

Quick Guide to ebrary

Overview

This resource is a collection of fulltext books covering a range of topics from history to literature to science and technology. Features include:

- Over 20,000 English language books, as well as 35,000 fulltext Spanish and Portuguese books.
- InfoTools to automatically perform internet searches about books and authors, or to create citations to the publication.

Details

Browsing

1. On the home page, titles are divided into four broad subjects: School & Studying, Career Development, Arts & Leisure, and Practical Life Skills.
2. Below these subjects are lists of subtopics. Clicking on a subtopic will bring you to a results page with a search box and further subtopics.
3. Click **All Subjects** to browse through all the subjects from parent subject to very narrow subtopics.
4. **Newly Added Titles** are listed on the right side of the home page.

Searching

1. Enter a search term in the **Simple Search** box to search all publications. You can narrow your term from the search results page.
2. Click on **Advanced Search** to enter terms such as author, title, subject, ISBN, and Dewey Decimal Number into search fields. You can add up to nine search fields by clicking the plus () sign next to the fields. You can remove fields by clicking the minus () sign.
3. To export your results to a Microsoft Excel-compatible CSV file, click **Export Search Results**, then select save. The file includes title, author, ISBN and URLs to the title page in ebrary. You can only access the URLs when you are logged into the database.

Creating a personal ebrary account

1. Click on Sign In in the upper right corner.
2. Click on [Create an account](#).
3. Fill out the form, and click to agree to the terms of service.



InfoTools

1. The **InfoTools** button appears in the ebrary book reader. From here you can print pages of the book, copy sections of text from the book, and create citations for use in such citation software RefWorks, Endnote and Citavi.
 2. If you would like more information on a word or phrase used in a box, highlight it, then press the InfoTools button. From there you can search for the selected term in search engines, Wikipedia, or the CNN or BBC websites.
 3. You can also look up biographies of well-known people referenced in books by using the **Who** option, or pinpoint a location using **Locate** to search either Cartographica for world locations or MapQuest for U.S. locations.
-

Additional Features You Might Like

- You can download up to 60 pages at a time in PDF format if you are logged in with your personal account. In addition, you can download an entire in ACSM format for a 14-day period. However, after 14 days, the file will no longer work. You must be logged in with your personal account to use the download feature.
 - If you navigate away from the book that you are reading, you can click the **Quick View** tab to return to it. This only returns you to the most recent book you accessed.
 - For more information on how to use ebrary, click on **Get Quick Guide** in the left side menu on the home page. The Quick Guide is available in English, Portuguese, French, German, Italian, Japanese, Chinese, Polish and Turkish.
 - You can also **View Training Video**, although the video requires Adobe Flash Player 10 to view.
-

More Information

- ebrary Content Products for Government
 - <http://www.ebrary.com/corp/government.jsp>