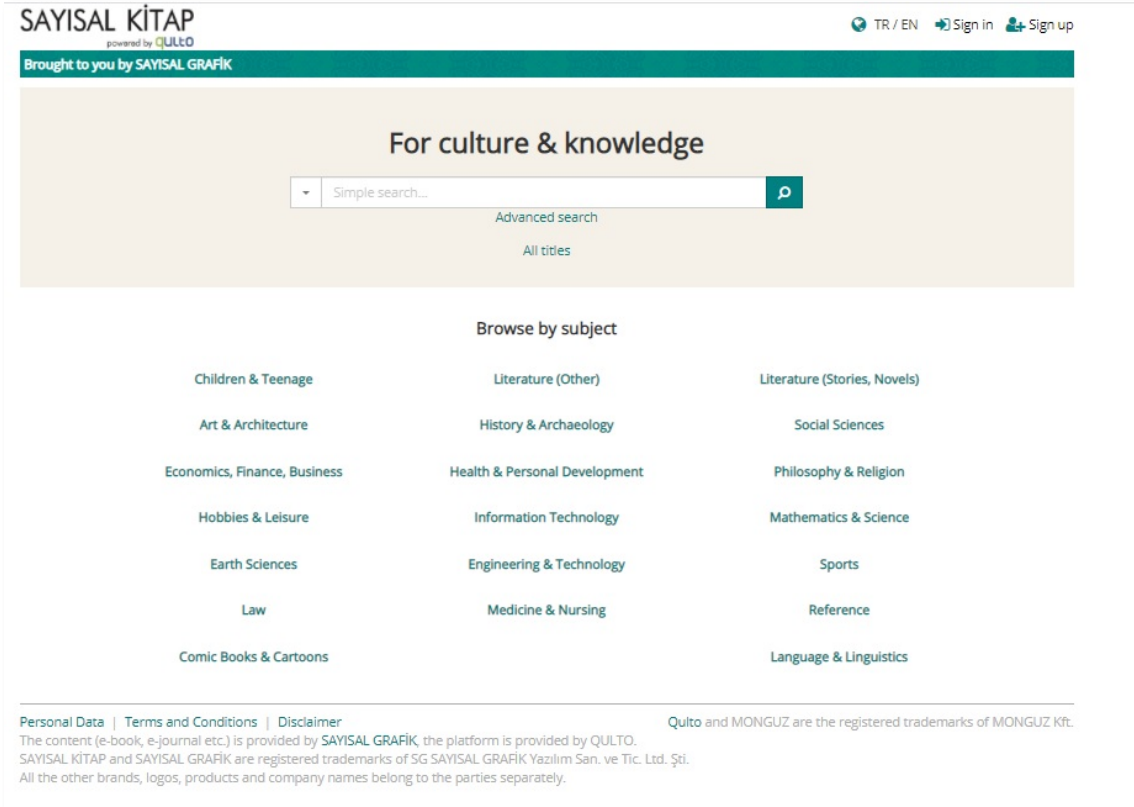


SAYISAL KİTAP™

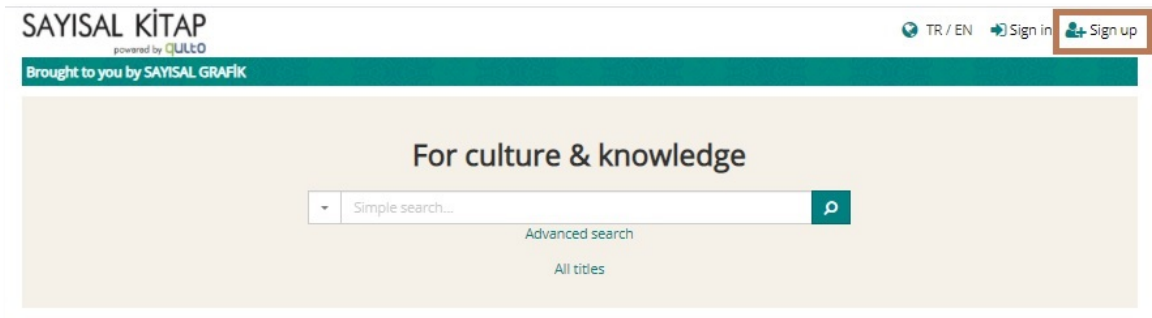
User Guide

When you access SAYISAL KİTAP e-book and e-journal database web page (www.sayisalkitap.com), you first see the simple search bar and the home page with the list of topics in the database.



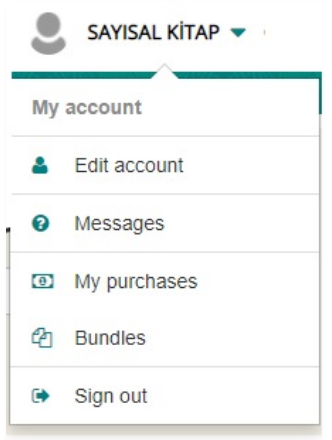
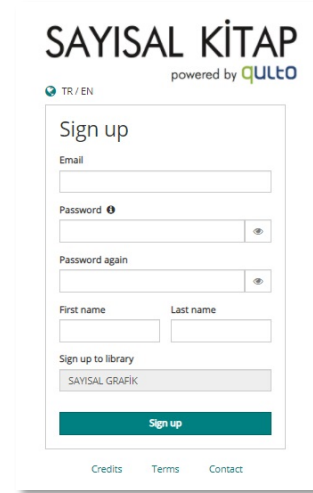
User Account and Functions

You can create a user account for yourself by clicking on the "Sign up" in the upper right corner. (You do not need to sign up for the platform to read the e-books. User registration is required only to use the personal functions such as creating your own bookshelf, taking notes, etc.)



After clicking "Sign up", an information and confirmation page about the "Personal Data Protection Law" is displayed.

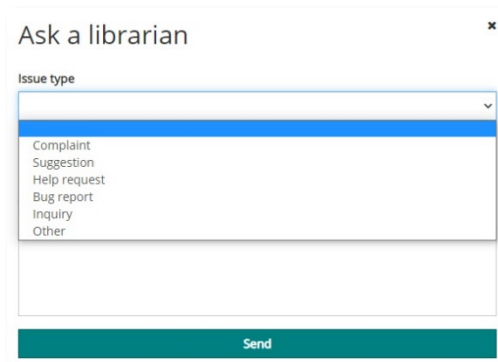
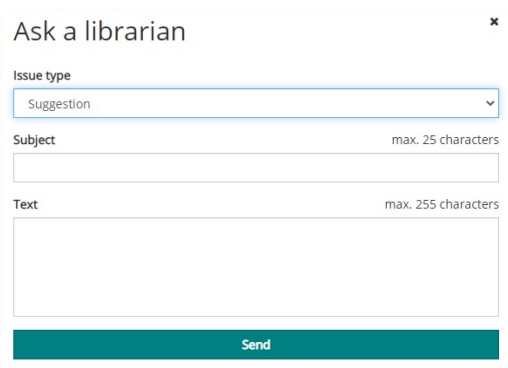
When you click the "I Accept" button, a short form appears in which you need to fill out your e-mail address, password, first and last names. After filling in this information, you can create your user account by clicking on the "Sign up" button.



After the registration process is completed, you will be redirected to the home page and on the upper right corner, you will see menu links to the account name entered, "Ask a librarian" and "Bookshelf".

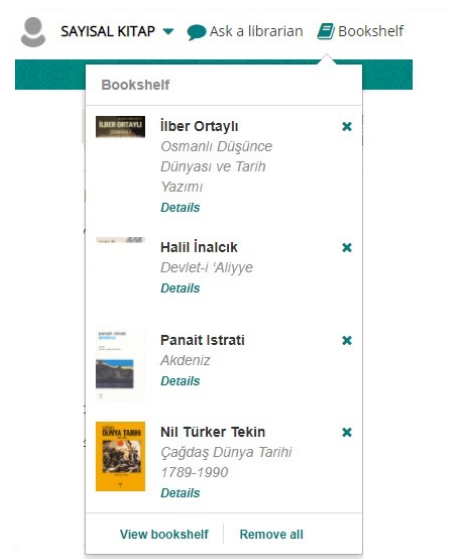
In the menu under your account name, you can edit your account, see the messages you have sent to your librarians and their replies, etc.

With the link "Ask a librarian", you can send messages to your librarian for complaints, suggestions, requests for help, etc.



By clicking the "Bookshelf" link, you can access the resources saved in your bookshelf.

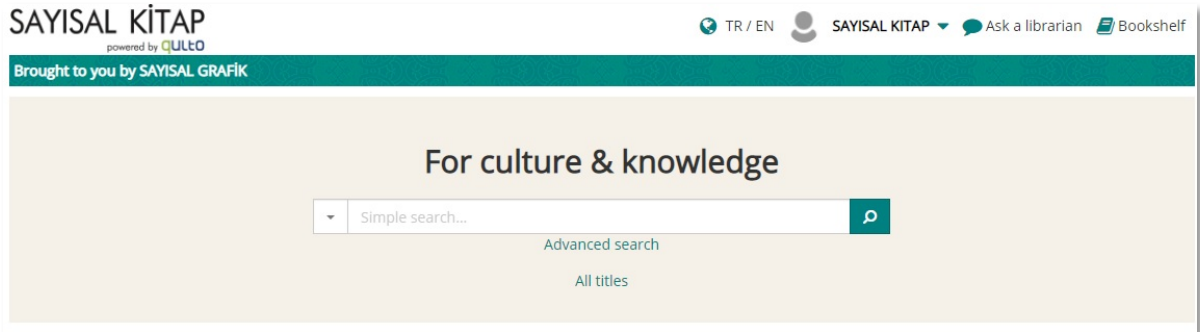
Clicking on the "View bookshelf" link on this menu takes you to the page of your virtual bookshelf to be edited.



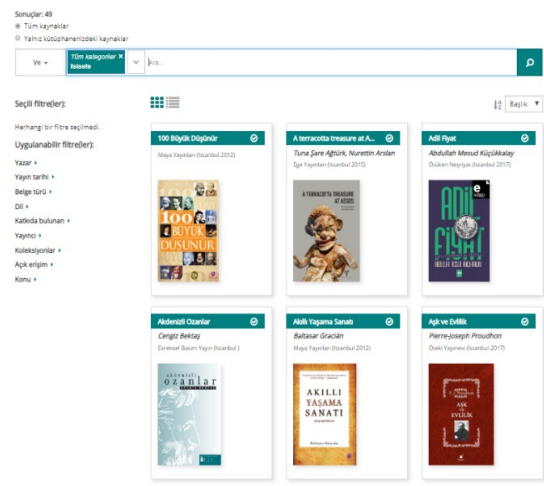
Search Options

Simple Search

On the home page, you can search the database by entering one or more words in the search bar and clicking the search icon or pressing "Enter".



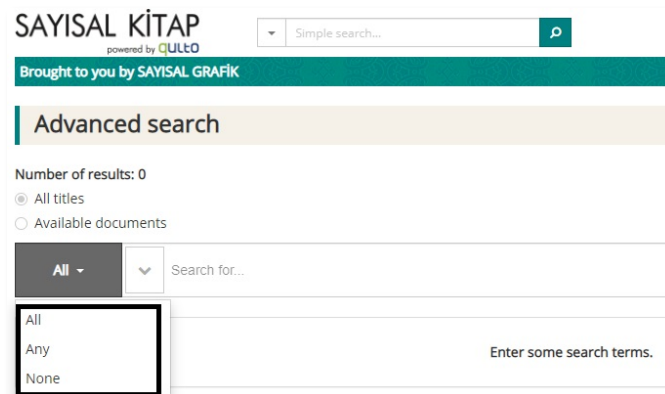
The search results page will appear with the e-resources related to your query.



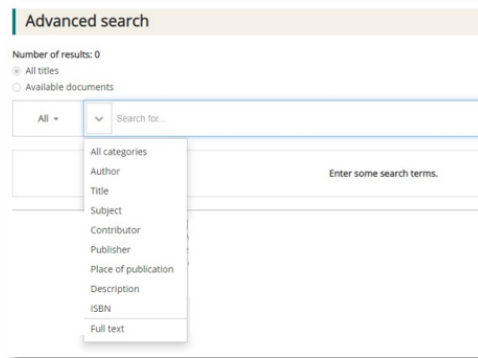
Advanced Search

When you click the "Advanced search" option at the bottom of the search bar on the home page, the advanced search bar appears on the screen. You can also access the advanced search bar on the search results page.

Here, there is a drop-down menu where you can limit your search using "Boolean Operators".

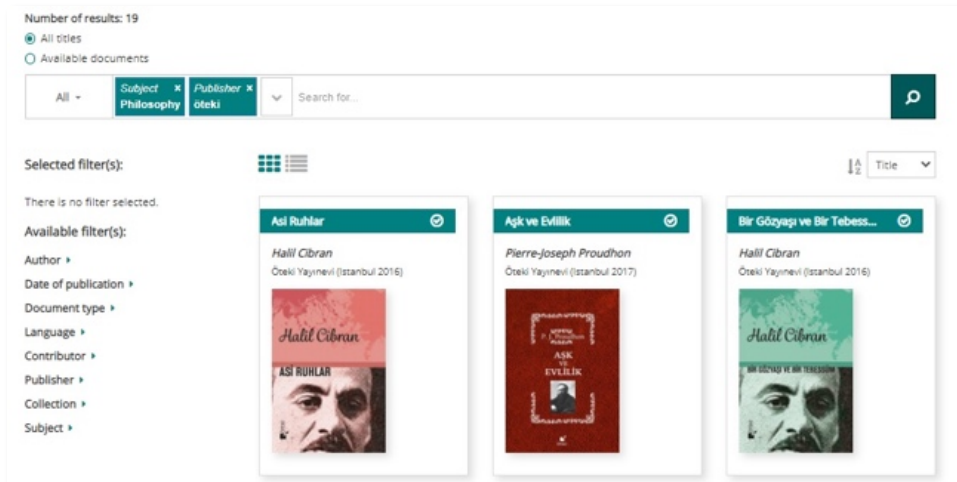
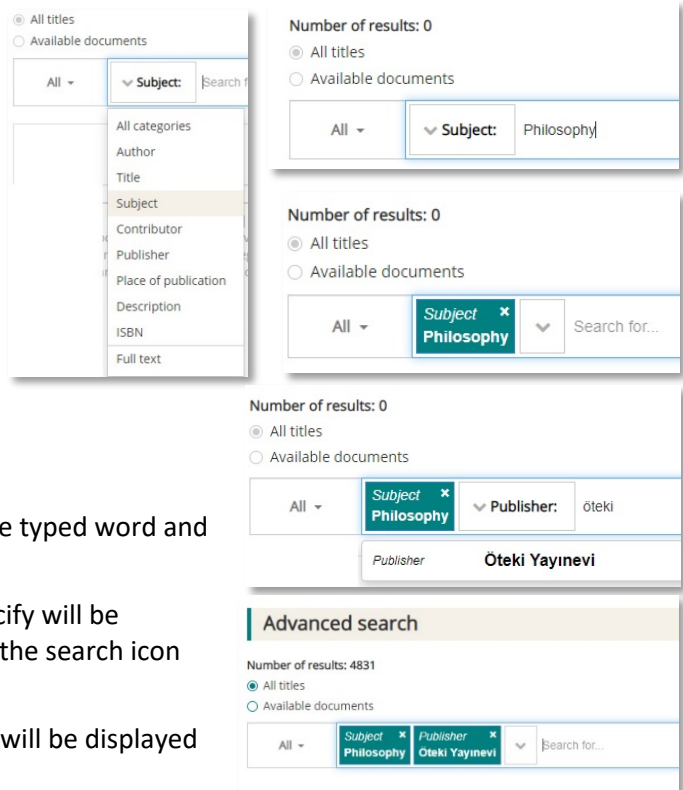



By clicking the down arrow on the left side of the text bar, you can select the field you are searching in (Author name, Subject, Publisher, etc.)

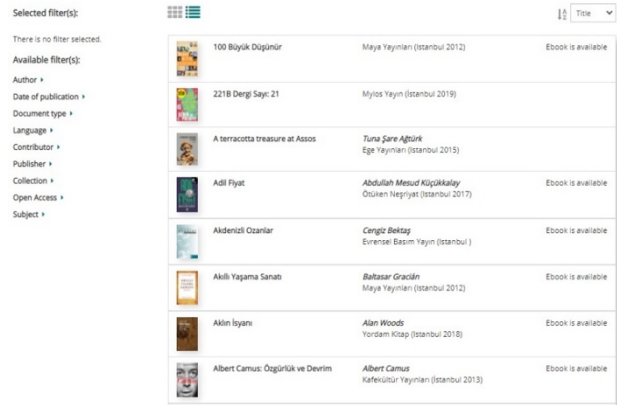
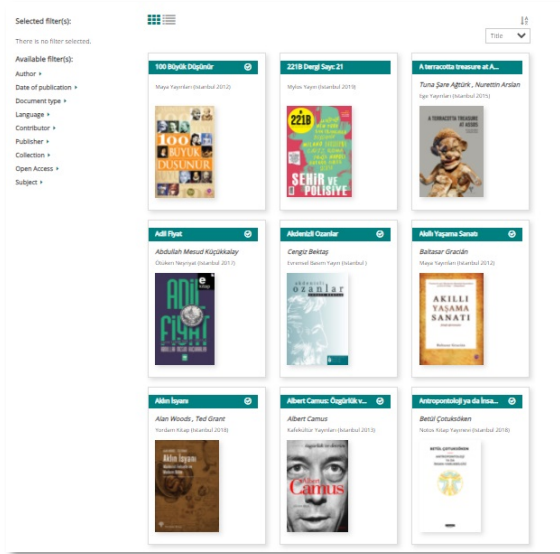


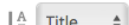
With advanced search, queries can be defined by selecting multiple fields. For example, if you want to search books from the publisher “Öteki Yayınevi” in Philosophy subject, you can follow the path below:

1. Select "All" (and) operator on the far left.
2. Click the down arrow to select the Subject field from the drop-down menu.
3. Type Philosophy in the search bar and press "Enter". The first criteria you specify appears to the left of the text bar.
4. Click the down arrow again to select the Publisher field from the drop-down menu.
5. Type “Öteki” in the text bar.
6. The system will automatically search by the typed word and list the matches. Click “Öteki Yayınevi”.
7. The Subject and Publisher criteria you specify will be located to the left of the search bar. Click the search icon on the right of the bar.
8. The e-resources matching the two criteria will be displayed in the search result list.



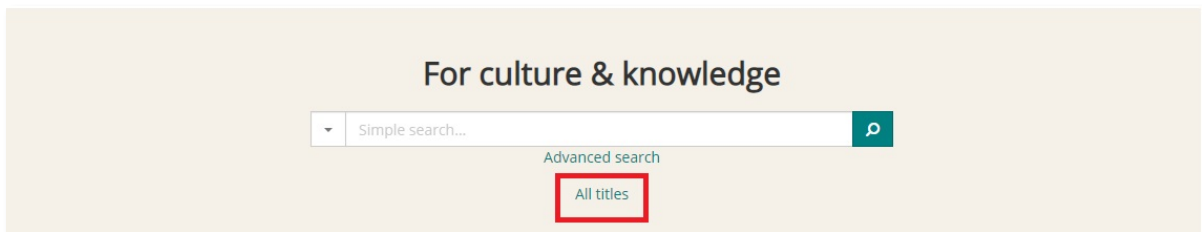
You can view the search results in two different ways using these icons: 



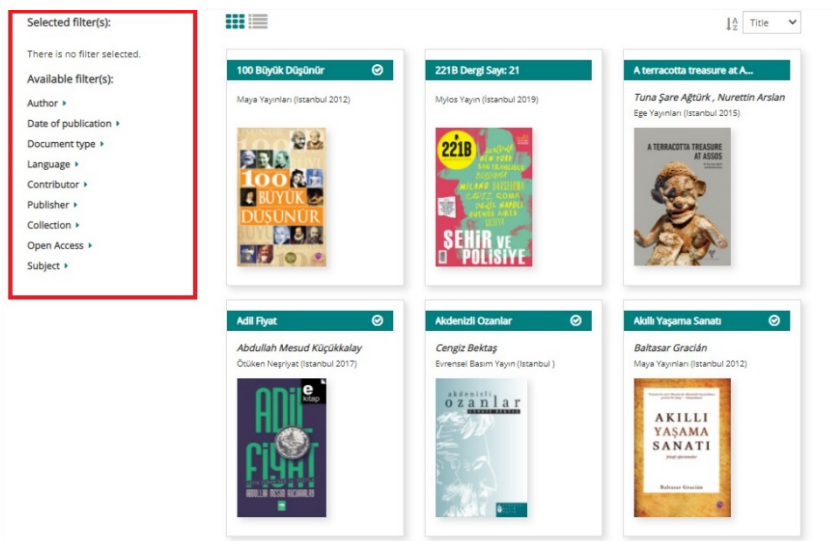
You can sort these lists by Title and Author using these buttons: 

All Titles and Filtering

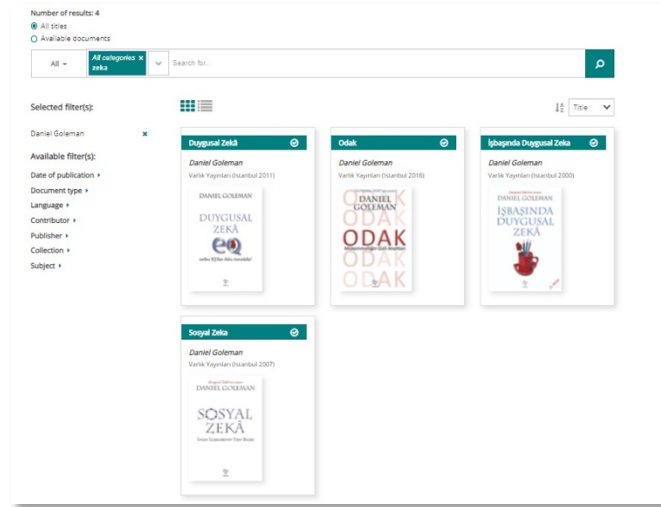
An option for browsing and finding resources is the "All titles" link on the homepage.



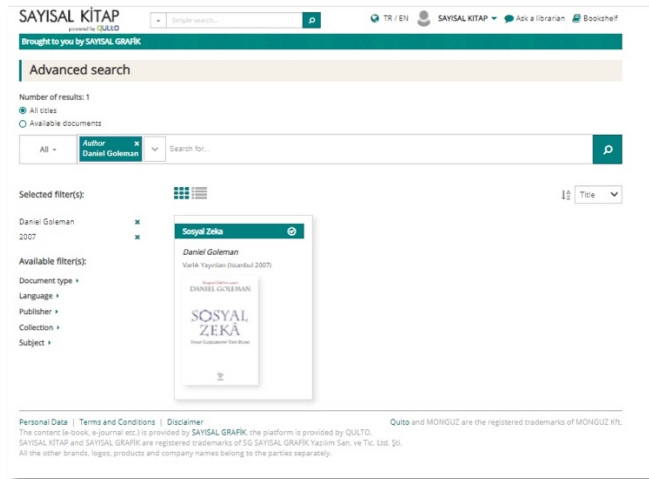
After clicking "All titles", all resources in the database appear in the search results page. If you wish, you can use the filters on the left side of the screen to search for specific subjects, authors, publication dates, etc.



For example, if you select the author "Daniel Goleman" by applying a filter in the "Author" field, the books only by this author appear.

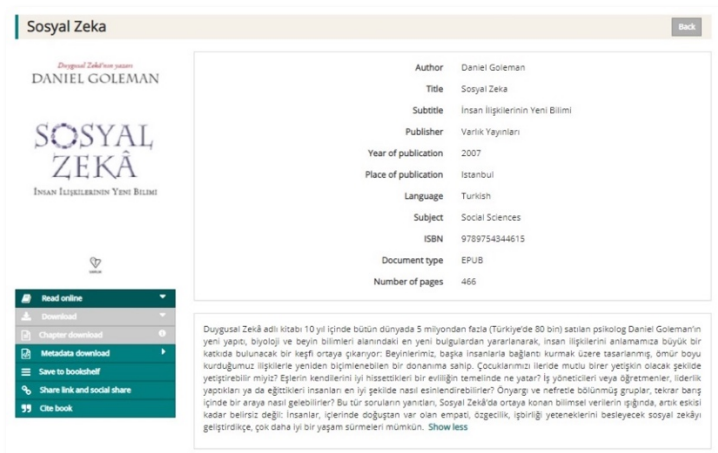


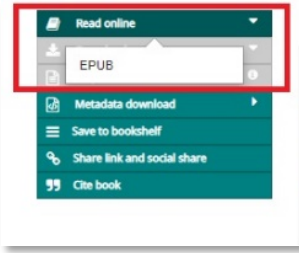
Then, when you select the year "2007" by applying the "Release date" filter, you reach the book "Social Intelligence" which was published in that particular year.



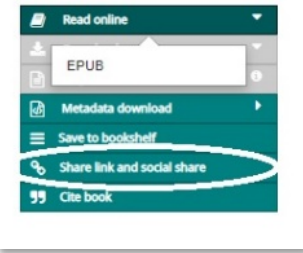
Book Page

When you click on the cover of a book in the list that comes as a result of searching and/or filtering, you will access the "Book Page" page with more detailed information about this book.



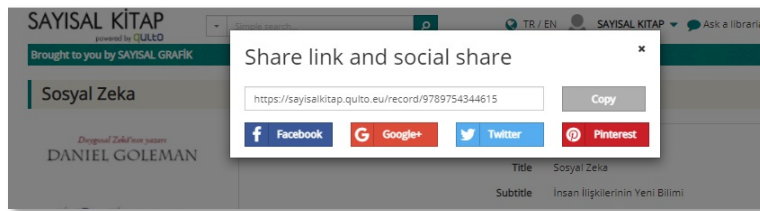


You can read the book by clicking on the "Read online" option in the left menu and selecting the desired format. The book will open in the online book reader. You can find the features of this reader on the pages ahead.

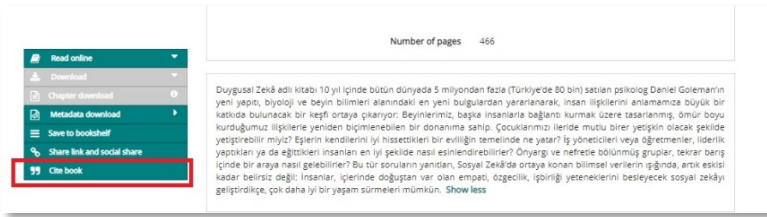


You can share links to books you like on your personal social media accounts. For this, you can use the "Share link..." option on the same menu.

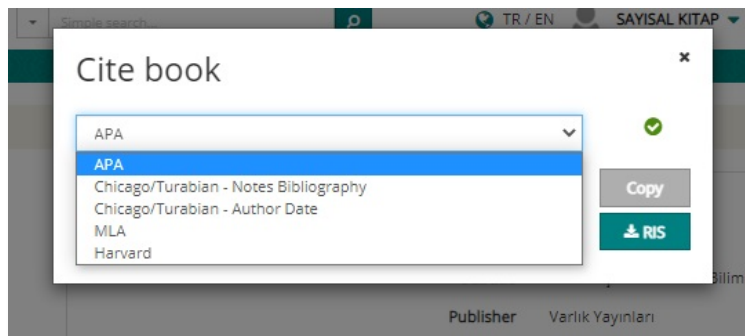
Clicking this option opens a box with buttons to share on Facebook, Twitter, Google+ and Pinterest. You can share in other environments by copying the link in the box.



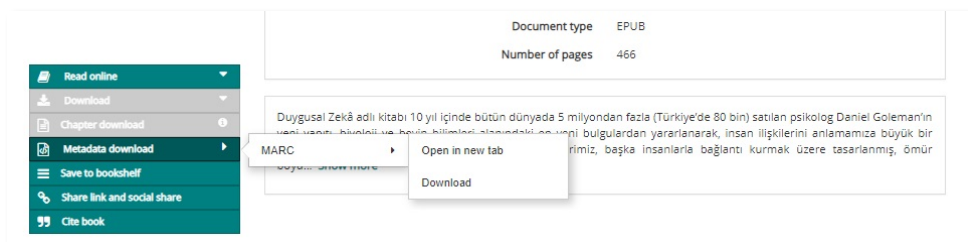
Users can cite the resources they use on the SAYISAL KİTAP platform in their work as a reference. For this purpose, the citation link can be easily accessed on the same menu.



You can copy the citation directly by selecting the citation method in the opening window, or save it in ".ris" format. The system automatically organizes the citation using the rules of the selected citation method.



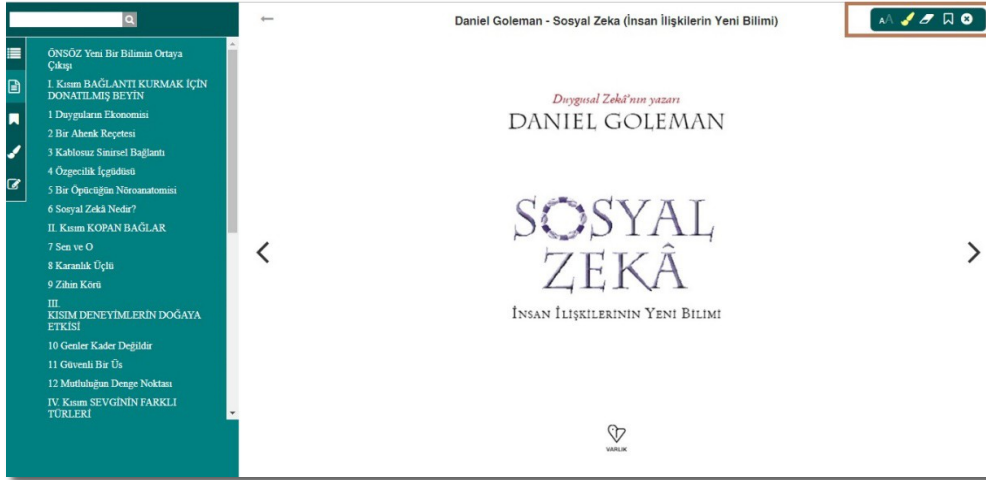
The "Metadata download" option in the menu is for librarians. With this option, the MARC record belonging to the book can be downloaded for transfer into the library automation system.



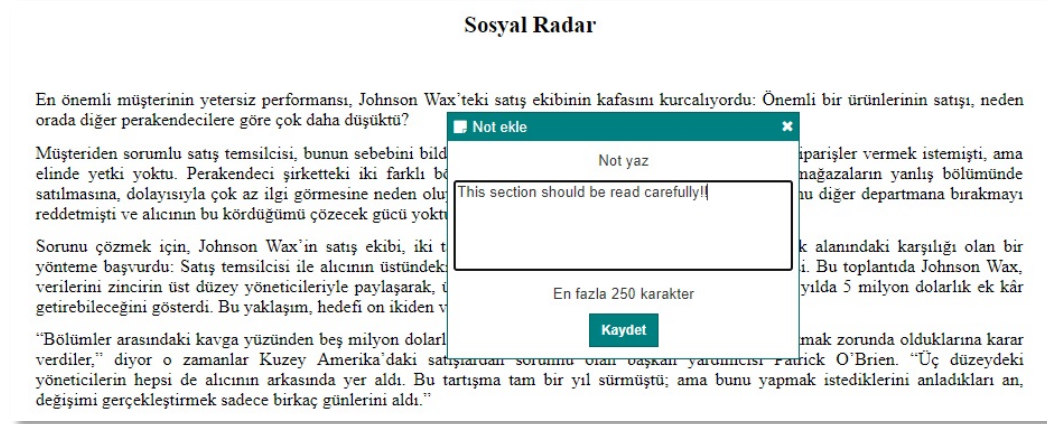
Online Book Reader and Functions


If you log in with your user account before you start reading in SAYISAL KİTAP, you can take the advantage of the features such as marking important parts, taking notes, using bookmark, etc. (These features apply only to the books in EPUB format.)

For these features, you can use the icons in the upper right corner of the book reader. You can also scroll through the chapters of the book and read any chapters you want through the contents page on the left.



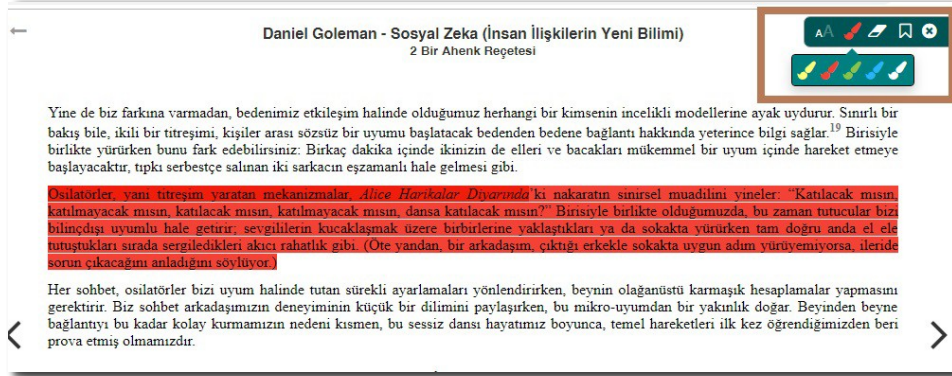
When you want to take a note on the book, you can type it in the drop-down note box by clicking the right mouse button in the relevant place.



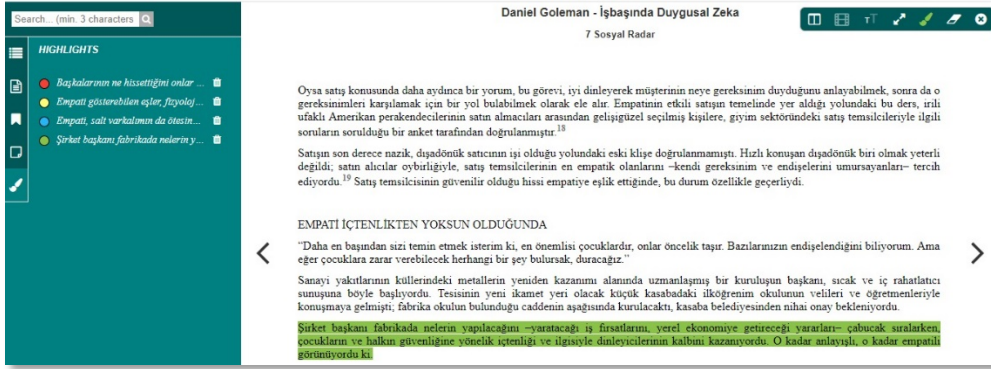
You can then follow the notes you have taken by clicking the icon  on the left side of the screen.



You can mark the places you find important in the text in different colors. You can use this feature by clicking the "brush" icon in the upper right corner of the screen and selecting the color you want. To mark, simply click and hold down the left mouse button on the text and drag it.



You can see the markings you have by clicking the "brush" icon in the menu on the left side of the screen, displayed by the page and color, and you can view the pages they are on by clicking them.



You can use the "bookmark" icon in the upper right corner to mark where you left in the book or to mark pages you find important. Then, when you browse the book again, you can quickly access the pages shown by these bookmarks from the menu on the left.



You can search through book text using the search bar in the upper-left corner of the screen. Search results are listed just below. Clicking them displays the corresponding page.

