



eBooks
on EBSCOhost®

User Guide

Updated: 7/15/11

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About eBooks on EBSCO*host*

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 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 EBSCO*host* 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 this is a search bar with the text 'Searching: eBook Collection' and a 'Choose Databases »' link. The search bar has buttons for 'Search', 'Create Alert', and 'Clear'. Below the search bar is a 'Browse By Category' list on the left, including categories like '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 main content area features 'Latest Added' and 'Featured eBooks' sections, each with a grid of book covers and a 'View All' link.

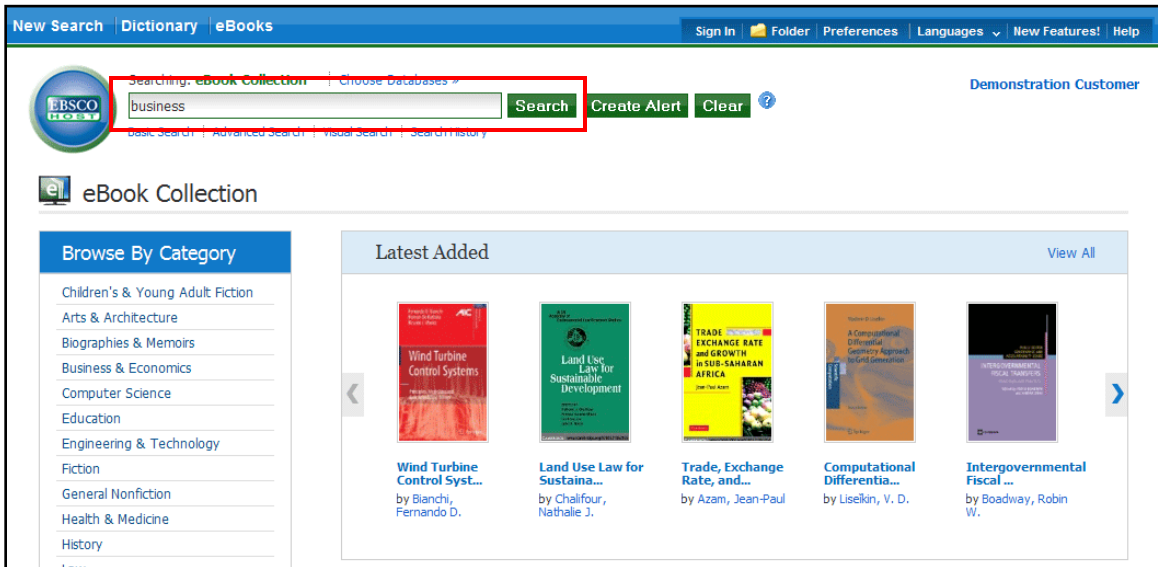
There are several ways to search for eBooks on EBSCOhost:

- 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.

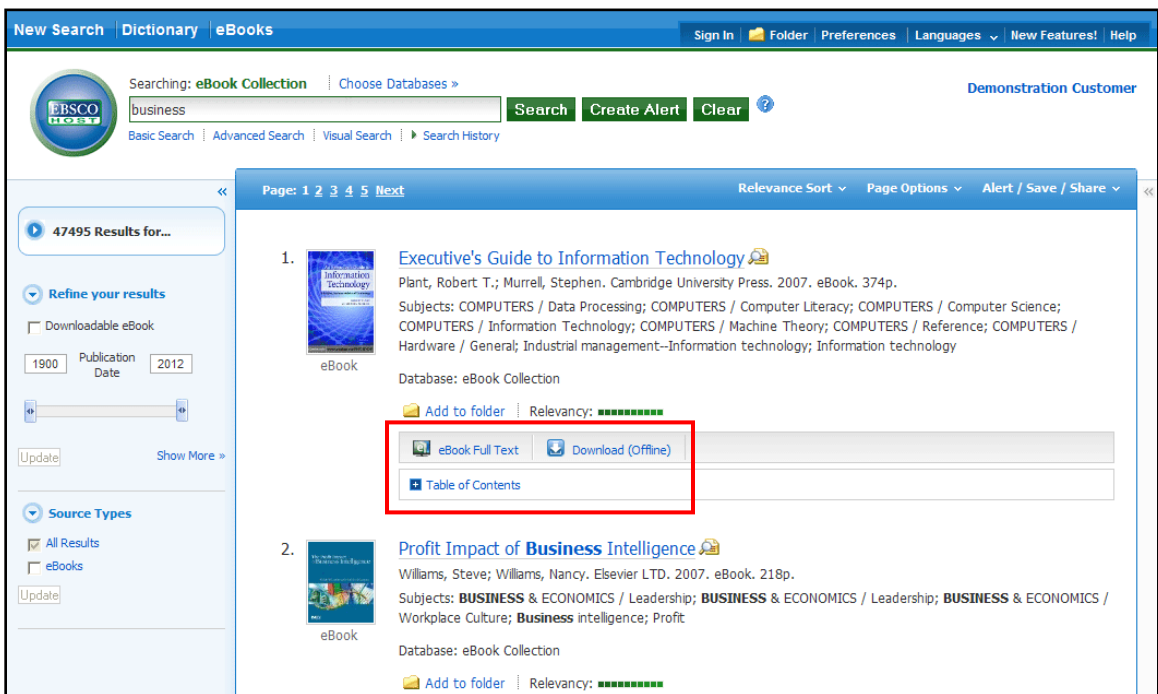
Note: If you are accessing eBooks on EBSCOhost in EBSCO Discovery Service, the eBook Collection landing page is not available.

To search for eBooks:

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



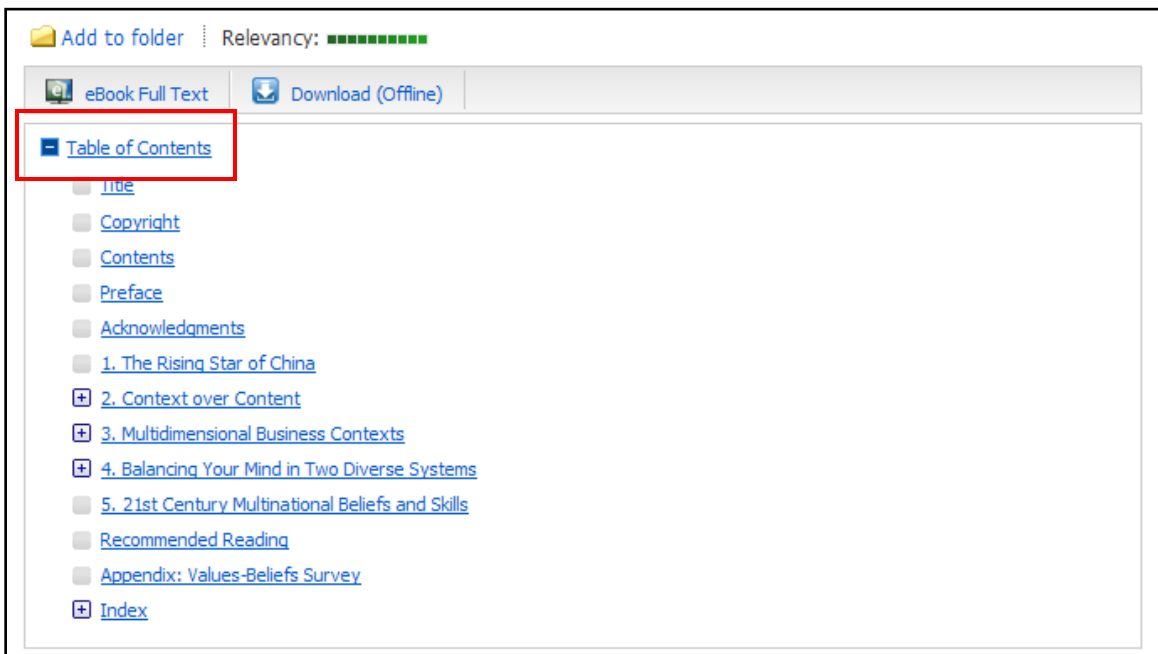
2. A Result List of eBooks related to your search terms is displayed.



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.

- Left Sidebar:** Contains links for 'Download This eBook (Offline)', 'eBook Full Text', and 'Find Similar Results using SmartText Searching'.
- Central Content Area:** Displays the book's title, authors (Parkinson, J. Robert; Grossman, Jack H.), publication information (McGraw-Hill Professional, 2010), language (English), and subject terms (Executive ability, Self-management (Psychology), Interpersonal relations, Employee motivation, Management).
- Right Sidebar:** Labeled 'Tools', it includes options like 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', and 'Bookmark'.

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 two expandable sections at the bottom of the detailed record. The top section, 'Search Terms Within this eBook', is expanded to show search results for the term 'business'. It lists three relevant sections with their respective keyword hit counts and 'View Now' links:

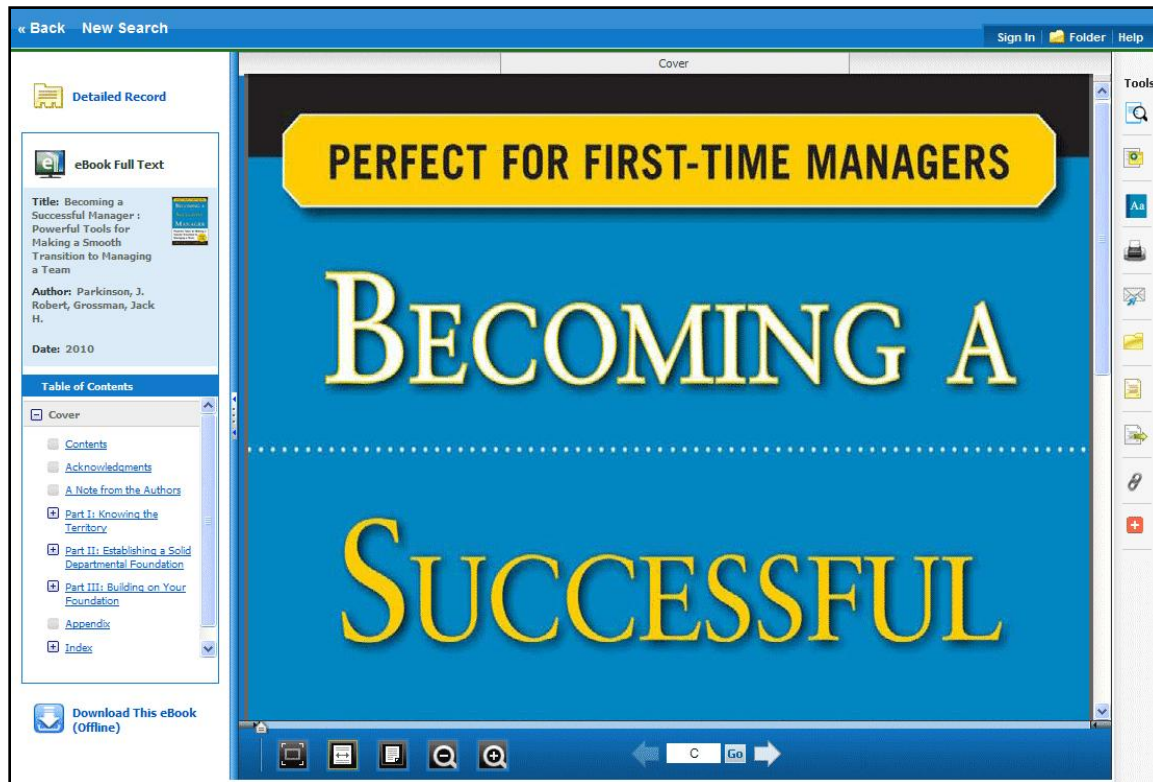
- 3 The Staff Mosaic Working Together:** 7 keyword hits.
- Y:** 4 keyword hits.
- 13 Conducting Meaningful Performance Reviews:** 3 keyword hits.

The bottom section, 'Table of Contents', is currently 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

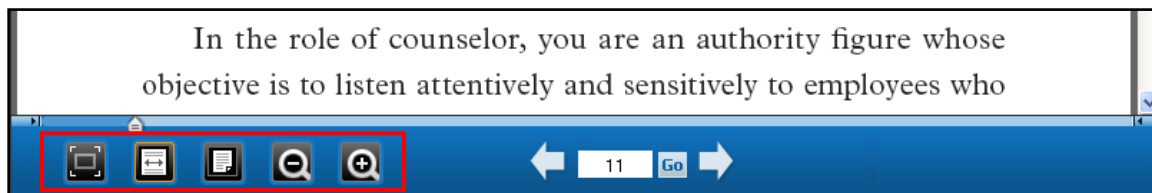
eBooks can be read online in the eBook Viewer by clicking the **eBook Full Text** link in the Result list or Detailed Record.



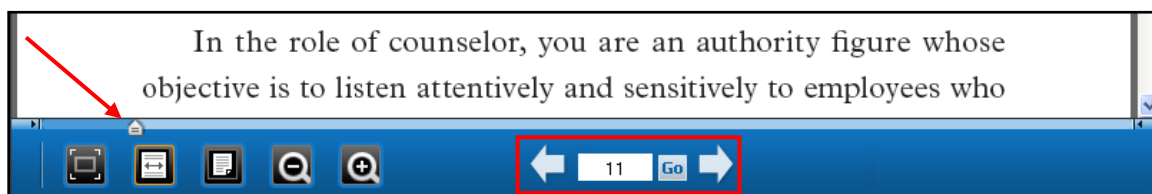
Included in the Tools column on the right, are tools that allow you to search within the text of the eBook and save a note on the eBook in your My EBSCOhost folder.

-  - 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**.

eBooks and the My EBSCOhost Folder

eBooks may appear in the folder in three areas.

The screenshot displays the EBSCOhost interface for a user's folder. On the left, a sidebar lists various content categories under 'My Folder', including Articles, Images, Videos, Pages, eBooks (1), Holds (1), Checkouts (3), Notes, Other Content Sources, Persistent Links to Searches, Saved Searches, Search Alerts, Journal Alerts, and Web Pages. The 'eBooks (1)', 'Holds (1)', and 'Checkouts (3)' items are highlighted with a red rectangular box. The main content area is titled 'My Folder: Checkouts' and shows a list of eBooks. The first eBook is 'Becoming a Successful Manager : Powerful Tools for M... Transition to Managing a Team' by Parkinson, J. Robert; Grossman, Jack H., McGraw-Hill Professional 2007, 215 p. The second eBook is 'Innovative Leader : How to Inspire Your Team and Dri...' by Sloane, Paul, Koran Page 2007, 196 p. The interface also shows a 'Time remaining on checkout' of 6 Days 5 hours 0 minutes and options for 'eBook Full Text' and 'Download (Offline)'. A 'Table of Contents' link is also visible.

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.

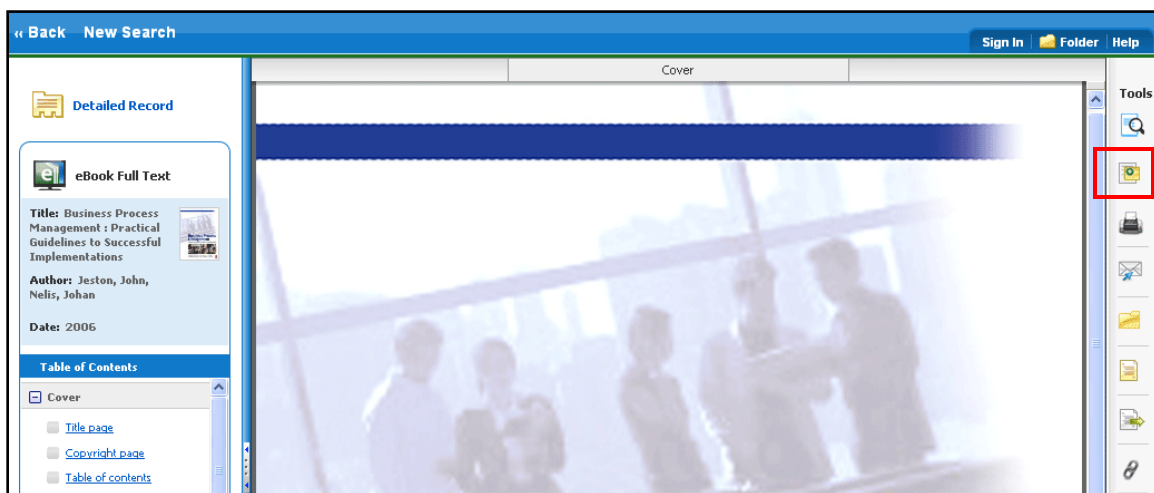
Checkouts: When an eBook is checked out, it is added to the Checkouts area of the folder. If you have not yet downloaded the eBook, it can be accessed and downloaded from here.

Creating Notes on eBooks

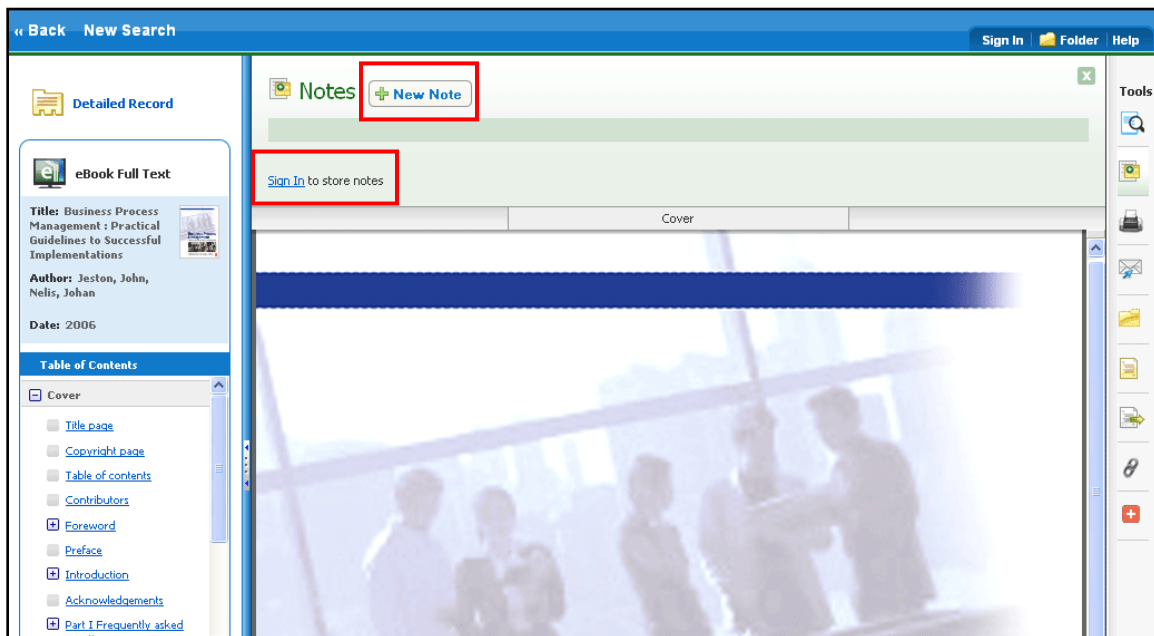
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCOhost folder for later viewing.

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.



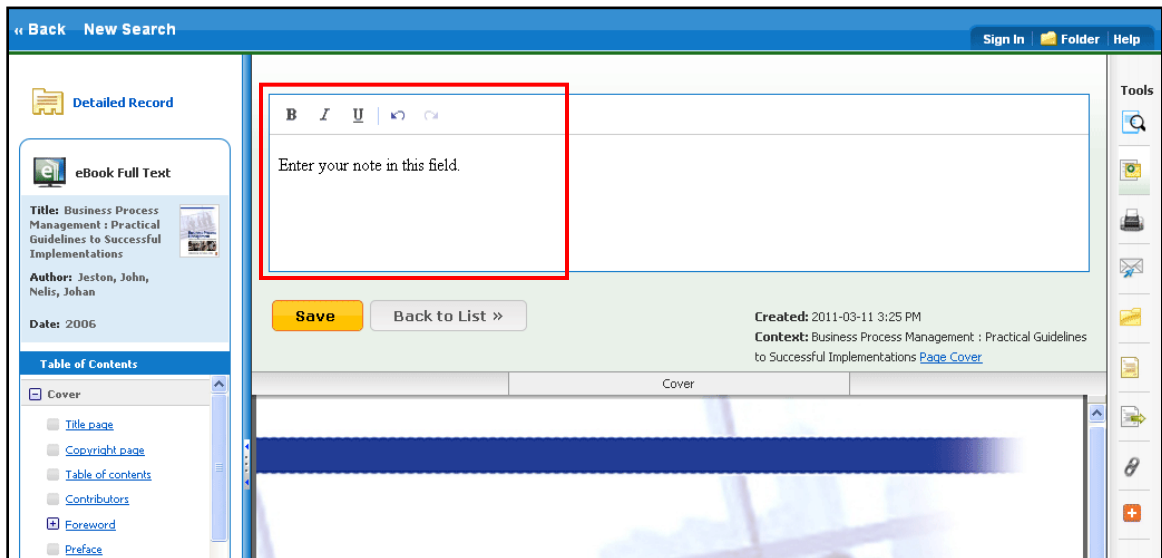
2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



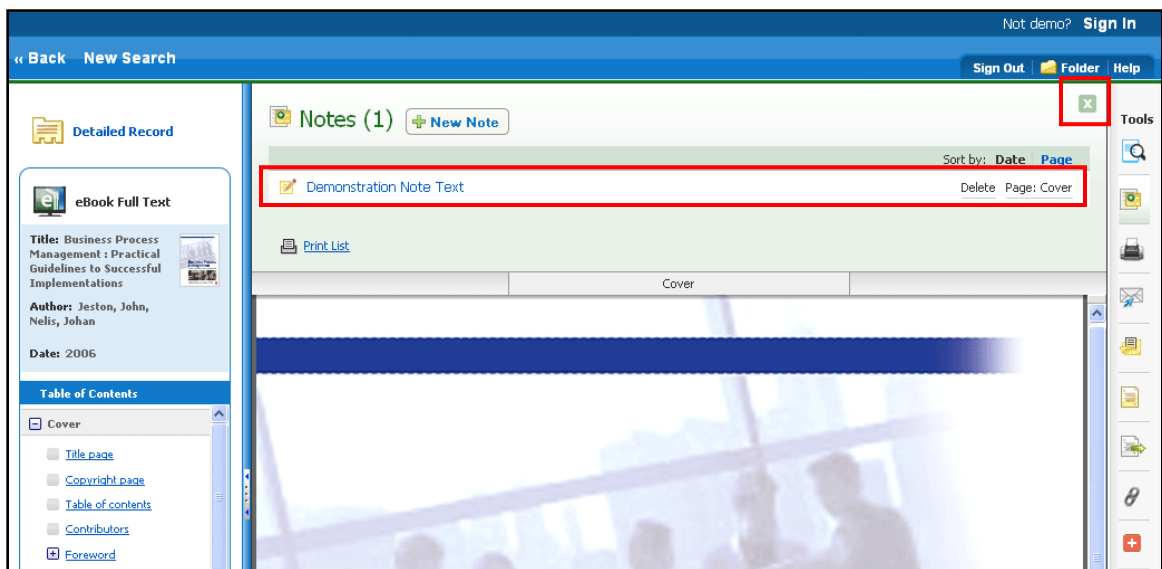
Note: Click the **Sign In** link to save your note to your personal My EBSCOhost folder account.


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.



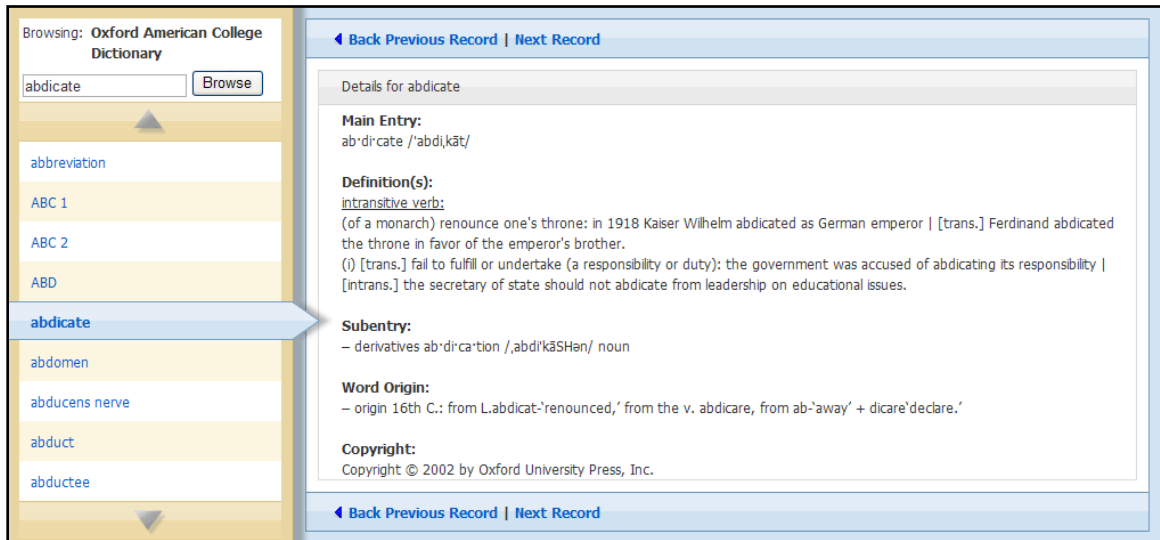
5. Click the Note title to edit the text.
6. Hover your pointer over the note to either **Delete** or view the page number of the note.
7. Click the  in the upper-left corner to close the Notes area.

Dictionary

You can search within *Oxford American College Dictionary* by clicking the **Dictionary** link in the top toolbar when 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:
abˈdicat /ˈabdi,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 abˈdicatʃən /,abdiˈkæʃən/ noun

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

Copyright:
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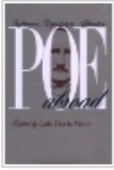

◀ Back Previous Record | Next Record ▶

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

Citing an eBook

To cite an ebook click on the title link.


Page: 1 2 [Next](#) Relevance Sort ▾ Page Options ▾ Alert / Save / Share ▾


1.  **Poe Abroad : Influence, Reputation, Affinities** 


Vines, Lois. University of Iowa Press. 1999. eBook. 275p.

Subjects: LITERARY CRITICISM / American / General; **Poe**, Edgar Allan--1809-1849--Appreciation--Foreign countries; **Poe**, Edgar Allan--1809-1849--Translations--History and criticism; Fantasy literature, American--Translations--History and criticism; Fantasy literature, American--Appreciation--Foreign countries; Literature, Modern--American influences; **Poe**, Edgar Allan--1809-1849--Influence

Database: eBook Collection

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Then click on the Cite link at the right side of the screen.

Poe Abroad : Influence, Reputation, Affinities

Authors: [Vines, Lois](#)

Publication Information: University of Iowa Press. 1999

Description: eBook. 275p.

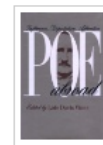
Subjects: [Poe, Edgar Allan--1809-1849--Appreciation--Foreign countries](#)
[Poe, Edgar Allan--1809-1849--Translations--History and criticism](#)
[Fantasy literature, American--Translations--History and criticism](#)
[Fantasy literature, American--Appreciation--Foreign countries](#)
[Literature, Modern--American influences](#)
[Poe, Edgar Allan--1809-1849--Influence](#)










Categories: [LITERARY CRITICISM / American / General](#)

ISBN: 9780877456971
9781587293214

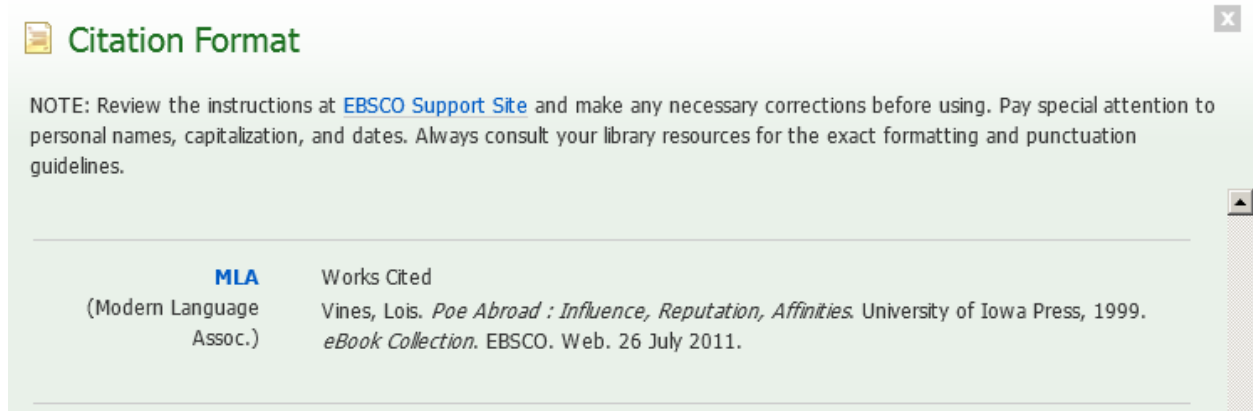
Accession Number: 67738

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If you are using MLA format, scroll down in the Citation Format section until you see the MLA citation. Highlight, copy and paste into the program you use to type papers. For Temple College, we recommend using Word 2007, which is the program all of our computers have on them.



MLA (Modern Language Assoc.)	Works Cited
	Vines, Lois. <i>Poe Abroad : Influence, Reputation, Affinities</i> . University of Iowa Press, 1999. <i>eBook Collection</i> . EBSCO. Web. 26 July 2011.

When first pasted, the citation may look like this:

Vines, Lois. *Poe Abroad : Influence, Reputation, Affinities*. University of Iowa Press, 1999. *eBook Collection*. EBSCO. Web. 26 July 2011.

When you finish adjusting it, the citation should look similar to this:

Vines, Lois. *Poe Abroad : Influence, Reputation, Affinities*. University of Iowa Press, 1999. *eBook Collection*. Web. 26 July 2011.

Tips:

1. Right after you paste the citation you should see a tiny clipboard icon. Click on the down arrow and select “match destination formatting” and then you will be able to change the citation into what the final form should look like.
2. Remove “EBSCO” from the citation, MLA citations only require the database name, not the database company name, which is EBSCO.
3. Verify that the citation is double spaced.
4. Indent ½” on the second and subsequent lines of the citation.