

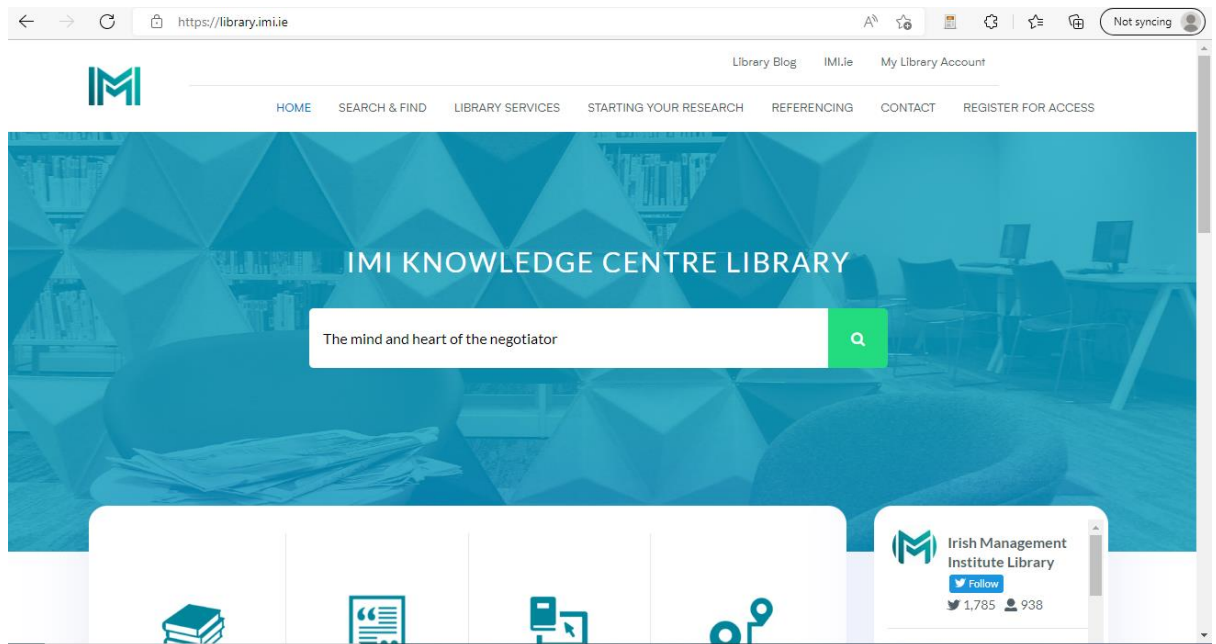


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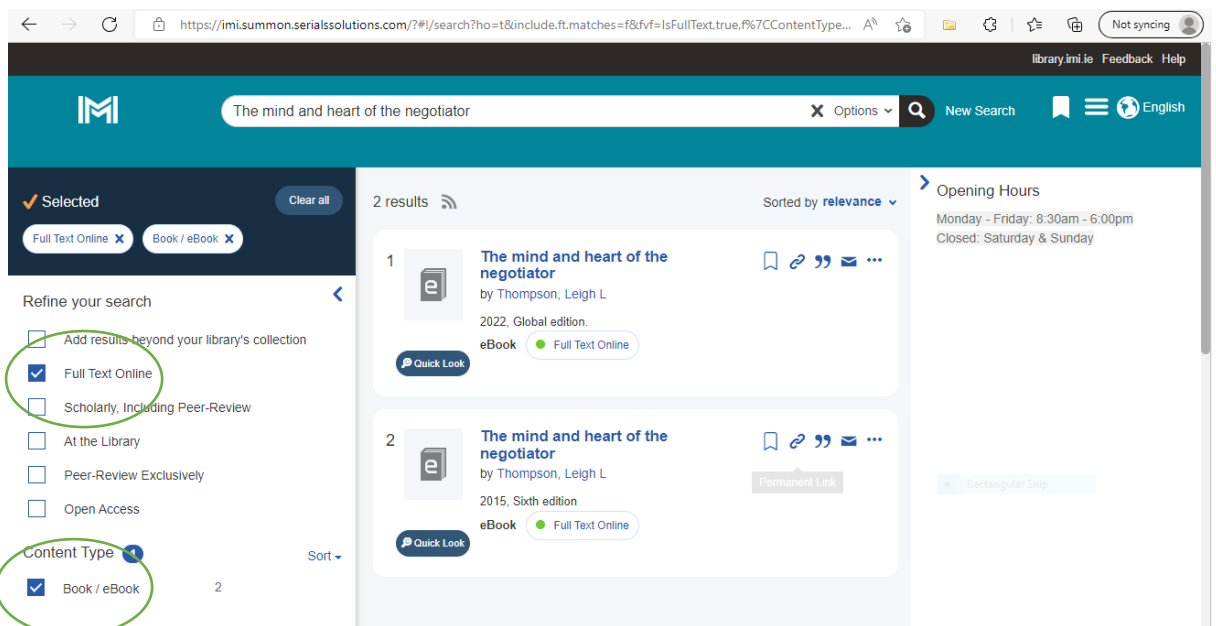
Guide to Accessing eBooks

This is a helpful guide to accessing our collection of eBooks. Please contact knowledge@imi.ie for any queries.

1. Open the IMI Summon Search box and enter the e-book title.



2. Refine the search by selecting Full Text Online and Content Type book/eBook.



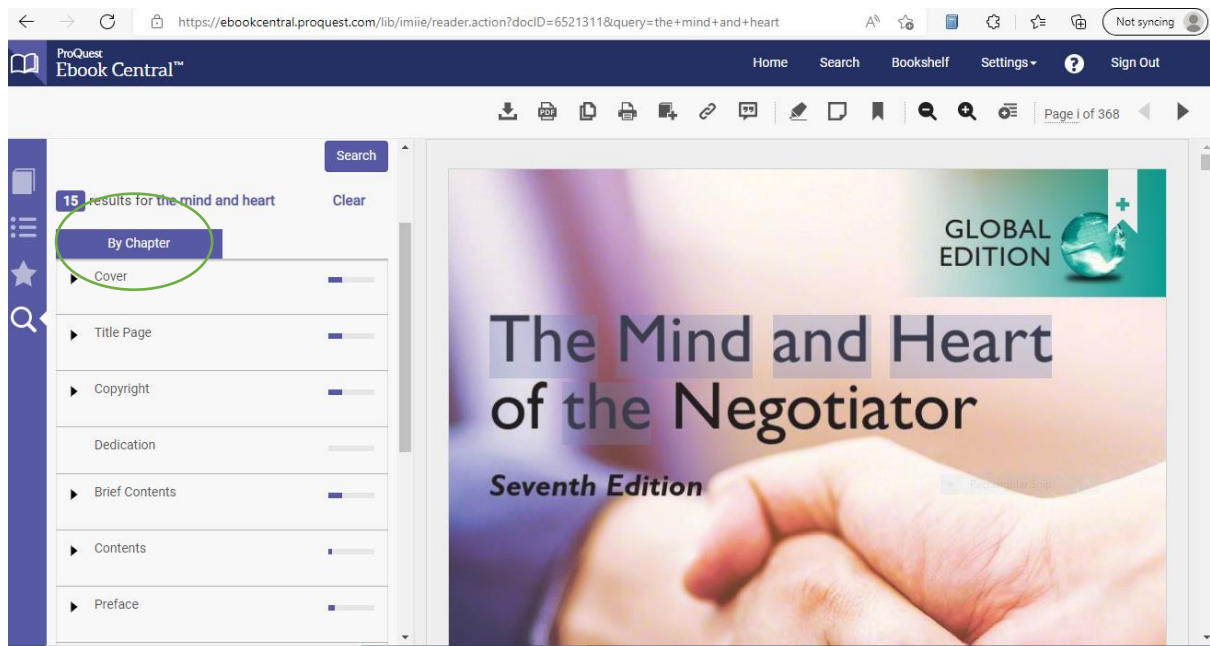
3. Select the Full Text Online link under the eBook record.

The screenshot shows a library search results page. The search bar at the top contains the text "The mind and heart of the negotiator". Below the search bar, there are two results. The first result is "The mind and heart of the negotiator" by Thompson, Leigh L., 2022, Global edition. It is an eBook with a "Full Text Online" link circled in green. The second result is the same book by Thompson, Leigh L., 2015, Sixth edition. It is also an eBook with a "Full Text Online" link. On the left side, there are filters for "Refine your search" and "Content Type". The "Content Type" filter shows "Book / eBook" selected. On the right side, there is an "Opening Hours" section.

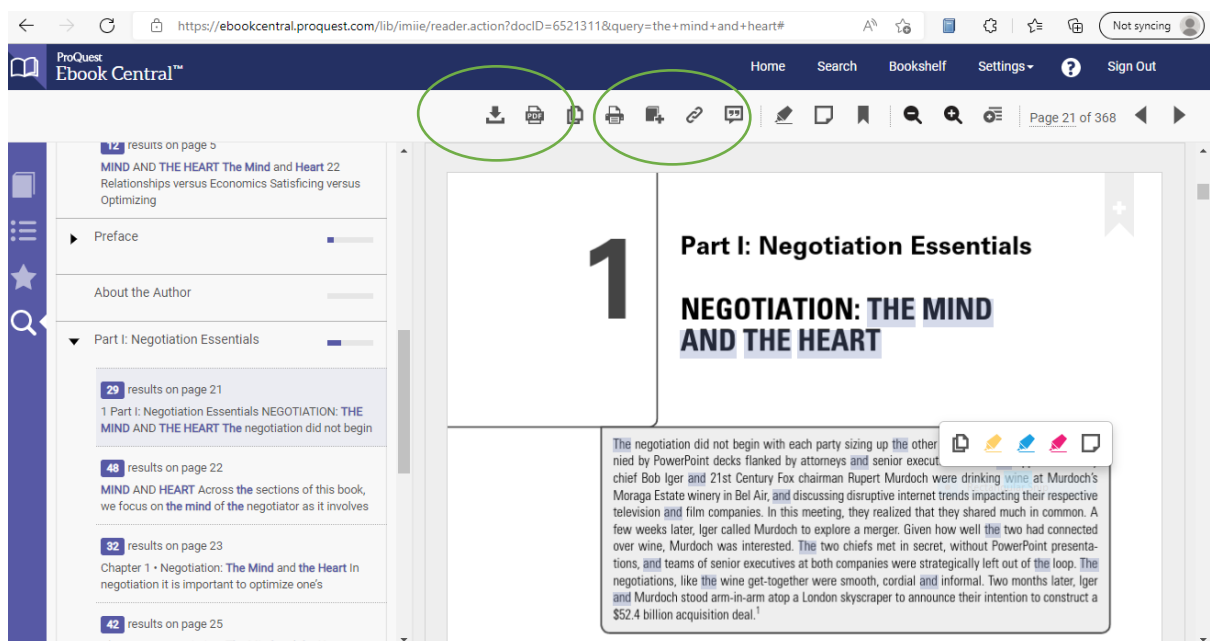
4. Select Read Online. (Note that Copyright restrictions apply to the number of users that can access the eBook concurrently)

The screenshot shows the ProQuest Ebook Central page for "The Mind and Heart of the Negotiator, the, Global Edition" by Leigh Thompson. The page includes a book cover, a title section, and a "Book Details" section. In the "Availability" section, there are three options: "Read Online", "Download Book", and "Download PDF Chapter". The "Read Online" option is circled in green. The "Book Details" section lists the title, edition, author, publisher, print publication date, and ebook publication date. The "Description" section provides a brief overview of the book's content.

5. Select the links to the Chapters down the left-hand view pane.



6. Other features include searching, scrolling and printing (copyright restrictions apply for printing)



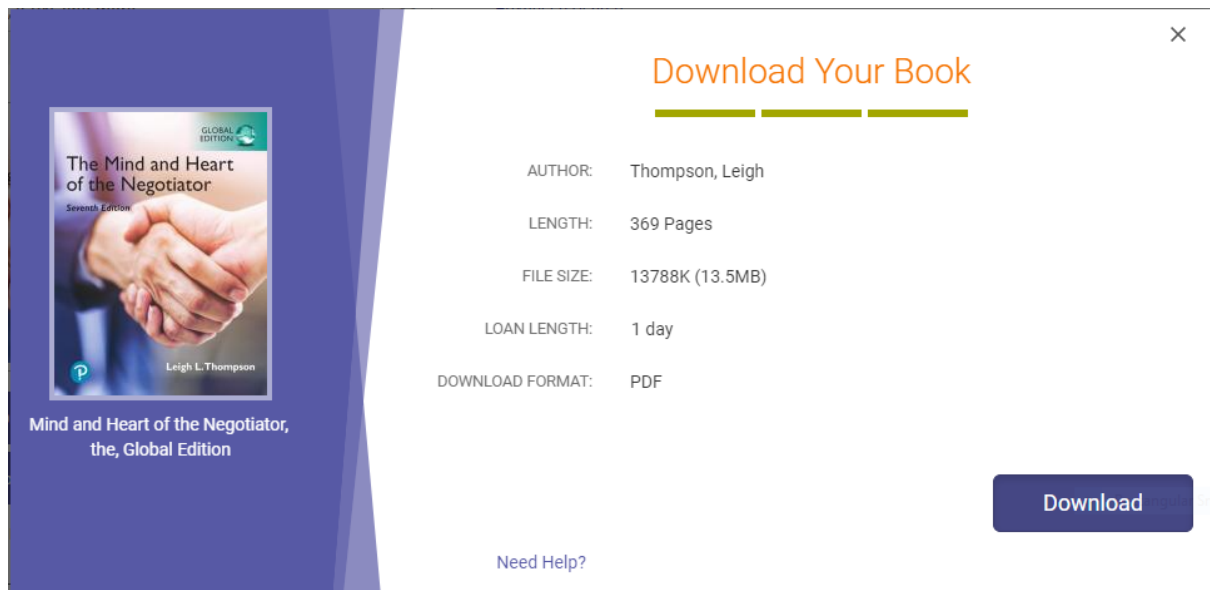
7. If you would like to borrow and read on multiple devices select the Download link. (This requires Adobe Digital Editions)

The screenshot shows the ProQuest Ebook Central interface. The book title is 'The Mind and Heart of the Negotiator, the, Global Edition' by Leigh Thompson. The 'Availability' section states 'Your institution has access to 3 copies of this book.' Under 'Read Online', it says '19 pages remaining for copy (of 19)'. Under 'Download Book', it says '19 pages remaining for PDF print/chapter download (of 19)'. The 'Download PDF Chapter' option is also visible. The 'Book Details' section lists the title, author, publisher (Pearson Education, Limited), and publication date (2021-03-23). The 'Download Book' button is circled in green.

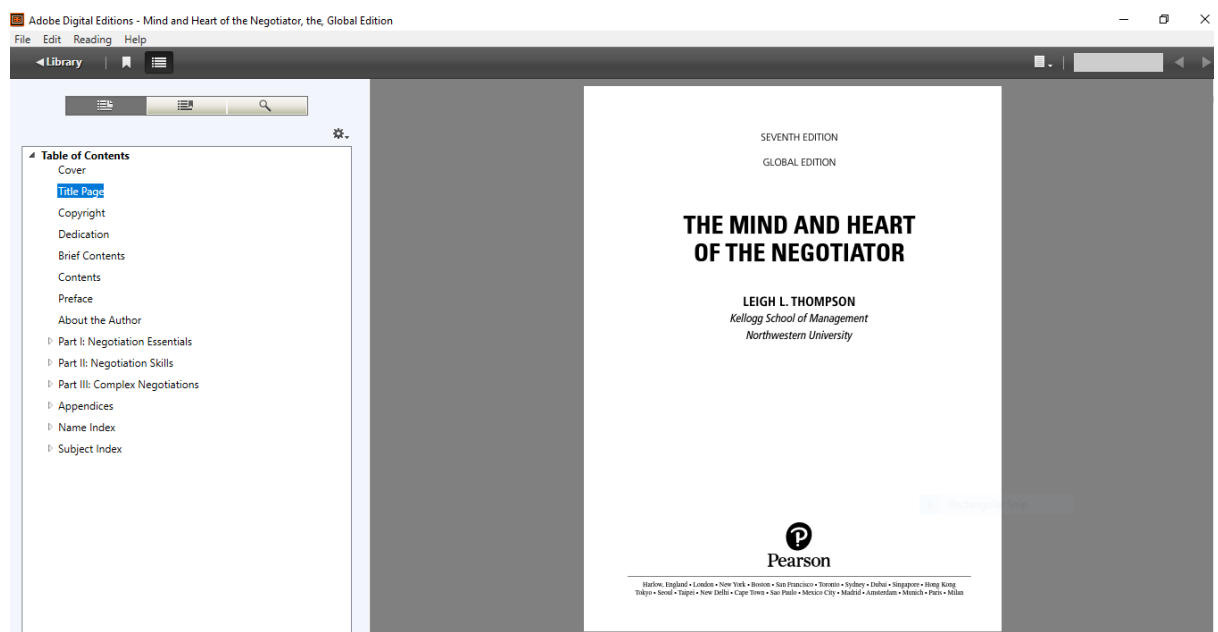
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