

Using Ebrary Electronic Books in the Cambridge College Online Library

There are more than 42,000+ full-text books in all our subject areas in our Ebrary Electronic Books collection.

In Ebrary, you can read a full-text book online, and easily highlight in three colors, take notes right on the page, and select quotations while reading! Your highlighting, notes, and quotes are all saved in a convenient place. Ebrary will even read aloud to you!

Here's how:

- From the CCOL HOME page, click *Ebrary Electronic Books*
- A screen will ask you to sign in with a username and password based on your Cambridge College email account. Just follow the instructions to sign in. (This is how Ebrary remembers all the notes and highlighting you did so you can find it again, anytime)

Something to understand:

Ebrary has two ways you can use it: Quickview and Ebrary Unity Reader

- Quickview lets you look at the book but you can't highlight or take notes. Nothing is saved
- Ebrary Unity Reader lets you highlight, take notes, and saves it all. It also reads aloud

If you just want to look at a book and NOT highlight or save notes, just enter Ebrary and put your search term in the search box. This is the Quickview way to search Ebrary.

If you want to highlight, take notes, and have the book read aloud, you must first download the Ebrary Unity Reader. You only need to do it once in your computer and after that it will always be there. Ebrary's opening screen is not as helpful as it could be, so try this:

- Restart your computer and only open your browser
- Go to Tools on your browser and delete temporary Internet files or cache and cookies
- Make sure you have the current version of Java (1.6 or higher) installed. If you need to, download Java, go to www.java.com Restart your computer after downloading Java
- Go to CCOL and click "Ebrary Electronic Books"

- On the Ebrary opening screen (the Info tab), click the “My Settings” link on the top right:

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Info Search QuickView Bookshelf

English | My Settings | Sign Out | Help

Search ebrary Advanced All Subjects

ebrary is pleased to announce new product features, including integration with RefWorks and EndNote, printing with QuickView, and search by collection! [Sign up for training by clicking here.](#)

Your library subscribes to e-books from ebrary!

Do You Have an Existing Bookshelf?

This ebrary site now uses single-sign-on and your ebrary login and bookshelf are automatic. See the [KnowledgeBase article](#) for information to access your existing bookshelf.

Getting Started

- Choose a viewing option** under My Settings. For a comparison of viewing options, please [click here](#).
- Please note your institution may have determined which option(s) are available to you.
- Create a personal bookshelf** in order to create and save highlights, notes, and more.
- Conduct a search** using simple or advanced, by keyword, full-text, publisher, or author. Use Boolean or proximity operators.
- Open a document with ebrary QuickView™** by clicking on the title name or image. No downloads or installations are required.
- Navigate through the document** with the table of contents, which provides chapter-level search results. Go to each occurrence of your search term, flip through pages, and go to specific page numbers. Note that in tables of contents, search results are indicated by a magnifying glass.
- Launch the ebrary Reader™** by clicking on the ebrary Reader button for additional functionality listed below.
 - Printing
 - Copying and pasting
 - Highlighting
 - Notes

» SIGN UP FOR TRAINING

» HELP & SUPPORT

» PROVIDE FEEDBACK

3 Microsoft Office... ebrary: Library Info -... 3 Microsoft Office... 1:06 PM

- Fill in the “My Settings” page like this, checking three boxes and clicking “Set Preferences” last. You are telling it to download the “Ebrary Unity Reader.”

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Info Search QuickView Bookshelf English | My Settings | Sign Out | Help

Search ebrary Advanced All Subjects

SETTINGS

When I click on a document link (title, chapter, etc.) open my document in:

QuickView - for fast reading

the ebrary Reader I've selected, below - more full featured including InfoTools, Copying, Printing and making notes or highlights

When a document is opened in a reader use this one:

ebrary Unity Reader

ebrary Plug-in Reader

[How do the readers differ?](#)

Managing bibliographic information:

ebrary supports exporting bibliographic information to two industry-leading providers. ebrary displays export buttons for the provider you select in your search results, on the bookshelf (at the top of each book list for your folders), and in QuickView (under the InfoTools menu). You can select EndNote, RefWorks, or both.

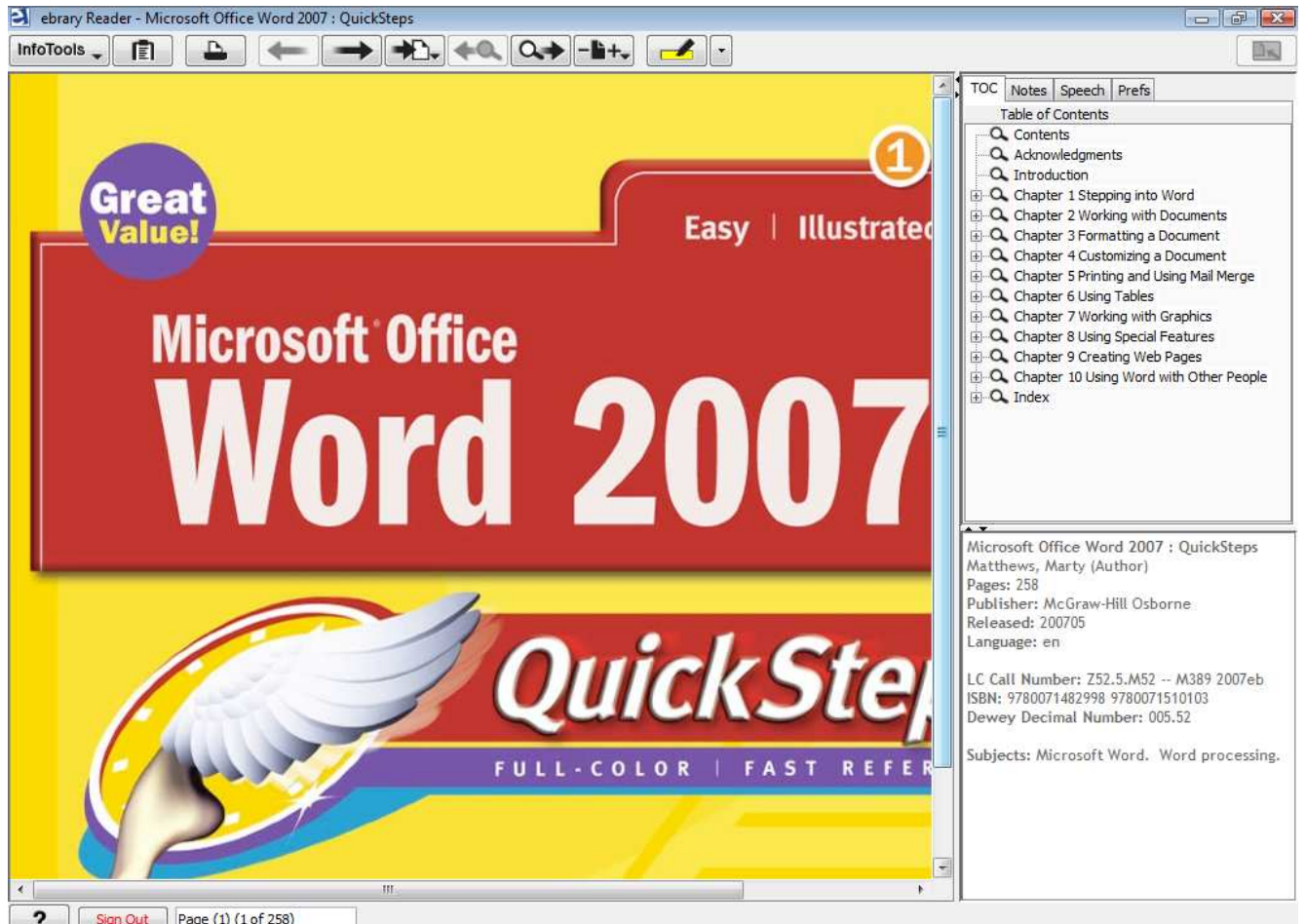
Show EndNote buttons, see [EndNote](#) for more information

Show RefWorks buttons, see [RefWorks](#) for more information

Set Preferences

- The next screen should say “Your preferences have been updated.”
- Put a term into the search box
- From the results list, click on a title
- You will probably get a box that says “Starting the Ebrary experience. Please be patient” or “The Ebrary Reader is being loaded. Please be patient.”

- The Ebrary Unity Reader should open for the book you requested. It looks like this (but with the book you requested, not Word 2007). If you don't see **Notes Speech Prefs** tabs in the right column, it isn't the Ebrary Unity Reader



See the yellow boxes? That's how your notes look when you use the Ebrary Unity Reader. It's just like putting stickie tags on the page. You can easily go to your notes from the list in the right column:

The screenshot shows the Ebrary Unity Reader interface for the book "How to Write a Thesis" (Second Edition) by Rowena Murray. The main content area displays the book's cover and introductory text. Two yellow sticky notes are placed on the page:

- Sticky Note 1: "What are the basics of thesis writing?"
- Sticky Note 2: "What is the evidence-based approach?"

The right sidebar contains a "Notes" panel with a table listing the notes:

Page	Type	Content
1		What are the basics of theses...
1		What is the evidence-based...

Below the notes table, the sidebar displays book metadata:

How to Write a Thesis
Murray, Rowena (Author)
Pages: 320
Publisher: McGraw-Hill Education
Released: 200606
Language: en

LC Call Number: LB2369 -- .M87 2006eb
ISBN: 9780335219681 9780335226597
Dewey Decimal Number: 808/.042

Subjects: Academic writing. Dissertations, Academic -- Authorship.

The bottom of the interface shows a "Sign Out" button and the page number "Page (1) (1 of 320)".

Ebrary has many great tools. To learn to use them, click Help on the top right of the search screen to get these choices:

The screenshot shows the Ebrary website interface with a navigation menu on the left and a help menu on the right. The help menu is titled "different set of tools than those described here." and lists the following tools and their descriptions:

Define	Get a dictionary definition of the currently selected word.
Explain	Get an encyclopedia explanation of the currently selected text.
Locate	Locate the selected place name on a map.
Translate	Translate the selected text from one language to another.
Who	Look up an individual using contact, biographical, or bibliographical information.
Search Document	Search for text in the current document.
Search All Documents	Search the ebrary website for all documents containing the selected text, author, subject, title, or publisher.
Search Web	Expand your search to other websites.
Highlight	Select a color for highlighting or highlight eraser.
Add To Bookshelf	Add the document to your personal bookshelf for future reference.
Buy This Title At	Select an online store from which to purchase the document.
Copy Text	Copy the selected text with a bibliographic citation, which you can paste into another application, such as an email or word processing program.
Copy Bookmark	Create a bookmark (a URL of the page), which you can paste into another application, such as an email or word processing program.
Print	Print pages in the current document.
Toggle Automenu	Turn Automenu on or off. When Automenu is checked, the InfoTools menu displays each time you select text.
Help	Open the ebrary Reader help.
About ebrary Reader	Get version information about the ebrary Plug-in Reader.

The left navigation menu includes the following items:

- Navigating and Searching a Document
- Selecting, Copying, and Printing
- Making Notes and Highlights
- Using InfoTools
 - Summary of InfoTools
 - To use InfoTools
 - Searching
 - Searching the Entire Collection for Documents
 - Refining a Search
 - Boolean and Proximity Searches
 - Searching the Collection for Chapters
 - Searching for Documents within a Subject Area
 - Finding the Most Relevant Chapters in a Search
 - Navigating to Search Results
 - ebrary QuickView
 - The Bookshelf
 - FAQ (main)
 - FAQ (Top Questions)
 - FAQ (System Requirements)
 - FAQ - Personal Account
 - FAQ (Searching)
 - FAQ (InfoTools and ebrary Reader)
 - InfoTools
 - ebrary Reader
 - FAQ (Copying and Printing)
 - FAQ (Troubleshooting Installation)

The browser address bar shows: http://site.ebrary.com/help/en/using_infotools.htm#Summary_of_InfoTools

For help with Ebrary

- ◆ The ? icon in the Ebrary Unity Reader gives instant help on the features
- ◆ Ebrary provides live online training as well as video and Powerpoint tutorials. For current info, go to <http://www.ebrary.com/corp/training.jsp> Scroll down through the page for the video and Powerpoint links
- ◆ **For tutorials in Spanish and other languages:** go to <http://www.ebrary.com/corp/collateral.jsp>

About the APA citation builder in the Ebrary Unity Reader:

- Click the Preferences tab and set "citation" to APA but please be aware that this is incorrect: in APA format, only the first word of a title is capitalized (this is a problem with almost all the online APA citation builders, and none of the companies will fix it.) Make sure to check and fix all your Ebrary's APA citations before submitting your paper.

Hints for better searching:

- ◆ *Always use the Advanced Search and set it so your term is in the title or subject. The Basic Search searches for the term anywhere in the 42,000 books, so you will get a lot of irrelevant results with Basic Search*

- ◆ *Try searching for a specific book in Ebrary, but if it isn't there: also search by subject and see if you can find another book that will meet your needs. You may be delighted at what you find! If Ebrary doesn't have the book you want, use the WorldCat link in CCOL and see if a local library in your area has it in print*
- ◆ Not every book is acceptable for academic research. To check the credibility of a book, from the CCOL HOME page click *Cambridge Research Resources*, then click the link *Checklist for an Informational Webpage*. The same criteria can be applied to books
- ◆ There are also public websites that offer free full-text books online, although most are older and out of copyright. For links, see the link about free ebooks at <http://www.cambridgecollege.edu/library/research.cfm>
- ◆ Don't "copy and paste" yourself into an accusation of plagiarism! If you save your notes and quotes, be careful to cite all quotations, paraphrases, and facts properly in your course assignments, using APA style.