

**I found an article via Summon, but when I clicked on it I was asked to log in or pay for the article. How can I access it?**

By logging in to Summon with your University ID and password, you will be automatically logged into most articles and databases. However, occasionally some may ask you for an extra login.

If you are asked for an extra password, look to see if there is a link on the login page to **Institutional login**, **Login with your University**, or similar. This should usually take you to a list of institutions - find University of Huddersfield on the list to gain access.

Look for an option for Institutional login or similar wording

If this does not work, or there is no such option on the login page, contact the Library with details of what you were trying to access.

**What do I do if a link in Summon takes me to the wrong place?**

Links in Summon should take you straight to the item you were looking for, but occasionally these external links don't work. If there is a search box on the page you've landed on, try typing (or pasting) the title, a few keywords, or the author's surname into the search box.

If this doesn't work and you still can't find what you were trying to access, please contact the Library on [library@hud.ac.uk](mailto:library@hud.ac.uk) with details.



# Get the best from Summon



**For additional support:**

Use **Help** and **Feedback** links at the top right of the Summon results page.

Visit the Library Help Desk during staffed hours: [library.hud.ac.uk/hours](http://library.hud.ac.uk/hours)

Consult your subject guide at [hud.libguides.com](http://hud.libguides.com)

Visit HudHelp for frequently asked questions or to request support: [hudhelp.hud.ac.uk](http://hudhelp.hud.ac.uk)

Tel. 01484 473888

Email. [library@hud.ac.uk](mailto:library@hud.ac.uk)



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University of  
**HUDDERSFIELD**  
Inspiring global professionals

## Getting started

Search by entering your keywords here

Decide whether you want to **find books, articles** (e.g. from journals or magazines) or **everything**

Results can be saved into a temporary folder, to help you remember or reference them. The folder will empty itself when you leave Summon, or after a few hours of inactivity.

Click the RefWorks link to **set up a free account or sign in**

This folder icon shows how many items you have saved to your temporary folder. Click to see **saved items**.

## Refine your search

**REFINE YOUR SEARCH**

Full Text Online

Scholarly & Peer-Review

Items in the Library

**CONTENT TYPE**

Newspaper Article (85,828,328)

Journal Article (14,355,878)

Magazine Article (8,547,553)

Web Resource (5,748,192)

Book / eBook (158,247)

Book-Review (0)

After you've hit search, you can select options on the left side of the screen to refine your results.

Select **Full Text Online** to see only results that can be read immediately online, wherever you are studying.

**PUBLICATION DATE**

from to

Last 12 months

Last 3 years

Last 5 years

Use the options under **Content Type** if you only want to see journal articles, books, or other specific types of results.

You can use the slider to change the **Publication Date** range of results or enter the dates in the boxes below, or select a pre-defined date range from the options underneath.

From the temporary folder you can email or print your saved items, format them as a reference list, or export into reference management software such as EndNote.

Click on the drop down box and **select APA** to generate a reference list. You may need to edit these references to match APA 7<sup>th</sup> style.

Use the **export** option to **export to EndNote** or other reference management software

You can also print off a saved list or email it to yourself

## Viewing, printing, saving, referencing

If an item is available to read online it will have an orange **online** banner next to it. Click the title to open the item and read it.

Use the **quotation mark** button to generate an automatic reference\*

Click the **folder** icon to **save an item to a temporary folder**

Click **Preview** to see a short summary of the item

Items available in the Library (not online) will give the location in the Library under the title

If you want to save items permanently, you can use reference manager RefWorks for free using your Unimail address. RefWorks replaces the Summon temporary folder when you are signed in. See our video guides on RefWorks at [hud.ac/refworks](http://hud.ac/refworks)

## Troubleshooting

### I can't access something I found in Summon!

You should be able to either access online, or locate the physical copy of, any result you see in Summon. If you can't find or access online something that Summon is showing as available, please contact the Library using the details at the end of this leaflet.

The only exception is if you have ticked the box marked **Add results beyond your library's collection** at the top of the results screen.

Add results beyond your library's collection

This can be useful if you just want to check a reference. You can also request items the Library doesn't have via inter-library loan at [library.hud.ac.uk/interlibraryloans](http://library.hud.ac.uk/interlibraryloans)

\* Please note the automatic reference button is still using APA 6<sup>th</sup>. Summon will introduce an APA 7<sup>th</sup> option later this year. For now, you will need to edit these references yourself to match APA 7<sup>th</sup> format. Check the referencing guide for advice on APA 7<sup>th</sup>: [library.hud.ac.uk/apa](http://library.hud.ac.uk/apa)