



## **Taylor & Francis eBooks - DRM-Protected eBooks User Guide**

Information on how to use and what to expect when using the DRM-Protected eBooks available on the Taylor & Francis Group's institutional eBook platform T&F eBooks ([www.taylorfrancis.com](http://www.taylorfrancis.com)).

### **What is DRM?**

DRM stands for Digital Rights Management. DRM-Protected eBooks are eBooks with some restrictions on the file or its viewing, etc. DRM-Free eBooks are eBooks with no restrictions on the number of simultaneous accesses, PDF downloads, printing, etc.

### **Features of DRM-Protected eBooks**

#### **1. Reading PDF Online**

The PDFs can be viewed in an online reader, which opens when you click on "Read Online". You do not need to install any special software to use this service, which can only be used to view the PDFs online. However, you will need to create an individual account and log in to Taylor & Francis eBooks to use functions other than online reading (printing, copying, accessing saved titles). See page 3 for instructions on how to create an individual account. For instructions on how to create an individual account, please see page 3.

#### **2. User Concurrency**

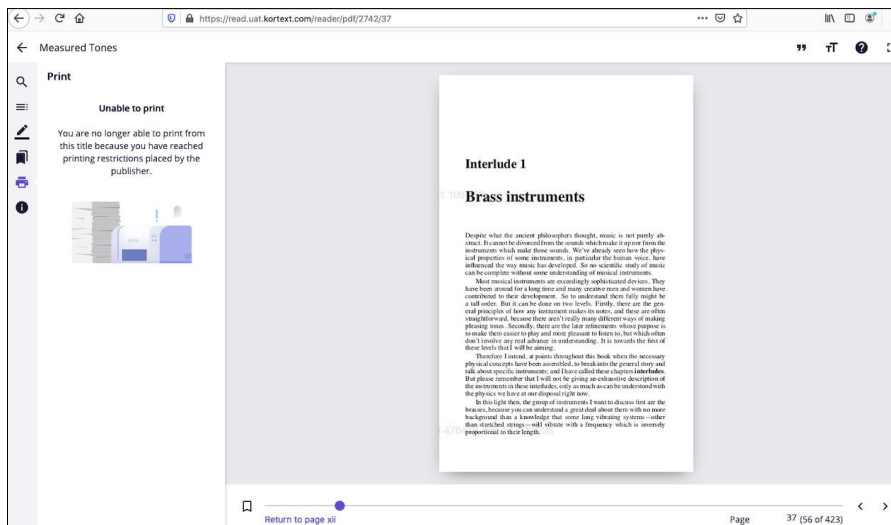
While most of our eBooks are available with unlimited user concurrency, DRM protected eBooks are restricted to one concurrent user per copy purchased, allowing a single user to read the title at any one time. As such, DRM-protected titles can only be read online and cannot be downloaded as a .pdf file and used offline.

Currently all available copies for the book you have selected are being used. Please try again later.

Exit Reader

### 3. Printing.

Up to 20% of a book may be printed per user over a 30-day period. This is a rolling window, which means that if a user prints 10% on day 1 and then another 10% on day 15 they will get 10% back on day 31 (1+30) and the remaining 10% on day 46 (15+30). If this limit is exceeded, the following message will be displayed:



“Unable to print - You are no longer able to print from this title because you have reached printing restrictions placed by the publisher. “

### 4. Copy/Paste – Controls limits for copying content per session per user.

Users can copy/paste and print/ p to 20% of the title, per user. When the limit has been reached, and error message will be displayed to the user.

Unable to copy - You have exceeded the publisher set copy limit controls for this title

### 5. Session Time – Controls duration for which a user can read/access the content.

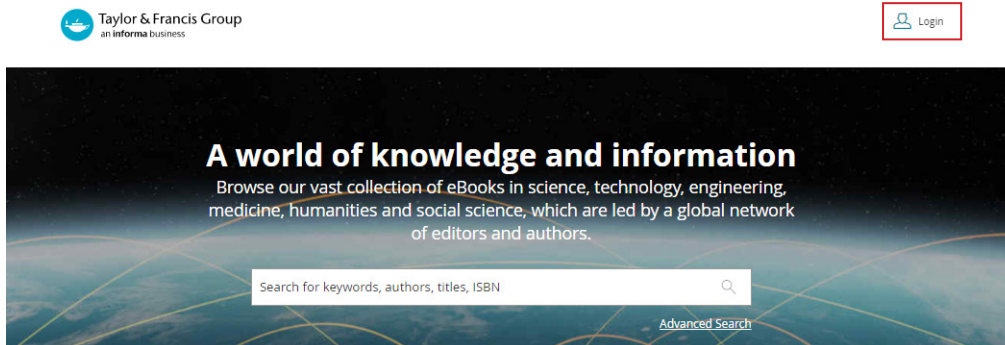
There is currently no limit on session time, however, a 30-minute period of inactivity will result in the session being ended automatically, to ensure the book is available for other users.

Your session has expired. Please try again later.

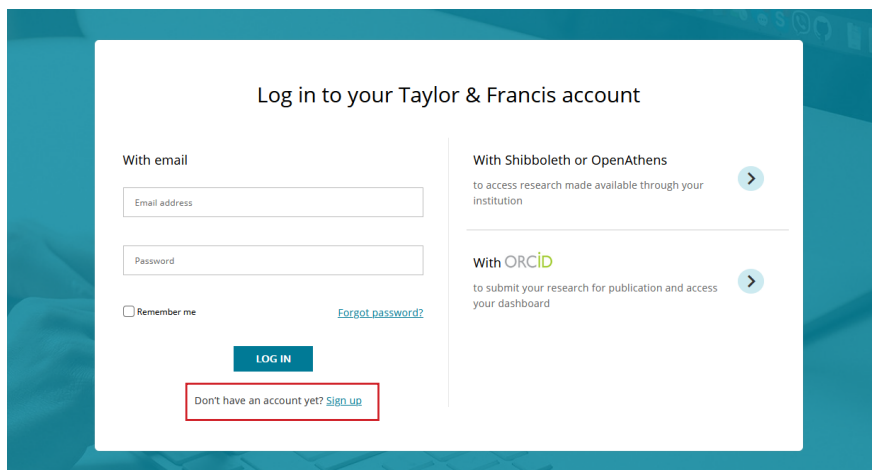
Exit Reader

## How to create a Taylor & Francis eBooks personal account

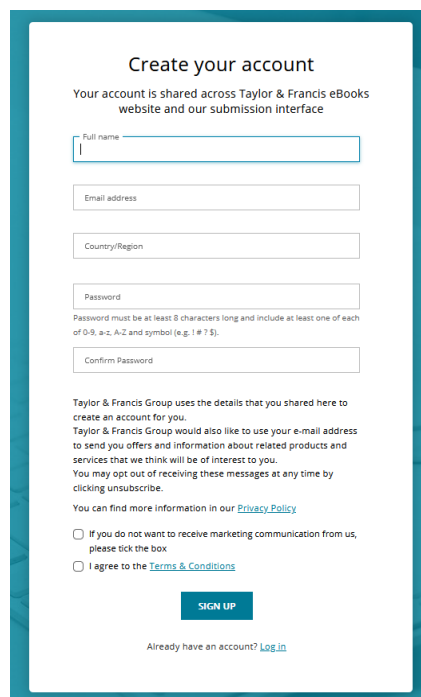
In order to print, copy and favourite DRM-Protected eBooks, you will need to create and log in to your personal count on Taylor & Francis eBooks.



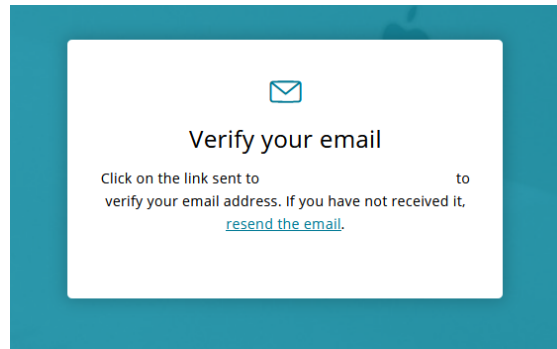
Click on 'Login' in the top right-hand corner of the Taylor & Francis eBooks homepage.



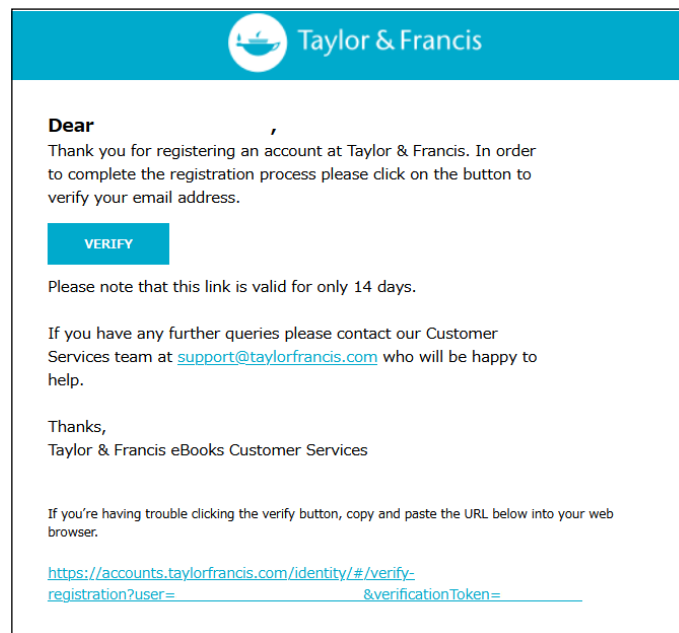
The "Don't have an account yet? Sign up" on the login screen will take you to the registration screen.

The image shows the 'Create your account' registration screen. It includes the following fields: 'Full name', 'Email address', 'Country/Region', 'Password', and 'Confirm Password'. Below the password field is a note: 'Password must be at least 8 characters long and include at least one of each of 0-9, a-z, A-Z and symbol (e.g. ! # 7 \$)'. There is a 'SIGN UP' button highlighted with a blue rectangular box. At the bottom, there is a link for 'Already have an account? Log in'. A privacy notice is also present, stating that Taylor & Francis Group uses the details provided to create an account and may use the email address for offers and information. There are two checkboxes: one for 'If you do not want to receive marketing communication from us, please tick the box' and another for 'I agree to the Terms & Conditions'.

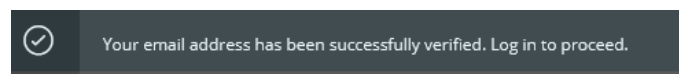
After filling in the required fields, click on "SIGN UP".



When you see the above message, your information has been successfully submitted. You should receive an email from Taylor & Francis eBooks (nonreply@taylorfrancis.com) at the email address you used to register.



Click on the "VERIFY" button in the email you receive to validate your email address. If you are unable to access the site via the "VERIFY" button, copy the URL at the bottom of the email and paste it directly into your browser to access the site. The verification URL is valid for 14 days.



Once your email address is successfully verified, you will be taken to the login page, where you will see the message "Your email address has been successfully verified."

Enter the email address and password you set during registration and log in.