

Reading Online

Introduction

At university, you are expected to read different types of sources in order to develop a greater understanding of your subject. The online texts can vary from webpages, eBooks, journal articles and pdf files. For your course, you can find online resources on the University of Bedfordshire digital library (Discover). It is important that you read a variety of sources that you may find online or on paper. Reading online can be exhausting. However, there are useful strategies that you can apply when reading online. This guide outlines techniques that you can apply to make the most out of reading online sources from Discover.

Please note: You can also use resources from the Internet, but ensure that the resources are credible. If you are unsure, please see an Academic Liaison Librarian.

Using **MP3 functions** on **DISCOVER**

Discover works effectively on Google Chrome and Mozilla Firefox more than Internet Explorer. Find out how to use the text to speech read aloud function in DISCOVER to listen to journal articles being read aloud click [here](#) and select the Accessibility I_Discover_RW.mp4 file.

To use **Read & Write software** for text to speech

- Download Read and Write for Google Chrome 30 day free trial.
 - Use the play, pause and stop buttons and highlight the text you want to hear.
 - For more information on Read & write use the detailed guide in the reading section of the Healthcare Academic Skills BREQ Community.
-

Comprehension Questions

It is important that you ask yourself the following questions regardless of whether you are reading online or on paper. This will help you to be more focussed when you are reading.

- **Why?** Why am I being asked to read this passage? In other words, what are the instructions my lecturer has given me?
 - **What?** What am I supposed to get out of this passage? That is, what are the main concerns, questions, and points of the text? What do I need to remember for class?
 - **How?** How will I remember what I just read? In most cases, this means taking notes and defining key terms.
-

Pre-reading

- 1) When reading online books, you may want to survey the text to see how many sections or pages are dedicated to your topic. You will find this information on the contents page, glossaries and indexes. It is important to do this before you apply the gist reading strategies.
- 2) Regardless of the academic source you are reading, look at the layout of the text such as the headings, subheading and images. This will give you an idea of how the text is arranged and assess whether the text is relevant to your comprehension questions.
- 3) When reading articles or webpages, you may want to use the short key Ctrl + F on your keyboard to find particular key words in the text. You can identify the keywords from your assessment brief. This will tell you the number of times the key words are mentioned in the source and it gives you a chance to read the

selected paragraphs in which the keywords appear. For e-books, you can use the 'search bar' to key in the keywords.

- 4) When reading articles from Discover, it is recommended to add the articles to your folder. To do this, you will need to create an account on Discover. This will ensure that you have your files in your account and can be accessed over various different electronic devices. To find out how to create an account on Discover, ask a Study Hub team member.

Whilst-reading

- 1) You can annotate pdf files once you download them from Discover or from the Internet. You can use the 'highlighting' function and the 'add text' function to make annotations to the files as you read. You can find these functions by clicking on the 'edit' tab.

	'Add text' function
	'Highlighting' function

- 2) You can annotate e-books without downloading it on your electronic device. Click on the 'notes' tab to 'add' your notes. You can then 'export' the notes to MS Word format.

Please note: You can download an e-book for up to 3 days. However, you can always re-download.

Health and Safety

When reading online, it is important to take care of your eyes as you can easily strain them during prolonged reading. Below are some suggestions for maintaining good eye care during reading:

- Take a short break after 15 minutes of reading.
- You may want to incorporate other study activities such as note taking, to vary reading distances and avoid eyestrain.
- Make sure you maintain a distance between yourself and the screen
- As with all computer use, make sure you are reading in a well-lit area to avoid additional eyestrain.

Further information

Study Hub@Library provides a range of opportunities for you to enhance your academic skills. For more information, visit the [Study Hub Website](#).

Other related Study Hub guides in the reading series include:

- Adopting different reading strategies
- Reading different online texts using Read&Write
- Gist reading
- Critical reading