

ebrary eBooks

An eBook is the electronic version of a print book;

- You can read the text on screen
- You can type notes and print pages subject to copyright regulations
- You can access within college or at home

Accessing ebrary

Go to the Learning Hub webpages www.dundeecollege.ac.uk/learninghub and select the **ebrary** link.

ebrary opens as right.

From this page you can navigate to the **Search, Quick View** or **Bookshelf** options.

Search for a Book

Click once on the **Search** tab to open the main searching page.

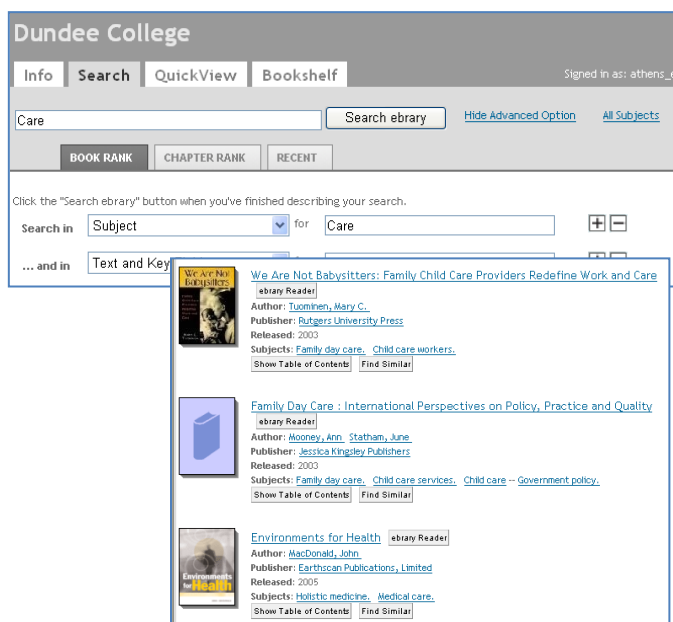
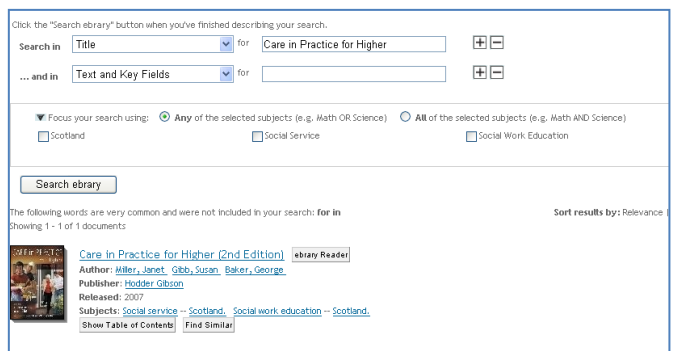
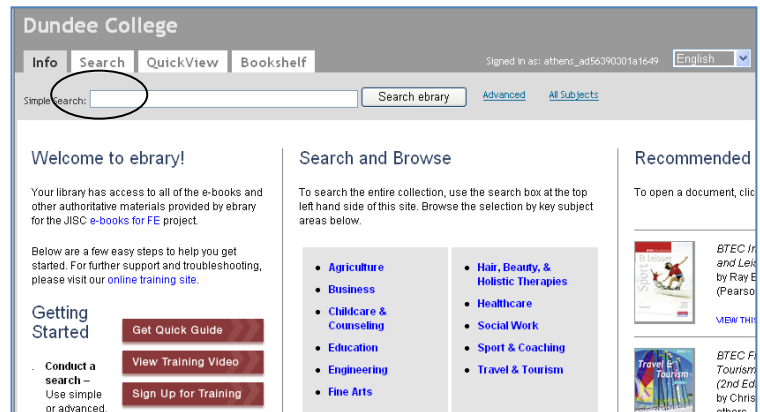
From the **Text and Key Fields** drop-down list select **Title**.

Type in the title of the book you are looking for, then click once on **Search ebrary** and the results will display.

If you are not sure which book you are looking for, select **Subject** from the **Search in** drop-down menu and type in the subject area you wish to view, e.g. **care**.

All books with a subject of **care** will be displayed, far right.

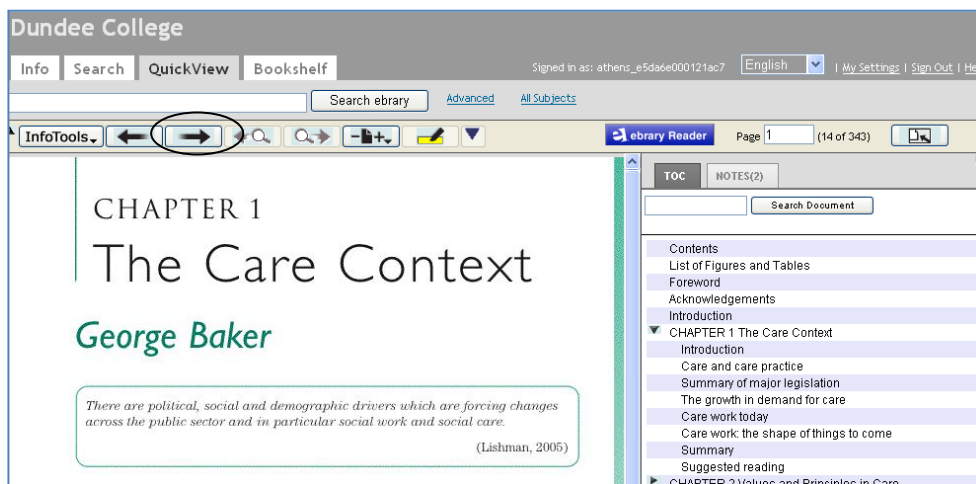
You may want to refine your search, especially if multiple results are found.



How to View a Book

To open an eBook, click once on the **underlined title**.

To navigate through the ebook, click on the **next page** arrow circled right, or double click anywhere on the page. Click the ► icon next to the chapter you wish to view.



This opens up the page headers, as shown above. To view the page click on the **header** (which will turn green) and the selected page will open.

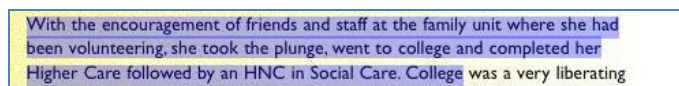
Other useful icons

Info tools		Infotools - copy, print and define
Back a Page		Navigate back a page
Forward a Page		Navigate forward a page
Previous Search Result		View the previous search result
Next Search Result		View the next search result
Page Magnification		Change the size of the page
Annotate the Selected Text		Add notes
Choose an Annotated Type		Annotation options
Page Selected		Tells you which page you are on
Resize Window to Fit Page		Change the size of the window

More on Infotools – Copying Text

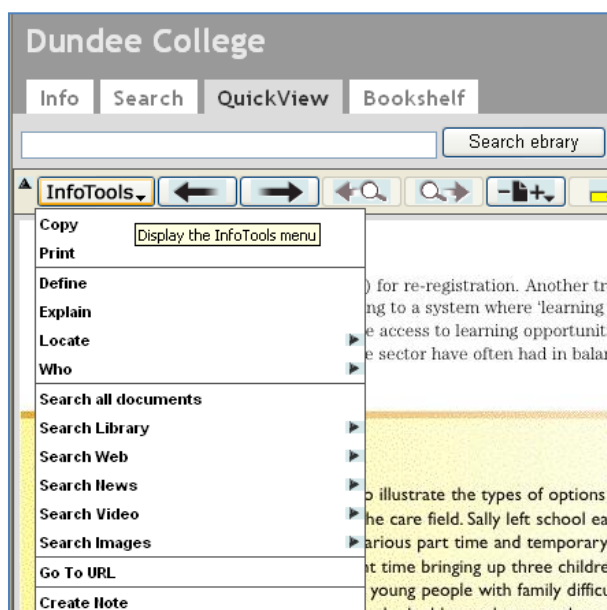
Click once on the **Infotools** icon. It opens as right.

To copy text, you first need to **click and drag your mouse** over the text you wish to copy to highlight it, as shown below.



Click once on **Copy**. You now need to open up a Word document to paste and save the text into. The bibliographic information for the passage is automatically brought forward into the document.

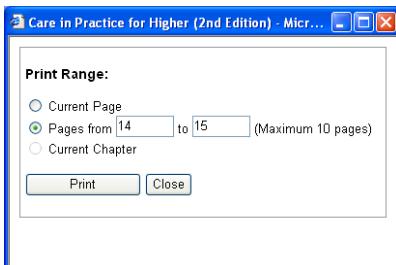
- Please note that the specific bibliographic style differs slightly from the College style – refer to the **Referencing and Copyright Guide** for further details.



More on Infotools – Printing

Navigate to the area of text that you want to print. Highlight the text by **clicking and dragging your mouse** over the text you wish to print.

Click once on the **Infotools** icon and select **Print**.



You can either print specific page numbers or the current chapter.

Please note that current copyright rules must be followed. For further information on this, please refer to the **Referencing and Copyright Guide**.

Sally's story may help to illustrate the types of options that are now available to individuals working in the care field. Sally left school early without any formal qualifications. She did various part time and temporary jobs in retail and

More on Infotools – Define and Explain

Highlight the word you want a definition or explanation for.

Click once on the **Infotools** icon and select either **Define** or **Explain** from the drop down list.

A new window opens. If you selected **define** it takes you to the dictionary entry.

If you selected **explain** it takes you to the encyclopaedia entry.

to far have **separated** relationships. To separate the subjects together, disconnected, and to evaluate separately.

Main Entry: **'sep-a-rate**
Pronunciation: \se-p(ə-),rāt
Function: *verb*
Inflected Form(s): **sep-a-rated, sep-a-rating**
Etymology: Middle English, from Latin *separatus*, past participle of *separare*, from *se-* apart + *parare* to prepare, procure — more at [SECEDE](#), [PARE](#)
Date: 15th century
transitive verb
1 a : to set or keep apart : [DISCONNECT](#), [SEVER](#) **b** : to make a distinction between : [DISCRIMINATE](#), [DISTINGUISH](#) <separate religion from magic> **c** : [SORT](#) <separate mail> **d** : to disperse in space or time : [SCATTER](#) <widely separated homesteads>
2 *archaic* : to set aside for a special purpose : [CHOOSE](#), [DEDICATE](#)
3 : to part by a legal separation: **a** : to sever conjugal ties with **b** : to sever contractual relations with : [DISCHARGE](#) <was separated from the army>

Annotating and Notes

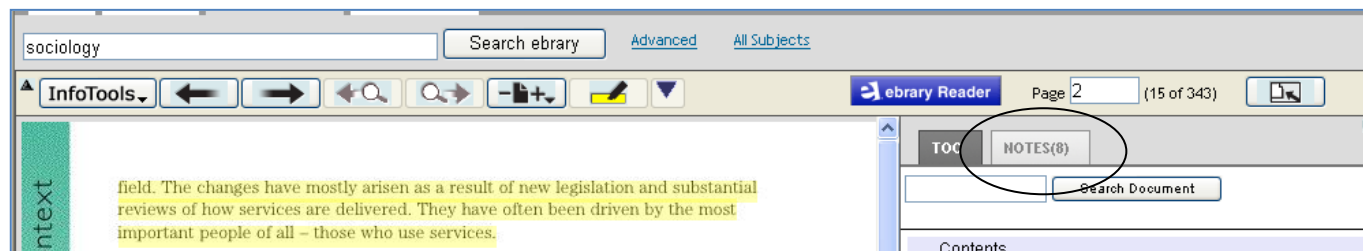
You can highlight information in the eBooks that you view online. This information is stored in your personal account, so you can go back and view these notes again.

Highlight the text you wish to annotate by **clicking and dragging your mouse** over the text.

Click once on the **annotate** icon.



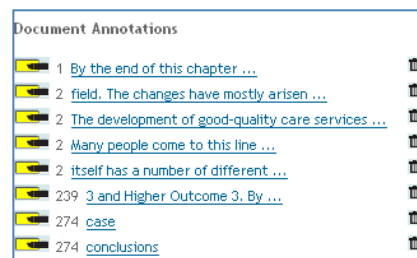
The text automatically turns yellow and is stored in the notes field, circled below.



To view the annotated text, click once on the **Notes** tab. All the annotated text for each book is stored in the notes field.

The start of the annotated text and page number are shown.

To delete the note click once on the **rubbish bin** icon, then **OK**.



Organising your notes – Bookshelf

Bookshelf allows you to organise your notes into folders.

Click once on the **Bookshelf** tab. The page shown below opens. Click once on the **Add Folder** button. Type in the name of your folder and click the **Add Folder** button.

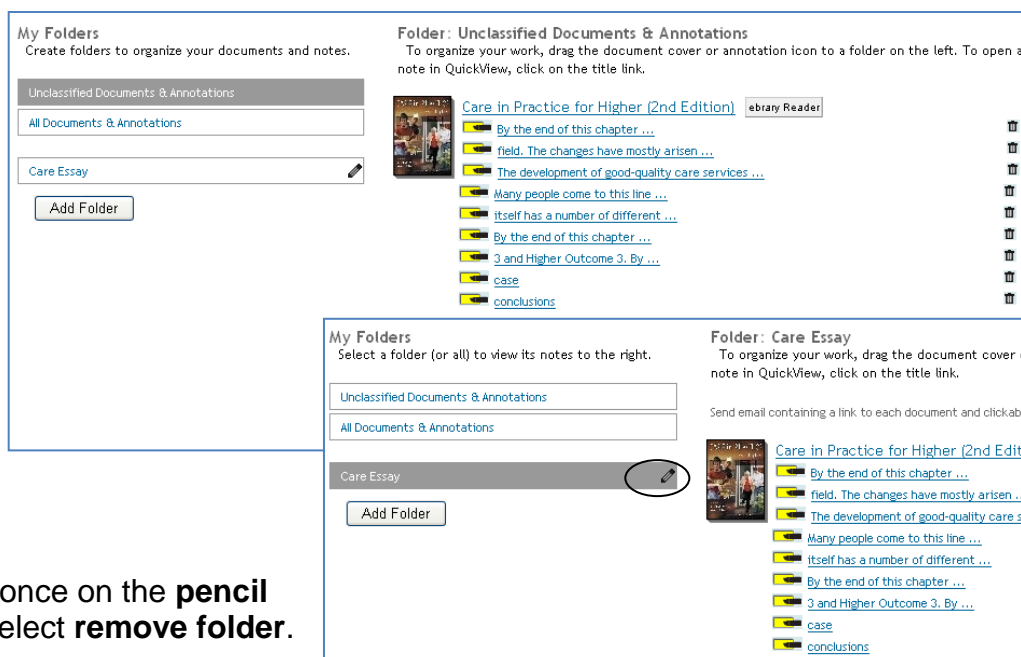


The screenshot shows the Dundee College Bookshelf interface. At the top, there are navigation tabs: Info, Search, QuickView, and Bookshelf. Below the tabs, there is a search bar and a 'Search ebrary' button. The main content area is divided into two columns. The left column is titled 'My Folders' and contains a list of folders: 'Unclassified Documents & Annotations' and 'All Documents & Annotations'. Below the list is an 'Add Folder' button. The right column is titled 'Folder: All Documents & Annotations' and contains a list of documents and annotations, including 'Care Essay'. Below the list is an 'Add Folder' button.

To organise your work, **drag the book front cover or annotation icon** to a folder on the left.

To access the folder contents, click once on the **folder title** and the contents will display.

Click on the **underlined text** next to the annotation icon to view the saved annotation.



The screenshot shows the Dundee College Bookshelf interface with a folder selected. The left column is titled 'My Folders' and contains a list of folders: 'Unclassified Documents & Annotations', 'All Documents & Annotations', and 'Care Essay'. Below the list is an 'Add Folder' button. The right column is titled 'Folder: Unclassified Documents & Annotations' and contains a list of documents and annotations, including 'Care in Practice for Higher (2nd Edition)'. Below the list is an 'Add Folder' button. A pencil icon is circled in the 'Care Essay' folder title.

To **delete** the folder, click once on the **pencil icon**, circled above, and select **remove folder**.

ebrary also provides a **Get Quick Guide** and **Online Training**. Both of these can be accessed via the **Info** tab at the top of the page.

If you need any further assistance, please contact the Learning Hubs; learninghub@dundeecollege.ac.uk or on **01382 834849**.