

eBooks

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How to set up an account

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Once logged in, look at the upper right-hand corner. You will see a **Create a Free Account** link:



Searching for an eBook

Start your search in one of two places: the Basic Search box is located at the top left of your browser window and looks like this:

A light green rectangular box titled 'Basic Search'. It contains a search input field with the text 'Cuba'. Below the field are four radio buttons: 'Keyword' (selected), 'Title', 'Author', and 'Full Text'. At the bottom left is a red 'Search' button.

A keyword search allows you to search for a word or phrase in the title, author, Library of Congress subject heading, etc. fields. To perform a keyword search, enter the search term and click on the red **Search** button.

To perform a more advanced search, click on the link, **Try Advanced Search** located below the Basic Search box for more searching options. Fill in any or all of the fields that appear on the screen including title, author, subject, keywords, full text, etc. Click on the red search button to display search results. For this search, we are using the term *alternative medicine* as our subject.

A light green rectangular box titled 'Advanced Search'. It has a 'Search' label. Below it are four rows of search criteria: 'Title', 'Author', 'Full Text', and 'Subject'. Each row has a dropdown menu, an input field, and an 'And' dropdown menu. The 'Subject' field contains the text 'alternative medicine'. At the bottom are two buttons: a red 'Search' button and a grey 'Clear' button.

Browsing an eBook

You may browse an eBook without logging in when you are on the Gavilan campus. Browsing an eBook is the equivalent of taking a book off the shelf and looking through it. While you are actively using it, no other user will have access to it. If 15 minutes elapses without active use, the book is “put back on the shelf” and another user will have access.

How to browse an eBook:

1. Search for an eBook.
2. Select an eBook title from your search results by clicking on its **View this eBook** link.
3. The eBook is displayed.

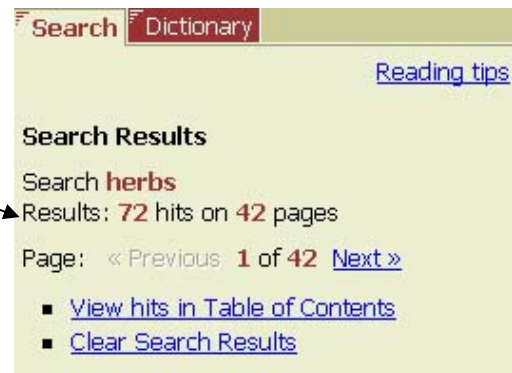
In addition to browsing through an eBook’s table of contents, you can also conduct a **keyword search** throughout the entire book’s contents. To do this, click on the eBook’s **Search** tab.



On the next screen, type in your term(s) and click on the Search button.

A search interface titled 'Search this eBook'. It features a text input field containing the word 'herbs' and a red 'Search' button to its right.

The eBook database will then respond with the number of times your term(s) appeared in the eBook and on how many pages. Click **Next** to see the next occurrence of your term.



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Click to access this electronic book via the World Wide Web

If you are in the screen that shows the titles resulting from your search:

1. Click on the underlined eBook title link.

A library catalog record for an eBook. The title is 'HTML by example [electronic resource] / Ann Navarro, Todd Stauffer.' The author is 'Navarro, Ann.' and the year is '2000'. Below the title, there are three fields: 'Library Location: Electronic Book', 'Call Number:', and 'Status: Not checked out'. An arrow from the text above points to the underlined title link.

2. Click on the link, **Click to access this electronic book via the World Wide Web**. This will take you to the electronic book.