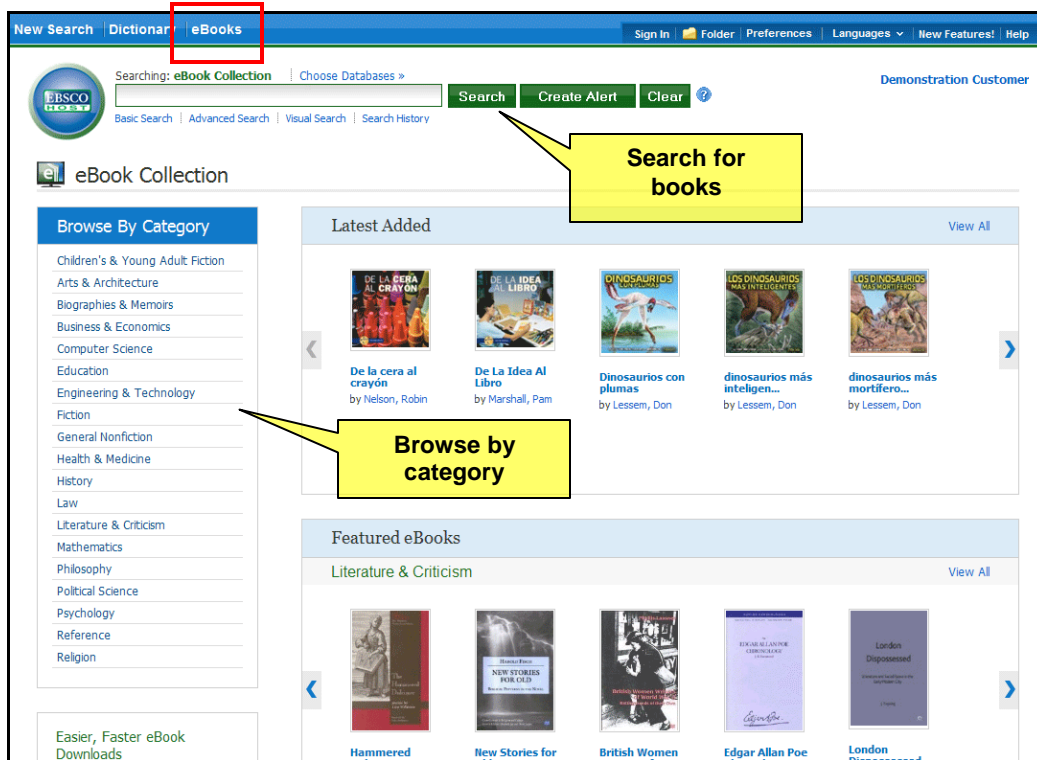


Searching and Downloading eBooks on Ebsco E-book Collection

The default search screen for e-books on EBSCOhost is basic search. The eBook Collection screen displayed below is available by clicking the **eBooks** link in the top toolbar.



Searching and viewing 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. To read the book online, click on **eBook Full Text** link (see images on page 2).
4. 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.

New Search Dictionary eBooks Sign In Folder Preferences Languages New Features! Help

Searching: eBook Collection Choose Databases > business Search Create Alert Clear

47495 Results for...

Refine your results

Downloadable eBook

1900 Publication Date 2012

Update Show More >

Source Types

All Results eBooks

Update

Page: 1 2 3 4 5 Next Relevance Sort Page Options Alert / Save / Share

1. **Executive's Guide to Information Technology**
 Plant, Robert T.; Murrell, Stephen. Cambridge University Press. 2007. eBook. 374p.
 Subjects: COMPUTERS / Data Processing; COMPUTERS / Computer Literacy; COMPUTERS / Computer Science; COMPUTERS / Information Technology; COMPUTERS / Machine Theory; COMPUTERS / Reference; COMPUTERS / Hardware / General; Industrial management--Information technology; Information technology
 Database: eBook Collection
 Add to folder Relevancy: ██████████
 eBook Full Text Download (Offline)
 Table of Contents

2. **Profit Impact of Business Intelligence**
 Williams, Steve; Williams, Nancy. Elsevier LTD. 2007. eBook. 218p.
 Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Business intelligence; Profit
 Database: eBook Collection
 Add to folder Relevancy: ██████████

Results page

Back New Search Sign In Folder Help

Detailed Record

eBook Full Text

Title: Becoming a Successful Manager: Powerful Tools for Making a Smooth Transition to Managing a Team

Author: Parkinson, J. Robert, Grossman, Jack H.

Date: 2010

Table of Contents

Cover

Contents

Acknowledgments

A Note from the Authors

Part I: Knowing the Territory

Part II: Establishing a Solid Departmental Foundation

Part III: Building on Your Foundation

Appendix

Index

Download This eBook (Offline)

Tools

PERFECT FOR FIRST-TIME MANAGERS

BECOMING A SUCCESSFUL MANAGER

Zoom in and Zoom Out options

Advance or Return pages

Viewing an e-book

Tools:



Search for items within the e-book



Create and save a note about the e-book

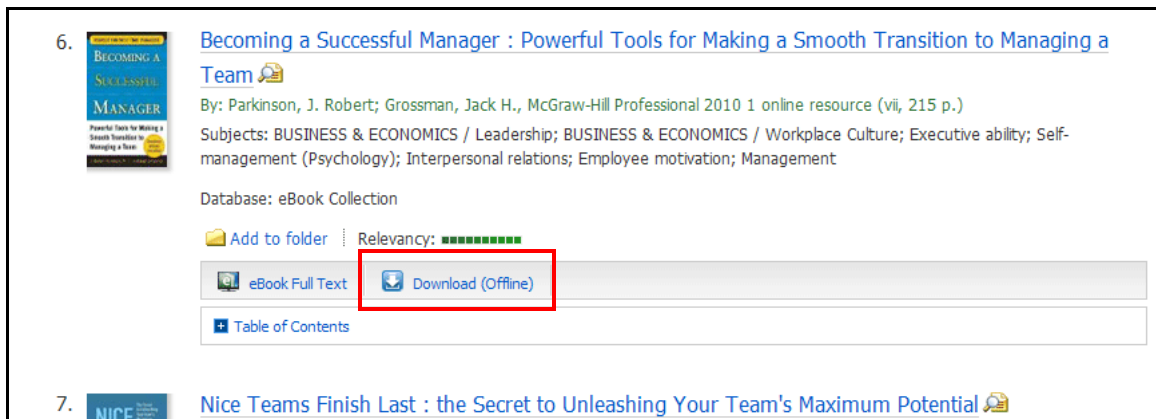


Click this icon to search for definitions in the eBook

Downloading e-books

Adobe® Digital Editions 1.7.1 or higher is required for offline viewing. This free software can be downloaded from <http://www.adobe.com/products/digital-editions.html>. A free Adobe ID and password is also required.

1. Log into the database by clicking on "Sign In" on the top toolbar. If you don't have an account, click on "Sign In" and then choose "Create a new Account" option beneath the College logo.
2. Click the **Download (Offline)** link for the eBook you would like to download.



3. Click the **Checkout & Download** button.

Select **Open with** or **Save File** from the resulting dialog box. If you select **Open with**, your eBook is opened with Adobe® Digital Editions. If you select **Save file**, the eBook is saved to your computer and you can transfer the file to a mobile device, or open it with Adobe® Digital Editions at a later time.

When a downloaded eBook is opened, it is displayed in Adobe® Digital Editions.



Important Notes:

- a. General requirements to read an e-book on a mobile device:

iPod, iPad, or iPhone:

- ✓ Adobe Digital Editions 1.7.1 or higher
- ✓ Bluefire Reader App available from iTunes
- ✓ iTunes 10.0 or higher

Android devices (smart phones and tablets):

- ✓ Adobe Digital Editions 1.7.1 or higher
- ✓ Bluefire Reader App available from Google Play store
- ✓ Android 2.1 or higher

- b. Checkout periods for e-books are **14 days**. After the checkout period expires, the e-book file will stay in your device but you will not be able to open the file any longer.
- c. Each user is allowed a maximum of **5** simultaneous checkouts.
- d. Checked-out e-books will not be available for download until the checkout period expires, but they can be viewed with the "E-book Full Text" options. E-book holds are not allowed.
- e. E-book checkout times cannot be automatically extended, but you can download the e-book again if needed.
- f. Ebsco E-books can be checked-in before the end of the checkout period, either via Adobe Digital Editions (when the item has been downloaded to your computer) or via Bluefire Reader App. Check this link for more info on how to return e-books from your mobile device:
http://support.epnet.com/knowledge_base/detail.php?topic=999&id=6969&page=1