



User Guide

Updated: 2/7/12

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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 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 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 containing 'eBook Collection', a search button, and options for 'Create Alert' and 'Clear'. The main content area is divided into three sections: 'Browse By Category' on the left, 'Latest Added' in the middle, and 'Featured eBooks' at the bottom. The 'Browse By Category' section lists various categories such as Children's & Young Adult Fiction, Arts & Architecture, and Education. The 'Latest Added' section displays five eBook covers with titles like 'De la cera al crayón' and 'Dinosaurios con plumas'. The 'Featured eBooks' section displays five more covers, including 'Hammered' and 'New Stories for Old'.

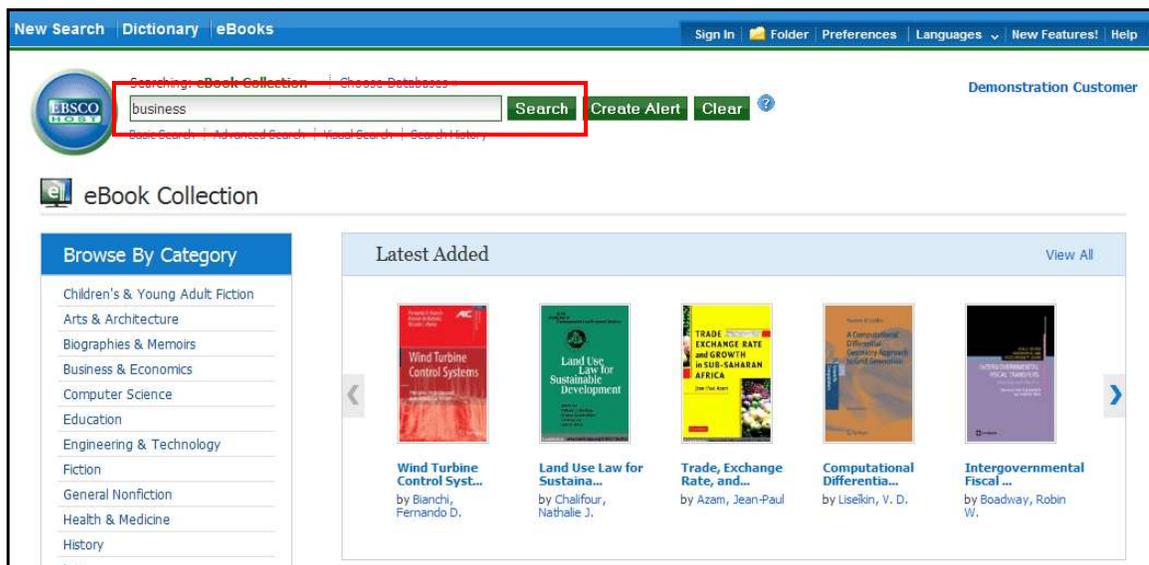
There are several ways to search for eBooks on EBSCOhost

- 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.

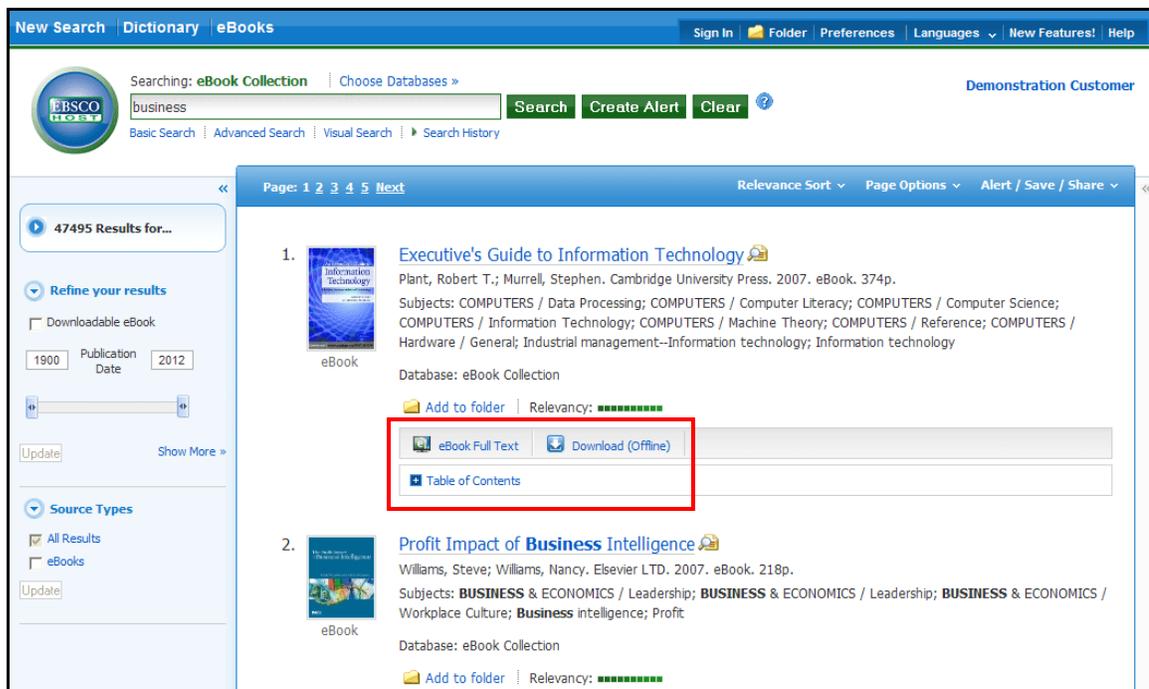
Note: If you are accessing eBooks on EBSCOhost in EBSCO Discovery Service, the eBook Collection landing page is not available.

To search for eBooks:

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



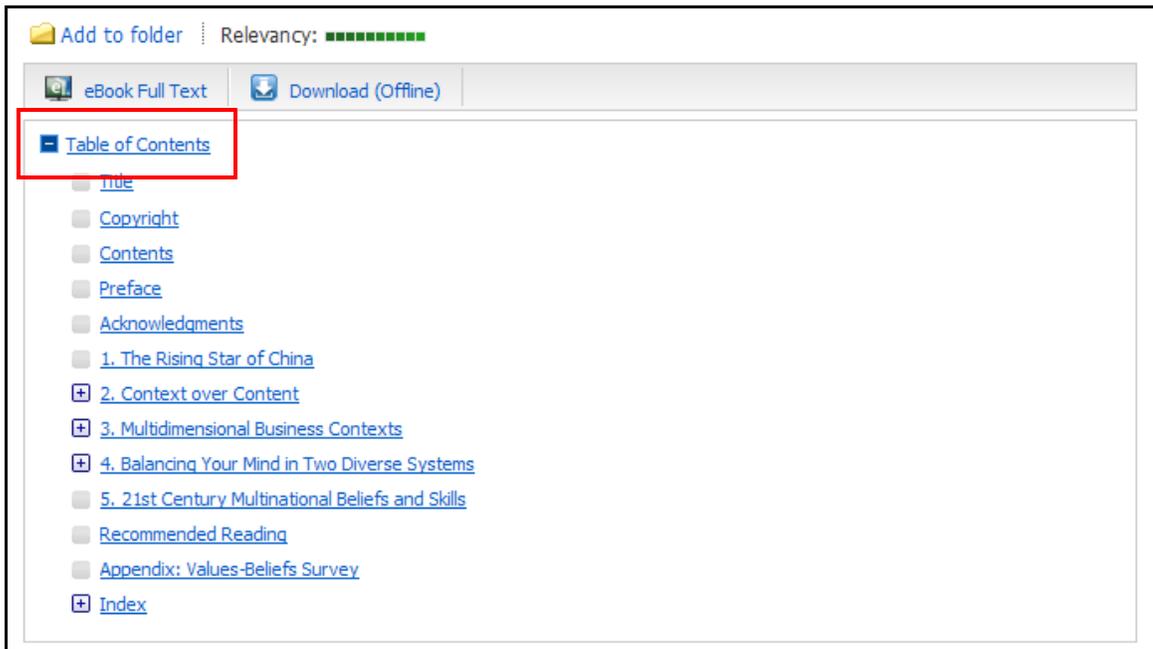
2. A Result List of eBooks related to your search terms is displayed.



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)

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 'Detailed Record' page for the eBook 'Becoming a Successful Manager: Powerful Tools for Making a Smooth Transition to Managing a Team'. The page is divided into three main sections: a left sidebar, a central content area, and a right sidebar. The left sidebar contains links for 'Download This eBook (Offline)', 'eBook Full Text', and 'Find Similar Results using SmartText Searching'. The central content area displays the book's title, authors (Parkinson, J. Robert and Grossman, Jack H.), publication information (McGraw-Hill Professional, 2010), language (English), publication type (eBook), and subject terms (Executive ability, Self-management (Psychology), Interpersonal relations, Employee motivation, Management). A small thumbnail of the book cover is also visible. The right sidebar contains a 'Tools' section with options: 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', and 'Bookmark'. At the top of the page, there is a navigation bar with 'Result List', 'Refine Search', and '6 of 358'.

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' and 'Table of Contents' sections. The 'Search Terms Within this eBook' section is expanded, showing three search results. The first result is '3 The Staff Mosaic Working Together', which discusses working with a diverse team in a global business environment. The second result is 'Y Gary Grossman is the founder and president of Venn Strategy Group Inc.', which discusses the impact of dependent business units. The third result is '13 Conducting Meaningful Performance Reviews', which discusses the importance of accurate and effective performance metrics. The 'Table of Contents' section is collapsed. Both sections have a minus sign (-) in the upper left corner, indicating they can be collapsed.

- **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.

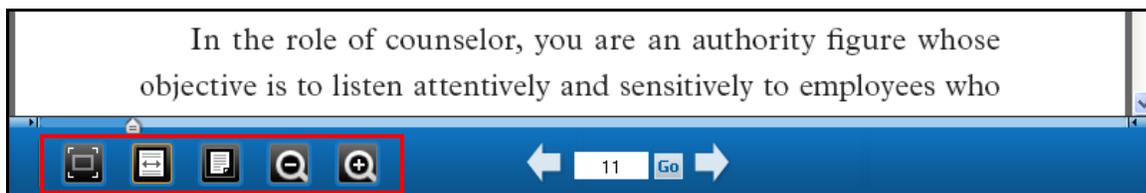
Click to download the [SchubertJit](#) plug-in.



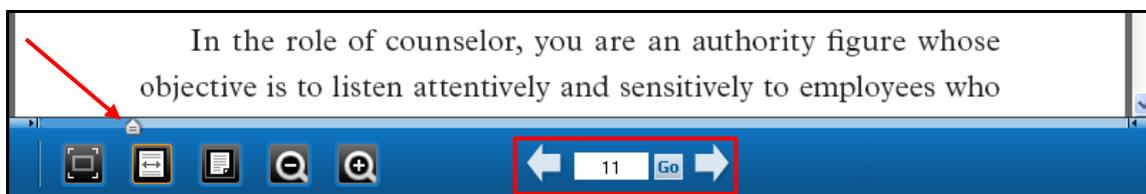
Included in the Tools column on the right, are tools that allow you to search within the text of the eBook and save a note on the eBook in your My EBSCOhost folder.

-  - 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**.

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.

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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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

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

Download This eBook (Offline)

Title: Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team

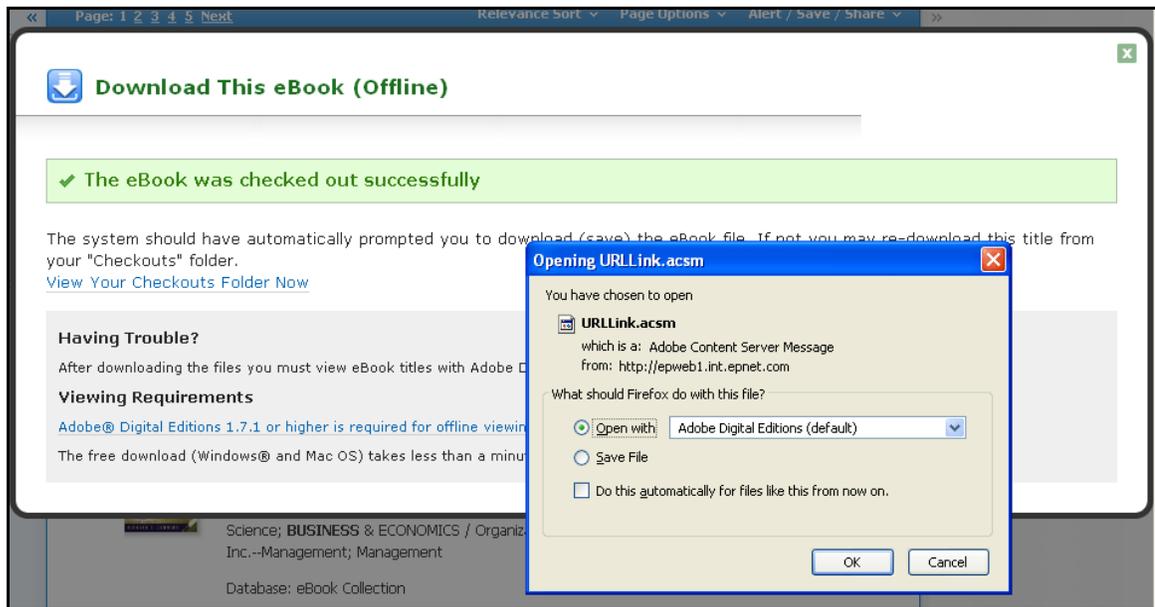
Checkout period: 7 Days

Format: PDF

Viewing Requirements
Adobe® Digital Editions 1.7.1 or higher is required for offline viewing.
The free download (Windows® and Mac OS) takes less than a minute to install over a broadband connection.

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.

8

Page: [Previous](#) | [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) | [Relevance Sort](#) | [Page Options](#) | [Alert / Save / Share](#)

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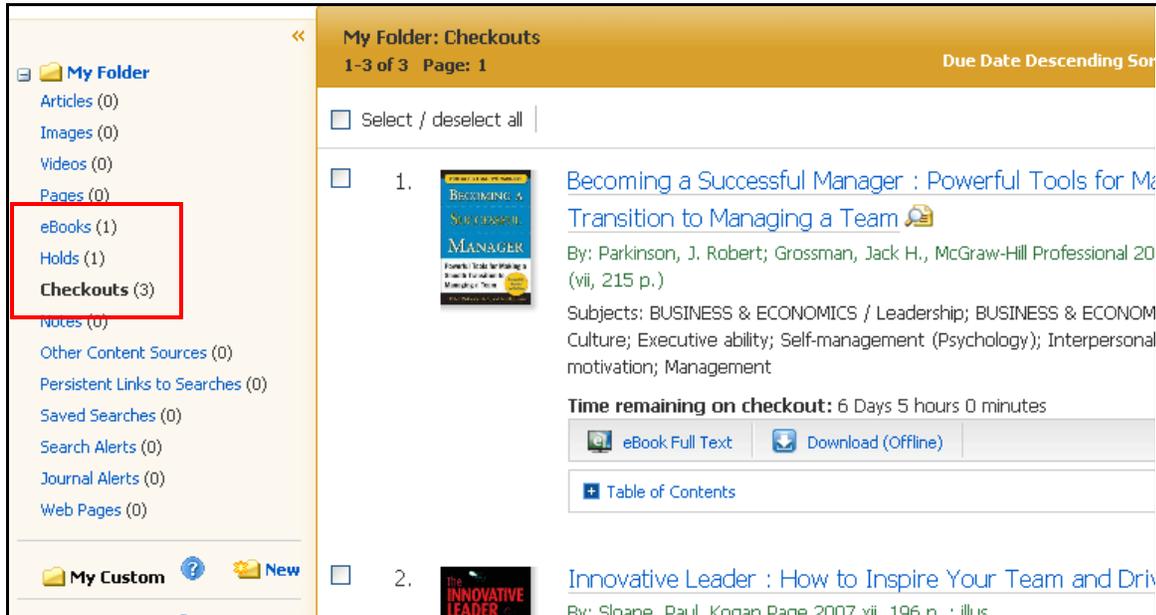
Place Hold Cancel

Add to folder | Relevancy: ██████████

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.

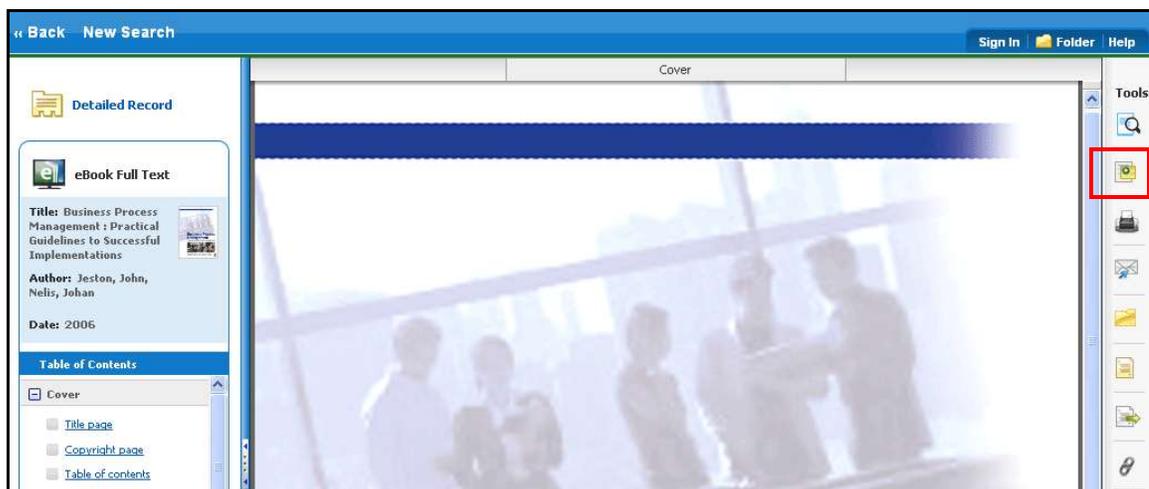
Checkouts: When an eBook is checked out, it is added to the Checkouts area of the folder. If you have not yet downloaded the eBook, it can be accessed and downloaded from here.

Creating Notes on eBooks

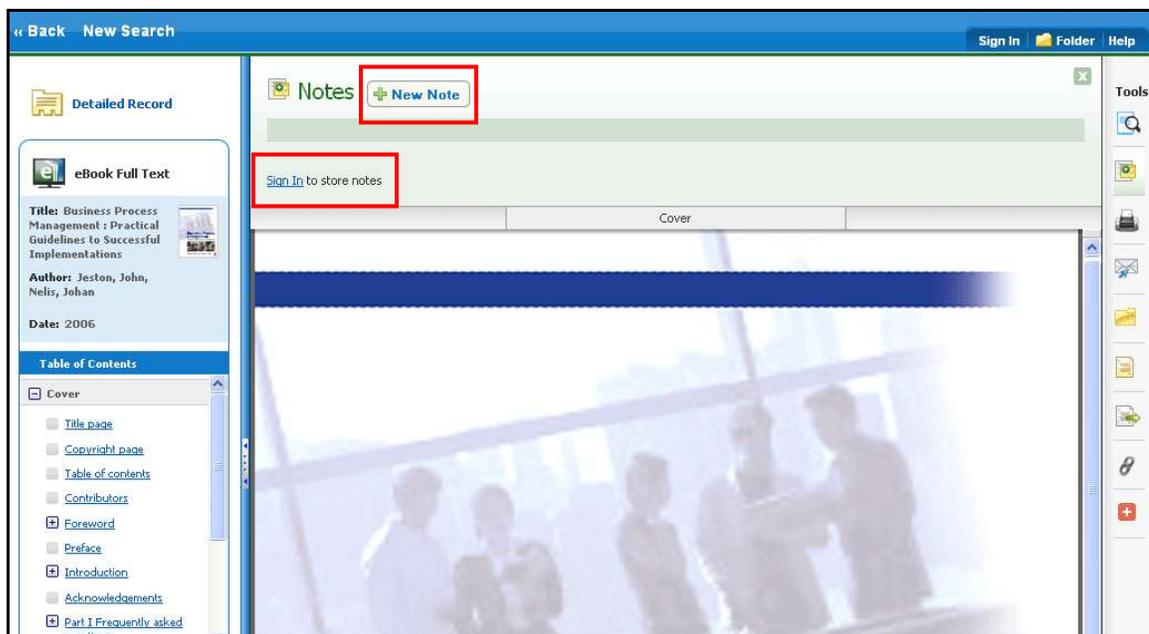
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCOhost folder for later viewing.

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.



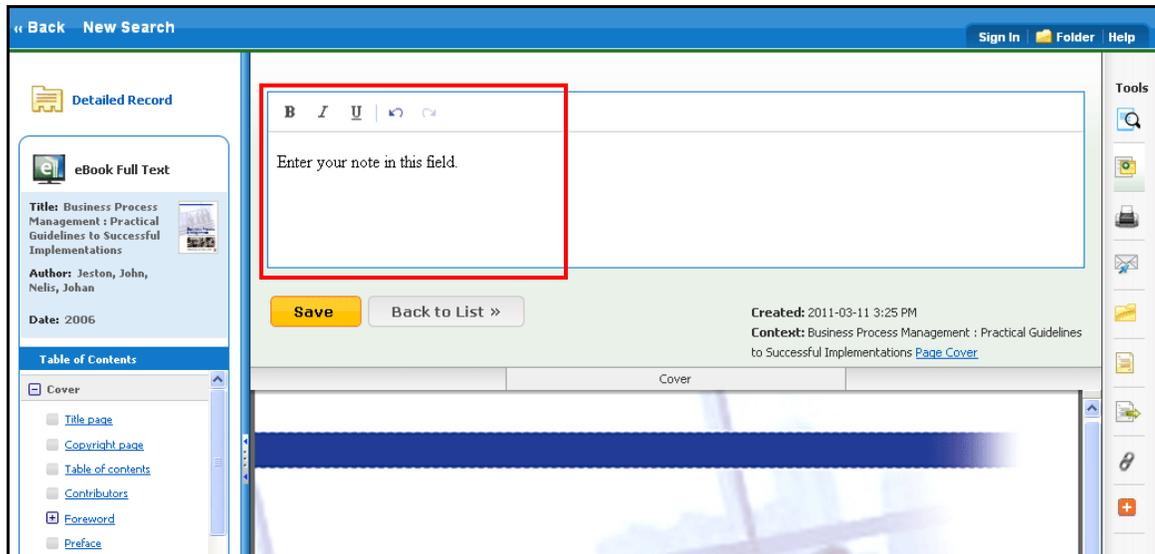
2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



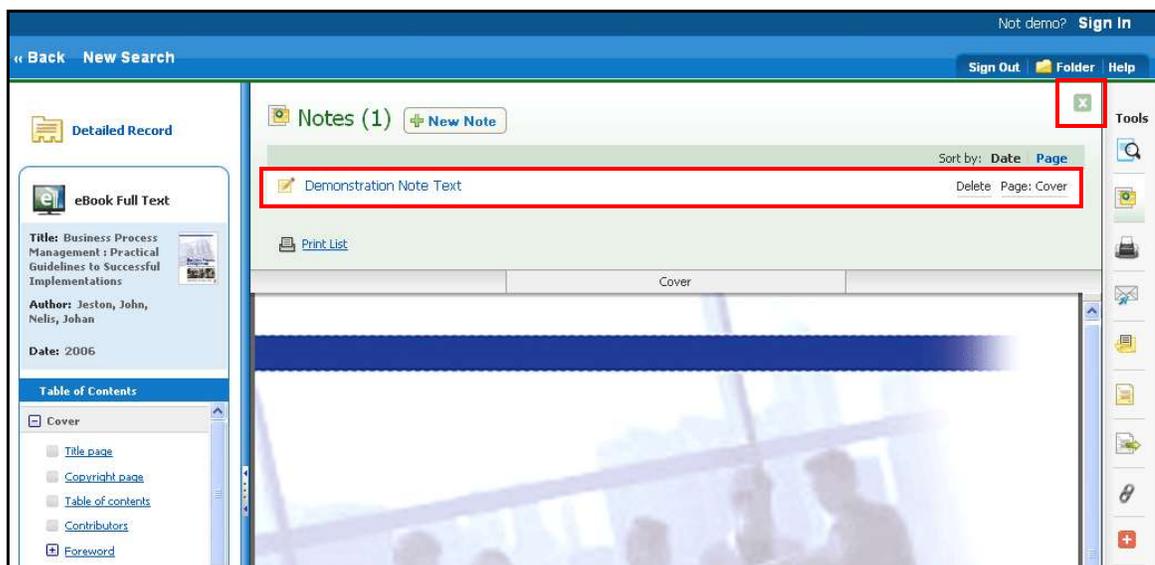
Note: Click the **Sign In** link to save your note to your personal My EBSCOhost folder account.

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.



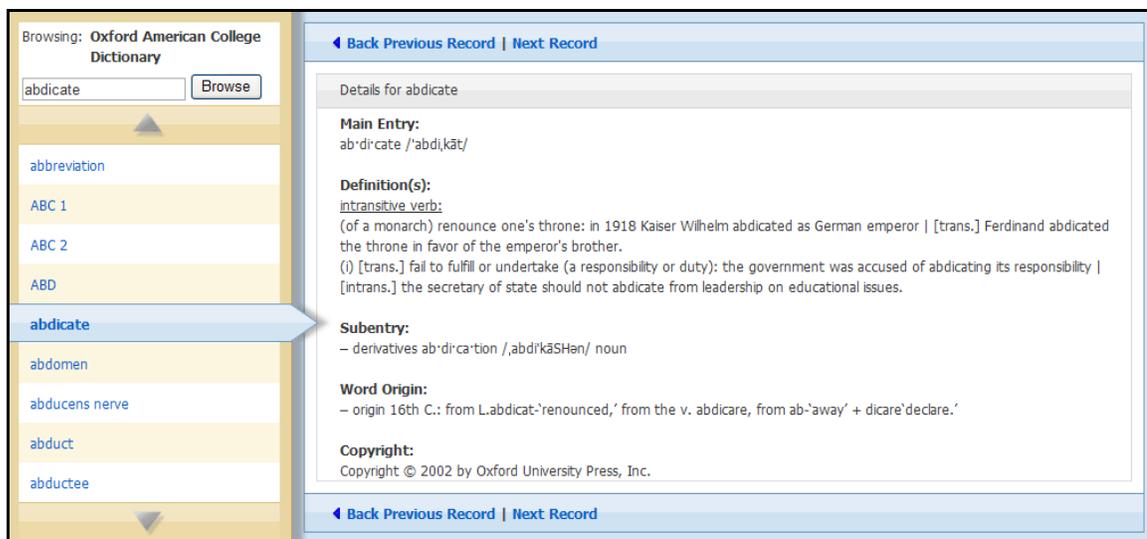
5. Click the Note title to edit the text.
6. Hover your pointer over the note to either **Delete** or view the page number of the note.
7. Click the **X** in the upper-left corner to close the Notes area.

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 Browse

abbreviation

ABC 1

ABC 2

ABD

abdicate

abdomen

abducens nerve

abduct

abductee

◀ Back Previous Record | Next Record ▶

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 /ˌæbdɪˈkeɪʃən/ noun

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

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**.