



# User Guide

Updated: 1/24/13

### **Table of Contents**

About EBSCO eBooks
System Requirements
Inside this User Guide
Installing Adobe Digital Editions
Searching for eBooks
eBook Detailed Record7
eBook Viewer
Using the eBook Viewer Toolbar9
Downloading an eBook10
Placing a Hold on an eBook12
eBooks and the My EBSCOhost Folder13
Creating Notes on eBooks14
Dictionary16

# About EBSCO eBooks

With EBSCO's extensive collection of eBook titles on EBSCO*host,* users can search within a wide range of relevant eBooks using the powerful EBSCO*host* 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 EBSCO*host* 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 EBSCO*host* platform.

### **Installing Adobe Digital Editions**

Adobe Digital Editions is a free download available at this link: <u>http://www.adobe.com/products/digitaleditions/?promoid=DTEIO</u>

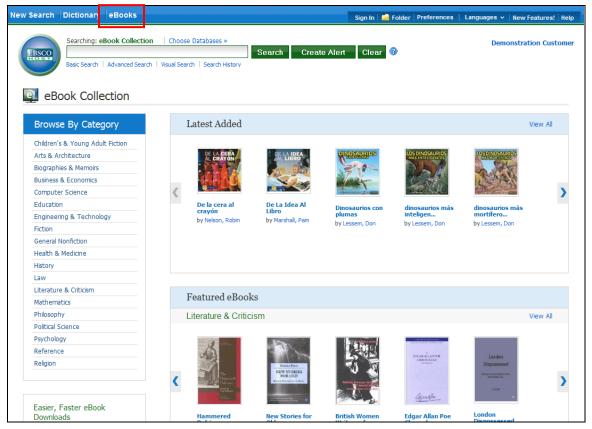
#### To install Adobe Digital Editions:

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

# **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.



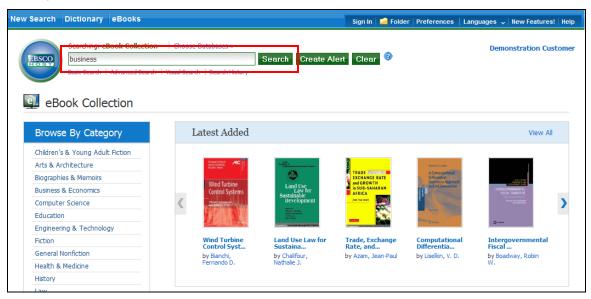
There are several ways to search for EBSCO eBooks:

- 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



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

New Search Dictionary eB	Books		Sign In 🛁 Folder 🛛 Prefe	erences   Languages 🗸   New Features!   Help
Searching: eBool business Basic Search   Adv	Collection Choose	Databases » Search Create Alert th   > Search History	Clear 🕜	Demonstration Customer
<ul> <li>47495 Results for</li> <li>Refine your results</li> <li>Downloadable eBook</li> <li>1900 Publication Date 2012</li> <li>Publication 2012</li> <li>Show More &gt;</li> <li>Show More &gt;</li> </ul>	Page: 1 2 3 4 5 M	Executive's Guide to Information Tect Plant, Robert T.; Murrel, Stephen. Cambridge U Subjects: COMPUTERS / Data Processing; COMI COMPUTERS / Information Technology; COMPU Hardware / General; Industrial managementIn Database: eBook Collection Add to folder Relevancy:	Jniversity Press. 2007. eBook PUTERS / Computer Literacy; ITERS / Machine Theory; COI	COMPUTERS / Computer Science; MPUTERS / Reference; COMPUTERS /
	2. eBook	Profit Impact of Business Intelligent Williams, Steve; Williams, Nancy. Elsevier LTD. 2 Subjects: BUSINESS & ECONOMICS / Leadersh Workplace Culture; Business intelligence; Profit Database: eBook Collection	007. eBook. 218p. ip; BUSINESS & ECONOMICS	5 / Leadership; <b>BUSINESS</b> & ECONOMICS /

- 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.

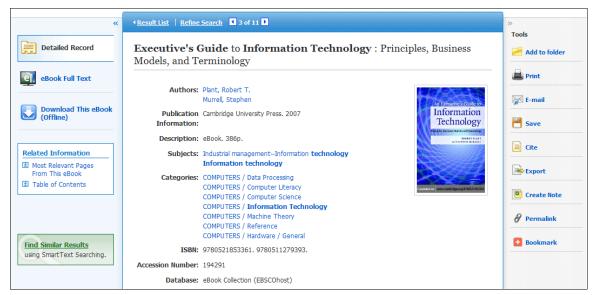
5. Click the **Table of Contents** link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter.

🛁 Add to folder 🕴 Re	elevancy:	
eBook Full Text	Download (Offline)	
Table of Contents		
Tide		
Copyright		
Contents		
Preface		
Acknowledgments		
1. The Rising Star	<u>of China</u>	
<u>2. Context over C</u>	<u>Content</u>	
3. Multidimensiona	al Business Contexts	
<u>4. Balancing Your</u>	Mind in Two Diverse Systems	
5. 21st Century Multinational Beliefs and Skills		
Recommended Re	ading	
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.



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.

$\bigcirc$ Search Terms Within this eBook
3 The Staff MosaicWorking Together As a manager, you'll work with everyone on your team, but in the <i>business</i> 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 <i>business</i> , learn about each one of them because all <i>business</i> 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 <i>business</i> units working independently (the silo effect). Grossman is an international consultant and trainer with expertise in using <i>business</i> 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 <i>business</i> 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 <i>business</i> . Therefore, you need to monitor and nurture them as such. But they have an extra dimension; they are 3 keyword hits - View Now
Table of Contents

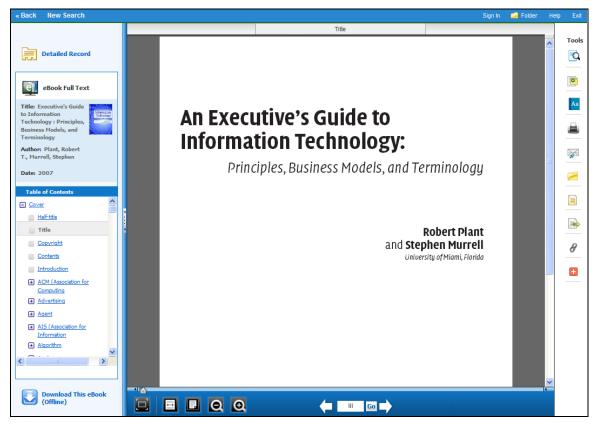
- Search Terms Within this eBook: Displays the most relevant sections of the eBook in which your search terms appear in the text.
- **Table of Contents**: Displays the Table of Contents for the eBook you are viewing. Clicking on a hyperlinked chapter opens the chapter in the eBook Viewer tool.

## **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 Schubertlit plug-in.

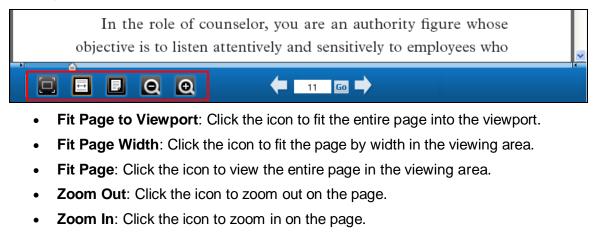


In the top toolbar of the eBook Viewer, you can click the **Back**, **New Search**, or **Exit** links to check in the eBook after you have finished viewing it.

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 EBSCO*host* 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



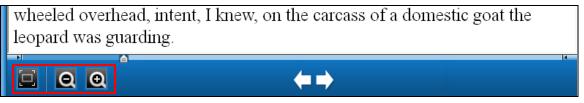
In the role of counselor, you are an authority figure whose objective is to listen attentively and sensitively to employees who

- 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 <u>here</u>.

# 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 <u>http://www.adobe.com/products/digitaleditions</u>.

#### To download an eBook:

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

Image: Book Full Text     Download (Offline)       Table of Contents	2. eBook	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)			
3. Time & Eternity : The Question of Time in Church, Science, and Theology 🔎	3.	Image: Book Full Text     Image: Download (Offline)       Image: Table of Contents     Image: Download Contents			

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

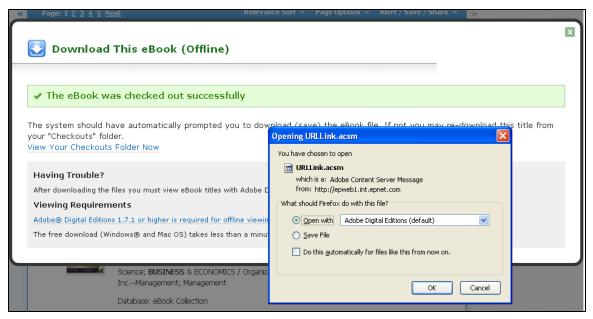
2. Select a **Checkout period** from the drop-down menu and click the **Checkout & Download** button.

**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.

	Subjects: Fiction / General		
Book	🛃 Download This eBook (Offline)	X	
4	Title: Time and Eternity : Uncollected Writings         Checkout Period (in hours): 168 Im         Format: O PDF O ePub         Checkout & Download         Cancel		
Book	Viewing Requirements		

The eBook is added to the Checkout area of the folder, accessible from the upper-right corner of the EBSCO*host* interface. If you are not logged into your My EBSCO*host* 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.

**			e v »
	8	Sorry, this eBook is in use.	
010		Place Hold	
•		Please enter the e-mail that you would like to use to receive your hold notifications.	
now More »		name@address.net	
		Always use this e-mail address.	
	8	Currently, O other users are in the hold queue for this eBook.	
		echentry, o other users are in the hold queue for this ebook.	
		Place Hold Cancel	
	U	Add to tolder 🗄 Relevancy;	

The eBook is placed in the Holds area of your My EBSCO*host* 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.

My Folder     Articles (0)     Images (0)				r: Checkouts Page: 1	Due Date Descending So
		🔲 Se	elect /	′ deselect all	
Videos (0) Pages (0) eBooks (1) Holds (1)			1.	BECTURING A SUCCESSION MANAGER Forek Ich Wrange	Becoming a Successful Manager : Powerful Tools for M Transition to Managing a Team 2 By: Parkinson, J. Robert; Grossman, Jack H., McGraw-Hill Professional 20 (vii, 215 p.)
Checkouts (3) Notes (0) Other Content Sourc Persistent Links to Se Saved Searches (0)				Vindes Con	Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOM Culture; Executive ability; Self-management (Psychology); Interpersona motivation; Management Time remaining on checkout: 6 Days 5 hours 0 minutes
Search Alerts (0) Search Alerts (0) Journal Alerts (0) Web Pages (0)					Image: Book Full Text     Image: Download (Offline)       Image: Table of Contents
🦳 My Custom 🤇	🗿 🔛 New		2.	the INNOVATIVE LEADER	Innovative Leader : How to Inspire Your Team and Dri By: Sloane, Paul, Kogan Page 2007 xii, 196 n. ; illus.

**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 EBSCO*host* folder for later viewing.

#### To use the Notetaking feature in EBSCOhost:

 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.

« Back New Search	Sign In	💧 🚧 Folder	Help
Detailed Record	Notes Note	X	Tools
eBook Full Text	Sion In to store notes		0
Title: Business Process Management : Practical Guidelines to Successful Implementations	Cover	^	
Author: Jeston, John, Nelis, Johan			
Date: 2006			
Table of Contents Cover			
Title page			<b>&gt;</b>
Table of contents           Contributors		=	8
Foreword     Preface			•
Introduction			
Acknowledgements     Part I Frequently asked     austions			

**Note**: Click the **Sign In** link to save your note to your personal My EBSCO*host* 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.

« Back New Search		Sign In 🛁 F	older	Help	
eBook Full Text Title: Business Process Management: Practical Guidelines to Successful Fundementations	B I ∐ ⊨ ∞ ∝ Enter your note in this field.				ols X
Implementations Author: Jeston, John, Nelis, Johan Date: 2006 Table of Contents	Save Back to List »	Created: 2011-03-11 3:25 PM Context: Business Process Management : Practical Guideli to Successful Implementations <u>Page Cover</u> Cover	nes		
- Cover		Cover	~		-
Title page Copyright page Table of contents Contributors Foreword Preface				8	

4. Your saved note appears in the Notes list.

	Not demo? Sig	n In
« Back New Search	Sign Out 🛛 🚘 Folder	Help
Detailed Record	Notes (1) New Note	Tools
	Sort by: Date Page	<b>Q</b>
eBook Full Text	Demonstration Note Text     Delete Page: Cover	0
Title: Business Process Management : Practical Guidelines to Successful Implementations	E Print List	4
	Cover	
Author: Jeston, John, Nelis, Johan		
Date: 2006		2
Table of Contents		
- Cover		
Title page		<b>&gt;</b>
Copyright page		8
Contributors		
Contributors     Eoreword		•

- 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 S 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.

Browsing: Oxford American College Dictionary	Back Previous Record   Next Record
abdicate Browse	Details for abdicate
	Main Entry: abrdrcate /abdi,kät/
abbreviation	
ABC 1	Definition(s): intransitive verb:
ABC 2	(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.
ABD	<ul> <li>(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.</li> </ul>
abdicate	Subentry:
abdomen	– derivatives ab·di·ca·tion /,abdi'kāSHən/ noun
abducens nerve	Word Origin: - origin 16th C.: from L.abdicat-`renounced,' from the v. abdicare, from ab-`away' + dicare`declare.'
abduct	Copyright:
abductee	Copyright © 2002 by Oxford University Press, Inc.
	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**.