ebrary provides thousands of eBooks from the world’s leading publishers as well as sophisticated technology to assist with the research process.

One of our most exciting features is ebrary InfoTools™ software, which allows you to seamlessly link to additional information in your library and on the web simply by highlighting any word or phrase of interest.

We also offer numerous ways to search and navigate throughout a document or the entire ebrary collection. And, our Personal Bookshelf feature automatically saves your highlights and notes as you conduct research.

This user guide aims to provide an overview of ebrary’s key capabilities. For additional instruction or for troubleshooting, please see ebrary’s help desk.

We also welcome your feedback and suggestions by emailing feedback@ebrary.com.

An overview of the ebrary interface and toolbar is provided on page 4.
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SEVEN EASY STEPS FOR GETTING STARTED

Below are seven simple steps to help you get started with ebrary. Details about how to use ebrary’s features are provided in this guide.

For additional information or for troubleshooting, please see ebrary’s Help Desk.

1. Install the ebrary Reader if it’s not already installed on your machine.
2. Create a Personal Bookshelf to automatically save highlights, notes, and bookmarks.
3. Conduct a simple or advanced search by key word, full-text, publisher or author. Use Boolean or proximity.
4. Click on a book jacket to open it. To return to your search results click on the Search Tab.
5. Navigate to each occurrence of your search term, flip through pages, go to specific page numbers.
6. Use InfoTools to link to more information in the library or on the web. Activate InfoTools by selecting words of interest with your mouse, then use the InfoTools pull down menu.
7. Copy and print with automatic citations that include a URL hyperlink back to the source. Patrons are advised to respect Fair Use and Copyright laws when copying or printing text.
**EBRARY READER INSTALLATION**

You must use the ebrary Reader to access content in ebrary. The ebrary Reader gives ebrary all of its unique functionality including InfoTools. Additionally, the ebrary Reader delivers eBooks page-by-page online, so there is no need for cumbersome document downloads.

The ebrary Reader takes just seconds to install. To download the ebrary Reader, click on the “Get ebrary Reader” button. You will not need to restart your computer, but may need to refresh your browser. Please note the ebrary Reader may already be installed on your computer.

1. click on “Get ebrary Reader” button

2. click on “Download ebrary Reader now”

3. follow platform-specific installation instructions and accept the terms & conditions of usage

4. the ebrary Reader takes seconds to install

Technical notes:
- Within your pop-up blocking software, please allow pop-up blockers at the site: ebrary.com. Additionally, please ensure cookies are not being blocked by your browser or other security software.
- You must have administration rights to your computer to install the ebrary Reader.
- These images illustrate an installation on Windows IE. The installation process for other browsers may be slightly different.

Technical notes:
- Within your pop-up blocking software, please allow pop-up blockers at the site: ebrary.com. Additionally, please ensure cookies are not being blocked by your browser or other security software.
- You must have administration rights to your computer to install the ebrary Reader.
- These images illustrate an installation on Windows IE. The installation process for other browsers may be slightly different.
System Requirements

Windows

• Microsoft Windows XP (Home or Professional), 2000 Professional, ME, or 98, NT 4.0 Workstation.
• Minimum 64 MB of RAM; 128 MB or more is recommended.
• Any one of these browsers:
  • Netscape Communicator 4.77 or 7.x
  • Microsoft Internet Explorer 5.x or newer
  • Firefox 1.0 or newer (with the latest ebrary Reader)
  • Mozilla 1.7 or newer (with the latest ebrary Reader)
• Minimum 5 MB hard drive space available.
• Access the Internet (via dial-up or broadband connection).
• Netscape 6, Opera, and other browsers are not supported.

Macintosh

• Mac OS X, or Mac OS 9.1 or newer
• Minimum 64 MB of RAM; 128 MB or more is recommended.
• Any one of these browsers:
  • Safari 1.1 or newer
  • Microsoft Internet Explorer 5.2.3
  • Netscape Communicator 4.77, 7.1, or newer, (not Netscape 6.x)
  • Firefox 1.0 or newer (with the latest ebrary Reader)
• Minimum 5 MB hard drive space available.
• Access the Internet (via dial-up or broadband connection).
• Netscape 6, Opera, Mozilla and other browsers are not supported.

Linux/Unix

• The Linux/Unix platforms are not supported at this time, but we hope to support them in the future.
**THE EBRARY INTERFACE AND TOOLBAR**

- **Show/hide table of contents:**
  - Take notes;
  - Show bookmarks

- **InfoTools® menu**
- **ebrary Reader Toolbar** (see detail below)

---

**ebrary Reader toolbar:**

- a. InfoTools menu
- b. Copy text with automatic bibliographic citation
- c. Print with automatic bibliographic citation
- d. Go to previous/next page
- e. Go to previous/next page containing search results
- f. Go to page number or viewed pages
- g. Zoom, scale or show facing pages
- h. Add/edit bookmarks
- i. Set highlighting and colors

---

**Content display area**

- Table of contents
- Text selection for copying, searching, translating, bookmarking, etc.
CREATING YOUR PERSONAL BOOKSHELF

We recommend that you create a Personal Bookshelf before getting started with ebrary. Bookshelves allow you to automatically save and manage bookmarks, highlights and annotations as you conduct your research, providing a dynamic archive for future reference. In-depth details about the Bookshelf features are provided on page 21.

To set up a Bookshelf, click on the Bookshelf tab and follow the simple instructions.

You sign log on to your Bookshelf using your user name and password from your library, home office, dorm room, or almost any computer with Internet access.

Note: At some institutions, your Bookshelf will automatically be created for you.
PREFERENCES

This InfoTools menu item allows you to choose how certain ebrary features work and appear.

For example, you may choose among four different citation styles including Modern Language Association (MLA), American Psychological Association (APA), and Alliance for Computers and Writing (ACW). These citations will automatically appear when you copy and paste text or print pages along with a URL back to the source.

You may also choose to have InfoTools automatically appear (or not) when you select a word or phrase in an ebrary eBook.

Preferences also allow you to determine how search terms, text links, and graphic links appear in the ebrary collection.
**ZOOM AND SCALE**

ebrary allows you to customize how you view documents online. From the ebrary Reader Toolbar, you may select different zoom options, choose to view facing pages, and scale to fit or width. You may also alter the viewing screen size by hiding the table of contents in the display area.

**LANGUAGES**

ebrary’s interface is available in English, Spanish, and Portuguese.
**SIMPLE SEARCH**

This feature searches the full-text, title and subject areas of documents based on key words and phrases.

Note: To search for an exact phrase, you must put the phrase in quotations.

**ADVANCED SEARCH**

Advanced search enables you to narrow your search by a number of different parameters.

- Search for keywords or phrases
- Use pull down menu to search in text, subject, title, author or publisher
- Refine results by searching by key word or phrase in text, subject, title, author or publisher (using pull down menu)
- Further refine, expand or reset your search
- Search in all documents, or in books, journals, maps, reports and sheet music
- Search by language: English, Spanish, Portuguese
THE SEARCH RESULTS PAGE

You can further narrow your search directly from within the Search Results Page. Simply click on information pertaining to each document in the search results to narrow your search by contributor (author), subject, or publisher.

Search results can be sorted by score (relevance), title, contributor, or date.

INFOTOOLS – SEARCH DOCUMENT

Search Document links you to the first occurrence of selected text or other search term in the current document.
INFOOOLS – SEARCH ALL DOCUMENTS

Search All Documents searches the entire ebrary collection for selected words in text, subject, title, or publisher. You may also narrow your search results based on your original search term by checking the “Include Previous Search” box.

Note: Results appear in new browser window.

INFOOOLS – SEARCH WEB

Search Web utilizes search engines.

Note: Results appear in new browser window.
INFOTOOLS – SEARCH LIBRARY

Search Library searches other online databases in your library as well as its OPAC (catalog).

Note: Results appear in new browser window.

Note: Integration with other databases may require ebrary Account Management assistance.

BROWSE

ebrary enables you to browse through titles using the Library of Congress Classification System; more specifically, by LC Call Number.

Note: LC Subject areas are not involved in building the Browse tree.
**BOOLEAN AND PROXIMITY SEARCH**

In addition to full-text searching, ebrary supports Boolean and proximity searches. To initiate a Boolean or proximity search, follow the examples below. Note that the Boolean operators must be in CAPS.

### Boolean Search

- **“mark twain” AND river** – Will return documents containing both the phrase “Mark Twain” and the word river.
- **twain AND NOT “mark twain” AND scanner** – Will return documents that refer to the scanning term twain, and not the author Mark Twain.
- **“paper airplane” OR “paper airplanes”** – Will return documents that are either singular or plural of that phrase.

### Boolean Search Wildcards

- Single character: **BOOLEAN hi?** – Will return documents that contain three-letter words beginning with “hi,” e.g., “his” or “HIV.”
- Multi-character: **BOOLEAN hist** – Will return documents that contain words beginning with “hist” regardless of the number of characters that follow the search term, e.g., “history” and “histology.”

Note: The term “BOOLEAN” (in CAPS) must be placed in front of the search term in order to make the wildcard search possible.

### Proximity Search

- **nixon WITHIN-3 mcnamara** – Will return documents containing Nixon within 30 words of McNamara.
- **business WITHIN-1 strategies** – Will return documents that have the words business and strategies together.
- **(business OR corporate) WITHIN-1 strategies** – This will find documents with either business strategies or corporate strategies in the results.
- **Thomas WITHIN-3 Edison** – Will return results where Thomas and Edison are within three words of each other in the results.

---

**Boolean search for java AND SUN AND NOT coffee renders the “right” meaning of Java.**
The ebrary Reader makes it easy to navigate throughout a document, in a number of convenient ways:

- **Navigate by Search Term** – instantly link to the next or previous occurrence of your search term(s). ebrary highlights every occurrence of your key word or search phrase in every document based upon your initial and advanced search queries.
- **Page Flipping** – go to next page or previous page.
- **Go to a Specific Page**.
- **Table of Contents** – automatically navigate to chapters within a book.
- **Notes Pane** – go to each page containing your annotations.
- **Highlights Pane** – jump to all highlighted sections in the current eBook.

**a.** Go to previous/next page

**b.** Go to previous/next page containing search results

**c.** Go to page number or viewed pages
ebrary InfoTools enable you to expand your research quickly, easily, and efficiently. Just by highlighting a word or phrase with your mouse, you can instantly link to additional relevant information in your library and on the web without losing your place in the current eBook.

The InfoTools menu can be activated in several ways:

- Select Toggle Automenu on the InfoTools menu or in preferences to have the menu automatically appear when you select words.
- Select text with your mouse then right click.
- Choose the InfoTools pull down menu from the ebrary Reader toolbar.

Within your pop-up blocking software, please allow pop-ups at the site: ebrary.com. Additionally, please ensure cookies are not being blocked by your browser or other security software.

- **Define** – retrieve dictionary definitions for selected term(s)
- **Explain** – retrieve encyclopedia entries for selected term(s)
- **Locate** – retrieve maps related to selected term(s)
- **Translate** to/from French, German, Italian, Spanish, or Portuguese
- **Who** – retrieve addresses, biographies, and bibliographies for the selected term(s)
- **Search Document** – search and retrieve information within the current document for the selected term(s)
- **Search All Documents** – search and retrieve information within all documents in the collection for the selected term(s)
- **Search Web** – search and retrieve information from the Web (using search engines) for the selected term(s)
- **Search Library** – search and retrieve information through your library’s OPAC (catalog) and other databases for the selected term(s)
- **Highlight** text and archive on your Bookshelf for future use
- **Add to Bookshelf** – copy a link to the title onto your Bookshelf for future use
- **Copy text** and paste into Word or any text application, complete with automatic bibliographical citations
- **Copy Bookmark** – copy the URL to specific pages in ebrary. Paste into Word, email or any text application. Paste into your browser and save as a “favorite”
- **Print** pages complete with bibliographical citations
- **Toggle Automenu** – set the InfoTools menu to pop up (or not) after selecting the desired text
- **Preferences** – set your viewing defaults (zoom, facing pages, etc.), highlighting color default, table of contents and menu preferences. Choose among four different citation formats.
- **Help** – open the Help window
- **About ebrary Reader** – Information about the ebrary Reader
**DEFINE**

Define links to dictionary definitions.

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.

**EXPLAIN**

Explain links to encyclopedia entries.

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.
LOCATE

Locate links to maps.

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.

TRANSLATE

Translate links to translations in multiple languages.

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.
WHO

Who links to bibliographical information and addresses.

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.

SEARCH DOCUMENT

Search Document links you to the first occurrence of a search term in the current document.
SEARCH ALL DOCUMENTS

Search All Documents searches the entire ebrary collection for selected words in text, subject, title, or publisher. You may also narrow your search results based on your original search term by checking the “Include Previous Search” box.

Note: Results appear in new browser window.

SEARCH WEB

Search Web utilizes search engines.

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.
SEARCH LIBRARY

Search Library searches other online databases in your library as well as its OPAC (catalog).

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.

Note: Integration with databases may require ebrary account management assistance.

HIGHLIGHTING

See “Highlighting” on page 22.

ADD TO BOOKSHELF

See “Add to Bookshelf” on page 23.

COPY TEXT

See “Copying and Printing with Automatic Citations” on page 25.

COPY BOOKMARK

See “Copy Bookmark” on page 24.

PRINT

See “Copying and Printing with Automatic Citations” on page 25.

PRINT AGAIN

See “Copying and Printing with Automatic Citations” on page 25.
TOGGLE AUTOMENU

By selecting Toggle Automenu, the InfoTools menu will automatically pop up when you select a word or phrase. To turn off Toggle Automenu, simply select it again. Toggle Automenu may also be specified using Preferences.

PREFERENCES

See “Getting Started” on page 6.

HELP

ebrary offers an extensive online Help Desk. Simply click on the Help tab for details on using the ebrary system and troubleshooting.

To access the Help Desk, click on the Help tab.
ebrary offers a number of capabilities that allow you to easily and efficiently save and manage your research.

**PERSONAL BOOKSHELVES**

As mentioned previously in this guide, we suggest that you set up a Personal Bookshelf before you get started using ebrary’s Reader and accessing our content.

This feature enables you to create a dynamic archive of bookmarks, highlights, and annotations as you conduct your research. Information in your Bookshelf can be stored online, and/or printed and saved in a physical archive. To create a Bookshelf, just click on the “Bookshelf” tab.

Your Personal Bookshelf is password protected, and can be accessed from any computer with Internet access. Items archived on your Bookshelf can be removed at any time.
**HIGHLIGHTING**

ebrary gives you the ability to highlight text in three different colors: yellow, pink and blue. Highlights are automatically stored on your Personal Bookshelf, which provides an archive of all of your highlights in any number of eBooks.

Additionally, highlights for just the current document are stored in the highlights pane.

To highlight, select text with your mouse, then choose “Highlight” from the InfoTools menu or ebrary Reader toolbar.

To remove highlighting, select “unhighlight” from the InfoTools menu.

Note: You must be signed in to your Personal Bookshelf in order to create and save highlights.

**ANNOTATING**

With ebrary, you can take notes along side a page and automatically save links to them on your Bookshelf for future reference.

Note: You will need to sign in to your Bookshelf in order to create and save notes.
ADD TO BOOKSHELF

This feature saves a link to a book on your Personal Bookshelf.

ADD/EDIT BOOKMARK

This feature allows you to save a bookmark to a specific page on your Personal Bookshelf and enter or edit a corresponding note.

You may also add a bookmark and take notes using the Notes Tab.
**COPY BOOKMARK**

Copy Bookmark allows you to copy a simple URL to an exact page in an ebrary document as you conduct your research. These URLs can be pasted into any application such as Word or email. You can also paste them into your browser and save as a browser “bookmark” or “favorite.”

Note: If you copy the URL that appears in your browser instead of using Copy Bookmark, it will only link to the first page containing your original search results. For example, if the first occurrence of your original search term is on page 15, then you flip to page 30, you will need to use the Copy Bookmark feature to copy a URL to page 30. Copying the URL in your browser will link to page 15.

Note: Microsoft Word requires you to put your cursor at the end of the URL, then hit “enter” to create a hyperlink.
ebrary allows you to copy and paste text into any text editor such as Microsoft Word. You can also print pages from the ebrary Reader.

Please note that you are still required to adhere to Fair Use and Copyright laws. For more information, contact ebrary Customer Support.

ebrary allows you to choose among four different citation styles: Modern Language Association (MLA), American Psychological Association (APA), and Alliance for Computers and Writing (ACW). These citations will automatically appear when you copy and paste text or print pages along with a URL back to the source.

To select a citation style, go to preferences on the InfoTools menu, then select Citation Style.

Note: Microsoft Word requires you to put your cursor at the end of the URL, then hit “enter” to create a hyperlink.
**FAIR USE NOTICE**

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- You are not allowed to print out or copy the entire book.
- There are limitations on the number of pages you may print and copy.
- Some publishers also place limitations on the number of pages that can be viewed.

Any attempts to circumvent ebrary’s print or copy restrictions may subject you and/or your institution to legal action including civil or criminal penalties. Additionally, it may result in suspension of the ebrary service.

For additional information, please see ebrary’s legal and privacy notices at [http://www.ebrary.com/corp/legal.htm](http://www.ebrary.com/corp/legal.htm).