

From Knowledge to BYTEs™

UDLTheses User Manual

Universe Digital Library

Welcome to UDLTheses

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1. System requirements

The minimum requirements for using UDLTheses services are as follow:

Platforms: can be windows XP, Vista; win 7, Mac 10.5 and others

Browsers: internet Explorer 7, internet Explorer 8, Firefox 3.5/3 and others

Minimum Browser: internet Explorer 6, Firefox 2 *

*using older browsers might reduce site functionalities.

- It should be noted that beta or test browsers are not supported.
- Other browsers or operating systems which are not listed also might support UDLTheses website successfully. UDL technical support might not be able to resolve the problems regarding these browsers or operating systems. The operating systems which are no longer supported by Microsoft are not supported either.

Cookies:

- Some messages passed from a web server to user browser can be stored in a text file called a “cookie”. The UDL platform employs the use of two types of cookies as below:
 - o Session cookies: these are required and must be enabled.
 - o Persistent cookie: these are recommended but not required. These cookies are useful because they store user search result, profile, user name and password, and more.
 - o If you have a subscription to UDL platform but are unable to view contents, make sure that cookies are enabled for the udltheses.com domain in your browser setting.

2. Using the UDLTheses Homepage

First time when user opens <http://www.udltheses.com> , the home page is as shown in following figure.

The screenshot displays the UDLTheses homepage with the following elements:

- Header:** "udltheses Knowledge From Books To Bytes!™" logo on the left. Navigation links: HOME, BROWSE, REFWORK, SUBSCRIPTION, CONTACT US, SIGN IN. Search bar with "Search by Title | Author | Publisher | By Date | Keywords" and a "SEARCH" button. A "Change Color" button is in the top right.
- Left Sidebar:**
 - Content Type:** Dissertation (8172), Theses (Ph.D.) (986), Journal (2007).
 - Subject:** Agriculture (73), Art & Social Sciences (862), Built Environment (9), Business & Accountancy (786), Computer Science & I.T (484), and a "more.." link.
 - Year:** 2010 (100), 2009 (351), 2008 (446), 2007 (1102), 2006 (1069), and a "more.." link.
 - Publisher:** University of Malaya (9165), Addleton Academic Publisher (852), Informing Science Institute (1066).
- Main Content Area:**
 - OVER 10,000 full-text Theses & Dissertations** (with a background image of a museum exhibit).
 - THE COLLABORATION** section featuring the **UNIVERSITY OF MALAYA** logo and the text: "The aim of the project is the long-term preservation and use of digital documents in a safe manner."
 - Top 10 Rangking** section with tabs for "Thesis" and "Dissertation". The "Dissertation" tab is active, showing a list of 10 items:
 - 01 The Tamils of Sri Lankan...
 - 02 A study of the Indian...
 - 03 Selected equity aspects...
 - 04 A biography of William...
 - 05 A study of the Saiva...
 - 06 Pembangunan sosioekonomi...
 - 07 A fuzzy regression model...
 - 08 Import Substitution And...
 - 09 Poverty Among Chinese In...

Figure 1 UDLTheses Home page

For easier explanation of different sections the home page is being divided into four main parts as following figure. Bottom section is shown in another figure,

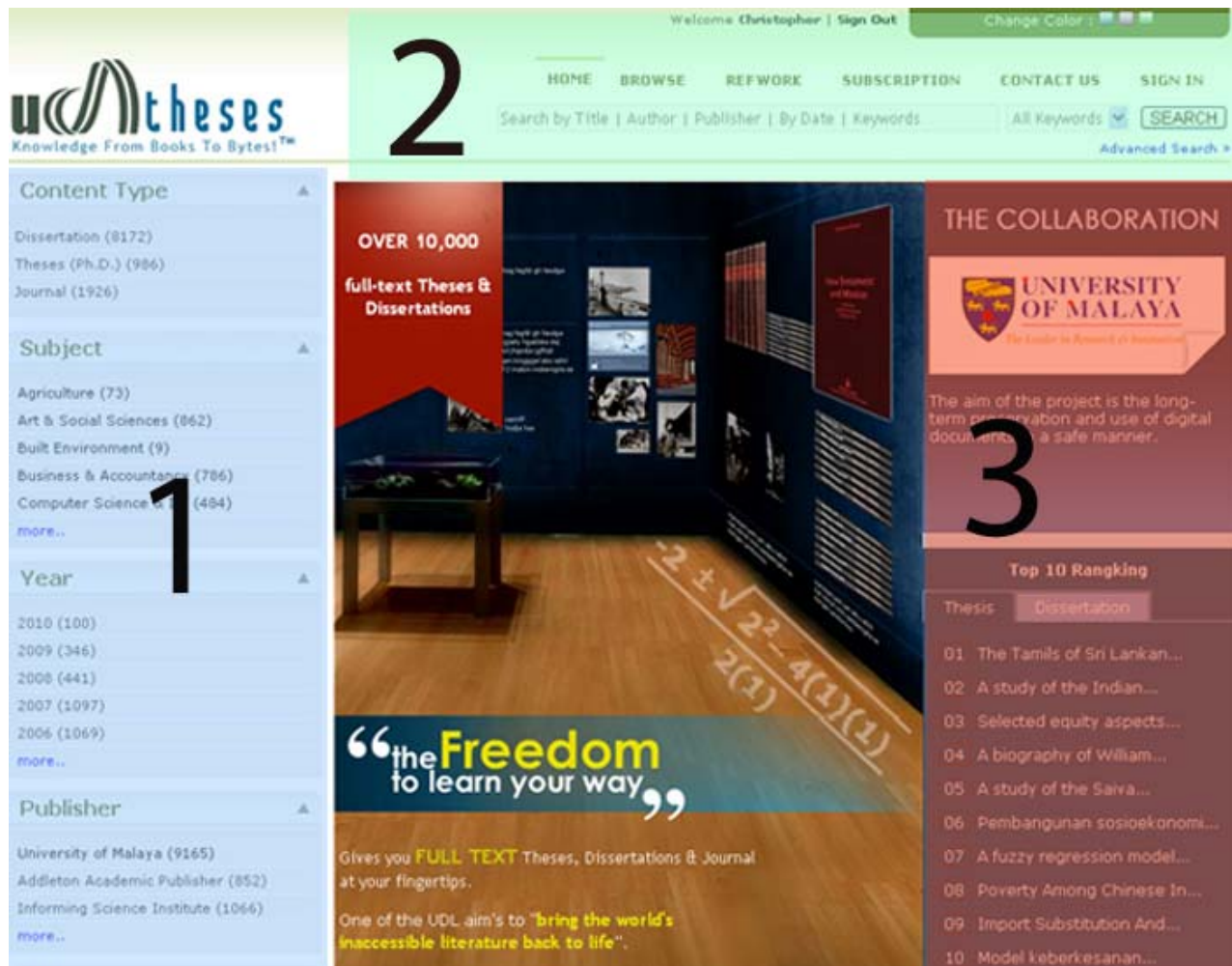


Figure 2 UDLTheses Home page

2.1. Part 1:

This left section of the website helps you to browse documents based on their type, subject, Year and publisher.

2.2. Part 2:

Facilitates easier navigation through website and allows user to register, browse and contact UDLTheses admins. One of most important feature of website is searching box which is located in this part.

Additionally the user may choose preferred color to change the appearance of the website according to his preferences. Rework is another feature which can be found easily in this section.

2.3. Part 3:

Section three which is shown using red color in Figure 2 shows top ranked and most viewed theses, and dissertations. It also contains information about collaboration between Universe Digital Library and other businesses.

2.4. Part 4: links

There are a few important links located in bottom section of website which depending on screen resolutions users might need to scroll down to see the links.

The screenshot displays the homepage of the Universe Digital Library. The header includes a navigation menu with links: HOME, BROWSE, REWORK, SUBSCRIPTION, CONTACT US, and SIGN IN. Below the menu is a search bar with options to search by Title, Author, Publisher, By Date, and Keywords, along with a 'SEARCH' button and a link to 'Advanced Search'.

On the left side, there are three filter menus:

- Content Type**: Dissertation (8172), Theses (Ph.D.) (986), Journal (1926).
- Subject**: Agriculture (73), Art & Social Sciences (862), Built Environment (9), Business & Accountancy (786), Computer Science & I.T (484), and a 'more..' link.
- Year**: 2010 (100), 2009 (346), 2008 (441), 2007 (1097), 2006 (1069), and a 'more..' link.
- Publisher**: University of Malaya (9165), Addleton Academic Publisher (852), Informing Science Institute (1066), and a 'more..' link.
- Language**: Bahasa Malaysia (3090), English (7986), and a 'more..' link.

The main content area features a large banner with the text 'OVER 10,000 full-text Theses & Dissertations' and a quote: 'the Freedom to learn your way'. Below the banner, it states: 'Gives you FULL TEXT Theses, Dissertations & Journal at your fingertips. One of the UDL aim's to "bring the world's inaccessible literature back to life".'

To the right of the banner is a section titled 'THE COLLABORATION' featuring the University of Malaya logo and the text: 'The aim of the project is the long-term preservation and use of digital documents in a safe manner.'

Below this is a 'Top 10 Rangking' section with a table listing the top 10 dissertations:

Thesis	Dissertation
01 The Tamils of Sri Lankan...	
02 A study of the Indian...	
03 Selected equity aspects...	
04 A biography of William...	
05 A study of the Saiva...	
06 Pembangunan sosioekonomi...	
07 A fuzzy regression model...	
08 Poverty Among Chinese In...	
09 Import Substitution And...	
10 Model keberkesanan...	

At the bottom, there is a 'Coming Soon !!!' section with logos for Universiti TUN ABDUL RAZAK, Universiti Malaysia PAHANG, CREAM Construction Research Institute of Malaysia, and Universiti Tun Hussein Onn Malaysia.

The footer contains copyright information: 'Copyright © 2010 Universe Digital Library | Privacy Policy | Terms of Use | Help | Free Titles | Contributor List | Cited By'.

These links as their title indicates directs users to sections such as privacy policy, Terms of use, help section and so on.

There are a few free titles which are available for limited time for

3. How to subscribe?

In order to subscribe for Universe Digital Library services, from homepage user need to click on SUBSCRIPTION link located in top section of home page.

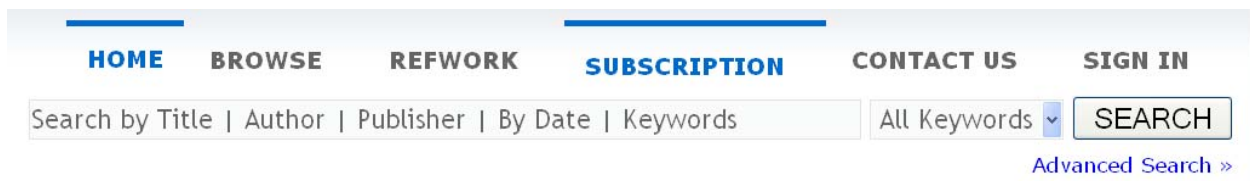


Figure 3

Second step is selecting the Subscription type from available options as shown below, four different types of subscription are available according the user needs and requirements. These options shown more clearly in following figure:

SUBSCRIPTION

Subscription Profile
* Required Field

Subscription Type * : Individual Subscription ▼
Username/Password will send to Email Address after Package Subscribe with Payment to UDLTheses.

Title : [Select] ▼

Name * :

Organization :

Street Address * :

Zip/Postal Code * :

Country * : Malaysia ▼

State/Province * : Kuala Lumpur ▼

City * : [Select State] ▼

Telephone :

Fax :

Email Address * :

Figure 4 subscription Form

After submission and Payment to UDLTheses the Username and Password will send to provided Email Address.

4. Sign In

After subscription, each user can access to UDLTheses services by logging into the website, this can be done by clicking on Sign In link in top section of the homepage.

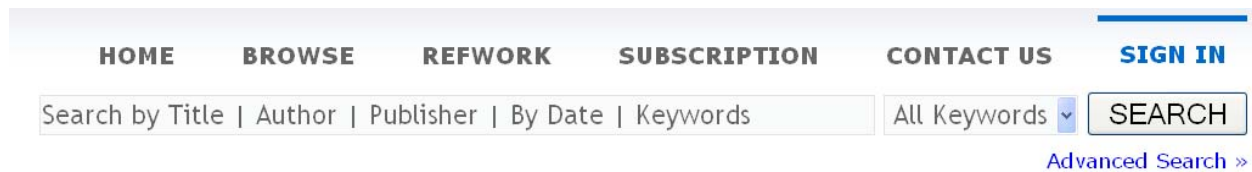


Figure 4

After clicking, user is being directed to login page as shown below:

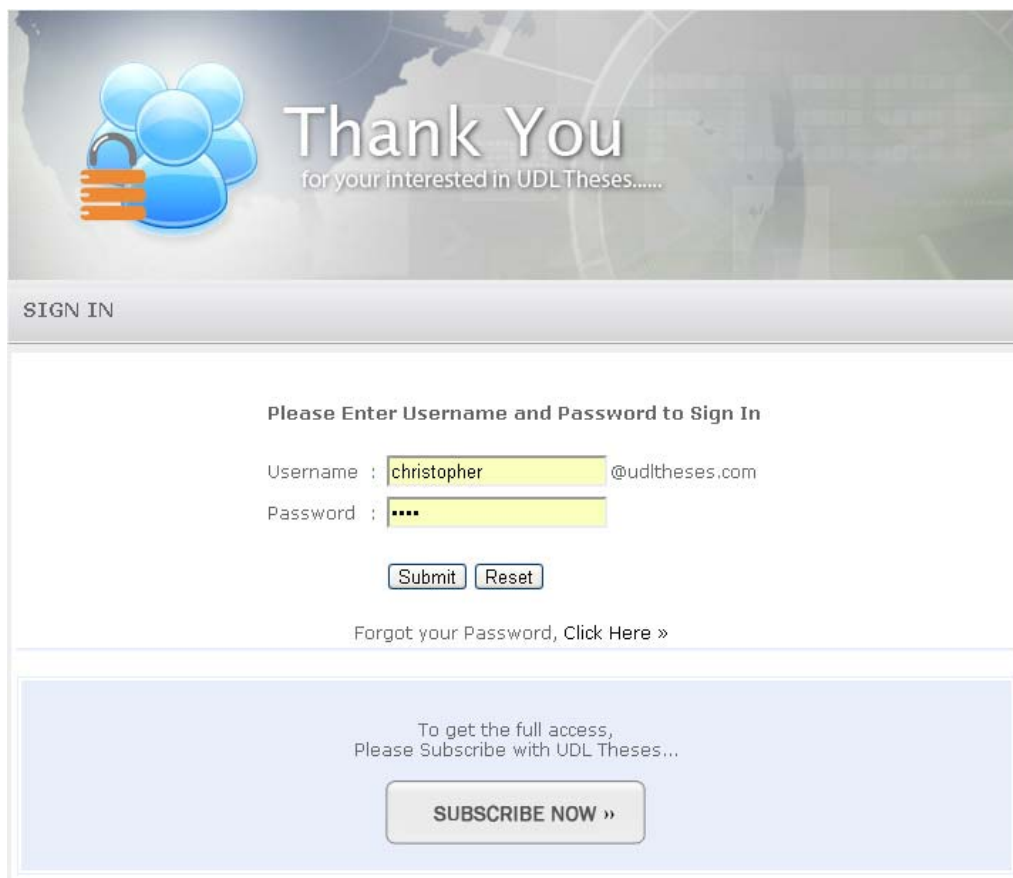


Figure 5

By clicking submit button, the available free titles are being listed for user. However, according to subscription type different contents will be available for different users.

In case that user forgot the password he/she can use “Click Here” Link to release the password. Additionally by using either user name or “subscription ID” user can request new password.



The banner features a blue icon of a group of people with a padlock, symbolizing access or security. The text 'Thank You' is prominently displayed in a large, white, serif font, with 'for your interested in UDL Theses.....' in a smaller, white, sans-serif font below it. The background is a light gray with a faint world map.

FORGOT PASSWORD

Please Enter Detail To Release Password

Option for Password Release :
:
:

Your New Password will send to your Email Address that been registered during subscription. Please make sure Email Address entered below same as Email Address that been registered.

Email Address :

Figure 6

The New Password will send to user Email Address that been registered during subscription. Please make sure Email Address entered below same as Email Address that been registered.

5. Searching for Documents

5.1. Search Options

There are different ways to perform search to find a Specific Journal or theses, first in home page there is a toolbox as shown in following figure which allows user to search for documents by their author, title, publisher, date and keyword.

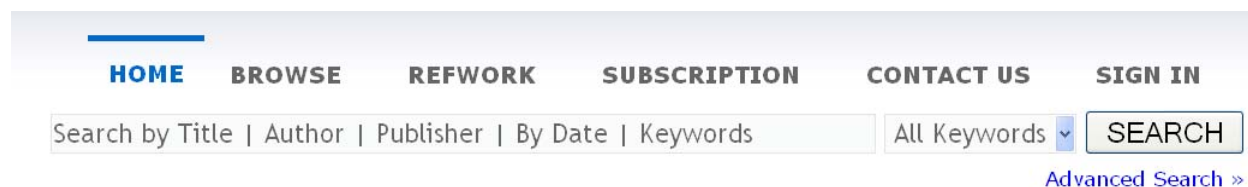


Figure 7

The steps for doing a search are easy. First enter the keyword in provided toolbox, then from drop down list filter the type of entered keyword, for example if selected keyword is an author name , user needs to select “Author” from dropdown list. If all keywords are selected it will search all categories.

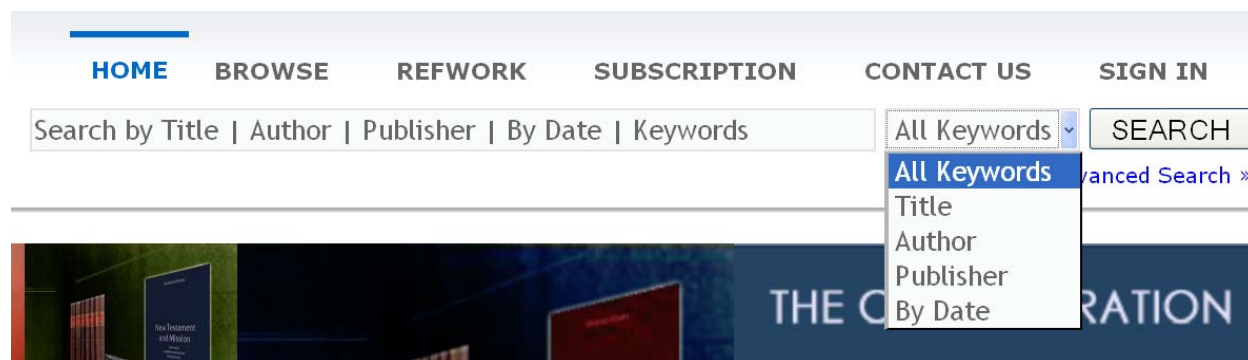


Figure 8 Search options

5.2. Advance Search

For more accurate search result, UDLTheses has an advance search option which helps user identify what exactly should be included in the search. Using advance search user can combine different keywords and restrict the results to specified duration or publisher.

The advance search option can be found in home page, when the link is clicked, it will open following page which facilitates searching by Titles, Author, Subject, publisher, Contents, year, and language.

Additionally for each keyword user can define any of the provided words being included in the search, or excluded using “None of the words” option. By pressing Search button, the search query will be executed and by pressing reset button all textboxes will be cleared.

The screenshot displays the 'ADVANCED SEARCH' interface. At the top, there is a section for 'Keyword (s)' with a text input field and a note: 'Put exact phrases in double quotes'. Below this, there are five rows of search criteria: 'Title', 'Author', 'Subject', 'Publisher', and 'Contents', each with a text input field. To the right of these fields are dropdown menus for selecting search options. The 'Subject' dropdown is open, showing four options: 'All the words', 'Any of the words', 'The exact phrase', and 'None of the words'. The 'Publisher' and 'Contents' dropdowns are set to 'All the words'. Below these fields, there are 'Year' and 'To' input fields, a 'Type' dropdown set to 'All Types', and a 'Language' dropdown set to 'All Languages'. A note below these fields reads: 'Return only items published from e.g 1971 to 1977'. At the bottom, there are 'Search' and 'Reset' buttons.

Figure 9 Advance Search Page

6. Browsing Journal and Book Titles

All UDLTheses documents can be browsed using left sidebar of the homepage, as shown in following figure section one allows user to select the type, year, publisher, language and subject of desired document .

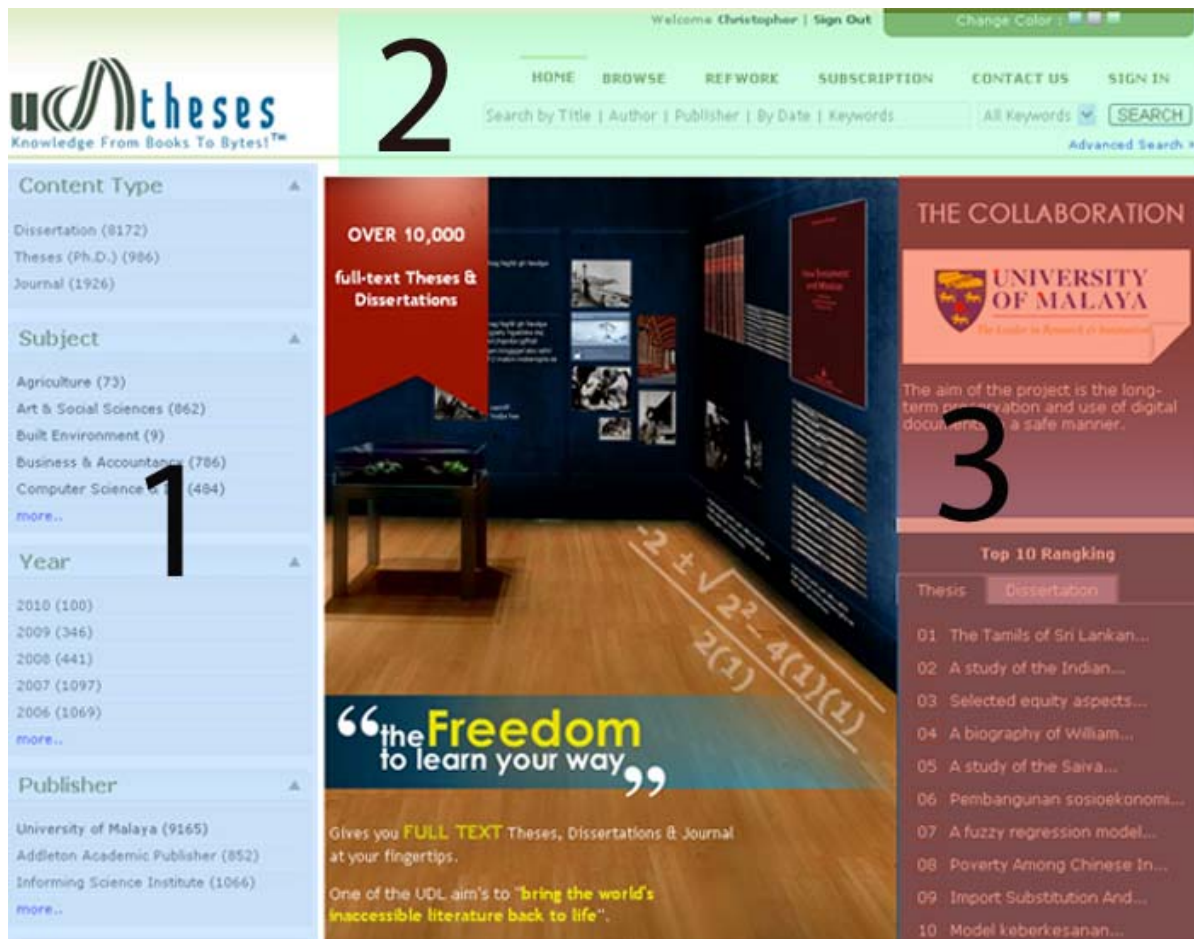


Figure 10

7. Reading @UDLTheses

After logging as a registered user, and When desired document has been selected a new popup window (depending on browser type it might open a new tab window) is being opened. This window has four main parts. First section lists the titles and bookmarks of selected document, part two is the content of the page which has next and previous page buttons in its right and left side.

Third section as shown consists of few buttons which allows jumping to different sections, for example reading, search, bookshelf, bookmark, citation, Rework, and more options which help to view highlights, video contents and image viewer.

And finally the fourth section is navigation and commenting toolbar, this toolbar helps user to go to specific page by entering page number, deleting notes or highlights, zoom in and zoom out and printing functions.

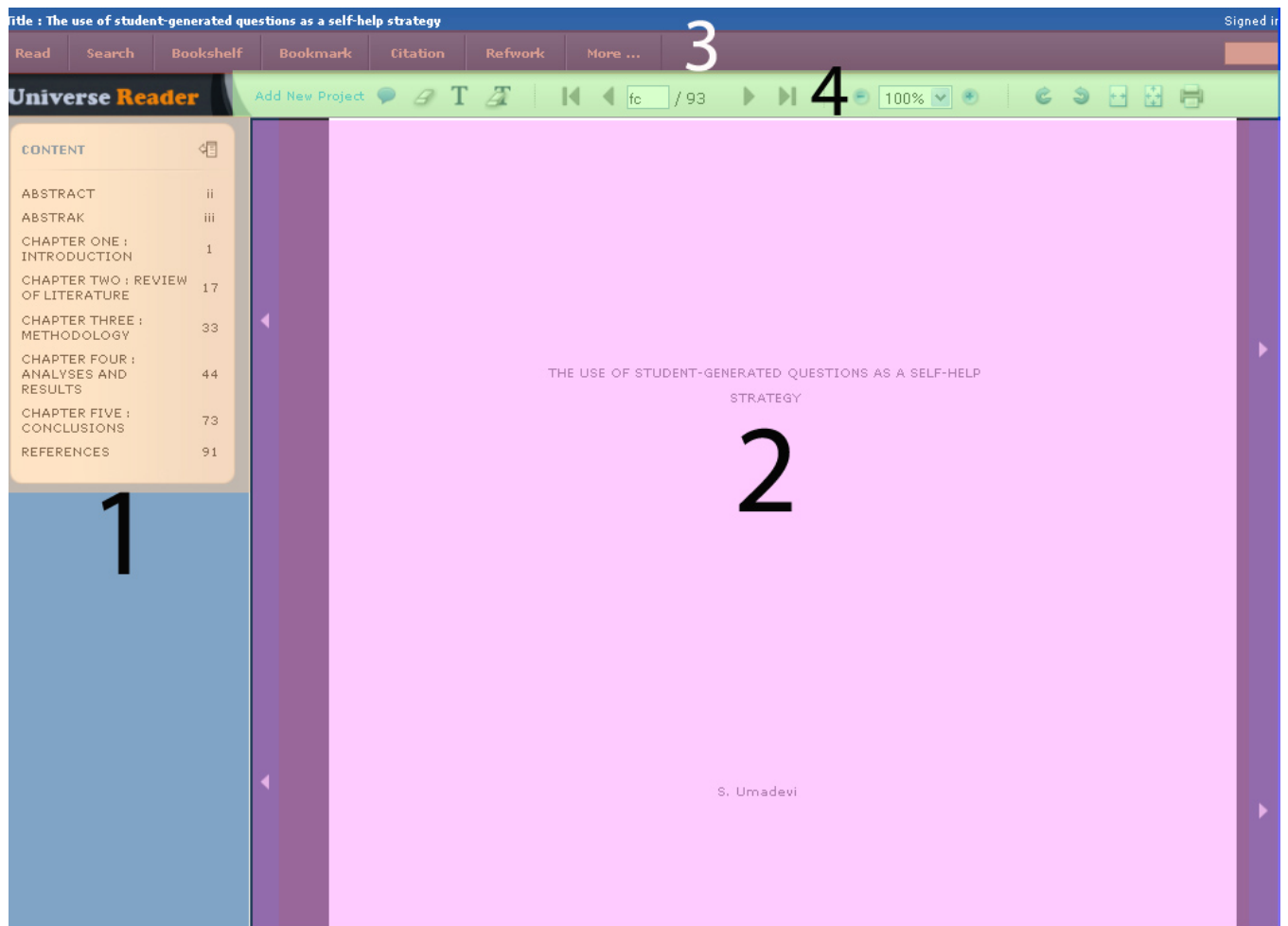


Figure 11 Universe Reader

Toolbar which is shown in green color enables user to print the page, zoom in, zoom out, rotate page, and allows them choose how the page appear on screen, fit to entire screen or only fit to width.

8. Managing and Creating Reading Projects

Reading projects helps user to keep track of his reading activities, commenting, reference works and highlights. Even after finishing the subscription period, user can get access to this info by using the rework link in homepage as shown in figure 15:



Figure 12 Refwork

As it shown in above figure it summarizes all info regarding reading projects and user profile details

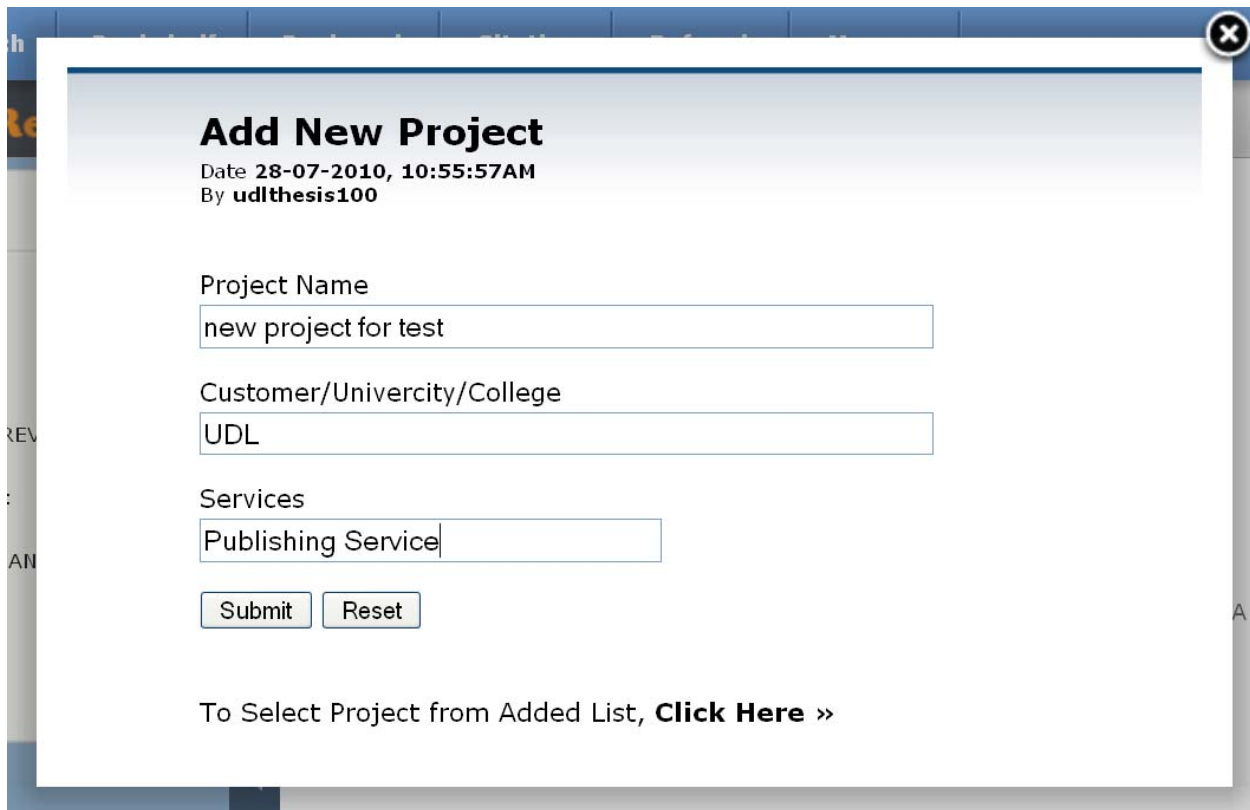
8.1. Creating new project

In order to create a new project, “Add new Project Link” in section 4 toolbar should be clicked:



Figure 13

Then a new popup window will appear which asks for information about new project such as project name, college, university, customer, and service type such as education.



Add New Project
Date 28-07-2010, 10:55:57AM
By udlthesis100

Project Name
new project for test

Customer/Univercity/College
UDL

Services
Publishing Service

To Select Project from Added List, **Click Here >>**

Figure 14 add new project in Universe Reader

When a project is being created it can be selected by clicking “Click Here” link in above mentioned window (Figure 17) which opens following window with a list of created projects.

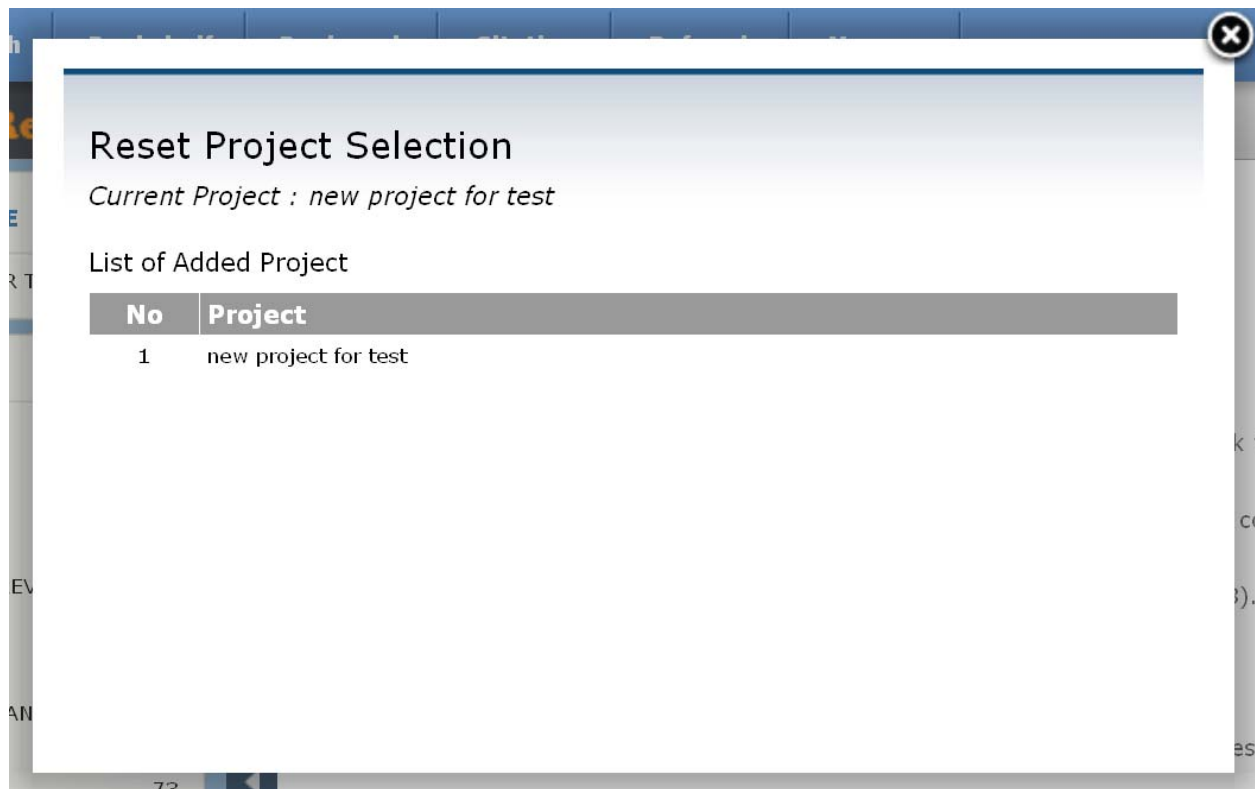


Figure 15

8.2. Adding Highlights/Deleting Highlights

When a project is being added and selected the project title can be seen in left section of window

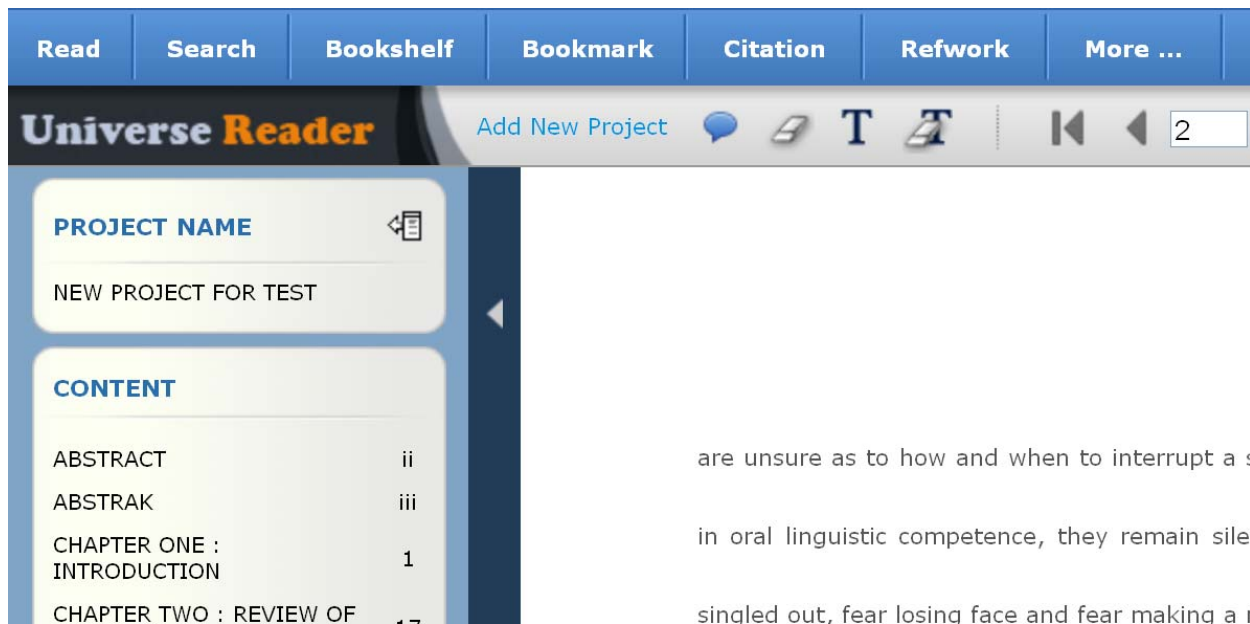


Figure 16

For adding a highlight, first of all user needs to choose color (or use default color) and then selects the texts which needed to be highlighted.

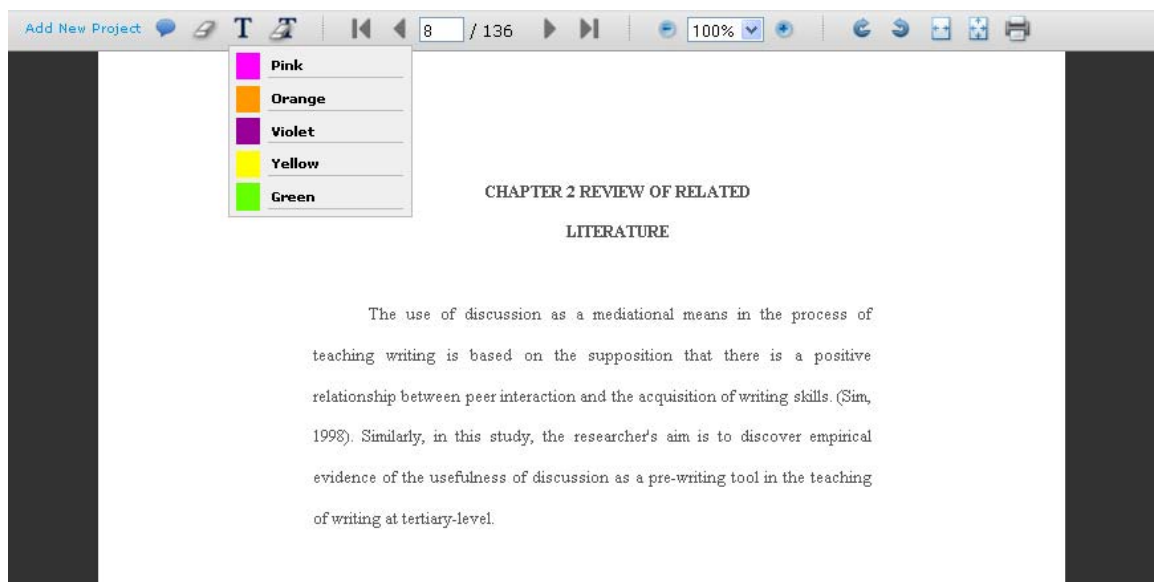


Figure 17

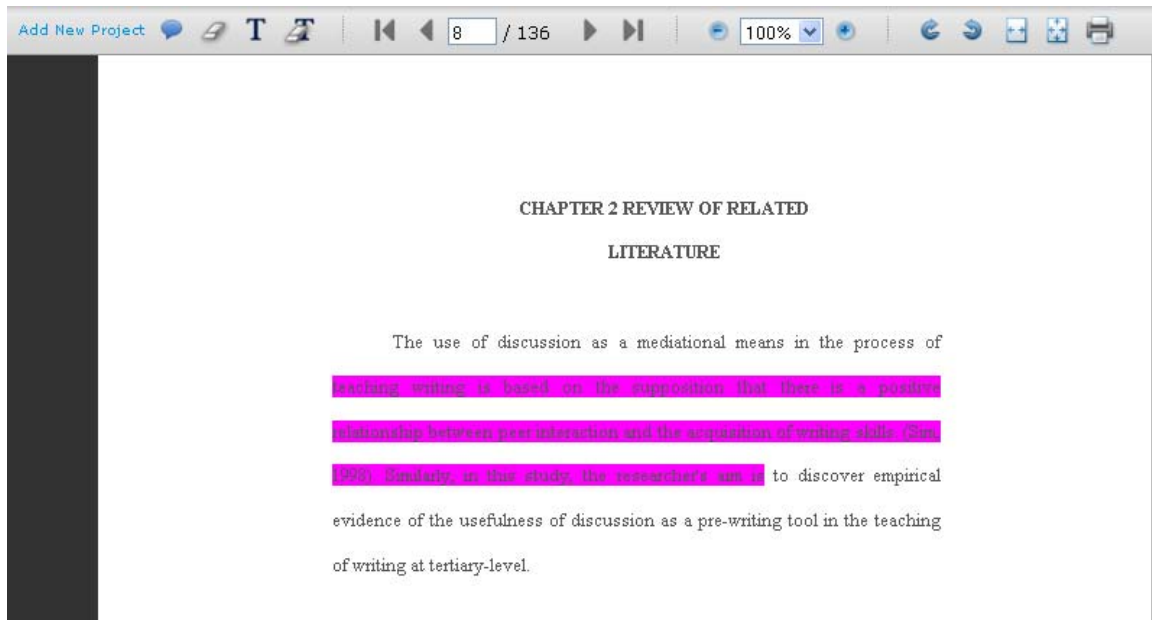


Figure 18

There is an option for deleting highlights as it shown in following figure, user selects this button and then selects which highlight should be removed.



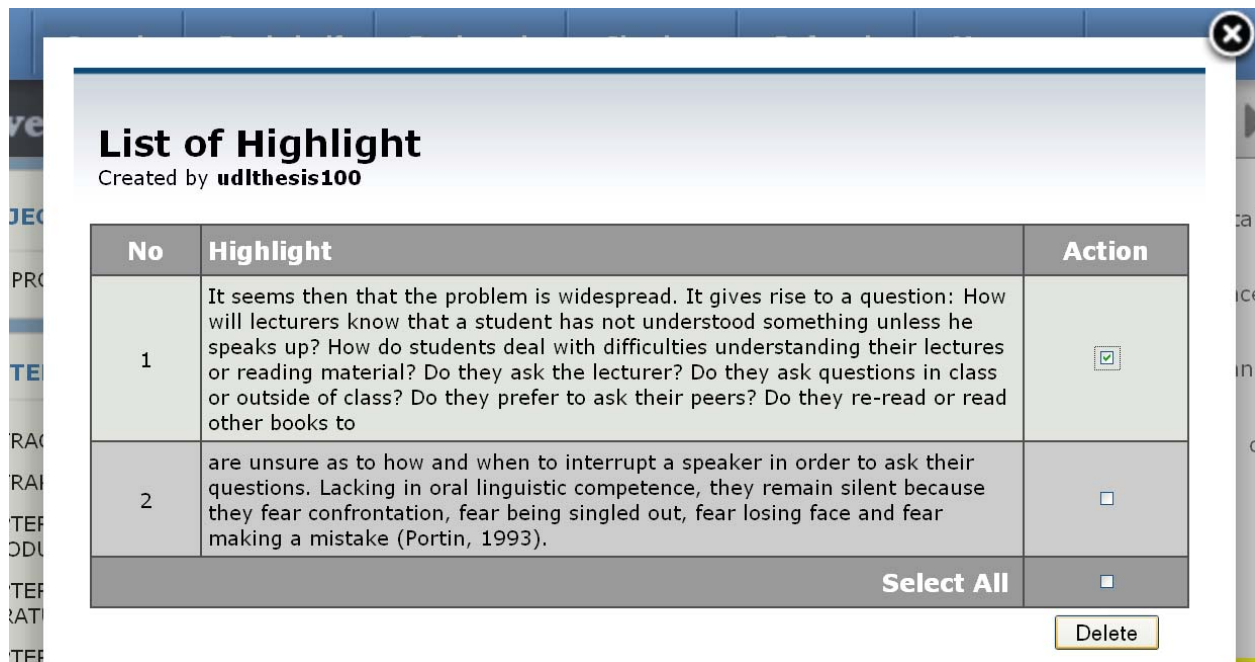


Figure 19 List of highlights

8.3. Adding Notes/Deleting Notes

Adding and removing notes has similar process to adding and removing highlights, user has to select the dialogue symbol highlighted in following figure , Enter Text Note , and select color for displaying note.



Figure 20

Add New Note

Date **28-07-2010, 11:03:33AM**
By **udlthesis100**

Enter Text Note

Choose Color for the Note

Add Note

Reset

Figure 21 add note Dialogue

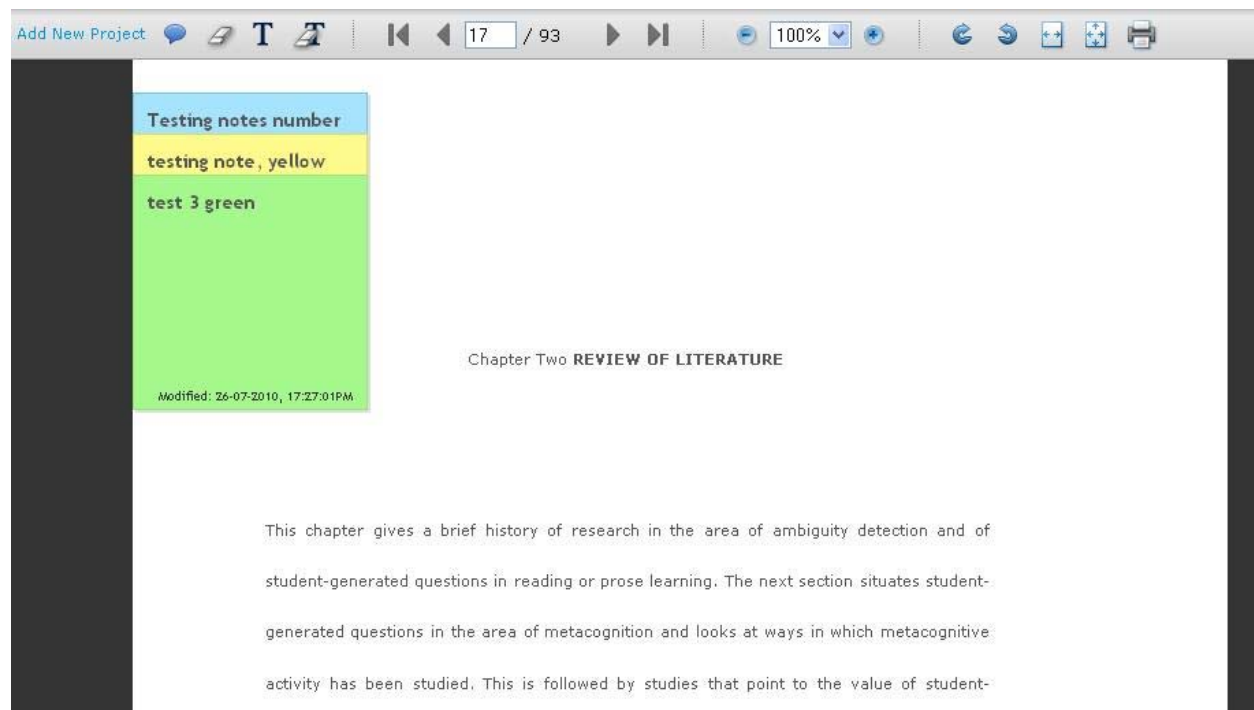


Figure 22 :note has been added to document

Using universe reader user can move and place notes anywhere on the screen as shown in following figure:

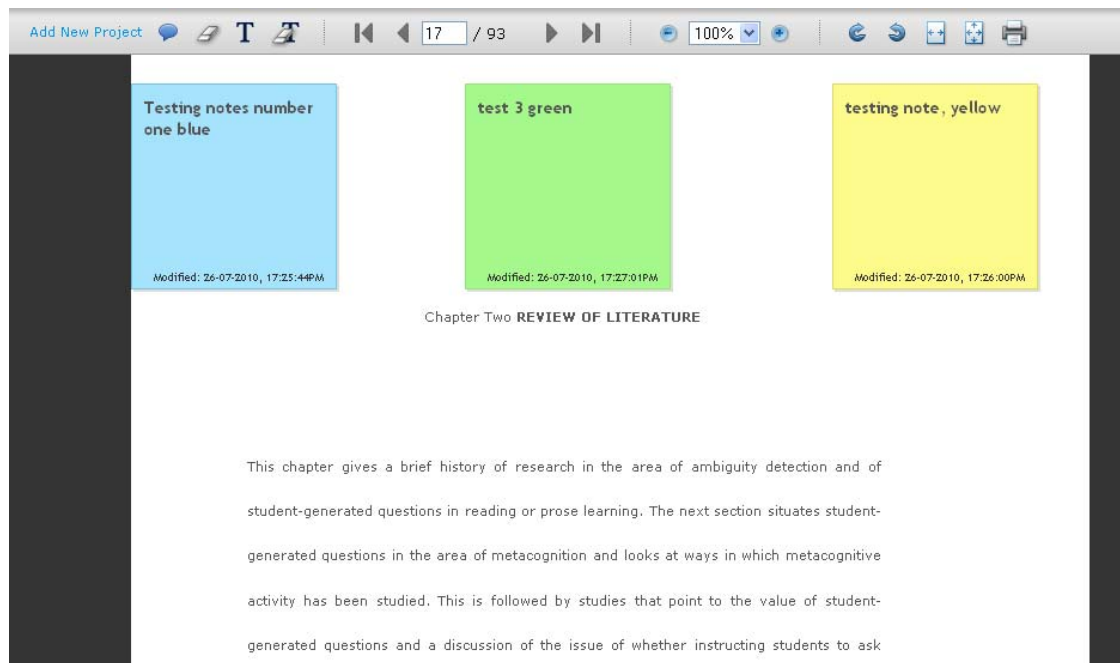


Figure 23 moving notes.

List of Notes

Created by **udlthesis100**

No	Notes	Action
1	note 1	☐
2	note 3	☐
3	note 3	☐
4	note 3	☐
Select All		☐

** To Edit Note please click on the Notes

Delete

Figure 24 Delete Note Dialogue

8.4. Bookmarks

Bookmarks enable the user to add specific document in his/her list to get easier access to that document whenever he wants. In order to bookmark a document, while document is open, user need to select bookmark option from top toolbar; by doing so the following window appears:

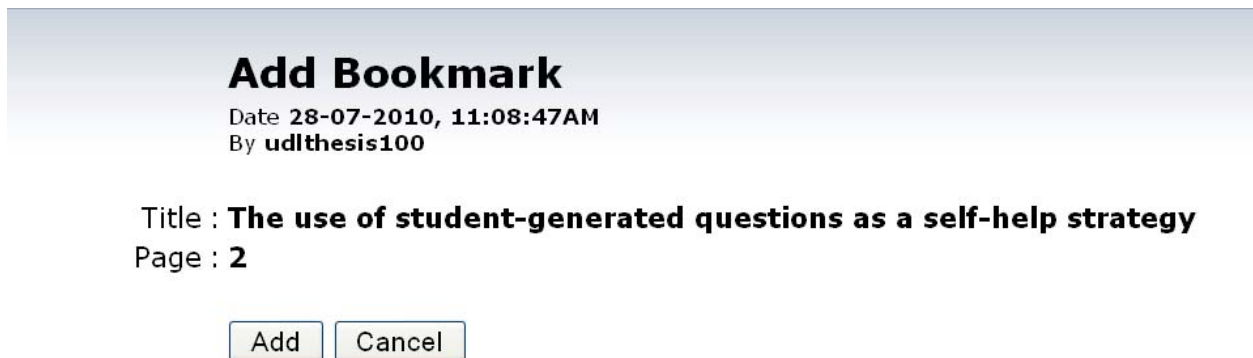


Figure 25 adding bookmark

By pressing add the document is being added to user bookmarks and can be accessed from bookmark section in rework page.

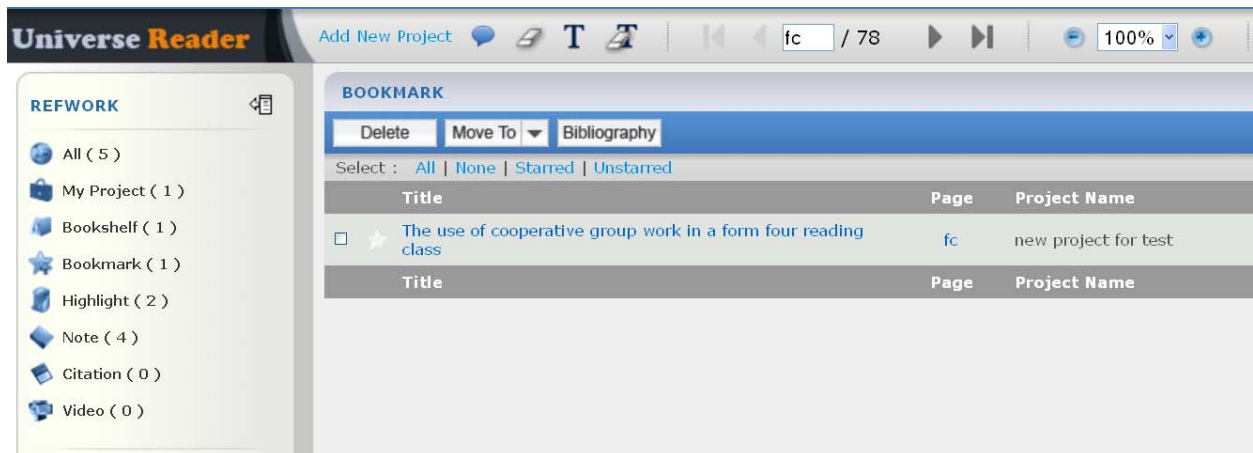


Figure 26

8.5. Refwork

One of most important sections of universe reader is managing user selected texts and notes and organizing user selected graphs, tables, and multimedia contents.

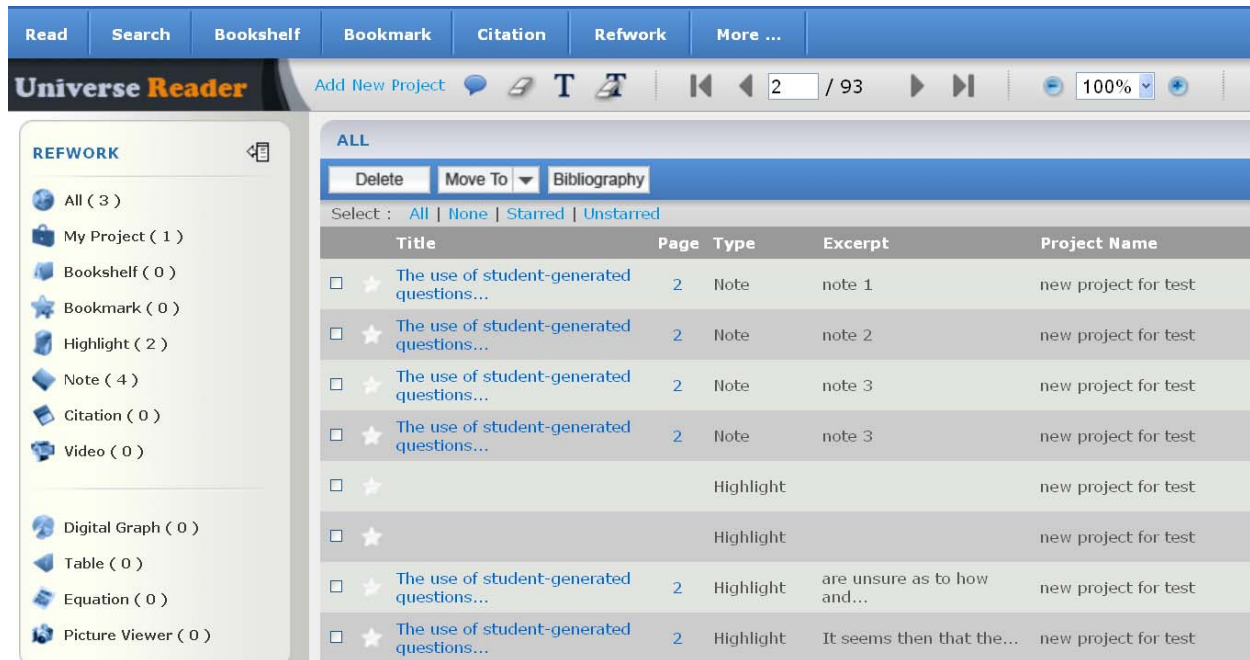


Figure 27

This section stores all information regarding user's research or reading projects.

8.6. Bookshelf

Bookshelf allows user to add desired documents to their bookshelf and get access to those document from their refwork section.

For adding a new document, while reading a document user needs to select bookshelf option from top toolbar and press add button.

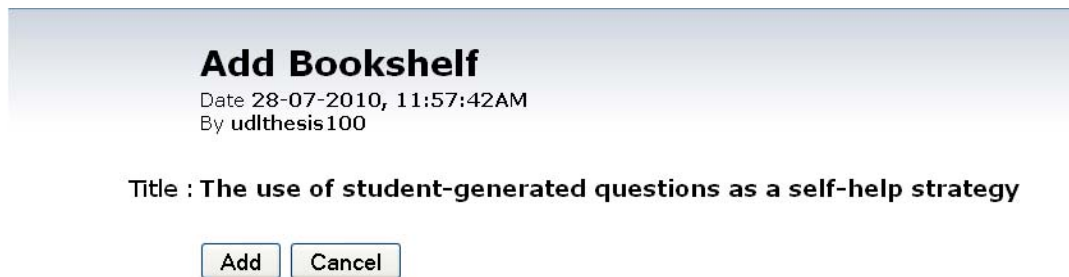


Figure 28

For accessing bookshelf, user needs to click on rework and then selects the bookshelf option from left panel.

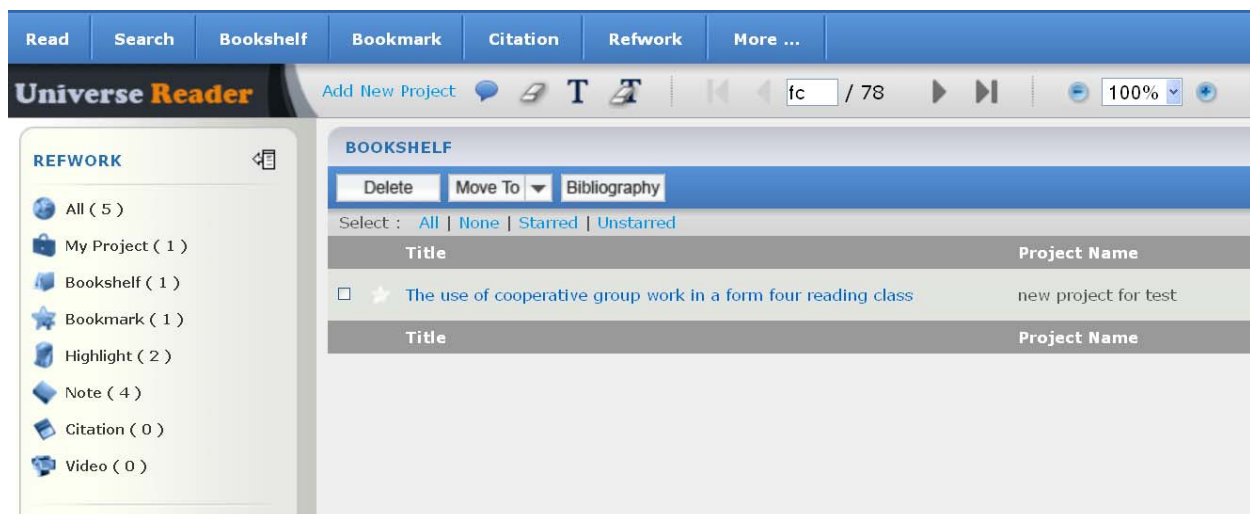


Figure 29

There is delete button which enables deleting a document from the shelf.

8.7. Search a keyword inside a document

There is a toolbox which allows user to search for specific keyword in the text; in order to perform a search user needs to key in search keyword and press the orange icon to run the search.



Figure 30

When the search is executed the result shows which pages include the provided keyword and list them.

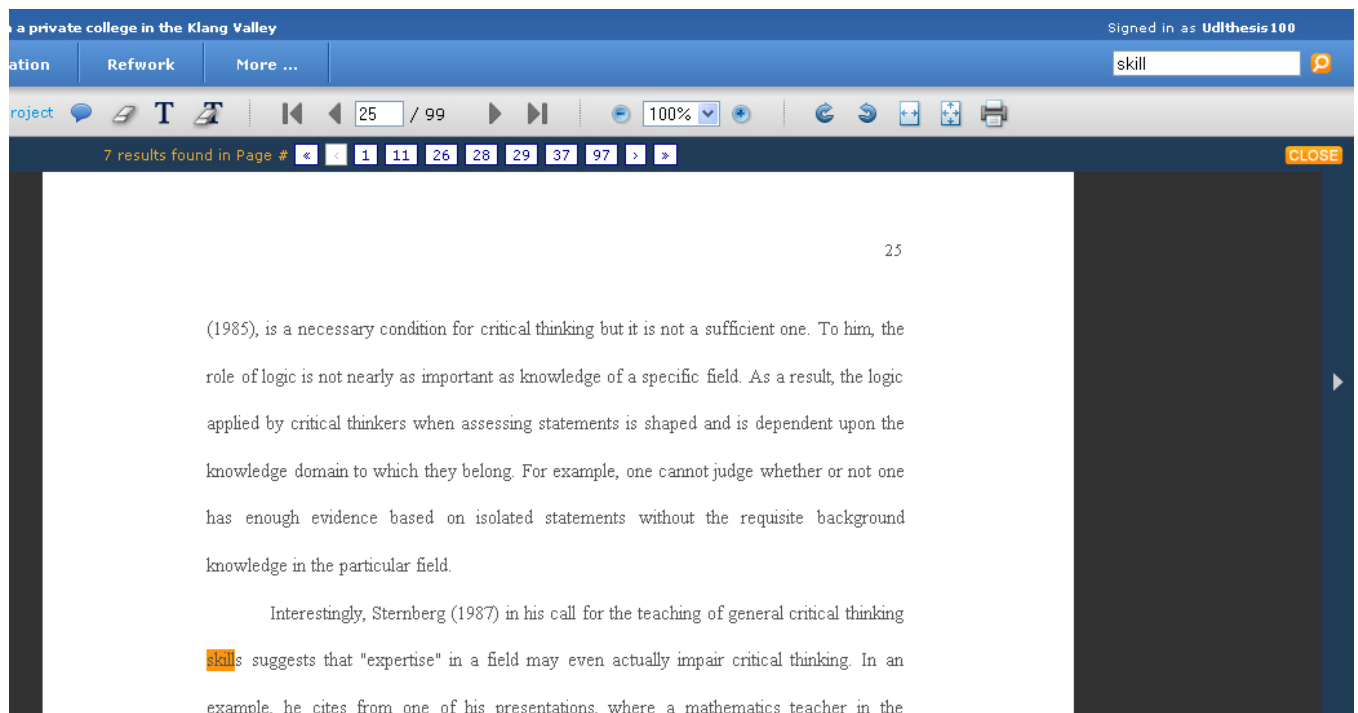


Figure 31 search result

8.8. Search a keyword in database

There is a search option available in universe reader which enables user to search for specific keyword in the database, in order to perform a search user needs to click in search button, input the keyword and press the search button. The result is being displayed similar to following figure; the user can browse result by clicking on each of them.

Search

Search Term :

52 results found

From Tailored Databases to Wikis: Using Emerging Technologies to Work Together More...
 By: Amanda Regolini Frédéric Berger Emmanuelle Jannès-Ober Luuk Dorren © 2008 Informing Science Institute

A study of motivation to work and job satisfaction of executives at Tenaga Nasional...
 By: Lee Teck Hock © 1994 University of Malaya

Work stress faced by Malaysian secondary school teachers
 By: Gan Song Chong © 1998 University of Malaya

Tense errors in the written work of Malay ESL students
 By: Beatrise Fernandez a/p A M Fernandez © 2003 University of Malaya

A case study of factors causing stress to managers and executives at work
 By: Thi Lip Sam © 1998 University of Malaya

WORK MOTIVATION AND SOME CORRELATES AS PERCEIVED BY PRIVATE SECTOR WORKERS IN...
 By: © 1999 University of the Punjab

Figure 32 search a document in Universe Reader

8.9. Citations

The citation option provides user with easier research writing, when they select a text, then choose citation option in top banner and choose the style as shown in following figures.

Citation

Date 28-07-2010, 12:06:57PM
 By udlthesis100

Citation Style

Note : If text is selected, it will be included as a quote with the citation

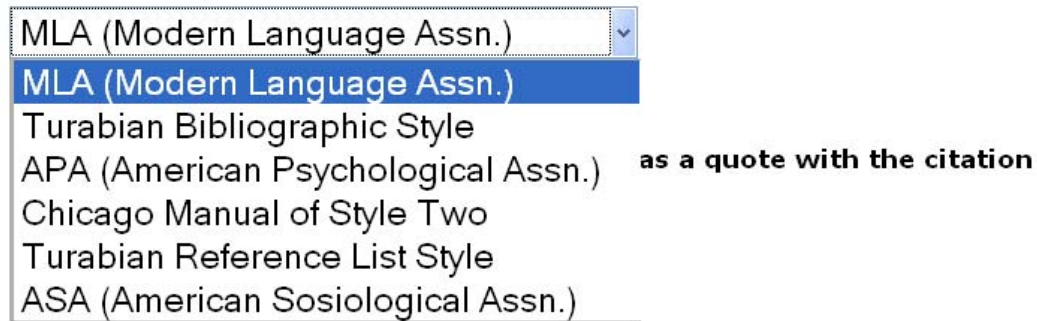
Figure 33

Citation

Date 28-07-2010, 12:06:57PM

By udlthesis100

Citation Style



MLA (Modern Language Assn.)

MLA (Modern Language Assn.)

Turabian Bibliographic Style

APA (American Psychological Assn.) as a quote with the citation

Chicago Manual of Style Two

Turabian Reference List Style

ASA (American Sociological Assn.)

Figure 34

The result will be selected text with applied citation format.

Citation

S. Umadevi (1998). The use of student-generated questions as a self-help strategy. Dissertation. University of Malaya (Pp)

Figure 35 output

8.10. Bibliography

Each user defined project can be used to create a complete bibliography of used references. In order to create the bibliography user needs to select rework and then choose project (or documents within the project) and then select bibliography as shown below:

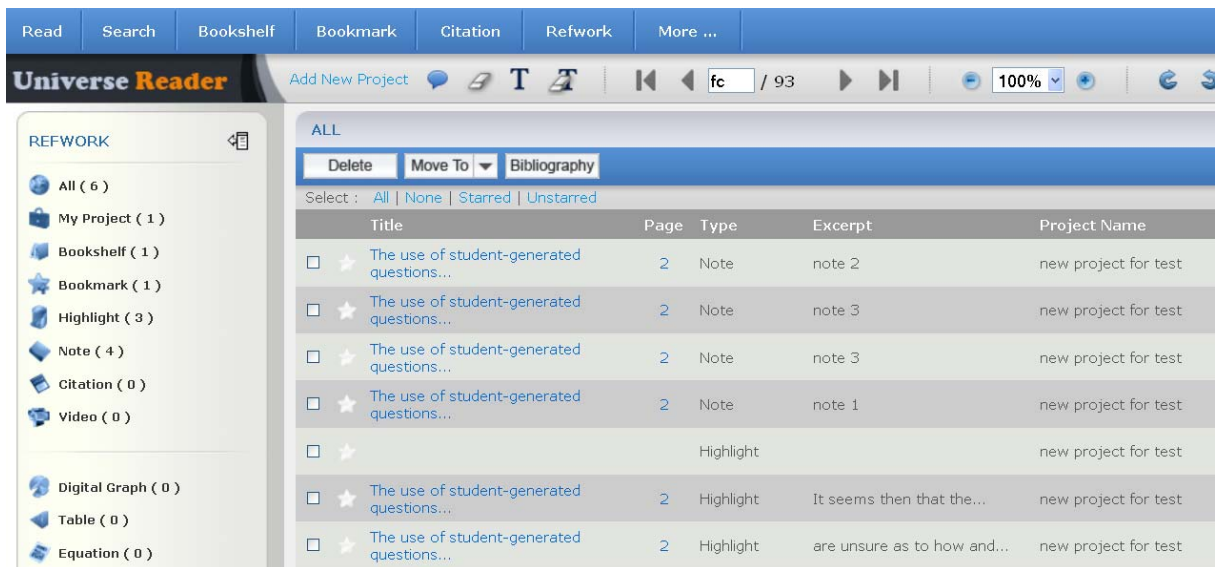


Figure 36

And the result is similar to following figure:

Bibliography

Your bibliography is below. Copy and Paste it into your paper
Be sure to verify the accuracy of the bibliography style



Karen Freeman (2004). Factors affecting critical thinking skills of journalism students in a private college in the Klang Valley. Dissertation. University of Malaya (Pp 25)

Lin Siew Fong (2001). Role of discussions on the writing process of tertiary-level students. Dissertation. University of Malaya (Pp 8)

Figure 37 bibliography

As it shown the created bibliography can be exported in different formats such as pdf, word and send to printer.

8.11. Move items from one project to another

Another option available in universe reader is that user can move one note, or highlight from one project to another by selecting move option in rework section. In order to achieve this goal user first need to select the item (highlight/note) from the list and then use the dropdown list to select the destination project.

ALL							
Delete		Move To ▼	Bibliography				
Select : All							
	Ti	udl	Page	Type	Excerpt	Project Name	
☐	★	Fa	udl2	25	Note	45445	udl
☒	★	Role of discussions on the writing...		8	Note	test fo UDL theses	udl
☐	★	Role of discussions on the writing...		fc	Highlight	OLE OF DISCUSSIONS ON...	udl
☐	★	Role of discussions on the writing...		fc	Highlight	MASTER OF EDUCATION...	udl
☐	★	Role of discussions on the writing...		fc	Highlight	ROLE OF DISCUSSIONS ON	udl
☐	★	Role of discussions on the writing...		fc	Highlight	ERTIARY-LEVEL STUDENTS	udl
☐	★	Role of discussions on the writing...		8	Highlight	The use of discussion as...	udl
☐	★	Role of discussions on the writing...		8	Highlight	g writing is based on...	udl
☐	★				Highlight		udl
☐	★				Highlight		udl

Figure 38

9. Personalizing UDLTheses

The UDLTheses home page offers three different colors for making the feel and look a little bit more personalized according the user preference.



Figure 39 change color to pink



Figure 40 change the color to green



Figure 41 change the color to default color