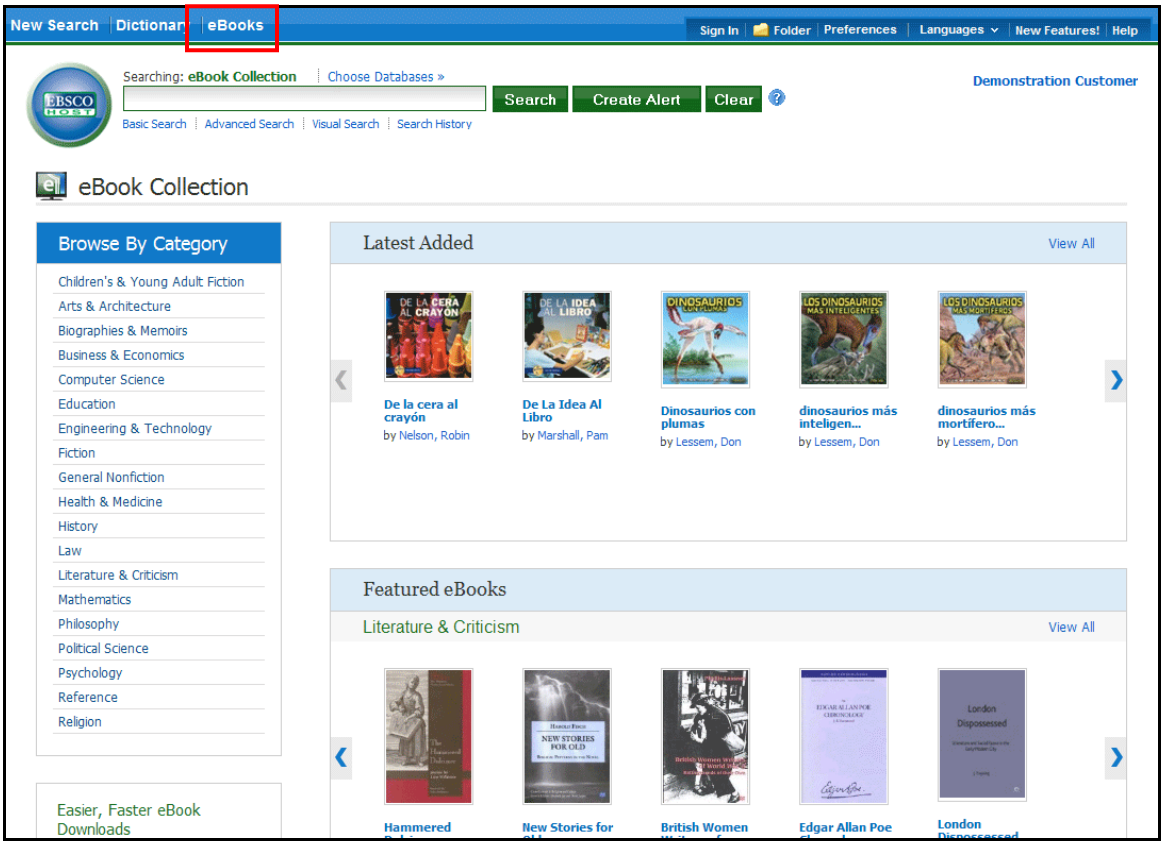
Searching for eBooks

The default search screen for eBooks on EBSCO*host* is basic search. The eBook Collection landing page displayed below is available by clicking the **eBooks** link in the top toolbar.



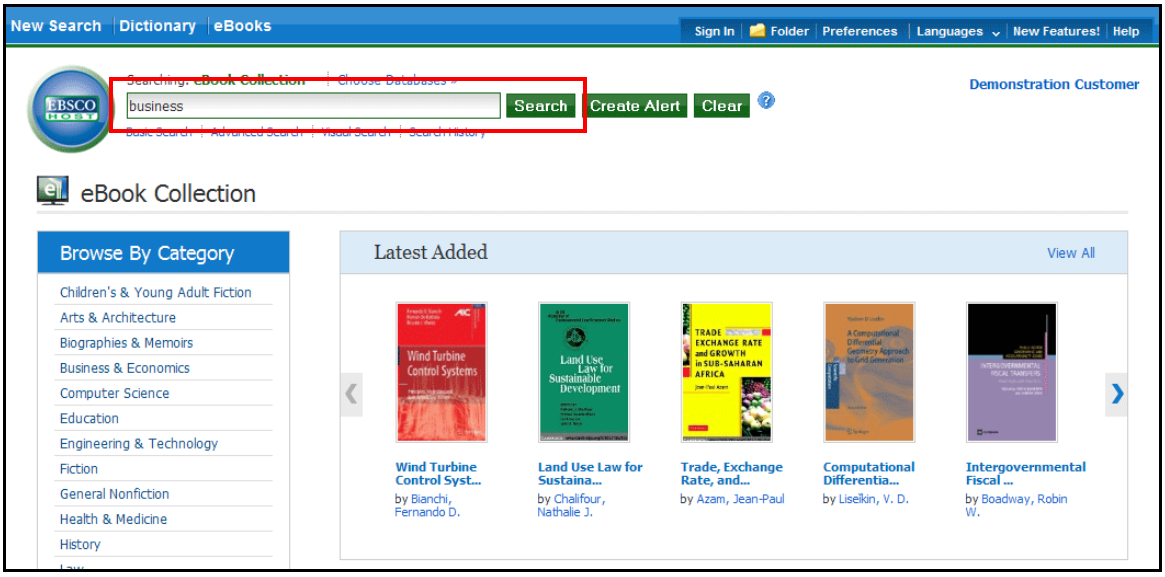
There are several ways to search for eBooks on EBSCO*host*:

- 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.

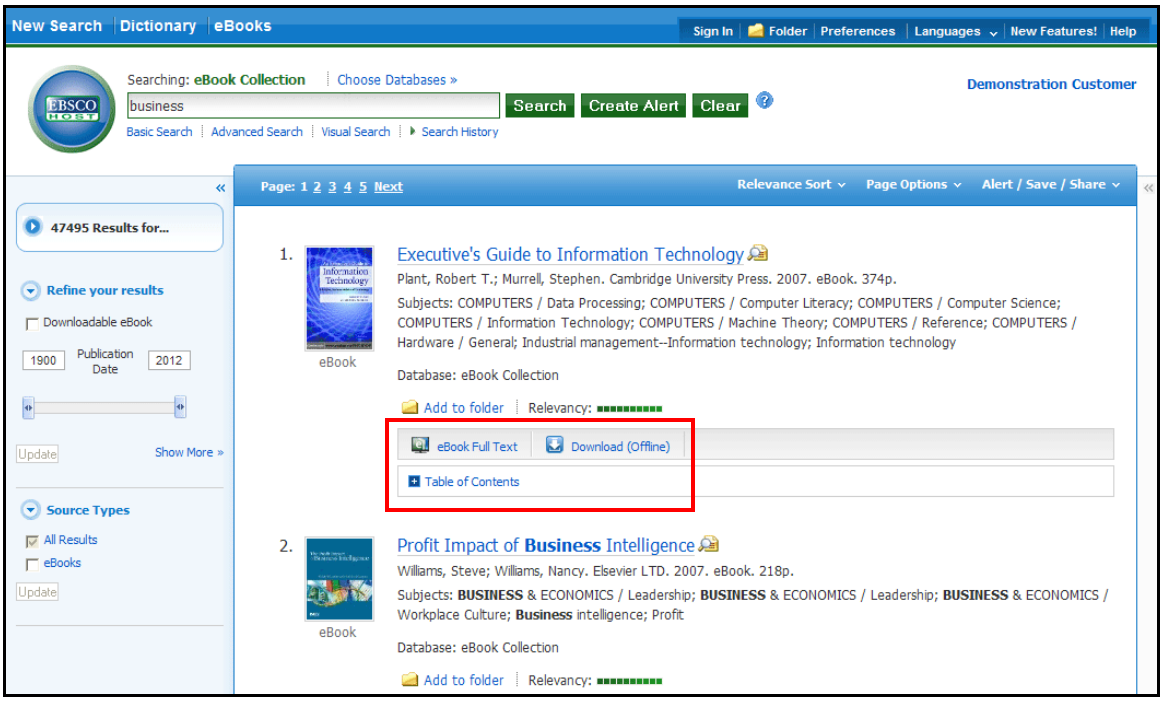
Note: If you are accessing eBooks on EBSCO*host* in EBSCO Discovery Service, the eBook Collection landing page is not available.

To search for eBooks:

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



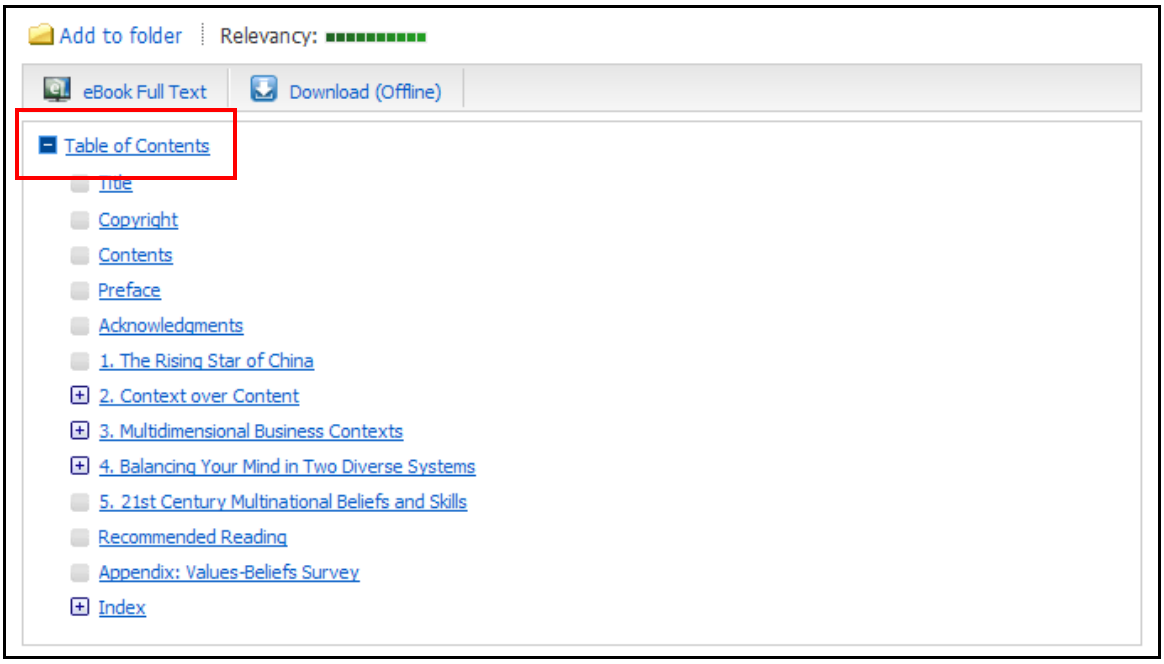
2. A Result List of eBooks related to your search terms is displayed.



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.

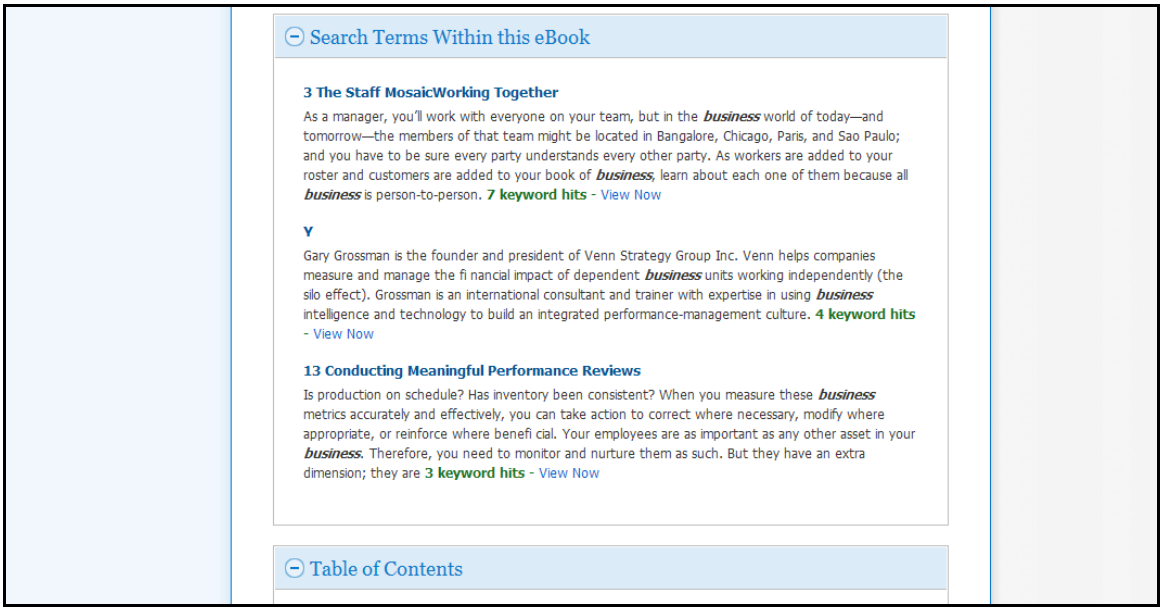


Note: Sections in the Table of Contents with a plus sign (**+**) can be expanded further by clicking the plus sign.

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.

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.



- **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.

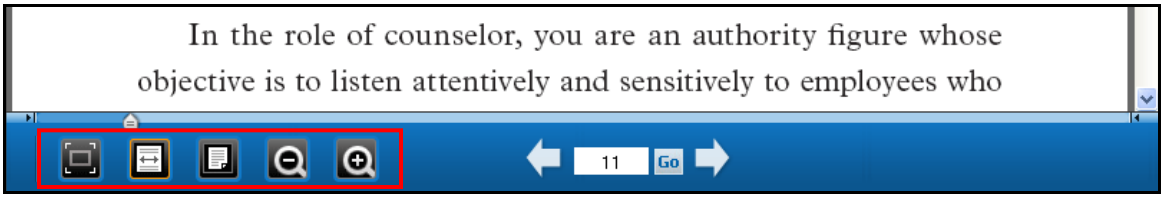
eBook Viewer

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

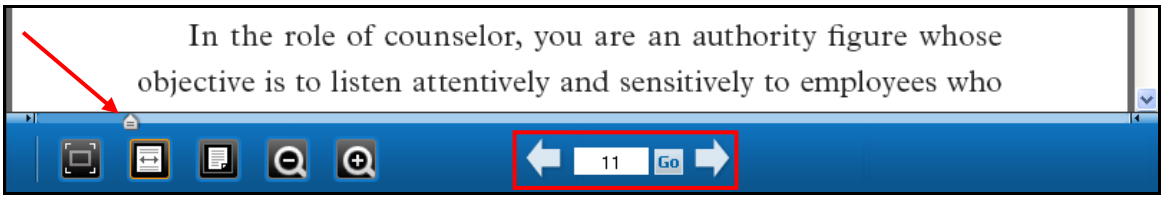
Included in the Tools column on the right, are tools that allow you to search within the text of the eBook and save a note on the eBook in your My EBSCO*host* folder.

- - 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



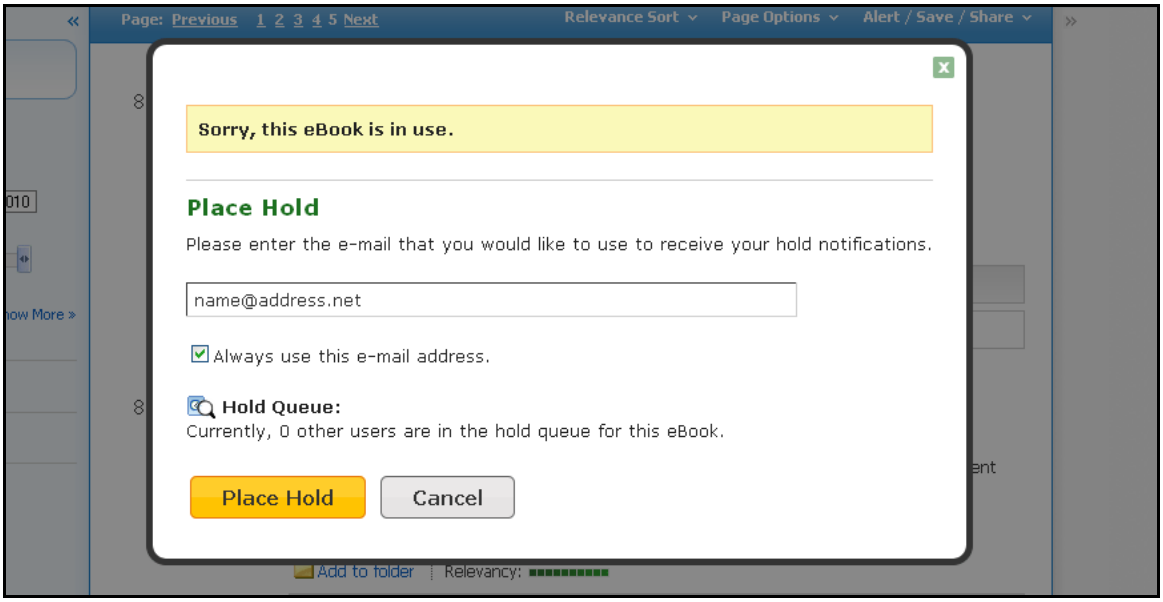
- **Fit Page to Viewport**: Click the icon to fit the entire page into the viewport.
- **Fit Page Width**: Click the icon to fit the page by width in the viewing area.
- **Fit Page**: Click the icon to view the entire page in the viewing area.
- **Zoom Out**: Click the icon to zoom out on the page.
- **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**.

Placing a Hold on an eBook

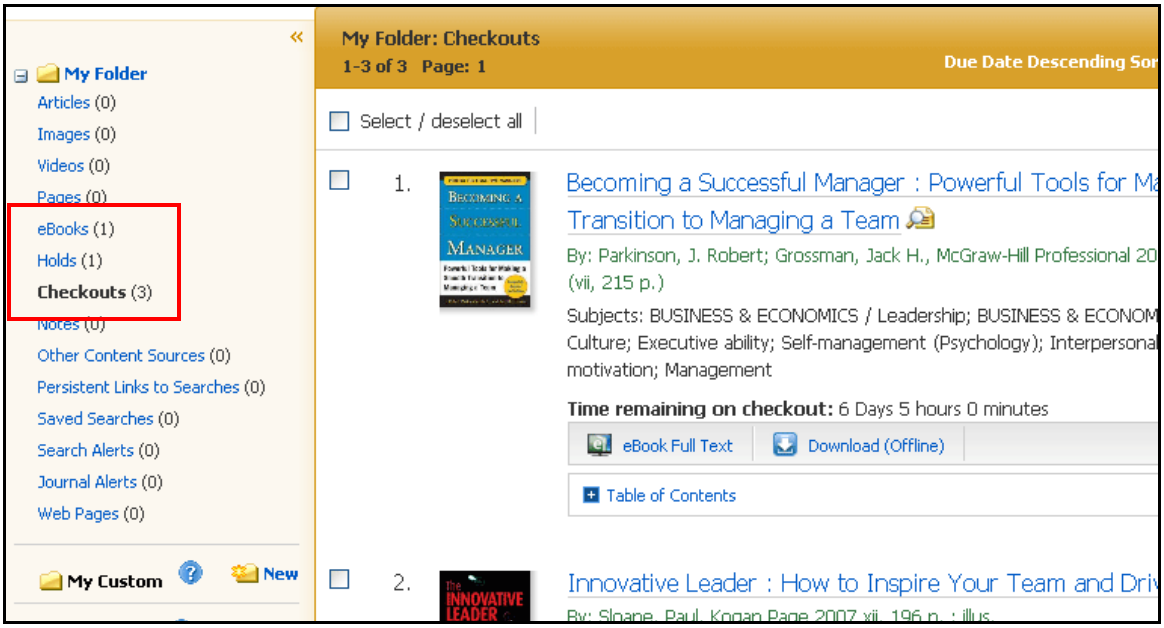
If the eBook you have chosen to download is in use by another patron, and if your library offers Holds capabilities, you have the opportunity to place a hold on the eBook to download when it becomes available. Enter your e-mail address in the field provided and click the **Place Hold** button.



The 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 EBSCO*host* 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.

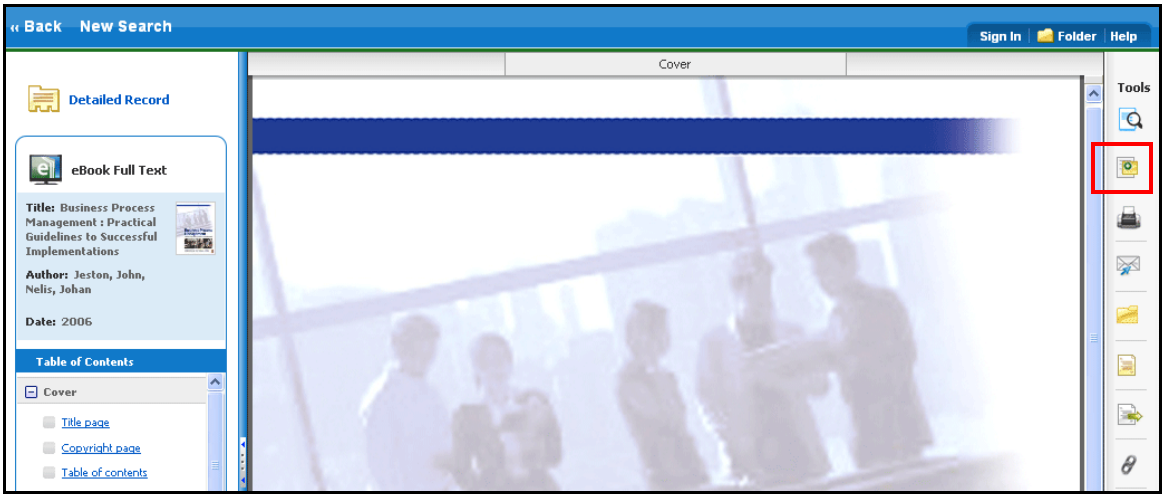
Checkouts: When an eBook is checked out, it is added to the Checkouts area of the folder. If you have not yet downloaded the eBook, it can be accessed and downloaded from here.

Creating Notes on eBooks

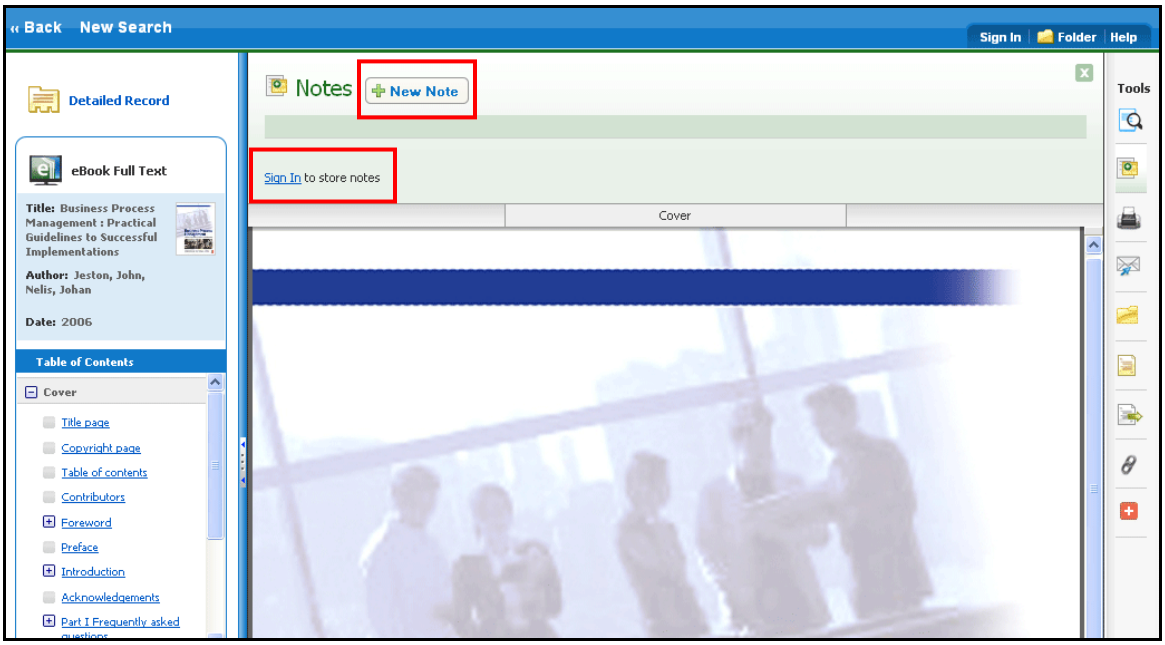
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCO*host* folder for later viewing.

To use the Notetaking feature in EBSCO*host*:

1. From the page of the eBook on which you would like to leave a note, click on the **Notes** icon in the toolbar.



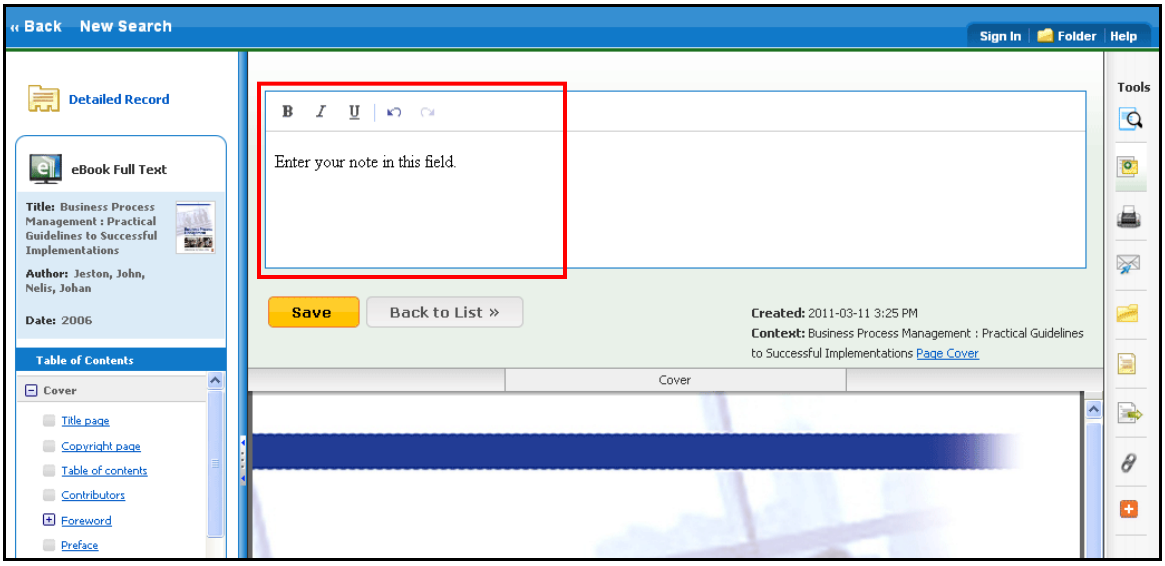
2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



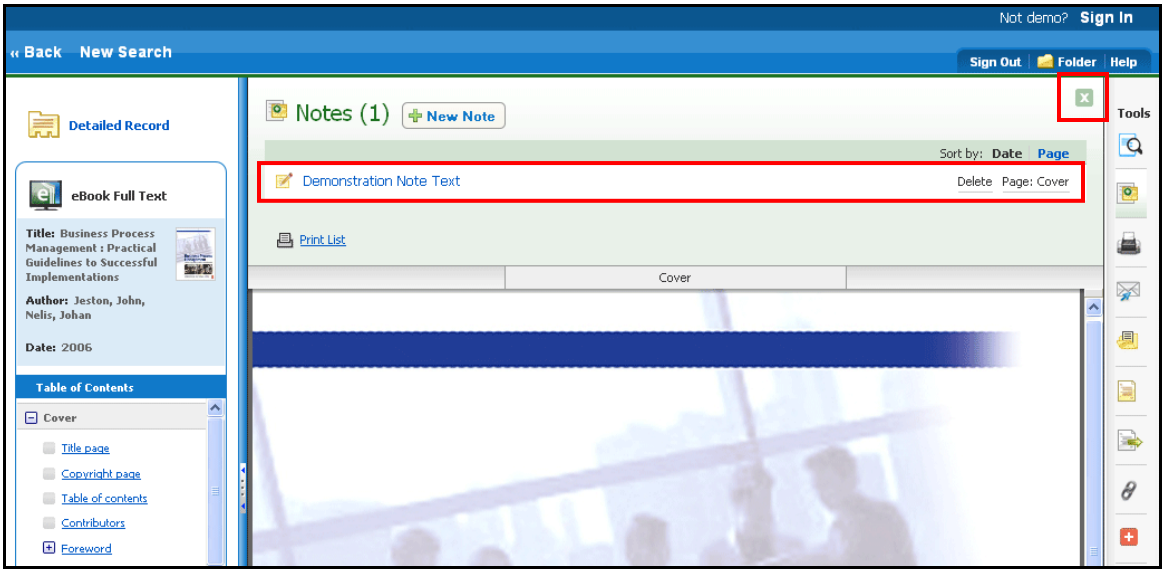
Note: Click the **Sign In** link to save your note to your personal My EBSCO*host* folder account.

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.



4. Your saved note appears in the Notes list.



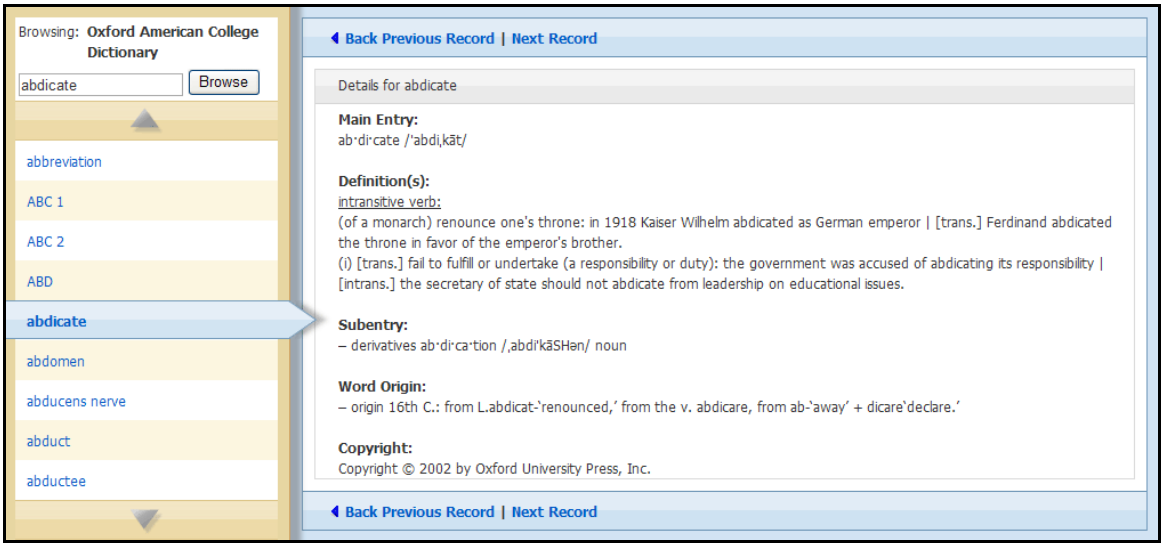
5. Click the Note title to edit the text.
6. Hover your pointer over the note to either **Delete** or view the page number of the note.
7. Click the ☒ in the upper-left corner to close the Notes area.

Dictionary

You can search within *Oxford American College Dictionary* by clicking the **Dictionary** link in the top toolbar when eBooks on EBSCO*host* 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.



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