

ebrary Tutorial

Because ebrary has not been updated to work with the latest editions of the Firefox browser, it is recommended that to do the exercises in this tutorial the student access ebrary via the Internet Explorer browser.

The exercises in this tutorial are to be done using ebrary's default QuickView Reader.

Accessing ebrary and your personal ebrary account. (Note: All students, faculty, and staff who have UAEU network accounts also have a pre-established ebrary account).

1. Click on the ebrary link found on the NML home page.
2. Enter your network user name and password in the EZproxy log-on screen, and click on "Authenticate."
3. Click on the tab labeled "Bookshelf" at the top left of the ebrary interface. **Important: Do NOT click on the link labeled "Sign In" to access your ebrary account.**

When the screen reloads, you will see your UAEU network user name at the top right of the interface.

Searching for titles in ebrary: When searching for books in ebrary, the NML suggests that you avoid using the "Simple Search" option because, depending on your search term, doing so will often bring up dozens, if not hundreds or thousands, of results that are likely not relevant to your reading needs. That is because Simple Search searches the text of every book in the ebrary collection, as the next exercise will demonstrate.

Performing a search using the Simple Search option

1. Type the term "heart" in the "Simple Search" text box.
2. Click on "Search ebrary."

Your search will return almost 54,000 titles that contain the word "heart."

Performing a book search using the "Advanced Search" option:

1. Click on the "Advanced" link.

After the screen reloads, you will notice that the Simple Search interface is still displayed at the top of the screen. The Advanced search interface appears BELOW the tab labeled "TITLE RESULTS."

2. Open the "Search in" drop-down menu.
3. Click on the subject option.
4. If it is not already there, in the box to the right of the word "for" type the term "heart."
5. Click on the "Search ebrary" command below the Advanced search interface.

The total number of retrievals will be shown above the first result. (At the time of the writing of this tutorial, there were 86 results.)

Narrowing your search results: In the outlined box between the Advanced Search interface and your search results there are listed other subjects that you can apply in order to narrow the list of book titles to those that discuss a particular aspect of the subject about which you want to read.

1. From the list of subjects in the outlined box, click on the subject “Treatment.”
2. Click on the “Search ebrary” command below the Advanced Search interface.

Your search results have now been narrowed down to books that discuss the treatment of heart conditions.

Searching for books by a particular author by last name only:

1. Click open the “Search in” drop-down menu in the Advanced Search interface.
2. Click on the option “Author.”
3. In the term-entry box, type in the name Balu.
4. Click on the “Search ebrary” command below the Advanced Search interface.

All titles with an author or editor’s whose last name is Balu will be returned.

Note: The author’s or editor’s names are listed on the second line of each book title result.

Searching for books by a particular author by the author’s first and last name:

1. Click open the “Search in” drop-down menu in the Advanced Search interface.
2. Click on the option “Author.”
3. In the term-entry box, type “Charles Dickens.”
4. Click on the “Search ebrary” command below the Advanced Search interface.

Only results for books authored by Charles Dickens will be retrieved.

Choosing your ebrary preferred settings: In the following exercise, you will select the setting that will allow you to use ebrary’s text-to-speech option and also the setting that will format your citations in the APA style

1. Click on the “My settings” link that appears at the upper right of the ebrary interface.
2. After the screen reloads, click on the option for the ebrary unity reader – this option allows you to hear the words of the book read aloud.
3. Under the Citation Format section, from the four options available, click on “APA”.
4. Because we do not have access to RefWorks, unclick that option under Managing Bibliographic Information” section.
5. Click on “Set Preferences” to make sure the changes you made to “My Settings” are saved.
6. Click on the “Advanced” link near the top of the interface to perform the next exercise.

The following exercises will teach you how to use the features of an ebrary ebook.

Using the Advanced search interface, do a title search for the book *Cardiology Explained*. After the result screen loads, open the book with the QuickView reader by clicking on its title.

After the book opens, the right side of the screen will display the book's table of Contents (TOC).

Navigating pages

1. In the Table of Contents, click on Chapter 7.

At the upper right of the interface, you'll see a box that indicates the page number of the page, in this case page 93, as it appears at the bottom of the page. Just to the right you will see a number representing how many pages into the book you are if counting from the front matter pages at the very beginning of the book. (in this example 103 pages)

2. Type "152" in the page-number box and depress the "enter" key.
3. To go to the next page, page 153, at the top of the reading screen, click on the large arrow that is pointing to the right.
4. To return to page 152, at the top of the reading screen, click on the large arrow that is pointing to the left.

Text size. You can change the size of the text in an ebrary book.

1. Above the reading screen, click on the button that has a page icon between the minus and plus signs, which is the "select page magnification" tool.
2. Click on the largest option for magnification, which is 200 %.
3. After the text of the page has enlarged, click open again the "select page magnification" button and click on 100%.

Word Search: You can search for a term in a given book by entering the term

1. In the "search document" box above the table of contents, type "pericardium."
2. After the screen reloads, click on the magnifying glass icon will take you to the first occurrence of the word in the chapter. (click on Chapter 9)
3. The first occurrence in this book is on page 148, and the occurrence is highlighted.
4. To go to the next instance in the book of the word "pericardium," click on the button above the reading screen that has an image of magnifying glass and an arrow pointing to the right. The next occurrence of the work occurs.
5. Keep pressing the magnifying glass and right-arrow button to find each occurrence of the word "pericardium" until the button becomes grayed out, which indicates that you have reached the last occurrence of the word in the book
6. Now click on the button with the image of a magnifying glass and a left-pointing arrow to go to the previous occurrence of the term "pericardium."
7. Keep clicking the button with the magnifying glass and the left-facing arrow until that button becomes grayed out, indicating you have reached the first instance of the term's occurrence in the book

Copy & Pasting: You can copy text from ebrary into a Word document or PowerPoint slide.

1. On page 152, drag your mouse over the paragraph that starts with the word "vasodilator."
2. Click open the Info Tools drop-down menu and click on the "Copy" option.

3. If a Windows dialog box appears asking permission to copy to the clipboard, click on “Allow Access.”
4. Open up a new MSWord document.
5. After the new Word document loads, depress the Control and V keys at the same time.

The text you selected from page 152 text will be copied along with a citation to it in the citation format you chose on the “My Settings” webpage -- namely the APA style.

Note that the line that begins with the word “copyright” is NOT part of the citation; it is a reminder to you that the material is copyrighted.

Printing Pages: To print pages from an ebrary book,

1. Click on InFo tools and choose “print” from the drop-down menu.
2. A dialog box will appear informing you that the maximum number of pages you can print is 40 pages. That number applies to ALL the books in ebrary.
3. Enter the span of page numbers that you want to print. (Notice that the starting number is pre-entered and it is the number of the page from the very beginning of the book, and not the number that appears on the bottom of the displayed page.)
4. So although the page number on the displayed page is 152, you want to start printing from 162.
5. Enter page 163 for the last page that you want to print.
6. Click on the “print” command.
7. The dialog box for the printer linked to your computer would appear. Because we really do not want to waste paper doing this exercise, click on the “Cancel” rather than the “Print” option from the printer dialog box.

Looking up the Definition of a word:

1. Still on page 152, drag your mouse over the word “chronic” in the first line of the second paragraph.
2. Click open the InfoTools menu and click on the “Define” option.

A new window will open up outside of ebrary with the definition of the word as it appears in the *Merriam-Webster's Online Dictionary*.

Highlighting and adding notes to text. When you highlight text in ebrary using the virtual highlighting pens, the highlighting is saved for future retrieval during the current reading session. If you add the book to your bookshelf, a highlighter icon will appear with the book the next time you access it from your bookshelf.

Likewise, if you add a note to the text (annotate the text), the note can be retrieved during the current reading session and retrieved at any time if the book is saved on your bookshelf.

1. Go to chapter 13.
2. Drag your mouse over the text of the first paragraph
3. Click on the tiny arrow pointing down next to the highlighter icon that appears above the reading screen.
4. From the three different colored highlighter icons displayed, click on the color highlighter that you want to use. The text you selected will now be in that color.
5. Now go to page 49 and drag your mouse over the table at the top of the screen.
6. Click on the little down arrow next to the highlighter icon and click on the color that you want your note to be.
7. When the little sticky-note box appears, type the text of your note: Type “memorize this table for the test.”
8. Click “OK.”
9. Now click on the ‘Notes’ tab that appears next to the TOC tab on the Table of Contents side of the interface. You will see two icons, one a highlighter icon in the color you chose for your highlighter, and a mini-page icon in the color you chose for your note.
10. To return to the page on which you highlighted text, simply click on the highlighter icon that appears.
11. To go back to read the note you created, click on the mini-page icon.

Adding a note or highlighting text automatically saves the book to your Bookshelf.

You can delete notes or the highlights of text, by clicking on its trash can icon on the far right of Notes screen, but because they are needed for another exercise in this tutorial, do not delete the note and highlight icons you created for this particular exercise.

Word Search within the book being view:

1. In the “search document” box under the TOC tab, type “pericardium.”
2. After the screen reloads, click on the magnifying glass icon that will take you to the first occurrence of the word in the chapter, which is the magnifying glass next to Chapter 9. (Important: Make sure to click on the magnifying glass and NOT on the title of the chapter itself.)
3. The first occurrence in this book is on page 148, and the occurrence is highlighted.
4. To go to the next instance in the book of the word “pericardium, click on the button above the reading screen that has an image of magnifying glass and an arrow pointing to the right.
5. The next occurrence of the word occurs.
6. Keep pressing the magnifying glass and right-arrow button to find each occurrence of the work pericardium until the button becomes grayed out, which indicates that you have reached the last occurrence of the word in the book
7. Now click on the button with the image of a magnifying glass and a left-pointing arrow to go to the previous occurrence of the term “pericardium.”

8. Keep clicking the button with the magnifying glass and the left-facing arrow until that button becomes grayed out, indicating you have reached the first instance of the term's occurrence in the book

Adding titles to your personal account (Bookshelf)

1. Using the Advanced Search interface, click open the "Search in" drop-down menu and chose "Subject."
2. In the term-entry box, type "terminology."
3. Click on the plus sign to create an additional "Search in" field.
4. Open this drop-down menu and chose the "Subject" option again.
5. In the term-entry box, type "medicine."
6. Click on the "Search ebrary" command below the Advanced Search interface.
7. Click on "Add to My Bookshelf" option that appears in each of the results.
8. Click on the Bookshelf tab at the top of the interface.

The books have been automatically added to the folder Unclassified Documents & Annotations in your personal bookshelf.

Creating a customized Bookshelf folder:

1. Click on the "Add folder" button on the left side of the interface.
2. In the text box that displays, type the phrase "medical terminology".
3. Click on "Add Folder" again.

You now have a new folder titled "medical terminology."

Transferring book search results into a folder: To get the book results you retrieved with you search on the terms "terminology" and "medicine."

1. Place your mouse over the image of each book's cover, NOT OVER THE BOOK'S TITLE.
2. Depress the left mouse button.
3. Drag the cover image to the folder.
4. When the outline of the folder becomes a broken line, click the left mouse button again, the book's image will disappear from the screen.
5. Now click on the folder, and the three book results will appear on the right side of the interface.

Emailing a folder:

Click on the "Email this folder" button

1. After the e-mail dialog screen load, insert the e-mail address of the person to whom you are sending the folder.

Note that you can change the text of the subject and message lines.

2. Type your banner ID and name where the displayed message says "first last" so the person will know who has sent them the email because the e-mail itself comes from ebrary email, not from your own, personal e-mail account.

3. When you are finished adding your name and banner ID, click on the “OK” button and the e-mail will be sent.

Sharing a folder: You can share your personal folders so that other members of the UAEU community can see the titles it contains.

1. Click on the “Share this folder.”
2. After the screen reloads, copy the URL that appears
3. Open a Word document and paste in the URL.
4. Close out of ebrary by clicking on the tiny “x” at the very right-hand top of the screen.
5. Click on the URL to view the contents of the folder.

Accessing your notes and highlighted text from your Bookshelf

Close ebrary by clicking the “X” at the top-right corner of the screen.

Wait a minute or so, then go to the NML home page.

Click on the ebrary link.

Click on the “Bookshelf” tab to access your personal ebrary account.

Click on the “Bookshelf” tab a second time to access any folders and books saved in your account.

You should see the result for the book *Cardiology Explained* on the right side of the screen.

Click on the highlighter icon under the title.

The book will open to the page on which you highlighted text.

Click on the Bookshelf tab again.

This time, click on the icon of the mini-page with lines.

The book will open to the page on which you attached a note.