

EBSCO PUBLISHING

eBooks on EBSCOhost

How does it work?

October 26, 2011

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- Also attached: How to create your AdobeID



eBooks
on EBSCOhost®

What does it work like?

eBooks collections provide you with a possibility to search them within familiar interface of EBSCOhost altogether with other databases. You can read eBooks right on the Internet or download them into your computer or other mobile devices to read them without Internet connection later on. Since regular documents within EBSCOhost can be copied or printed out eBooks are equipped with this feature as well...

What remains same as in traditional library?

- ✓ Book can be viewed by a single reader. If the library owns more units of the same book, more readers can view or borrow it.
- ✓ Hold can be placed on a book that is already borrowed (if enabled by administrator)

What is different in case of eBooks?

- ✓ eBooks can be downloaded (if enabled by administrator)
- ✓ Everyone can set term of loan in case of every single eBook (if enabled by administrator)
- ✓ After the term of loan expires, there is no need to return it – it will return itself¹
- ✓ eBook cannot be given back before it expires
- ✓ Term of loan is obligatory – if the reader wants the book for longer time it can be borrowed again if no holds are placed on it
- ✓ After a user downloads eBook into a computer it remains available to them through online EBSCOhost or it can be downloaded again into another device too

Good to know...

- ✓ To download eBooks Adobe Digital Editions freeware program is required (<http://www.adobe.com/products/digitaleditions/>)
- ✓ eBooks can be downloaded into any device that supports Adobe Digital Editions²
- ✓ Downloading eBooks can be enabled/disabled by site admin
- ✓ Every user can print out up to 60 pages from a single book during a session
- ✓ When the book is borrowed, detailed bibliographic record stays available to the others
- ✓ User may download eBooks after logging into a personal My EBSCOhost folder, that is free of charge to anyone

¹ eBook automatically expires and locks up in user's device and unlocks for other users in the system

² List of supported devices can be found on the following address: <http://blogs.adobe.com/digitalpublishing/supported-devices>

the same time

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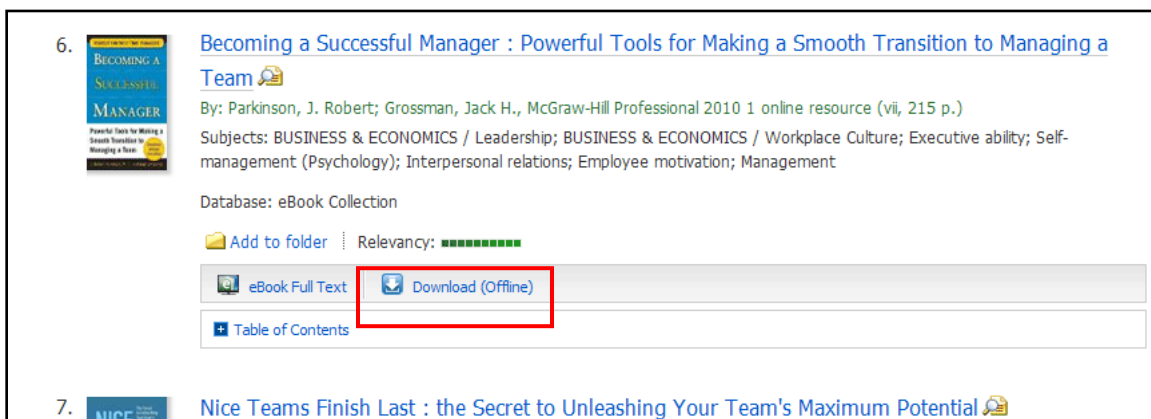
How to download eBooks

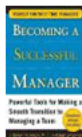

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Downloading eBook:

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

Database: eBook Collection

 Add to folder | Relevancy: ■■■■■■■■

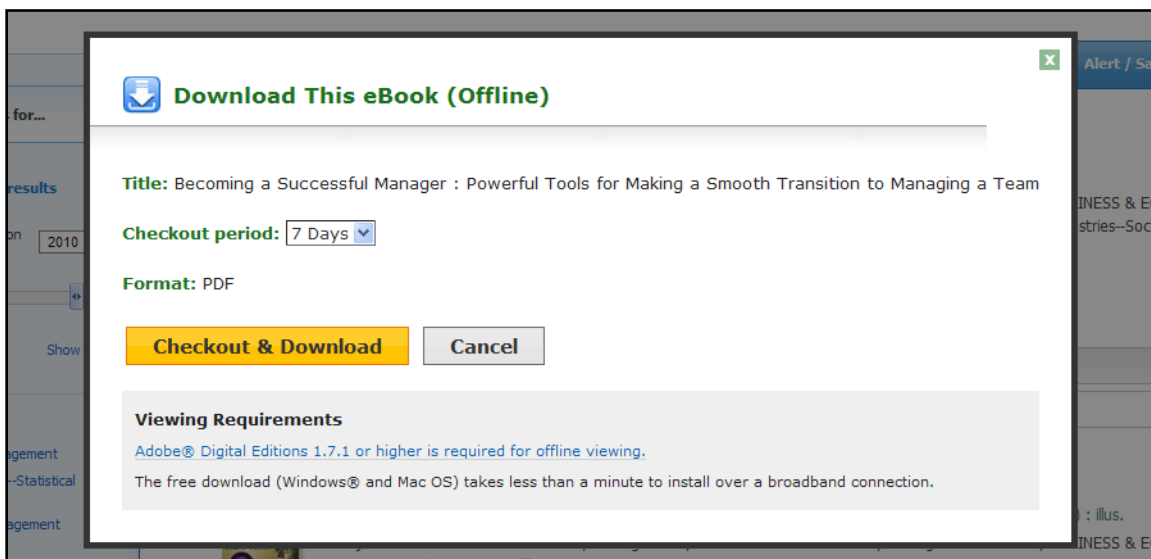
 eBook Full Text  **Download (Offline)**

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7.  **Nice Teams Finish Last : the Secret to Unleashing Your Team's Maximum Potential** 

2. If not logged into a My EBSCOhost folder you will be prompted to log in (tutorial how to register and log in is to be found further in this document). Select a **Checkout period** from the drop-down menu and click the **Checkout & Download** button.
3. 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 My EBSCOhost folder, you will be prompted to do so.

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



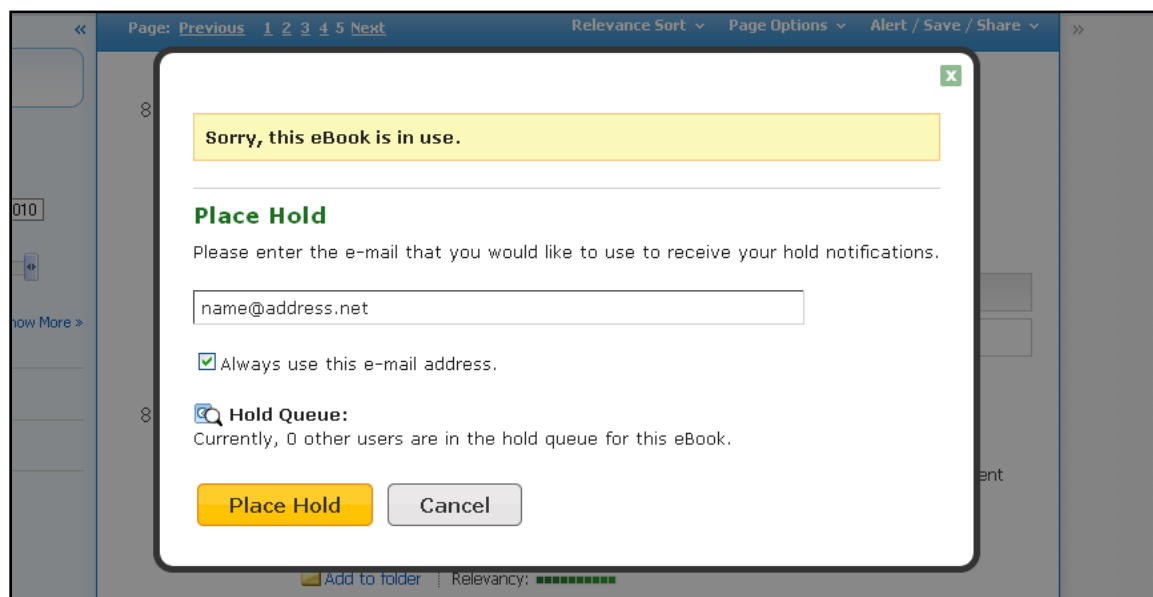
If you select **Open with**, your eBook is opened with Adobe® Digital Editions. If you select **Save file**, the eBook is saved to your computer and can be opened with Adobe® Digital Editions at a later time.

5. 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.



The screenshot shows a web interface for eBooks on EBSCOhost. A modal dialog box is centered on the screen. At the top of the dialog, a yellow banner reads "Sorry, this eBook is in use." Below this, the heading "Place Hold" is displayed in green. The text "Please enter the e-mail that you would like to use to receive your hold notifications." is followed by a text input field containing "name@address.net". A checkbox labeled "Always use this e-mail address." is checked. Below the input field, a section titled "Hold Queue:" with a magnifying glass icon shows "Currently, 0 other users are in the hold queue for this eBook." At the bottom of the dialog are two buttons: "Place Hold" (yellow) and "Cancel" (gray). The background interface shows a navigation bar with "Page: Previous 1 2 3 4 5 Next", "Relevance Sort", "Page Options", and "Alert / Save / Share". On the left, there is a sidebar with "010" and "Show More >". At the bottom of the dialog, there is a link "Add to folder" and a "Relevancy: *****" indicator.

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.



Personal folder My EBSCOhost

My EBSCOhost provides you with a possibility to simply manage your information resources in personal folders. Among other features you can also save documents or create your own folders of documents out of the result lists. You can also create alerts on searches or alerts on journals. Everything you create within your personal folders My EBSCOhost will persist until you delete it.

How to create a personal My EBSCOhost folder

1. Click on a link **Sign In** in the upper right corner of any window in EBSCOhost. You will see a sign in window. Here click on a link **Create a new account** (see the picture below).

Sign In to My EBSCOhost Demonstration Customer

[Back](#)

[Create a new Account](#) [Create a Charge Back Account](#)

User Name

Password

Login

☒ Load Preferences from My EBSCOhost

[Forgot your password?](#)
[Forgot your user name and password?](#)

Sign in to access your personalized My EBSCOhost account.

- ✓ Save preferences
- ✓ Share your folders with others
- ✓ Save and retrieve your search history
- ✓ Gain access to your saved research remotely
- ✓ Organize your research with folders
- ✓ View others' folders
- ✓ Create email alerts and/or RSS feeds



2. EBSCOhost will show a form to create your personal folder.

Create a new account - Personal Account ?

First Name

Last Name

E-mail Address

User Name
 This is the user name you will use to sign in to My EBSCOhost (45 character maximum).

Password
 5 character minimum, 100 character maximum

Retype Password

Secret Question
[Select One] ▼ Used to help identify your account if you forget your user name or password.

Secret Answer

Note: Please remember your account information for future reference.

Save Changes Cancel

3. Fill in the required fields and confirm clicking on **Save Changes** button in lower left part of the page. If all the information is correct EBSCOhost informs you of successful creation of the folder.
4. Afterwards, click on **Continue** button to finish the registration process. Then you will remain logged in until logging off or closing the window.

Notes:

- In order to preserve security of personal information EBSCO cannot provide users with their login information. Thus, please note the login information down.
- Your personal folder can be managed in any interface within EBSCO databases. For example when registered personal folders in EBSCOhost, the same folder will be available to you in *Business Source Interface* as well.
- E-mail address that you input during registration process will be used to inform you about oncoming terminal date of alerts you created, eventually to inform you about changes in alerts.



Logging in to Your My EBSCOhost Account

1. Click the **Sign In to My EBSCOhost** link. EBSCOhost displays the **Sign In** screen. Enter your User Name and Password in the **User Name** and **Password** text boxes, and then click **Login**.
2. Confirm that you are logged in to your account by viewing the **My** banner displayed across the top left corner of the page and your first name above the **Sign Out** link.

The screenshot shows the EBSCOhost search interface. At the top, there is a navigation bar with links: New Search, Publications, Subject Terms, Cited References, and More. On the right side of the navigation bar, there are links: Sign Out, Folder, Preferences, Languages, New Features!, and Help. Below the navigation bar, there is a search area. On the left, there is a circular logo with the text 'EBSCOhost' and a yellow banner with the text 'My'. To the right of the logo, there is a search bar with the text 'Searching: Academic Search Premier'. Below the search bar, there are three rows of search options, each with a dropdown menu and a 'Select a Field (optional)' label. To the right of the search bar, there are buttons: Search, Clear, and a help icon. Below the search bar, there is a link: Add Row. At the bottom of the search area, there are links: Basic Search, Advanced Search, Visual Search, and Search History. On the right side of the page, there is a link: Demonstration Customer.

Modifying My EBSCOhost Account User Information

You might need to change some of the information stored with your account (such as your password) or you might want to delete your account. Use **Update My Account** to make these changes.

1. Sign in to your personal My EBSCOhost account by clicking the **Sign In** link at the top of the EBSCOhost screen.
2. Click the **Update My Account** link at the top of the page.

The screenshot shows the EBSCOhost search interface. At the top, there is a navigation bar with links: New Search, Publications, Subject Terms, Cited References, and More. On the right side of the navigation bar, there are links: Sign Out, Folder, Preferences, Languages, New Features!, and Help. Below the navigation bar, there is a search area. On the left, there is a circular logo with the text 'EBSCOhost' and a yellow banner with the text 'My'. To the right of the logo, there is a search bar with the text 'Searching: Academic Search Premier'. Below the search bar, there are three rows of search options, each with a dropdown menu and a 'Select a Field (optional)' label. To the right of the search bar, there are buttons: Search, Create Alert, Clear, and a help icon. Below the search bar, there is a link: Add Row. At the bottom of the search area, there are links: Basic Search, Advanced Search, Visual Search, and Search History. On the right side of the page, there is a link: Demonstration Customer. At the top right of the page, there is a link: Update My Account, which is circled in red.



3. Use the options on the page to update your account - such as change your password.

Note: You cannot change your **User Name**.

To update your account, enter your user name and password above and click Update My Account.

Update My Account - Personal Account ?

First Name

Last Name

E-mail Address

User Name
 This is the user name you will use to sign in to My EBSCOhost (45 character maximum).

Password
 5 character minimum, 100 character maximum

Retype Password

Secret Question
 Used to help identify your account if you forget your user name or password.

Secret Answer

Note: Please remember your account information for future reference.

4. Click **Save Changes**.



Downloading eBooks into iPad

iPad (as well as iPhone or iPod) is one of the devices supported by Adobe Digital Editions, thus it enables downloading and reading eBooks on it.

Before the first downloading the user only needs:

- Install application BlueFire Reader in iPad (available for free in Apple Store)³
- Install iTunes 10.0 or any newer version into the computer⁴
- Install Adobe Digital Editions⁵ and register your personal AdobeID⁶ (for free) – more information on AdobeID registration is to be found in attachment of this document

After downloading eBook into the computer find the file itself (in .pdf or .epub format) and copy that into your mobile device using iTunes. Digital Editions regularly save eBooks at following addresses:

In OSX: user_folder/Documents/Digital Editions

In Windows: user_folder/My Digital Editions

Copying file into iPad:

1. Connect your iPad to the computer
2. In iTunes application click on **Devices** → **Apps** in the left panel. **File Sharing** panel will open up instantly.
3. Within the window File Sharing choose application **Bluefire Reader** (in the right panel you will see the eBooks in Documents folder, that are already in your iPad)
4. Click on the **Add...** button in lower part of folder **Documents**, choose the eBook in folder Digital Editions and the eBook is ready to be read in your iPad...

³ <http://itunes.apple.com/us/app/bluefire-reader/id394275498?mt=8>

⁴ <http://www.apple.com/itunes/>

⁵ <http://www.adobe.com/products/digitaleditions>

⁶ <https://www.adobe.com/cfusion/membership/index.cfm?nf=1&nl=1&loc=cz>



How to create your own AdobeID

1. To create AdobeID account, which is provided for free to anybody, simply click on the button „Create an Adobe Account“ (see the image below)..

The screenshot shows the Adobe website's 'Sign In' page. At the top, there is a navigation bar with links: Produkty, Řešení, Výukové zdroje, Nápověda, Ke stažení, Společnost, and Obchod. A search bar with the text 'Vyhledat' is also present. Below the navigation bar, the main heading 'Sign In' is displayed. On the left side, under the heading 'New to Adobe?', there is a yellow button labeled 'Create an Adobe Account' which is circled in red. Below this button, it says 'It's free and only takes a minute' and 'Get complete access to:' followed by a list of benefits: Free trial downloads, Hundreds of free product extensions, Community areas, Members-only white papers and downloads, On-demand seminars, and Manage your activity in the Adobe Worldwide Store. On the right side, under the heading 'Returning members sign in', there are input fields for 'Adobe ID' (with a note 'Usually your email address') and 'Password'. There are links for 'Did you forget your Adobe ID?' and 'Did you forget your password?'. A 'Remember me' checkbox is also present. At the bottom of this section is a yellow 'Sign in' button.



2. In the following site that appears, insert some personal information needed in order of copyright protection. Only fields marked with asterisk (*) are the required ones.

* Required fields

Your privacy is important to us. Please read our [privacy policy](#).

ACCOUNT DETAILS

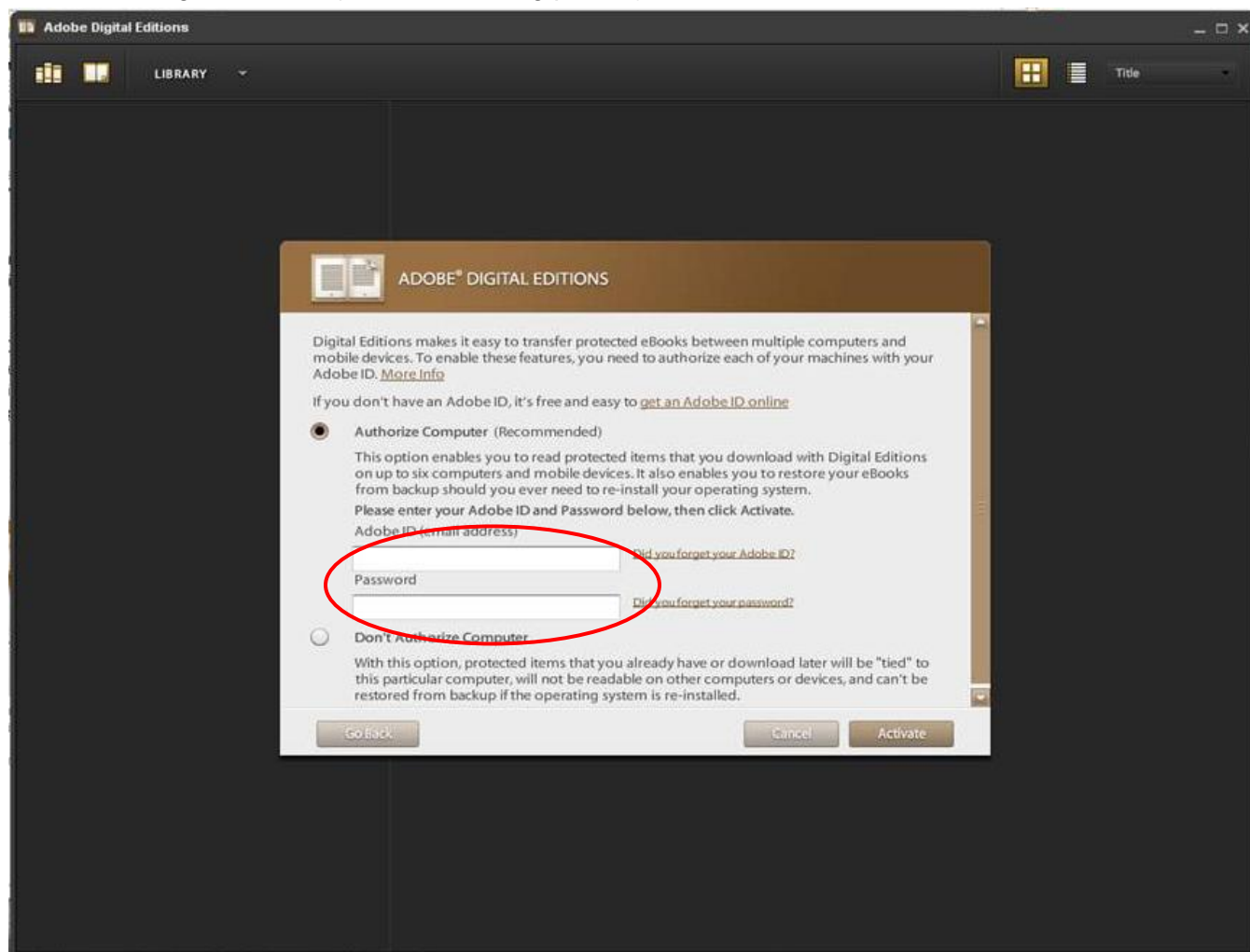
E-MAIL ADDRESS *	<input type="text"/>
Password * (Must be between 6-12 characters)	<input type="password"/>
Retype password *	<input type="password"/>
Password hint	<input type="text"/>
First name *	<input type="text"/>
Last name *	<input type="text"/>
Job title	<input type="text" value="SELECT"/>
COMPANY	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
City *	<input type="text"/>
Country/Region *	<input type="text" value="SELECT"/>
Zip or Postal Code *	<input type="text"/>
FULL PHONE NUMBER	<input type="text"/>
Screen name	<input type="text"/>

Screen names are used as your identity on Adobe.com.

After you confirm the personal information the AdobeID account is created instantly.



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