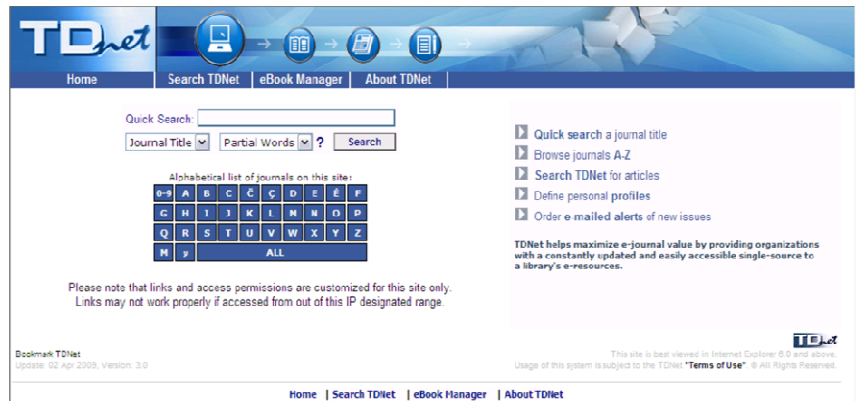




Quick User Guide

Journal Manager allows users to browse, search and access the library's complete collection of online and print journals. Users can:

- Browse the title list alphabetically or perform a Quick Search to find journals by journal or article title, ISSN, publisher, or vendor and link directly to Full Text.
- Use "Search TDNet" advanced search options to find Journals and Articles, or browse/search by Subject.
- View current Tables of Contents Metadata.
- Setup a "My TDNet" profile to receive weekly journal and keyword Alerts via email.
- Link to the Library's online catalog to view print holdings information.

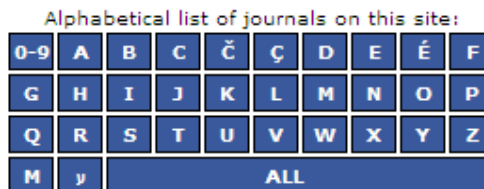


Getting Started

Quick Search Options	
	<p>Partial Words A Journal Title search for "biolog" will result in titles that include biologist, biology, microbiology, etc. This is the broadest search option.</p>
<p>Exact String Searching for exact words in a specific order. For example, searching for "American Journal of the" to find all titles with these exact words in this exact order.</p>	<p>Exact Words Used to search for specific words in a journal title, publisher name, etc. For example, a journal title search for "accounting" will find all titles that contain that exact word.</p>
<p>Exact Phrase Use this when you know the exact journal title, publisher name, or vendor name. For example, a search for "Science" will find this specific journal title only and eliminate other titles that contain the word "science."</p>	<p>Begins With provides a broad search, finding instances of your search terms in the beginning of the article or journal title. For example, if you search for "botanica" you will get the journal titles "Botanica Marina" and "Botanical Journal of Scotland" and not "Acta Botanica Brasilica".</p>

Use the Quick Search function to quickly find a journal by entering the title (or part of the title) in the Quick Search box and clicking SEARCH. You can search by Journal Title, Publisher name, ISSN, article name or Vendor name, such as ProQuest, Gale, JSTOR, etc.

You can also browse the title list alphabetically by clicking one of the letter buttons in the Alphabet box.



Important Menu Bar Buttons

Home	Search TDNet	My Profile	eBook Manager
Return to the TDNet Home page	Basic and advanced searching for journals and articles	Create a profile of your "favorite" titles and setup weekly e-mail Alerts	Basic and advanced searching for e-Books & journals

Understanding the Title List Display


0-9 A B C Č Ç D E É F G H I J K L M N O P Q R S T U V W X Y Z M ý ALL									
Journal Title	Online Coverage	Journal Notes	Publisher	Full Text Access	Print Holdings	Table of Contents			
						Current	Publisher Info		
Air Transport World (Atw) ProQuest			Penton Publishing	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Aircraft Engineering and Aerospace Technology JCR Publisher	1997 -		Emerald Group Publishing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Aircraft Value News ProQuest			Access Intelligence , LLC	<input checked="" type="checkbox"/>					
Airfinance Journal ProQuest			Euromoney Publications	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
AirGuideBusiness.com Gale (Academic OneFile)	01/2008 -		Pyramid Media Group , Inc .	<input checked="" type="checkbox"/>					
Airline Business Gale (Academic OneFile)	01/1990 -		Reed Business Information	<input checked="" type="checkbox"/>		<input type="checkbox"/>			
Airline Financial News ProQuest			Access Intelligence , LLC	<input checked="" type="checkbox"/>					
Airman ProQuest			Air Force Association	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Airports ProQuest			McGraw - Hill Companies Inc .	<input checked="" type="checkbox"/>					



Journal Title: Titles are listed alphabetically, with links to access the full text resources.


- When full text is provided via Vendor such as Ebsco or Lexis, the vendor name appears beneath the journal title with the database name in parenthesis. The vendor name also serves as a hyperlink to the full text source.
- When full text is provided directly from the publisher, the words "From Publisher" will appear in hyperlinked black text beneath the journal title. See second example above.
- If a title is only available in print format, it will appear in black text with no hyperlink.


Online Coverage: Indicates the month/year time frame for which full text access is available.

Embargo information may appear under various formats, per the customization of the library staff: the period of embargo can be indicated; alternatively, the embargo period can be calculated so as to provide the users the last date of coverage; also, an icon **E** can be placed besides the calculated version as in the above example.

Journal Note: The library staff may attach a Journal Notes messages to alert users to information about a certain journal title, full text vendor, or publisher. Click the  icon to view the Note.


Full Text Access: Displays a check mark  to indicate if full text access is available, and serves as an additional link to the full text provider. Some titles may require a username & password to gain full text access. These titles will appear with the “PW” icon. Click the  icon to view the login details needed to access full text.

Some full text sources only offer full text access to selected parts of a journal. These titles will appear with the “partial access” icon .

Print Holdings: Displays a check mark  indicating that a certain journal is part of the library print collection. Click the check mark to view print holdings information from the library catalog.

Tables of Contents: Displays links to Current and Publisher Tables of Contents.

- **Current TOCs** are provided by TDNet for select titles, and offer access to a rolling collection of TOCs for issues published within the last 5 years. Use the Local TOCs to find journal articles.
- **Publisher TOC** is a link to the Publisher Website, which displays a list of all the volumes & issues available for the selected title.

The  symbol indicates whether or not a Current TOC or Publisher TOC is available, and links to the TOC display.

Search TDNet

In addition to the Quick Search function located on the HOME page, the Search TDNet function allows you to perform simple and advanced searches to find Articles and Journals. Simply enter your article title or journal title search terms in the appropriate box and click the SEARCH button (see below).



The screenshot shows the Search TDNet interface. At the top, there is a navigation bar with links: Home, Search TDNet, My Profile, eBook Manager, and About TDNet. Below this, there are two tabs: Simple Search and Advanced Search. The main content area is divided into two sections: Find Articles and Find Journals. Each section has a search box for entering words or phrases, a search by dropdown menu (set to Partial Words), and radio buttons for And and Or. There are also search buttons and a limit results to dropdown menu (set to Past 12 months). At the bottom of the Find Journals section, there is a Limit Results by Subject Category (Optional) dropdown menu with a "Choose a subject" option, and a Clear button.

The “Choose a Subject” menu at the bottom of the search screen allows you to do the following:

Browse the Journal Title List by Subject

- Click the “Choose a subject” menu and select a subject from the drop-down menu;
- Choose more specific subjects by selecting a Level 2 or Level 3 Subject from the drop-down menu.
- Click the GO button in the “Find Journals” section of the search screen.

Limit Searches by Subject

- Enter your search keywords in the “Find Articles” search box;
- Click the “Choose a subject” menu and select a subject from the drop-down menu;
- For more specific subjects, select a Level 2 or Level 3 Subject from the drop-down menu.
- Click the GO button in the “Find Articles” section of the search screen.

Understanding Article Citations

You searched for: Article Title: digital; New Search Narrow Search Next 10 >> Results 1 - 10 of 2276

0 selected citations [Clear all marked citations](#) Bibliographic export E-Mail Marked results E-Mail First 100 results Order document

THE TOOLS OF GOVERNMENT IN THE Digital AGE-by Christopher C. Hood and Helen Z. Margetts
Perri 6
Public Administration [OCR](#)
[ProQuest](#) [Full Text](#)
Page: 1137-1138 Vol/Issue: 2008; 86 (4) Date: December 2008
ISSN Print: 0033-3298 E-ISSN: 1467-9299
Search Google Scholar: [Article Title](#) [Author\(s\)](#)
[OpenURL TOUResolver](#)

Digital clubbing: finally, a gene
Stein
Clinical Genetics [OCR](#)

When you perform a search for Article Titles, or view a Local TOC, you will see a citation with article and access information. To connect directly to the full text article, click the blue [Full Text](#) or [PDF](#) links.

Please note that not all full text providers can support article-specific links. This is a limitation of the full text provider, not of TDNet. If these links are not available, you can link to the journal-level by clicking the hyperlinked provider name.

Each citation can be printed out or sent via email. It can be exported to bibliographic management software such as EndNote, Reference Manager and RefWorks.

According to your library policy, you may place an order for article delivery from your ILL librarian or your system administrator, using the “Order Document” option.

My Profile / My TDNet

My TDNet allows you to create an individual or group profile of “favorite” journals to receive Tables of Contents by e-mail, and perform detailed searches limited to your preferred titles. You can also create automatic keyword searches (with search reports via e-mail).

Create a Profile

1. Click the My TDNet button in the menu bar at the top of each TDNet page;
2. Click the New Profiles link and you will see the My TDNet registration form (example at right);
3. Enter your first name, last name, e-mail address (very important!), and create a username and password;
4. Click the checkboxes to receive E-mail alerts based on Tables of Contents or alerts by Keyword, the automated searching function (see example at right);
5. Choose to receive alerts as an email attachment, or in the email body;

My Profile Registration Form

Please enter details and choose your own UserName and Password for future use:

First Name:

Last Name:

E-Mail: [Group E-Mails](#)

Username:

Password:

E-Mail Alerts: By Journal Title By Keyword

Send as*: Attachments In email body

- Click the SUBMIT button. You will see a screen verifying your profile details – click the “Click to Proceed” link;

A welcome screen will appear – click the “Click Here” button to begin selecting titles to add to your profile.


Select Titles

The screenshot shows a web interface for selecting titles. At the top, there are navigation tabs: Log Out, Search Profile, Add Titles, View / Remove Chosen Titles, and Define / Change Keyword. Below the tabs, it says "3 Titles in profile" and "Add titles to My Profile: einat hulati". There is a "Quick Search" field with a dropdown menu set to "Journal Title" and a "Search" button. Below the search bar is a navigation bar with letters A-Z and "All". The main content area has a table with columns: Journal Title, Online Coverage, Full Text Access, and Table of Contents (with sub-columns Current and Publisher Info). The table lists three journals:

Journal Title	Online Coverage	Full Text Access	Table of Contents
			Current Publisher Info
<input type="checkbox"/> A. M. A. Archives of Internal Medicine (Now: Archives of Internal Medicine) Publisher	1950 -1960	<input checked="" type="checkbox"/>	<input type="radio"/>
<input type="checkbox"/> Aac: Augmentative and Alternative Communication i Publisher ProQuest	03/1996 -	<input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/>
<input checked="" type="checkbox"/> AACN Advanced Critical Care (Formerly: AACN Clinical Issues) i Ovid (Journals @ Ovid)	04/2006 -	<input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/>

Check Titles to **add** to your profile.

- Check the boxes next to the title name to select a title for your profile;

IMPORTANT: There must be an icon  in the “Tables of Contents” column in order to receive Tables of Contents Alerts via email;

- Click the “Add Titles” option on the top bar, to add the titles to your profile, then click the [View/Remove Chosen Titles](#) option in order to see your selections.
- New Tables of Contents are added every week. If a new issue is available for one of your selected titles, you will automatically receive the TOC via e-mail.

Alerts by Keyword

“Alerts by Keyword” allows you to store a search and have it repeated automatically on a weekly basis to receive Keyword Alert emails when new articles are available that match your search criteria. Simply click the “Alerts by Keyword” and enter your search terms, then click the SUBMIT button. Each search box will generate a separate Keyword Alert based on your search criteria.

The screenshot shows the "Define / Change Keyword" interface. It has a table with three rows, each representing an RSS search criteria:

RSS	Enter words(s) or a phrase	Search by	And / Or	Search for
<input checked="" type="checkbox"/>	global warming	Partial Words	<input checked="" type="radio"/> And <input type="radio"/> Or	Article Title
<input checked="" type="checkbox"/>	ozone layer	Partial Words	<input checked="" type="radio"/> And <input type="radio"/> Or	Article Title
<input checked="" type="checkbox"/>	Hulati Einat	Exact Words	<input checked="" type="radio"/> And <input type="radio"/> Or	Author(s)
<input type="checkbox"/>		Partial Words	<input checked="" type="radio"/> And <input type="radio"/> Or	Article Title