



## Ebook Central – Quick Guide

Zita Szabo, June 2022

QG DBS004 [<https://www.abdn.ac.uk/library/documents/guides/qgdb004.pdf>]

### What is Ebook Central?

**Ebook Central** is an e-book database that gives you access to more than 180,000 titles online. The collection covers most academic subject areas including Social, Behavioural, Life and Physical Sciences, as well as Arts and Humanities.

### Accessing the database

Click on [Ebook Central](#) to log in to the database or follow the link on our resource discovery tool, [Primo](#). Regardless of where you are working, on or off campus, you must log in using your university username and password.

The database opens with the **Home** page. Click on the **Search** tab on the main Navigation Toolbar to open the Search page.

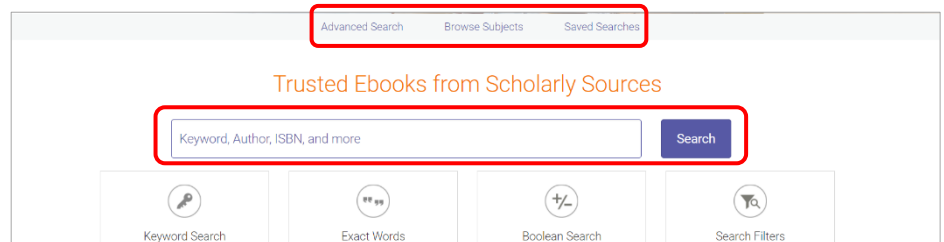


Every Ebook Central book is listed separately on Primo with a direct link to its title on the database. Please read our library guide on [how to download e-books](#).

### Searching & browsing

On the Search page, you have several ways to start or continue your research. You can try:

- **Simple Search**
  - **Advanced Search**
  - **Browse Subjects**
  - and **Saved Searches**.
- (As image shows.)




#### General rules for searching

- For **exact phrases**, put double quotation marks around multiple keywords (e.g., “natural law theory”).
- Searches are **not case-sensitive**.
- You can improve your search using **operators** such as AND, OR, or NOT (Boolean operators). Simply use the operators between your keywords or phrases. They must be written in UPPER CASE letters. (e.g., “Mark Twain” AND river; GM OR “genetic modification”).
- If you find **very few results**, try using different keywords, or think of additional, alternative terms, and link them with OR.

#### 1. Simple Search

You can search for **all e-book titles** using the Search box in the middle of the Search page. This option enables you to search across various fields, including across the full text of the titles. The four information boxes under the Search box give you basic help with **Keyword Search**, **Exact Words** search, **Boolean Search** and **Search Filters**.

#### 2. Advanced Search

The Advanced Search page opens with two search boxes in the middle of the screen. Click on the sign  to **Add another search line**. The search boxes offer **Keyword & Full Text** search by default. To change this setting, click on the arrow in the box and select **Title**, **Series Title**, **Author**, **Publisher**, **ISBN** etc. from the drop-down menu. Ebook Central applies the usual convention of an **automatic AND** between search lines or search boxes.

Filters, such as **Pub Year Range**, **Language**, **Download Format**, **Book Status**, **Number of Copies**, or **Collection** can help you refine your search. You will find them on the right-hand side of the screen.

### 3. Browse Subjects

The Browse Subjects screen provides access to various subjects organised in alphabetical order. You will find the subcategories of a subject field underneath the main heading. (e.g., Health, Medicine, Nursing, Pharmacy and Psychology are grouped under the heading **Health & Medicine**). Browse the list of the subjects and click on the subject link to find out what titles Ebook Central has on it.

### 4. Saved Searches

The Saved Searches page will display your previous searches, either **Searches This Session** or **Saved Searches**. Please, follow the instructions if you want to run the same search at a later date:

- Conduct your search.
- Select **Save this search** under the search query in the Results Screen.
- A pop-up window will appear asking you to name your search, to select the frequency of your choice, and to choose whether you will run the search online or you just want an email notification of new results.
- Apply your preferences and, finally, click on **Save**.

### Search within a book

The previous section explained the searches within the database, Ebook Central. You can also perform searches **within a book**. If you find a book in Primo which is of interest to you, click on the title to link out to Ebook Central. You will be directed to the **Book Details** page. To open the book, simply select the **Read Online** link under the book cover image or click on any chapter in the **Table of Contents**.

To find specific pieces of information, type keywords or phrases in the **Search within book** box (as image shows), then press enter, or click on the arrow. Enclose phrases in "quotation marks". Note, that Boolean searches are not supported when searching within a book.



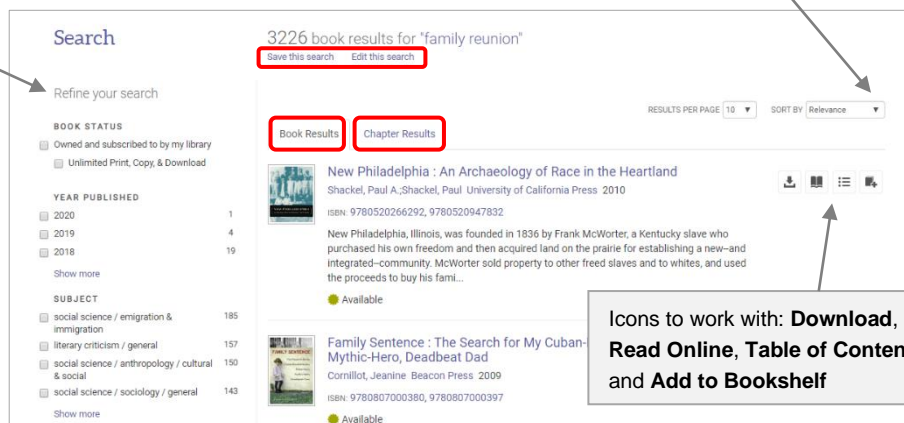
### Looking at the search results

#### Search results within the database

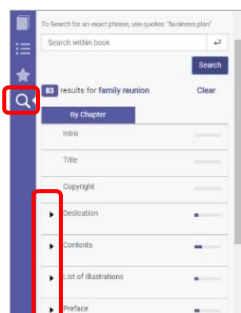
The search results page will list the **Book Results** and **Chapter Results** that match your search terms. Titles are automatically sorted by **Relevance**, but you have the option to re-sort them by **Publication date**, **Title**, **Contributors**, or **Publisher**.

You can **Refine your search** by selecting filters, e.g., Book Status, Subject, Author, Year Published, or Language.

If you want to **Save this search** or **Edit this search**, click on the links under the search query (as image shows here).



#### Search results within a book



The search results will be displayed in the **Search within book** side panel if you search for information within a book. (See image on the left.)

The chapter links are all live, so you can easily follow them. Click on the arrow next to the chapter headings (as image shows) to see the list of the pages within the chapter that includes your search terms.

Coloured bars on the right-hand side of the box show the distribution of your search terms within a chapter.

## Book Details page

To open a book from the list of results, click on the book cover image or the title. You will be directed to the **Book Details** page, which provides bibliographic details for the item and information about its availability.

On this page, you can read the book or the book chapters online or download them.

Under the book cover, you can also choose from **Add to Bookshelf**, **Share Link to Book**, or **Cite Book**.





If you want to **Return to Search Results**, follow the link in the top left corner of the screen (as image shows).

The screenshot shows the 'Book Details' page for 'The Color of Democracy in Women's Regional Writing' by Jean Carol Griffith. A red box at the top left highlights the 'Return to Search Results' link. Another red box highlights the 'Availability' section, which states 'Your institution has unlimited access to this book.' and lists options like 'Read Online', 'Download Book', and 'Download PDF Chapter'. A third red box highlights the 'Book Details' section on the right, which includes the title, author, publisher, and publication date.

## Working within books

Once you have opened a book, Ebook Central offers several tools on the left-hand side of the screen to choose from.

### Icons of the Side Panel













-  **Book Details** shows the bibliographic details of the book. You can also review your print and copy allowances here.
-  **Table of Contents** enables you to start reading the book from the very first page or select a chapter to go to.
-  **Annotations** provides access to notes and highlights which are automatically saved to your Bookshelf.
-  **Search within book** allows you to search for text within a book. Results are displayed with frequency bars next to each chapter.

The screenshot shows the side panel navigation icons for the book 'The Color of Democracy in Women's Regional Writing'. A red box highlights the side panel containing icons for Book Details, Table of Contents, Annotations, and Search within book.

### Overview the icons of the Navigation Toolbar

Within a book, you can find various icons on the top of the screen to work with:



-  • **Download** (the full book)
-  • **Chapter Download**
-  • **Copy** the whole page or select text first and follow the onscreen instructions
-  • **Print to PDF** creates a file that can be saved or printed
-  • **Add to Bookshelf**
-  • **Share link**
-  • **Cite** the book in various referencing style (APA, MLA, Harvard, Vancouver, etc.)
-  • **Highlight text**
-  • **Add Note**
-  • **Bookmark** this page.
-  • **Zoom** [in (+) or out (-)]
-  • **Page through** the book



## Using your Bookshelf

Ebook Central lets you keep all your favourite books on your own personal **Bookshelf**. The Bookshelf also allows you to organise saved titles into folders, to annotate them with notes and highlights, and to share the annotated text with other authorised users. It is always accessible from the global **Navigation Toolbar**.

The screenshot shows the global Navigation Toolbar at the bottom of the page. The 'Bookshelf' icon is highlighted with a red box.

## Adding books to your Bookshelf


There are several ways to add books to your Bookshelf:

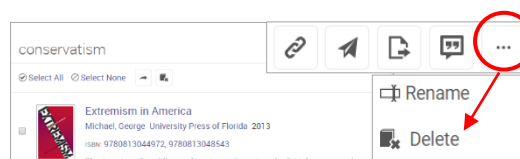
1. On the **Search Results** page, click on the icon  on the right-hand side of each book title.
2. On the **Book Details** page, follow the Add to Bookshelf link under the book cover image.
3. On the **Navigation Toolbar**, within a book, click on the Add to Bookshelf  icon.

## The key features of Bookshelf



- **Downloads & Loans** give you access to your downloaded books showing the remaining days of your loans.
- **Recently Viewed** displays up to 10 titles you have recently used.
- **Annotated Books** access all the books that you have bookmarked, highlighted, or added notes to.
- **Saved to Bookshelf** displays your folders. Organize your books into as many folders as you like.

## Working with folders

- Bookshelf comes with the **Research** folder and you can add new folders to it. Click on **New Folder**, name the folder, and click on **Create Folder**.
- To delete folders, open the folder you want to delete and click on **More** (the icon with three dots) and select the **Delete** option (as image shows).
- **Share Link to Folder, Email Folder, Export Folder** or **Cite Folder** by selecting the icon(s)  in the top right corner of the screen. Click on the icon you would like to use and follow the onscreen instructions.



## Working with books in folders

- **Adding books to folders:** When you click on the **Add to Bookshelf** link or the icon  to add a new book to your Bookshelf, a pop-up window opens, and you need to select a folder to your item.
- **Deleting books from folders:** Select the book first, then click on **More** (the icon with three dots) and then **Remove** to delete the book from your folder (as image shows).
- **Moving books in folders:** Select the book first, then click on the **Copy Selected Books** icon  (see red square in the image) to make a copy of the item. Save the copied book to another folder. At this point, you have two copies of the book in two folders. Delete the one you do not want to keep.



## Sending bibliographic details of books to RefWorks

You can directly send bibliographic details of books to your **RefWorks, Endnote** or **Citavi** account. The University of Aberdeen supports the RefWorks reference management system. Please, follow the steps to set your **default citation format**:

- Select **Settings** on the main Navigation Toolbar
- Go to **Profile**
- Choose your **default citation style** (e.g., Harvard, Vancouver, APA, etc.)
- Click on the **Save Changes** button.

## Accessibility Options

The usual display of e-books is not screen readable. Ebook Central offers a special screen-readable **Accessibility Mode** for use with text-to-speech screen readers, such as JAWS, NVDA, or VoiceOver.

Please see Page 2 of our separate library guide, [Ebook Central – how to download e-books](#) to enable the accessibility option.

## Help and Advice

**Access problems:** Contact the [IT Service Desk](#)

**Accessibility problems:** Contact the [Assistive Technology Team](#)

**Using Ebook Central:** [Contact Information Consultants](#)

**Library guides:** [Ebook Central – how to download e-books](#) and [Ebook Central on your mobile device](#)