

# NIB (News Image Bank) User Guide

### Getting started

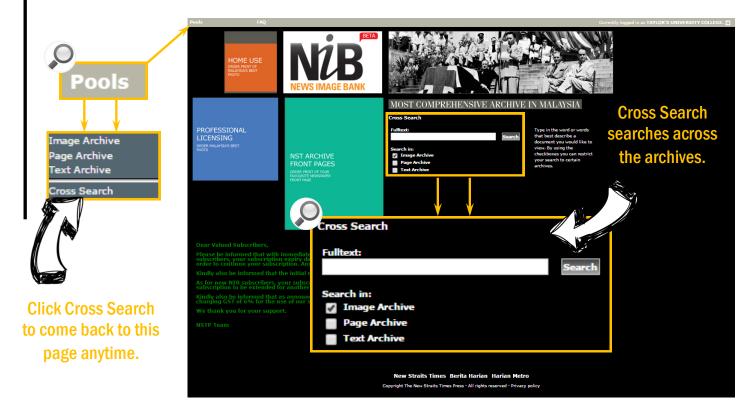
NIB is accessible through the Taylor's Library Website.



Username and password are required for login; which is available from My Account > Contacts in the Taylor's Library website.

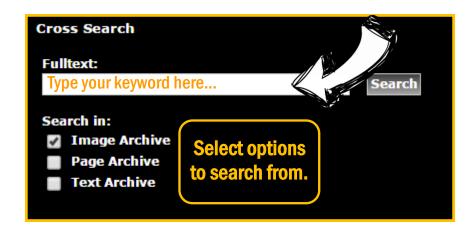
Username : d03tay01
Password : taylorslibrary

The Homepage is set up in simple design for an easy and direct search.



#### Searching for data

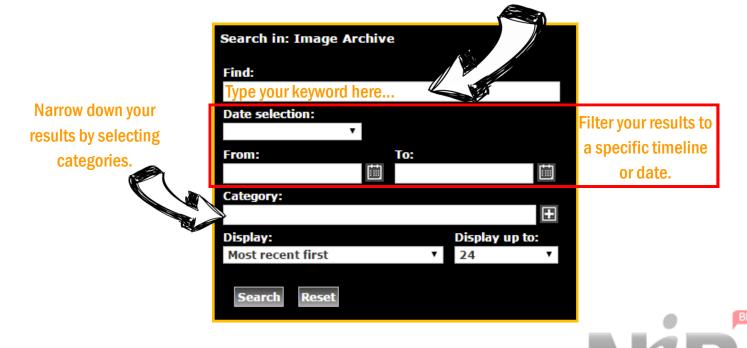
Cross Search: Start your search by inputting your keywords inside the Cross Search box.



A more advanced search can be perform from one of the three options under the Pools drop-down menu.



The Advanced Search page was set up similarly for all archive options. Results can be filtered to a specific timeline or from specific dateline. It can be narrowed down further by categories.

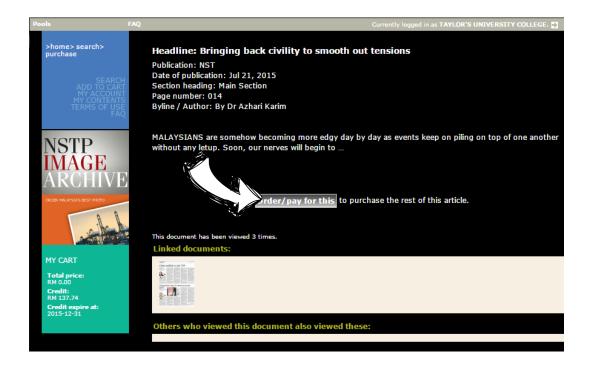


## Navigating the results page

Results hit are displayed by the latest date or vice versa. You can navigate through results from different archives easily from top buttons displayed above the results.



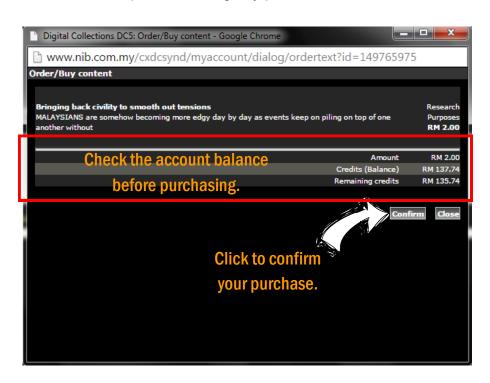
Clicking on any of the texts, images or pages will bring out their details. If the items is indeed what you are looking for, click **Order/pay for this** button to purchase it.

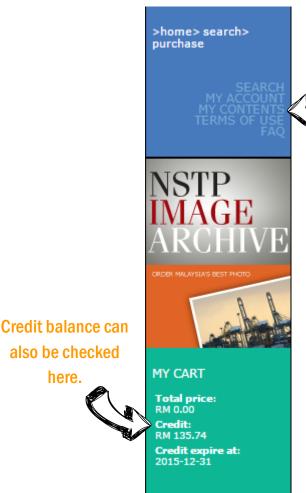




## Getting to your results

The Taylor's University College account has limited credit for scholarly purchase. You need to check the account balance first prior to making any purchases.





also be checked

here.

Purchased content can be accessed through the MY **CONTENTS** folder and will only be available for download for 2 days only.

# Getting to your results

View text allows you to access the contents online for a limited time period, and Download text allows you to retain the information longer by downloading the file.

AREA - CART - My Contents  Here you can see all contents you have bought so far. Only contents of the last 2 days are accessible	
From:  To:  Search	Click to download items.
1 Articles purchased between 07/24/2015 and 07/24/2015 - Total RM 2	
Kadar pengangguran masih bawah empat peratus Shah Alam: Kementerian Sumber Manusia yakin kadar pengangguran sebanyak 2.9 peratus atau 399,500 orang	Research Purposes RM 2.00  Download/View View text Download text
Click to	o view texts.





#### Navigating through archives

Each archives were set up the same way; and similarly all texts, images or articles has to be purchased for access.

