in the top right corner. Below the title bar, there are two sections: "PAGE RANGE" with a radio button selected for "Current Chapter", and "CITATION STYLE" with a dropdown menu showing "APA". The "Continue" button is highlighted with a red circle.

Click Continue to download the chapter and the PDF file will be generated as indicated below:



The screenshot shows the same "CHAPTER DOWNLOAD" dialog box, but now the "Open PDF" button is highlighted with a red circle.

At this point, click "Open PDF" to finally download the PDF file.

For further assistance with e-resources search and retrieval, kindly contact:

[eresources@muni.ac.ug](mailto:eresources@muni.ac.ug)