

How to use the Numérique Premium platform?

Welcome to the Numérique Premium platform help pages.

If you are a librarian, refer also to the Librarians' help page where many common questions are answered.

If you cannot find the information you need, please [contact us](#).

FURTHER EXPLORATION

- Use the 'Books', 'Collections' and 'Subjects' tabs at the top of the page to browse the platform's titles by book title, book collection and book subjects
- Use the "Subject" tab to view content by subject area

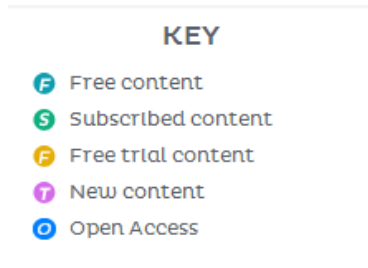
Managing results

- If you would like to save a search, click on 'Save this search' on the Search Results page
- When the 'saved searches' page open, tick the box 'Receive email alerts?' next to the search name if you wish to receive email when new content corresponding to your search is available on the platform.
- You can also add/move the search item to a folder of your choice (you will find the saved search folders if you created some beforehand) below the Search History. To create a search folder, click on the folder icon on the right from the search name and click on 'create new folder', enter the folder name in the pop-up window on top, and click ok.
- To see the saved searches, click on the 'Manage Saved Searches' link in the 'tools' box on the right of the page under 'My Account'.

Viewing, saving and sharing content

- Select content by clicking on its title or cover page and then opening it by clicking on 'Preview' or 'Access full text' link
- You can see the abstract of each book, one part being readable straight away, by clicking on the button 'More description' or 'Less description' to go back to default display.
- You also have access to the book table of contents with all available chapters by clicking on the button 'Table of Contents' on the right of the book display.
- Print or email links to content by using the icons at the foot of the book page
- Click on the social media icons at the foot of the page to share links to your content across your social media networks.
- By clicking to either the author or the publisher name below the book cover image, you will be able to search across the whole catalog by this author or this publisher.

Access Key symbols (*update to come*)



The Access Key symbols (next to the content) denote the level of access that users are entitled to.

- Free content – Free, unrestricted, full text content
- Subscribed content - Normally-restricted content that is available as part of your subscription
- Free trial content – Content that is unrestricted for a trial period
- New content – Content that is newly available as part of your subscription or free trial
- Open access content – Unrestricted content that is available under the Open Access model. Paid for by the author, and free for users

Registration

You do not need to register or log in to explore the NP platform, but if you want access to the full range of services – including setting up free email alerts, and saving searches or favourites – it is recommended. Please refer to our [Registration page](#) for further information.

If you are already a NP user, you can simply use your existing NP username and password to access your personal account on the NP platform.

Create a personal account

1. Click on 'Create an account' under the sign-in area on the right hand side of the page to land on the registration page. Please provide the details requested:
 - Name
 - Email address
 - Country of residence
2. Choose a username and password for your personal account. Note that :
Attention:
 - Username must be unique
 - Username should not contain any spaces or special characters
 - Username and Password must be a minimum of 5 characters
 - Password should contain a combination of letters, numbers and special characters (e.g. @ ! # ?)

It is best to avoid passwords that are easy to guess such as "secret", "password" or "letmein". We also suggest that you avoid using your name or other personal information that is easy to obtain as your password, and avoid using the same password for accounts on different websites. If using a public or shared computer (such as in a library), we recommend that you logout after using the site.

3. Click 'Register'.

Log in to personal account

You can log in by entering your registered username and password into the boxes on the right hand side of each page on the site. Check that you are typing your username and password correctly.

Password reset and username reminder

If you have forgotten your username or password, or are unsure whether you have previously registered on the website, please click 'Login Help' in the Login area.

A pop-up window will appear and you will be able to request a username reminder or password reset.

Do not hesitate to refer to our 'Librarians Help' pages to know more about the usage of Numérique Premium platform.