



eBooks
on EBSCOhost®

User Guide

Updated: 7/15/11

Table of Contents

About eBooks on EBSCO <i>host</i>	3
System Requirements	3
Inside this User Guide	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 EBSCO <i>host</i> Folder	13
Creating Notes on eBooks.....	14
Dictionary.....	16

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 containing 'eBook Collection', a 'Search' button, and a 'Create Alert' button. 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 subjects like Children's & Young Adult Fiction, Arts & Architecture, etc. The 'Latest Added' section displays five book covers with titles in Spanish, such as 'De la cera al crayón' and 'De La Idea Al Libro'. The 'Featured eBooks' section displays five book covers, including 'Hammered', 'New Stories for', 'British Women', 'Edgar Allan Poe', and 'London Dispossessed'.

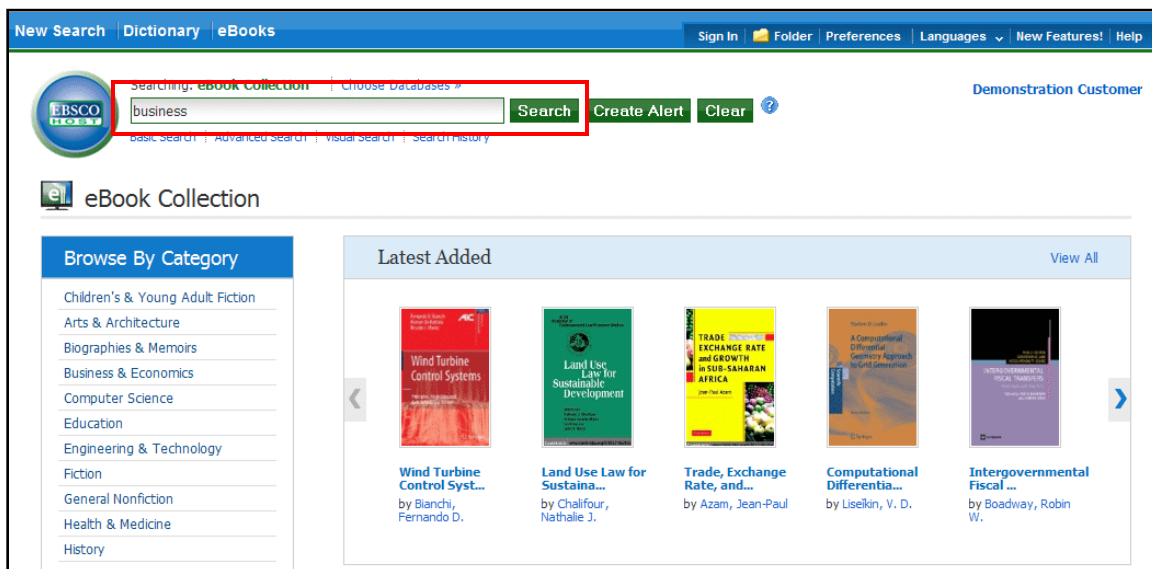
There are several ways to search for eBooks on EBSCOhost:

- 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.

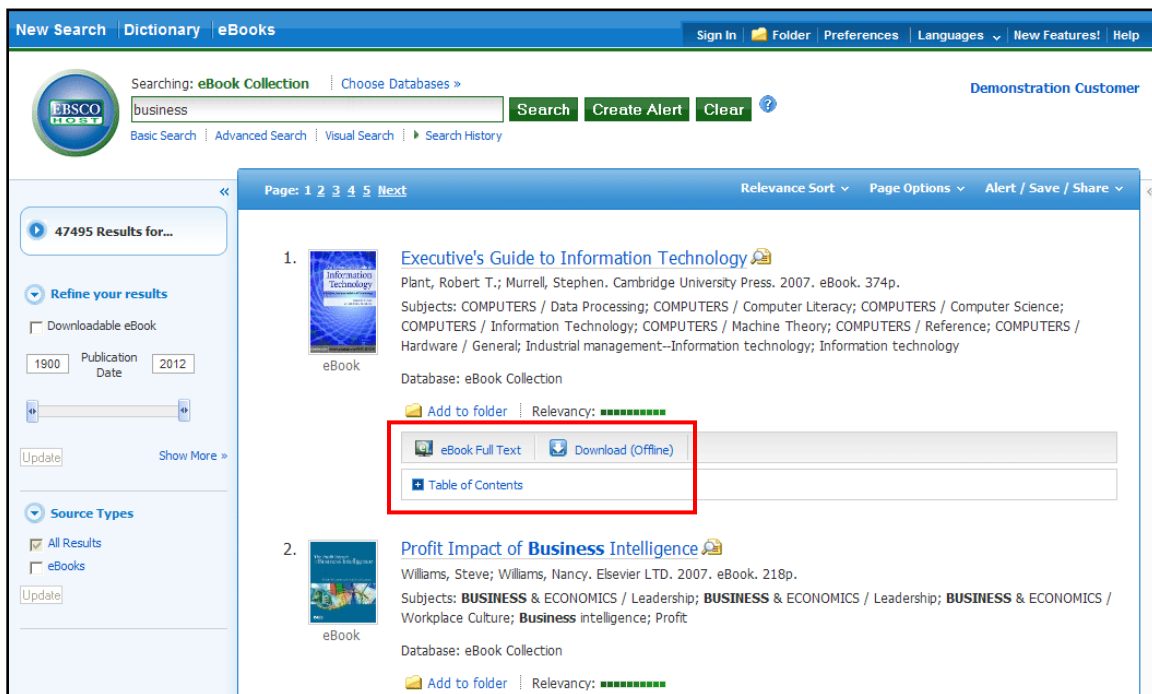
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To search for eBooks:

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



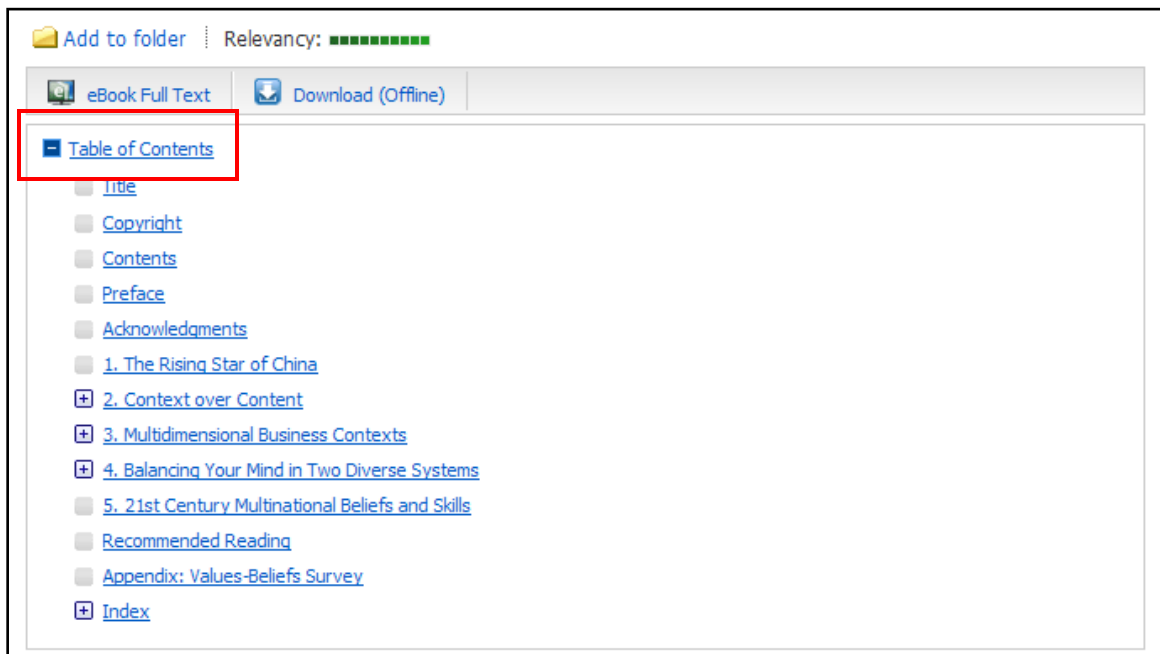
2. A Result List of eBooks related to your search terms is displayed.



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)

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.



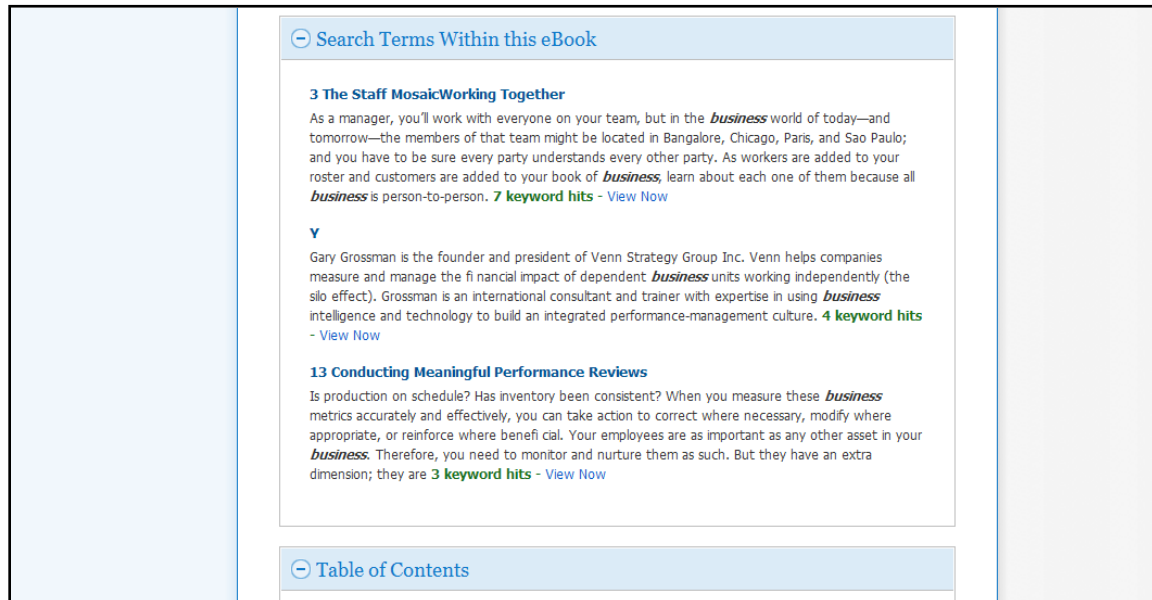
Note: Sections in the Table of Contents with a plus sign (+) can be expanded further by clicking the plus sign.

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.



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- **Search Terms Within this eBook:** Displays the most relevant sections of the eBook in which your search terms appear in the text.
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eBook Viewer

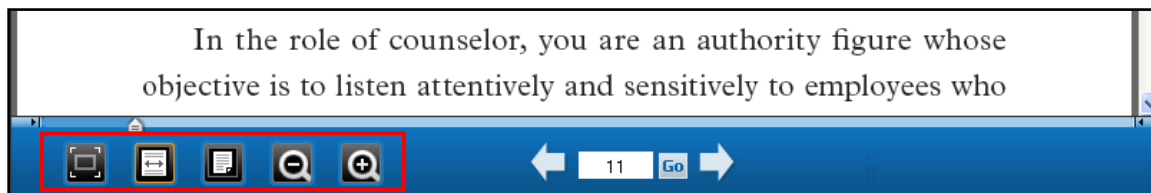
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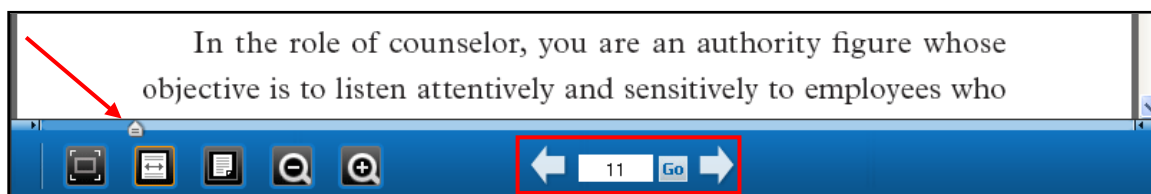
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-  - Click the magnifying glass icon to search for terms within the eBook.
-  - Click the note icon to create a note about the eBook or a page of the eBook and save it to your personal folder.
-  - Click the dictionary icon to search for definitions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

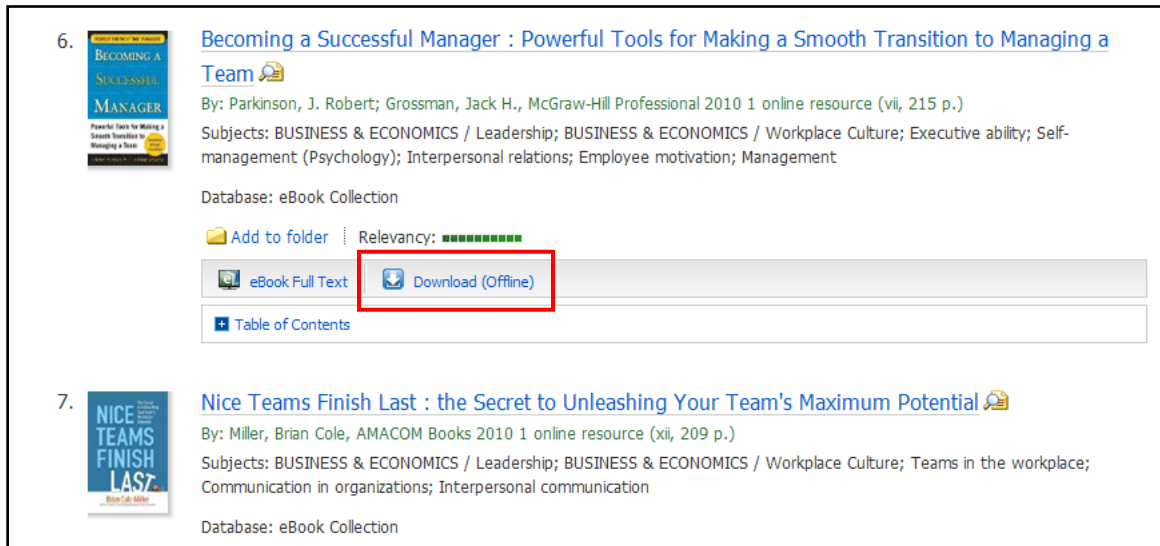
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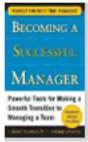

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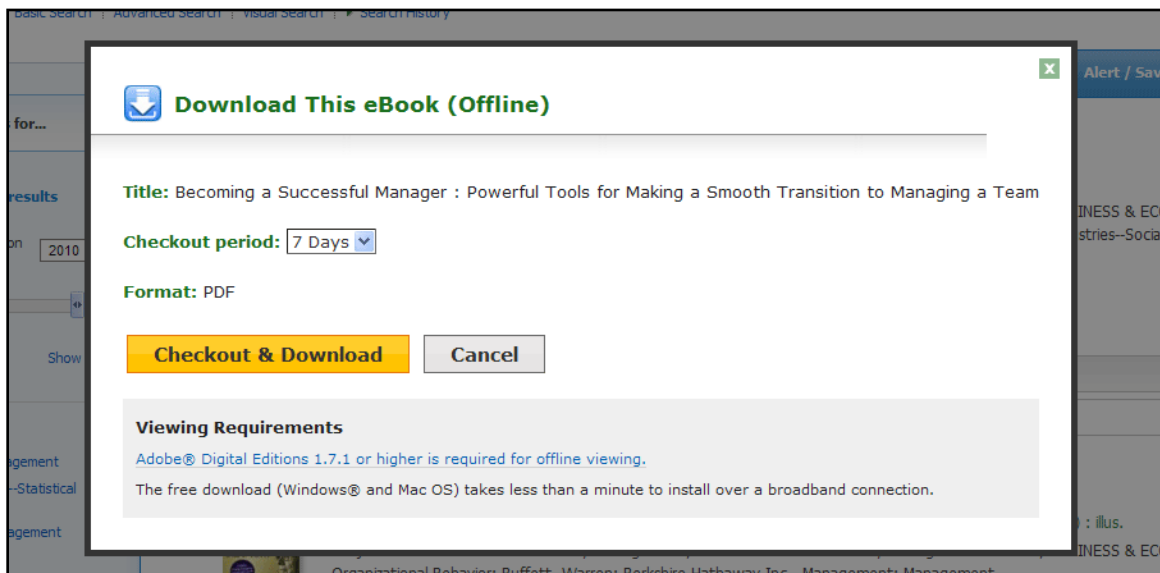
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6.  [Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team](#) 
By: Parkinson, J. Robert; Grossman, Jack H., McGraw-Hill Professional 2010 1 online resource (vii, 215 p.)
Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Executive ability; Self-management (Psychology); Interpersonal relations; Employee motivation; Management
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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

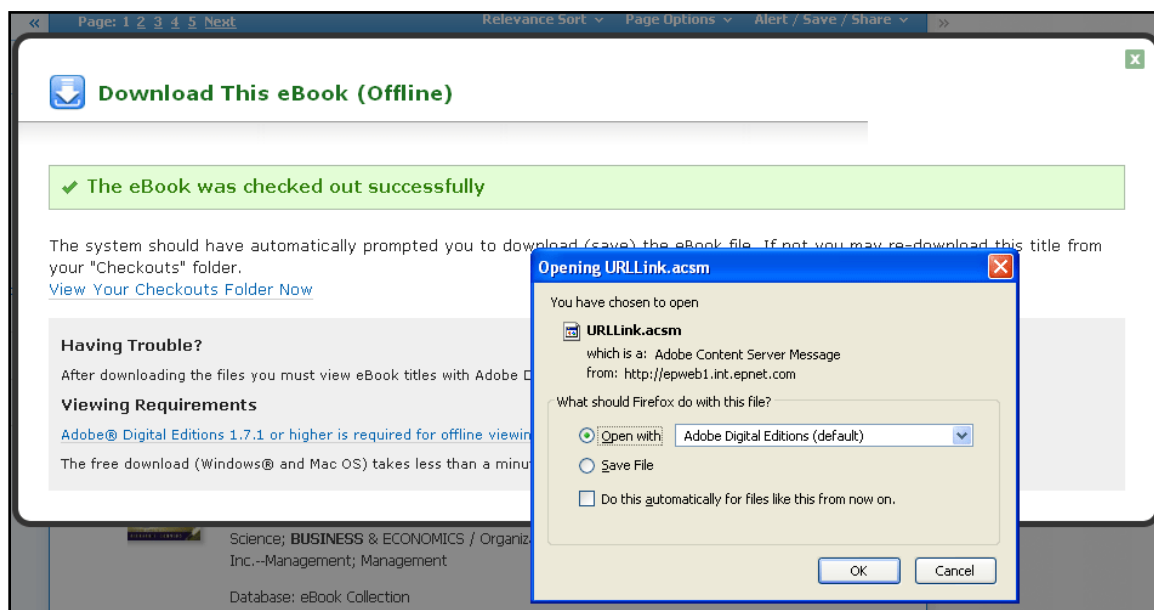
Format: PDF

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



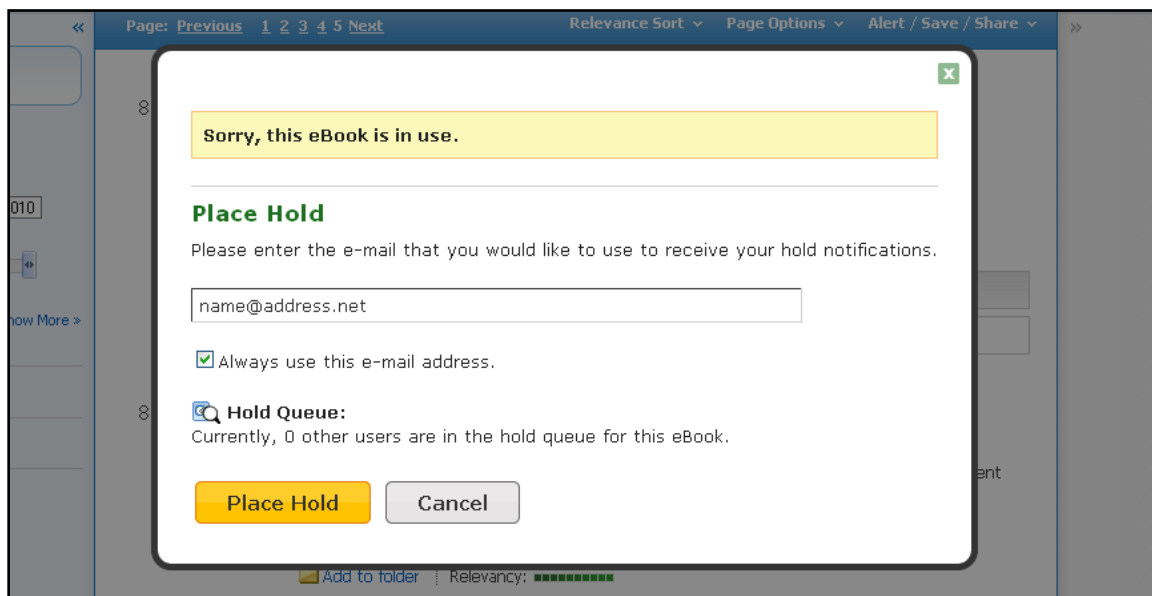
If you select **Open with**, your eBook is opened with Adobe® Digital Editions. If you select **Save file**, the eBook is saved to your computer and can be opened with Adobe® Digital Editions at a later time.

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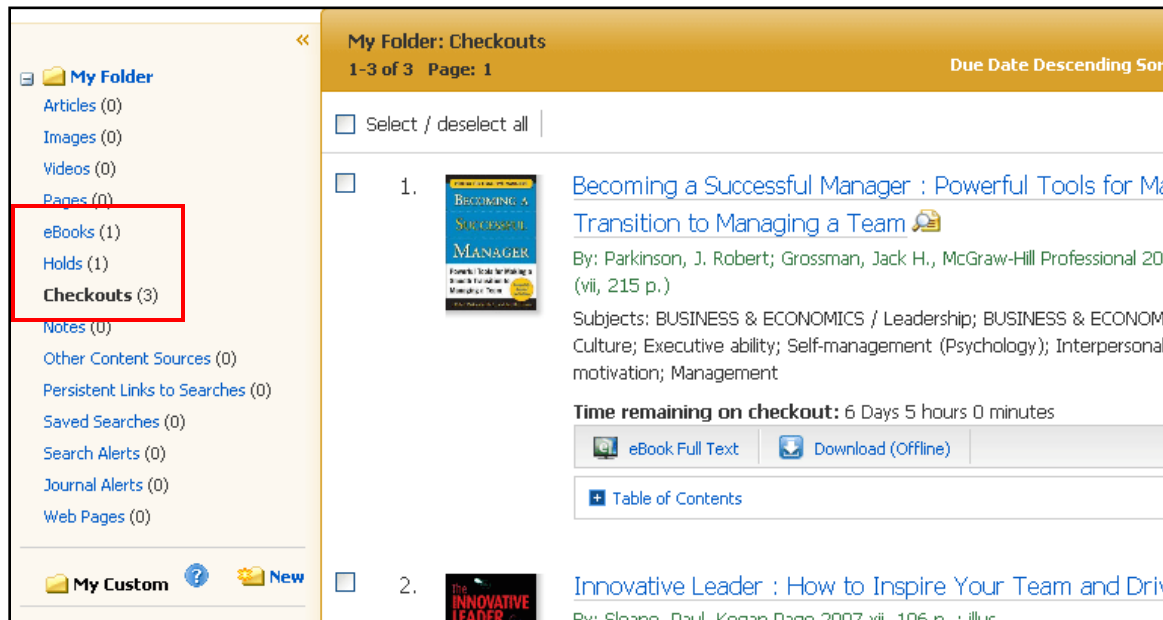
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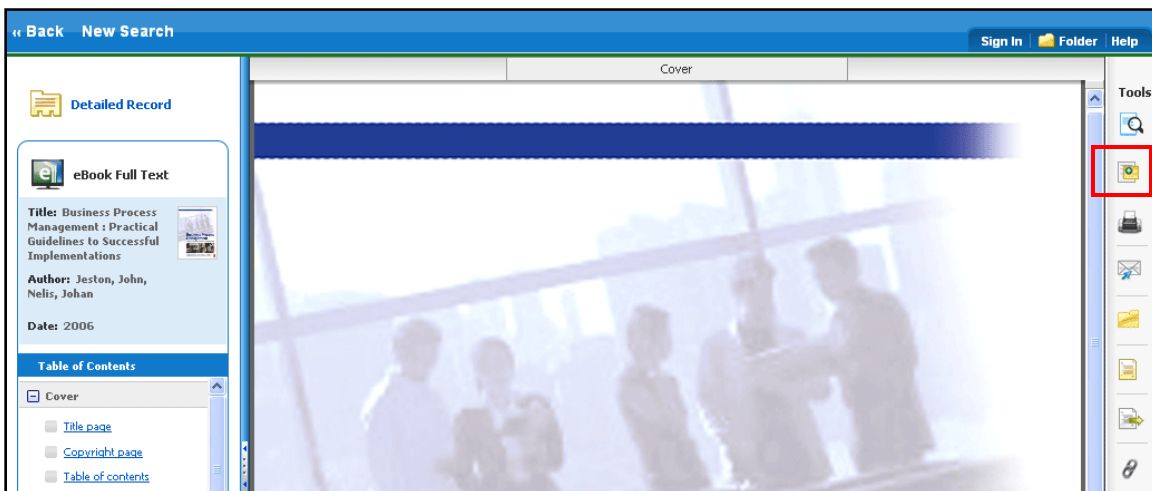
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Creating Notes on eBooks

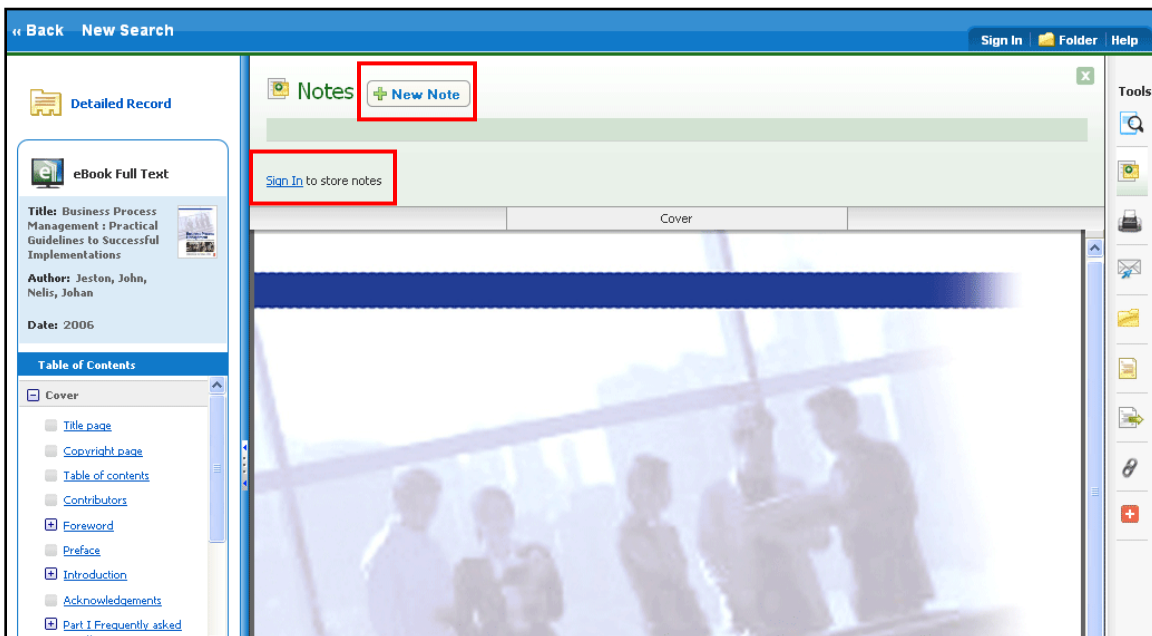
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCOhost folder for later viewing.

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.



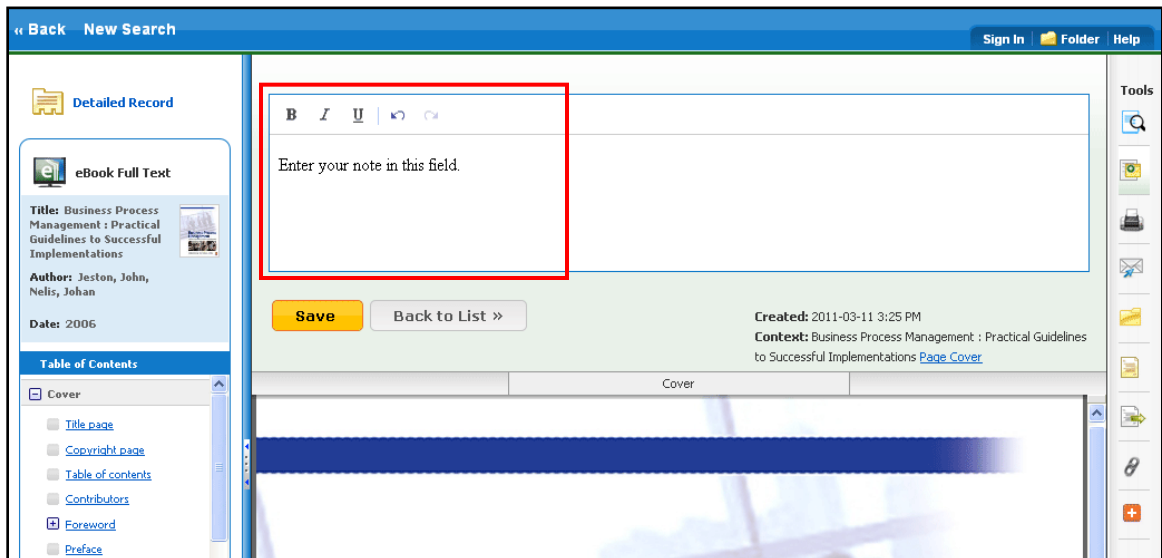
2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



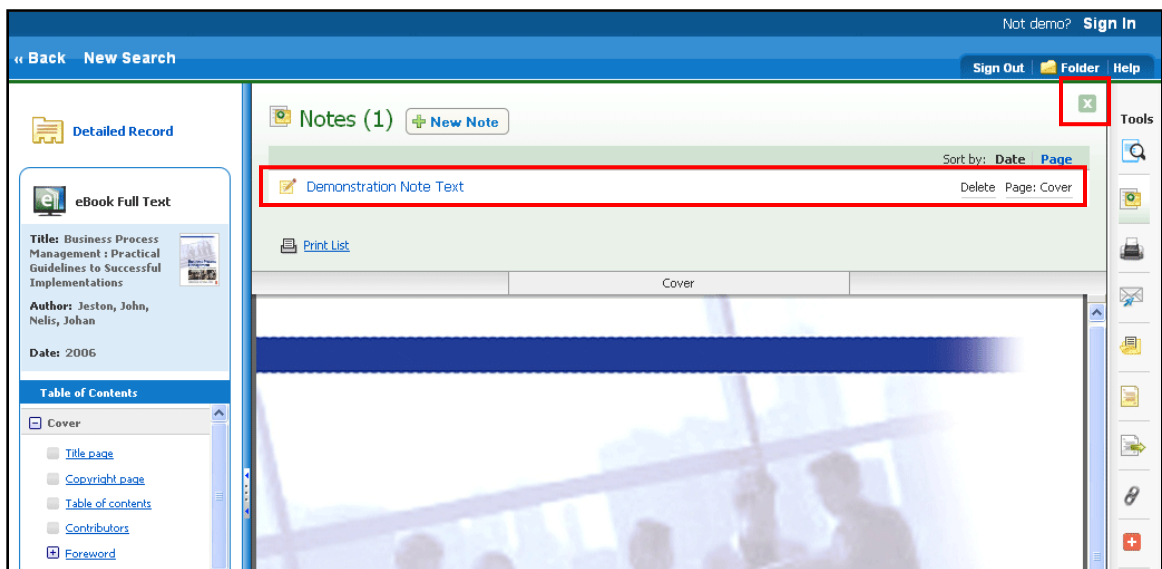
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3. Enter your note text in the field provided and click the **Save** button.

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.



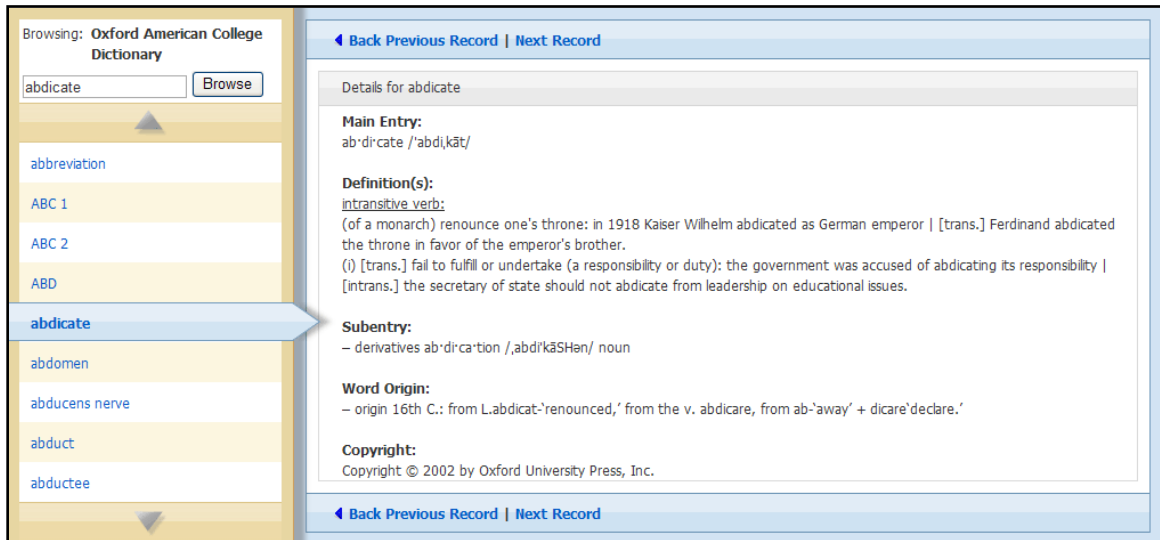
5. Click the Note title to edit the text.
6. Hover your pointer over the note to either **Delete** or view the page number of the note.
7. Click the  in the upper-left corner to close the Notes area.

Dictionary

You can search within *Oxford American College Dictionary* by clicking the **Dictionary** link in the top toolbar when 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

◀ Back Previous Record | Next Record ▶

Details for abdicate

Main Entry:
abˈdɪːkət /ˈæbɪˌkæt/

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 abˈdɪːkəˈʃən /ˌæbɪˈkæʃən/ 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**.