



eBooks
on EBSCOhost®

User Guide

Updated: 7/15/11

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About eBooks on EBSCOhost

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 3.0, and Safari 3.0 (for Macintosh). You must also have Adobe® Reader® installed to view the PDF Full Text files. We recommend Adobe Acrobat Reader version 8.2 or later. 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.

Searching for eBooks

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

The screenshot shows the EBSCOhost eBook Collection landing page. At the top, there is a navigation bar with 'New Search', 'Dictionary', and 'eBooks' (highlighted with a red box). Below the navigation bar is a search area with a search box, 'Search', 'Create Alert', and 'Clear' buttons. The main content area is titled 'eBook Collection' and includes a 'Browse By Category' sidebar on the left, a 'Latest Added' section with five book covers, and a 'Featured eBooks' section with five book covers. The 'Browse By Category' sidebar lists various categories such as 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, and Religion. The 'Latest Added' section shows books like 'De la cera al crayón' by Nelson, Robin, 'De La Idea Al Libro' by Marshall, Pam, 'Dinosaurios con plumas' by Lessem, Don, 'dinosaurios más intelligen...' by Lessem, Don, and 'dinosaurios más mortifero...' by Lessem, Don. The 'Featured eBooks' section shows books like 'Hammered', 'New Stories for FOX COLD', 'British Women', 'Edgar Allan Poe', and 'London Dispossessed'.

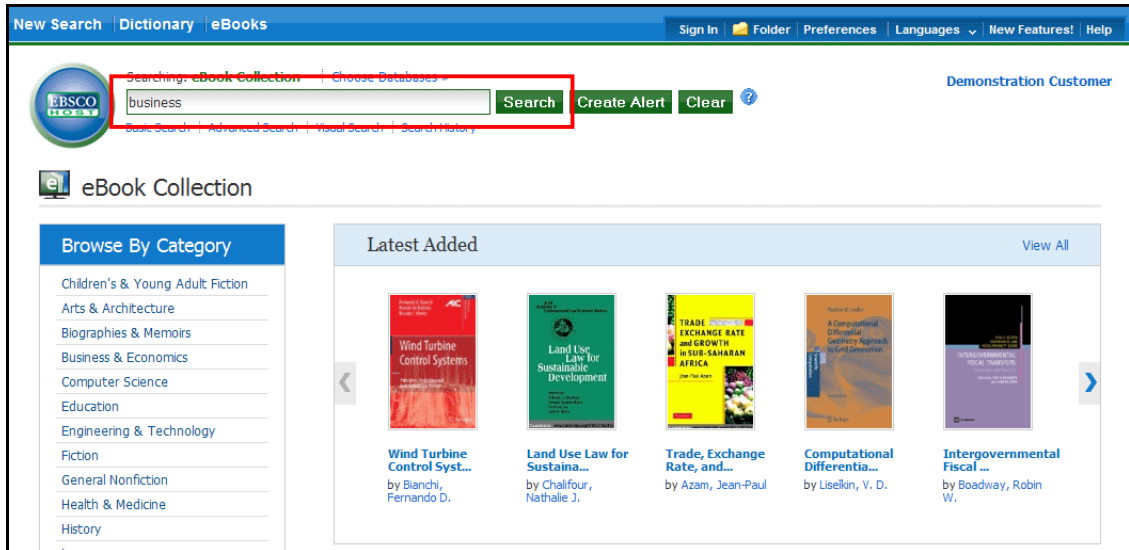
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- Perform a keyword search of the eBooks database using the **Find** field.
- **Browse by Category** by selecting a category from the column on the left.
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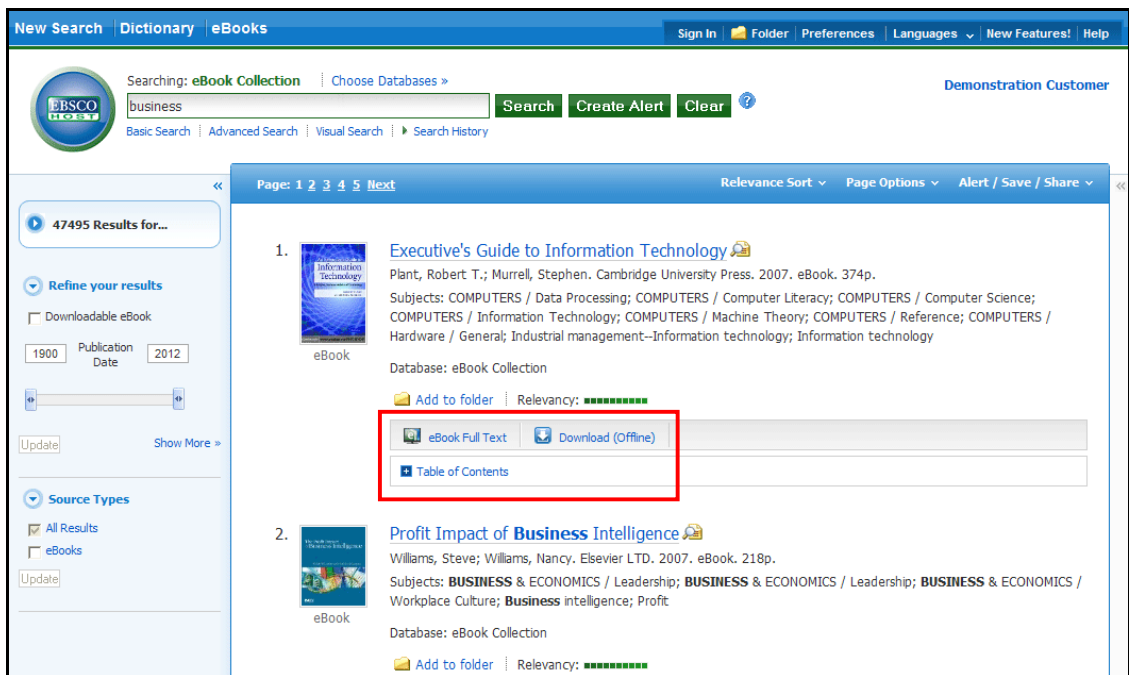
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To search for eBooks:

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



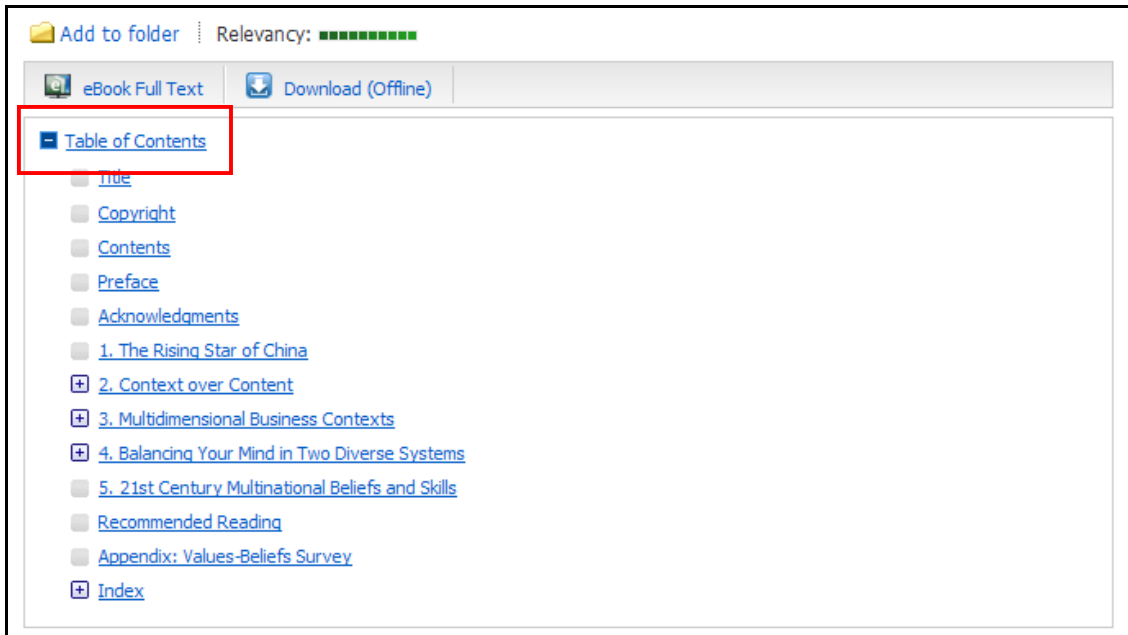
2. A Result List of eBooks related to your search terms is displayed.



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)

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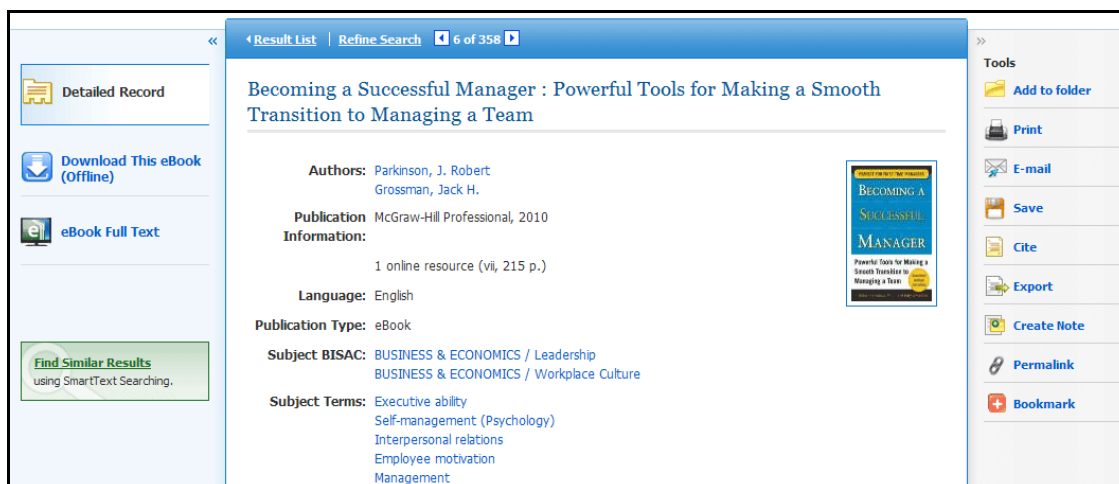
5. Click the **Table of Contents** link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter.



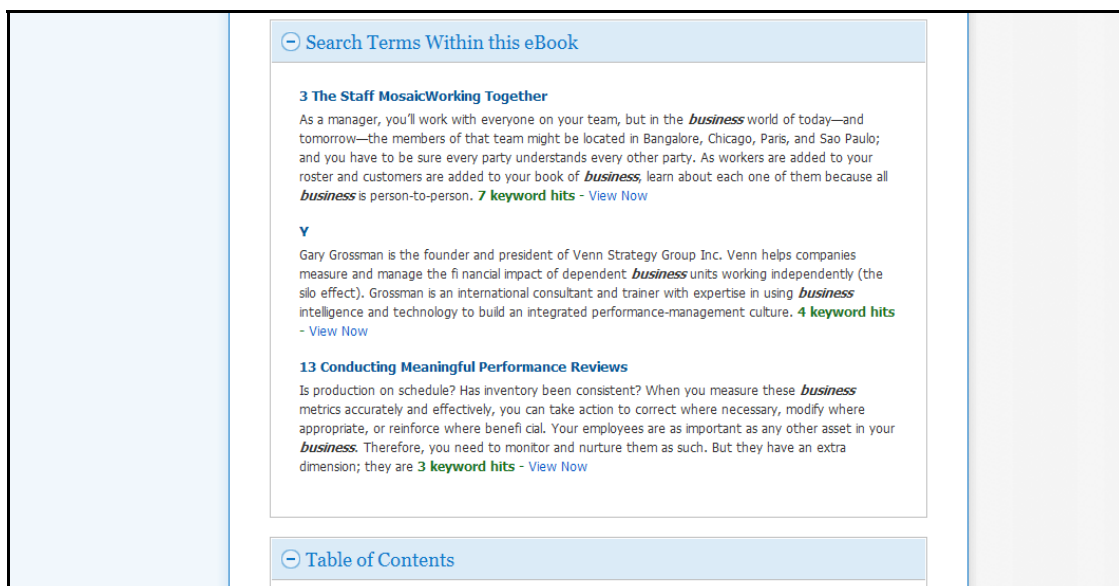
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eBook Detailed Record

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.



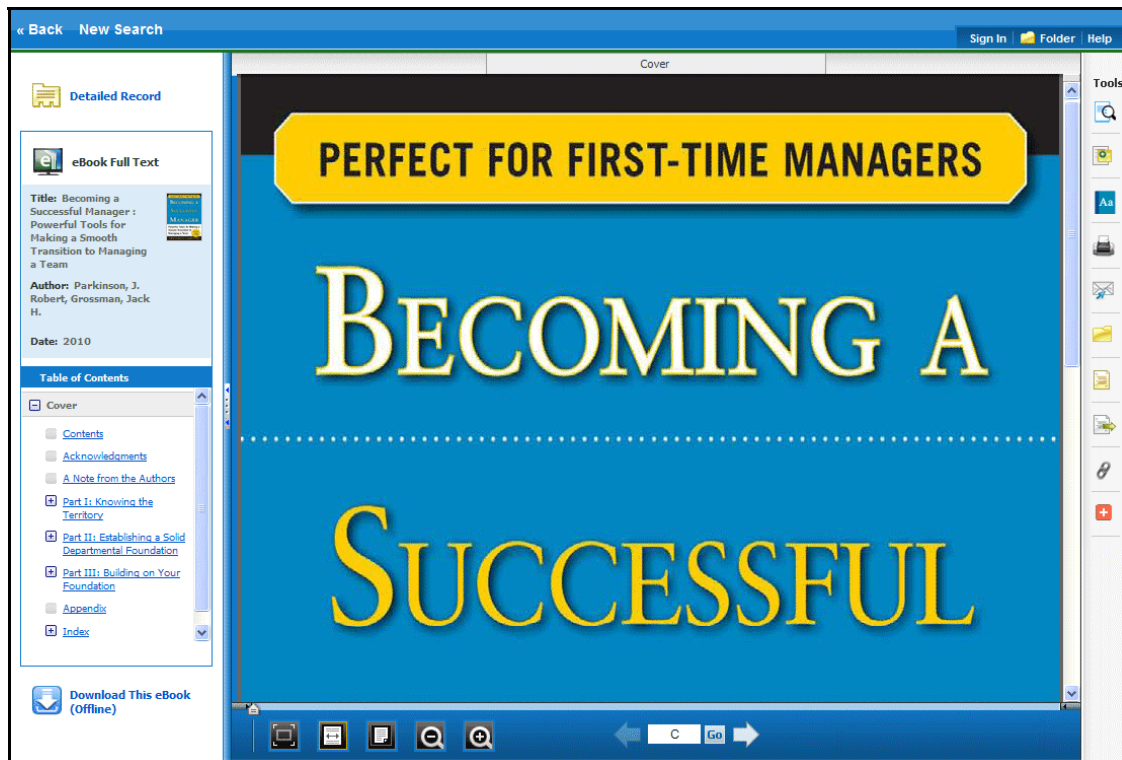
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eBook Viewer

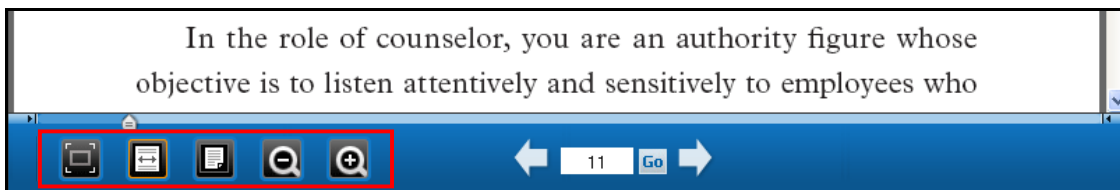
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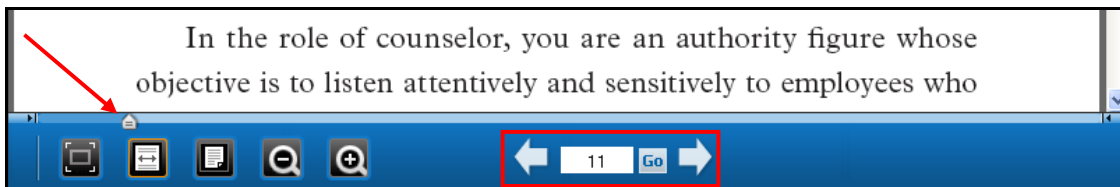
Included in the Tools column on the right, are tools that allow you to search within the text of the eBook and save a note on the eBook in your My EBSCOhost folder.

-  - 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.
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- **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**.

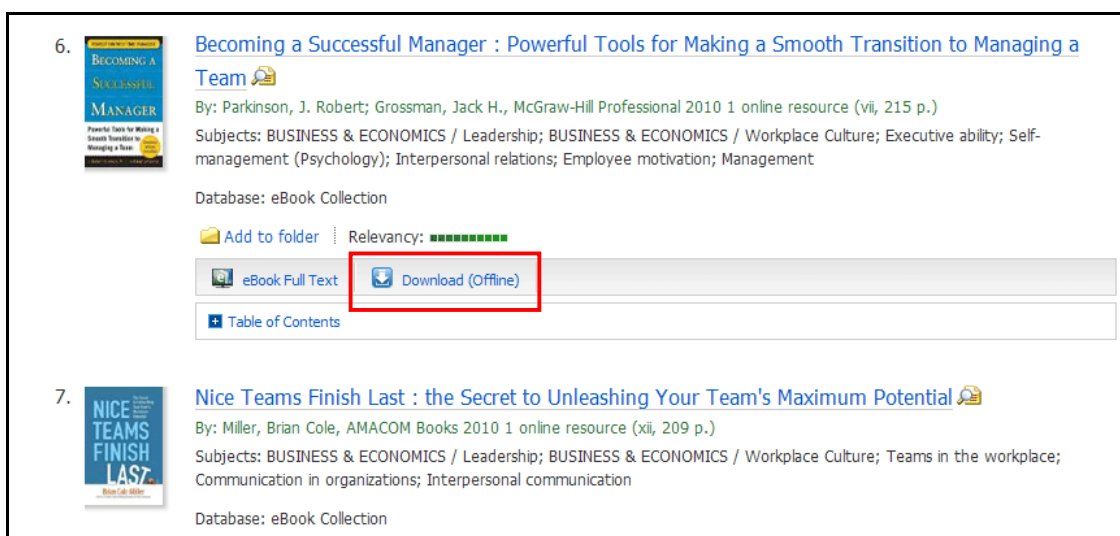
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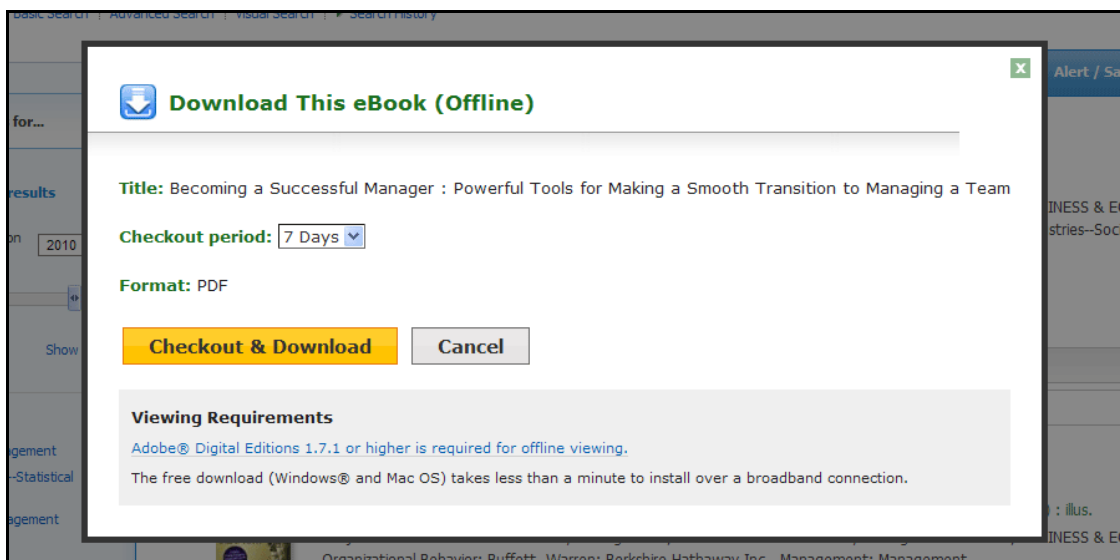
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6.  **Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team** 
By: Parkinson, J. Robert; Grossman, Jack H., McGraw-Hill Professional 2010 1 online resource (vii, 215 p.)
Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Executive ability; Self-management (Psychology); Interpersonal relations; Employee motivation; Management
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eBook Full Text **Download (Offline)**
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7.  **Nice Teams Finish Last : the Secret to Unleashing Your Team's Maximum Potential** 
By: Miller, Brian Cole, AMACOM Books 2010 1 online resource (xii, 209 p.)
Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Teams in the workplace; Communication in organizations; Interpersonal communication
Database: eBook Collection

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Checkout period: 7 Days

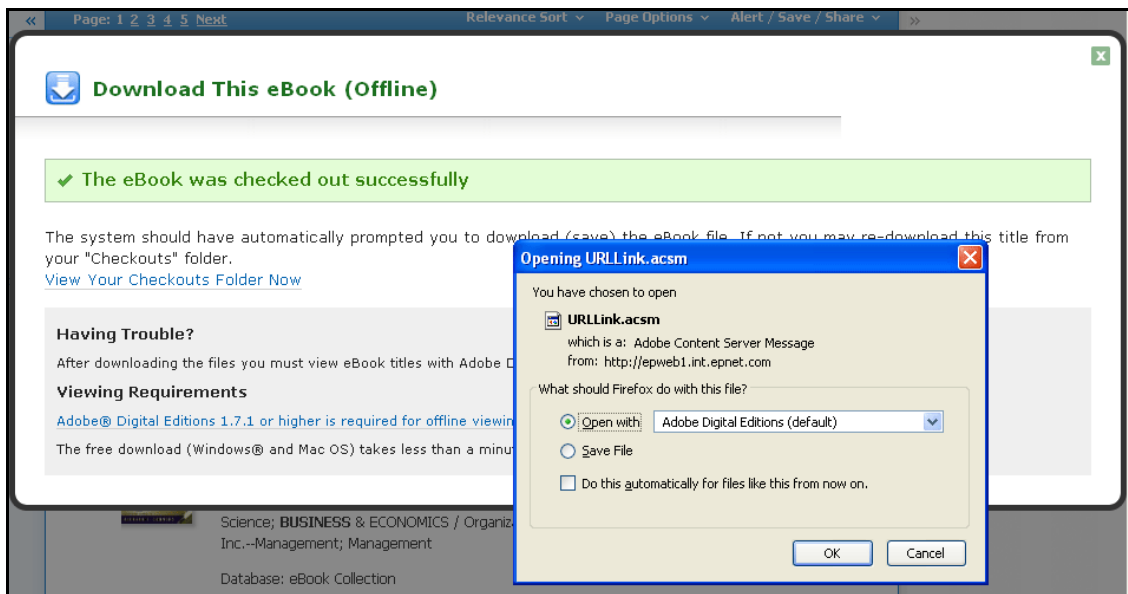
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3. Select **Open with** or **Save File** from the resulting dialog box.



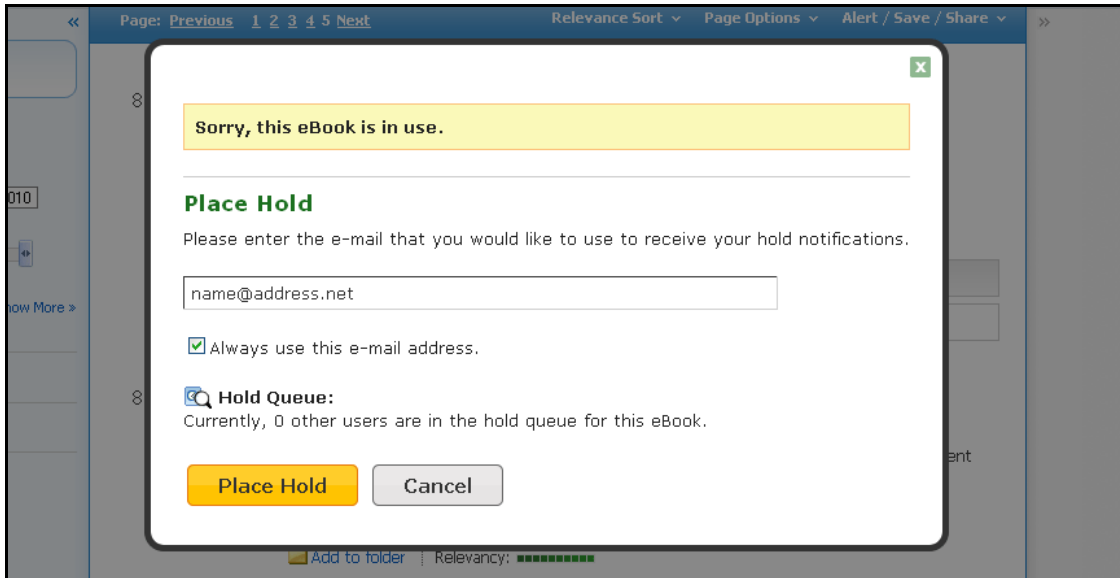
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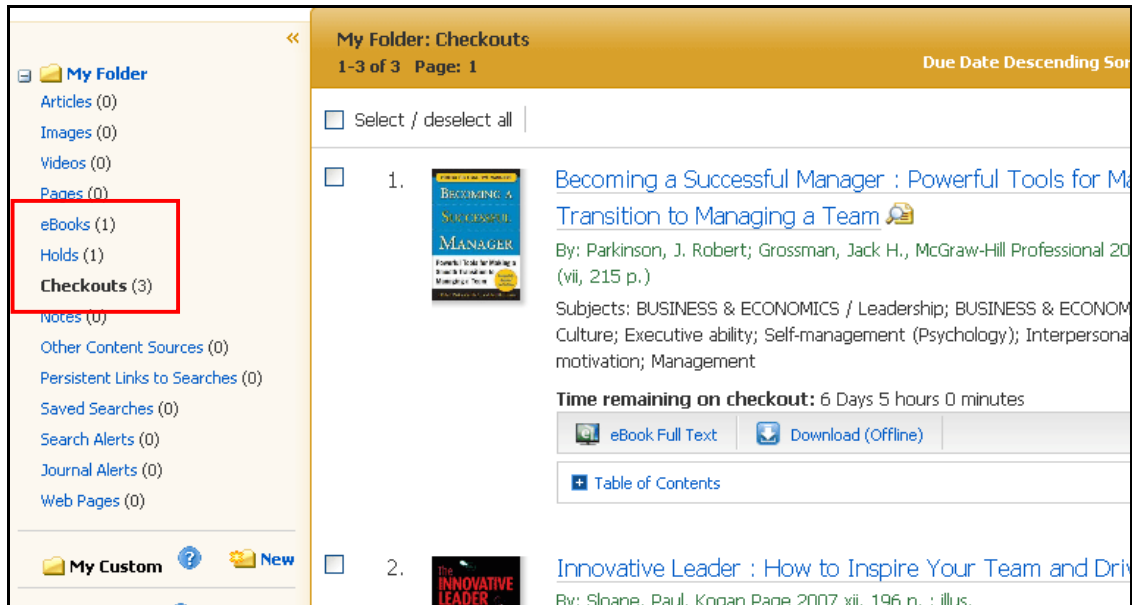
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eBooks and the My EBSCOhost Folder

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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.

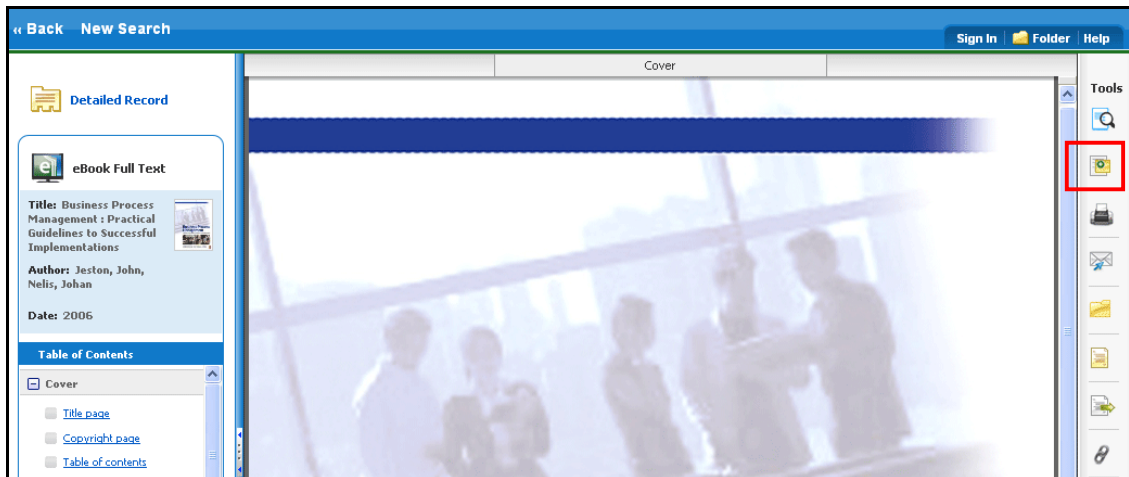
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Creating Notes on eBooks

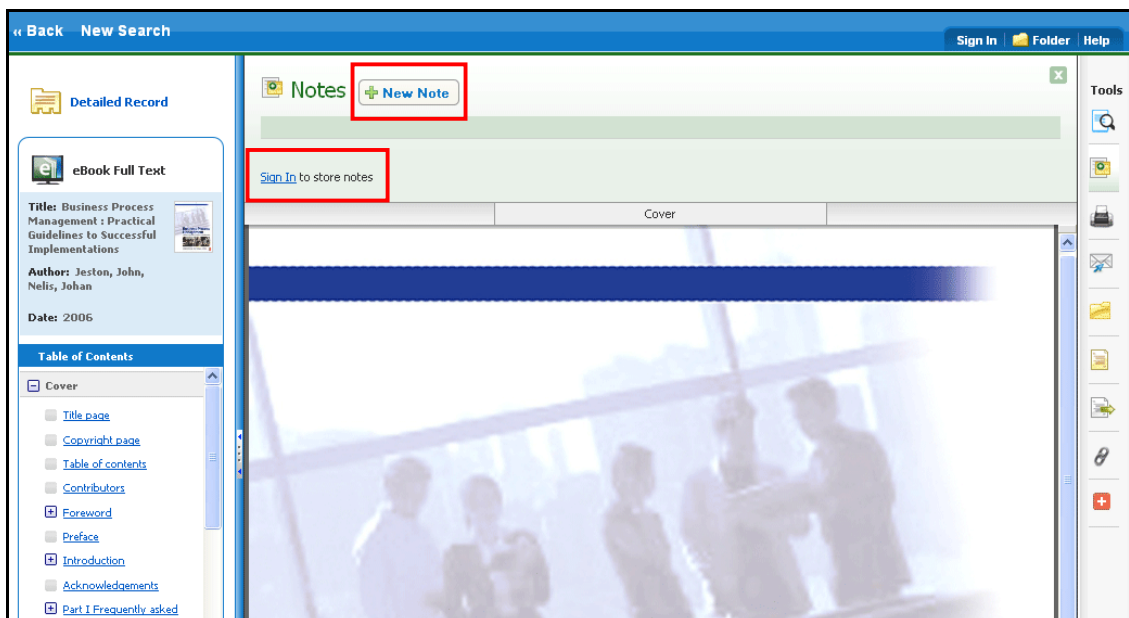
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCOhost folder for later viewing.

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.



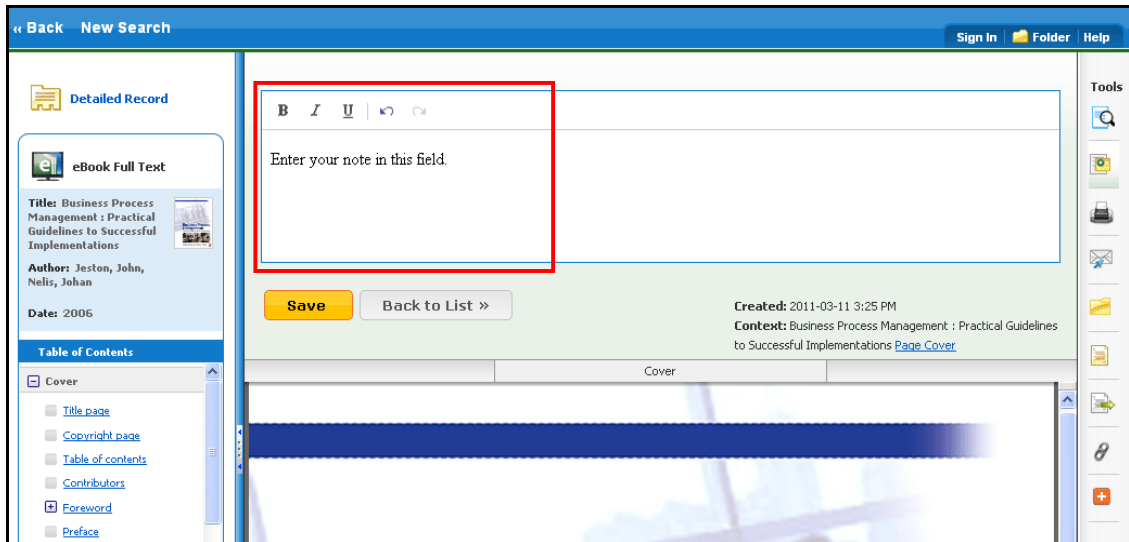
2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



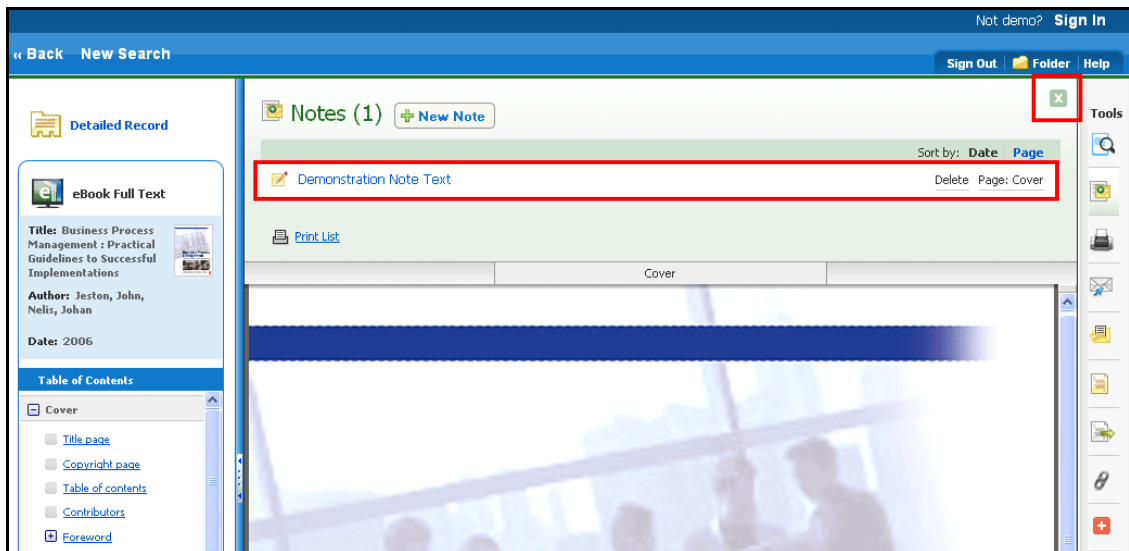
Note: Click the **Sign In** link to save your note to your personal My EBSCOhost folder account.

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 **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 eBooks on EBSCOhost 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

abbreviation

ABC 1

ABC 2

ABD

abdicate

abdomen

abducens nerve

abduct

abductee

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Details for abdicate

Main Entry:
abˈdɪˌkeɪt /ˈæbdɪˌkɑːt/

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 abˈdɪˌkeɪˈʃən /ˈæbdɪˌkɑːʃən/ noun

Word Origin:
– origin 16th C.: from L.abdicat-ˈrenounced,’ from the v. abdicare, from ab-ˈaway’ + dicareˈdeclare.’

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