



eBooks
on EBSCOhost®

User Guide

Updated: 7/15/11

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About eBooks on EBSCOhost

With EBSCO's extensive collection of eBook titles on EBSCOhost, users can search within a wide range of relevant eBooks using the powerful EBSCOhost search experience. With every search, relevant eBook titles will appear directly alongside databases and other digital content, exposing users to the full depth of the library's offerings. With hundreds of thousands of titles available across all major subject areas, libraries can build collections of frontlist titles from the world's leading publishers to complement any library collection need. Users can access the full text of eBooks from their computer, or can download titles to most popular portable devices.

System Requirements

In order to effectively use all EBSCOhost features, the minimum browser requirements are Internet Explorer 7.0, Firefox 3.0, and Safari 3.0 (for Macintosh). You must also have Adobe® Reader® installed to view the PDF Full Text files. We recommend Adobe Acrobat Reader version 8.2 or later. If you are using Visual Search, you must also install Adobe® Flash Player 8.0 or higher.

In order to download and read eBooks offline, Adobe Digital Editions (v 1.7.1 or higher) must be installed on your computer.

Inside this User Guide

This guide is designed to cover the basics of searching, downloading, and reading eBooks on the EBSCOhost platform.

Searching for eBooks

The default search screen for eBooks on EBSCOhost is basic search. The eBook Collection landing page displayed below is available by clicking the **eBooks** link in the top toolbar.

The screenshot shows the EBSCO eBooks Collection landing page. At the top, there is a navigation bar with 'New Search', 'Dictionary', and 'eBooks' (highlighted with a red box). Below the navigation bar is a search area with a search box containing 'eBook Collection', a 'Search' button, and a 'Create Alert' button. The main content area is titled 'eBook Collection' and includes a 'Browse By Category' sidebar on the left, a 'Latest Added' section with five book covers, and a 'Featured eBooks' section with five book covers. The 'Browse By Category' sidebar lists various categories such as Children's & Young Adult Fiction, Arts & Architecture, Biographies & Memoirs, Business & Economics, Computer Science, Education, Engineering & Technology, Fiction, General Nonfiction, Health & Medicine, History, Law, Literature & Criticism, Mathematics, Philosophy, Political Science, Psychology, Reference, and Religion. The 'Latest Added' section shows books like 'De la cera al crayón' by Nelson, Robin, 'De La Idea Al Libro' by Marshall, Pam, 'Dinosaurios con plumas' by Lessem, Don, 'dinosaurios más inteligen...' by Lessem, Don, and 'dinosaurios más mortifero...' by Lessem, Don. The 'Featured eBooks' section shows books like 'Hammered', 'New Stories for', 'British Women', 'Edgar Allan Poe', and 'London Dispossessed'.

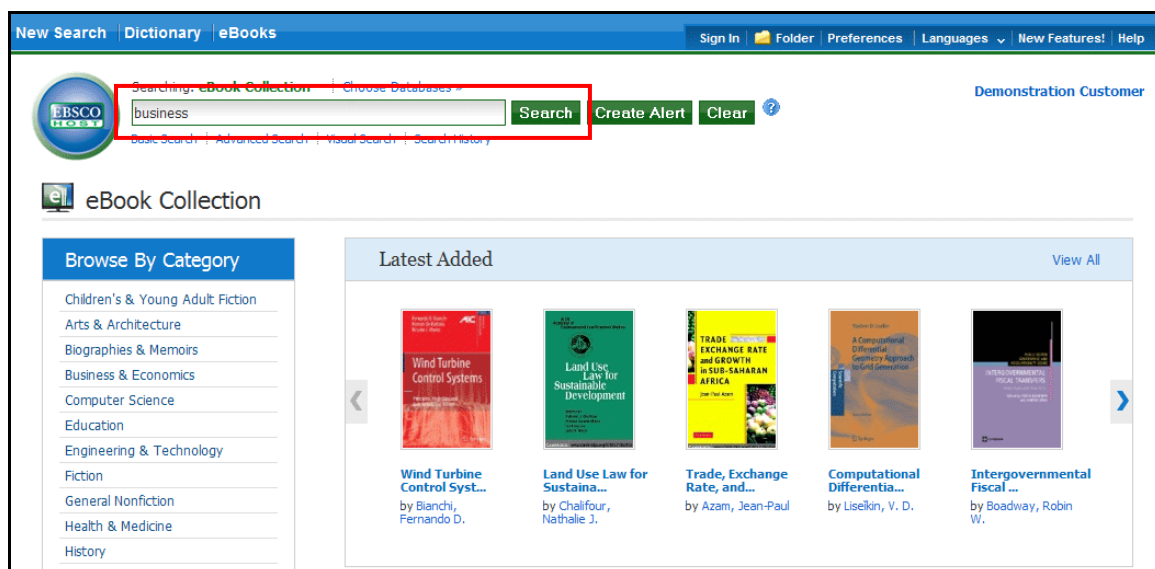
There are several ways to search for eBooks on EBSCOhost.

- Perform a keyword search of the eBooks database using the **Find** field.
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- View **Featured eBooks** using the left and right arrows or click **View All** to view a result list of all Featured eBooks.

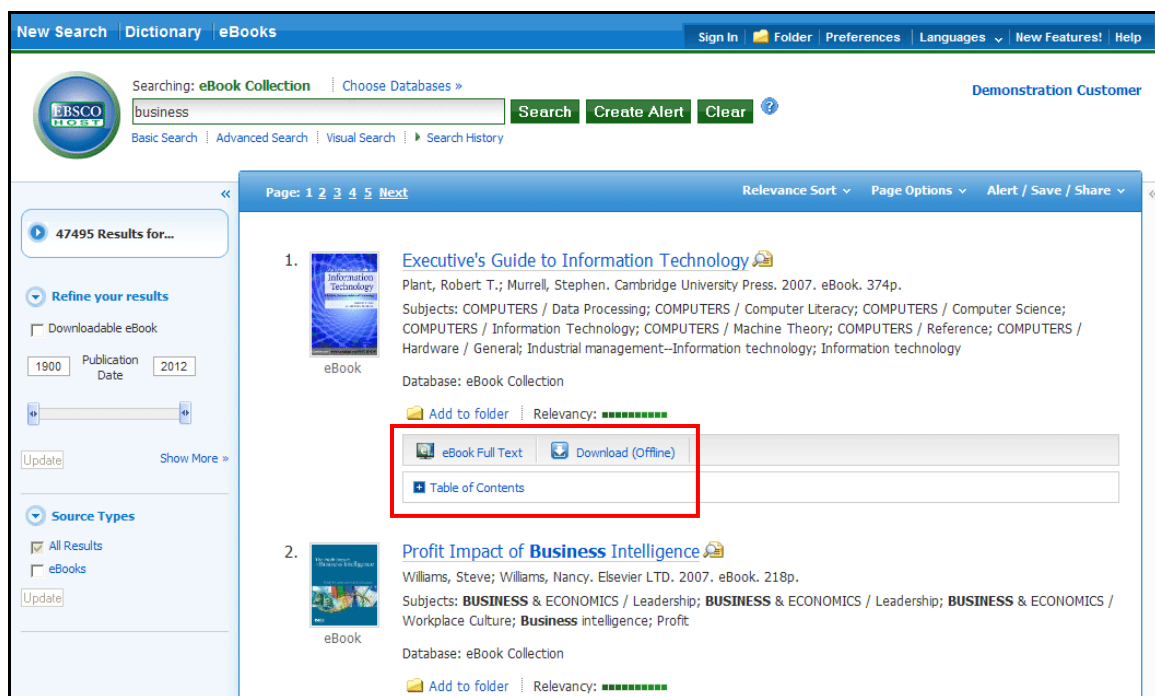
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To search for eBooks:

1. Enter your search terms in the **Find** field and click the **Search** button



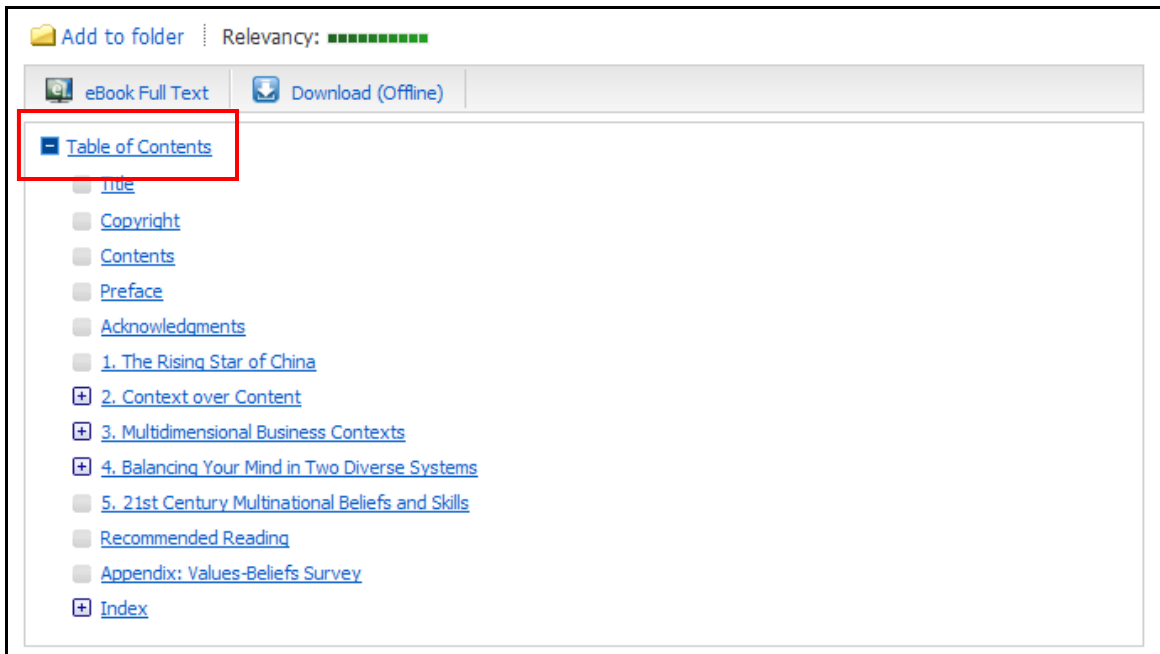
2. A Result List of eBooks related to your search terms is displayed.



3. Click the **eBook Full Text** link to read the book in the eBook Viewer tool.
4. Click the **Download (Offline)** link to check out the book and read it on your computer using Adobe Digital Editions. (See **Downloading an eBook** below)

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5. Click the **Table of Contents** link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter.



Note: Sections in the Table of Contents with a plus sign (+) can be expanded further by clicking the plus sign.

eBook Detailed Record

A Detailed Record can be viewed by clicking an eBook title in the Result list. From the Detailed Record, you can read or download the eBook using the links in the left column. From the right column, you can print, email, save, or export the record, as well as add the details about the eBook to your folder.

Result List | Refine Search | 6 of 358

Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team

Authors: Parkinson, J. Robert
Grossman, Jack H.

Publication Information:
McGraw-Hill Professional, 2010
1 online resource (vii, 215 p.)

Language: English

Publication Type: eBook

Subject BISAC: BUSINESS & ECONOMICS / Leadership
BUSINESS & ECONOMICS / Workplace Culture

Subject Terms: Executive ability
Self-management (Psychology)
Interpersonal relations
Employee motivation
Management

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Search Terms Within this eBook

3 The Staff Mosaic Working Together
As a manager, you'll work with everyone on your team, but in the *business* world of today—and tomorrow—the members of that team might be located in Bangalore, Chicago, Paris, and Sao Paulo; and you have to be sure every party understands every other party. As workers are added to your roster and customers are added to your book of *business*, learn about each one of them because all *business* is person-to-person. **7 keyword hits** - [View Now](#)

Y
Gary Grossman is the founder and president of Venn Strategy Group Inc. Venn helps companies measure and manage the financial impact of dependent *business* units working independently (the silo effect). Grossman is an international consultant and trainer with expertise in using *business* intelligence and technology to build an integrated performance-management culture. **4 keyword hits** - [View Now](#)

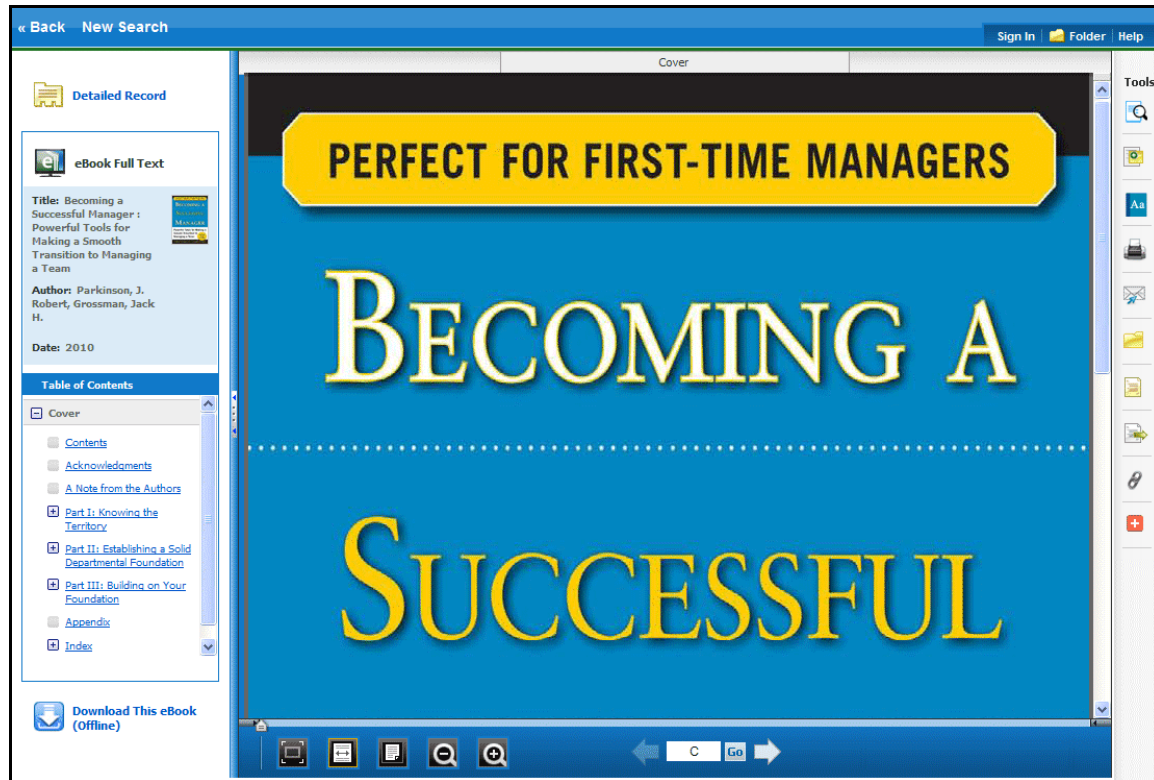
13 Conducting Meaningful Performance Reviews
Is production on schedule? Has inventory been consistent? When you measure these *business* metrics accurately and effectively, you can take action to correct where necessary, modify where appropriate, or reinforce where beneficial. Your employees are as important as any other asset in your *business*. Therefore, you need to monitor and nurture them as such. But they have an extra dimension; they are **3 keyword hits** - [View Now](#)

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- **Table of Contents:** Displays the Table of Contents for the eBook you are viewing. Clicking on a hyperlinked chapter opens the chapter in the eBook Viewer tool.

eBook Viewer

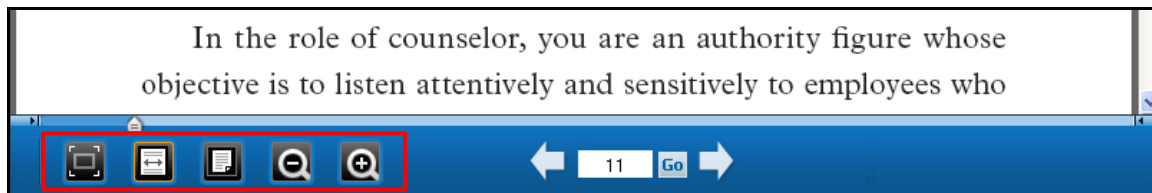
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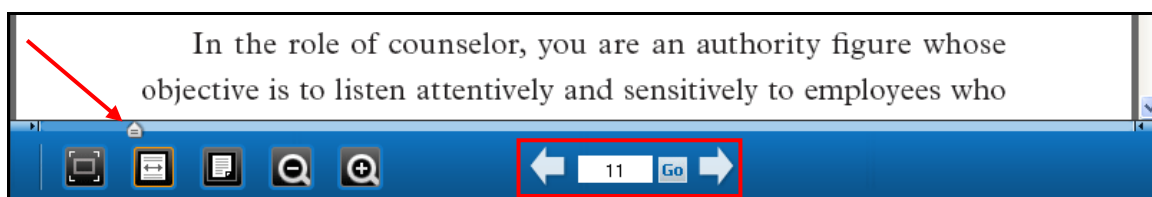
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-  - Click the dictionary icon to search for definitions of words in the eBook you are reading.

Using the eBook Viewer Toolbar



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6. **Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team**

By: Parkinson, J. Robert; Grossman, Jack H., McGraw-Hill Professional 2010 1 online resource (vii, 215 p.)

Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Executive ability; Self-management (Psychology); Interpersonal relations; Employee motivation; Management

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By: Miller, Brian Cole, AMACOM Books 2010 1 online resource (xii, 209 p.)

Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Teams in the workplace; Communication in organizations; Interpersonal communication

Database: eBook Collection

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Checkout period: 7 Days

Format: PDF

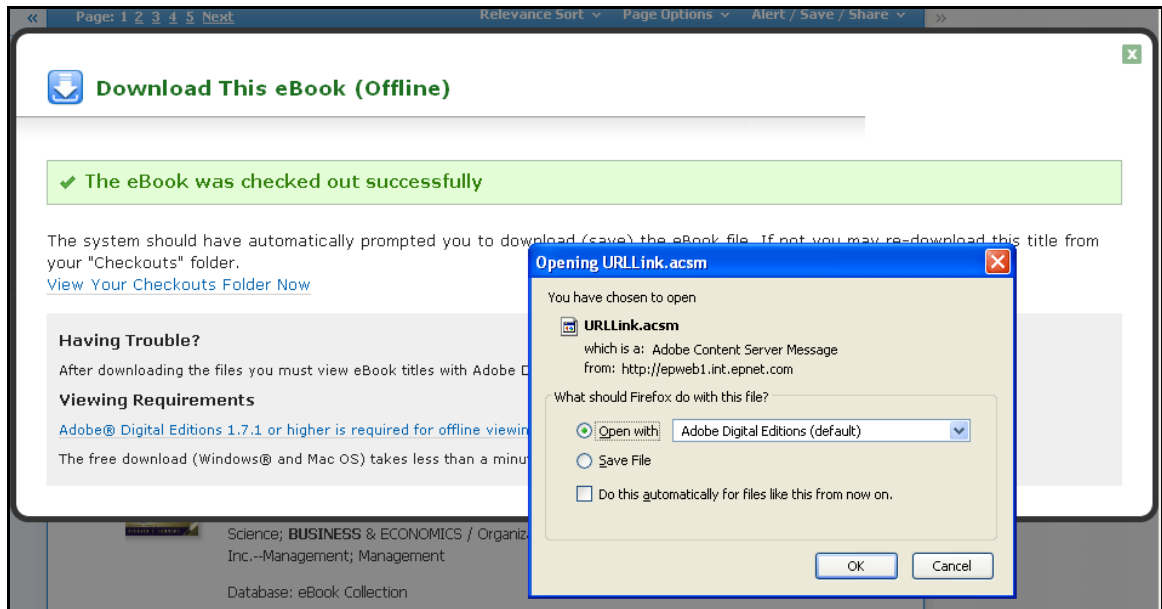
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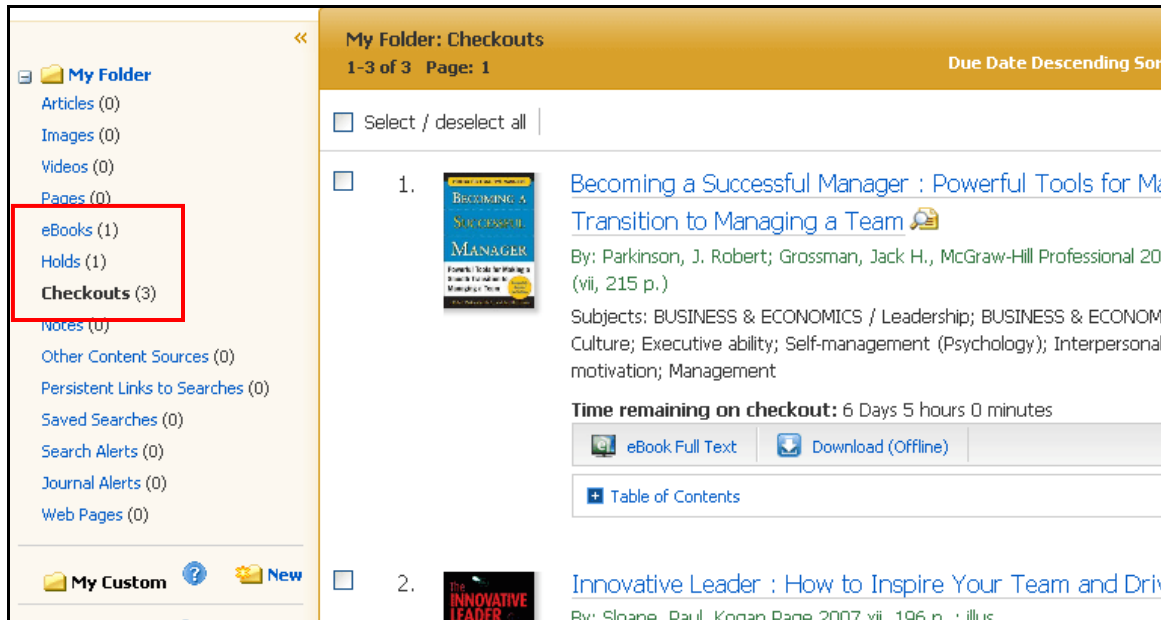
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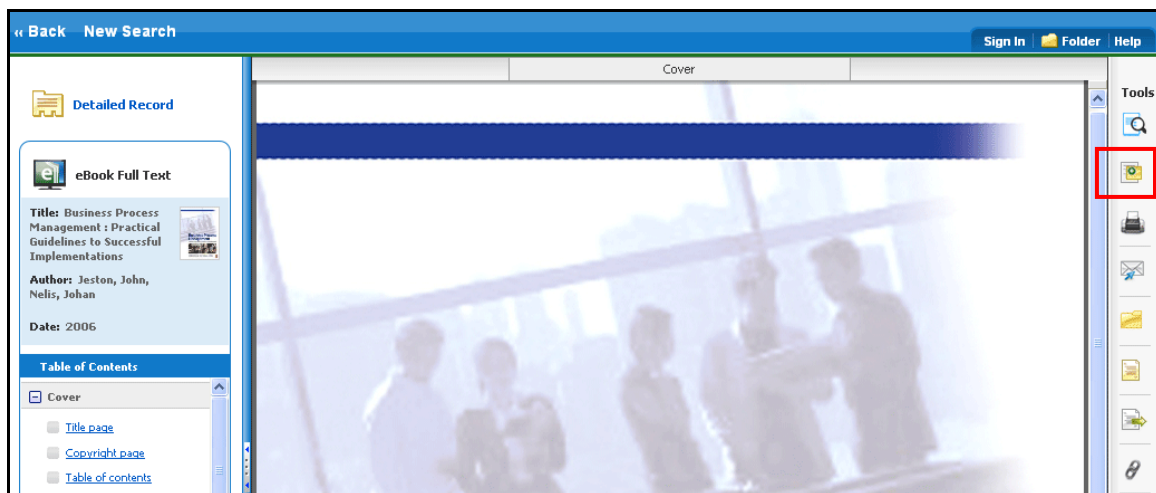
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Creating Notes on eBooks

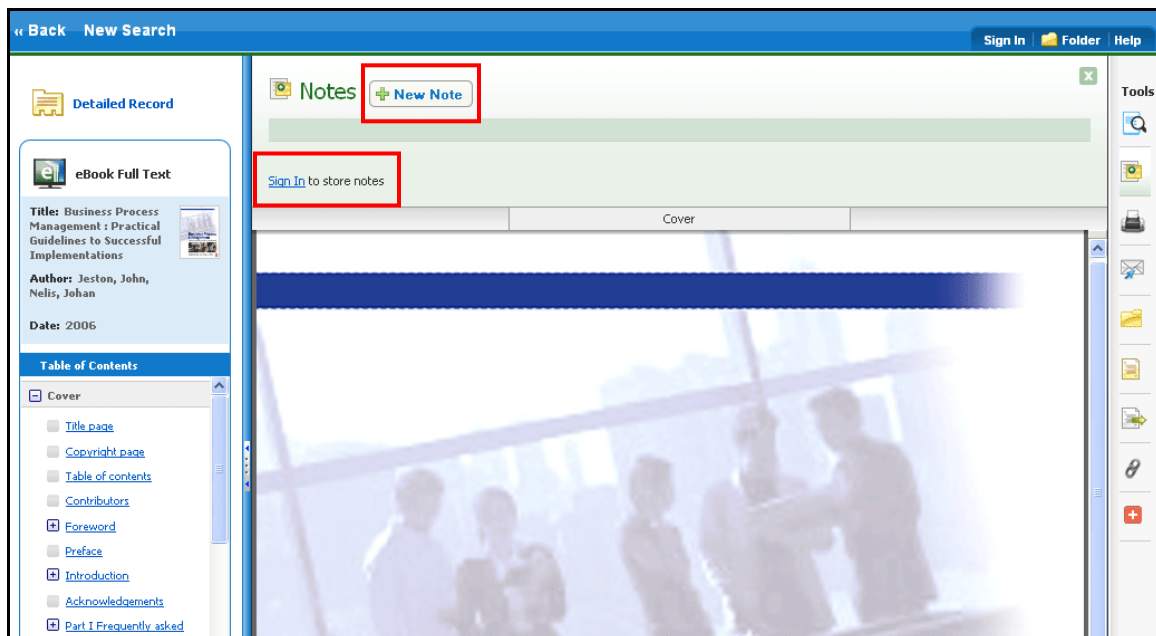
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCOhost folder for later viewing.

To use the Notetaking feature in EBSCOhost:

1. From the page of the eBook on which you would like to leave a note, click on the **Notes**  icon in the toolbar.



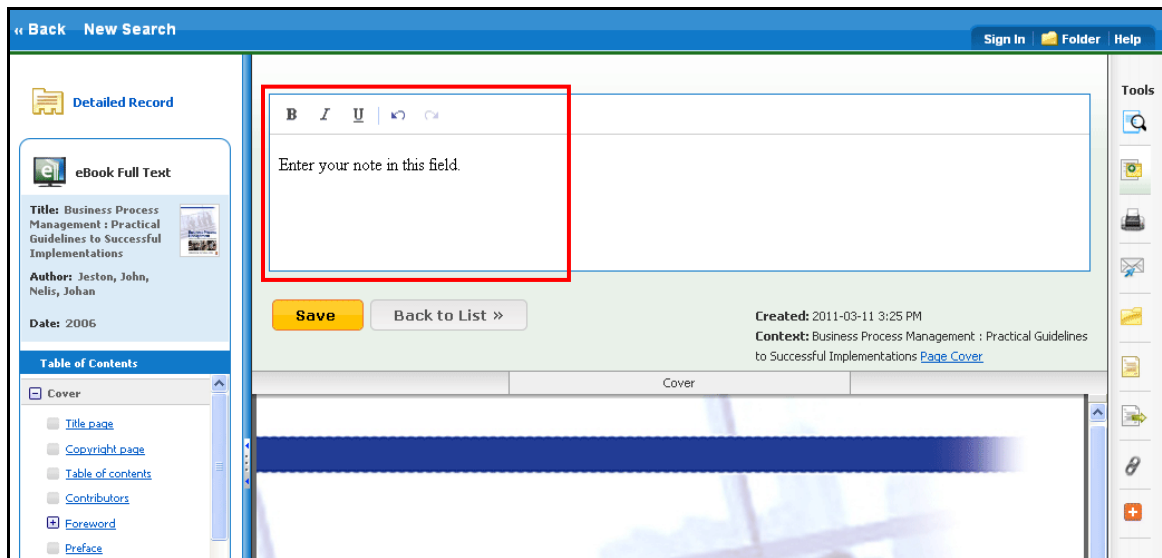
2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



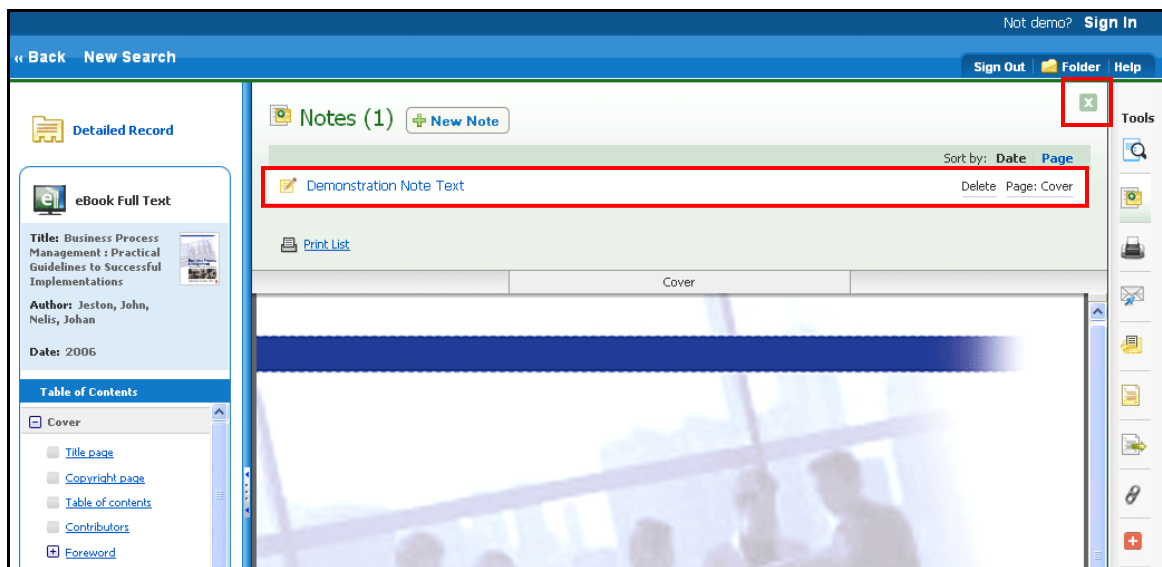
Note: Click the **Sign In** link to save your note to your personal My EBSCOhost folder account.

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4. Your saved note appears in the Notes list.



5. Click the Note title to edit the text.
6. Hover your pointer over the note to either **Delete** or view the page number of the note.
7. Click the **X** in the upper-left corner to close the Notes area.

Dictionary

You can search within *Oxford American College Dictionary* by clicking the **Dictionary** link in the top toolbar when eBooks on EBSCOhost is being searched.

To browse the Dictionary:

1. Click the **Dictionary** link in the top toolbar.
2. Enter a word, part of a word, or first letter of a word in the **Find** field in the left column and click the **Browse** button. A list of entries is displayed.

The screenshot displays the Oxford American College Dictionary interface. On the left, there is a search bar with the text 'abdicate' and a 'Browse' button. Below the search bar is a list of entries: 'abbreviation', 'ABC 1', 'ABC 2', 'ABD', 'abdicate', 'abdomen', 'abducens nerve', 'abduct', and 'abductee'. The 'abdicate' entry is highlighted with a blue arrow pointing to the right. On the right side, the details for 'abdicate' are shown. The 'Main Entry' is 'ab·di·cate /ˈæbɪˌkeɪt/'. The 'Definition(s)' are: 'intransitive verb: (of a monarch) renounce one's throne: in 1918 Kaiser Wilhelm abdicated as German emperor | [trans.] Ferdinand abdicated the throne in favor of the emperor's brother. (i) [trans.] fail to fulfill or undertake (a responsibility or duty): the government was accused of abdicating its responsibility | [intrans.] the secretary of state should not abdicate from leadership on educational issues.' The 'Subentry' is: 'derivatives ab·di·ca·tion /,æbɪˈkeɪʃən/ noun'. The 'Word Origin' is: 'origin 16th C.: from L.abdicat-'renounced,' from the v. abdicare, from ab-'away' + dicare 'declare.' The 'Copyright' is: 'Copyright © 2002 by Oxford University Press, Inc.' At the top and bottom of the details pane, there are links for 'Back Previous Record' and 'Next Record'.

3. Use the **up** and **down arrows** to browse through the Dictionary Browse List.
4. To view an entry, click on the **hyperlinked word**.