# TOP TIPS FOR READING ONLINE

Choose small bits to read

Journal articles are much quicker and easier to absorb than books. Use the Ctrl + F function on your computer keypad to look for key terms in a web page or a PDF version of a journal article, to get the gist of an article and its relevance to your work.

Look for well-structured articles

Many articles have a clear structure which make it slightly easier to navigate. Write a list of keywords that are used to signal key findings such as identifies/ shows/ demonstrates/ emerged/ confirmed/ concludes/ proves/ illustrates and use Ctrl + F to help find those significant arguments.
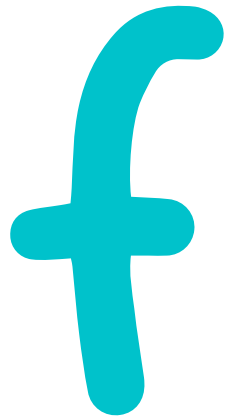
Use e-books that have structure

E-reader downloads (such as Kindle) usually have the option to try before you buy, by downloading a preview chapter. This gives you a bite sized chunk of the book on a screen that you can read to give you a sense of its relevance.
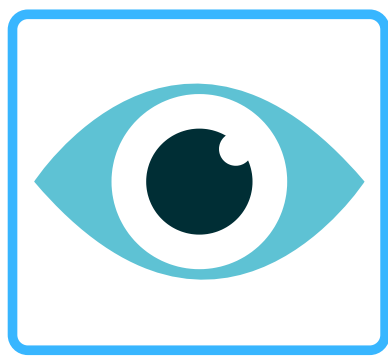
The library e-books

The library e-books provide you with contents pages, hyperlinks between sections, search functionality and an easily searchable index. Search it for key chapters and look for keywords related to your topic.

Navigating the online page

The structure of a print book is replicated in the library e-books. There is a navigation pane which allows you to skim the chapter headings and make strategic decisions about how much of the book you need to read. The value of providing hyperlinks is it allows you to read the book in a non-sequential way.

Keep notes

You can add notes to the e-book as you read it. This allows a pause between reading sentences or paragraphs to think about what it means and put it in your own words. Constant reading without pausing to take notes and reflect can lead to brain overload.

Navigating the online page

Making a list of things to follow up as you are reading, helps you keep on track, particularly if you are tempted to do a bit of hyperlink hopping. It's a good idea to jot down the page number before looking at a footnote and then type it in the page locator at the top to return to the page.
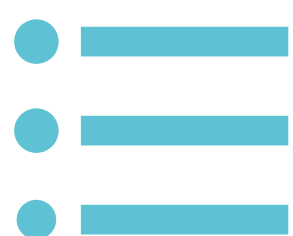
Managing your online space

Toggling between Library Search and journal articles which pop up can feel quite messy. Right-hand click to open a hyperlink in a new tab to ensure that you do not lose your original page and you can trace your way back along the tab bar at the top.