



User Guide

Updated: January 24, 2013

Table of Contents

About EBSCO eBooks.....	3
System Requirements.....	3
Inside this User Guide	3
Installing Adobe Digital Editions.....	3
Searching for eBooks.....	4
eBook Detailed Record.....	7
eBook Viewer.....	8
Using the eBook Viewer Toolbar	9
Downloading an eBook.....	10
Placing a Hold on an eBook.....	12
eBooks and the My EBSCOhost Folder	13
Creating Notes on eBooks.....	14
Dictionary.....	16

About EBSCO eBooks

With EBSCO's extensive collection of eBook titles on EBSCOhost, users can search within a wide range of relevant eBooks using the powerful EBSCOhost search experience. With every search, relevant eBook titles will appear directly alongside databases and other digital content, exposing users to the full depth of the library's offerings. With hundreds of thousands of titles available across all major subject areas, libraries can build collections of frontlist titles from the world's leading publishers to complement any library collection need. Users can access the full text of eBooks from their computer, or can download titles to most popular portable devices.

System Requirements

In order to effectively use all EBSCOhost features, the minimum browser requirements are Internet Explorer 7.0, Firefox 8.0, Google Chrome 16, and Safari 5.1 (for Macintosh). You must also have Adobe® Reader® installed to view the PDF Full Text files. If you are using Visual Search, you must also install Adobe® Flash Player 8.0 or higher.

In order to download and read eBooks offline, Adobe Digital Editions (v 1.7.1 or higher) must be installed on your computer.

Inside this User Guide

This guide is designed to cover the basics of searching, downloading, and reading eBooks on the EBSCOhost platform. .

Installing Adobe Digital Editions

Adobe Digital Editions is a free download available at this link:

<http://www.adobe.com/products/digitaleditions/?promoid=DTEIO>

To install Adobe Digital Editions:

1. Click the **Download Now** link found on the page linked above.
2. Select **Install**.
3. Select **Yes**.
4. Follow prompts until installation is complete.

Note: If you have trouble, use these solutions from Adobe provided in this Tech Note:

<http://kb2.adobe.com/cps/403/kb403051.html>

Searching for eBooks

The default search screen for EBSCO eBooks is basic search. The eBook Collection landing page displayed below is available by clicking the **eBooks** link in the top toolbar.

New Search | Dictionary | **eBooks**

Sign In | Folder | Preferences | Languages | New Features! | Help

Demonstration Customer

EBSCO Host

Search: eBook Collection | Choose Databases »

Basic Search | Advanced Search | Visual Search | Search History

eBook Collection

Browse By Category

- Children's & Young Adult Fiction
- Arts & Architecture
- Biographies & Memoirs
- Business & Economics
- Computer Science
- Education
- Engineering & Technology
- Fiction
- General Nonfiction
- Health & Medicine
- History
- Law
- Literature & Criticism
- Mathematics
- Philosophy
- Political Science
- Psychology
- Reference
- Religion

Easier, Faster eBook Downloads

Latest Added

View All

Book Cover	Title	Author
	De la cera al crayón	by Nelson, Robin
	De La Idea Al Libro	by Marshall, Pam
	Dinosaurios con plumas	by Lessem, Don
	los dinosaurios más inteligentes	by Lessem, Don
	los dinosaurios más mortíferos	by Lessem, Don

Featured eBooks

View All

Literature & Criticism

Book Cover	Title	Author
	Hammered	
	New Stories for Old	Hector Freyre
	British Women	Edited by Linda K. Hughes
	Edgar Allan Poe	Edgar Allan Poe
	London Dispossessed	London Dispossessed

There are several ways to search for EBSCO eBooks:

- Perform a keyword search of the eBooks database using the **Find** field.
- **Browse by Category** by selecting a category from the column on the left.
- View the **Latest Added** eBooks using the left and right arrows or click **View All** to view a result list of all latest added eBooks.
- View **Featured eBooks** using the left and right arrows or click **View All** to view a result list of all Featured eBooks.

Note: If you are accessing EBSCO eBooks in EBSCO Discovery Service, the eBook Collection landing page is not available.

To search for eBooks:

1. Enter your search terms in the **Find** field and click the **Search** button

The screenshot shows the EBSCO eBook Collection homepage. At the top, there's a navigation bar with links for 'New Search', 'Dictionary', and 'eBooks'. On the right side of the top bar are links for 'Sign In', 'Folder', 'Preferences', 'Languages', 'New Features!', and 'Help'. Below the top bar, there's a search bar with the placeholder 'Searching: eBook Collection' and a dropdown menu for 'Choose Databases'. A red box highlights the search term 'business' in the search bar and the 'Search' button. Below the search bar, there are links for 'Basic Search', 'Advanced Search', 'Visual Search', and 'Search History'. The main content area is titled 'eBook Collection' and features a 'Browse By Category' sidebar on the left with various categories like Children's & Young Adult Fiction, Arts & Architecture, Biographies & Memoirs, etc. To the right, there's a 'Latest Added' section displaying five book covers with titles such as 'Wind Turbine Control Systems', 'Land Use Law for Sustainable Development', 'Trade, Exchange Rate, and... ', 'Computational Differentia...', and 'Intergovernmental Fiscal ...'. A 'View All' link is at the top right of this section.

2. A Result List of eBooks related to your search terms is displayed.

This screenshot shows the search results page for the query 'business'. The top navigation bar and search interface are identical to the previous screenshot. The results list is titled 'Page: 1 2 3 4 5 Next' and includes a 'Relevance Sort' dropdown and 'Page Options' dropdown. The results are listed in descending order of relevance. The first result is 'Executive's Guide to Information Technology' by Robert T. Plant and Stephen Murrell, published by Cambridge University Press in 2007. The second result is 'Profit Impact of Business Intelligence' by Steve Williams and Nancy Williams, published by Elsevier LTD in 2007. Both results show a small thumbnail of the book cover, the title, the authors, the publisher, the publication year, and the database source ('eBook Collection'). Below each result is a red box highlighting the 'eBook Full Text' and 'Download (Offline)' links. The 'Table of Contents' link is also visible but not highlighted.

3. Click the **eBook Full Text** link to read the book in the eBook Viewer tool.
4. Click the **Download (Offline)** link to check out the book and read it on your computer using Adobe Digital Editions. (See **Downloading an eBook** below)

Note: Libraries that have eBook download capabilities enabled will see a **Download (Offline)** link.

5. Click the **Table of Contents** link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter.

The screenshot shows a digital book's Table of Contents. At the top, there are buttons for 'Add to folder' (with a folder icon), 'Relevancy' (with a bar icon), 'eBook Full Text' (with a document icon), and 'Download (Offline)' (with a download icon). A red box highlights the 'Table of Contents' link, which is underlined and preceded by a minus sign (-). Below it is a list of chapters and sections:

- [Title](#)
- [Copyright](#)
- [Contents](#)
- [Preface](#)
- [Acknowledgments](#)
- [1. The Rising Star of China](#)
- + [2. Context over Content](#)
- + [3. Multidimensional Business Contexts](#)
- + [4. Balancing Your Mind in Two Diverse Systems](#)
- [5. 21st Century Multinational Beliefs and Skills](#)
- [Recommended Reading](#)
- [Appendix: Values-Beliefs Survey](#)
- + [Index](#)

Note: Sections in the Table of Contents with a plus sign (+) can be expanded further by clicking the plus sign.

eBook Detailed Record

A Detailed Record can be viewed by clicking an eBook title in the Result list. From the Detailed Record, you can read or download the eBook using the links in the left column. From the right column, you can print, email, save, or export the record, as well as add the details about the eBook to your folder.

The screenshot shows the detailed record for the eBook 'Executive's Guide to Information Technology'. The left sidebar contains links for 'Detailed Record', 'eBook Full Text', and 'Download This eBook (Offline)'. A 'Related Information' section includes 'Most Relevant Pages From This eBook' and 'Table of Contents'. The main content area displays the book's title, authors (Robert T. Plant, Stephen Murrell), publication information (Cambridge University Press, 2007), and a description as an eBook with 386 pages. It lists subjects like 'Industrial management--Information technology' and 'Information technology', categories including 'COMPUTERS / Data Processing' and 'COMPUTERS / Computer Science', and an ISBN of 9780521853361. The right sidebar features a vertical menu with 'Tools' options: Add to folder, Print, E-mail, Save, Cite, Export, Create Note, Permalink, and Bookmark.

At the bottom of the Detailed Record, you can view **Search Terms Within this eBook** and the **Table of Contents**. Both sections can be collapsed or expanded by clicking the plus (+) or minus (-) in the upper left corner of the section.

The expanded 'Search Terms Within this eBook' section shows two collapsed sections: '3 The Staff MosaicWorking Together' and '13 Conducting Meaningful Performance Reviews'. The '3 The Staff MosaicWorking Together' section is described as a manager working with a team across different locations, mentioning the 'business world' and 'silo effect'. The '13 Conducting Meaningful Performance Reviews' section discusses monitoring employee performance across dimensions. Below these is the collapsed 'Table of Contents' section.

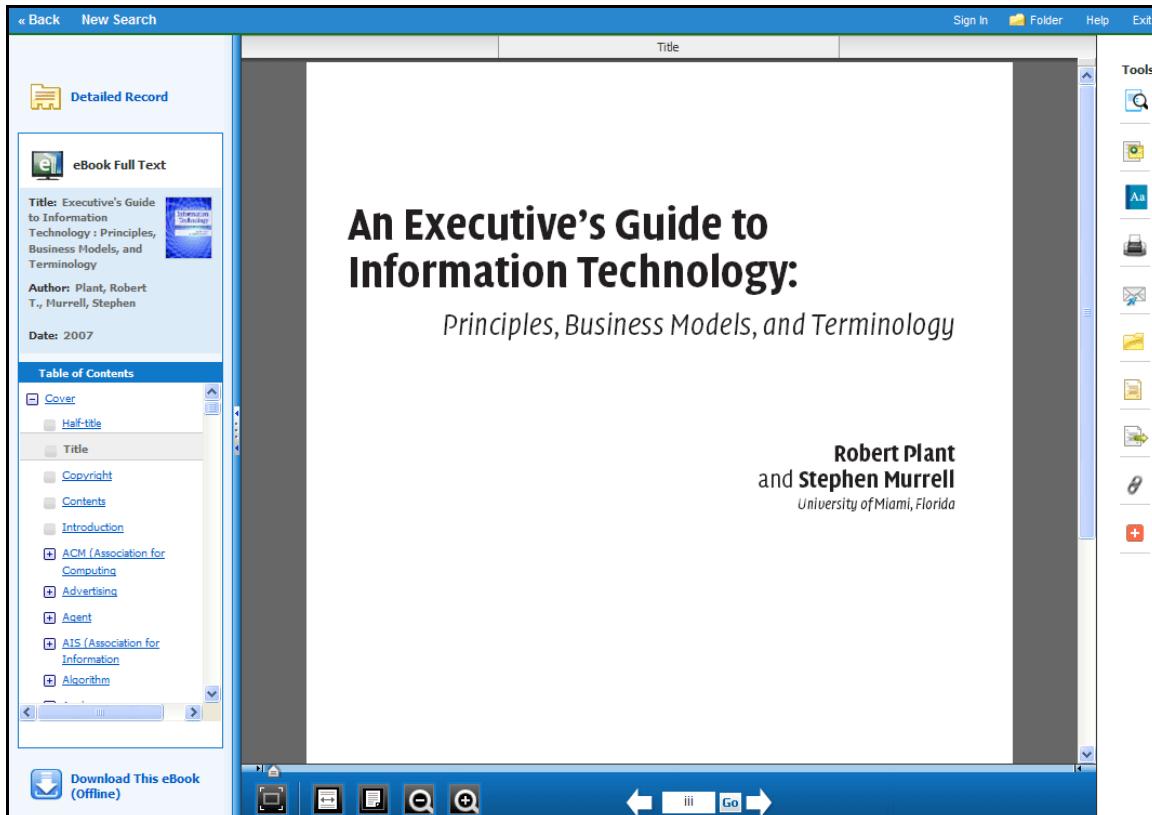
- **Search Terms Within this eBook:** Displays the most relevant sections of the eBook in which your search terms appear in the text.
- **Table of Contents:** Displays the Table of Contents for the eBook you are viewing. Clicking on a hyperlinked chapter opens the chapter in the eBook Viewer tool.

eBook Viewer

eBooks can be read online in the eBook Viewer by clicking the **eBook Full Text** link in the Result list or Detailed Record.

Note: If you are using a Mac, you will need to install a PDF Browser plug-in in order to use the eBook Viewer.

Click to download the [Schubert|it](#) plug-in.

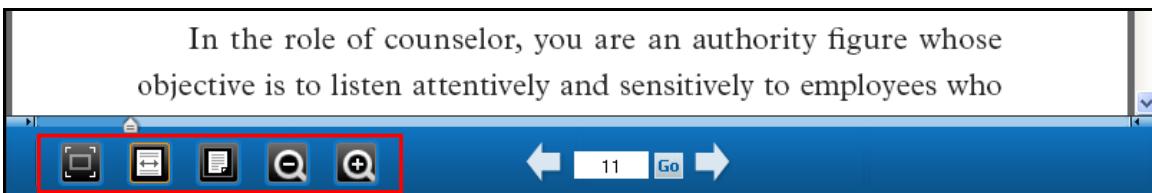


In the top toolbar of the eBook Viewer, you can click the **Back**, **New Search**, or **Exit** links to check in the eBook after you have finished viewing it.

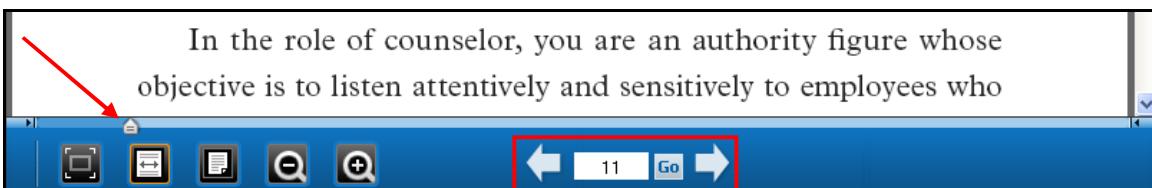
Included in the Tools column on the right, are tools that allow you to search within the text of the eBook and save a note on the eBook in your My EBSCOhost folder.

- - Click the magnifying glass icon to search for terms within the eBook.
- - Click the note icon to create a note about the eBook or a page of the eBook and save it to your personal folder.
- - Click the dictionary icon to search for definitions of words in the eBook you are reading.

Using the eBook Viewer Toolbar



- **Fit Page to Viewport:** Click the icon to fit the entire page into the viewport.
- **Fit Page Width:** Click the icon to fit the page by width in the viewing area.
- **Fit Page:** Click the icon to view the entire page in the viewing area.
- **Zoom Out:** Click the icon to zoom out on the page.
- **Zoom In:** Click the icon to zoom in on the page.

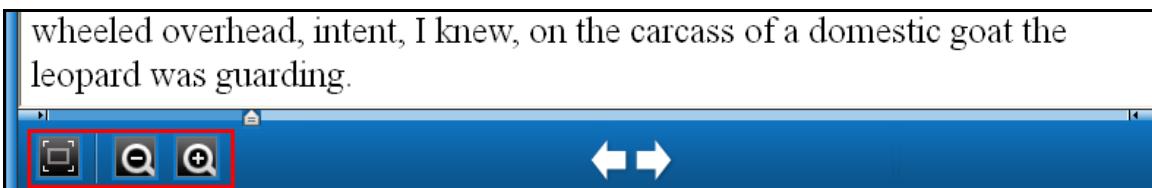


- **Location Slider:** Drag the location slider right or left to go to a specific page of the eBook. The left and right arrows on either side of the slider bar take you to the beginning or end of the eBook. The page number updates in the Page Navigation box as you drag the location slider.
- **Page Navigation:** Use the page navigation arrows to move up or down one page at a time or enter a page number in the field provided and click **Go**.

EPUB Format

EPUB is an open eBook standard and file format that allows you to increase the size of the font, enabling you to optimize the viewing experience on desktop computers, smart phones, and tablets.

In cases when you are viewing an eBook in EPUB format, the toolbar appears as shown.



- **Fit Page to Viewport:** Click the icon to fit the entire page into the viewport.
- **Zoom Out:** Click the icon to display the text in a smaller font size.
- **Zoom In:** Click the icon to display text in a larger font size.

Note: EPUB format is not compatible with Internet Explorer browsers 7 & 8. When trying to open an EPUB format eBook in IE 7 or 8, you are prompted to upgrade your browser to IE 9. For more info about EPUB, click [here](#).

Downloading an eBook

If your library offers eBook download capabilities, you may choose to download an eBook to your computer and read it offline at a later time.

Note: Adobe® Digital Editions 1.7.1 or higher is required for offline viewing. This free software can be downloaded from <http://www.adobe.com/products/digitaleditions>.

To download an eBook:

1. Click the **Download (Offline)** link for the eBook you would like to download.

2. **Time and Eternity : Uncollected Writings**

By: Muggeridge, Malcolm; Flynn, Nicholas; Teresa. Darton, Longman and Todd. 2010. eBook.
Subjects: LITERARY COLLECTIONS / Essays; Christian life; Authors, English; Journalists
Database: eBook Collection (EBSCOhost)

Add to folder **Download (Offline)** Table of Contents

3. **Time & Eternity : The Question of Time in Church, Science, and Theology**

If you are not logged into your My EBSCOhost folder, you are prompted to do so.

2. Select a **Checkout period** from the drop-down menu and click the **Checkout & Download** button.

Note: For some titles, you may see the option to select either the PDF or ePub format for your download. ePub is an open format that allows you to resize the text, enabling you to optimize the viewing experience on desktop computers, smart phones, and tablets.

Download This eBook (Offline)

Title: Time and Eternity : Uncollected Writings

Checkout Period (in hours):

Format: PDF ePub

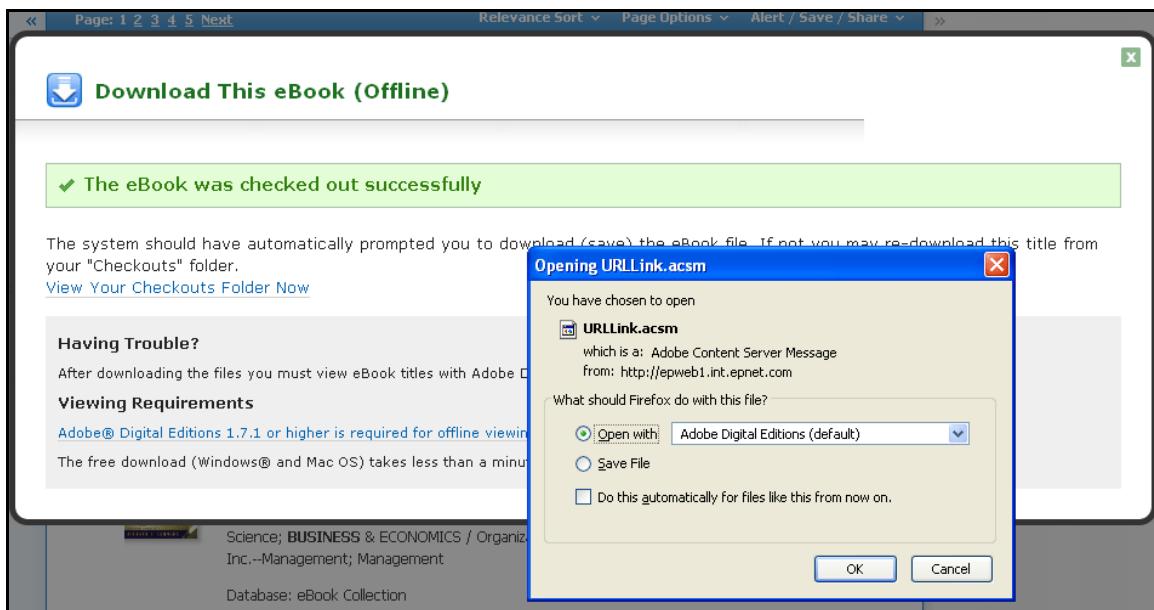
Checkout & Download **Cancel**

Viewing Requirements

Desktop: Adobe® Digital Editions 1.7.1 or higher is required for offline viewing.
Apple and Android devices: Bluefire Reader is recommended
Kindle: PDFs can be created in the eBook Full Text view and transferred using Send To Kindle

The eBook is added to the Checkout area of the folder, accessible from the upper-right corner of the EBSCOhost interface. If you are not logged into your My EBSCOhost folder, you are prompted to do so.

3. Select **Open with** or **Save File** from the resulting dialog box.



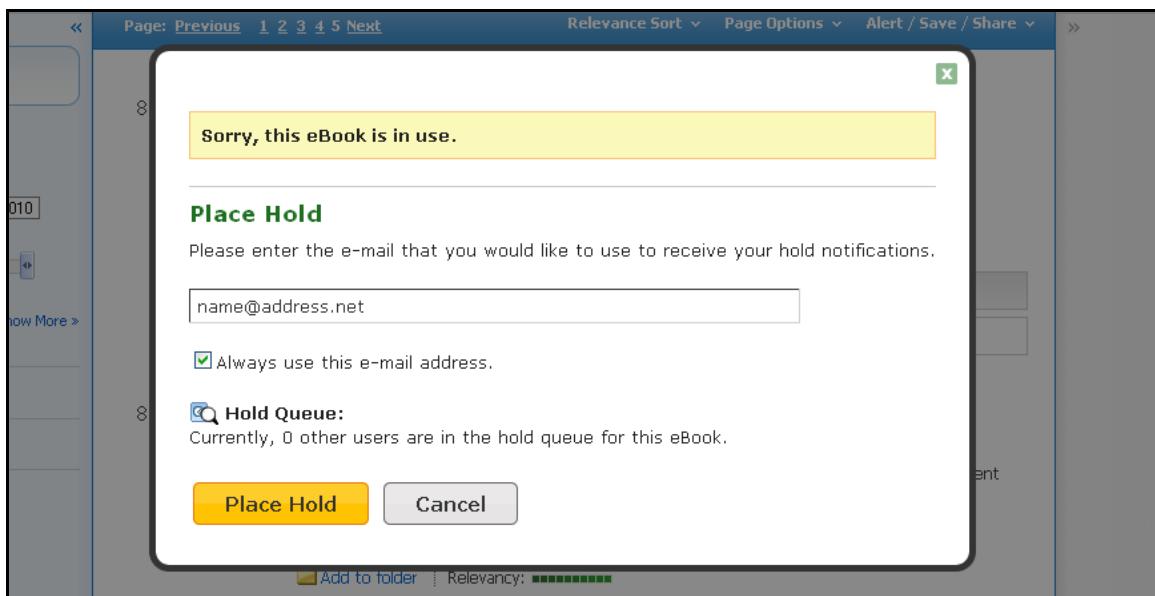
If you select **Open with**, your eBook is opened with Adobe® Digital Editions. If you select **Save file**, the eBook is saved to your computer and can be opened with Adobe® Digital Editions at a later time.

4. When a downloaded eBook is opened, it is displayed in Adobe® Digital Editions.



Placing a Hold on an eBook

If the eBook you have chosen to download is in use by another patron, and if your library offers Holds capabilities, you have the opportunity to place a hold on the eBook to download when it becomes available. Enter your e-mail address in the field provided and click the **Place Hold** button.



The eBook is placed in the Holds area of your My EBSCOhost Folder. When the eBook is available, you are notified via the e-mail address you provided and the eBook appears in the Checkouts area of your folder.

eBooks and the My EBSCOhost Folder

eBooks may appear in the folder in three areas.

The screenshot shows the 'My Folder' section of the EBSCOhost interface. On the left, a sidebar lists various content types: My Folder (Articles, Images, Videos, Pages, eBooks, Holds, Checkouts, Notes), Other Content Sources, Persistent Links to Searches, Saved Searches, Search Alerts, Journal Alerts, and Web Pages. The 'eBooks' item is highlighted with a red box. The main panel displays 'My Folder: Checkouts' with 1-3 of 3 items. Item 1 is 'Becoming a Successful Manager : Powerful Tools for Managing a Transition to Managing a Team' by Parkinson, J. Robert; Grossman, Jack H., McGraw-Hill Professional 2007 (vii, 215 p.). Item 2 is 'Innovative Leader : How to Inspire Your Team and Drive Success' by Shane, Paul. Both items have download links and a 'Table of Contents' button.

eBooks: When a user adds an eBook to their folder, information about the eBook appears in the eBooks area of the folder, without the eBook being checked out. eBooks may be added to the folder by clicking on the folder icon in the Result List or Detailed Record.

Holds: When a hold is placed on an eBook that is in use by another patron, it is added to the Holds area. Holds must be enabled by your library to place a hold on an eBook.

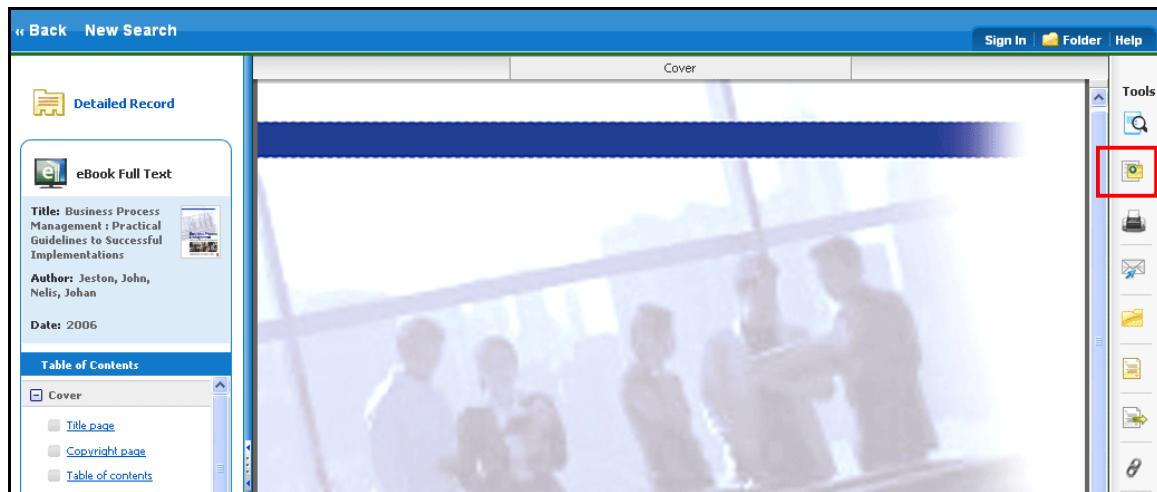
Checkouts: When an eBook is checked out, it is added to the Checkouts area of the folder. If you have not yet downloaded the eBook, it can be accessed and downloaded from here.

Creating Notes on eBooks

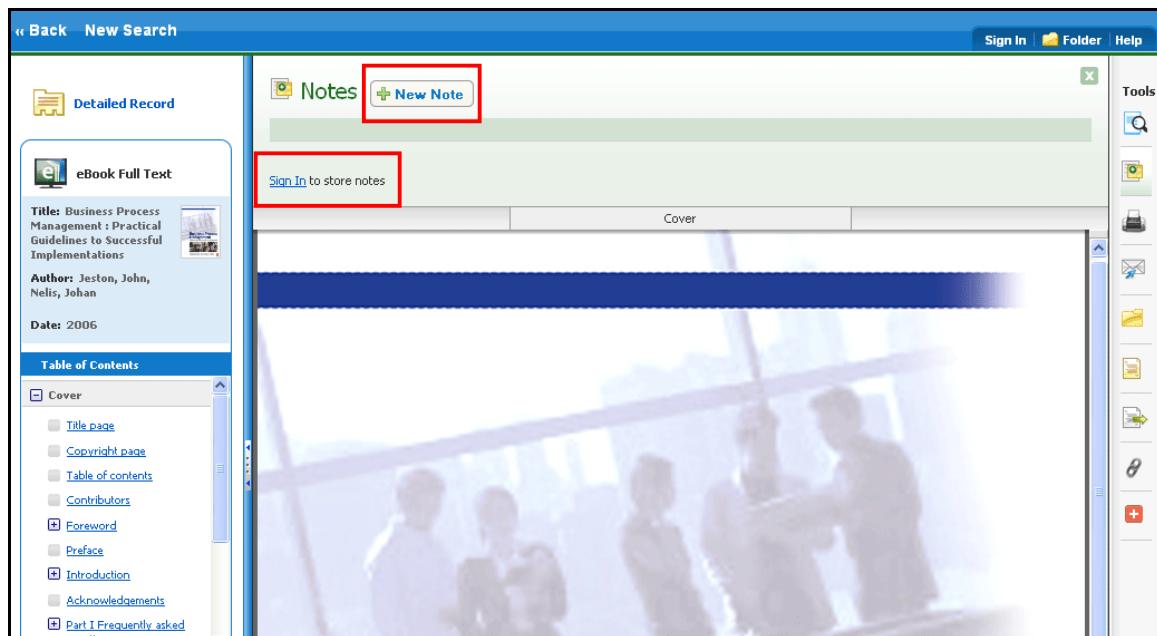
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCOhost folder for later viewing.

To use the Notetaking feature in EBSCOhost:

1. From the page of the eBook on which you would like to leave a note, click on the **Notes** icon in the toolbar.



2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



Note: Click the **Sign In** link to save your note to your personal My EBSCOhost folder account.

3. Enter your note text in the field provided and click the **Save** button.

You can adjust how the text appears in your note using the Bold, Italics, and Underline buttons above the text field.

Detailed Record

eBook Full Text

Title: Business Process Management : Practical Guidelines to Successful Implementations

Author: Jeston, John, Nelis, Johan

Date: 2006

Table of Contents

- Cover
 - Title page
 - Copyright page
 - Table of contents
 - Contributors
 - Foreword
 - Preface

Enter your note in this field.

B **I** **U**

Save **Back to List**

Created: 2011-03-11 3:25 PM
Context: Business Process Management : Practical Guidelines to Successful Implementations [Page Cover](#)

4. Your saved note appears in the Notes list.

Not demo? **Sign In**

« Back New Search

Notes (1) **New Note**

Demonstration Note Text

Sort by: Date Page

Delete Page: Cover

Print List

X

5. Click the Note title to edit the text.
6. Hover your pointer over the note to either **Delete** or view the page number of the note.
7. Click the **X** in the upper-left corner to close the Notes area.

Dictionary

You can search within *Oxford American College Dictionary* by clicking the **Dictionary** link in the top toolbar when EBSCO eBooks is being searched.

To browse the Dictionary:

1. Click the **Dictionary** link in the top toolbar.
2. Enter a word, part of a word, or first letter of a word in the **Find** field in the left column and click the **Browse** button. A list of entries is displayed.

The screenshot shows the Oxford American College Dictionary interface. On the left, a vertical list of words is displayed, with 'abdicat' highlighted in blue. An arrow points from this list to the right panel. The right panel displays detailed information for the word 'abdicat'. At the top, there are 'Back' and 'Next Record' buttons. Below that, it says 'Details for abdicat'. Under 'Main Entry', it shows 'ab·di·cate /əb'di,kāt/'. Under 'Definition(s)', it defines the word as '(of a monarch) renounce one's throne: in 1918 Kaiser Wilhelm abdicated as German emperor | [trans.] Ferdinand abdicated the throne in favor of the emperor's brother.' It also includes two examples: '(i) [trans.] fail to fulfill or undertake (a responsibility or duty): the government was accused of abdicating its responsibility | [intrans.] the secretary of state should not abdicate from leadership on educational issues.' Under 'Subentry', it lists '- derivatives ab·di·ca·tion /əb'di,kāshən/ noun'. Under 'Word Origin', it traces the word back to the 16th C. from Latin 'abdicat-' (renounced), from the v. 'abdicare', from ab- 'away' + dicare 'declare.' Under 'Copyright', it notes 'Copyright © 2002 by Oxford University Press, Inc.'

3. Use the **up** and **down arrows** to browse through the Dictionary Browse List.
4. To view an entry, click on the **hyperlinked word**.