



# User Guide

Updated: 7/15/11

# Table of Contents

About eBooks on EBSCO <i>host</i> .....	3
System Requirements .....	3
Inside this User Guide .....	3
Searching for eBooks .....	4
eBook Detailed Record .....	7
eBook Viewer .....	8
Using the eBook Viewer Toolbar .....	9
Downloading an eBook.....	10
Placing a Hold on an eBook.....	12
eBooks and the My EBSCO <i>host</i> Folder .....	13
Creating Notes on eBooks.....	14
Dictionary.....	16

# About eBooks on EBSCOhost

With EBSCO's extensive collection of eBook titles on EBSCOhost, users can search within a wide range of relevant eBooks using the powerful EBSCOhost 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 EBSCOhost 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 EBSCOhost 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 links for 'New Search', 'Dictionary', and 'eBooks' (which is highlighted with a red box). Below this is a search area with a search box containing 'eBook Collection', a search button, and options for 'Create Alert' and 'Clear'. The main content area is titled 'eBook Collection' and includes a 'Browse By Category' sidebar on the left, a 'Latest Added' section with five book covers, and a 'Featured eBooks' section with five book covers. The 'Browse By Category' sidebar lists various subjects 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 'Latest Added' section shows books like 'De la cera al crayón', 'De La Idea Al Libro', 'Dinosaurios con plumas', 'dinosaurios más inteligen...', and 'dinosaurios más mortifero...'. The 'Featured eBooks' section shows books like 'Hammered', 'New Stories for', 'British Women', 'Edgar Allan Poe', and 'London Dispossessed'.

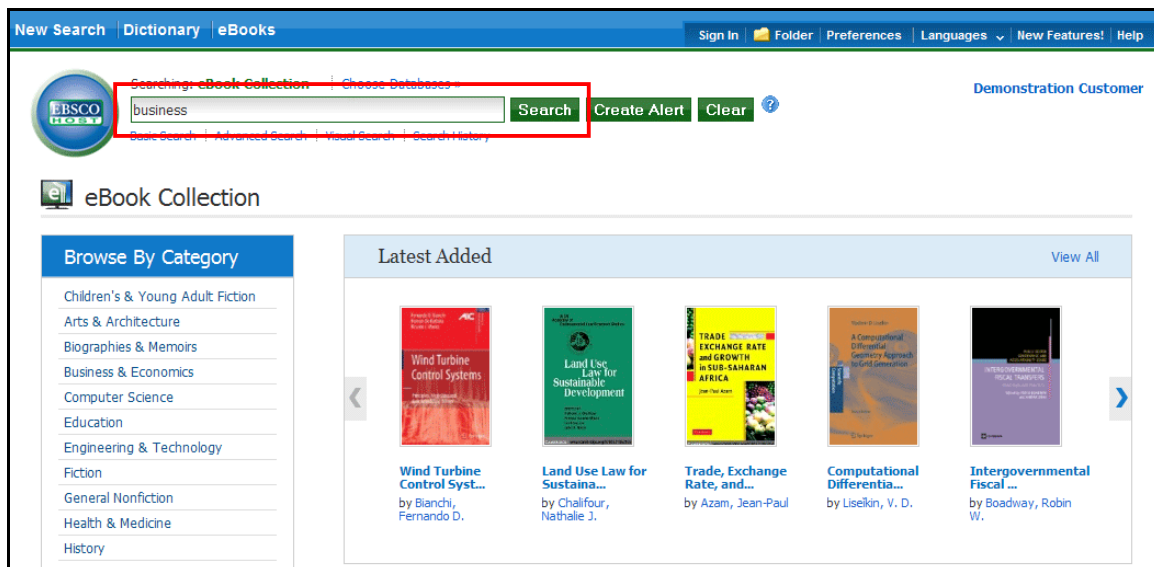
There are several ways to search for eBooks on EBSCOhost:

- 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.

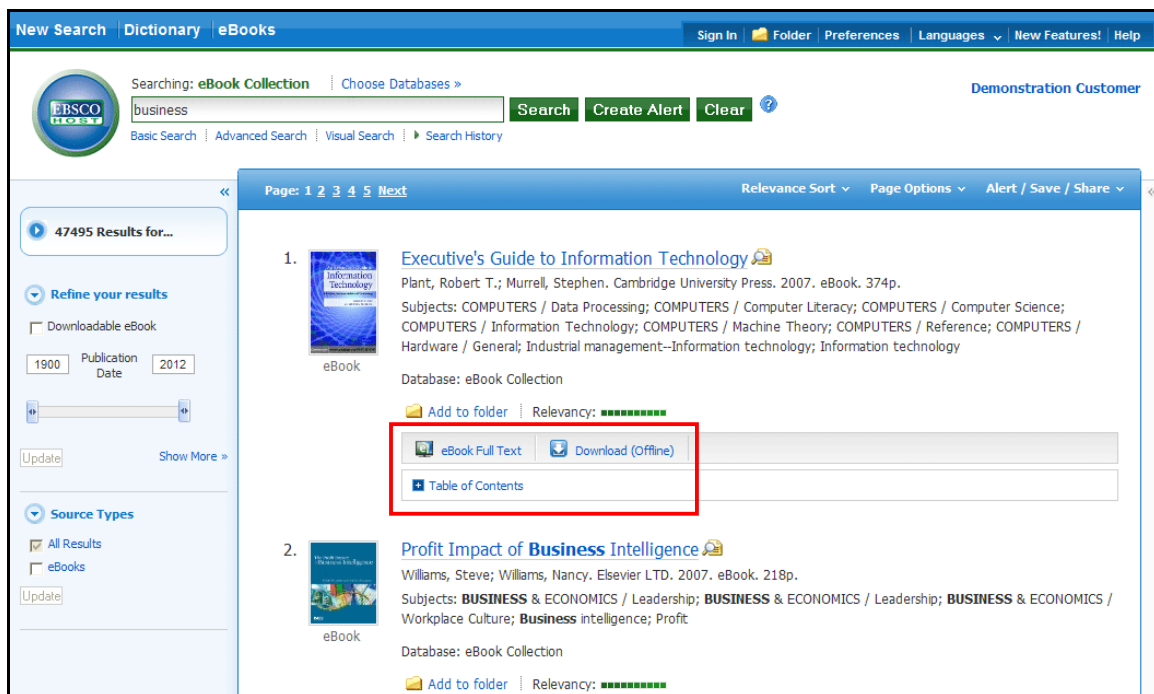
**Note:** If you are accessing eBooks on EBSCOhost in EBSCO Discovery Service, the eBook Collection landing page is not available.

## To search for eBooks:

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



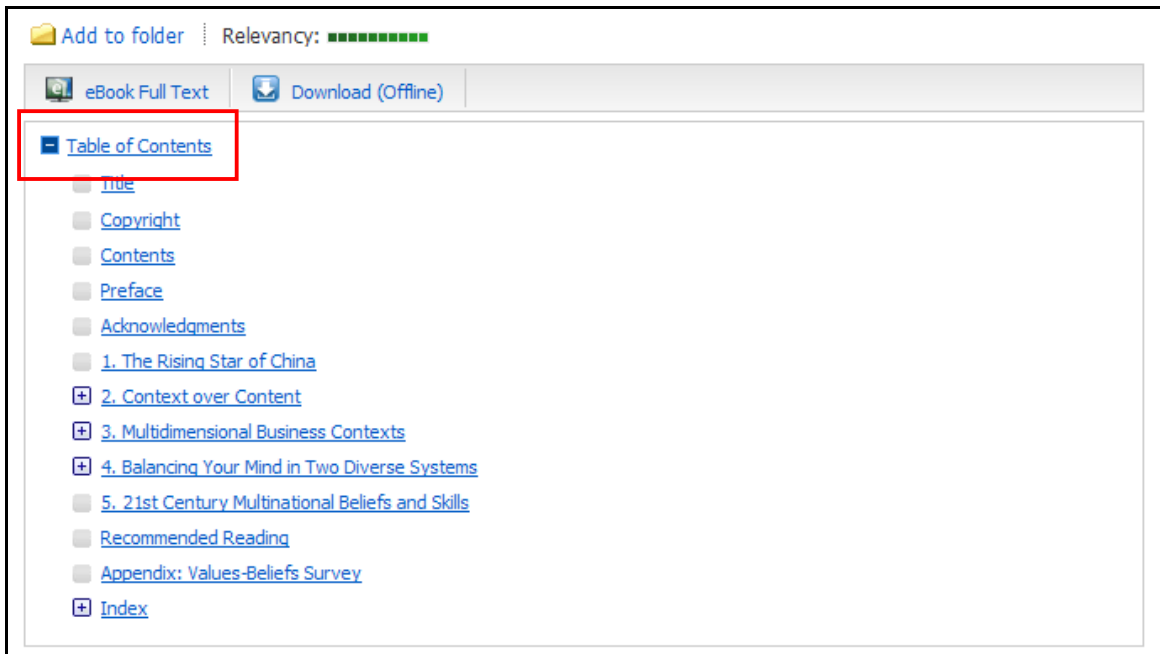
2. A Result List of eBooks related to your search terms is displayed.



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.

Result List | Refine Search | 6 of 358

## Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team

**Authors:** Parkinson, J. Robert  
Grossman, Jack H.

**Publication Information:** McGraw-Hill Professional, 2010  
1 online resource (vii, 215 p.)

**Language:** English

**Publication Type:** eBook

**Subject BISAC:** BUSINESS & ECONOMICS / Leadership  
BUSINESS & ECONOMICS / Workplace Culture

**Subject Terms:** Executive ability  
Self-management (Psychology)  
Interpersonal relations  
Employee motivation  
Management

**Tools**

- Add to folder
- Print
- E-mail
- Save
- Cite
- Export
- Create Note
- Permalink
- 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.

Search Terms Within this eBook

**3 The Staff Mosaic Working Together**  
As a manager, you'll work with everyone on your team, but in the *business* 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 *business*, learn about each one of them because all *business* 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 *business* units working independently (the silo effect). Grossman is an international consultant and trainer with expertise in using *business* intelligence and technology to build an integrated performance-management culture. **4 keyword hits** - [View Now](#)

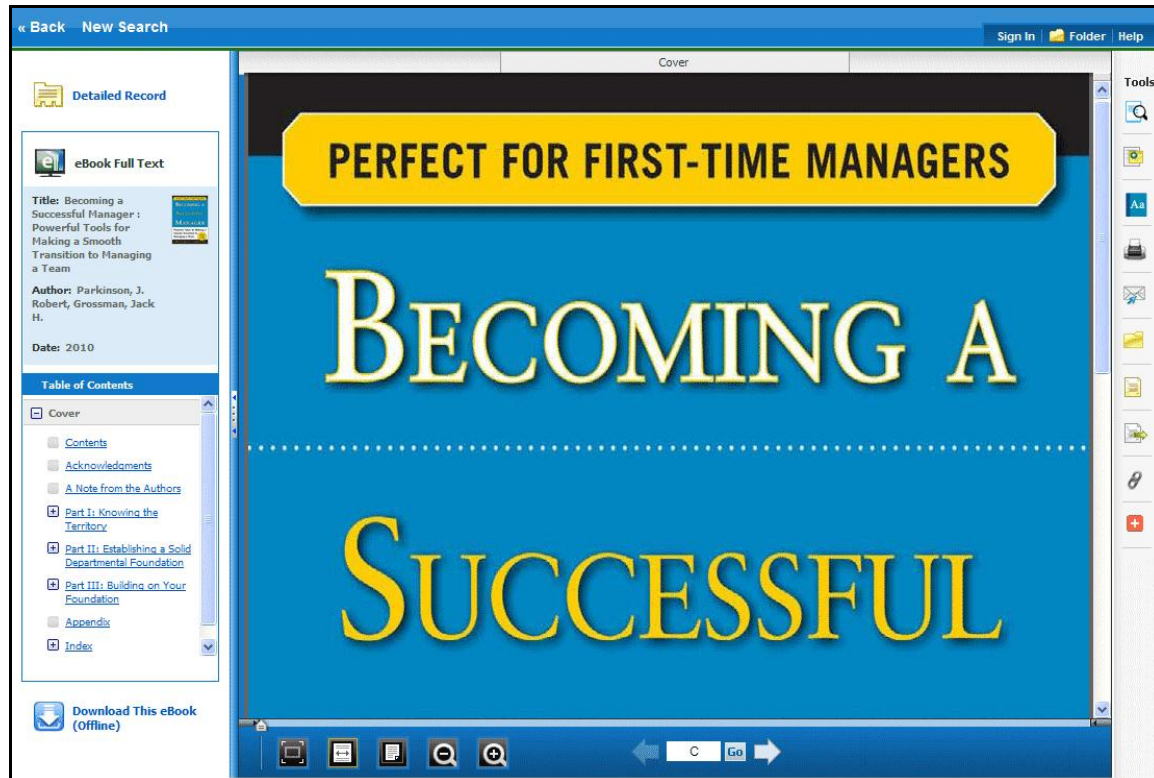
**13 Conducting Meaningful Performance Reviews**  
Is production on schedule? Has inventory been consistent? When you measure these *business* metrics accurately and effectively, you can take action to correct where necessary, modify where appropriate, or reinforce where beneficial. Your employees are as important as any other asset in your *business*. 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

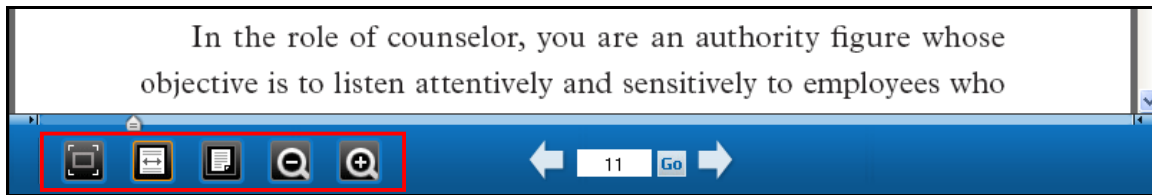
eBooks can be read online in the eBook Viewer by clicking the **eBook Full Text** link in the Result list or Detailed Record.



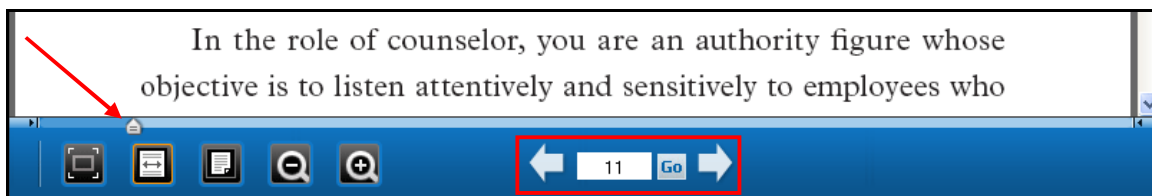
Included in the Tools column on the right, are tools that allow you to search within the text of the eBook and save a note on the eBook in your My EBSCOhost folder.

-  - 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**.

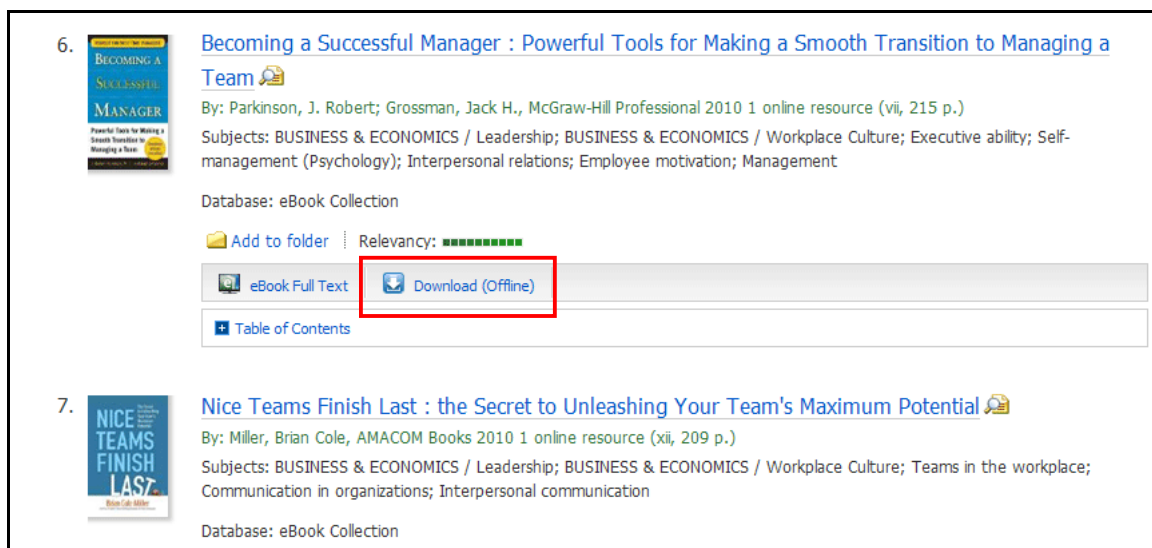
# Downloading an eBook



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

## To download an eBook:

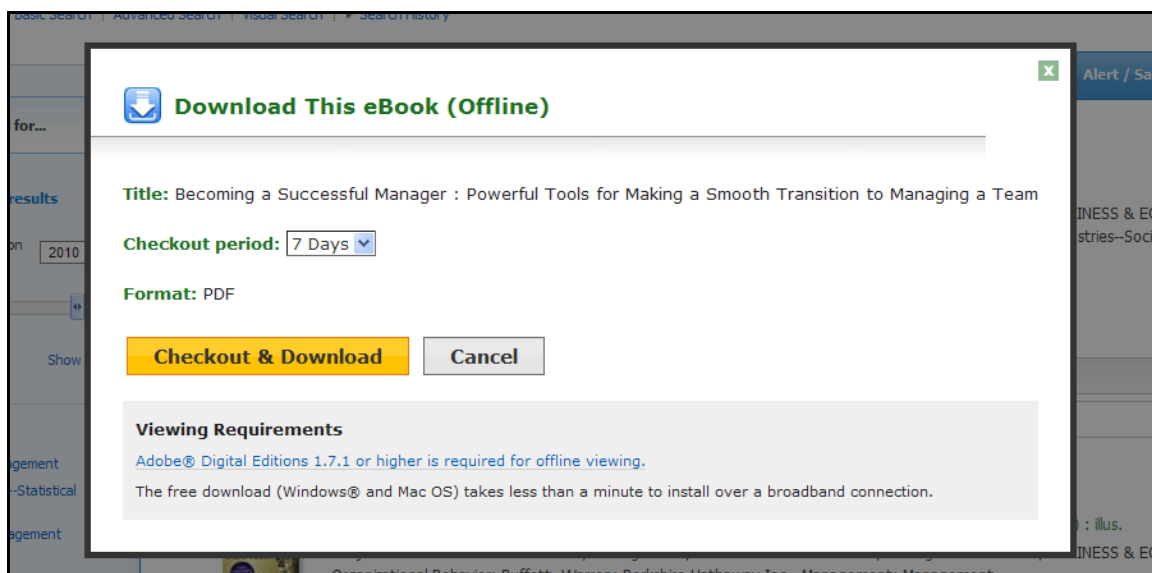
1. Click the **Download (Offline)** link for the eBook you would like to download.





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)**  
Table of Contents


7.  **Nice Teams Finish Last : the Secret to Unleashing Your Team's Maximum Potential**   
By: Miller, Brian Cole, AMACOM Books 2010 1 online resource (xii, 209 p.)  
Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Teams in the workplace; Communication in organizations; Interpersonal communication  
Database: eBook Collection

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



 **Download This eBook (Offline)** 

**Title:** Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team

**Checkout period:** 7 Days 

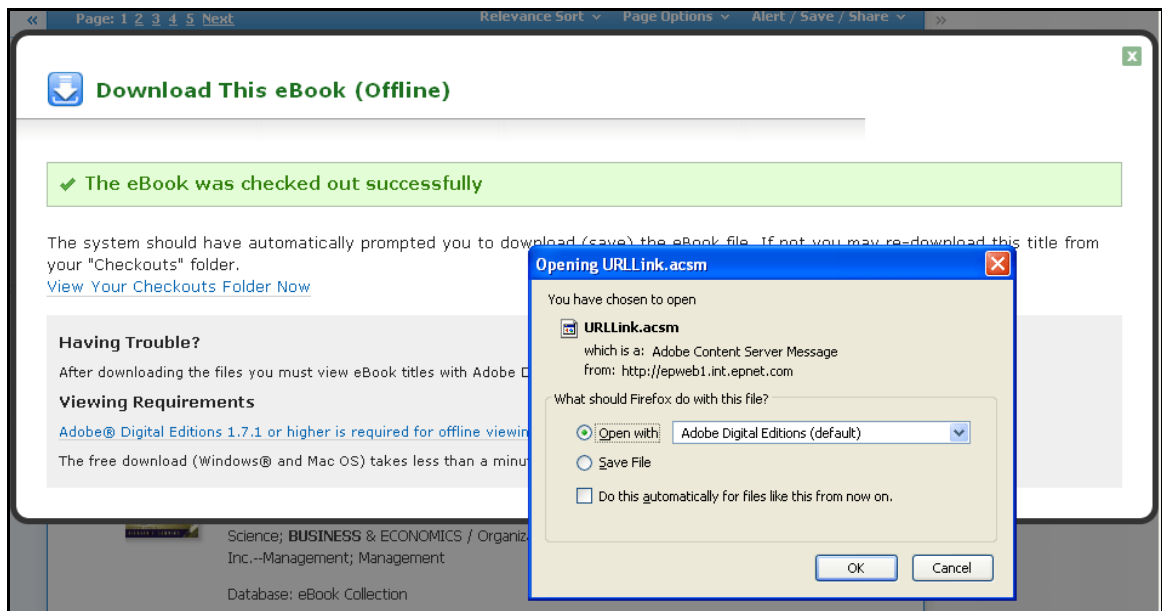
**Format:** PDF

**Checkout & Download** **Cancel**

**Viewing Requirements**  
Adobe® Digital Editions 1.7.1 or higher is required for offline viewing.  
The free download (Windows® and Mac OS) takes less than a minute to install over a broadband connection.

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 your My EBSCOhost folder, you are prompted to do so.

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



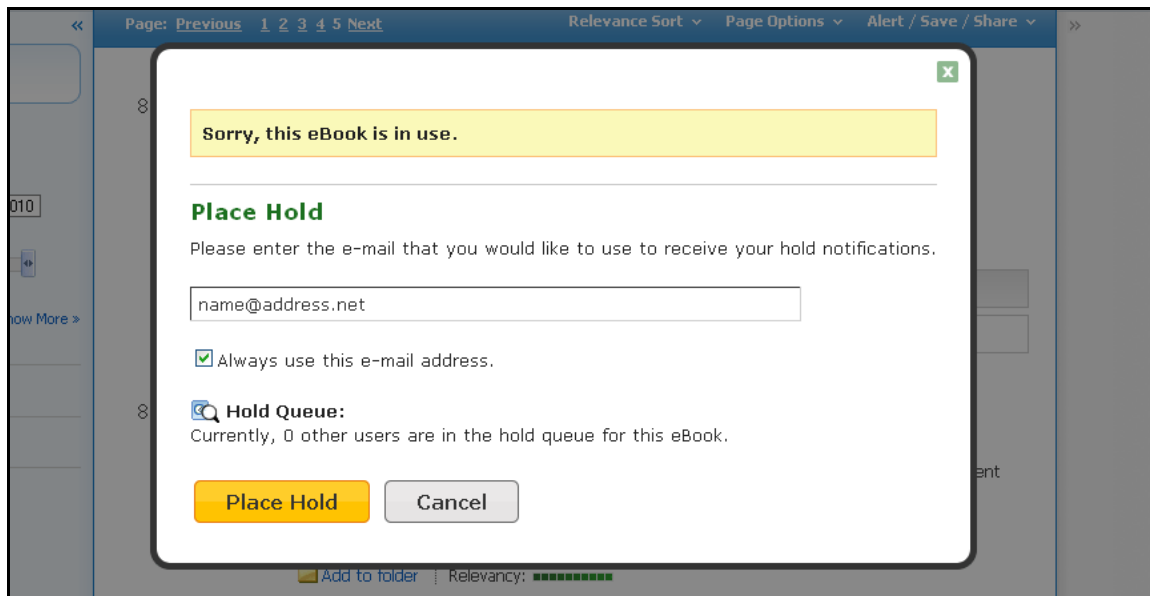
If you select **Open with**, your eBook is opened with Adobe® Digital Editions. If you select **Save file**, the eBook is saved to your computer and can be opened with Adobe® Digital Editions at a later time.

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.

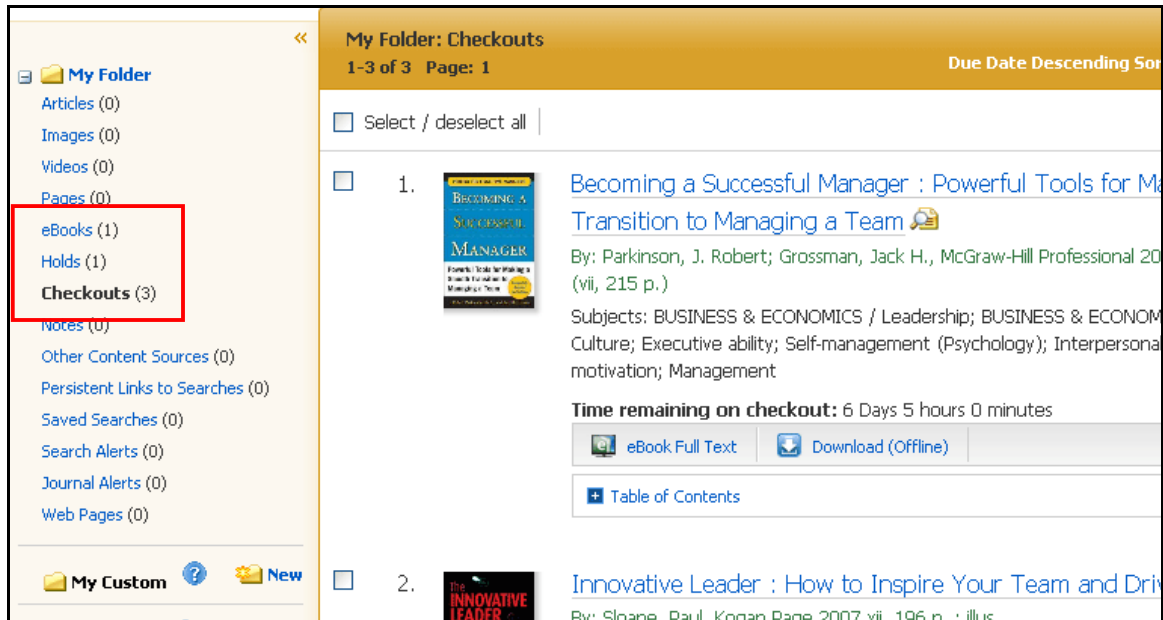


The screenshot shows a web browser interface with a modal dialog box. At the top of the browser, there are navigation links: "Page: Previous 1 2 3 4 5 Next", "Relevance Sort", "Page Options", and "Alert / Save / Share". The dialog box has a yellow header bar with the text "Sorry, this eBook is in use." Below this, the section is titled "Place Hold" in green. It contains the instruction "Please enter the e-mail that you would like to use to receive your hold notifications." followed by a text input field containing "name@address.net". There is a checked checkbox labeled "Always use this e-mail address." Below that, 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" (grey). At the bottom of the browser window, 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.

# eBooks and the My EBSCOhost 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.

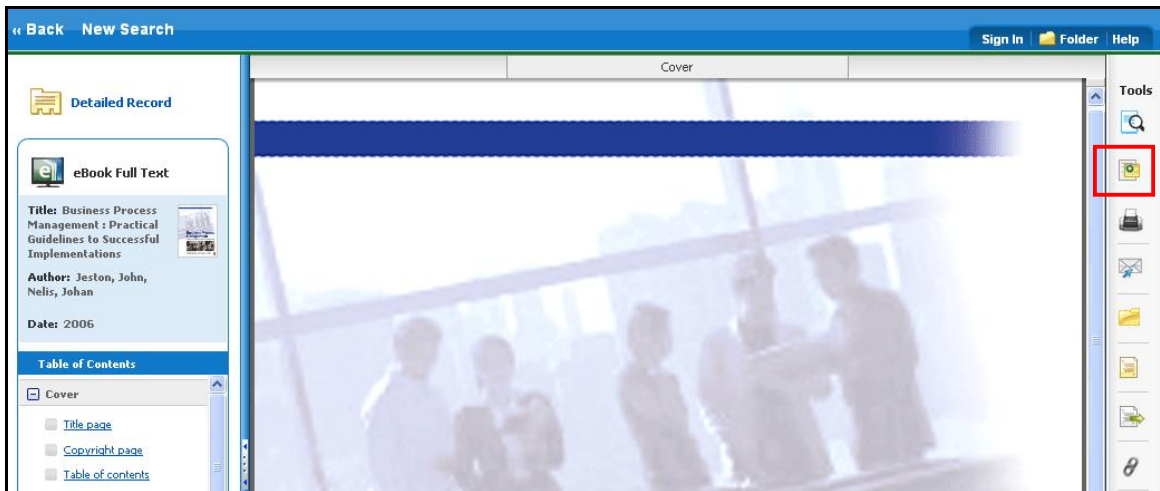
**Checkouts:** When an eBook is checked out, it is added to the Checkouts area of the folder. If you have not yet downloaded the eBook, it can be accessed and downloaded from here.

## Creating Notes on eBooks

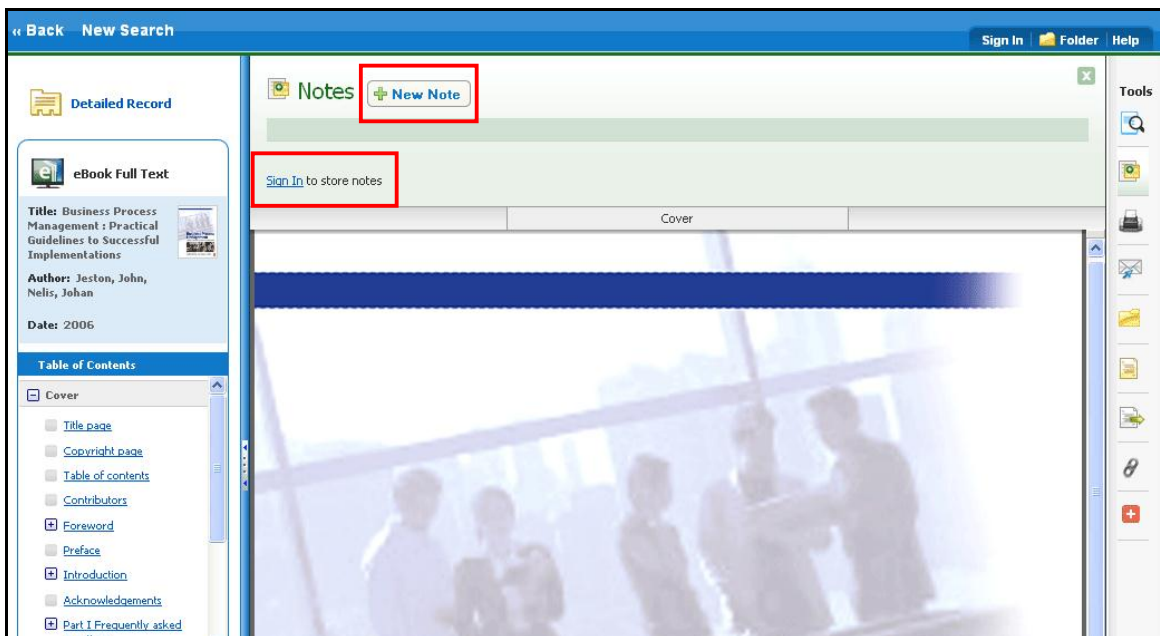
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCOhost folder for later viewing.

### 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.



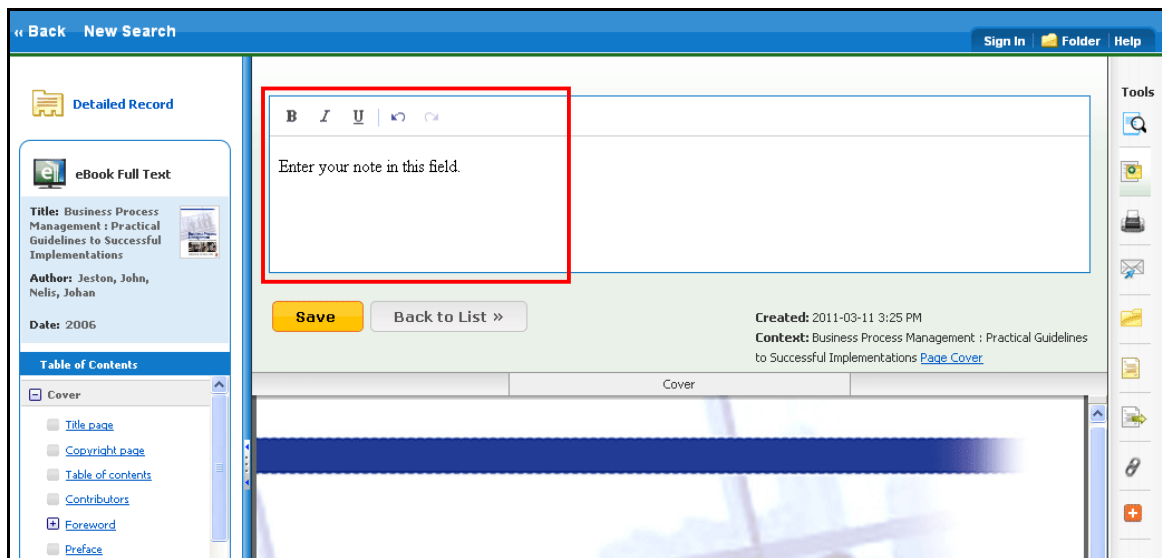
2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



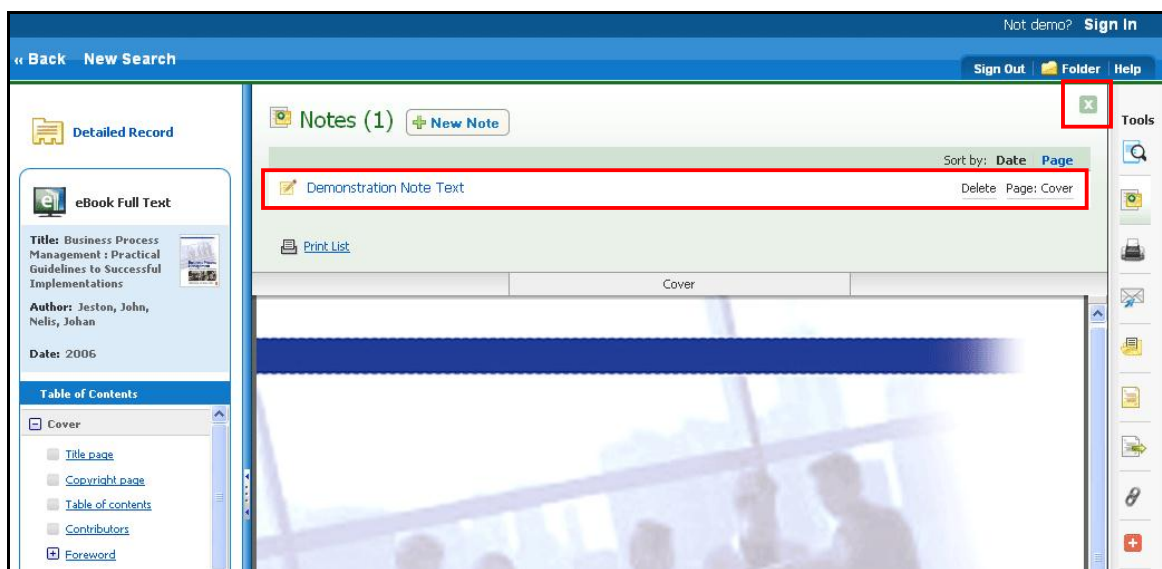
**Note:** Click the **Sign In** link to save your note to your personal My EBSCOhost folder account.

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.



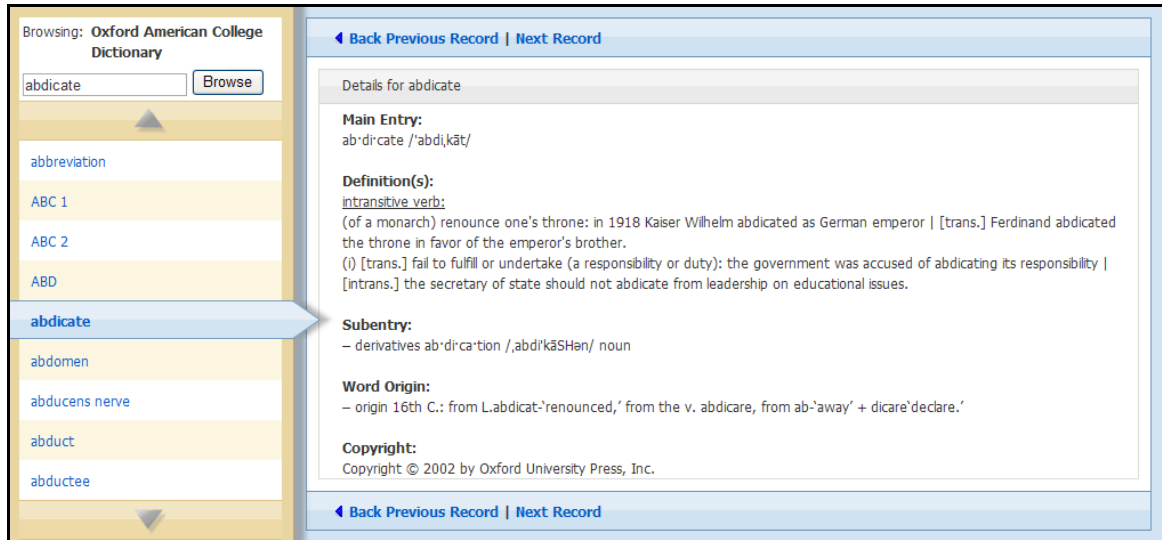
5. Click the Note title to edit the text.
6. Hover your pointer over the note to either **Delete** or view the page number of the note.
7. Click the **X** in the upper-left corner to close the Notes area.

# 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:**  
ab·di·cate /ˈæbɪˌkɑːt/

**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 ab·di·ca·tion /,æbɪˈkɑːʃən/ noun

**Word Origin:**  
– origin 16th C.: from L.abdicat-'renounced,' from the v. abdicare, from ab-'away' + dicare'declare.'

**Copyright:**  
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**.