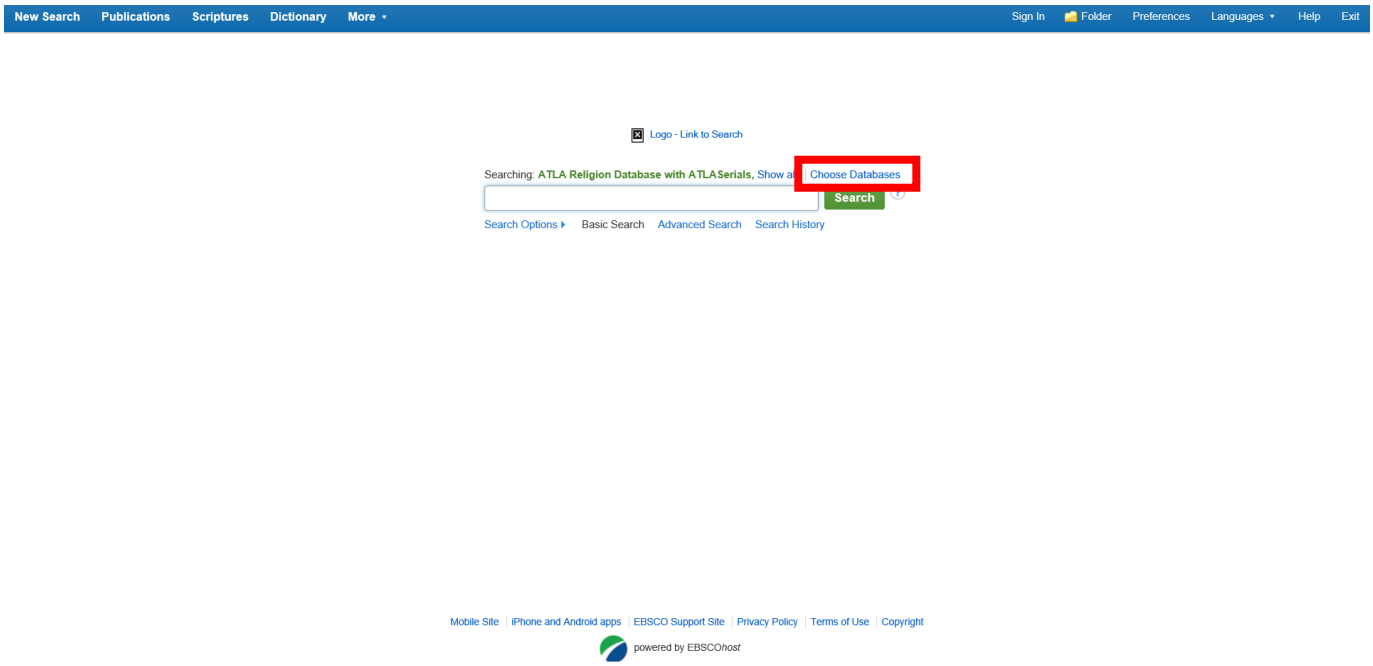
Accessing eBooks

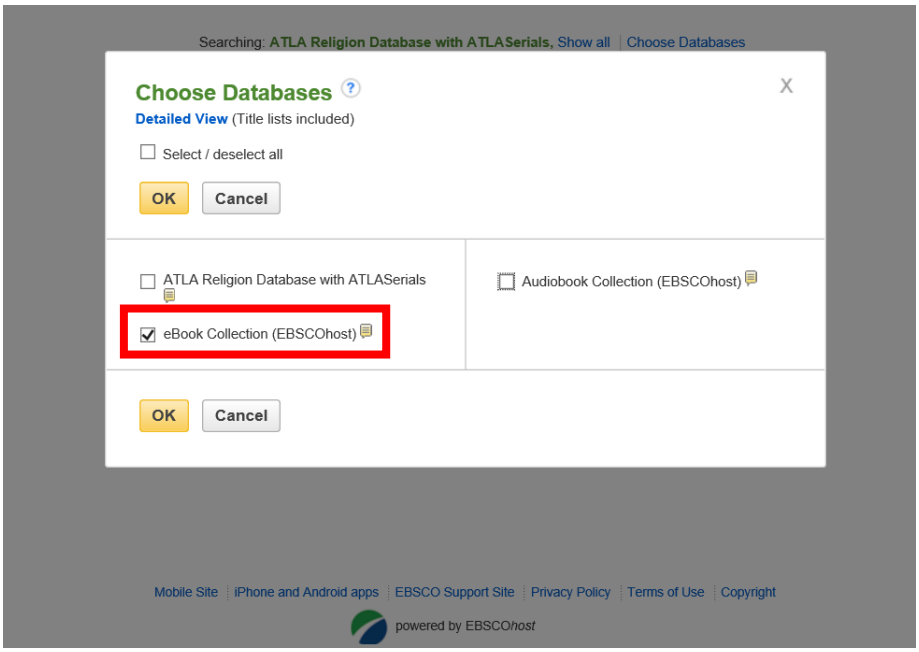
Gamble Guides

To **access eBooks**:

1. **Login** via the **link** and **User ID**. **Ask library staff** for further details if you do not yet have these.
2. **Click** on **'Choose Databases.'**



3. Select **'eBook Collection (EBSCOhost)'** and **click 'OK.' 'ATLA Religion Database with ATLASerials'** and **'Audiobook Collection (EBSCOhost)'** can be unselected if you just want to see eBooks.

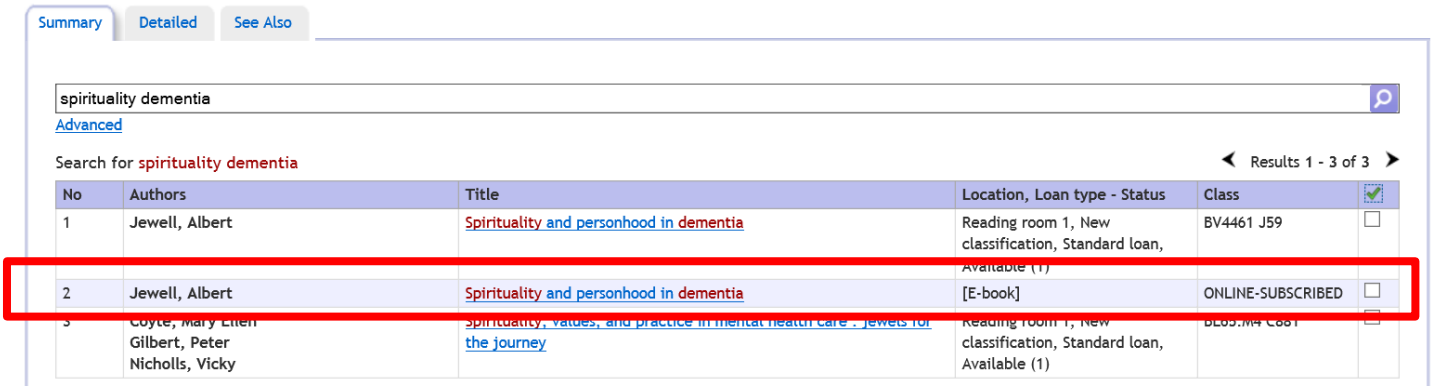


4. **Search** for a **specific eBook**. For example:
   A history of the early church to A.D. 500 / J.W.C. Wand. - 4th edn.
   Exploring the Old Testament. Vol. 4, the prophets / Gordon McConville.
   Everyday theology : how to read cultural texts and interpret trends / (eds.) Kevin J. Vanhoozer, Charles A. Anderson and Michael J. Sleasman.
   Christ-centered preaching : redeeming the expository sermon / Bryan Chapell. - 2nd edn.

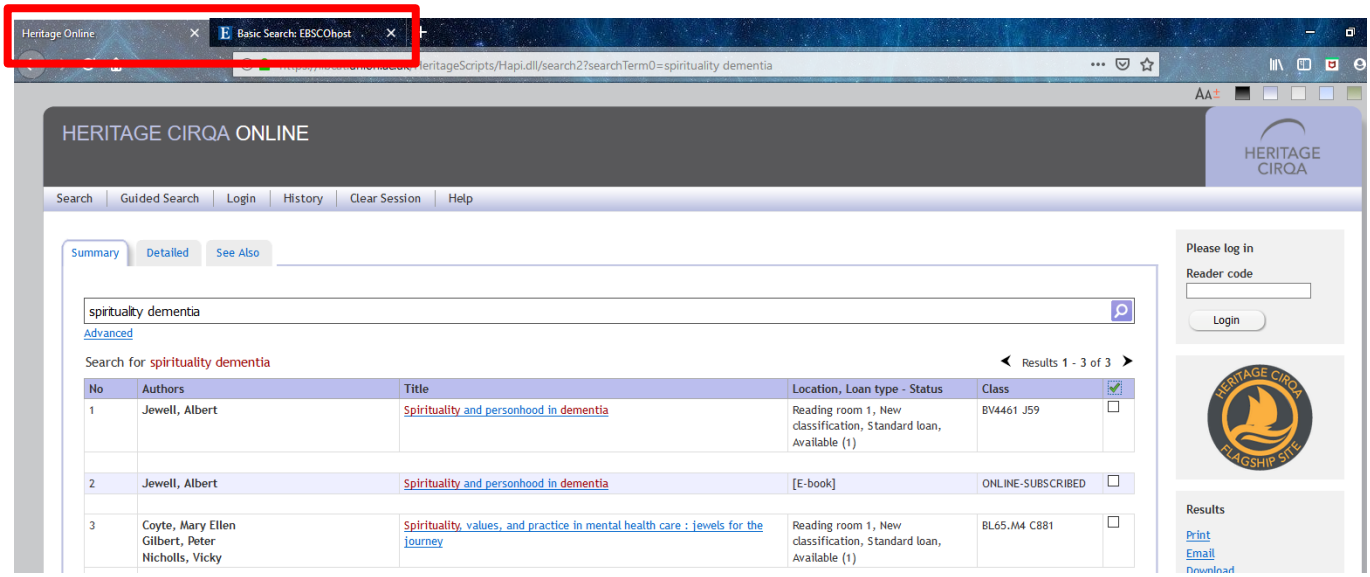
It is worth searching for any theology title since our eBook collection is being added to constantly….

Students will be emailed with further information about our eBooks during term time.

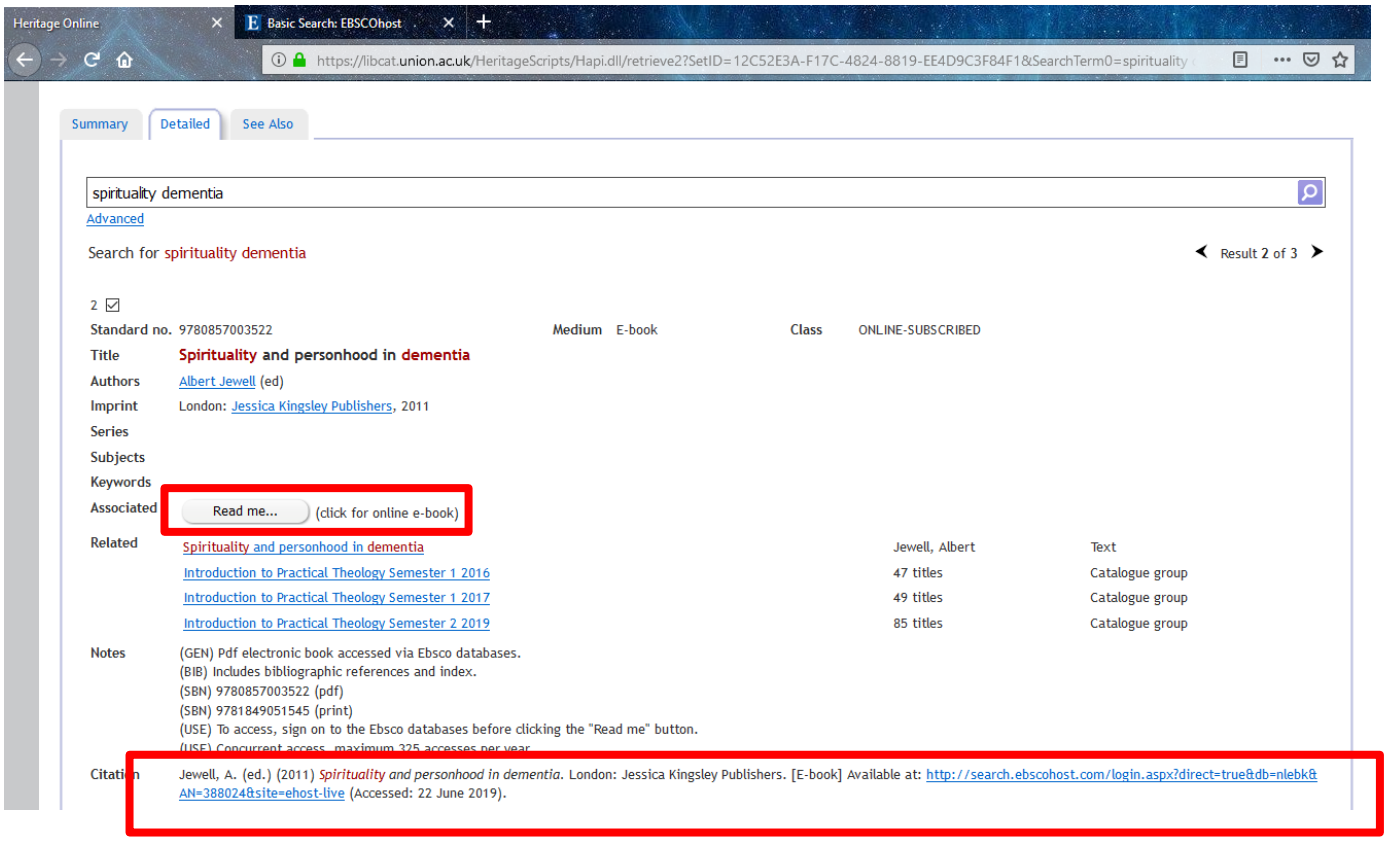
eBook titles can also **be seen while searching** our **library catalogue**:



If you are **searching our catalogue** and are **logged into ATLA and its eBook collections** in **another tab** like so -



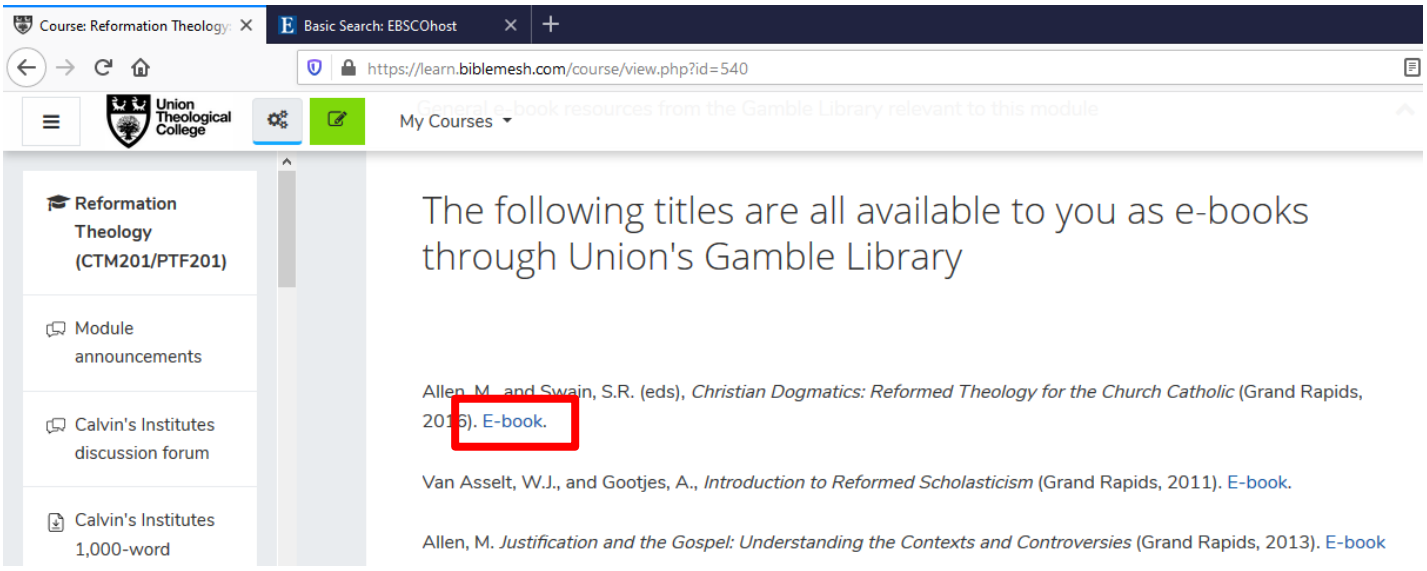
You can **click on either of the two links** in the red boxes below and **open the eBook directly**.



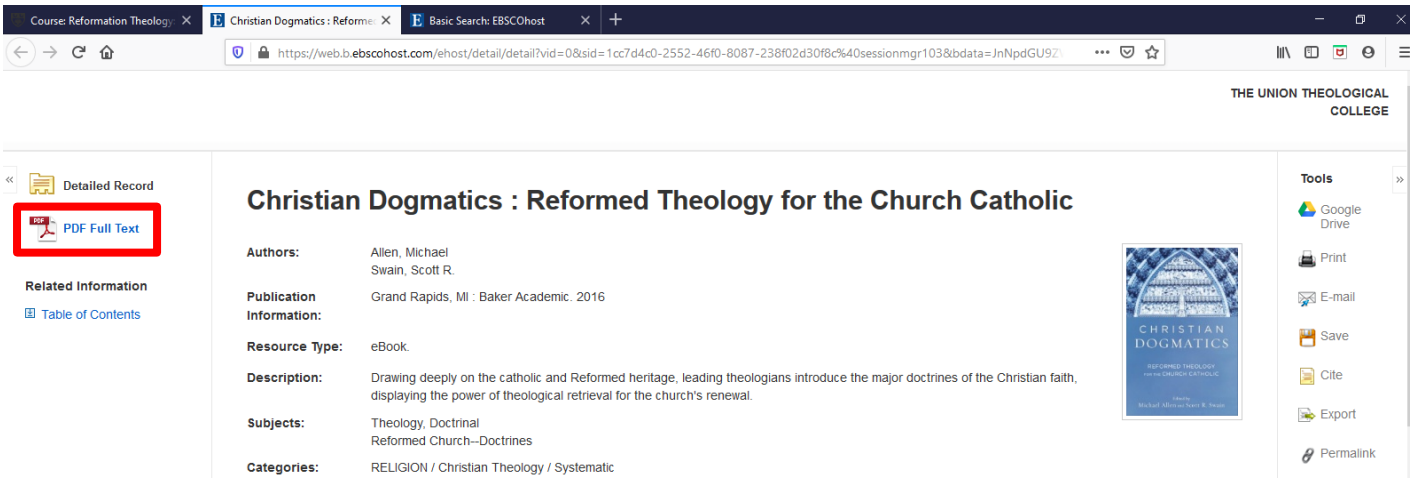
If the link fails because the URL has been changed, remember you should still be able to find the eBook by searching EBSCOhost for it (see above). Please let library staff know if the URL fails so they can correct this.

eBook titles can also **be seen on the BibleMesh VLE:**

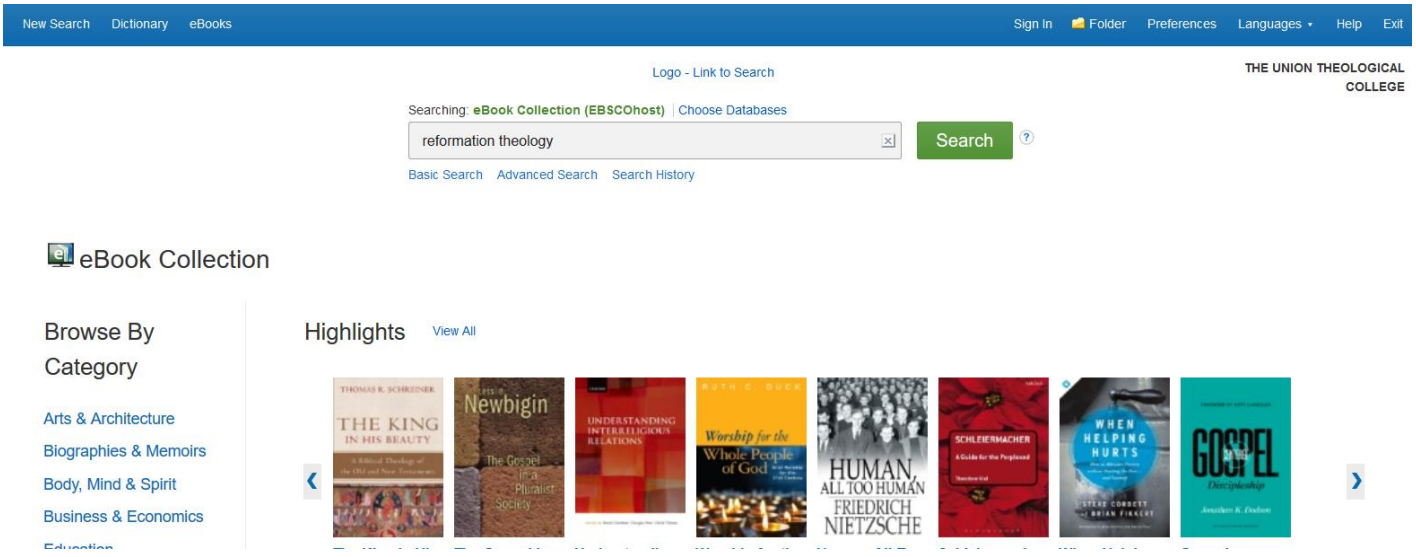
If you are **logged into ATLA in another tab**, just **click the hyperlinked 'E-book'** at the end of the citation to open the eBook record.

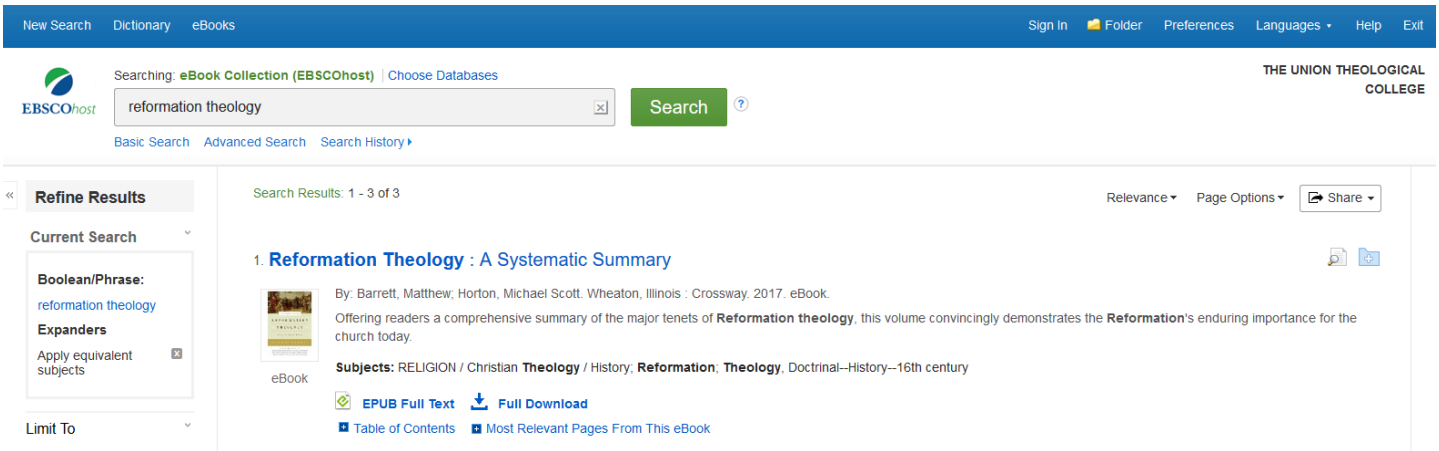


Just click on **‘PDF Full Text’** or **‘EPUB Full Text’** on the left of the screen to **open the actual eBook**.

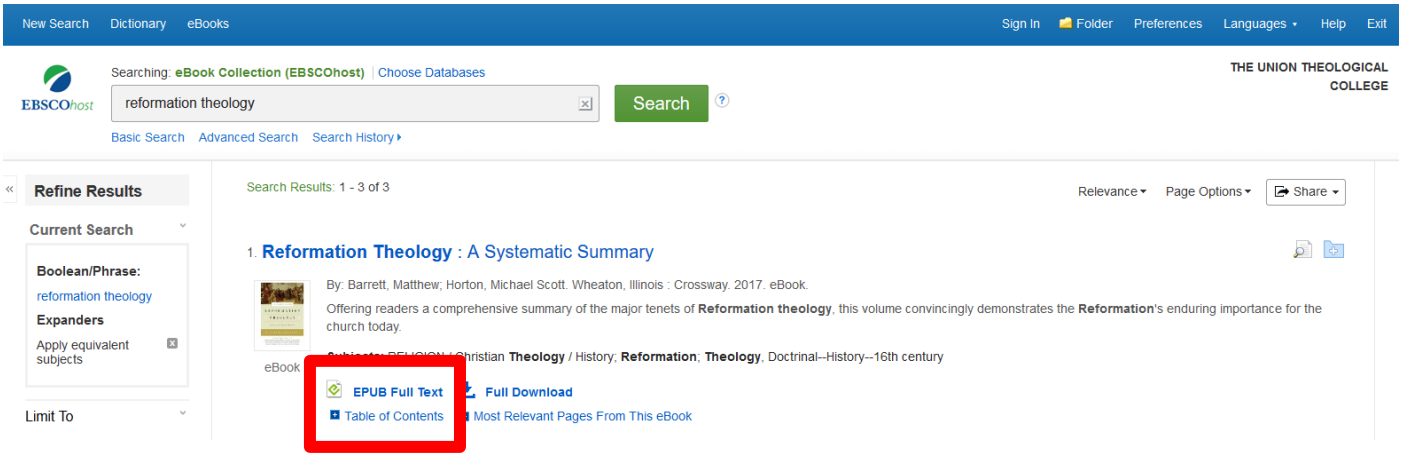


An **example** of **searching for an eBook once you are logged in to view ‘eBook Collection (EBSCOhost)’ only**:

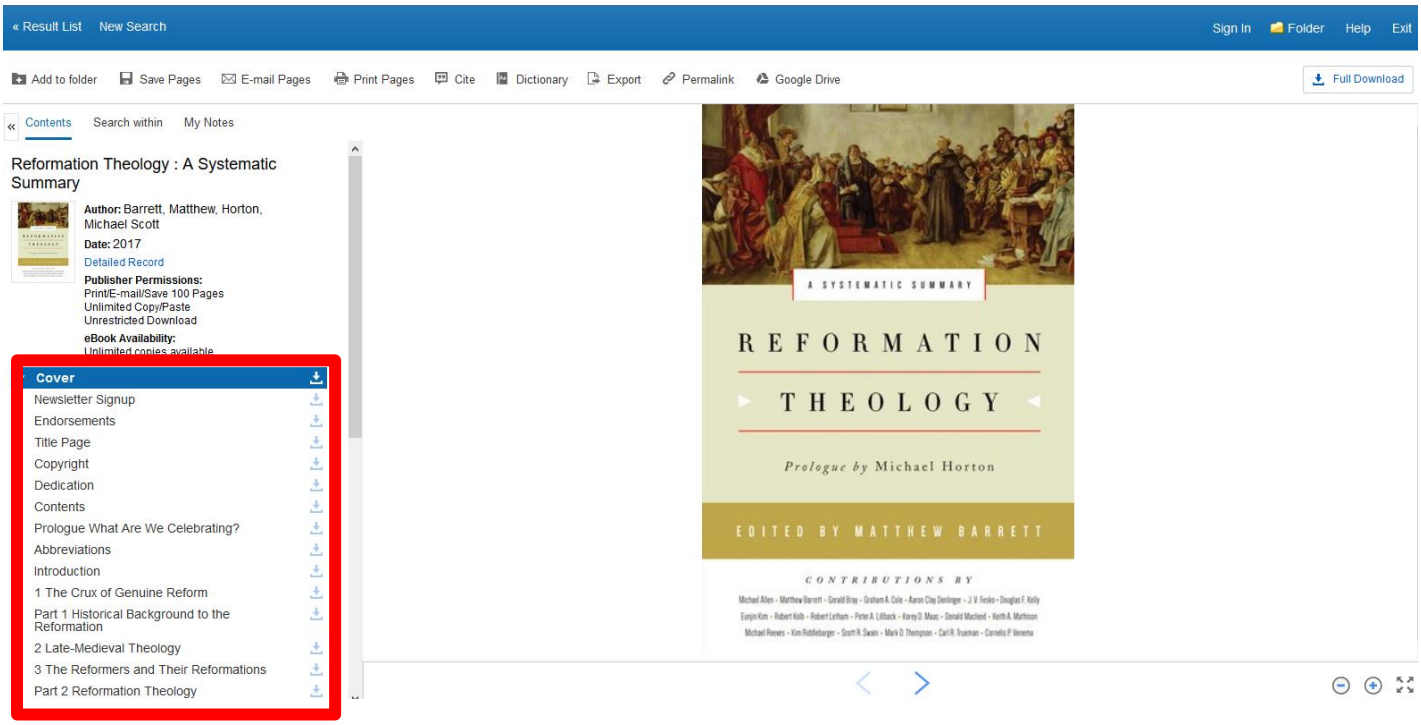




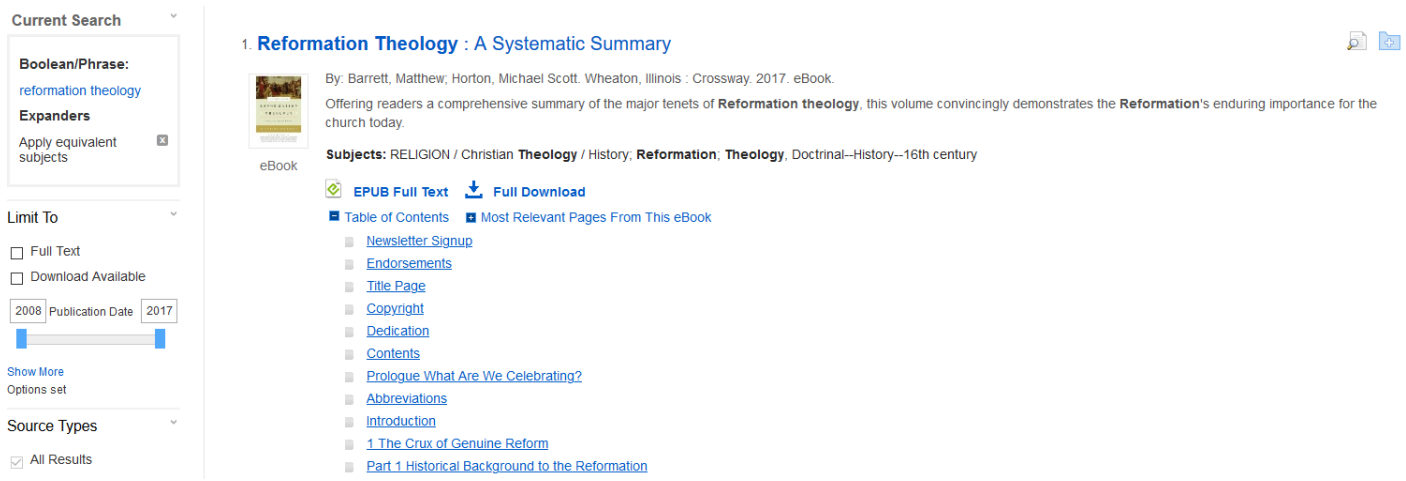
5. **View the text** of the eBook by clicking on **‘EPUB Full Text’** (or ‘**PDF Full Text’**) *or* **‘Table of Contents.’**



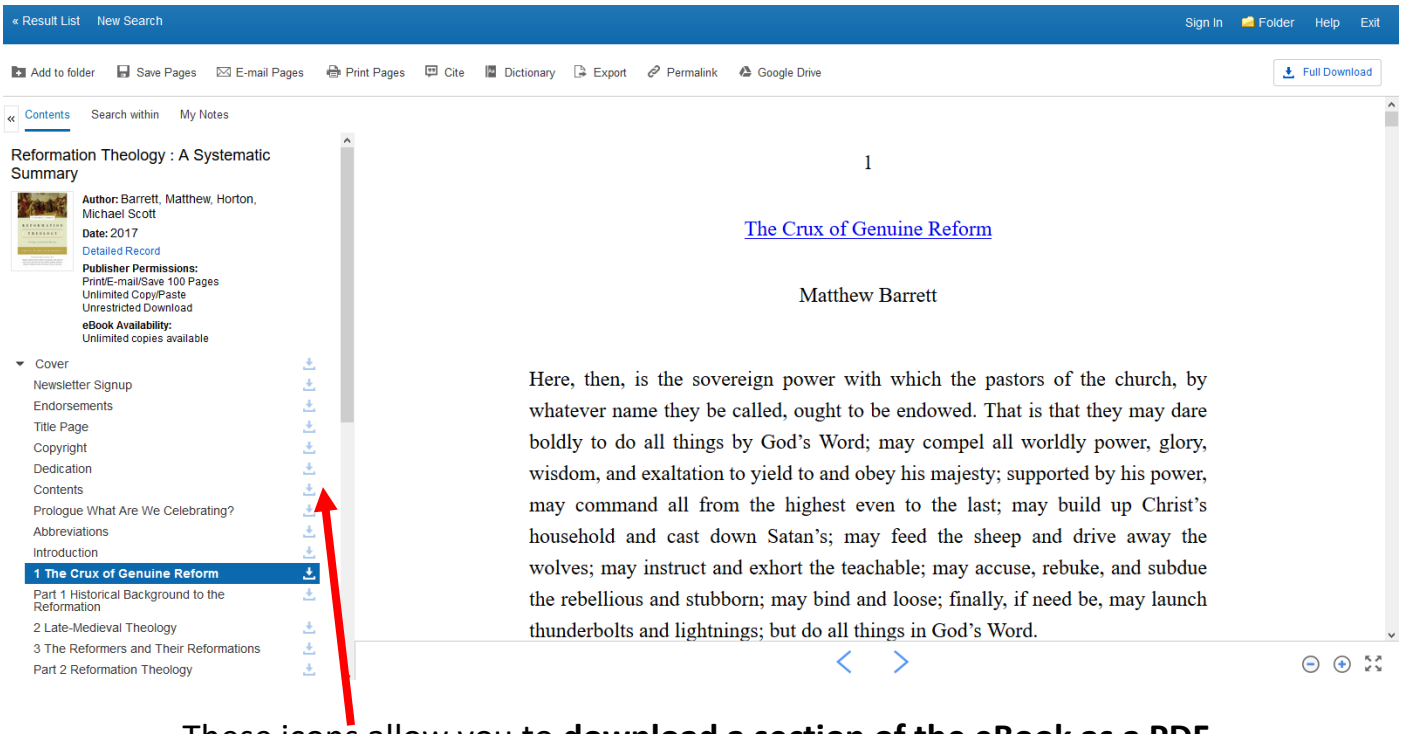
If you clicked **‘EPUB Full Text,’** select specific **parts of the eBook** on the left under **‘Contents.’**



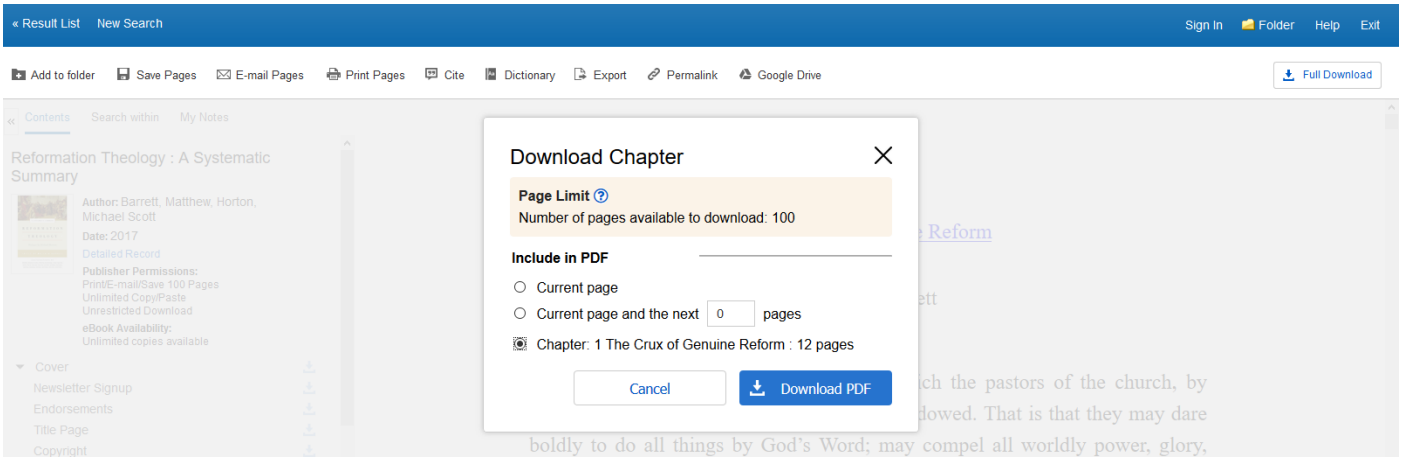
If you clicked **‘Table of Contents,’ select specific parts** of the eBook and the **EPUB will open there.**

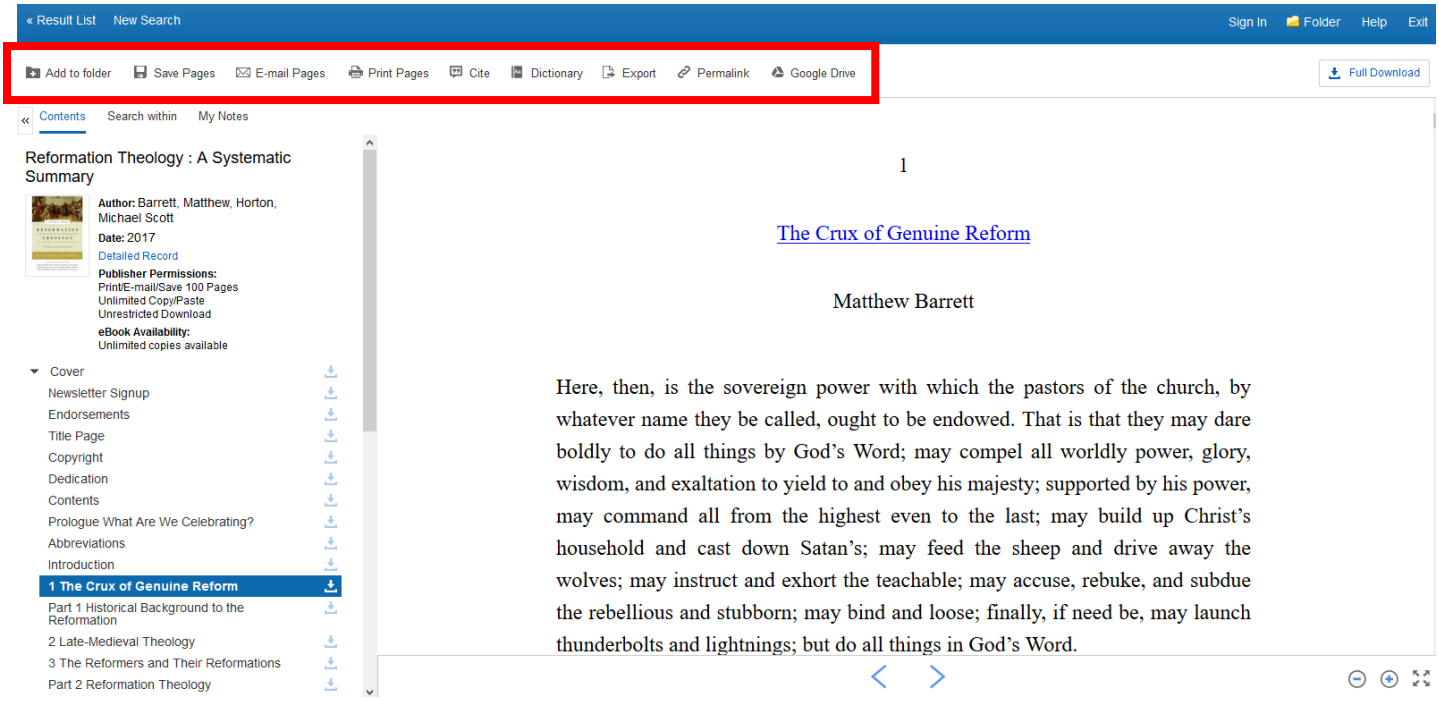


There are many **useful features** in these eBooks.



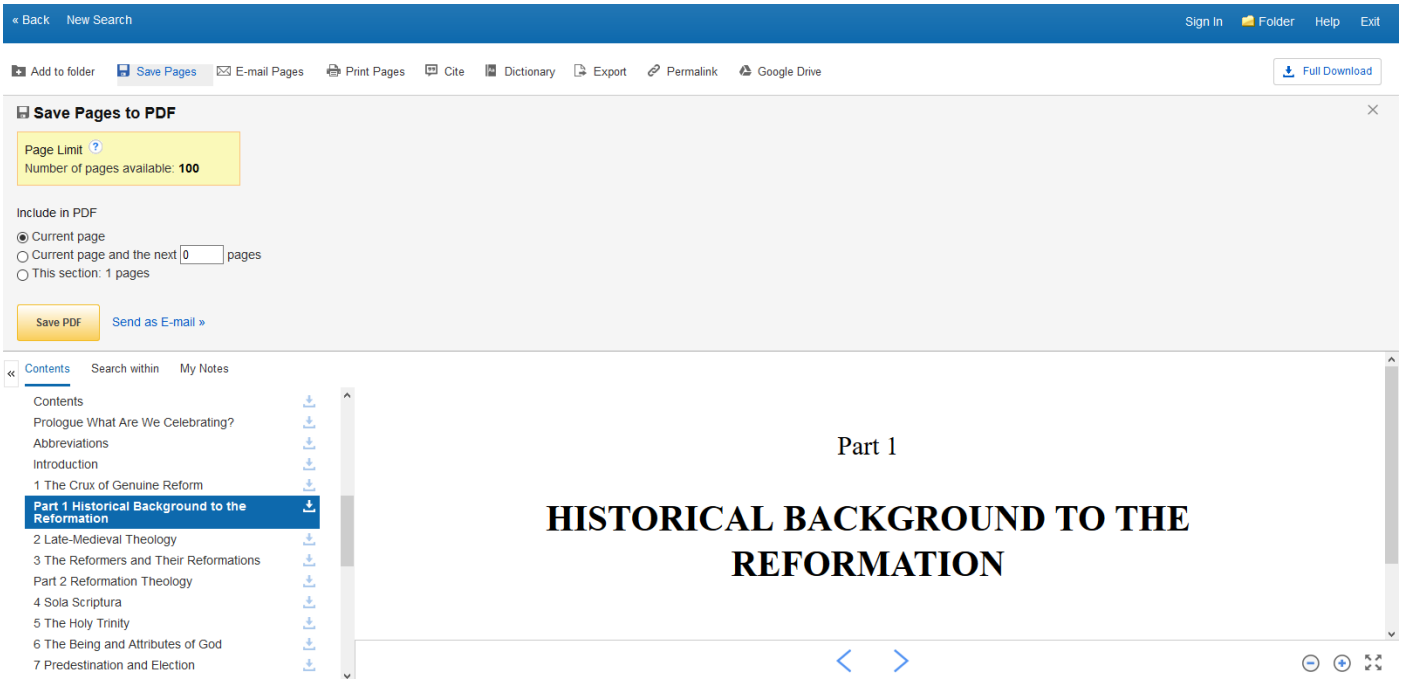
These icons allow you to **download a section of the eBook as a PDF**.



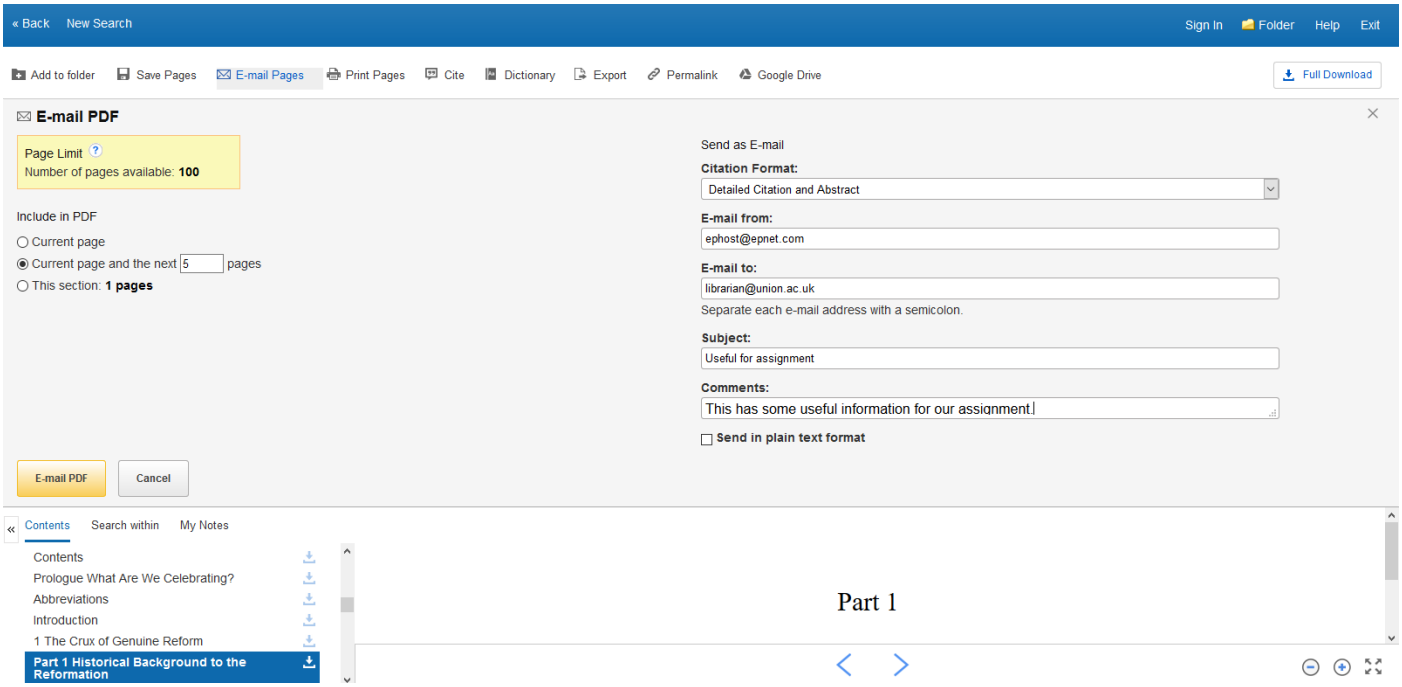


If you have created your own **personal account** you can **add the eBook** to a **folder** in your account and **view it again** later. (You can create your own account by clicking **'Sign in'** and **'Create one now.'** See Gamble Guide on *Searching for journal articles on ATLA databases* for more information about creating your own account).

You can **save** a limited number of **pages** from the eBook as **PDFs**. The number of pages varies depending on the eBook.

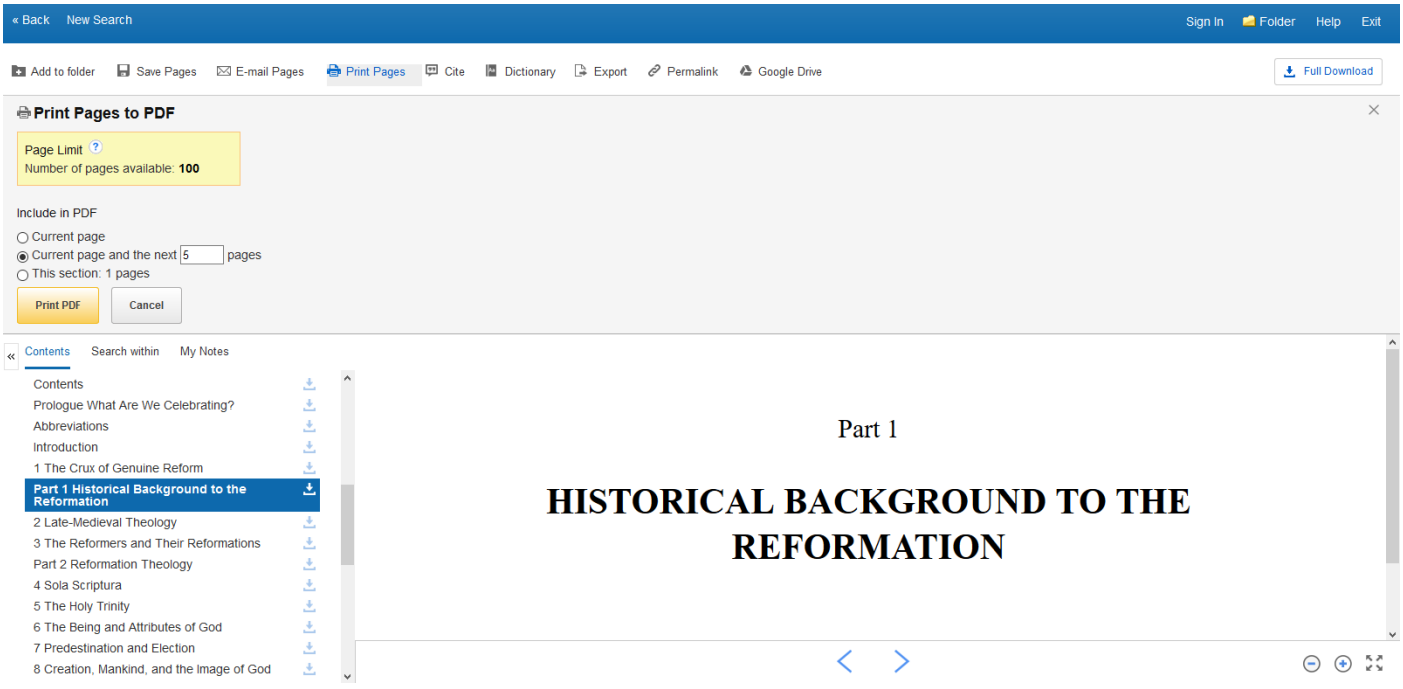


You can **email specific pages** to yourself and others. Fill in the details and click **'E-mail PDF.'**

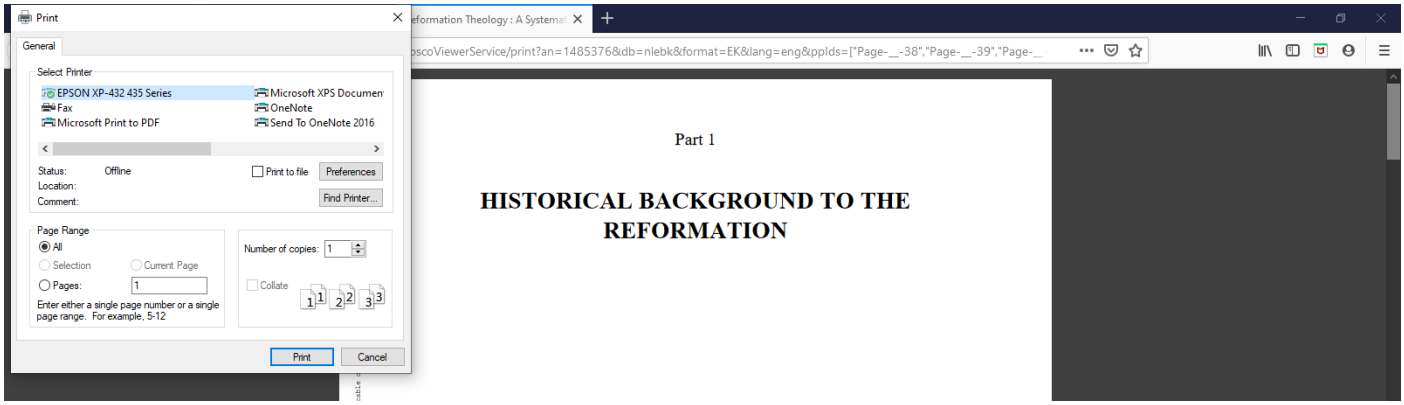


Print Pages

You can **print** out specific **pages**. The amount which you can print is limited and varies from eBook to eBook.

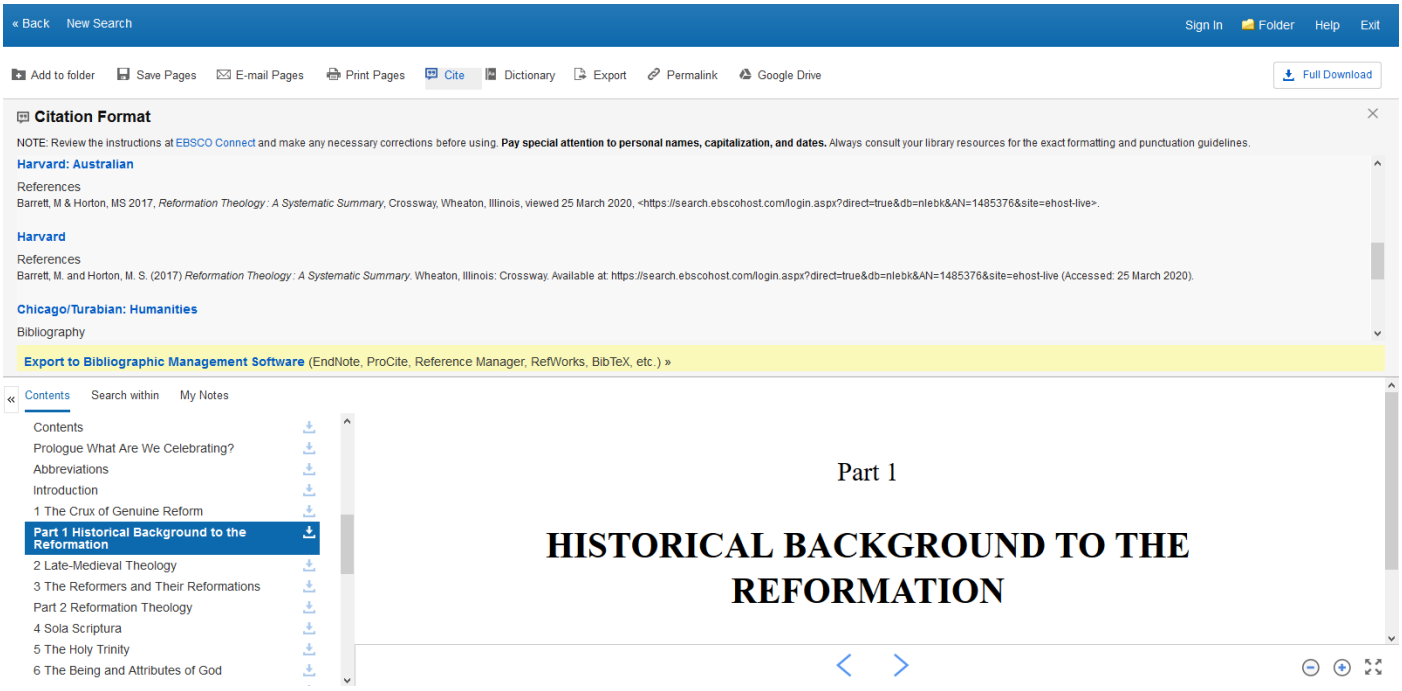


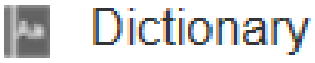
A printer friendly version will be prepared and a dialogue box concerning printing options will automatically appear for you to print the document.



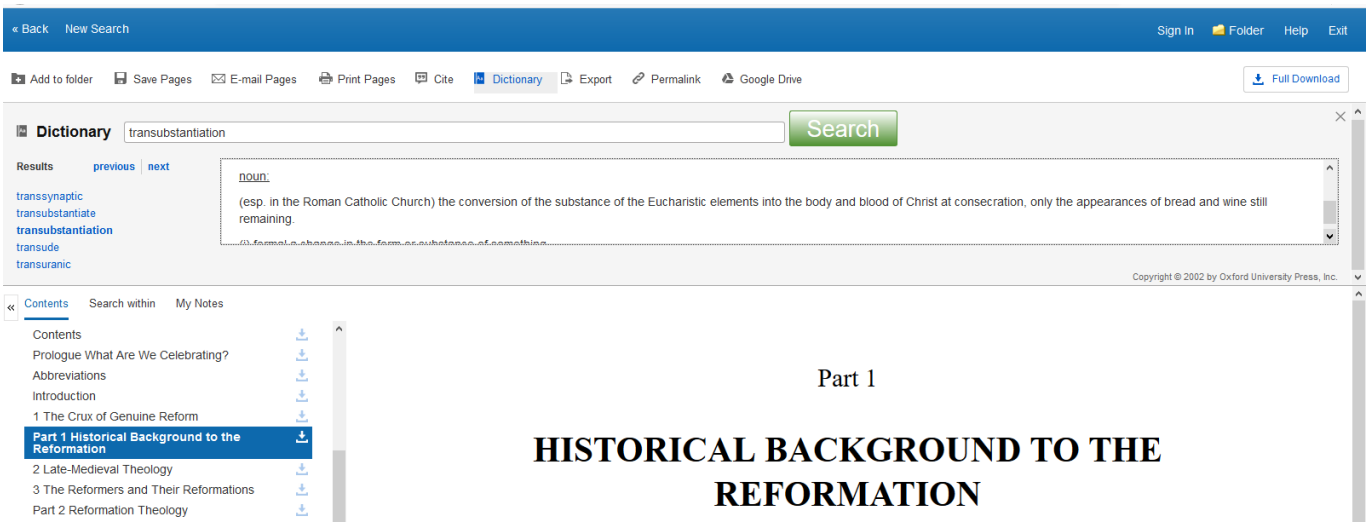
Cite the eBook.

You can **see various types of citations** for the eBook. **Be careful** however. *These may not comply with the College's referencing conventions.* Follow guidance given by the University or College ***first***.





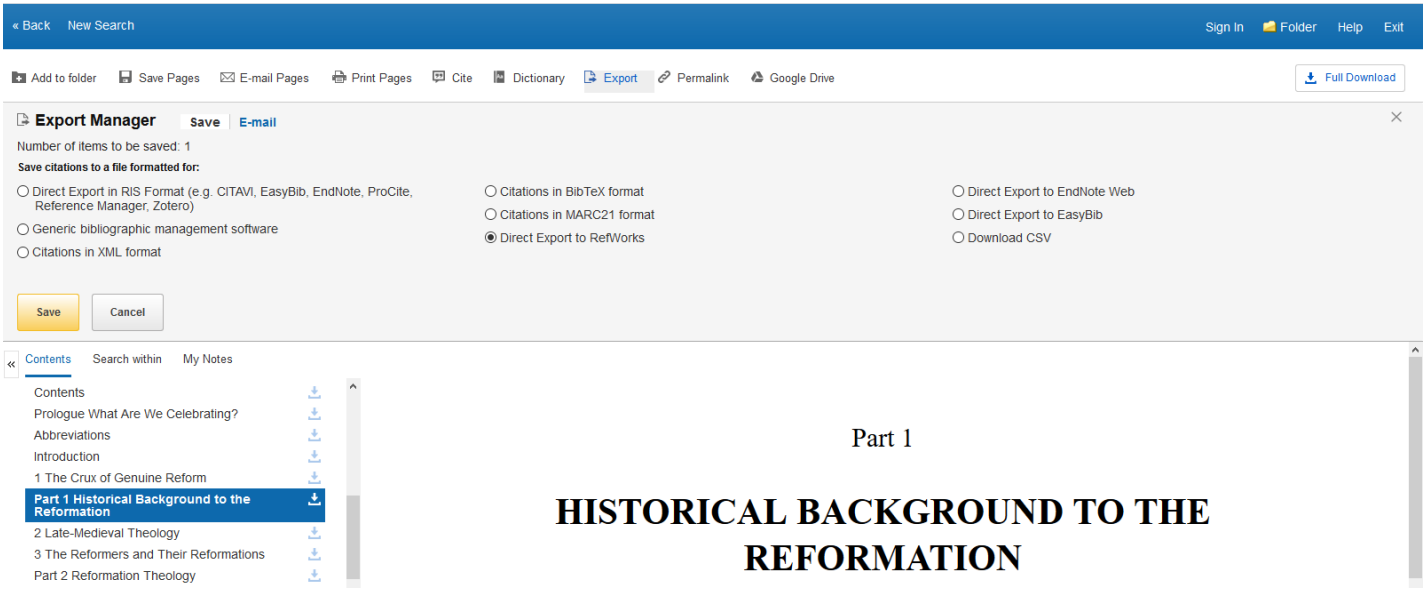
You can use **EBSCO's dictionary** to check definitions.



Export

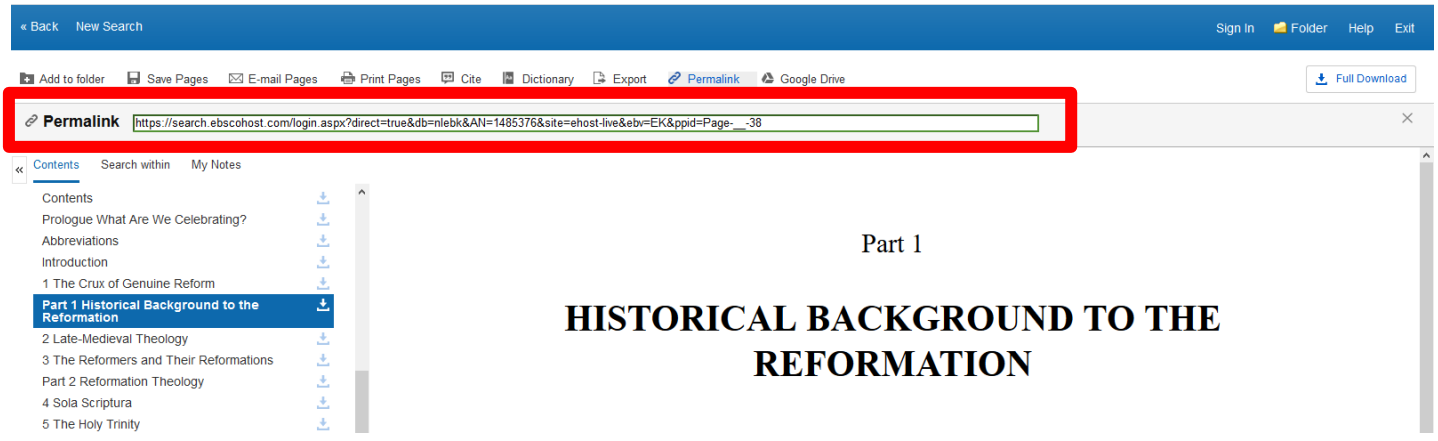
You can **export citations into a range of different bibliographic management tools**. (There are free versions of some of these online).

Click on **'Export'**, select where you wish to export these to and follow the onscreen instructions.

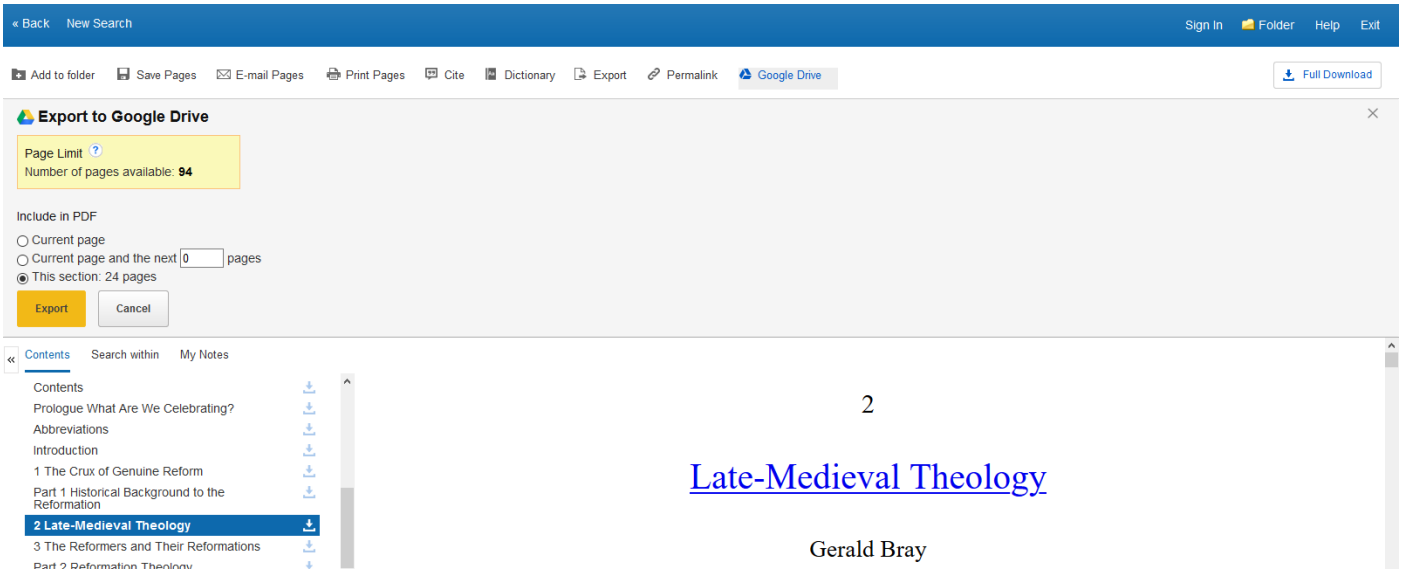


Permalink

You can see a **permanent link** to a page which can then be **saved in your folder** if you have your **own personal account**.

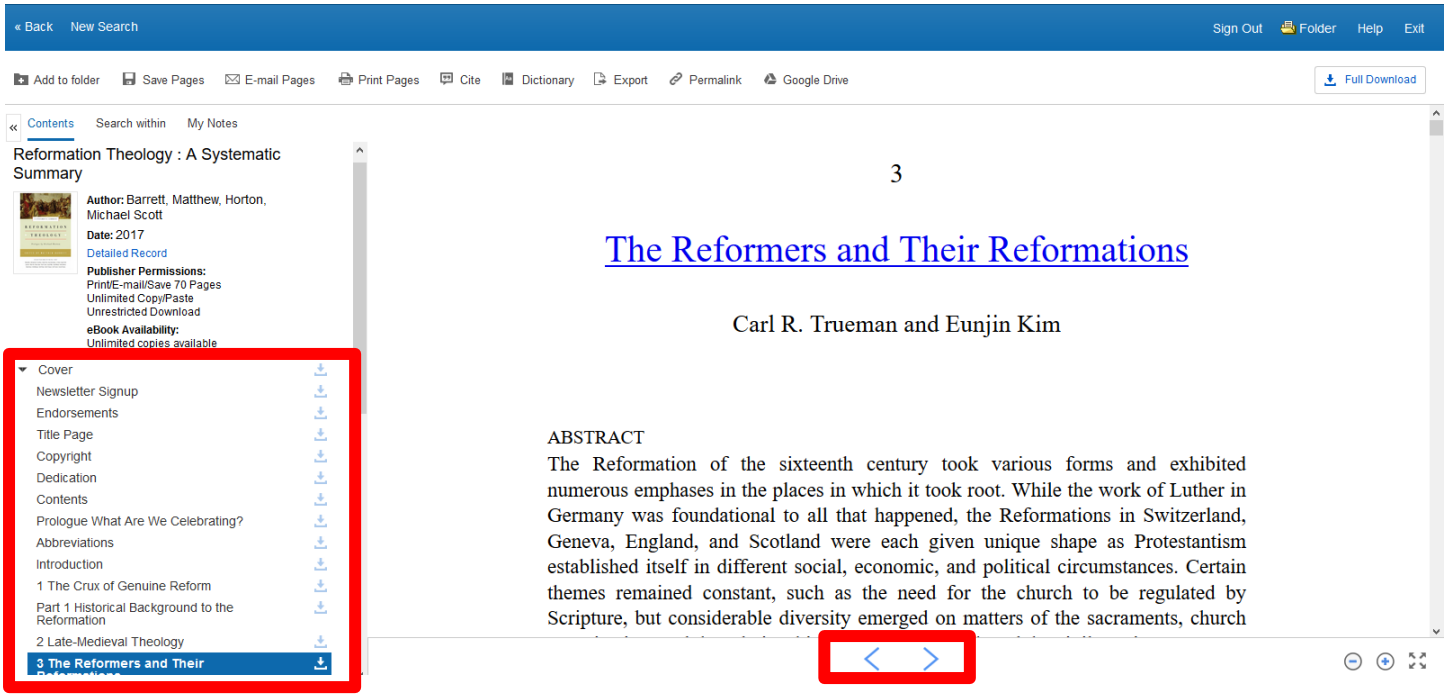


You can export pages to **Google Drive**. Click on **'Google Drive,'** select the amount you want to export and click **'Export.'** A pop-up will prompt you to enter your Google account details and allow EBSCO to connect to your Google Drive account.

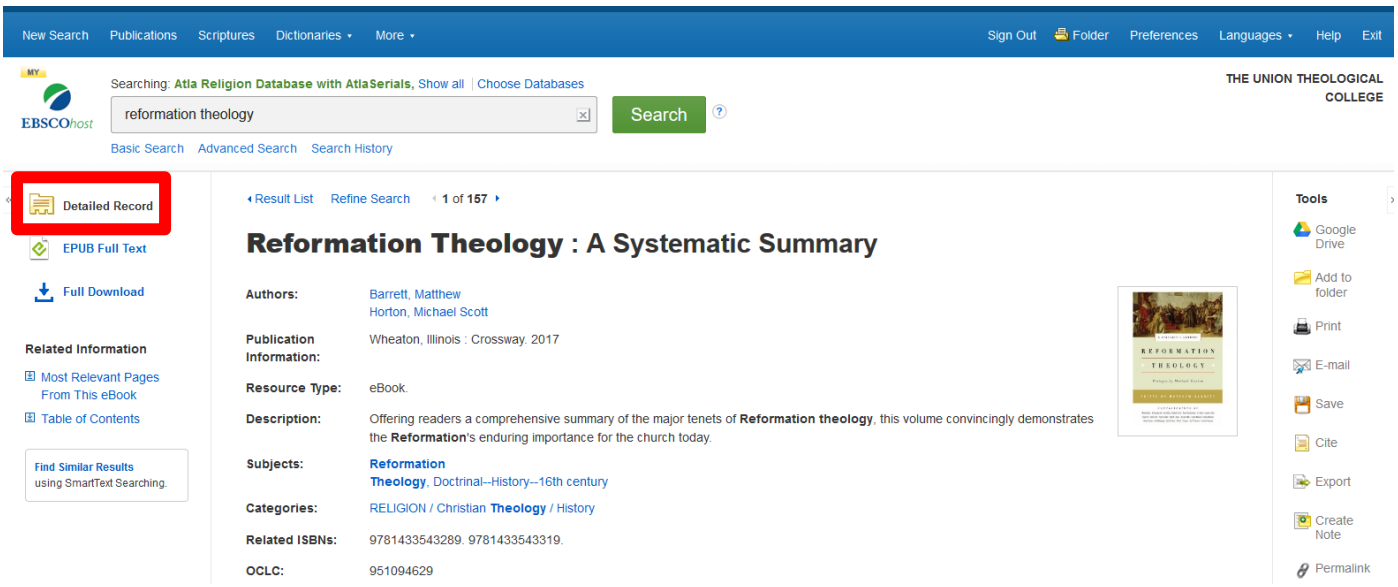


If you have your own **personal account** and the correct **software**, you can download and **borrow** an **eBook** for a **set time period.** This means it can be **read offline**. (The correct software: Digital Editions app installed on your mobile device (available on the App Store or Google Play) or computer, available here). **Please note:** *it is not necessary to download an eBook to read it. You can read it online without downloading it*.

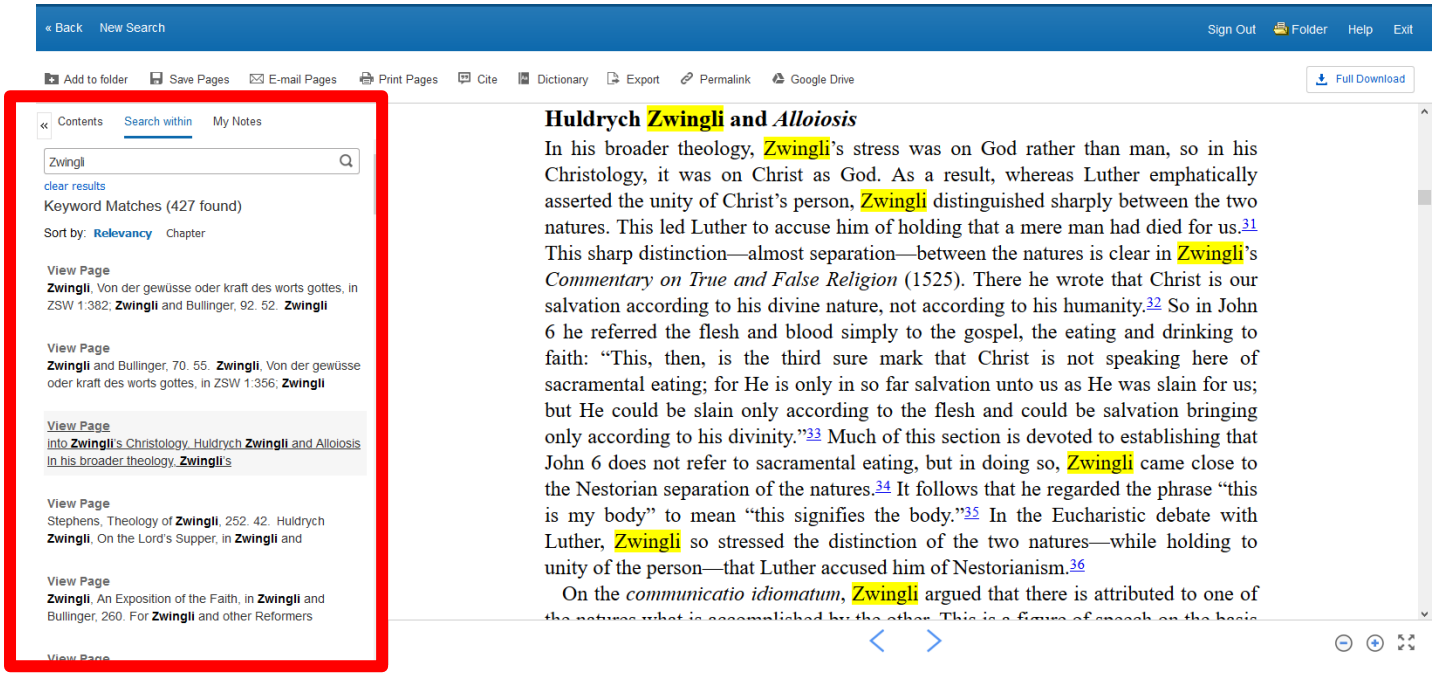
When **reading eBooks online** you can use the **arrows at the bottom of the screen** and the **contents** on the **left** to **navigate** to different parts of the book. **In a PDF eBook, typing** in a **page number** in the **box** will bring you **straight to that page**.



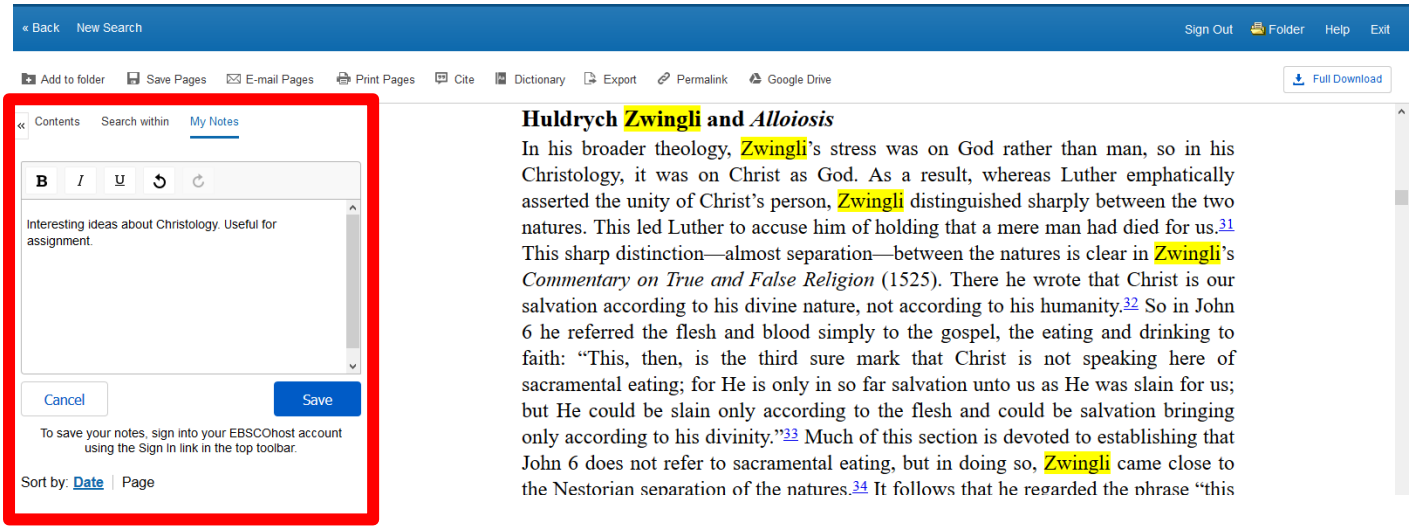
Clicking on **'Detailed Record'** allows you to see all the information you need to **reference** the eBook.



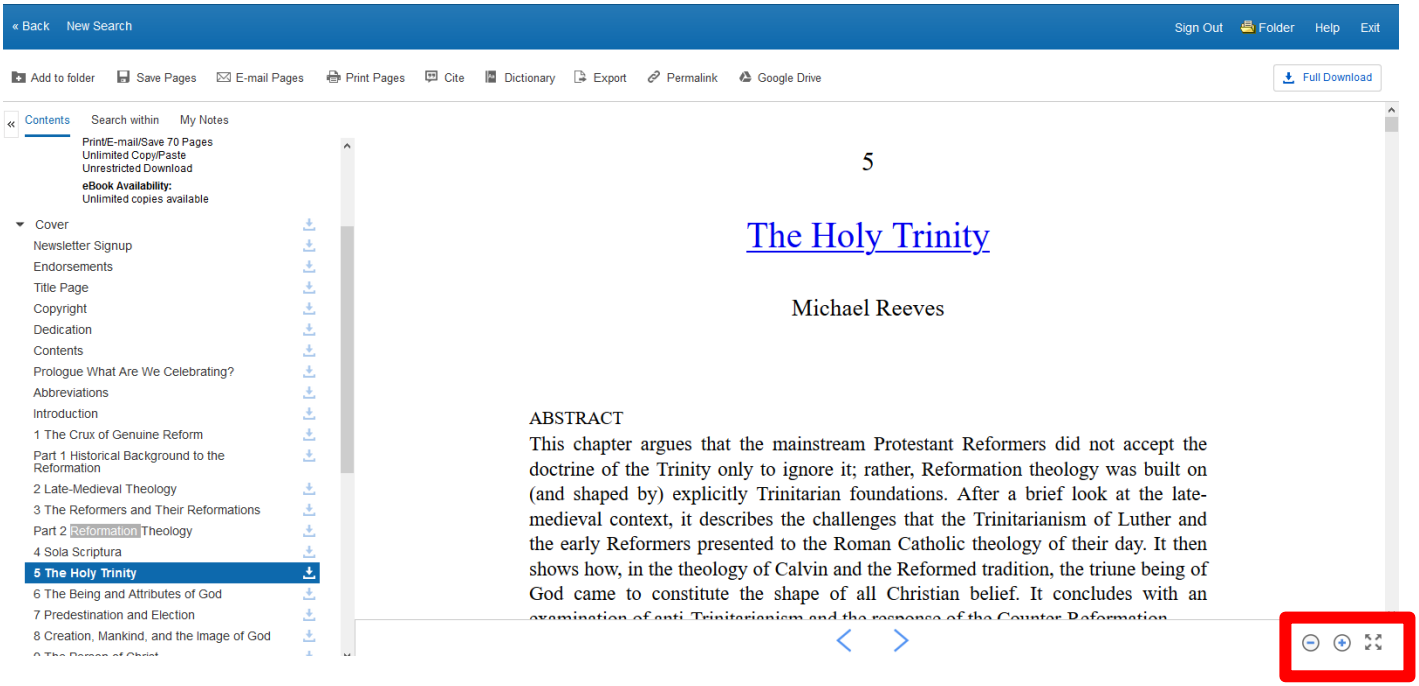
The **'Search within'** feature allows you to **search for keywords in the text** and go straight to them.



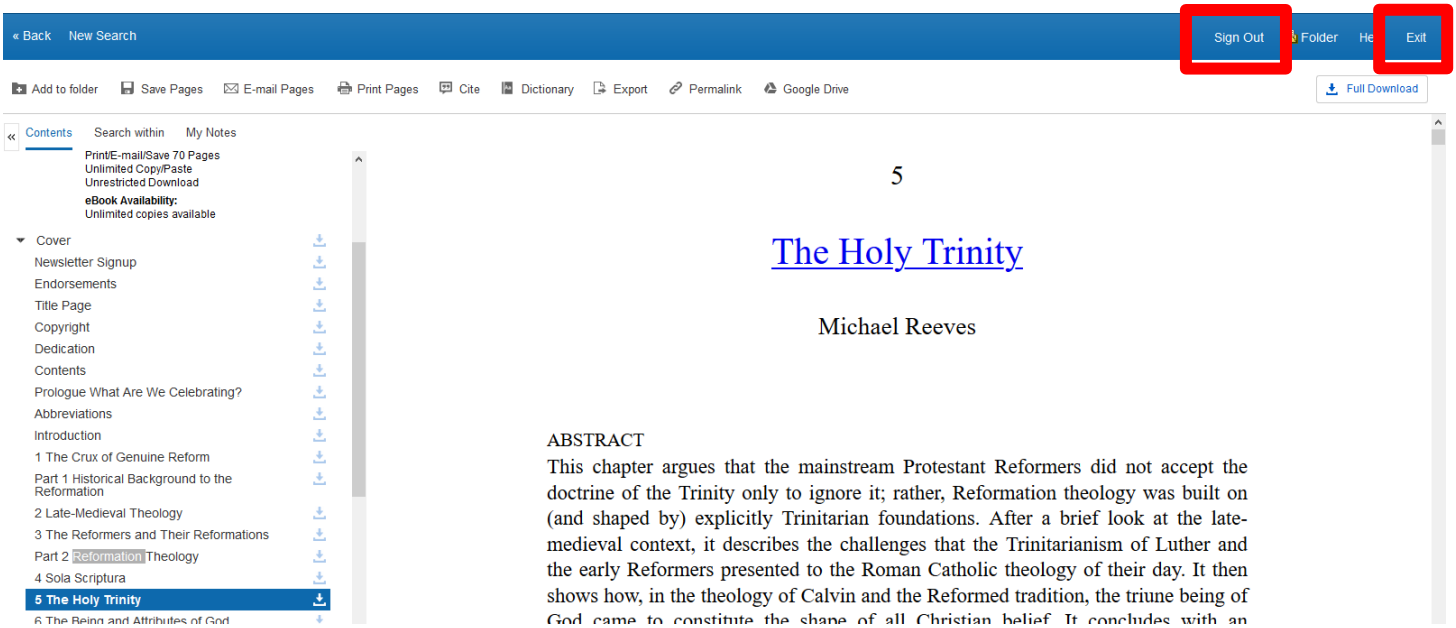
If you **create your own account** you can **make your own notes on specific pages**, **returning to these** next time you login.



The **buttons on the bottom right** of the screen allow you to **make the eBook fill the screen, view the whole page at once** or **zoom in or out of the text**.



Make sure you click **'Sign Out'** and **'Exit'** once you have **finished** using the eBooks and ATLA.



Please note there are **limits** on:

- The **number of users** who can **simultaneously use** each **eBook**
- The **amount of the eBook** you can **print, save, email, copy** and **paste**.

If you have any **problems accessing eBooks** please **email** librarian@union.ac.uk or **phone** 02890205093 and inform library staff.