

Tip #36

8 things YOU CAN DO in the Cambridge College Online Library (CCOL)

1) **Up late working** on your paper? The "Ask A Live Librarian" is available 24/7/365 to answer questions and help

→ From the *CCOL HOME* page, click *Ask A Live Librarian*

2) **Need help writing?** Our Ebrary collection has how-to books for writing everything academic, from a research paper to a doctoral dissertation

→ From the *CCOL HOME* page click *Direct to Databases*, then click *Ebrary Electronic Books*. Change the search box to Advanced. Change the "Search In" drop-down menu to Subject, and put the words "academic writing" in the search box

3) **Can't start that paper?** Search your topic in "Research Starters in Business" or "Research Starters in Education" for thousands of topic summary articles written by scholars and other subject matter experts, including links to articles in our databases

→ From the *CCOL HOME* page, click *Direct to Databases*, then click *EBSCOHost*, then click "Databases A-Z.". Under the box on the left that says "Continue," click "Deselect All" so all the checkmarks disappear. Scroll down to "Research Starters in Education" or "Research Starters in Business" and check the box. Click "Continue," and then put your topic in the search box

4) **Need help using Word, Excel, Office, Outlook, VISTA, XP, Access, Publisher, PowerPoint, or other Microsoft product?** Our Ebrary collection has full-text of many recent manuals, including Office 2007 versions

→ From the *CCOL HOME* page click *Direct to Databases*, then click *Ebrary Electronic Books*. Change the search box to Advanced. Change the "Search In" drop-down menu to Title, and put the type of software you want in the search box. It will find all the books with that software in the title, which is almost always an instruction manual

5) Read any of about **50,000 recent, academic, full-text books** in all subject areas

→ From the *CCOL HOME* page, click *Direct to Databases*, then click *Ebrary Electronic Books*

6) Read **more than a million full-text articles from about 15,000 different journals, magazines, and newspapers**

→ On the *CCOL HOME* page, put your search term in the relevant "Search here..." search box

7) Save the articles and books you like online in **special folders just for you**- no need to print or download

→ To save articles, watch the video at

http://support.ebsco.com/training/flash_videos/MyEBSCOhost/MyEBSCOhost.htm (Note: some articles will save only to the "Other Content Sources" folder. See the "How to Use CCOL Handbook" section on EBSCOHost.)

→ To save Ebrary books, go to instructions at <http://site.ebrary.com/lib/cambridge/help.action> and click "Using the Bookshelf" in the left column

8) Want to read the articles in a language other than English? Most of our articles and books can be mechanically translated into major languages, including **Spanish, French, Portuguese, and Chinese**

→ For instructions and other EFL help, click http://www.cambridgecollege.edu/library/efl_help.cfm

Go to www.cambridgecollege.edu/library/ and get started!