

Ebrary Academic Complete

Quick facts about *ebrary*.

Outline collection of over 14,000 full-text books, journals, maps reports and sheet music.

More than 150 well-known publishers

Multi-use access- More than one user can be logged on to the same book at a time.

Access *ebrary* from the library database page at:

http://www.regent.edu/general/library/research_tools/databases_article_searching/

Setting up an Account: First time users*

Once in *ebrary*, click on the "sign in" button on the left of the screen

Click on "[Do you need to create a new bookshelf?](#)" link.

Enter information and then Click "Enter New Account". There will be a user agreement that pops up here and the option to download the *ebrary* reader. (**You must download the reader for this database to be used to its full potential.**)

Once you are in *ebrary* there are three ways you can search. They include: browse by subject, simple and advanced searches. To view these three buttons, be sure to have the search tab selected on the left side of your screen.

*** Users with established *ebrary* accounts will click the Login button on the left side of the screen.**

Browsing by Subject.

Browsing is an excellent option when you are not really sure of a topic.

To browse by subject, Click on the "Browse" button.

You can select from the twenty subjects on the left-hand side of the screen.

To narrow the broad subject, click the (+) next to the subject you want to browse.

Once you narrow down what you are looking for, click on the link, not the (+).

This will bring up all the documents with the narrowed-down subject.

All the results will appear in the right screen.

To view a particular title, click on the title.

Searching Two types of searching are available, simple and advanced. Take note of the search tips information link.

Simple search: This allows you to enter a search term, or terms. The database will look through the text of all documents. This generally will result in a large number of hits.

Advanced search: Executing an advanced search allows you to immediately limit your search. This will hold the number of results to a much lower number than the results of a simple search.

There are several drop-down menus that will aid you in limiting your search.

When your results appear in the right screen, you can view the material by clicking on the title.

Using *ebrary* reader: Now that you have selected a title, your book should appear in the right screen. If it does not, be sure the *ebrary* reader is downloaded on your computer.

Note the tool bar at the top. There are several features this toolbar allows you to have access to. The InfoTools button allows the user to: define, explain, locate, who (information about a person), translate, search through document, search all documents, search web, highlight text, add to bookshelf (this makes the document a part of your personal bookshelf, viewable at login), copy text, copy bookmark, print, preferences, about *ebrary*, and the help feature. The InfoTools box will also appear when the user selects text by left click and drag of the mouse. This toolbar also provides buttons so one may navigate through the document.

Another feature of *ebrary* is the table of contents that is displayed just to the left of the document text. This allows the user to go directly to the exact chapter in the book they need.

Ebrary also has a function where the user can make notes about what they are reading in the text. This feature can be accessed by selecting the notes tab on the left side of the document. When the user selects this tab, they can add notes. The user will see a section that states "enter notes for page..." Once notes are added they are saved with the document in the user's bookshelf. Any highlights made are also saved with the document.

*Note: There are several links throughout *ebrary* with a lower case "i". These are information links that provide more in depth explanations.

Taken from teaching notes of S. Kenneally
1/26/04 sy