DE GRUYTER ONLINE MANUAL

HOW TO NAVIGATE THROUGH OUR WEBSITE

www.degruyter.com

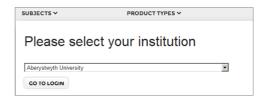
STRUCTURE

- 1. Access
- 2. Subject Areas
- 3. Product Types
 - ▶ Books
- 4. Search
- 5. Share & Recommend
- 6. Personal Settings
 - ▶ Login
 - My De Gruyter Account
- 7. News & Updates
 - ▶ Alerts
 - Newsletter & Social Media

1. ACCESS

INSTITUTIONAL ACCESS

You can access your institutional content through: a) the IP address of your institution,



LINCENSED ACCESS

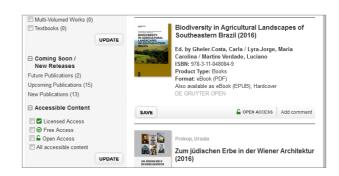
All journals, books and databases acquired by your institution are identified:

- by Licensed Access on the search result page,
- by Access brought to you by your institution on the product page.





The search bar on the left of the website allows you to filter the content that has been **licensed by your institution**.



2. SUBJECT AREAS

You can find an overview of all subject areas at De Gruyter on the left side of the homepage.



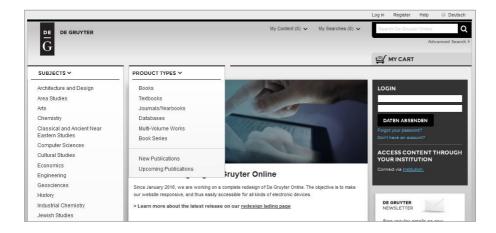
Click on your subject of interest and you will be directed to the **landing page** of the specific subject area.

- You can find the **highlights** of the selected field at the top of each subject area's landing page.
- Narrow your search down to a more specific sub-subject area.



3. PRODUCT TYPES

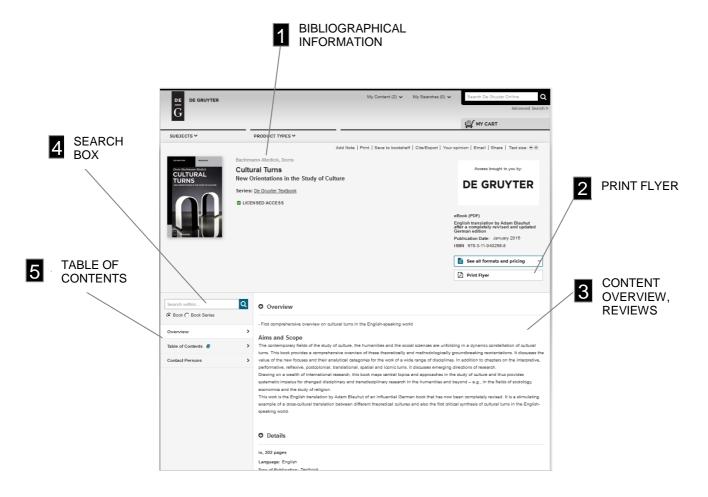
You can filter your search by selecting a product type.



- Books
- Textbooks
- Journals / Yearbooks
- Databases
- Multi-Volume Works
- ► Book Series
- New Publications
- ► Upcoming Publications

BOOKS

You can find all relevant information about each title on every product page.

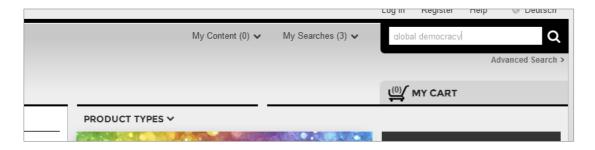


4. SEARCH

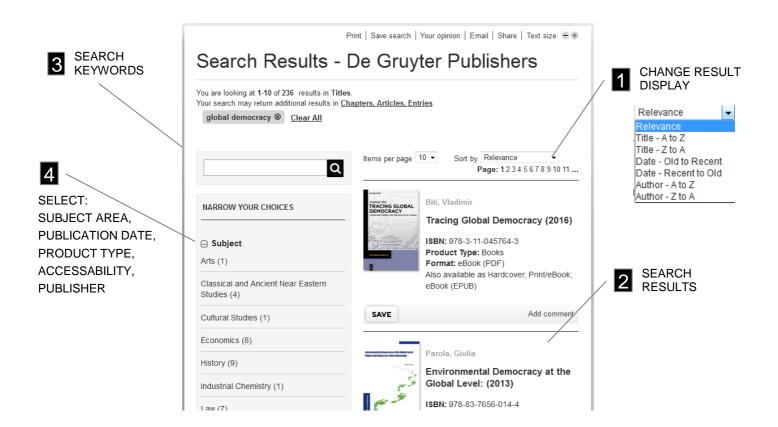
You can find the Search box at the top right of every webpage.

SEARCH EXAMPLE

Keyword: global democracy



SEARCH RESULTS





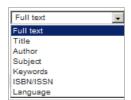
ADVANCED SEARCH

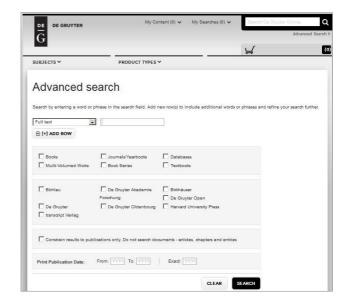
To specify your search, click on Advanced search.

The following criteria can be selected:

- Product type
- Publisher
- Only full text publications
- Publication date

Combined with a drop-down menu.

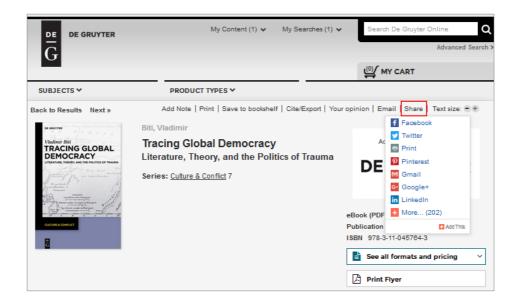




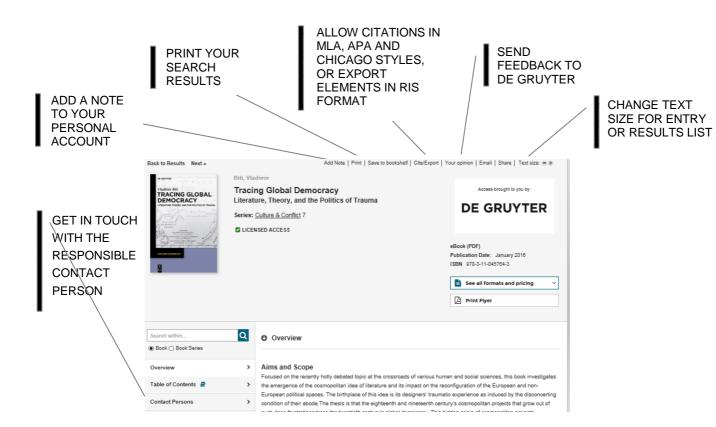
5. SHARE & RECOMMEND

On every product page you can:

- share a book, journal or database on more than 200 social networks,
- recommend the product to your library if the product has not been purchased yet.



GENERAL FUNCTIONS



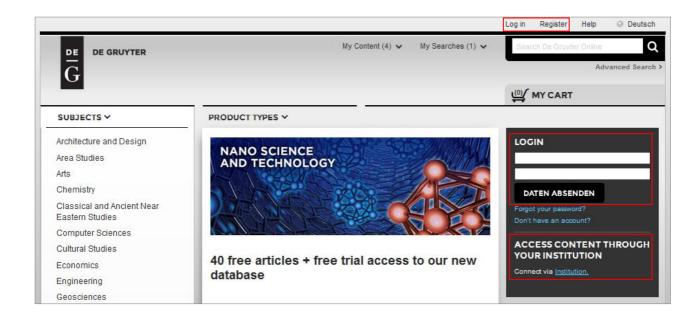


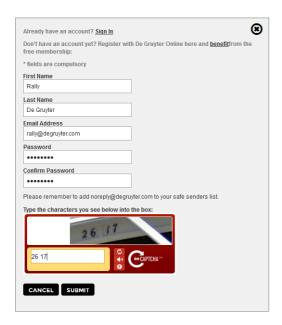
6. PERSONAL SETTINGS

To learn more about the variety of De Gruyter content, you can create your own My De Gruyter Account.

REGISTER

If you don't have an account yet, click Register and follow the instructions to create your own account.





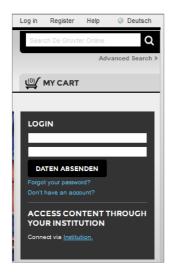
- Enter your **data** in the fields provided.
- ► If you can't read the **CAPTCHA code**, please click the refresh button to receive a new one.
- Click the Submit button and you will receive a confirmation email.

After you have received your email, click on the **confirmation link** to complete your registration.



LOGIN

You have two options to enter your login data.



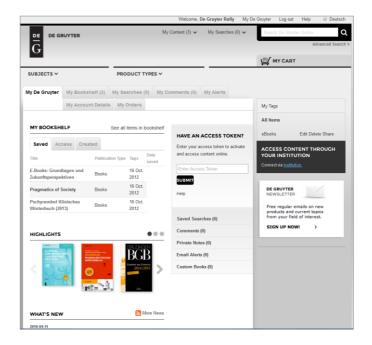
- ► You can find the **Login** button in the header at the top of every page.
- ► Alternatively, you can use the **Login** box on the homepage.

MY DE GRUYTER ACCOUNT

De Gruyter Online offers numerous features you can use to efficiently and easily navigate through the De Gruyter's electronic content.

You can manage your

- ▶ bookshelf,
- searches,
- content you have access to,
- ► alerts,
- account details and orders.



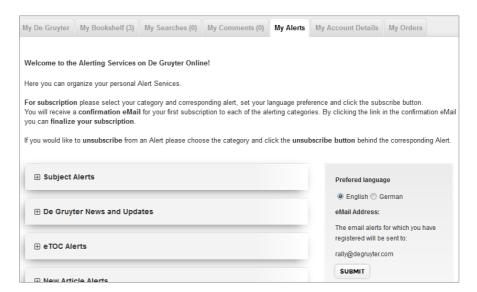
7. NEWS & UPDATES

If you wish to be kept up-to-date, you can subscribe to **De Gruyter Alerts** or follow us on various **social networks**.

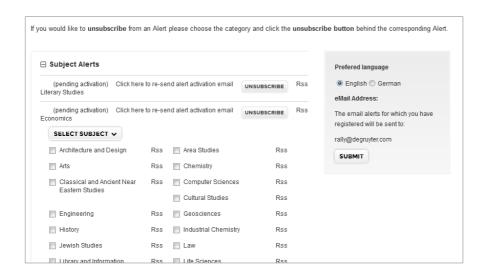
ALERTS

Within your personal account you can subscribe to several kinds of alerts, e.g.:

- subject alerts,
- ▶ eTOC alerts,
- various news and updates.



To subscribe to an alert, just select an alert category and, e.g., a subject area that you are interested in.



NEWSLETTER & SOCIAL MEDIA

You can find information about our social media activities or company news via the corresponding button in the **footer** of the webpage.



