

EBSCO eBooks User Guide

- Searching EBSCO eBooks Tutorial
 https://connect.ebsco.com/s/article/Searching-EBSCO-eBooks-Tutorial?language=en_US
- Reading EBSCO eBooks Tutorial
 https://connect.ebsco.com/s/article/Reading-EBSCO-eBooks-Tutorial?language=en_US
- Downloading EBSCO eBooks Tutorial
 https://connect.ebsco.com/s/article/Downloading-EBSCO-eBooks-Tutorial?language=en US
- Downloading EBSCO eBooks to Your Mobile Device Tutorial
 https://connect.ebsco.com/s/article/Downloading-EBSCO-eBooks-to-Your-Mobile-Device-Tutorial?language=en_US
- EBSCO eBook Accessibility User Guide and FAQs
 https://connect.ebsco.com/s/article/EBSCO-eBook-Accessibility-Guide?language=en_US

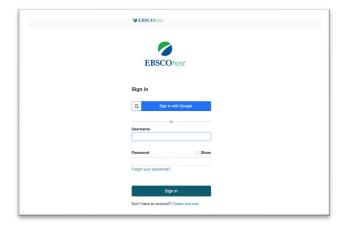


Downloading an EBSCO eBooks

Step 1: Create your personal account

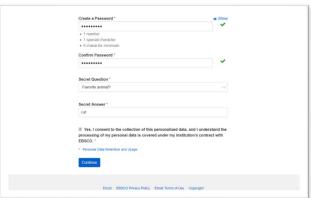
My EBSCOhost is a free personal account that allows you to make the most of the free personalization folder, extending your usage of EBSCOhost search results beyond the current session. Personalized folder accounts are simple to set up, and can be created while accessing EBSCOhost.

Create a My EBSCOhost folder by first clicking on the Sign In link in the top toolbar. Next, click the Create one now link.



Use Sign In with Google or fill in the fields and follow the strong password guidelines to create your password.





Check the box to consent to EBSCO's Personal Data Retention and Usage policy. You can read the Personal Data Retention and Usage policy by clicking the link. If you opt to not consent to the policy,



you will be unable to continue creating an account. When you are finished, click Continue. Once your information has been accepted, your account is created and you can sign in using your credentials.

Step 2: Searching for EBSCO eBooks

There are several ways to search for EBSCO eBooks:

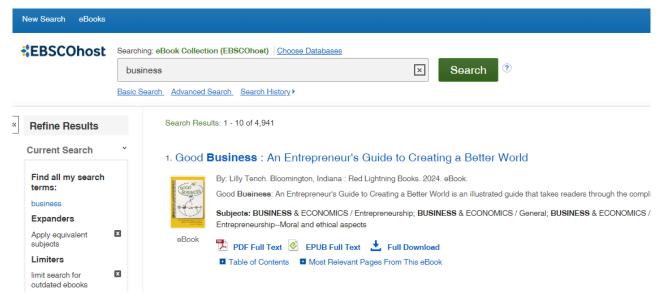
- Perform a keyword search of the eBooks database using the Find field.
- Browse by Category by selecting a category from the column on the left.
- View the Highlighted eBooks using the left and right arrows or click View All to view a result list of all highlighted eBooks.
- View Featured eBooks using 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 Full Download icon to check out the book and read it on your computer using Adobe Digital Editions. (See Checking out and Downloading EBSCO eBooks)

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

Step 3: Checking Out and Downloading EBSCO eBooks

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. Free download is available at http://www.adobe.com/products/digital-editions/download.html.

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

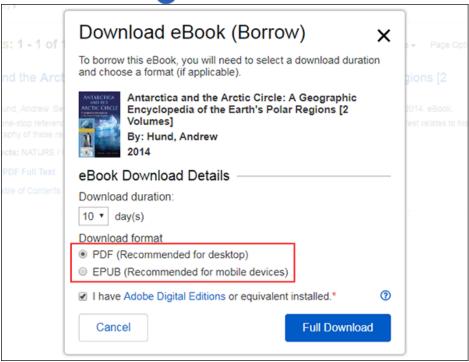
Below content demonstrates how to download EBSCO eBooks as well as how to place a hold on an eBook that is in use by another user when using a desktop computer or the full EBSCO interface experience on a tablet. To learn about downloading eBooks to a mobile device, please see: How can I download and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

To download an eBook:

- 1. Click the Full Download icon for the eBook you would like to download.
- 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 Adobe Digital Editions or an equivalent reader app installed.)

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





- 3. Click the Full Download button.
- 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 you receive the following error message when trying to download an eBook to Digital Editions, 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.
- 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 EBSCOhost to download them. In addition, no Adobe® ID or special software such as Adobe Digital Editions 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.



Step 4: Download eBooks on my mobile device

If you want to download eBooks to your mobile device, please use your mobile device to process instead of computer or laptop.

You will need the following:

- Adobe Digital Editions App (Installed on your Apple or Android Device)
- An Adobe ID

Note for Apple Device Users: Pop-ups must be allowed in the settings for the Safari web browser as the downloaded eBook file opens in a new tab before opening in the Adobe Digital Editions app.

Install Adobe Digital Editions App

Download the Adobe Digital Editions App from your device's app store:

- Google Play: Android Phones and Tablets
- iTunes App Store: Apple iPhones, iPads, and iPod Touch
- Kindle App Store: Overdrive app for Kindle Fire Tablets

Please note: The Overdrive app is recommended for Kindle Fire tablet and Chromebook users. Adobe Digital Editions is not supported by Chromebook OS.

Create an Adobe ID

If you have previously created an Adobe ID to download and read EBSCO eBooks with ADE on your desktop computer, you already have an Adobe ID you can use to authorize the ADE app.

- Create an Adobe ID at the following link:
 https://helpx.adobe.com/manage-account/using/create-update-adobe-id.html
- If you forgot your Adobe ID password, see the following link:
 https://helpx.adobe.com/x-productkb/global/account-password-sign-help.html

Note: You must authorize the Adobe Digital Editions app with your Adobe ID.

Authorize Adobe Digital Editions App with your Adobe ID

Before you download an eBook to Adobe Digital Editions, you must authorize the app with your Adobe ID.

Please note: You will only need to authorize the Adobe Digital Editions app with your Adobe ID once. After this has been done, you will only need to tap Download any time you wish to download and read an eBook on your device.

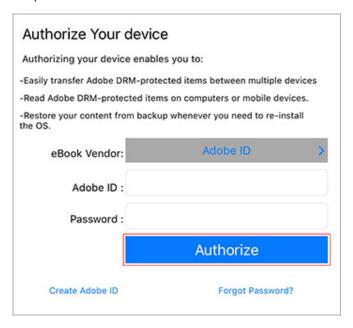


To Authorize the App:

- 1. Open the Adobe Digital Edition app from your device's applications menu.
- 2. Tap the **Settings** menu icon in the upper-left and tap **Settings**.
- 3. Tap **Authorize** and enter your Adobe ID and password in the fields provided.

Note: Leave the default eBook Vendor selected as Adobe ID.

4. Tap Authorize.

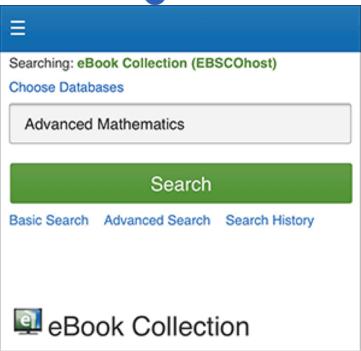


Your device is now authorized to read EBSCO eBooks.

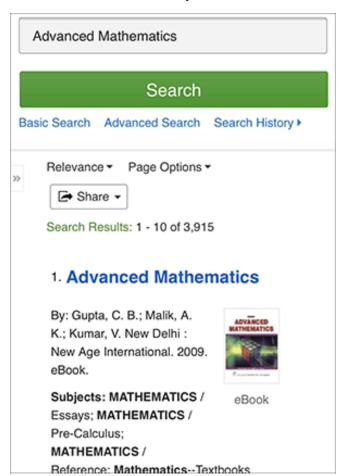
Searching for EBSCO eBooks on Your Mobile Device

- 1. Use the Safari browser to log into your institution's EBSCO eBooks collection.
- 2. Enter your search terms in the Search Box and click the Search button. A Result List of eBooks related to your search terms is displayed.





3. View the detailed information for the displayed eBooks until you have found one you would like to checkout and download to your mobile device.



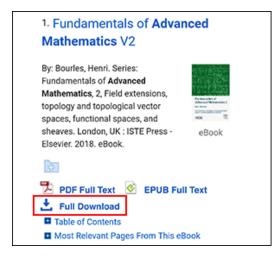


Checkout and Download an eBook on an Apple Device

After you've located an eBook to download to your device, do the following:

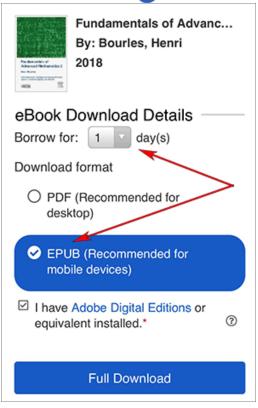
To download an eBook:

- 1. Use your device's browser to search your institution's eBook Collection on EBSCOhost. Pop-ups must be allowed in the settings for your browser as the downloaded eBook file opens in a new tab before opening in the Adobe Digital Editions app.
- 2. Tap the **Full Download** link for the eBook you would like to download. If you are not logged into your personal My EBSCOhost folder, you are prompted to do so.

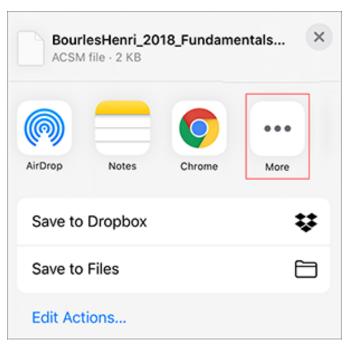


- 3. Select a **Borrow duration** from the drop-down menu.
- 4. If multiple formats are available (PDF or EPUB), select the desired format, indicate that you have Adobe Digital Editions or an equivalent app installed and tap the Full Download button. The eBook is added to the Checkout area of your My EBSCOhost folder and begins to download to your device.



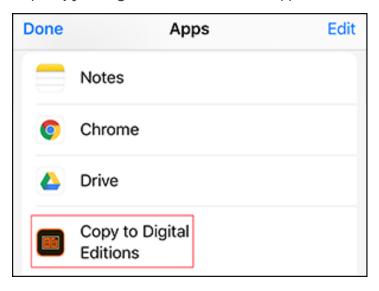


- 5. Tap the Download link that opens on a new browser tab and then tap the **Open in**... link.
- 6. If Adobe Digital Editions isn't available on the resulting menu, tap More. Your workflow may vary slightly depending on the browser being used and the version of iOS your device is running. See below for downloading instructions when running iOS 13.1+ on your device.





7. Tap Copy to Digital Editions from the Apps menu.



- 8. Once the eBook downloads to Adobe Digital Editions, tap to open the file. From there you can view your library or begin reading the eBook.
- 9. You may now begin reading the eBook on your device.

Note: After your eBook checkout expires, the eBook file will still be on your device but can not be opened. You must remove the file manually by opening Adobe Digital Editions and selecting to remove it from your library.

Downloading eBooks on iOS 13.1+

Apple device users running iOS 13.1+ and downloading eBooks from the Safari browser will need to access the downloaded eBook file from the Files app.

- 1. Tap the Download link on EBSCOhost to download an eBook.
- 2. File is downloaded to the Files app on your device.
- 3. After the file has finished downloading, open the Files app.
- 4. Tap the downloaded eBook file in the Files app.
- 5. Tap the Share icon at the bottom of the screen.
- 6. If Adobe Digital Editions isn't available on the resulting menu, tap More.
- 7. Tap Copy to Digital Editions from the Apps menu.
- 8. Once the eBook downloads to Adobe Digital Editions, tap to open the file. From there you can view your library or begin reading the eBook.

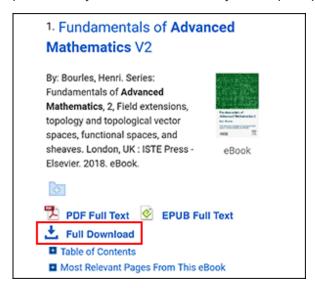
Checkout and Download an eBook on an Android Device

Next, locate an eBook you wish to download to your device and use the following steps to download it.

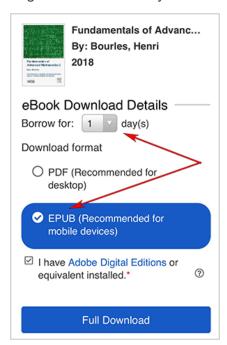


To download an eBook:

- 1. Use your device's web browser to search your institution's eBook Collection on EBSCOhost.
- 2. Tap the Full Download link for the eBook you would like to download. If you are not logged into your personal My EBSCOhost folder, you are prompted to do so.



- 3. Select a **Borrow duration** from the drop-down menu.
- If multiple formats are available (PDF or EPUB), select the desired format and tap the Full
 Download button. The eBook is added to the Checkout area of your My EBSCOhost folder and
 begins to download to your device.



- 5. After the download has finished, tap the downloaded eBook file from the pull-down menu at the top of your device's screen or from the Downloads area.
- 6. Once the downloaded eBook opens, you can view your library or begin reading the eBook.



Note: After your eBook checkout expires, the eBook file will still be on your device but cannot be opened. You must remove the file manually by opening Adobe Digital Editions and selecting to remove it from your library.