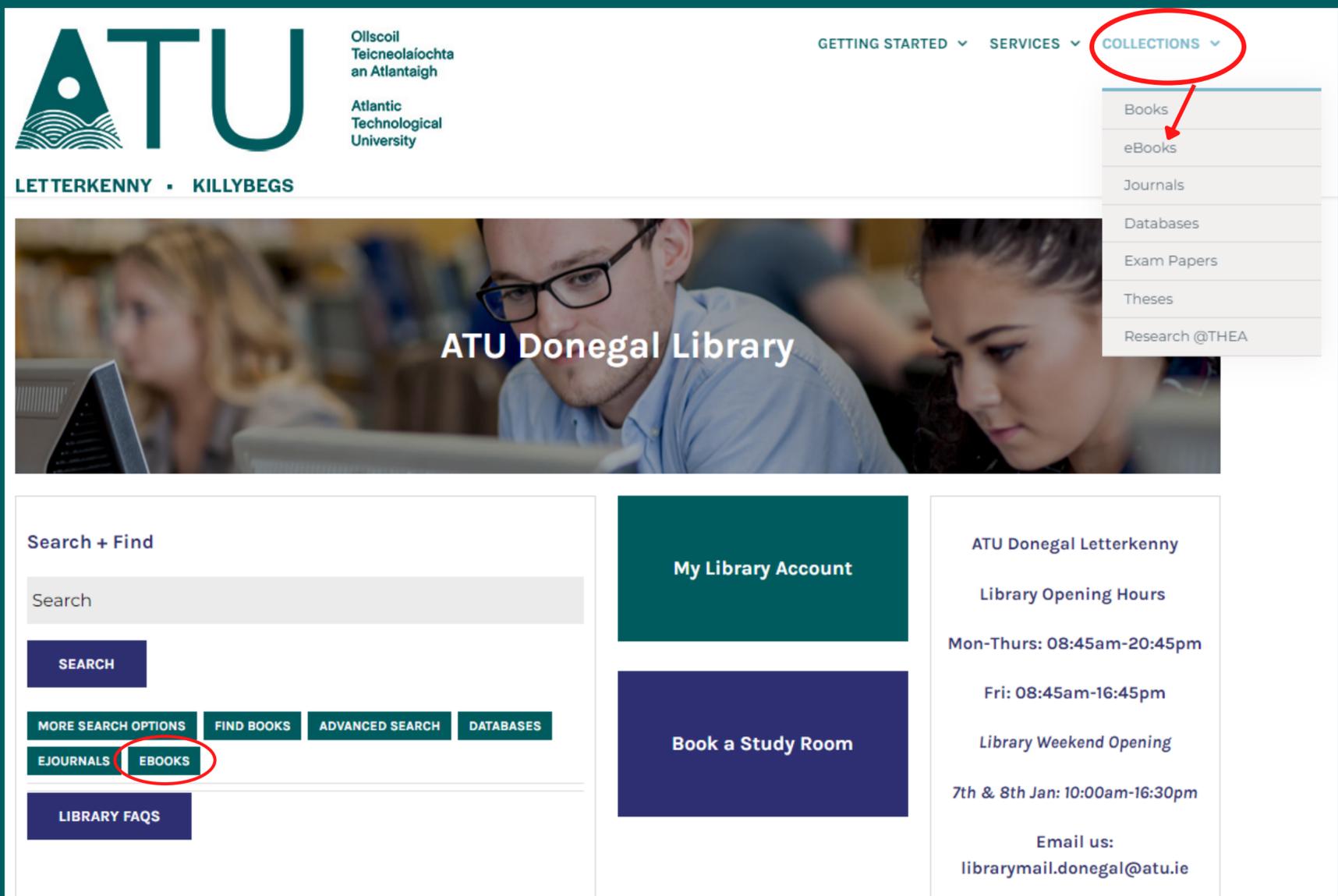


ATU : How to Search the Law eBooks Collection

The library subscribes to a number of eBooks that contain legal and legislative information. Many academic courses have a module which involves studying aspects of law, e.g., company law, medical law, copyright law etc. So the eBooks available through Bloomsbury Professional are an invaluable resource for legal information.

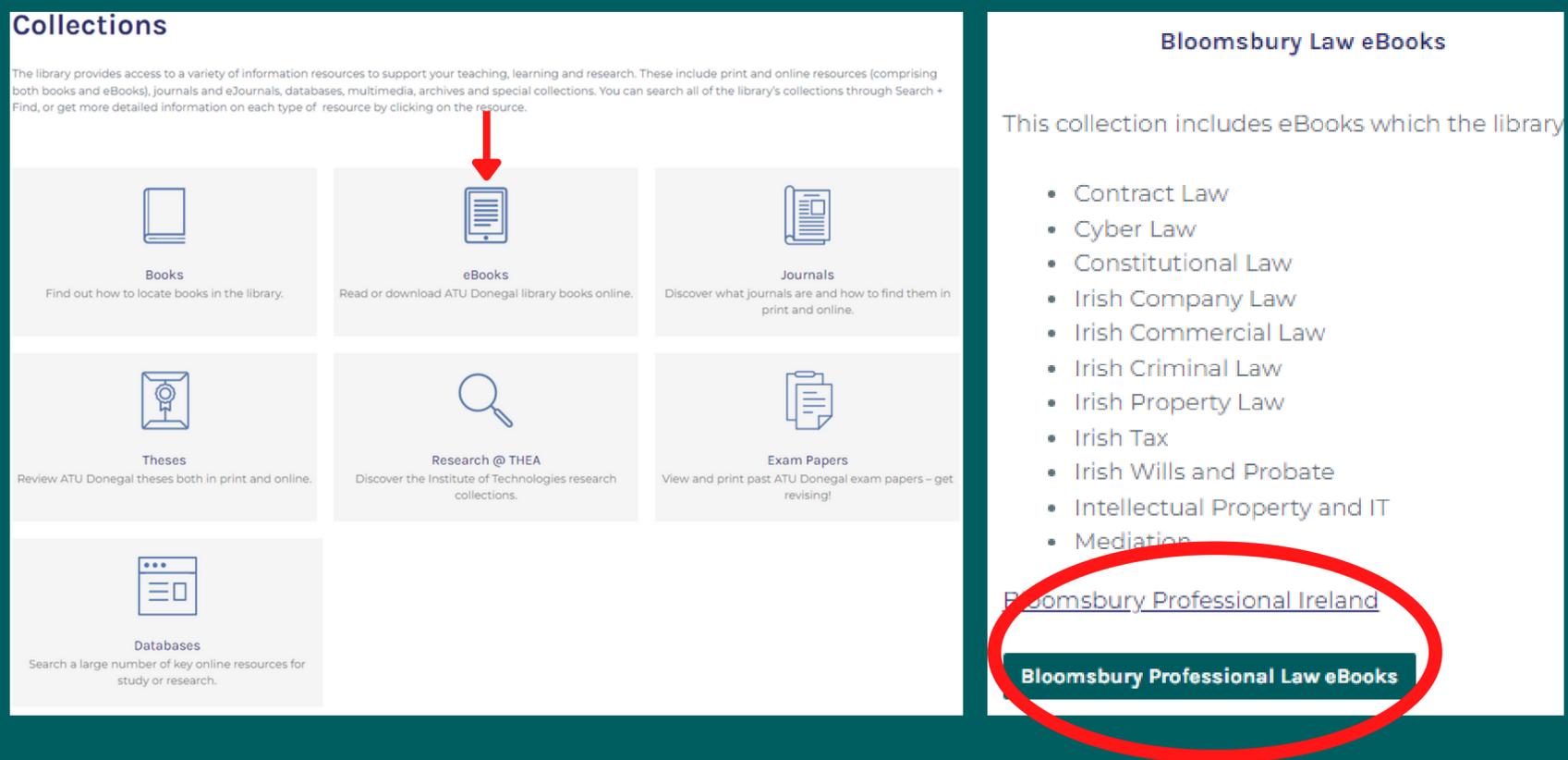
This collection of eBooks is not searchable through the Search + Find tool, so when you carry out a search on legal topics through Search + Find, these eBooks from Bloomsbury Professional will not be in your results.

- There are two ways to access the Bloomsbury Professional eBooks –
 - Click on ‘Collections’ in the top right hand corner of the library homepage and select ‘eBooks’ from the dropdown menu.
 - Select ‘eBooks’ underneath the Search + Find search box on the library homepage.

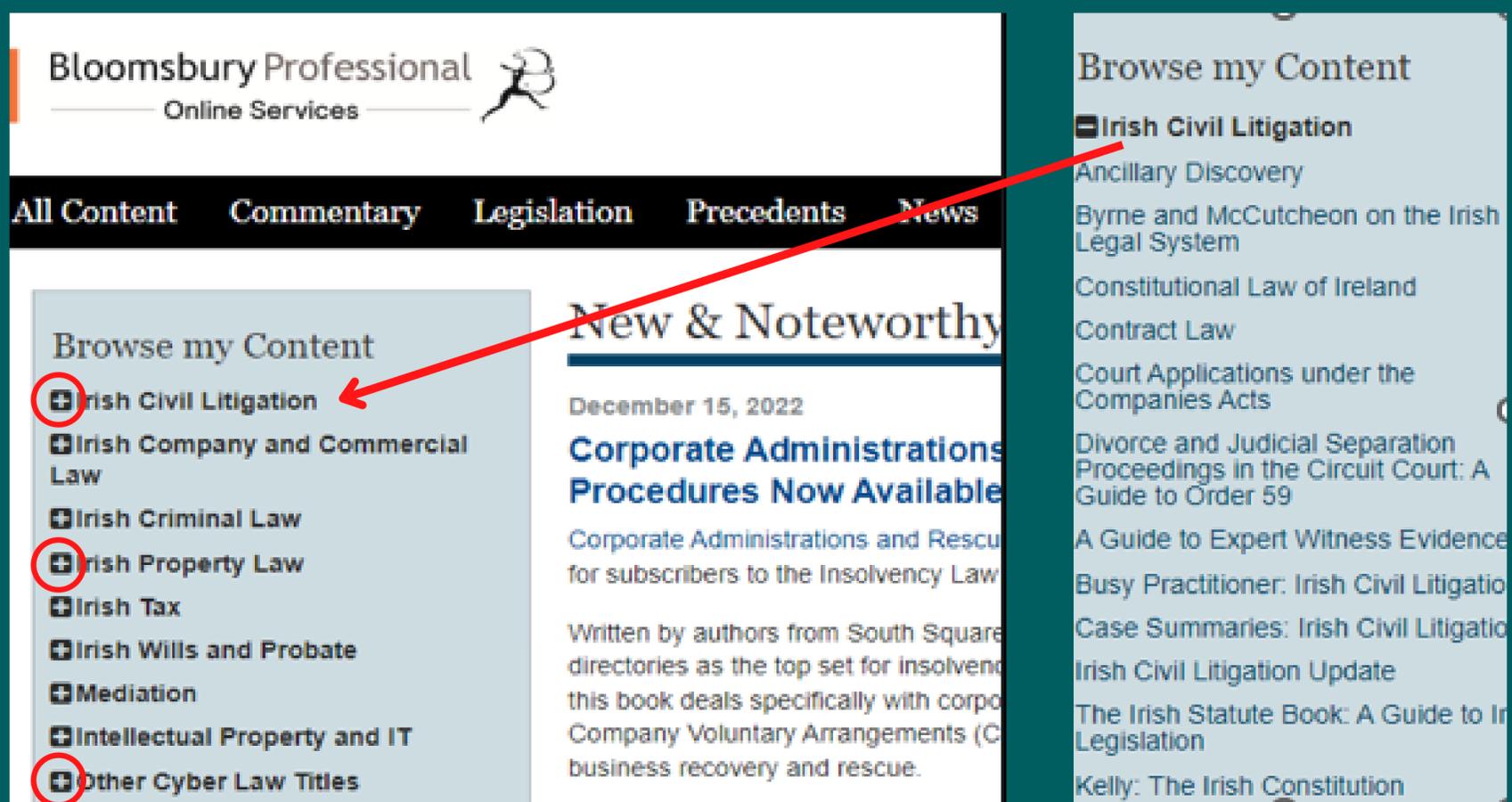


The screenshot shows the ATU Donegal Library homepage. At the top left is the ATU logo and name. On the right, there are navigation links: GETTING STARTED, SERVICES, and COLLECTIONS. The COLLECTIONS link is circled in red, and a dropdown menu is open, showing options: Books, eBooks, Journals, Databases, Exam Papers, Theses, and Research @THEA. The eBooks option is also circled in red with an arrow pointing to it. Below the navigation is a banner image of students with the text 'ATU Donegal Library'. Underneath the banner is a 'Search + Find' section with a search bar and buttons for SEARCH, MORE SEARCH OPTIONS, FIND BOOKS, ADVANCED SEARCH, DATABASES, EJOURNALS, and EBOOKS. The EBOOKS button is circled in red. To the right of the search section are two buttons: 'My Library Account' and 'Book a Study Room'. On the far right, there is a section for 'ATU Donegal Letterkenny' with 'Library Opening Hours' listed: Mon-Thurs: 08:45am-20:45pm, Fri: 08:45am-16:45pm, and Library Weekend Opening: 7th & 8th Jan: 10:00am-16:30pm. Contact information is provided: Email us: librarymail.donegal@atu.ie.

2. Click on the green 'Bloomsbury Professional Law eBooks' button, underneath all the list of areas of law covered.



3. The blue column on the left-hand side of the page '**Browse my Content**' lists the **areas of law that we subscribe to**. They are organised into broad areas of law – Civil Litigation, Company/commercial, Criminal, Property, Tax, Wills and Probate, Mediation and Intellectual Property. To see what book titles are in any area, simply click on the + sign.

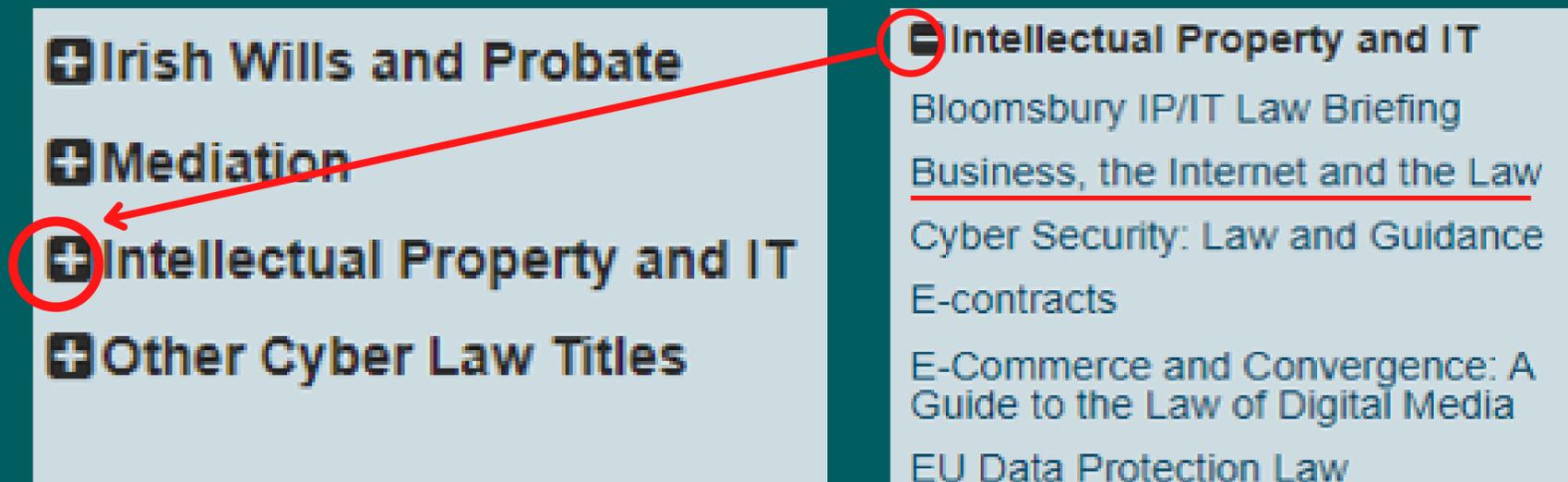


There are 3 ways to search the eBooks

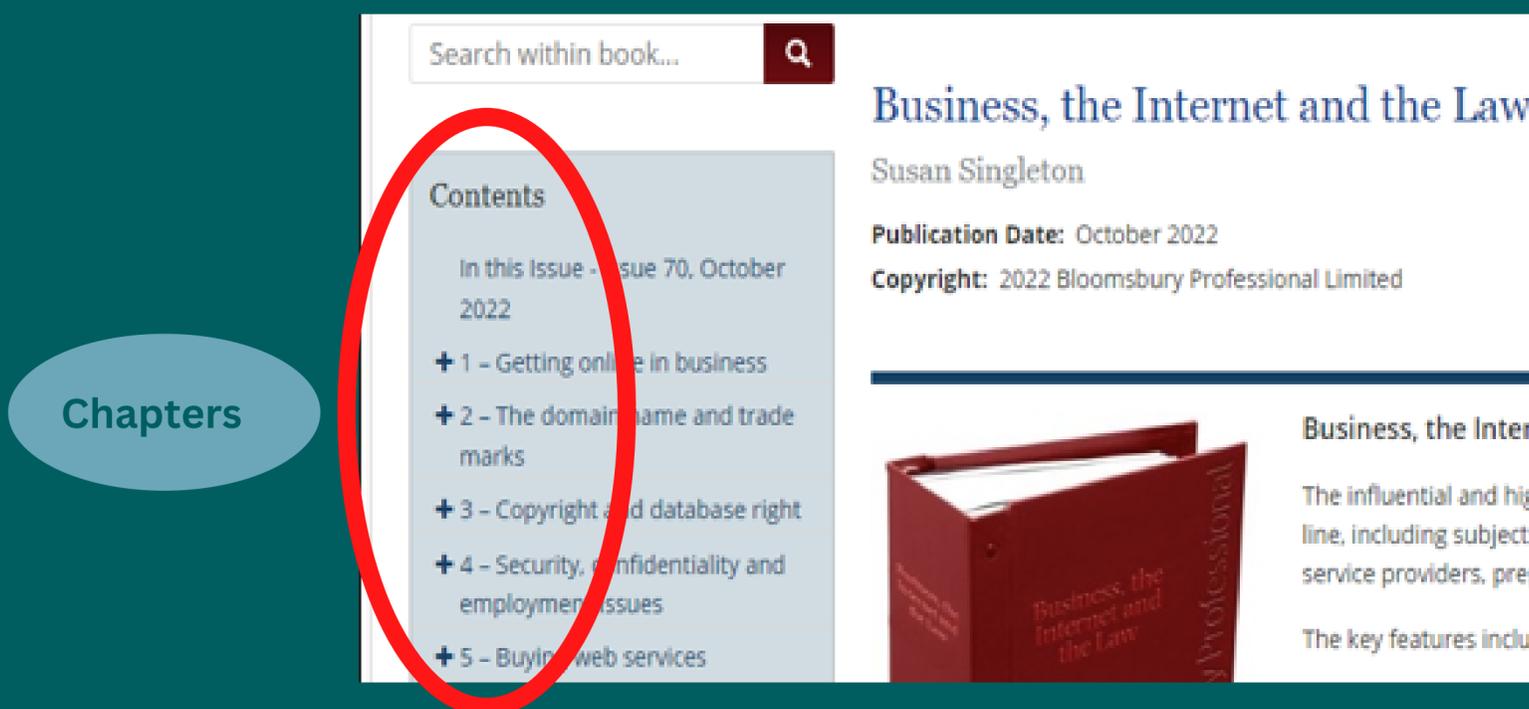
- A. Click into to a particular chapter and page of an eBook
- B. Search for words and phrases within a particular eBook
- C. Search for words and phrases across all the eBooks

A. Click into to a particular chapter and page of an eBook

On the homepage, in the blue column, find into the area of law you are interested in. To get a list of the eBook titles in that area click on the + sign . Then simply click on the title of the book you want.



The blue column now changes to the contents of that particular book and is broken down into chapters



Click on the + beside the chapter to see the subtopics



Now we are in the page of the book. You can go to the next page using 'Next Document'

The screenshot shows a digital book page. On the left is a table of contents with a search bar at the top. The main content area is titled 'Internet fraud and scams' and includes metadata like 'Edited by: Susan Singleton' and 'Publication Date: October 2022'. It features two sections: '4.23' and '4.24'. Navigation buttons for 'Previous Document' and 'Next Document' are visible. An 'Export to Word' button is in the top right corner. Red arrows point from the 'Next Document' button to a callout bubble and from the 'Export to Word' button to another callout bubble.

Next Page

You can also turn this page into a Word document, so you can save it and add your own notes if you wish

In summary, you can read the page of a book, without having to type anything, by clicking on the + to open each section and subsection.

Browse my Content

- Irish Civil Litigation
- Irish Company and Commercial Law
- Irish Criminal Law
- Irish Property Law
- Irish Tax
- Irish Wills and Probate
- Mediation
- Intellectual Property and IT

Mediation

Intellectual Property and IT

Bloomsbury IP/IT Law Briefing

Business, the Internet and the Law

Cyber Security: Law and Guidance

E-contracts

E-Commerce and Convergence: A Guide to the Law of Digital Media

Contents

In this Issue - Issue 70, October 2022

- + 1 – Getting online in business
- + 2 – The domain name and trade marks
- + 3 – Copyright and database right
- + 4 – Security, confidentiality and employment issues

4 – Security, confidentiality and employment issues

Executive summary

E-mails

Standards for security

Internet fraud and scams

Bloomsbury Homepage

Book Titles

Chapters of a book

Pages of the book

B. Search for words and phrases within a particular eBook

Same as before, on the homepage, in the blue column, find into the area of law you are interested in. To get a list of the eBook titles in that area click on the +. Then simply click on the title of the book you want.

The screenshot shows a navigation menu on the left with categories like Irish Civil Litigation, Irish Company and Commercial Law, Irish Criminal Law, and Irish Property Law. Under Irish Property Law, there is a list of eBooks including 'Wylie on Irish Landlord and Tenant Law'. A red arrow points from this title to a search bar in the detailed view of the book. The search bar is labeled 'Search within book...' and has a magnifying glass icon. The detailed view also shows the book's title, author (J.C.W. Wylie), ISBN (9781526522030), edition (Fourth), publisher (Bloomsbury Professional), and law as stated at (1 May 2022). A table of contents is visible, listing sections like Preface, Table of Legislation, and various chapters.

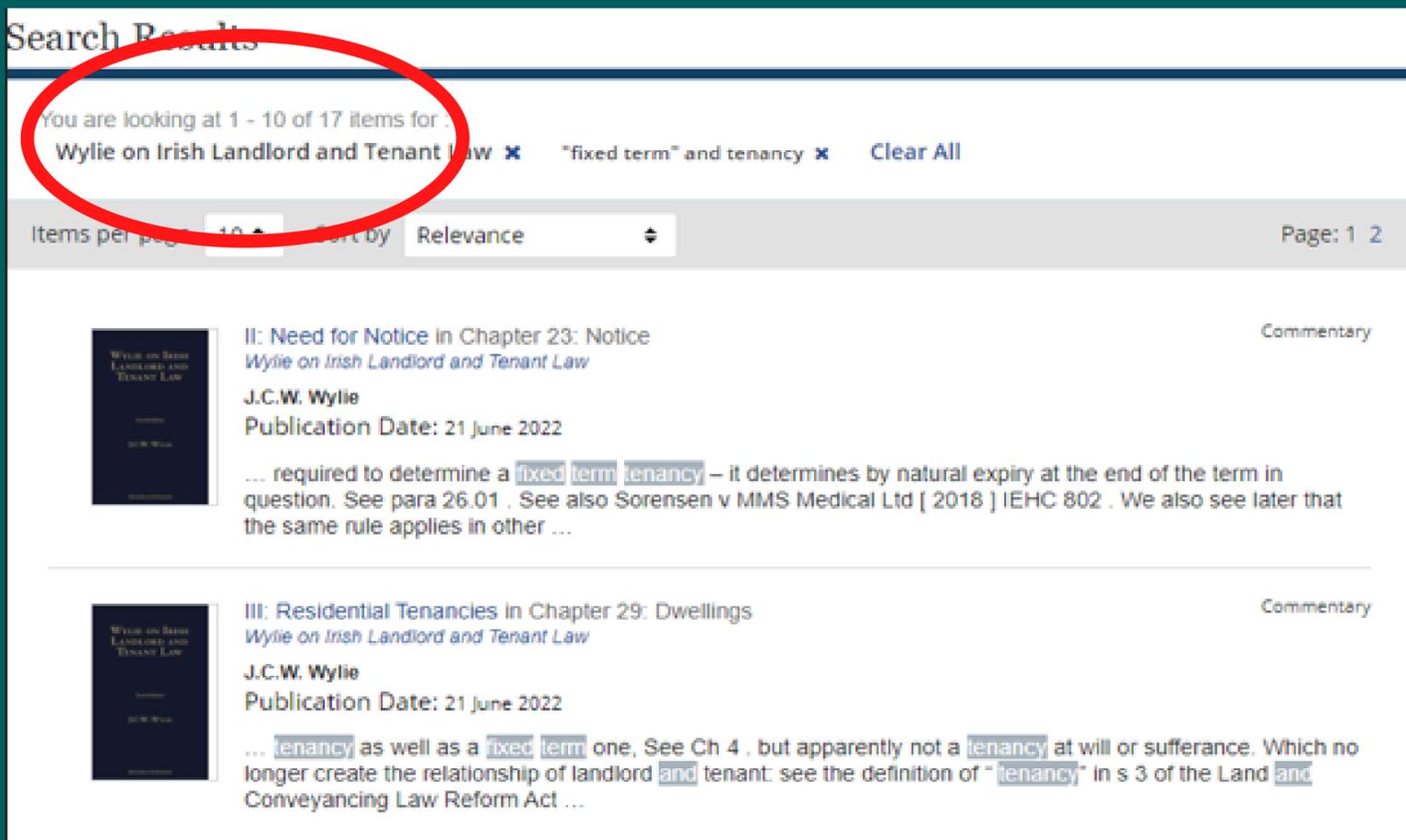
Once you click into any book, 'Search within book' appears above the blue column. Simply type in your search terms. Using a double quotation mark will search for a phrase.

This close-up shows the search bar with the text 'Search within book...' and a magnifying glass icon. The search bar is circled in red.

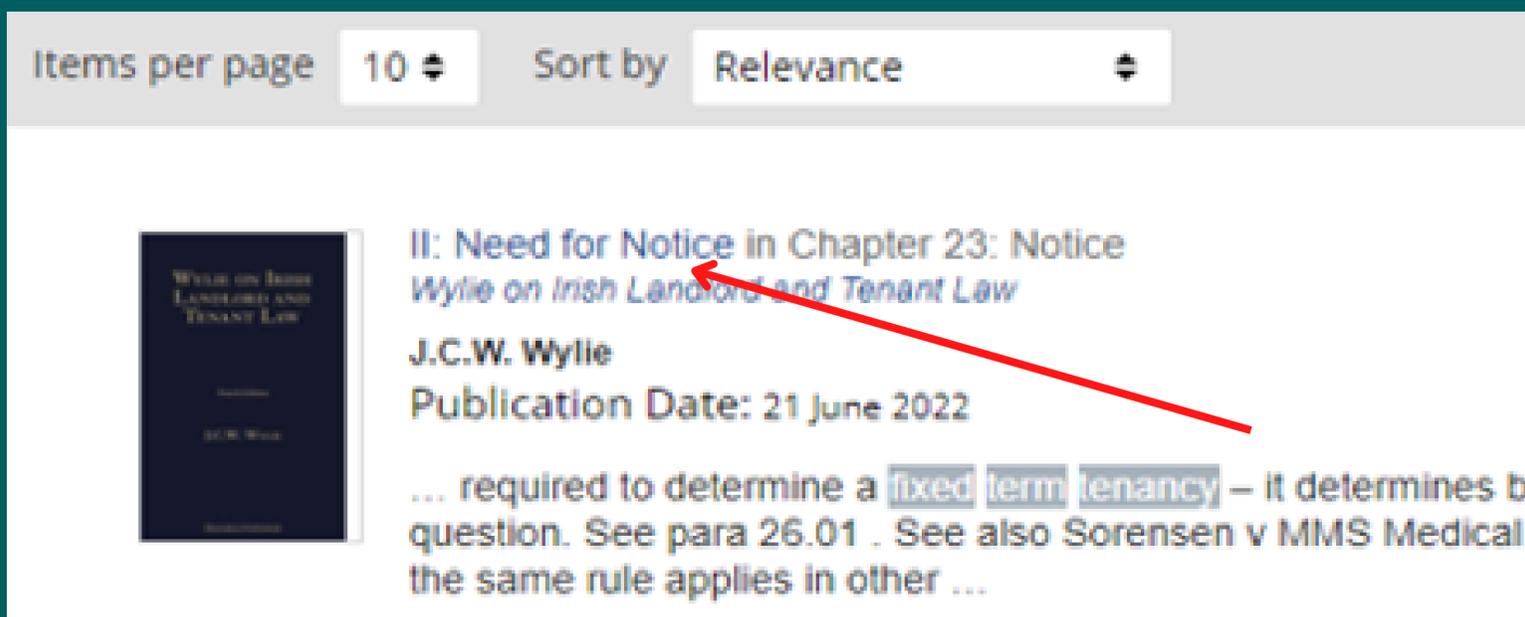
Double quotation mark

This close-up shows the search bar with the search term `"fixed term" and tenancy` entered. A red arrow points from the text 'Double quotation mark' to the first double quote in the search term. The search bar also has a magnifying glass icon.

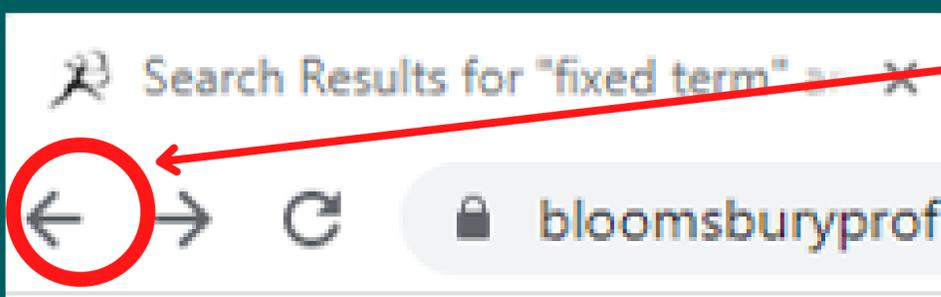
There are 17 references in this book to “fixed term” and tenancy, and they are highlighted in grey on the page in which they appear



Click on any one of these references to go into the page of the book



You can convert the page to a Word document



To go back to the results page, click the back button in the toolbar

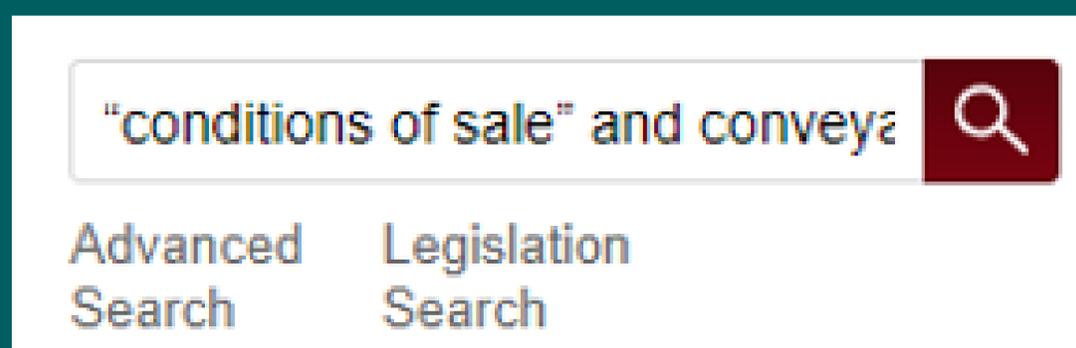
C. Search for words and phrases across all the eBooks

On the homepage the search box for searching across all the Bloomsbury eBooks in one go is in the top right-hand corner.

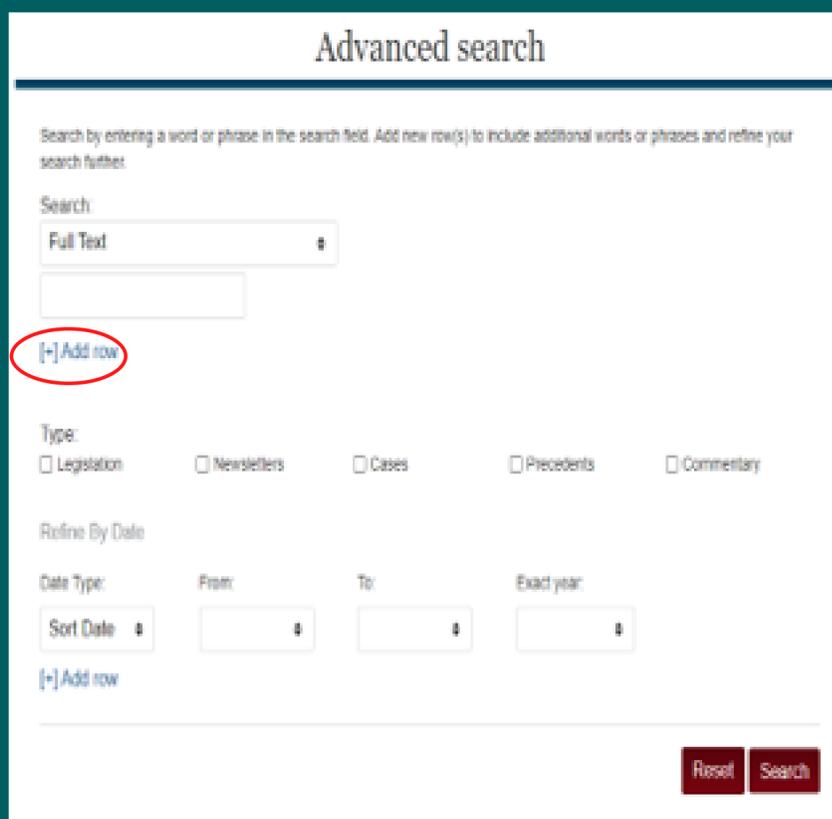
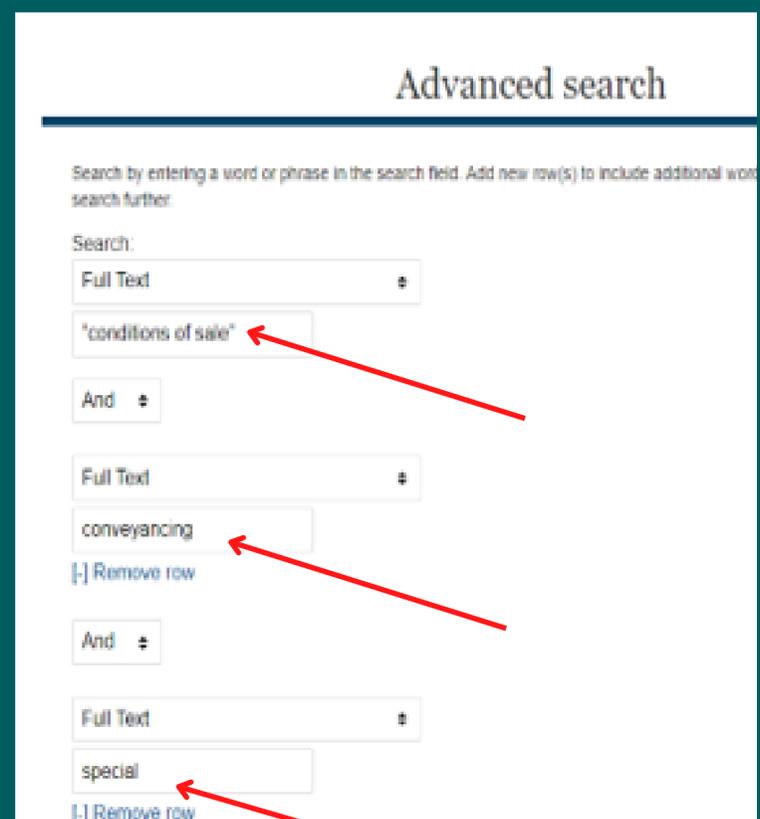
You can use the simple search box, or Advanced Search



“Conditions of sale” and conveyancing and special in the simple search box



The Advanced Search allows you to add more rows if you want to put your search terms in different rows. Press the ‘Search’ button

A screenshot of the Advanced Search page. The page title is "Advanced search". Below the title is a search bar with the text "Full Text" and a magnifying glass icon. Below the search bar is a red circle around the text "[+] Add row". Below the search bar are several checkboxes: "Legislation", "Newsletters", "Cases", "Precedents", and "Commentary". Below the checkboxes are several input fields for "Date Type", "From", "To", and "Exact year". At the bottom right are two buttons: "Reset" and "Search".A screenshot of the Advanced Search page. The page title is "Advanced search". Below the title is a search bar with the text "Full Text" and a magnifying glass icon. Below the search bar are three rows of search terms: "“conditions of sale”", "conveyancing", and "special". Each row has a red arrow pointing to it. Below each row is a link: "[+] Add row", "[+] Remove row", and "[+] Remove row". At the bottom right are two buttons: "Reset" and "Search".

The results page provides a number of options to help you refine the search further

1. You can search for another word or phrase within the results
2. You can pick a specific book the search terms are in
3. You can pick an area of law the results are in
4. You can select a jurisdiction
5. You can refine by years
6. Or you can simply click into a heading on the results page to read the page of the book

The screenshot shows a search results page with the following elements:

- 1**: A search bar labeled "Search within results" with a magnifying glass icon.
- 2**: A "Refine Results" sidebar with expandable categories: "Books" and "Services".
- 3**: A list of law areas under "Services": Irish Civil Litigation (22), Irish Company and Commercial Law (2), Irish Criminal Law (2), Irish Property Law (21), Irish Tax (3), Irish Wills and Probate (2), Mediation (1), Intellectual Property and IT (25), and Other Cyber Law Titles (1).
- 4**: A "Jurisdiction" section with options: Ireland (205), UK (1), and EU (1).
- 5**: A "Date" section with options: 2020 (24) and 2019 (49).
- 6**: The main search results area, showing "Search Results" for "Full Text: 'conditions of sale'". It includes filters for "Items per page" (10) and "Sort by" (Relevance), and a list of search results with book covers and titles like "Update No 19, July 2013 Irish Property Law Update" and "CONDITIONS OF SALE".