

VodCast script

USING EBRARY – THE ELECTRONIC BOOKS PROVIDER – AWAY FROM CAMPUS

In this VodCast we are going to show you how to use Ebrary, our electronic books provider from off campus. You should have watched the VodCasts on accessing resources from off campus before watching this one as you will need to know how to set the web proxy.

Please note that as we have recorded this vodcast using an Apple Mac and the browser Firefox which means the screen may look slightly different to yours.

First of all you should navigate to: <http://site.ebrary.com/lib/aberdeenuniv>

You will have to download the Ebrary reader before you can look at any of the titles included. Remember, you will have to have set your web proxy to use Ebrary.

Click on the link **get ebrary Reader** (located at the top right hand side of the ebrary *Home* and *Sign in* pages). We recommend you read all the information on the screen, then use the **download** link at the bottom of the page. When completed a *successful download* dialogue box will open.

NOTE: if you use AOL as your ISP there are additional instructions to follow.

You should now create a bookshelf for yourself. Having a personal bookshelf is great as it allows you to gather together a collection of favourite titles, create bookmarks within titles and to highlight (in various colours!) specific sections of text.

- Click on **Sign in** (located on the top toolbar in the left hand pane).
- Click on **Do you need to create a new Bookshelf?** (located below the sign in boxes) and fill in the registration form. You can use any username and password though most people use their university computer username and password.
- You will receive an e-mail from *ebrary* confirming your account username and password. You will now be able to use your e-bookshelf.
- On subsequent visits access your personal bookshelf by clicking on the **Sign in** button and logging in with your ebrary username and password.

In this example we already have books on our bookshelf. You will not be the first time you log in. You are now ready to search for books! Ebrary contains nearly 30,000 full text books.

Use the search tab on the left hand side of the screen and click on 'advanced'. You can search for keywords within the text, you can search for authors, for phrases or by subject area. In this example we will search the text for the phrase "inclusive practice". Type in your search, make sure it is set to search the 'text' then click on 'search'.

56 items appear – these contain your phrase somewhere in their text. Just click on a title to read the book. What will happen is you are taken to the first page in that book that contains your search term. You can easily navigate through the book by clicking on the backwards and forwards arrows to turn the pages – or you can click on 'table of contents' or 'contents' to see a list of the contents. As

this is a MAC version it may look different to yours. These contents pages are really clever as you can click on the chapter title or pages numbers and go direct to that section!

You can add this title to your bookshelf so that you can go straight there rather than repeating your search next time you log in. To do this click on *Infotools* and select *add to bookshelf*.

There is no way you want to sit at a screen and read the whole book in one go – so you can place a bookmark where you stop. Simply click on the little bookmark icon. You will see your bookmarked page when you log into your bookshelf.

You can highlight selected text simply by clicking on the **Highlight text** button; or from the pulldown menu, select **Highlight** and choose a colour (yellow, pink, or blue).

Your cursor will become a **marker pen** when this feature is switched on. Click and drag over the desired text to highlight.

To turn the highlight function off, click the **Highlight text** button again or go back to the pull-down menu and click on **Highlight** and then **Toggle Highlighting**. The *marker pen* will disappear when this is turned off.

You can even add notes to pages – simply click on the 'notes' tab in the middle frame and click on the box at the bottom where it says 'Enter notes for page x here...' and make your notes. These too will appear on your bookshelf under the title of the book.

Let us now look at that book on our bookshelf by clicking on the bookshelf tab.

You have now seen lots of the features of Ebrary. You can get more detail by going to our Library Guide all about using Ebrary from off campus at: <http://www.abdn.ac.uk/library/guides/dbs/qgdb004.pdf>

If you have any questions or problems please contact Claire Molloy c.a.l.molloy@abdn.ac.uk