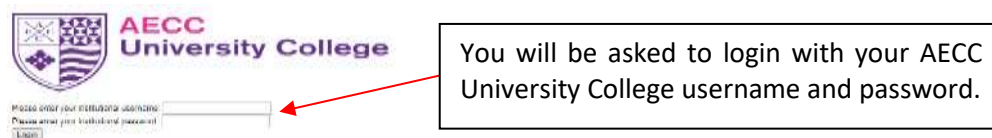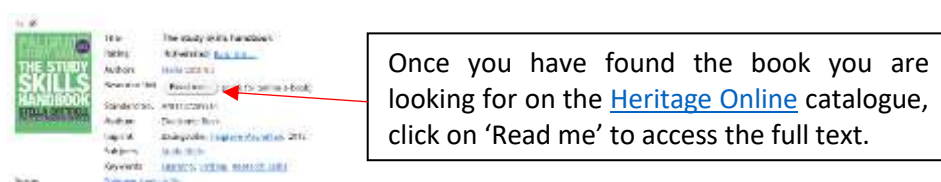# Accessing e-books on and off campus

If you need help to search for an e-book, please **have a look at this FAQ**, or ask a member of the Library Team. If you have any problems accessing e-books or just need somebody to help you, please don't hesitate to ask.

Which is the best way to read the books?
The best way to read the e-books is to use the 'read online' option. We do not recommend downloading a whole book unless you need offline access to it.

You can access the e-books both on and off campus, on desktop and laptop computers, tablets and mobile phones, *except* on mobile devices that use Windows.

Once you have found the book you are looking for on the Heritage Online catalogue, click on 'Read me' to access the full text.

You will be asked to login with your AECC University College username and password.

Why can't I read/download the book I want? Aren't e-books always available?
Just like print books, we decide how many copies or how many 'credits' to purchase. In some cases the e-book may only be available from the publisher as a single copy. If you see a message telling you the e-book is in use, try again in a few minutes. Any problems, please let the Library know.

AECC University College Library uses several different e-book suppliers. Please see the following pages for instructions for each supplier.

Dawsonera

Once logged in, you will see the following screen:
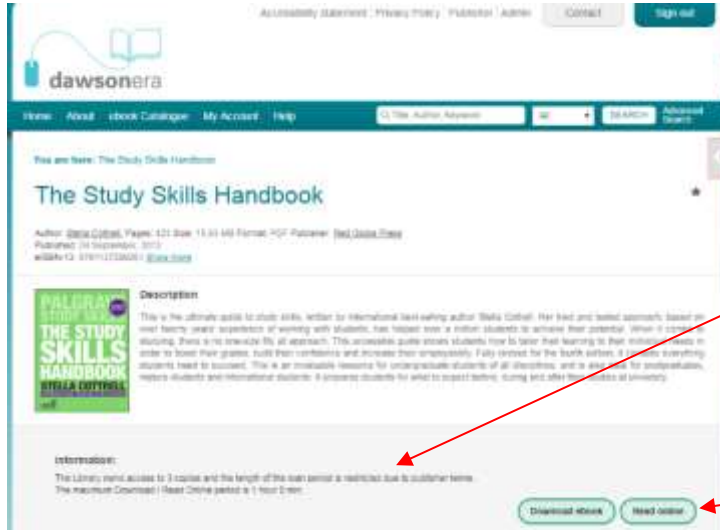
The Information box tells you if there is a restriction on the number of copies that can be read at the same time, or on the Read online or Download periods.

You can read the e-book online.

Reading Online

The best way to read e-books on Dawsonera is to select the **'Read online'** option.

If you see a 'Preview' instead of a Read online button, the e-book is in use by another reader, so you will need to try again in a few minutes.
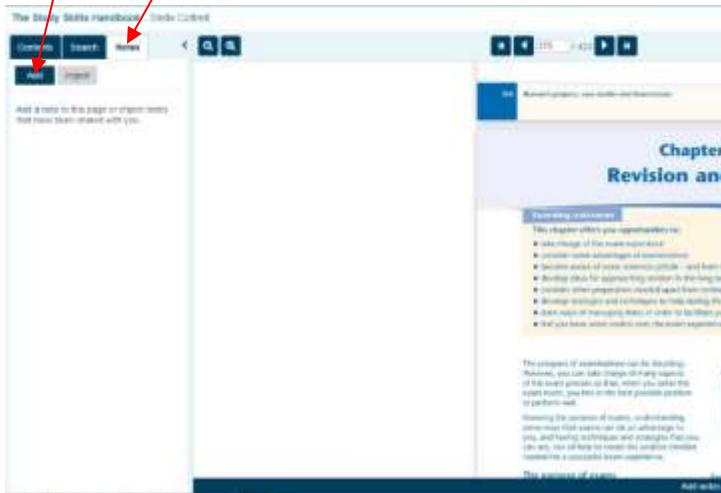
Searching

You can search for keywords or terms within a book:

Dawsonera (cont.)

Adding, Exporting and Sharing Notes

Click on the 'Notes' tab then on 'Add'. This will bring up a text box into which you can type your notes.

Alternatively, click here to display the text box

When you have written your notes, click on 'Save and close' and your notes will appear in the 'Notes' tab on the left and will be hyperlinked to the corresponding page.

Click on **'Export'** to export your notes as a text file and save them.
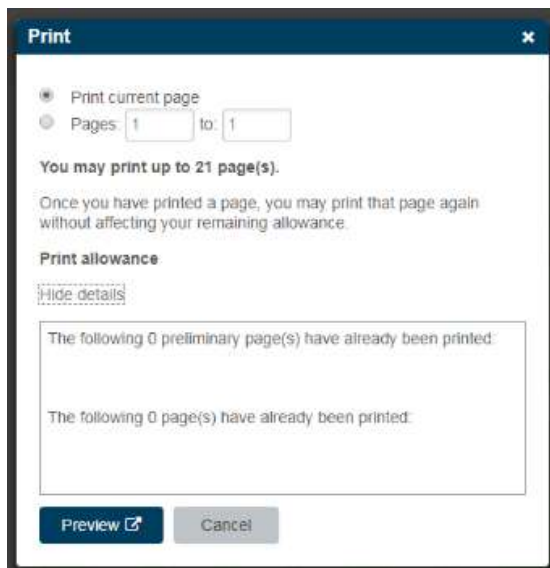
Click on **'Share'** and a pop-up will appear containing a code. Copy this code and save it into an email or a Word document. You can then send it to your colleagues.

When your colleagues receive this code, tell them to click on 'Import', copy and paste the code into the pop-up box and click 'Import'. The notes you sent will be added to their Notes section.

Printing and Copying

You may only print or copy from the Read Online version, not from the downloaded version. The publisher determines how much you can print or copy, but it is usually around 10% of a book.

When you click on 'Print' (or on 'Copy') you will see this pop-up telling you how many pages you can print/copy. Clicking on 'Show details' will show you any pages you have already printed/copied.

Exporting to EndNote

Click on 'Cite' and a pop-up will appear; click on EndNote. A 'Choose Destination' pop-up will appear; select 'EndNote Online' or 'EndNote' [desktop version] depending on which version you are using. If you are not already logged into EndNote you will be prompted to login.
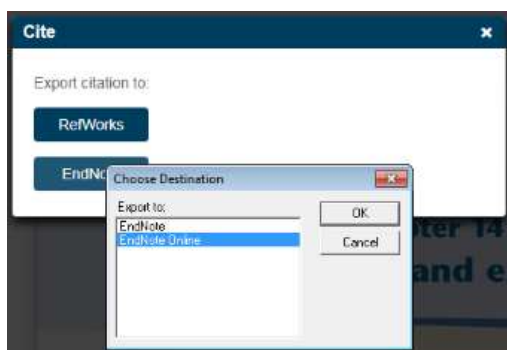
If using EndNote Online, a pop-up will appear telling you that your reference has been exported:
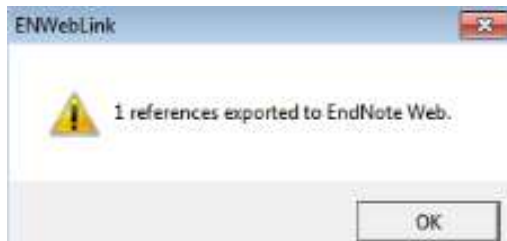
If using EndNote Desktop, your 'Imported Reference' will appear in 'My Library' on the left.

Downloading a chapter
This facility is not available from Dawsonera.

Downloading
We do not recommend downloading a whole book unless you need offline access to it. The '**Download ebook**' option enables you to download the book to a personal device to read offline for 24 hours or for the period indicated in the 'Information' on the homepage (1 hour in the Study Skills Handbook example above). Once this period has expired, you will need to download it again to continue reading. Once expired, the e-book file will still be on your device but cannot be opened. You must remove the file manually from your e-book reader.

You will need to install one of the following e-book readers on your device before you can download an e-book:

- If you are using a **desktop or a laptop** you will need to download Adobe Digital Editions or Kortext
- If you are using an **Apple** device you will need to download either Adobe Digital Editions, the Bluefire Reader or the Kortext app from the Apple App Store
- If you are using an **Android** device, you will need to download the Bluefire Reader or the Kortext app from the Google Play Store.

When you use one of these e-book readers for the first time you will be asked to create an Adobe ID. If you want to access downloaded content on multiple devices, you will need to sign in with your Adobe ID on each device. Using an Adobe ID allows you to download the same e-book on up to six devices, as long as you've authorised each device with the same Adobe ID.

Dawsonera (cont.)
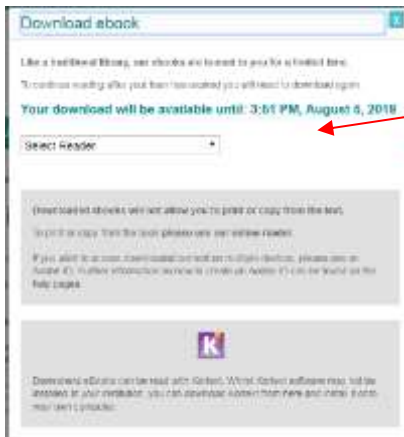
When you click on the 'Download' button, you will see the following pop-up telling you how long your download will be available for and asking you to select which reader you will be using.

Using Kortext for accessibility

Kortext has some features to make Dawsonera e-books more accessible:

• Convert text to speech with Read Aloud (different voices available)

• Change font and size to suit your needs

• Change line spacing, margin width and text justification

• Change background colour, text colour or night mode to enhance the overall reading experience

• Page numbers appear in the margin for ease of navigation

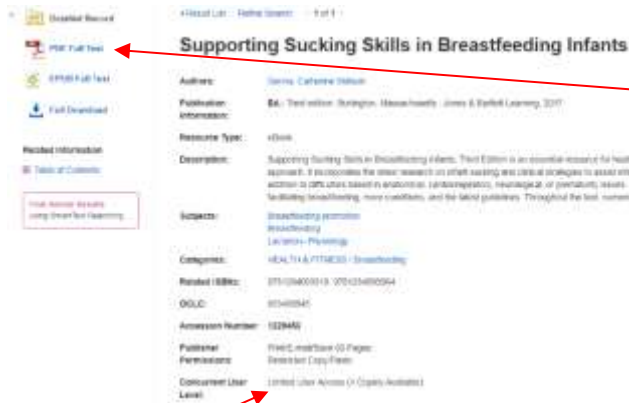• Kortext provides alternative text for images

Please see Using Kortext with Dawsonera for further instructions.

Please see the Dawsonera User Guides for further help.

Reading Online

The best way to read Ebsco e-books is to select the 'PDF Full Text' option.

To read the e-book online, select the 'PDF Full Text' option on a desktop or laptop, or the 'EPUB Full Text' option if using a mobile device.

'Concurrent User Level' tells you how many readers can access the e-book at the same time. If somebody else is already reading the book, you will see the following message so you will need to try again in a few minutes:

Adding Notes

2. Select 'New Note'. If you want to save your notes, you will need to login to My EBSCOhost.

1. Select 'Create Note'
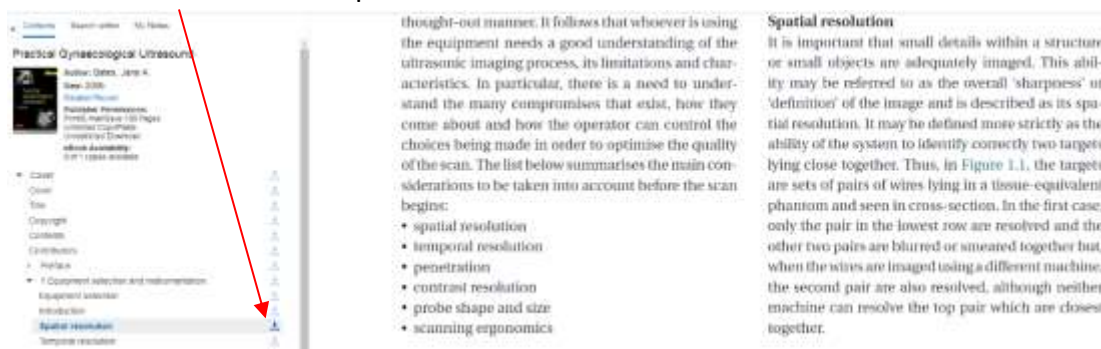
If you have not yet created an EBSCOhost account, click on the 'Create one now' link at the bottom of the screen. Once you have created an account you will be able to save your notes and download a book should you need offline access.

Downloading a chapter

Once you have selected 'PDF Full Text', you can download a chapter by clicking on 'Contents' then on the Download Chapter icon:

Depending on publisher-specified limits, up to 100 pages (per user) of an EBSCO e-book can be printed, saved or emailed as a PDF file. This pdf does not expire.

Saving a Permanent URL to an e-book

Please see this FAQ for instructions on how to save a 'Permalink' to an e-book.

Citing your reference

If you click on 'Cite' in the right-hand menu, a list of references in various referencing styles is displayed, including APA and Harvard. However, please be aware that the version of Harvard is not the BU Harvard version that you need use to here at AECC University College, so you must check your references against the BU Referencing Guide and amend accordingly.
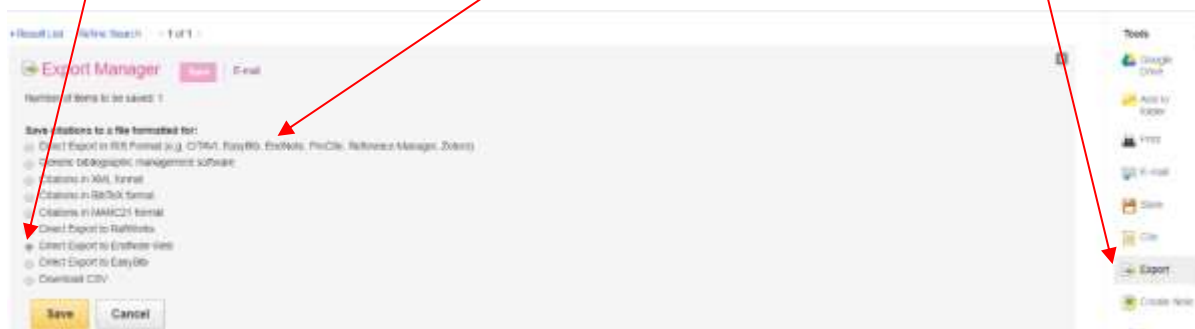
Exporting your reference to EndNote

2. Select 'Direct Export to EndNote web' if you are using EndNote Online, or 'Direct export in RIS format' if you are using EndNote [desktop].

1. Select 'Export'

If you are not already logged into EndNote you will be prompted to login. In EndNote Online you will see a message 'Number of records imported: 1'. In EndNote Desktop, your 'Imported Reference' will appear in 'My Library' on the left.
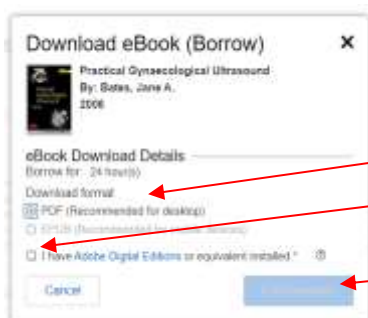
Downloading a book

We do not recommend downloading a whole book unless you need offline access to it. Your downloaded book will be available for 24 hours, after which you will need to download it again to continue reading. Once expired, the e-book file will still be on your device but cannot be opened. You must remove the file manually by opening Adobe Digital Editions and removing it from your library.

You will first need to download Adobe Digital Editions onto your device. When you use Adobe Digital Editions for the first time you will be asked to create an Adobe ID. If you want to access downloaded content on multiple devices, you will need to sign in with your Adobe ID on each device. Using an Adobe ID allows you to download the same e-book on up to six devices, as long as you've authorised each device with the same Adobe ID.

After selecting 'Full Download', if you are not already logged into My EBSCOhost you are prompted to do so (see instructions for creating an EBSCOhost account if you have not already done so).

If using an Apple device, you must allow pop-ups in the Safari web browser settings as the downloaded e-book file opens in a new tab before opening in the Adobe Digital Editions app.

Ebsco (cont.)

Once logged into My EBSCOhost, you will see a pop-up asking you to:

- choose the download format
- tick to confirm that you have Adobe Digital Editions installed on your device
- Select 'Full Download'

Further help on reading and downloading e-books is available from the EBSCO eBooks LibGuide

ProQuest Ebook Central

Click on '?' for further help on all the different features

You can see the number of copies that can be read at the same time.

You can download or print individual pages or a chapter up to the maximum number of pages stated (44 pages in this example). This download does not expire.

You can read the e-book online

Read Online

The best way to read e-books on Ebook Central is to select the 'Read Online' option.

If you see the following message, the book is in use by another reader, so you will need to try again in a few minutes:

Searching

You can search for keywords or terms within a book. To search for a phrase, enclose your words in quotation marks, for example "decision making":
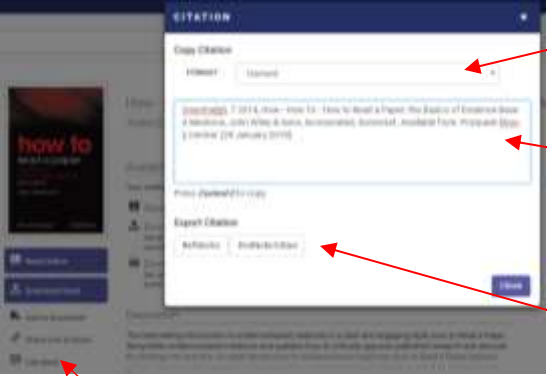
Adding Notes

You can add your own notes, plus highlight and bookmark sections.

You will be asked to login with your University College username and password before you can do so.

**Citing your reference and downloading to EndNote**

If you click on 'Cite Book' in the menu, a list of references in various referencing styles is displayed, including APA and Harvard. However, please be aware that the version of Harvard is not the BU Harvard version that you need use to here at AECC University College, so you must check your references against the BU Referencing Guide and amend accordingly.

2. Select 'APA' or 'Harvard' format

3. The citation is displayed which you can copy and amend.

4. Select 'EndNote' to download the citation.

1. Select 'Cite Book'

After selecting 'EndNote', a 'Choose Destination' pop-up will appear; select 'EndNote Online' or 'EndNote' [desktop version] depending on which version you are using. If you are not already logged into EndNote you will be prompted to login. If using EndNote Online, a pop-up will appear telling you that your reference has been exported:
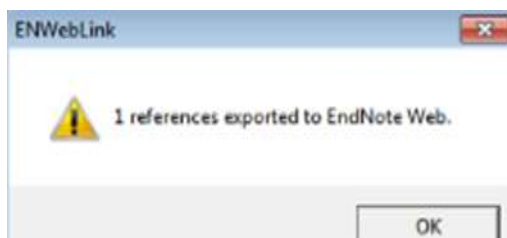
If using EndNote Desktop, your 'Imported Reference' will appear in 'My Library' on the left.

Downloading a chapter and printing

When you download individual pages or a chapter you download a searchable pdf file that doesn't expire.

The typical print allowance for most titles is 40% of the book.

Downloading a book

We do not recommend downloading a whole book unless you need offline access to it. You can download the entire book to read offline, but unlike an individual chapter, this will expire after a period of time, and you will need to download it again to continue reading. Once expired, the e-book file will still be on your device but cannot be opened. You must remove the file manually from your e-book reader.

To download a whole book, you will need to log in with your AECC University College username and password. If using a laptop or desktop computer you will first need to download Adobe Digital Editions. If using a mobile device, you will need to download either Adoble Digital Editions or the Bluefire Reader onto your device. When you use Adobe Digital Editions for the first time you will be asked to create an Adobe ID. If you want to access downloaded content on multiple devices, you will need to sign in with your Adobe ID on each device. Using an Adobe ID allows you to download the same e-book on up to six devices, as long as you've authorised each device with the same Adobe ID.

For **further help** on reading and downloading e-books, please see the ProQuest Ebook Central LibGuides.