



# User Guide

Updated: October 20, 2013

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# 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:

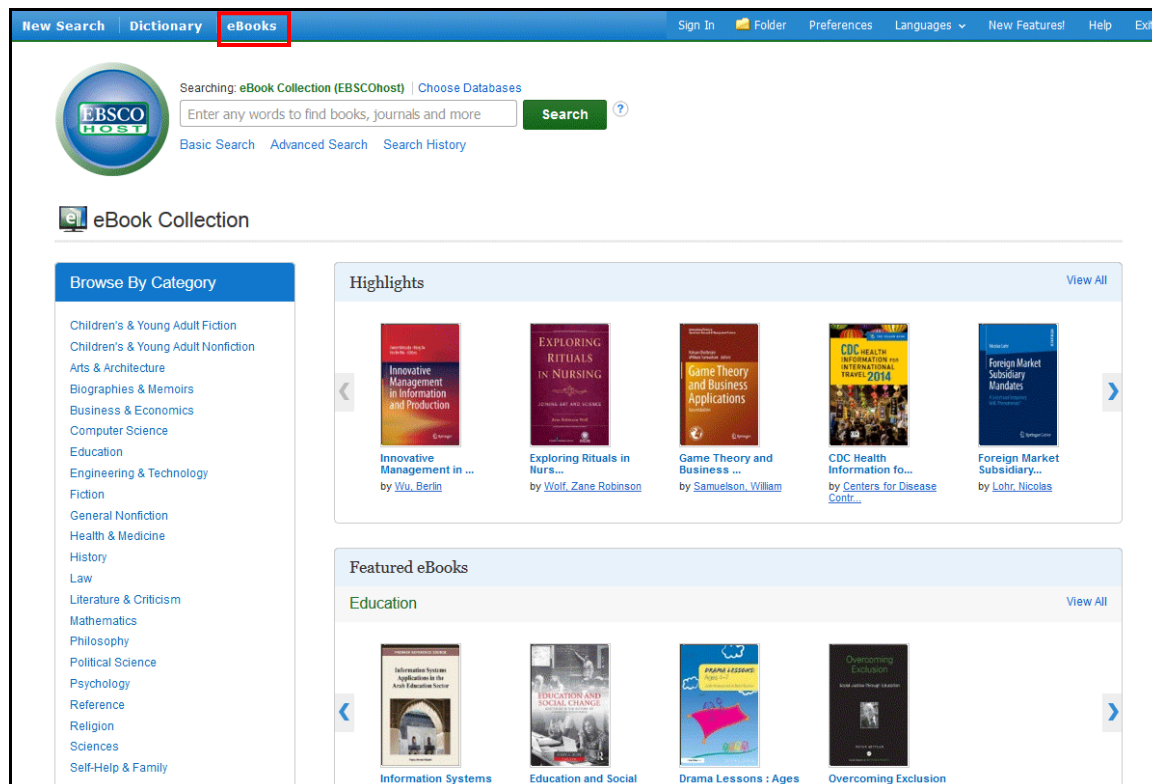
1. Click the **Download Now** link found on the page linked above.
2. Select **Install**.
3. Select **Yes**.
4. Follow prompts until installation is complete.

**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.



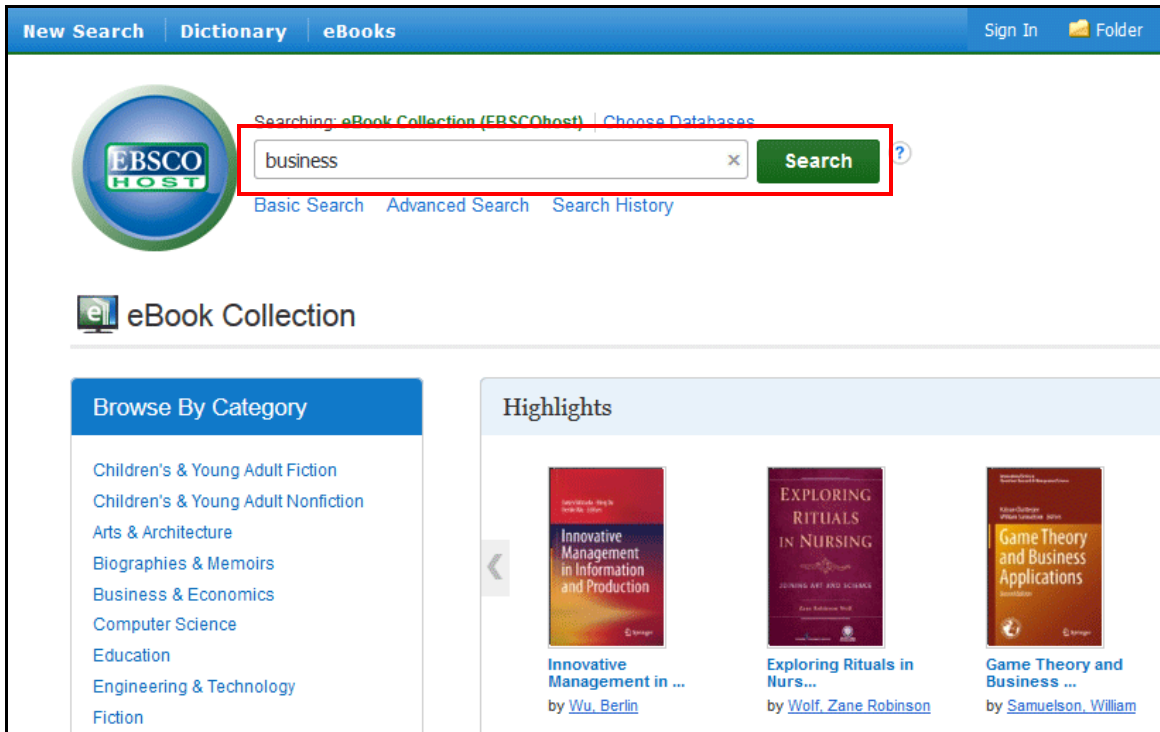
There are several ways to search for EBSCO eBooks:

- 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.

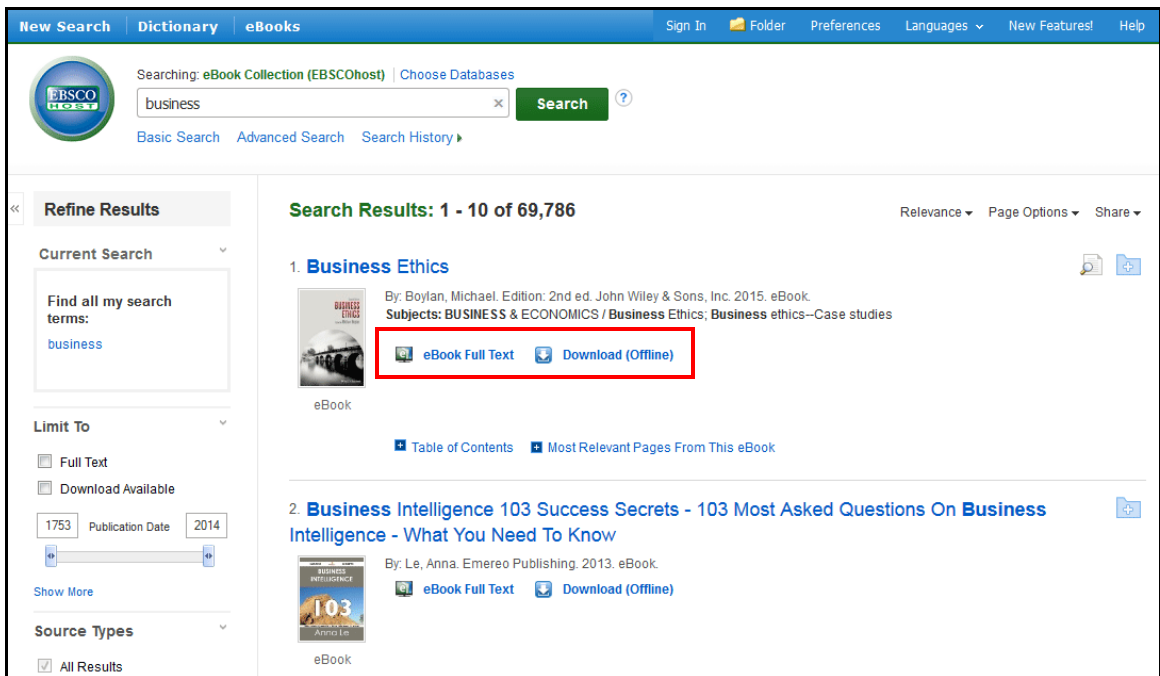
## To search for eBooks:

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



The screenshot shows the EBSCO eBooks search interface. At the top, there are navigation links for "New Search", "Dictionary", and "eBooks", along with "Sign In" and "Folder" options. The search bar contains the term "business" and a green "Search" button. Below the search bar, there are links for "Basic Search", "Advanced Search", and "Search History". The main content area is titled "eBook Collection" and features a "Browse By Category" sidebar with various subject categories. To the right, a "Highlights" section displays three book covers: "Innovative Management in Information and Production" by Wu, Berlin; "Exploring Rituals in Nursing" by Wolf, Zane Robinson; and "Game Theory and Business Applications" by Samuelson, William.

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

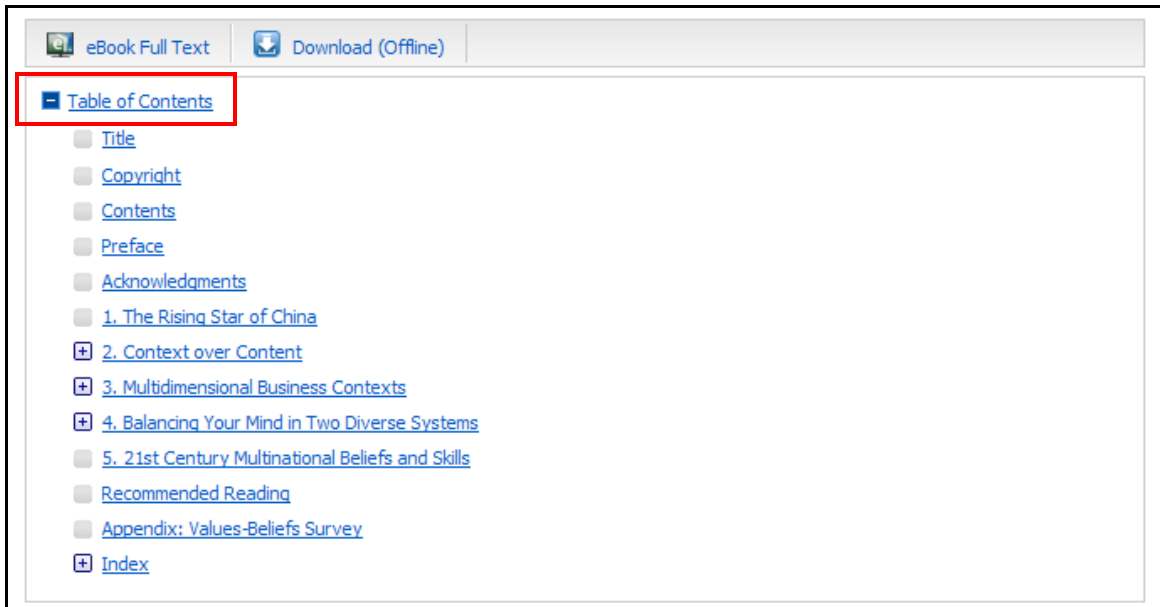


The screenshot shows the EBSCO eBooks search results page. The search bar still contains "business". The results are displayed in a list format. The first result is "Business Ethics" by Boylan, Michael, 2nd ed., published by John Wiley & Sons, Inc. in 2015. The result includes a book cover, the title, author, edition, publisher, and year. Below the title, there are two links: "eBook Full Text" and "Download (Offline)". The second result is "Business Intelligence 103 Success Secrets - 103 Most Asked Questions On Business Intelligence - What You Need To Know" by Le, Anna, published by Emereo Publishing in 2013. This result also includes a book cover, title, author, publisher, and year, with links for "eBook Full Text" and "Download (Offline)". On the left side of the results, there is a "Refine Results" sidebar with options to "Limit To" (Full Text, Download Available) and "Source Types" (All Results).

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.



**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 'Business Ethics' detailed record page. On the left, there are navigation options: 'Detailed Record', 'eBook Full Text', and 'Download This eBook (Offline)'. Below these are 'Related Information' links for 'Most Relevant Pages From This eBook' and 'Table of Contents', and a 'Find Similar Results using SmartText Searching' button. The main content area displays the book's title, authors (Boylan, Michael), publication information (John Wiley & Sons, Inc. 2015), description (eBook, 2nd ed.), subjects (Business ethics--Case studies), categories (BUSINESS & ECONOMICS / Business Ethics), ISBNs (9781118494745, 9781118658062), and accession number (605995). A book cover image is shown on the right. Below the main information is a section titled 'Most Relevant Pages From This eBook' with a minus sign in the top left corner, containing a snippet of text about the definition of business.

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 screenshot shows the 'Search Terms Within this eBook' section, which is collapsed. The section title has a minus sign in the top left corner. The content displays three search results for the term 'business':

- 3 The Staff Mosaic Working Together**: As a manager, you'll work with everyone on your team, but in the *business* world of today—and tomorrow—the members of that team might be located in Bangalore, Chicago, Paris, and Sao Paulo; and you have to be sure every party understands every other party. As workers are added to your roster and customers are added to your book of *business*, learn about each one of them because all *business* is person-to-person. **7 keyword hits** - [View Now](#)
- Y**: Gary Grossman is the founder and president of Venn Strategy Group Inc. Venn helps companies measure and manage the financial impact of dependent *business* units working independently (the silo effect). Grossman is an international consultant and trainer with expertise in using *business* intelligence and technology to build an integrated performance-management culture. **4 keyword hits** - [View Now](#)
- 13 Conducting Meaningful Performance Reviews**: Is production on schedule? Has inventory been consistent? When you measure these *business* metrics accurately and effectively, you can take action to correct where necessary, modify where appropriate, or reinforce where beneficial. Your employees are as important as any other asset in your *business*. Therefore, you need to monitor and nurture them as such. But they have an extra dimension; they are **3 keyword hits** - [View Now](#)

At the bottom of the section is a 'Table of Contents' link with a minus sign in the top left corner.

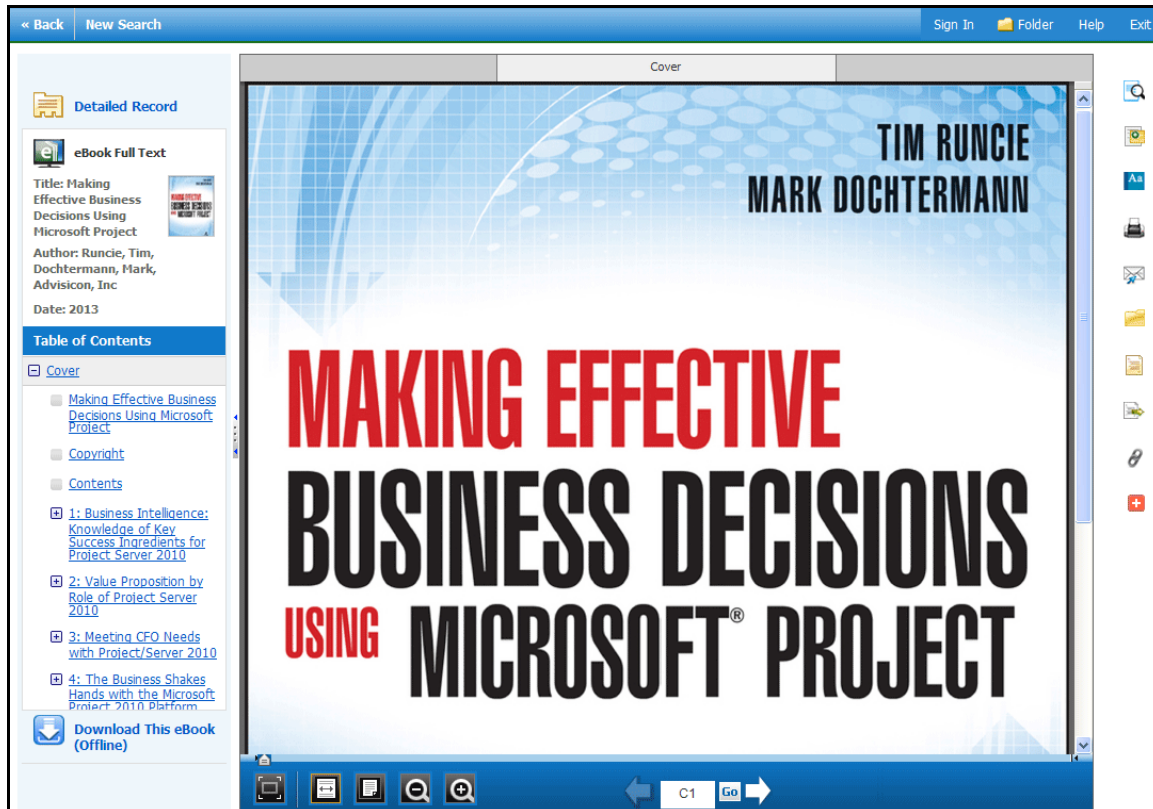
- **Search Terms Within this eBook**: Displays the most relevant sections of the eBook in which your search terms appear in the text.
- **Table of Contents**: Displays the Table of Contents for the eBook you are viewing. Clicking on a hyperlinked chapter opens the chapter in the eBook Viewer tool.

# 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 [SchubertJit](#) plug-in.



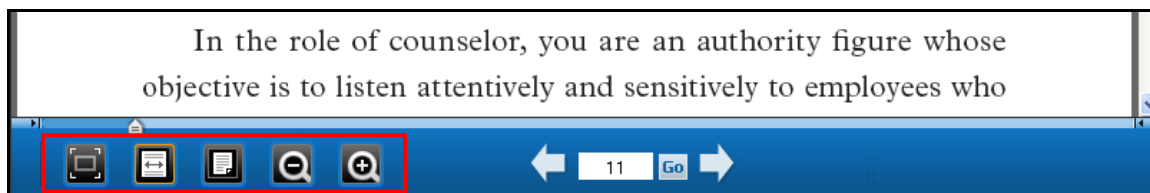
In the top toolbar of the eBook Viewer, you can click the **Back**, **New Search**, or **Exit** links to check in the eBook after you have finished viewing it.

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.

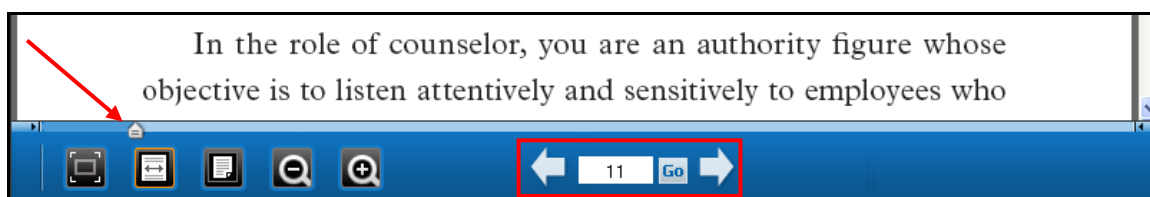
-  - Click the magnifying glass icon to search for terms within the eBook.
-  - Click the note icon to create a note about the eBook or a page of the eBook and save it to your personal folder.
-  - Click the dictionary icon to search for definitions of words in the eBook you are reading.



## 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.

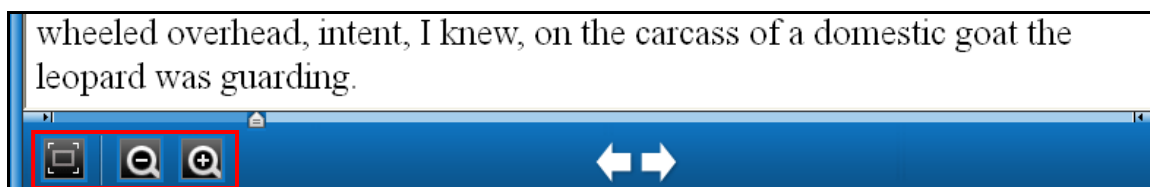


- **Location Slider:** Drag the location slider right or left to go to a specific page of the eBook. The left and right arrows on either side of the slider bar take you to the beginning or end of the eBook. The page number updates in the Page Navigation box as you drag the location slider.
- **Page Navigation:** 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:

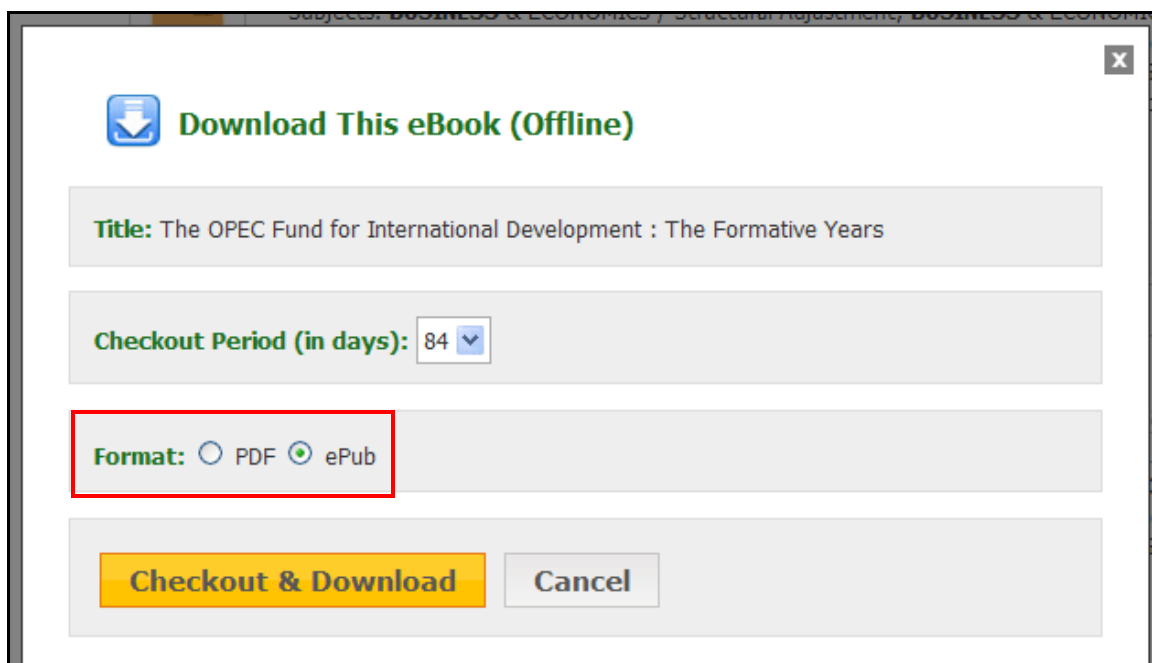
1. Click the **Download (Offline)** link for the eBook you would like to download.



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

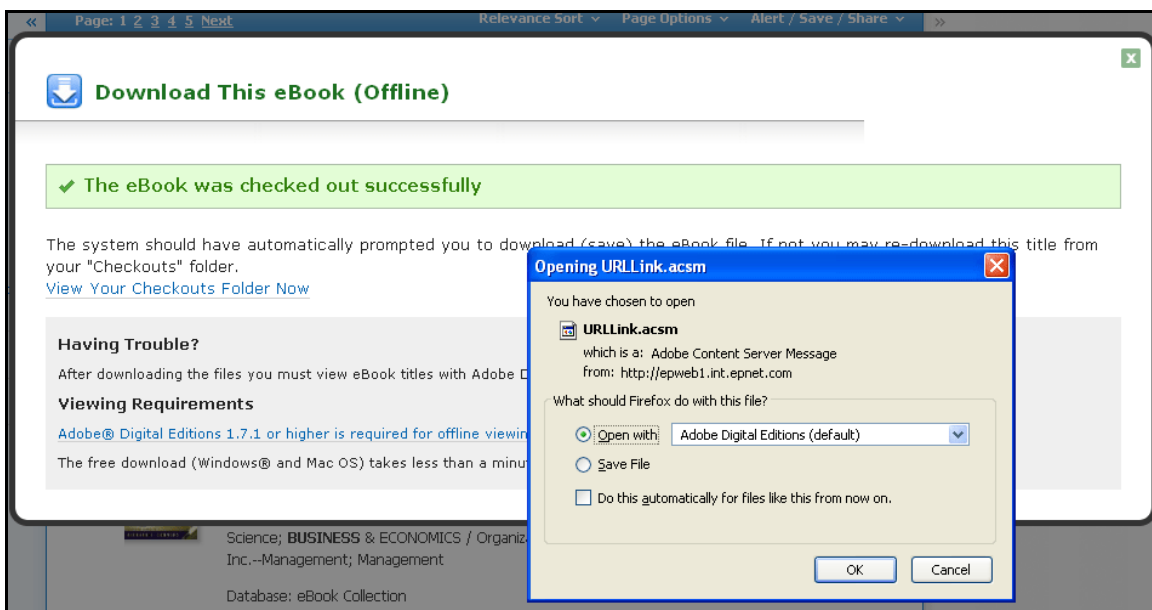
2. Select a **Checkout period** from the drop-down menu and click the **Checkout & Download** button.

**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.



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.



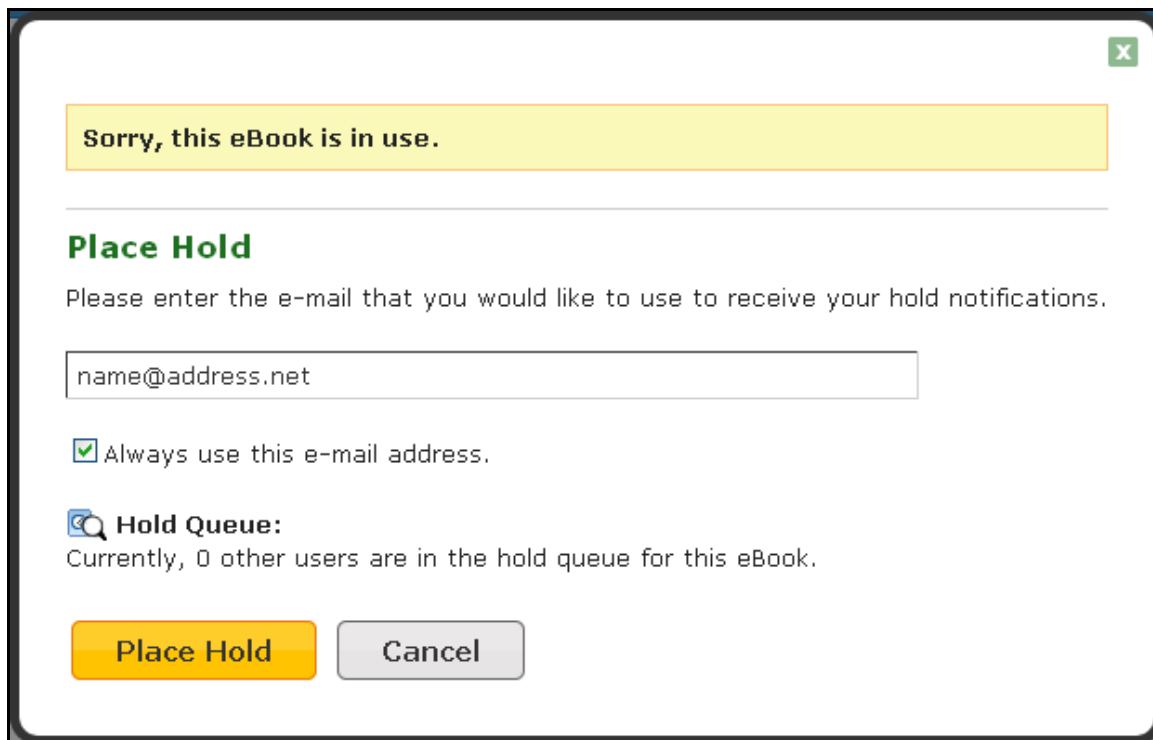
If you select **Open with**, your eBook is opened with Adobe® Digital Editions. If you select **Save file**, the eBook is saved to your computer and can be opened with Adobe® Digital Editions at a later time.

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Sorry, this eBook is in use.

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### Place Hold

Please enter the e-mail that you would like to use to receive your hold notifications.

Always use this e-mail address.

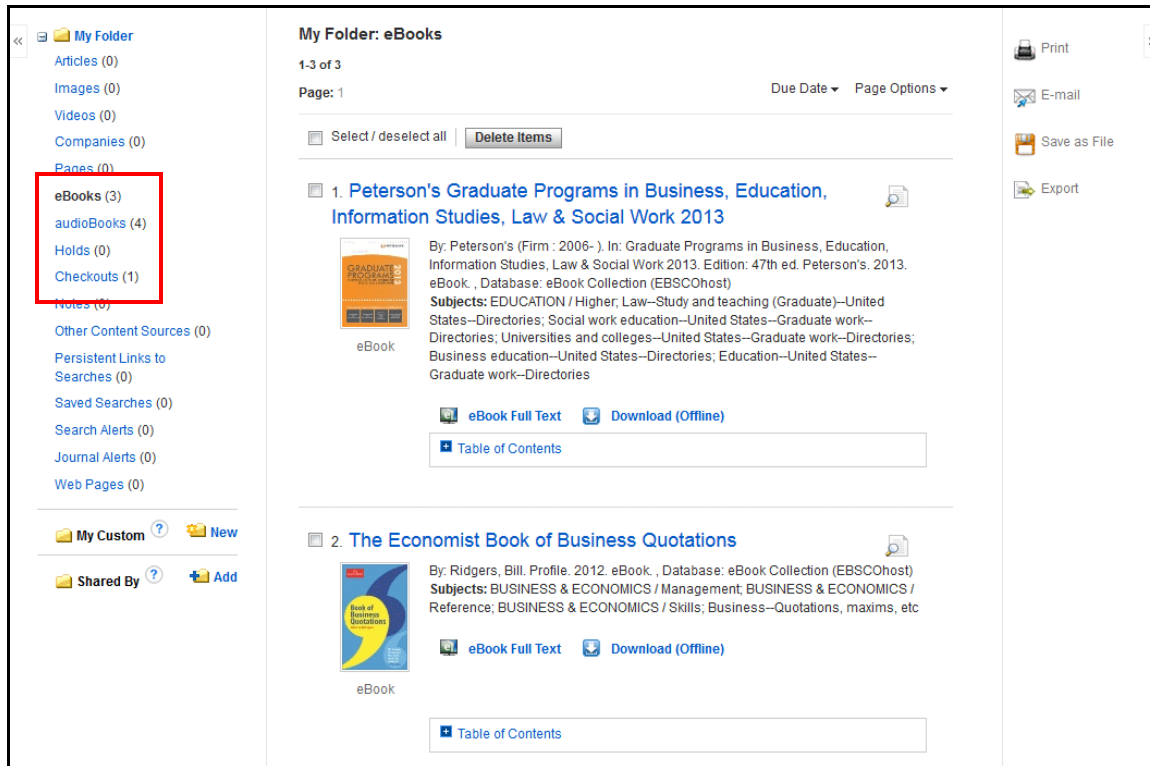
 **Hold Queue:**  
Currently, 0 other users are in the hold queue for this eBook.

**Place Hold** **Cancel**

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.



**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.

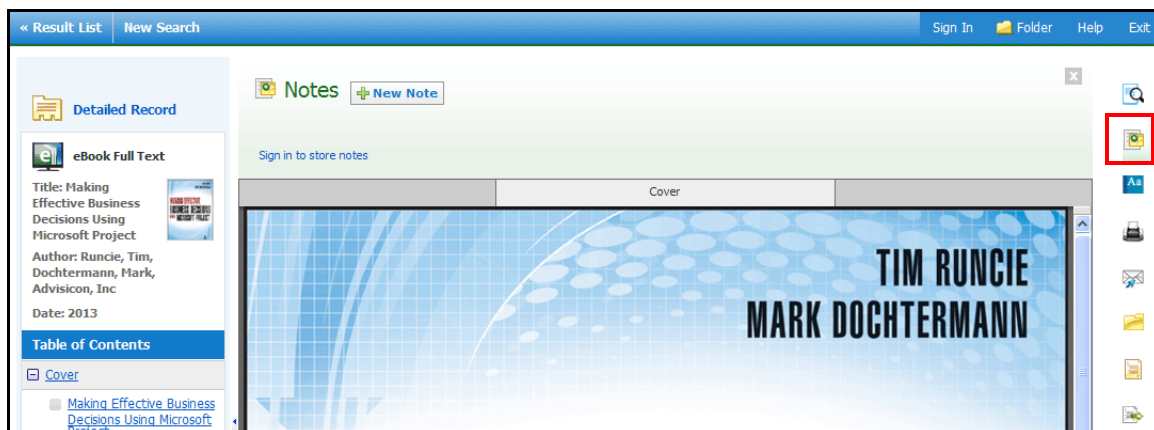
**Checkouts:** When an eBook is checked out, it is added to the Checkouts area of the folder. If you have not yet downloaded the eBook, it can be accessed and downloaded from here.

## Creating Notes on eBooks

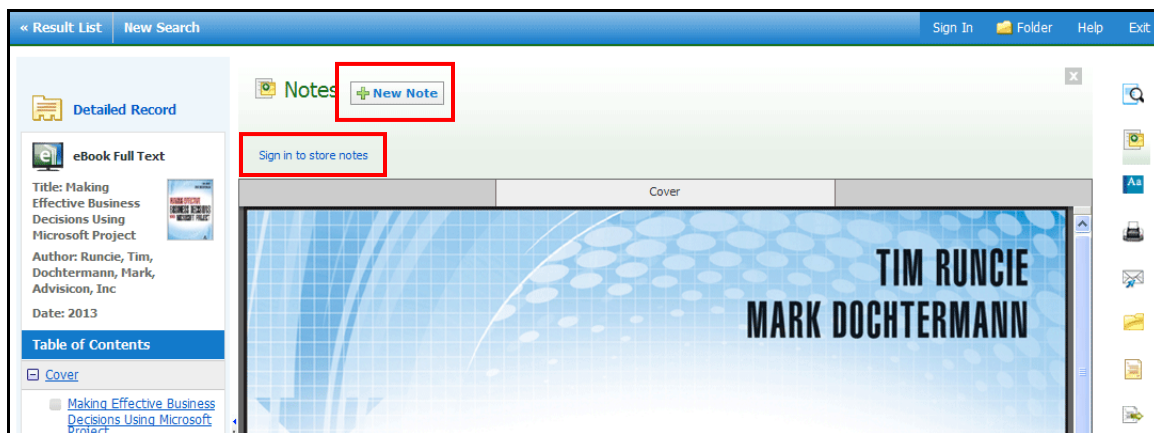
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCOhost folder for later viewing.

### 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.



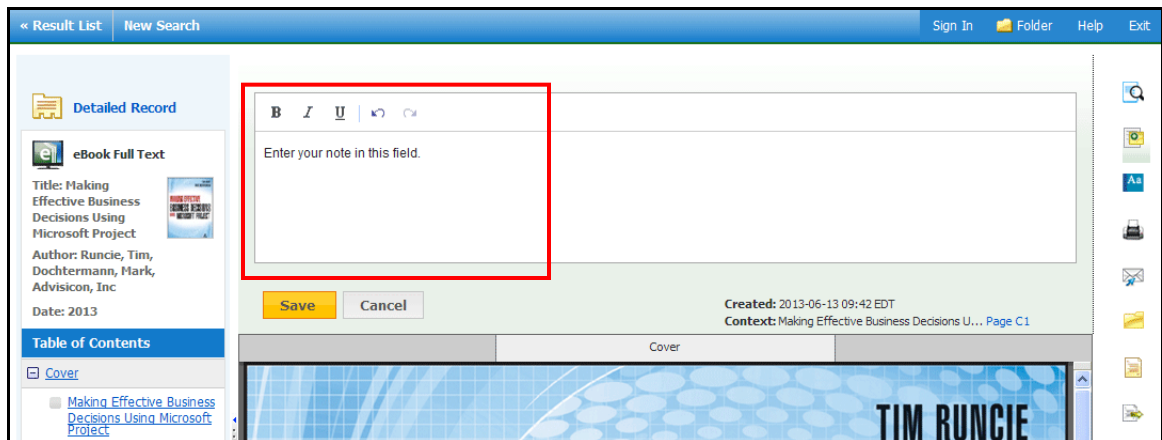
2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



**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.



4. Your saved note appears in the Notes list.



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  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 displays the Oxford American College Dictionary interface. On the left, a search box contains the word 'abdicate' and a 'Browse' button. Below the search box is a list of entries: 'abbreviation', 'ABC 1', 'ABC 2', 'ABD', 'abdicate', 'abdomen', 'abducens nerve', 'abduct', and 'abductee'. The 'abdicate' entry is highlighted with a blue arrow. On the right, the details for 'abdicate' are shown, including the main entry, definition(s), subentry, word origin, and copyright information.

Browsing: Oxford American College Dictionary

abdicate Browse

abbreviation

ABC 1

ABC 2

ABD

**abdicate**

abdomen

abducens nerve

abduct

abductee

◀ Back Previous Record | Next Record ▶

Details for abdicate

**Main Entry:**  
ab·di·cate /'abdi,kāt/

**Definition(s):**  
intransitive verb:  
(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.  
(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.

**Subentry:**  
– derivatives ab·di·ca·tion /,abdi'kāSHən/ noun

**Word Origin:**  
– origin 16th C.: from L.abdicat-'renounced,' from the v. abdicare, from ab-'away' + dicare'declare.'

**Copyright:**  
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◀ Back Previous Record | Next Record ▶

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