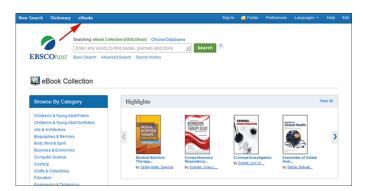
### Searching for EBSCO eBooks

This page demonstrates how to search for EBSCO eBooks.

#### Searching for eBooks

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



There are several ways to search for EBSCO eBooks:

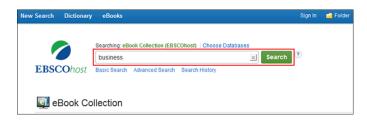
- Perform a keyword search of the eBooks database using the **Find** field.
- Search eBooks by Lexile using the Lexile field code in the Find field. For example, search LX 410 to search for eBooks matching that Lexile. To learn more about Lexiles, see: Lexile Reading Levels.
- · Browse by Category by selecting a category from the column on the left.
- View the **Highlighted** eBooks using the left and right arrows or click **View All** to view a result list of all highlighted eBooks.
- View Featured eBooks using the left and right arrows or click View All to view a result list of all Featured eBooks.

#### To search for eBooks:

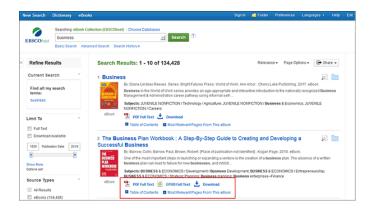
1. Enter your search terms in the Find field and click the Search button







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



- 3. Click an eBook Full Text link (PDF or EPUB) to read the book in the eBook Viewer tool.
- 4. Click the **Download icon** to check out the book and read it on your computer using Adobe Digital Editions. (See <u>Checking out and Downloading EBSCO eBooks</u>)

Note: Libraries that have eBook download capabilities enabled, will see a Download icon.

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.

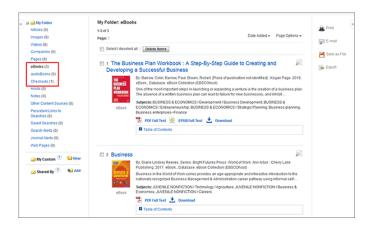
Note: Sections in the Table of Contents with a plus sign (+) can be expanded further by clicking the plus sign.

#### eBooks and the My EBSCOhost Folder

eBooks may appear in the folder in three areas.







**eBooks**: When a user adds an eBook to their folder, information about the eBook appears in the eBooks area of the folder, without the eBook being checked out. eBooks may be added to the folder by clicking on the folder icon in the Result List or Detailed Record.

**Holds**: When a hold is placed on an eBook that is in use by another patron, it is added to the Holds area. Holds must be enabled by your library to place a hold on an eBook.

**Checkouts**: When an eBook is checked out, it is added to the Checkouts area of the folder. If you have not yet downloaded the eBook, it can be accessed and downloaded from here.





## Checking Out and Downloading EBSCO eBooks

If your administrator has enabled eBook downloads for your institution, you will see a **Download icon** (

#### 📩 Download

) that allows you to check-out and download the eBook and read it on your computer when you are not connected to the Internet, or transfer it to your Adobe Digital Editions-compatible eBook Reader device.

**Note**: In order to download eBooks, you must have Adobe Digital Editions installed on your computer. We recommend ensuring you have the **most recent version** of Digital Editions installed. This is a free download available at <a href="http://www.adobe.com/products/digital-editions/download.html">http://www.adobe.com/products/digital-editions/download.html</a>.

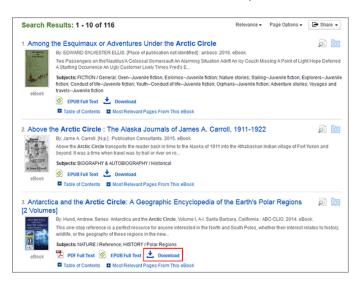
To learn more about installing Adobe Digital Editions, please see: How do I install and authorize Adobe Digital Editions?

This page demonstrates how to download *EBSCO eBooks* as well as how to place a hold on an eBook that is in use by another user when using a desktop computer or the full EBSCO interface experience on a tablet. To learn about downloading eBooks to a mobile device, please see: <u>How can I download and read eBooks on my mobile device?</u>

### Downloading an eBook

#### To download an eBook:

1. Click the **Download icon** for the eBook you would like to download.



If you are not logged into your My EBSCOhost folder, you are prompted to do so.





2. Select a **Download duration** from the drop-down menu and confirm that you have Adobe® Digital Editions or equivalent reader software installed. (If you are on a tablet device, you must confirm that you have Bluefire Reader or an equivalent app installed.)

**Note**: For some titles, you may see the option to select either the <u>PDF or ePub</u> format for an eBook.

ay P						
s: 1 - 1 of 1	Download eBook (Borrow) X					
nd the Arct	To borrow this eBook, you will need to select a download duration and choose a format (if applicable).	pions [2				
und, Andrew. Se ine-stop referent aphy of these re icts: NATURE / F	Antarctica and the Arctic Circle: A Geographic Encyclopedia of the Earth's Polar Regions [2 Volumes] By: Hund, Andrew 2014	2014. eBook. rest relates to his				
PDF Full Text	eBook Download Details					
ible of Contents	Download duration:					
	Download format      PDF (Recommended for desktop)     EPUB (Recommended for mobile devices)					
	I have Adobe Digital Editions or equivalent installed.*     Oancel     Download					
l						

3. Click the **Download button**.

The eBook is added to the Checkout area of the folder, accessible from the upper-right corner of the EBSCO*host* interface.

4. Select to **Open** or **Save** the file from the resulting dialog box.

If you Open the file, your eBook is opened with Adobe® Digital Editions.

If you **Save** the file, the eBook is saved to your computer and can be opened with Adobe® Digital Editions at a later time.

5. When a downloaded eBook is opened, it is displayed in Adobe® Digital Editions.

#### Notes:

- If when trying to download an eBook to Digital Editions you receive the following error message,
   E\_AUTH\_BAD\_DEVICE\_KEY\_OR\_PKCS12, you may need to completely remove any authorization using ctrl-shift-D to Adobe Digital Editions (cmd-shift-D if on Mac). Then restart Digital Editions, and reauthorize with your Adobe ID.
- When downloading an eBook using the Chrome browser, the download will not automatically open but appears in the download bar at the bottom of the browser as URLLink.acsm. Click the download in the bar and select Open to open the eBook or select Always open files of this type to automatically open future EBSCO eBooks downloads in ADE.





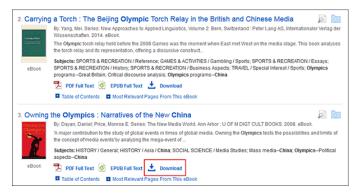
### Downloading a DRM-Free eBook

Some EBSCO eBooks that may be offered by your institution do not have DRM (Digital Rights Management) restrictions. These eBooks do not require you to sign into My EBSCO*host* to download them. In addition, no Adobe® ID or special software such as Adobe Digital Editions or Bluefire reader is necessary to download and read them.

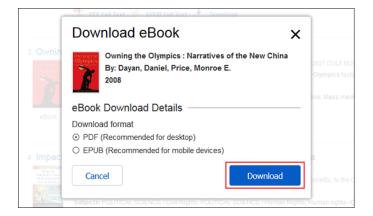
DRM-Free EBSCO eBooks can be opened with Adobe® Acrobat or any software that supports PDF or EPUB files and there are no restrictions on printing, saving, or copying.

#### To download a DRM-Free eBook:

1. Click the **Download icon** for the eBook you would like to download.



2. Select a Download Format (if available) and click the Download button.



3. Select to **Open** or **Save** the file from the resulting dialog box.

If you **Open** the file, PDF eBooks are opened with Adobe® Reader. EPUB eBooks will open with Adobe® Digital Editions (if installed).

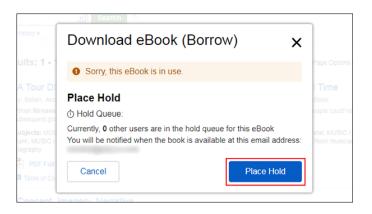
If you **Save** the file, the eBook is saved to your computer and can be opened with Adobe® Reader/Adobe® Digital Editions at a later time.





### Placing a Hold on an eBook

If the eBook you have chosen to download is in use by another patron, and if your library offers Holds capabilities, you have the opportunity to place a hold on the eBook to download when it becomes available. Sign into your personal My EBSCO*host* folder account (if not already signed in) and click **Place Hold** to be notified when that eBook is available for you to download.



The eBook is placed in the Holds area of your My EBSCO*host* Folder. When the eBook is available, you are notified via the e-mail address associated with your account and the eBook appears in the Checkouts area of your folder.

#### After you check-out and download your eBook:

- You may choose to transfer your eBook to your Adobe Digital Editions-compatible eBook Reader device.
- You can re-download the eBook from your My EBSCO*host* folder at any time during your checkout period.

Note: Users may also checkout an eBook for download at a later time.

#### To Checkout an eBook with the option to download at a later time:

- 1. Click the **Download icon** for the eBook you would like to download.
- 2. Select a **Download duration** from the drop-down menu and click the **Checkout & Download** button.

If you are not logged into your My EBSCOhost folder, you will be prompted to do so.

3. Select **Cancel** from the resulting dialog box.

The eBook has been added to the **Checkouts** area of the folder and can be downloaded at a later time.

See also:

Searching EBSCO eBooks





## How to download a chapter of an EBSCO eBook as a PDF

When reading an eBook in the EBSCO eBook Viewer, you have the option of downloading eBook chapters to your computer or device as PDFs.

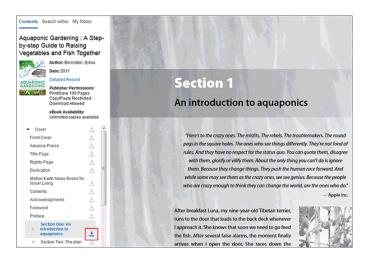
**Note**: Depending on individual publisher permissions, downloading of eBook pages/chapters may not be available for some EBSCO eBook titles.

#### To download a chapter of an eBook:

- 1. Log into your institution's EBSCO eBook collection.
- 2. Search for a title of interest and click a PDF or EPUB Full Text link to view the eBook.
- 3. In the eBook Viewer, click the Download icon



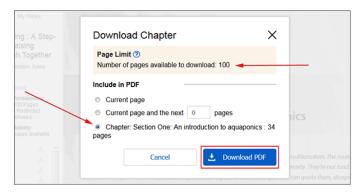
in the Contents column for the chapter you would like download.



4. Select a page range to download: current page, a page range starting with the current page, or the whole chapter.

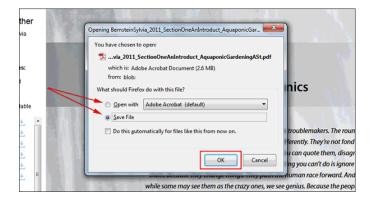




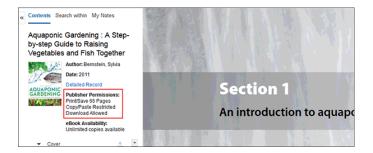


**Note**: If the eBook includes a publisher enforced page limit, the number of pages available to download is displayed.

- 5. Click the **Download PDF** button.
- 6. Select to Open the PDF or Save it to your computer or device and click OK.



7. Returning to the eBook Viewer, note that the available number of pages to print or download is updated.







## How to Print, E-mail or Save EBSCO eBooks Pages as a PDF

Depending on publisher-specified limits, up to 100 pages of an EBSCO eBook can be printed, saved or emailed as a PDF file (per user) from within the eBook viewer to be printed at a later time.

#### Notes:

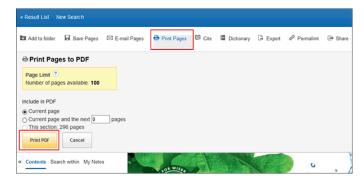
- Some titles may not allow for printing due to individual publisher-specified limits.
- The number of pages may vary depending on individual publisher-specified limits.
- If you have reached your printing limit, the option to print or save eBook pages will be temporarily unavailable.

#### **Printing eBook Pages**

#### To print eBook pages:

- 1. Open the eBook in the eBook Full Text viewer.
- 2. Go to the first page of the section of pages you would like to print and click the **Print Pages** in the tools menu above.

The Print Pages to PDF menu is displayed.



- 3. Select to include in the PDF:
  - · Current Page: Save only the page you are viewing.
  - **Current Page and the next XX pages**: Enter the number of pages (up to the Page Limit indicated in the box above) in the field provided.
  - This Section: Select to save the entire section or chapter of the eBook. (If available to select)
- 4. Click **Print PDF** to open your browser's Print dialog box.
- 5. Configure your print settings and click **OK** to print your pages.





**Note**: If you have downloaded an EBSCO eBook and are viewing it in Adobe Digital Editions, eBook pages can be printed by going to the **File** menu and selecting **Print**. Any publisher-specified page printing limits are enforced by Digital Editions.

#### Saving eBook Pages

#### To save eBook pages as a PDF:

- 1. Open the eBook in the eBook Full Text viewer.
- 2. Go to the first page of the section of pages you would like to print and click the **Save Pages** in the tools menu above.

The Save Pages to PDF menu is displayed.

« Result List New Search								
Add to folder Save Pages 🖾 E-mail Pages	🖶 Print Pages	Cite Cite	Dictionary	🕞 Export	Permalink	🕒 Share		
Save Pages to PDF								
Page Limit ? Number of pages available: 100								
Include in PDF								
Current page     Current page and the next      pages     This section: 296 pages								
Save PDF Send as E-mail >								
« Contents Search within My Notes	OR WISE	A			0			

- 3. Select to include in the PDF:
  - Current Page: Save only the page you are viewing.
  - **Current Page and the next XX pages**: Enter the number of pages (up to the Page Limit indicated in the box above) in the field provided.
  - This Section: Select to save the entire section or chapter of the eBook. (If available to select)
- 4. Select:
  - Save PDF: To save the selected pages to your computer.
  - Send as an E-mail: To e-mail the selected pages as a PDF file to yourself.

The PDF is saved to your computer.

#### **E-mailing eBook Pages**

To e-mail eBook pages as a PDF:

1. Open the eBook in the eBook Full Text viewer.





2. Go to the first page of the section of pages you would like to print and click the **E-mail Pages** in the tools menu above.

The E-mail PDF menu is displayed.

« Result List New Search Sign in 🚅 Folder Help Exi							
🖿 Add to folder 🖬 Save Pages 🖾 E-mail Pages 🖶 Print Pages 🛱 Cite 🔳	Dictionary 🕞 Export 🔗 Permalink 🕞 Share 🏠 Google Drive 🚺 Download						
S E-mail PDF	×						
Page Limit * Number of pages available: 100	Send as E-mail Citation Format: Detailed Clation and Abstract						
Include in PDF	E-mail from:						
Current page	ephost@epnet.com						
O Current page and the next 0 pages	E-mail to:						
O This section: 296 pages							
	Separate each e-mail address with a semicolon.						
	Subject						
	Comments:						
	Send in plain text format						
E-mail PDF Cancel							
Contents Search within My Notes							
Aquaponic Gardening : A Step-	000						

- 3. Include in the PDF:
  - · Current Page: Save only the page you are viewing.
  - **Current Page and the next XX pages**: Enter the number of pages (up to the Page Limit indicated in the box above) in the field provided.
  - This Section: Select to save the entire section or chapter of the eBook. (If available to select)
- 4. Send as E-mail:
  - **Citation Format**: If you would like to save your citations in a specific format, select one from the drop-down list.
  - **E-mail from**: Enter your e-mail address.
  - **E-mail to**: Enter the e-mail address of your recipient. To send to more than one e-mail address, use a semicolon between each e-mail address.
  - Subject: Add an e-mail subject line.
  - · Comments: Enter comments you would like included in the body of the e-mail.
- 5. Click E-mail PDF.

**Note**: eBook pages saved as a PDF can be transferred to, and read on eReader devices such as the Nook or Kindle. Consult your device's user manual for instructions on how to manually transfer files to the device.

#### See also:

Is there a limit to how many pages I can print from a given EBSCO eBook?

How can I send saved EBSCO eBook pages in PDF format to my Kindle device?



