



Ebook Library

A DIVISION OF EBOOKS CORPORATION

Ebook Library User Guide – Version 0.5

Ebooks Corporation

The World's Leading Provider of Ebooks



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1 Introduction



1.1 Ebook Library Help and Tips

Welcome to the Ebook Library online user guide.

This guide is designed to provide a reference to help you learn how to use the system in a relatively short time and to give you information and hints on using your Ebook Library efficiently.

Please take a moment to review the table of contents so you can see what's available in this guide.

We think you'll find EBL simple and intuitive to use, and this guide will help to explain the more complex features. The following sections will provide you with detailed information, should you run into trouble.

Frequently Asked Questions (FAQs)

Check out our FAQs section below

Troubleshooting

Still having trouble? Try the troubleshooting section later in this manual

Our Support and Your Feedback

If you are still having trouble using any part of the system (and can't find the answer here), please email us with your question and we'll get back to you with the help you need.

Customer and technical support is available by email 7 days a week and all enquiries will be responded to within 24 hours. The support helpdesk can be reached by emailing support@eblib.com.

We'd also like to hear your opinions and suggestions for improvements to the system and the content. Please use the TELL US WHAT YOU THINK link for this purpose.

1.2 FAQs

- [Do I need special software or hardware to read ebooks online?](#)
- [Do I need special software or hardware to read ebooks offline?](#)
- [Why do I have to activate my Adobe Reader, and how do I activate?](#)
- [Can I download ebooks to my hand held device?](#)
- [Can I print and copy ebooks?](#)
- [Once I have downloaded an ebook, will it always be available?](#)
- [How do I get help if I get a problem?](#)
- [Why read online when I can download an Ebook?](#)

***Do I need special software or hardware to read ebooks online?***

All you need is your PC, laptop or hand held device and the free reader software. EBL provides a special PDF-based encrypted online reader that is automatically downloaded to your browser when you first choose to read a book online.

Do I need special software or hardware to read ebooks offline?

All you need is your PC, laptop or hand held device and the free reader software. EBL provides Ebooks for download in Adobe PDF format, and we provide you with a link to download the Reader software, free of charge. Just click the ADOBE READER link (at the top of all EBL screens) to learn more and download the reader.

Why do I have to activate my Adobe Reader, and how do I activate?

In order to read secure ebooks that you have downloaded from EBL, you need to activate your Adobe Reader software prior to downloading the book. The process of activating identifies you as having the right to use the ebook, and is a security measure to protect the copyright of the ebook.

Refer to [Activating the Adobe Reader](#) for more information.

Can I download ebooks to my hand held device?

In most cases, yes. This does depend on which operating system your hand held device is running however. Ebooks for Adobe Reader are only compatible with Palm OS Hand Held devices.

Can I print and copy ebooks?

Yes, but because of copyrights, there are restrictions as to how much of the book you can print or copy. For more information, refer to [Copying and Printing Ebook Content](#).

Why read online when I can download the ebook?

If you are working on a computer that is shared by others (for example, a pool machine in your library or elsewhere on campus), you should always choose to [read ebooks online](#). If you [download an ebook](#) to a shared machine you will not necessarily be able to access it again, even during the loan period. You may also be unable to download the same ebook to another machine.

For these reasons, you should always select to browse or borrow the book online when working on a machine that you do not have permanent access to.

Once I have downloaded an ebook, will it always be available?

The ebook file will remain on your computer or hand held device after the loan period has expired. However, you will not be able to access it unless you renew the loan through EBL.

Once you have renewed the loan, you will be able to download the access key alone, without having to download the entire ebook. You can then access the book through 'My Bookshelf' in Adobe Reader.

***How do I get help if I have a problem?***

You will find lots of advice and [troubleshooting](#) information in this help system. However, if you are not able to find a solution to your problem, our friendly [Support Staff](#) are on hand to assist you, and will always try to respond to your request within 24 hours.

1.3 Troubleshooting

Before searching our troubleshooting section or contacting our support staff, you should be aware that:

- You need to have the correct version of [Adobe Reader](#) installed (including any updates) BEFORE downloading your ebook from EBL.
- To download ebook your reader needs to be activated. Click here to learn how to [activate](#) your Adobe Reader software.
- You need to have the [EBL Online Reader plug-in](#) installed to read ebooks online.
- You will have difficulty activating your Reader if you have a Firewall or Popup Detector enabled.
- Adobe Reader is only compatible with Palm OS Hand Held devices.

If you are still having a problem, see if one of the troubleshooting issues listed below helps to solve it:

- [I'm getting an "Expired ebook - this file can not be opened. It expired x-x-xx" error message](#)
- [My download stalls and no pop-up window appears](#)
- [I'm getting a "The security plug-in required by this command is unavailable" message](#)
- [I keep getting "The security plug-in required by this command is unavailable" when I switch between reading online and downloading ebooks](#)
- [The book looks like it's open, but all I see is a blank screen in the right side of the browser](#)
- [I'm getting a "Information about the missing component may be available on Adobe's web site. The component is Filter/FOPN foweb:. Would you like to search Adobe's web site for the component?"](#)
- [I can open an ebook in online reading or browsing, however when I click on 'next 5' nothing happens](#)
- [I'm getting a "Voucher Error - 441/442/401" or I'm getting an "Adobe DMR activator is not responding" error message](#)
- [I'm getting a "You have reached your Activation Limit" error message](#)
- [When I click "Download", I receive an "ebx.etd" file](#)
- [I'm having difficulty transferring my ebook to my Hand Held device](#)
- [I'm getting a "Can't decrypt this file - error \(x800000xxx\)" error message](#)

I'm getting an "Expired ebook - this file can not be opened. It expired x-x-xx" error message

This error message can indicate either a corrupt ebook file, or an error during the download.

You may like to try deleting the ebook file and downloading it again. If the problem persists, [contact our Support Staff](#) for further assistance.

My download stalls and no pop-up window appears

This error is usually due to having a pop-up detector, such as "Pop-Up Debug" enabled. Pop-up detectors obstruct the download window and need to be disabled before you attempt to download an ebook. If you have disabled your Pop-up detectors and are still having difficulty, please [contact our Support Staff](#) for further assistance.

I'm getting a "The security plug-in required by this command is unavailable" message

This error means that the EBL plug-in is either not installed correctly or not being recognised. You will need to install the plug-in, or uninstall then reinstall it if already present.

(If you're on a public library computer, please contact your library administrator)

To uninstall the plug-in:

1. Click on the small black diamond shaped icon in your system tray in the bottom right of your PC. Choose Close.
2. Navigate to C:\EBLReader. Double-click on Uninstal.exe.
3. Navigate to C:\Program Files\Adobe\Acrobat 6.0\Reader\Plug-ins. Delete two files EBL.api and FileOpen.api
4. To install the plug-in again, or the first time, follow these instructions to [download and install](#).

I keep getting "The security plug-in required by this command is unavailable" when I switch between reading online and downloading ebooks.

Adobe works in two modes, 'certified' for reading online and 'non-certified' for downloaded ebooks. These modes refer to the plug-ins loaded when Adobe opens and they only 'certify' plug-ins created by Adobe, all other plug-ins created by third parties are called 'uncertified'. For reading online, we need the EBL plug-in to be loaded when Adobe opens, and so it needs to be in non-certified mode. For downloading Adobe will change itself into certified mode by closing and reopening with certified plug-ins but at the same time, will set itself to ONLY open in certified mode.

When you then want to read online, Adobe only shows the above message "The security plug-in required by this command is unavailable" and we have created a

program to catch this message and show a more helpful one instead which allows you to close Adobe and reopen with non-certified plug-ins. If our program doesn't catch this message, then you will keep seeing it and not be able to read online.

There are two solutions, one is to manually set Adobe to non-certified mode, and the other is to not allow it to set itself to always be in certified mode.

To manually set Adobe to non-certified mode:

1. Open Adobe
2. Click on **Edit -> Preferences**
3. Click on **Startup** in the left menu bar
4. Make sure the checkbox next to "Use only certified plug-ins" is unchecked. If this checkbox is already unchecked and yet you are in certified mode, check the box and then uncheck it again.
5. You will receive a message "To load any non-certified plug-ins present, please exit and restart Adobe". Click ok and then close Adobe.
6. Then go back to your EBL browser and click again to browse or read online.

To stop Adobe setting itself to only open in certified mode:

When you click to download an ebook, you are shown this message:



1. Click off the tick box which says "Always load only certified plug-ins."
2. Then click **Yes**.

The book looks like it's open, but all I see is a blank screen in the right side of the browser

There are two issues it could be. Firstly, if Adobe is not set to open PDF documents inside the browser, or if the EBL plug-in is not present or not installed correctly.

To correct the first one, follow the steps below, however, if this doesn't work, to correct the second one, see the steps for ["The security plug-in required by this command is unavailable"](#)

To set Adobe to open PDF documents inside the browser:

1. Open Adobe Reader.
2. Click on **Edit -> Preferences**

3. Click on **Internet** in the left menu bar
4. Tick the check box next to 'Display PDF in browser'

I'm getting a "Information about the missing component may be available on Adobe's web site. The component is Filter/FOPN_foweb:. Would you like to search Adobe's web site for the component?"

There is a potential incompatibility with Adobe 7.0 and Windows 2000 and is triggered when you have downloaded an ebook, and now are viewing online again. As a short term solution, it is safe to follow the link in the message box – you will be taken to a site where you can download the missing component. This is a temporary solution and will be triggered each time you switch back to reading online from downloading.



Note

You will need to allow ActiveX within your browser.

Please check back later for a further solution to this issue.

I can open an ebook in online reading or browsing, however when I click on 'next 5' nothing happens

This can happen when you don't have the correct version of Internet Explorer and sometimes with Adobe Reader. You will need to have IE6.0 installed. You can get this version from here:

<http://www.microsoft.com/windows/ie/downloads/default.mspx>

Please check your version of Adobe against the [minimum requirements](#) and follow the instructions there to upgrade your Adobe version if needed. Remember to reinstall the plug-in if you do upgrade Adobe.

I'm getting a "Voucher Error - 441/442/401" or I'm getting an "Adobe DMR activator is not responding" error message

These errors indicate that you have not activated Adobe Reader correctly. You will experience difficulty activating your copy of Adobe Reader if you have a Firewall enabled.

If you are working behind a company Firewall, you may wish to speak to your System Administrator to see if the Firewall can be disabled temporarily. If not, you will need to download your ebook to another machine.

If you are using a personal Firewall, it is possible to disable it yourself:



Note

These instructions apply only to newer Windows versions, if you are running a version prior to Windows 2000 or a different operating system, please contact us for instructions on how to disable your Firewall.

1. Select **Start > Control Panel**.
2. Click on **Control Network Connections**.



3. Double-click your network icon (if there is more than one icon, you will need to complete these steps for each).
4. Click **Properties**.
5. Select **Advanced** tab.
6. Make sure that **Protect my computer and network by limiting or preventing access to this computer from the internet** is NOT selected.
7. Click **OK**.

If you are not running a Firewall and you are still having difficulty activating, it is possible that Adobe's DRM Activation Server is temporarily offline. If this is the case, you should be able to activate if you try again in a few hours.

I'm getting a "You have reached your Activation Limit" error message

In order to download an ebook, Adobe Reader software first needs to be activated using a Microsoft .Net Passport. Adobe Reader can only be activated on one computer and one hand held device using a single .Net Passport account. If you need to download an ebook to additional machines, it is possible to install the Reader software on the other machines and activate it using a different .Net Passport account.

When I click "Download", I receive an "ebx.eto" file

An "ebx.eto" file is actually a set of instructions that Adobe Reader 6.0.3 uses to download the ebook from within the actual Reader. If you are downloading this file, it usually means that you have an older version of Adobe Reader, or the file type .eto is not recognized by your system.

The latest Reader is available from Adobe via the GET EBL READER link at the top of any EBL screen. We also provide step by step instructions on how to [install](#) and [activate](#) Adobe Reader.

Once you have Adobe Reader 6.0.3 installed and activated on your computer, you can right-click the ebx.eto file and select **Open With**, then select Adobe Reader from the list that appears. This should begin your download.

I'm having difficulty transferring an ebook to my Hand Held device

You must download an ebook to your computer before transferring it to your hand held device. Adobe Reader must also be installed and activated on both your computer and your hand held device prior to downloading and transferring the ebook.

[Click here](#) for detailed instructions on transferring to your hand held device.

I'm getting a "Can't decrypt this file - error (x800000xxx)" error message

This message could appear on your computer or on your hand held device. It indicates that you do not have the correct Reader software installed and that the Reader you are using cannot decrypt the ebook file. You may have been able to read PDF files or even free ebooks in the past however, ebooks borrowed from EBL are encrypted and require the latest version of Adobe Reader. You need to have



Adobe Reader 6.0.3 installed on your computer, and Adobe Reader 3.0.5 for Palm OS on your hand held device.

You can obtain the correct Reader software using the Quick Link at the top of any EBL screen.



2 Getting Started



2.1 What is Ebook Library?

Ebook Library (EBL) is an web-based ebook lending platform which is capable of delivering Ebook Corporation's rapidly expanding catalogue of ebooks to academic and research libraries. EBL offers innovative functionality such as:

- Multiple concurrent access
- Online and offline access
- Read aloud for all titles
- Chapters for reserve circulation
- Course-pack and document delivery solutions
- Browsing for students before borrowing and for faculty before purchasing

2.2 Accessing Your Library's Ebook Collection

The Ebook Library can be accessed using a standard Internet browser. The Internet address (URL) of your institution's library will be provided by your librarian.

The EBL site for your institution gives you access to your library's ebook collection.

When you visit the site from an approved and secure location (e.g. your university library or campus), you will be directed to your institution's online Ebook Library. You can tell if you are there because the name of your institution will be displayed on the first page you see (e.g. *Welcome to Somewhere University's Ebook Library*).

Once you have successfully accessed your library's affiliated site, you are able to search and view the full text of all the ebooks in your library's collection.

2.3 The Home Page

When you log in to the EBL, the Home page (see Figure 1) provides lots of information about the system (5) and features that you can use to find ebooks quickly – so it's the perfect starting point for you to discover the world of ebooks!

The Home page is divided into two main sections: the *Quick Links* banner and the details frame. The *Quick Links* banner is visible at all times that you are using the EBL. The content of the details frame changes depending on what actions you perform in the EBL.

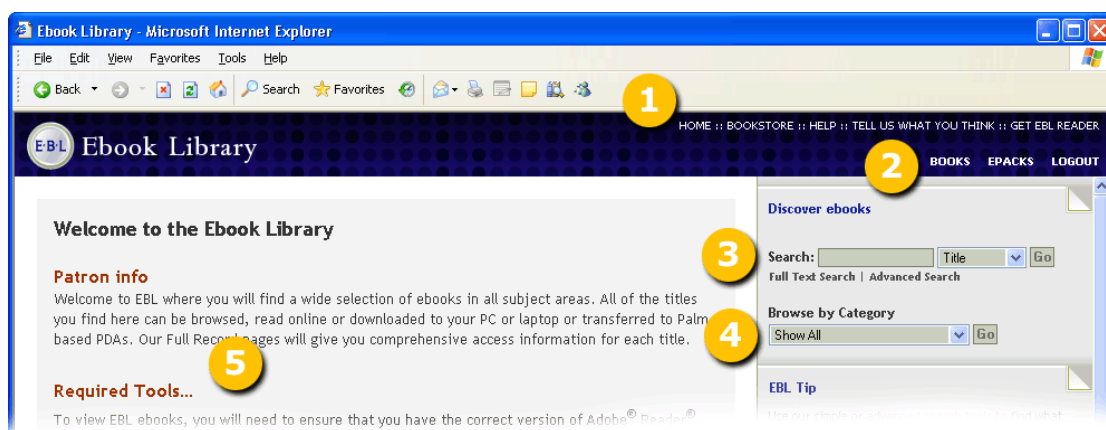


Figure 1: The EBL Home Page

2.3.1 The Quick Links Banner

This area of the screen contains several links that you can use at any time to jump to specific areas of the EBL.

The top row of quick links (1) provides access to:

- **Home** – this link brings you back to the home page to begin discovering again.
- **Bookstore** – takes you to the EBL purchase portal to buy ebooks.
- **Help** – Opens the online guide (this document) from anywhere on the site – click for instant help.
- **Tell Us What You Think** – Gives you the opportunity to tell us about the system or ask us a question.
- **Get EBL Reader** – If you don't have the free Adobe Reader for downloading and reading ebooks offline, you can get it here.

The bottom row of quick links (2) provides access to:

- **Books** - this is a quick search that displays all the books that are available in the EBL catalogue for your library.
- **Epacks** - if epacks are available for you to download, this link jumps to a list of the epacks that you can download. If epacks are not available, this link is not visible.
- **Logout** - use this link to end your current session in the EBL.

2.3.2 Discovering Ebooks

You can search for books using either a simple search tool (3) or by following the links to the full text search and advanced versions, or you can browse lists of books by category (4).

Now let's find some books...



3 Discovering Ebooks

3.1 Searching and Browsing

EBL has powerful searching capabilities that enable you to find books quickly while you're working in the library. The search feature is available from many of the screens in the EBL (so you don't need to keep coming back to the home page).

There are several searching methods with varying degrees of control that you can use depending on your needs. Using EBL search, you can:

- quickly find books from your library's collection;
- search for books within a particular category or genre;
- use keywords, phrases and selections to refine the search criteria to achieve more exact searching.

EBL offers six distinct search views: [Quick Search](#), [Simple Search](#), [Full Text Search](#), [Advanced Search](#), [Category Search](#) and [Publisher Search](#).



Tip

In both simple and advanced search, the system will try to match your search term with any part of the selected field. For example, if you type 'cl ear' as the search term, and select the 'Title' field from the drop-down list, the results would include books with titles such as:

- Nuclear Physics
- Clearing the Path Ahead
- Chemistry – Clear and Simple

As demonstrated in the example above, search terms are not case sensitive.

3.1.1 Accessing the EBL Search Feature

Many of the screens in the EBL provide one of the searching features directly (usually simple searching). The screens also display links to many of the other searching functions. If the search feature that you want to use isn't immediately available on the screen in which you are working, you can click on one of the following links to access the search method that you want.

This link...	displays...
Full text search	the controls to perform a full text search .
Advanced search	the Advanced search screen.
Simple search	the controls to perform a simple search .
Category	the controls to select a category of Ebooks in your library's collection.
Publisher	the controls to select a publisher whose Ebooks you want to view.

Table 1: Link Descriptions for the EBL Search Functions

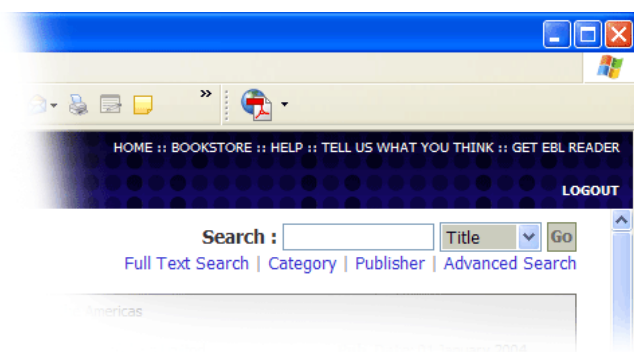


Figure 2: General Location of the Search Form and Links

3.1.2 Quick Search

The Quick Search feature is available on your EBL home page in the *Discover ebooks* panel. Quick Search enables you to search for ebooks immediately; by searching using keywords, by browsing categories of books, or both.

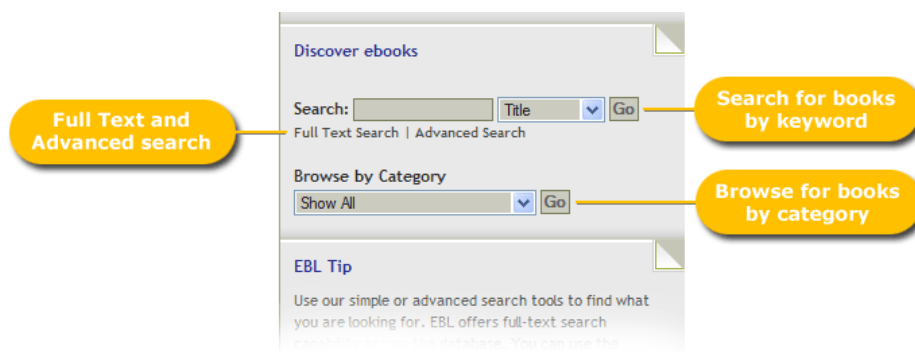


Figure 3: Discover Ebooks Panel

To search using the quick search function:

1. In the **Discover ebooks** panel on the home page, select the scope for your search.
2. Use either the simple search controls or the links in the **Browse by Category** drop-down menu to perform a search.
3. The *Search Results* page will be displayed showing the first 10 ebooks that match your search terms.

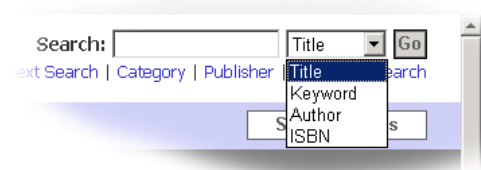
If you want to search by category again from the search results page, use the [category search](#) feature.

3.1.3 Simple Searching

Simple searching is useful when you have a clear idea that a particular search term will return the title in a fairly small set of results. If the list returned by a simple search is too large, you will not gain any benefit from it. In that case, you should use the [Advanced Search](#) feature.

To perform a simple search for a title:

1. If the simple search form is not visible, click the **Search** link.
2. In the **Search** text box, enter the search term (e.g. Nuclear Physics or Microbiology).
3. Select the type of information that you want to search on from the drop-down selection list.



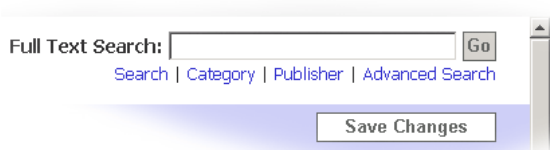
4. Click **Go**.
5. The *Search Results* page will be displayed showing the first 10 ebooks that match your search terms.

3.1.4 Full Text Searching

When you perform a full text search, EBL searches the *entire contents* of all ebooks, and attempts to match *any* of your search keywords with words in the ebooks.

To perform a full text search:

1. If the full text search form is not visible, click the **Full Text Search** link.
2. In the **Full Text Search** text box, enter the text that you want to search for in the library.



3. Click **Go**.
4. The *Search Results* page will be displayed showing the first 10 ebooks that match your search terms.

3.1.5 Advanced Searching

Advanced searching enables you to construct a very refined set of criteria so that you can return a more specific list in the search results. The *Advanced Search* screen has five main areas. Each area can be used to define the search criteria for a particular category of information about the books you are searching for.

Search

Title: All words

Keyword: All words

Author: All words

ISBN: All words

eISBN: All words

1

Full Text Search

Enter Keywords:

2

Holdings

☐ Owned

☐ Not Owned

3

Category

☐ Architecture
☐ Drama
☐ Health
☐ Literary Collections
☐ Music
☐ Psychology & Psychiatry
☐ Social Science

☐ Art
☐ Education
☐ History
☐ Literary Criticism
☐ Philosophy
☐ Reference
☐ Sports

☐ Business & Economics
☐ Fiction
☐ Language Arts & Disciplines
☐ Mathematics
☐ Poetry
☐ Religion
☐ Study Aids

☐ Computers
☐ Foreign Language Study
☐ Law
☐ Medical
☐ Political Science
☐ Science
☐ Technology

4

Publisher

Select one or many Publisher

ALA Editions
Abingdon Press
Allen & Unwin
Ausmed Publications
Blackwell Publishing Ltd.
Blue Poppy Press
Boydell & Brewer
Brunner-Routledge
CRC Press
CRC Press, A Martin Dunitz Book
Cambridge International Science Publishing
Cambridge University Press

- To include all rows, no action is necessary (leave blank).
- To select multiple rows, hold down the 'CTRL' key and select those you would like to search simultaneously.
- Selecting a single row without holding the 'CTRL' key will de-select your previous choices.
- To de-select a selected row, hold down the 'CTRL' key and click the selected row. This will de-select it.

5

Display Results

Sort by: Title

And then:

Show: 10 results per page

Search

6

Figure 4: Advanced Search Options

Using the Advanced search options you can:

- search a combination of the fields (1) of information stored about a book, and define the way in which a particular field controls the search;
- search the entire text of ebooks in the library to match your search terms (2);
- search your library and the whole Ebooks catalogue or just those ebooks that are owned by your library (3);
- search for books that belong to a particular genre (4);

- identify those publishers whose books you want to see in the results (5);
- sort the results by selecting one or two fields and specify the number of results displayed on the search results page (6).

Using the Fields and Search Criteria Selections

The *Advanced Search* screen includes four fields on which you can search:

- Title, Keyword, Author, ISBN and eISBN

The fields are optional, however at least one field must have some content.

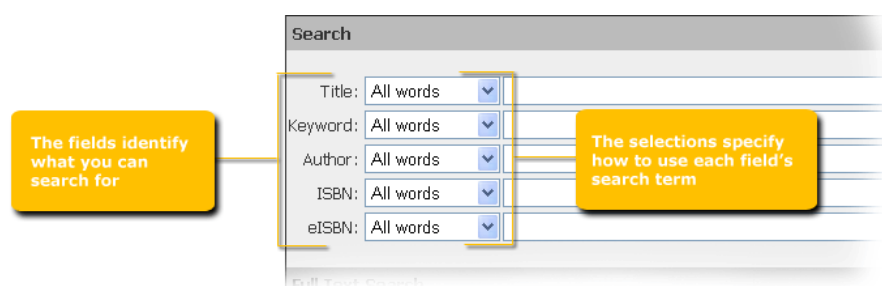


Figure 5: Advanced Search Fields and Criteria



Tip

The precision of the search depends on how much information you provide and on your criteria selections... the more, the better!

The search criteria selections enable you to specify instructions for each field in the search. The following table describes the behaviour of each selection.

Option	Description
All words	Tells the search function that the search results must match <i>all</i> the words in the respective field, in any order.
Any words	This option means that the search results must match at least one word in the respective field.
Exact phrase	Indicates that the search results must match the contents of the respective field exactly. That means that the words must appear in the same order and with the same spelling as they are entered into the field.

Table 2: Search Criteria Options in Advanced Search

Searching using the advanced search:

1. To use the Advanced Search, click the **Advanced Search** link from any EBL screen.
2. For each field that you want to search on, type the search term into the respective text box.



Tip

If you enter search terms in more than one field, the terms are combined and only books that meet *both* criteria will be returned in the results.

For example, if you type 'cl ear' as the search term in the 'Title' field, and 'phi l l i ps' as the search term in the 'Author' field, the results would *only* include books where 'cl ear' forms part of the title *and* part of the Author's name is 'phi l l i ps'.

3. Use the options in the drop-down list to define how the search will treat each field.
4. To search the *entire contents* of ebooks for your search terms, enter them into the **Full Text Search** field.
5. Select one or both of the following checkboxes:
 - **Owned** to search only the ebooks in your EBL;
 - **Not owned** to search the whole of the Ebooks catalogue.
6. For each genre within which you want to search for Ebooks, click to select the respective check box in the **Category** area.
7. To refine the list of publishers that will be searched, click to select the respective check boxes in the **Publishers** area of the search form.


Tip

Follow the instructions on the Advanced Search page to select multiple publishers.

8. If you want to change the way the results are displayed, set the display options now.
9. Click **Search**.

The [Search Results](#) page will be displayed.

3.1.6 Searching by Category or Publisher

As you use the library to search for ebooks, you might find it useful to reduce the number of entries in a list of Ebooks. One way in which you can achieve this is to list those Ebooks that fall into a particular genre (or category); another is to list Ebooks that are published by a particular publisher.

3.1.6.1 Searching by Category

When you select it, the category search function is displayed in the current screen that you are working. By default the category search shows all categories.

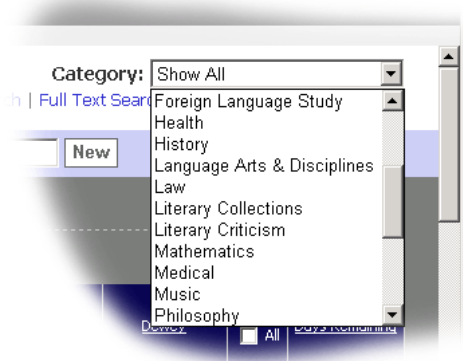


Figure 6: Searching by Category

To search for ebooks by category:

1. If the category search form is not visible, click the **Category** link.
2. Select a category from the **Category** drop-down list.
3. The *Search Results* page will be displayed showing the first 10 ebooks that match your category selection.

3.1.6.2 Searching by Publisher

When you select it, the publisher search function appears in the search area of the current screen. The default selection for this search is to show Ebooks from all publishers.

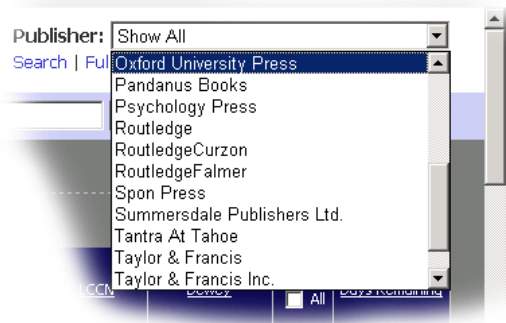


Figure 7: Searching by Publisher

To search for ebooks by publisher:

1. If the publisher search form is not visible, click the **Publisher** link.
2. Select a publisher from the Publisher drop-down list.
3. The *Search Results* page will be displayed showing the first 10 ebooks that match your publisher selection.

3.2 Understanding the Search Results

Whether you search or browse to find books, the results are displayed in the same format.

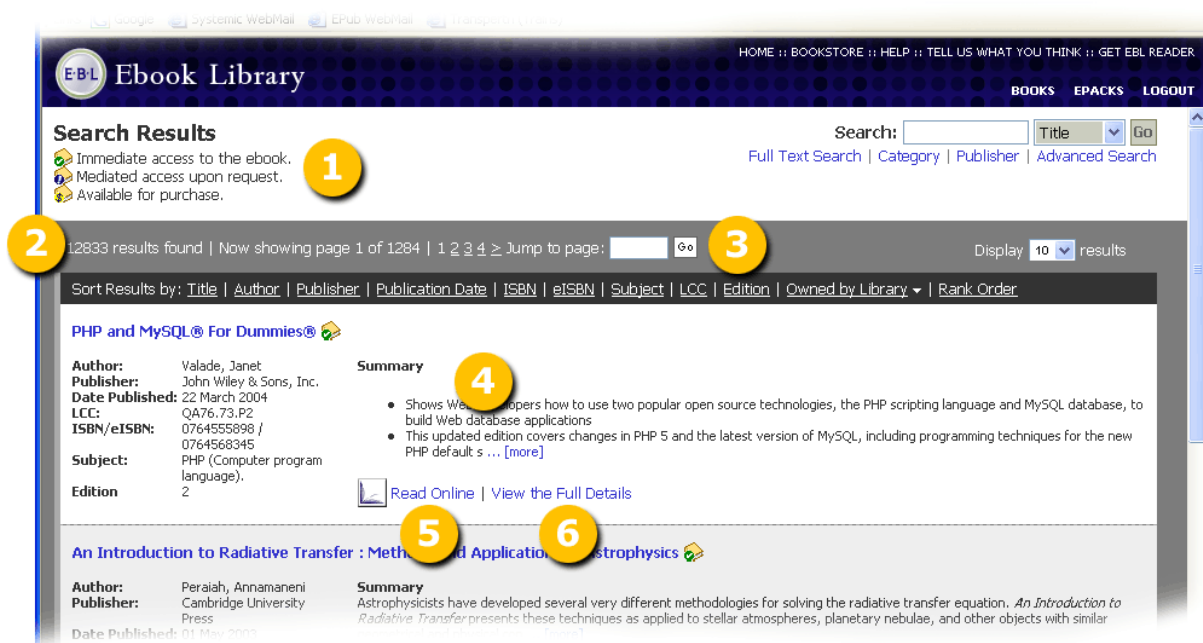


Figure 8: Search Results Page

The results page displays the following information and controls:

- a legend describing the availability options for ebooks that are shown in the search results (1);
- the number of results found by the search (2);
- navigation and sorting controls that enable you to go to other pages of results and sort the order of the results (3);
- detailed information (4) for each book found including:
 - title;
 - author's name;
 - publisher's name;
 - date of first publication;
 - ISBN;
 - Library of Congress call number;
 - subject;
 - edition, and
 - a summary of the ebook's subject.
- a link (4) to open the ebook in the online reader (see [Online Reading](#));
- a link (5) to view the full details for the ebook.


Tip

Clicking the title of the ebook or the **[more]** link in the ebook's summary also takes you to the full details for the book.

3.2.1 About the Availability Options

Each entry in the *Search Results* page displays an icon next to the title that identifies the availability options for the respective ebook. There are three possible icons that you will see.




This icon...	Identifies that the ebook...
	is available for offline reading without requesting the ebook from a librarian.
	is not available for offline reading but you may request that the librarian obtains it for you on a short term loan. This is also known as mediated access.
	is not available in your library but you may buy it from the online bookstore at your own expense if you wish.

Table 3: Icons Describing Available Access Options

In the search result for each ebook, you can click on the access option icon to view the ebook's full details.

3.3 Viewing an Ebook's Full Details

Following one of the view details links from the *Search Results* page, displays all the information about the ebook that is stored in the database. This information includes the publishing details, the main outline for the ebook's contents and in some cases a searching facility to find text inside the ebook.

3.3.1 The Full Record Page

The Full Record page displays a navigation pane on the left of the main EBL window and either details of the ebook or an online preview of the ebook in the right hand pane. This section discusses the full details view (Figure 9): the online preview is described in more detail in Chapter 4.

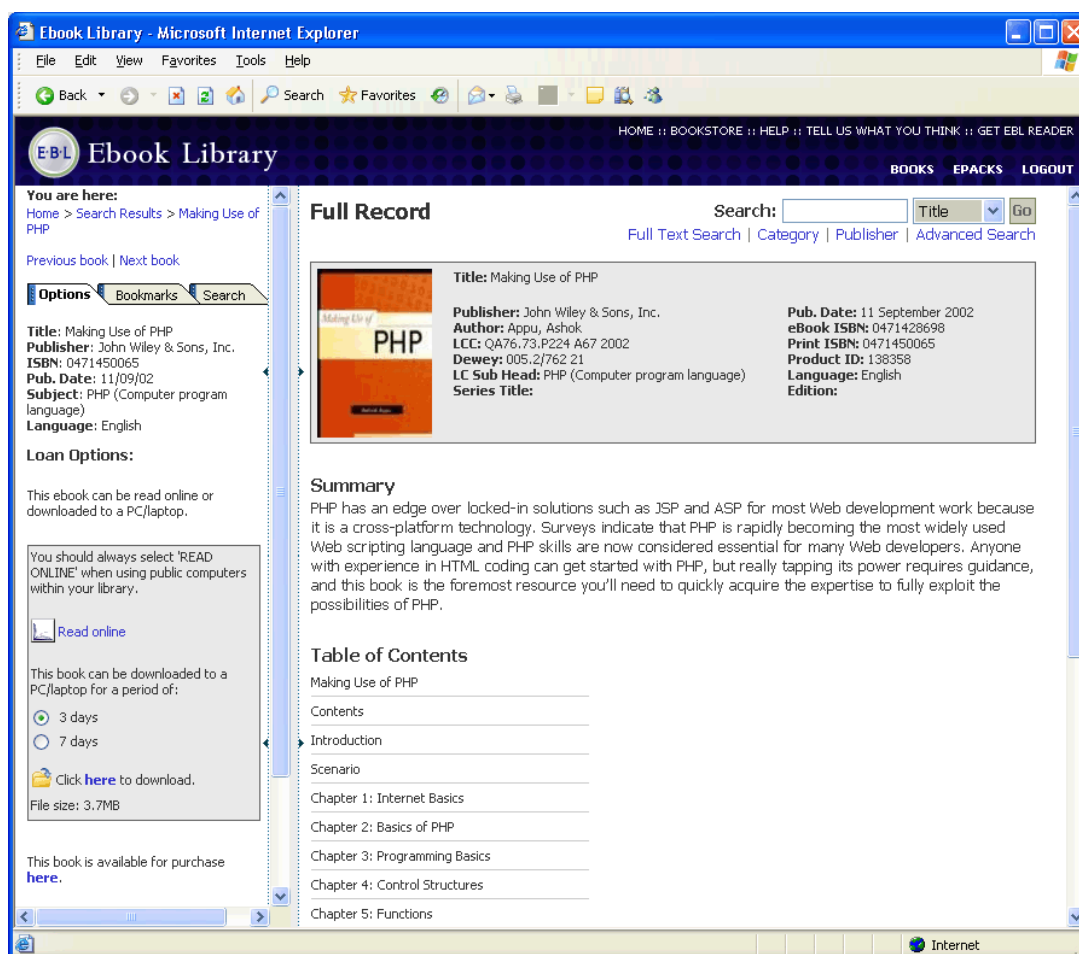


Figure 9: An Example Full Record Page for an Ebook

3.3.1.1 Navigation 'Breadcrumbs'

The *Full Details* page provides navigation and orientation aids (also called 'breadcrumbs') that are displayed on the top left side of the page (see Figure 10). Breadcrumbs are hyperlinks and you can use them to:

- check where you are in the site and to jump to other locations (1), and
- jump to the next and previous ebooks in the search results (2).



Figure 10: Breadcrumbs and Navigation Links

3.3.1.2 The Navigation Tabs

There are three tabs in the left pane of the EBL window that provide various features when you are reading an ebook online: the [Options tab](#); the [Bookmarks tab](#), and the [Search tab](#).



Note

The **Search** tab appears only when the ebook supports searching.

The Options Tab

The **Options** tab (see Figure 11) presents information about the ebook (1) and options to choose how you want to view the ebook. The loan options are displayed in the reading panel and the options you see are dependent on the ebook. You can [browse the ebook](#) by reading it online (2).

If your library owns the ebook, you will see options for [borrowing the ebook](#) for a loan period (3). If the library doesn't own it, you can [request a short term loan](#) from the librarian (5).

If the ebook is available for you to [buy online](#), you will also see a link to the online bookstore (4) and (6).

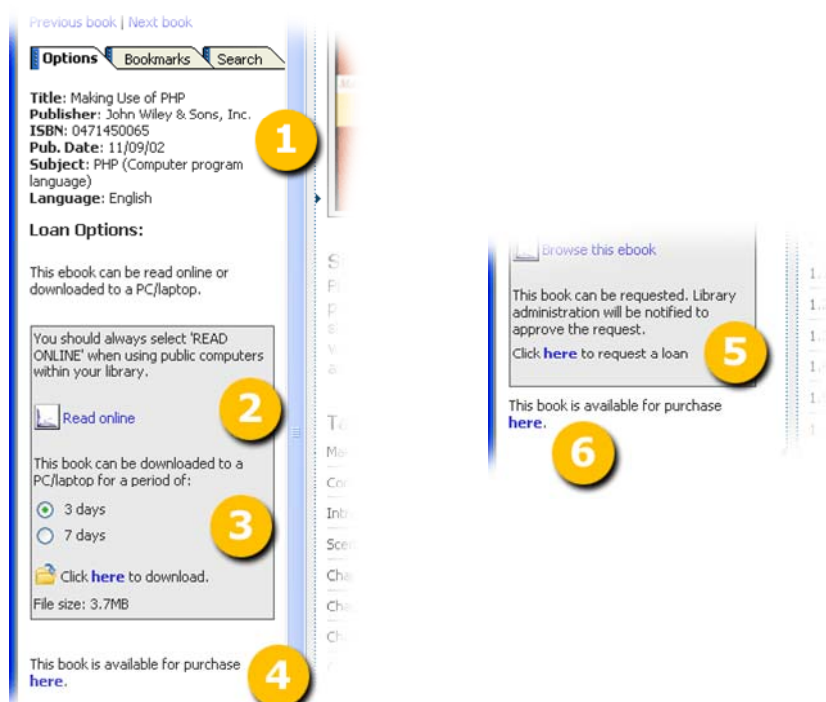


Figure 11: Options Tab for an Ebook

EBL displays slightly different information when you are viewing the details for an epack. In this case the **Options** tab (see Figure 12) presents information about the epack (1) and options to choose how you want to view the epack.

In the reading panel you can [browse the epack](#) (2) and you can [borrow](#) the complete epack (3).

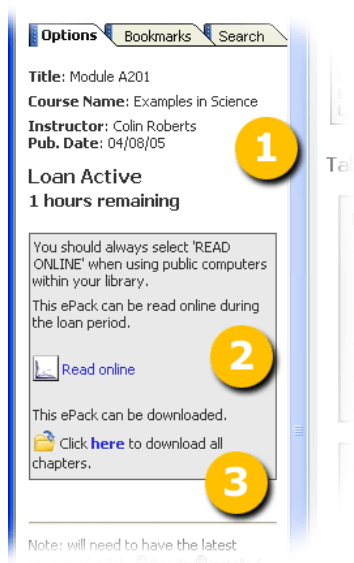


Figure 12: Options Tab for an ePack



Note

You can also borrow individual sections from an ePack. Links to download the sections are displayed in the [View ePack Reserve Items](#) page.

The Bookmarks Tab

The **Bookmarks** tab shows a list of the major headings in the ebook. Each item in the list is a hyperlink to the heading in the ebook.

When you click on the **Bookmarks** tab, the online reader is activated and opens the ebook for online reading.



Note

The **Bookmarks** tab provides links only to the major sections of the ebook. The entries you see in the **Bookmarks** tab do not necessarily match the bookmarks that might be contained in the actual ebook. You can access the ebook's own bookmarks by clicking the **Bookmarks** tab on the side of the online reader.

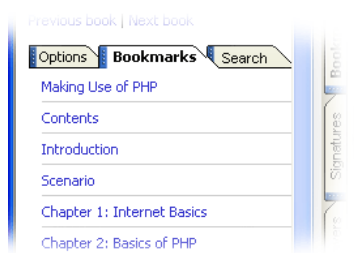


Figure 13: Bookmarks Tab

The Search Tab

The **Search** tab provides a method to search for text inside the ebook. When an ebook has been indexed, you can search for any of the words or the exact text string that you enter. When you click on the **Search** tab, the online reader is activated and opens the ebook.



Note

If the online reader isn't already activated, clicking the **Search** tab causes the online reader to open the ebook for online reading.

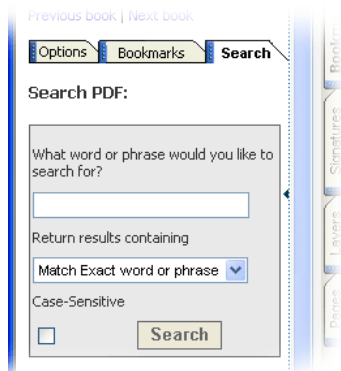


Figure 14: Search Tab



Note

The Search tab is not available when an ebook has not been indexed.

For more information about searching for text see [Searching an Ebook](#)

3.3.1.3 Ebook Details

The *Full Record* page (see Figure 15) displays information about the ebook. The information includes:

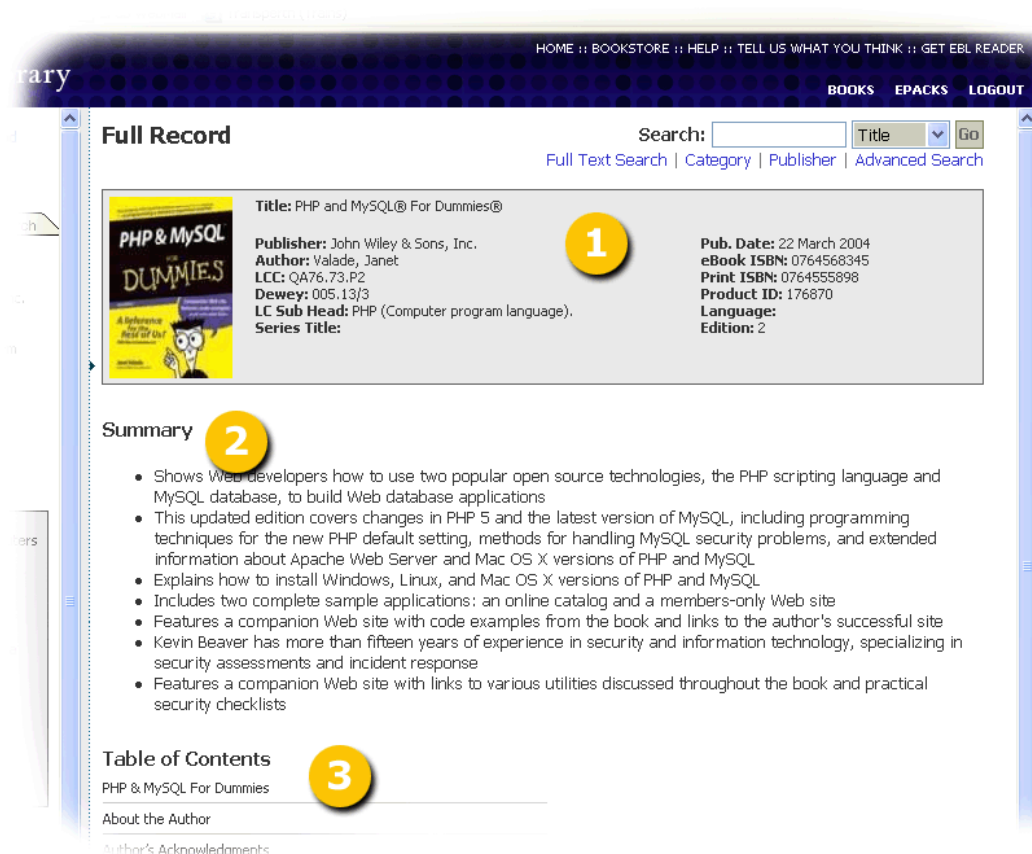
- a preview of the cover and the ebook's publishing details (1);
- a summary of the subjects covered in the ebook (2), and
- a table of contents for the ebook.



Note

The table of contents in this view does not provide hyperlinks to the ebook itself. To use a table of contents that contains hyperlinks, select the [Bookmarks tab](#) on the left side of the page.

The [tabs](#) in the left hand frame are not shown because they are fully described earlier.



The screenshot shows the 'Full Record' page for the book 'PHP and MySQL® For Dummies®'. The page has a dark blue header with navigation links: HOME :: BOOKSTORE :: HELP :: TELL US WHAT YOU THINK :: GET EBL READER. Below the header, there are tabs for BOOKS, EPACKS, and LOGOUT. A search bar is located at the top right, with a dropdown menu set to 'Title' and a 'Go' button. Below the search bar, there are links for Full Text Search, Category, Publisher, and Advanced Search. The main content area is divided into three sections: 1. Full Record details, 2. Summary, and 3. Table of Contents. The Full Record section includes the book title, publisher (John Wiley & Sons, Inc.), author (Valade, Janet), LCC (QA76.73.P2), Dewey (005.13/3), LC Sub Head (PHP (Computer program language)), and Series Title. It also lists the publication date (22 March 2004), eBook ISBN (0764568345), Print ISBN (0764555898), Product ID (176870), Language, and Edition (2). The Summary section provides a brief overview of the book's content, including its focus on PHP and MySQL, its updated edition covering PHP 5 and MySQL, and its inclusion of sample applications and a companion website. The Table of Contents section lists the book title, author, and acknowledgments.

Figure 15: Full Details for an Ebook

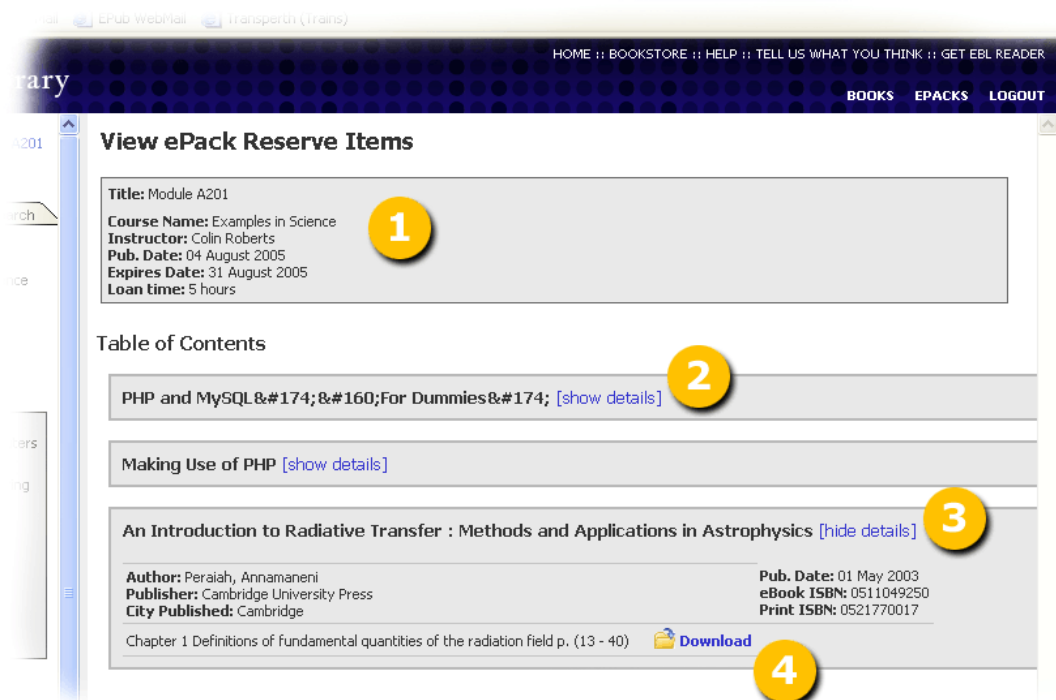


Tip

To return to the full details view for the ebook when you are reading it online, click its link in the [navigation breadcrumbs](#).

3.3.1.4 Epack Details

The *View Epack Reserve Items* page (see Figure 16) displays information about the epack itself (1) and details of the various sections that comprise the epack. The [tabs](#) in the left hand frame are not shown because they are fully described earlier.



The screenshot shows the 'View ePack Reserve Items' page. It features a sidebar on the left with a search bar and a list of items. The main content area is titled 'View ePack Reserve Items' and contains a table of contents. The table of contents lists three items: 'PHP and MySQL® For Dummies®', 'Making Use of PHP', and 'An Introduction to Radiative Transfer : Methods and Applications in Astrophysics'. Each item has a '[show details]' or '[hide details]' link. A 'Download' link is also present at the bottom of the table.

1 Title: Module A201
Course Name: Examples in Science
Instructor: Colin Roberts
Pub. Date: 04 August 2005
Expires Date: 31 August 2005
Loan time: 5 hours

Table of Contents

2 PHP and MySQL® For Dummies® [show details]

3 Making Use of PHP [show details]

3 An Introduction to Radiative Transfer : Methods and Applications in Astrophysics [hide details]

4 Author: Peraiah, Annamaneni
Publisher: Cambridge University Press
City Published: Cambridge
Pub. Date: 01 May 2003
eBook ISBN: 0511049250
Print ISBN: 0521770017
 Chapter 1 Definitions of fundamental quantities of the radiation field p. (13 - 40) [Download](#)

Figure 16:View Epack Reserve Items Page

The Table of Contents contains a block for each component of the epack. By default, when you open the details of an epack, all the component blocks are expanded to show the details of each component.

To make the list of contents easier to see, you can collapse the details of each block (3). When you expand the block (2), you can also see the download link (4) to [borrow the individual section](#) of the epack.



4 Reading Ebooks

4.1 Before You Start

Ebooks has thousands of books in its catalogue: some of which may have been purchased by your library. If your librarian has made the feature available, you can view all the ebooks in the catalogue, otherwise you can view the ebooks in your library.

Before you start viewing ebooks, you must understand the requirements for viewing ebooks on your computer. These requirements relate to copyright of the content that you view and the system requirements for viewing content.

4.1.1 About Copyright Restrictions

Ebooks are published using the Adobe portable document format (PDF) with digital rights management (DRM) encryption applied to protect the copyrights of the books' publishers.

When you view ebooks, DRM controls the actions you can perform with the documents. For example, copying and printing are restricted depending on how you are viewing the content. For more information about what you can do with an ebook, refer to the respective sections in this document: [reading online](#) and [reading offline](#).



Note

*If your librarian has enabled it, there will be a link from EBL to the online bookstore. At the bookstore, you can purchase pages, chapters, entire ebooks or rentals for personal use, that **do not** have the restrictions applied by Ebooks. However copyright still applies to published content.*

4.1.2 Installing Adobe Reader

EBooks are published in Adobe portable document format (PDF), which describes an electronic facsimile on screen of the original work. A PDF document has all the rich layout features of the original printed document and will retain those features when you print them (assuming you have a compatible printer).

To view ebooks, you must have the Adobe Reader installed on your computer. The version you install depends on the computer you are using to view the ebooks.

- For a Microsoft Windows system: Adobe Reader version 6.0.2 or later.
- For a Macintosh system: Adobe Reader version 7.0 or later.
- For a Palm OS system: Adobe Reader for Palm OS version 3.0 or later.



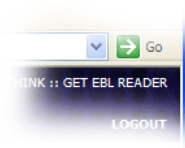
Note

For information about the minimum system requirements for Adobe Reader, refer to this [Web page](http://www.adobe.com.au/products/acrobat/acrrsystemreqs.html) (<http://www.adobe.com.au/products/acrobat/acrrsystemreqs.html>).

If you don't already have the correct version installed you can download and install it for free.

To install Adobe Reader from your EBL site:

1. Click the **GET EBL READER** link in the top right hand corner of any EBL page.



The *Get EBL Reader Software* page is displayed. This page explains about installing components for reading ebooks online.

2. Follow the instructions described in **Download & Install Adobe Reader**.
3. Clicking the [link to the Adobe Web site](#) enables you to download the correct version of the Adobe Reader for your computer.
4. When you have downloaded the Reader, install it onto your computer according to the installation instructions on the Adobe Web site.

When you have the correct version of the Adobe Reader installed on your computer you will need to complete additional steps before you can read ebooks. Keep reading to find out what you must do.

To install Adobe Reader from the Adobe Web site:



Note

You can use this option when you cannot access the EBL Web site on your device.

1. Use your device to connect to the [Adobe Web site](#).
2. Follow the instructions to download and install the Adobe Reader for your device.

4.1.3 Installing the EBL Online Reader Plug-in

Some libraries operate a version of Ebooks that requires an additional plug-in to support the Adobe Reader for online viewing. When your library requires this plug-in you will see information about it on the library's home page and in the *Get EBL Reader Software* page.



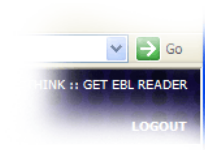
Note

*This plug-in **is not** required on a Macintosh based computer or hand-held devices.*

The plug-in is a small application that operates as part of the main Adobe Reader program. When you want to install the plug-in you must be able to log in to your computer as an Administrator. If you can't, you'll have to contact the system administrator of your network for assistance.

To install the EBL Online Reader plug-in:

1. If you are not already in the *Get EBL Reader Software* page, click the **GET EBL READER** link in the top right hand corner of any EBL page.



The *Get EBL Reader Software* page contains information about downloading the plug-in.

2. Click the **EBL Reader Plugin** icon to view the instructions page for downloading the plug-in.



3. Follow the instructions in the **Download & Install EBL Online Reader** section.
4. To install the plug-in, click **Run** when you see the prompt to install the file: `ebliinstall.exe`.



Note

Remember, you must be logged in with Administrator privileges to complete this step.

5. Follow the instructions in the installer application to complete the installation.

4.1.4 Activating the Adobe Reader

After you have downloaded and installed the necessary applications to view ebooks, you must activate the Adobe Reader. Activation is a one-time activity that you can perform at any time but you must complete activation before you can read ebooks offline and transfer them between devices.



Note

Activation is not required to read ebooks online.

The activation process has two components.

- The first activates your copy of the Adobe Reader to view an ebook you have downloaded. This activation is automatic and occurs the first time you download an ebook. For more information, see [First-Time-Use Activation](#).
- The second creates an online identity for you to be able to transfer and read ebooks on other devices. This activation requires you to register for an online identity so that Adobe Reader can confirm your identity on other devices. For more information, see [Completing the Full Activation](#).

Once you have completed the full activation, you can read ebooks on up to six different computers and hand-held devices.

4.1.4.1 First-Time-Use Activation

When you borrow an ebook for the first time and you haven't already activated DRM on Adobe Reader, the download takes a little longer than normal because Adobe Reader must be activated.

The activation process that occurs at this time is a partial one that enables you to view the ebook you are downloading only on the computer to which you have downloaded it. If you want to transfer the ebook between devices, you must complete the full activation process.

To complete the first-time-use activation:

**Note**

This process happens automatically.

1. When you have selected the ebook that you want to borrow, [download](#) it to your computer.

During the download, you will see several messages relating to the activation.

When this part of the activation is complete, Adobe Reader opens a Web browser window stating *Congratulations, you have successfully activated Adobe Reader*. The page also prompts you to continue with the full activation.

2. If you choose not to complete the full activation, close the browser window, otherwise:
 - a) Click **Continue**.
 - b) Follow the procedure to [complete the full activation](#) from step 2.
3. You can confirm that the activation was successful when the ebook is displayed in the Adobe Reader.

From this point, downloads will not run through this process again on the same computer. However, each time you download an ebook, the Adobe Reader will authenticate your digital rights for the ebook.

4.1.4.2 Completing the Full Activation

Full activation of the DRM support in Adobe Reader enables you to transfer between devices any ebook that you have borrowed. Full activation is optional if you don't have several devices and you don't have to complete the activation until you are ready to transfer ebooks.

**Note**

*If you intend to transfer ebooks between devices, you **must** complete the full activation process.*

You can activate the Adobe Reader using either an Adobe ID or a Microsoft .NET Passport. Both activations enable you to view ebooks but:

- using the Adobe ID means that you can only use the activation to access ebooks in Adobe Reader (and Adobe Acrobat if it's installed);

- using the .NET Passport means that in addition to viewing ebooks, you'll have access to many other services that are part of the .NET Passport network.



Note

You can register for both types of online identity for your own purposes but you must use the same identity when you activate the Adobe Reader on other devices on which you will read ebooks.

For more information about activating the Adobe Reader, refer to the Adobe DRM [online Help](#).

To complete the full activation on a computer:



Important

Before you activate the Adobe Reader, please ensure that you are not running a firewall. If you are, you will need to disable your firewall before proceeding.

1. In the Adobe Reader select **Tools > eBooks > Adobe DRM Activator**.

The *Adobe DRM Activator* page is displayed in a Web browser window.

2. If you want to activate Adobe Reader using the .NET Passport on all your devices, do one of the following:
 - If you have a .NET Passport identity, sign in and follow the prompts.
 - If you don't have a .NET Passport set up, click the **Sign up for a .NET Passport** link and follow the prompts to create your profile.



Note

If you are creating a .NET Passport you will then have to complete the Adobe Reader activation.

3. If you've used a .NET Passport to activate Adobe Reader, go to step 6.
4. If you want to activate Adobe Reader using the Adobe ID on all your devices, click the **I prefer not to sign in using Microsoft .NET Passport** link.
5. Do one of the following:
 - If you have an Adobe ID, sign in and follow the prompts.
 - If you don't have an Adobe ID, click the **Sign up for an Adobe ID** link and follow the prompts to create your profile.



Note

If you are creating a .NET Passport you will then have to complete the Adobe Reader activation.

6. When you have created your online identity, click the **Activate** button.
7. Follow the prompts to install the activation key.

To activate Adobe Reader on a second computer or a hand-held device:



Note

This procedure assumes that you have already set up either a .NET Passport or an Adobe ID.

1. In the Adobe Reader select **Tools > eBooks > Adobe DRM Activator**.

The *Adobe DRM Activator* page is displayed in a Web browser window.

2. Sign in to the identity that you are using to read ebooks (.NET Passport or Adobe ID).
3. In the *Activation* page click the button that is appropriate for your device:
 - For a computer (Mac or PC), click the **Activate** button.
 - For a hand-held device, click the **Activate Palm OS Device** button.

4.1.5 If You Have Problems

If you experience problems activating your Adobe Reader, refer to the [FAQs](#) and [troubleshooting](#) sections in this document or contact your system administrator.

4.2 Browsing and Borrowing

Just as in a conventional library, you can take a cursory look at any ebook in the EBL to help you decide whether or not to borrow the ebook. When you browse an ebook this is known as reading online and does not affect any lending allocations for the ebook. When you decide to borrow an ebook this is known as reading offline.

[Online reading](#) is a very restricted way of reading an ebook but does give you the opportunity to decide to borrow it. [Offline reading](#) provides more flexibility in how you use the ebook but this affects the lending allocation for the ebook.

In this section:

- Online on page 38
- Offline on page 43

4.3 Online Reading

When you preview an ebook by reading it online, you can browse the ebook for 10 minutes. During this time you can navigate around the ebook and search it for specific information. You can also copy content and print pages up to a predefined limit.



Note

If you are reading an ebook online that you already are already borrowing, there is no time limit unless your loan period expires while you are reading the ebook.

The topics in this section provide information on using the online reader to preview ebooks.

4.3.1 Reading an Ebook Online

To read an ebook online you can follow a link from either the *Search Results* or the **Options** tab on the *Full Details* pages. When you follow the link from the search results, the system displays the ebook tabs in the left pane.

To read an ebook online, click the link when it's available. The ebook is displayed in the right pane of the EBL window. For information about using the online preview, see the sections later in this chapter.



Figure 17: Browse Ebook Link



Note

The label on this link might also be "Read Online".

As the ebook loads, the following message provides some information about the download. This message is visible until the ebook has loaded into the online reader. The time it takes to load an ebook depends on the speed of your Internet connection.

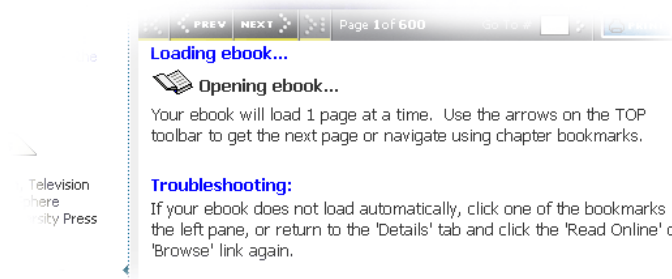


Figure 18: Loading Ebook Message



Note

If you have Adobe Reader 6.0.x installed on a Macintosh computer, the online reader toolbar is displayed in the main window and the ebook will be displayed in a separate window.

4.3.2 The Online Reader

When you browse an ebook online you can view five pages at a time. That is, the online reader loads five pages—starting at the first page— that you can scroll through in the current view.

The online reader (see Figure 19) displays the EBL dedicated reader toolbar (1) for navigating through the ebook and the Adobe Reader toolbars (2).

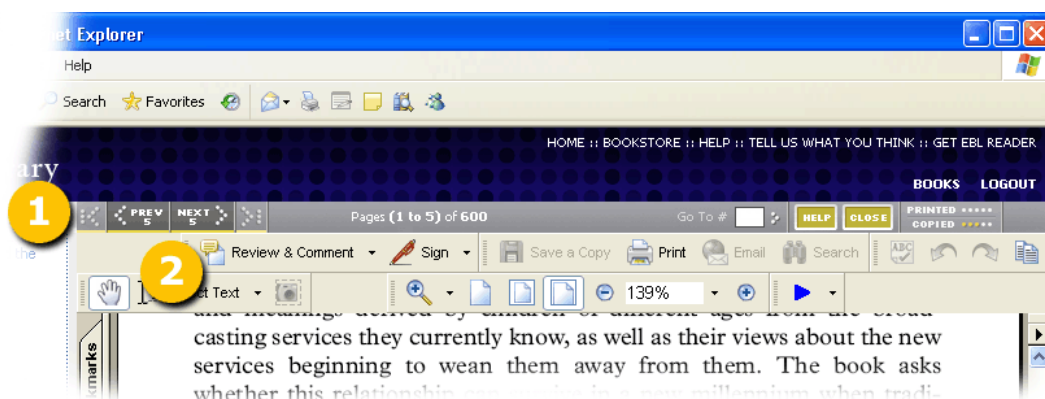


Figure 19: The EBL Online Reader


Tip

Use the Adobe Reader shortcut key (F8) to show and hide the Adobe Reader toolbars (2).


Tip

To return to the full details view for the ebook when you are reading it online, click its link in the [navigation breadcrumbs](#).

4.3.2.1 Using the Online Reader Toolbar

You can use the dedicated online reader toolbar to navigate around the ebook and to copy and print content from the ebook. The toolbar replaces some of the features found in the Adobe Reader's toolbars, which means you can hide the Adobe Reader toolbars if you want so that you can see more of the ebook's content.


Note

The Adobe Reader toolbars have limited functionality due to the DRM protection on the ebook. However, you will need to use these toolbars for such features as zooming and read-aloud. For more information about Adobe Reader toolbars, see the Adobe Reader online Help.

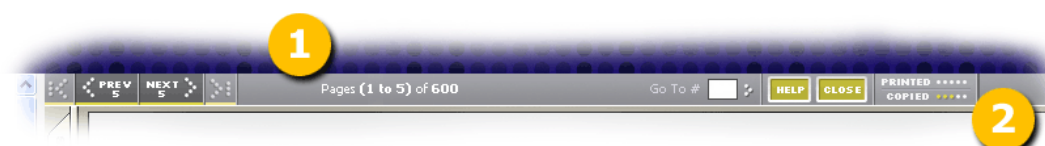


Figure 20: Online Reader Toolbar

In addition to its controls the online reader toolbar provides you with information about your position and the page count in the ebook (1) and your printing and copying allowances (2).


Note

The page position counter at the bottom of the Adobe Reader displays information only about the number of pages that are currently loaded into the online reader. To view page count information, use the online reader label (1).

The following table describes the function of each toolbar button:






This feature...	Enables you to...
	Navigate to the first page and the last page of the ebook.
	Navigate to the pages before and after the current page that you are viewing.
	Jump directly to the page number that you enter in the box.
	View online Help about the online reader.
	Close the online reader and return to the full details about the ebook.

Table 4: Online Reader Toolbar Buttons

4.3.3 Using the Bookmarks

In addition to navigating using the controls in the online reader toolbar, you can use the links in the **Bookmarks** tab to jump directly to a heading in the ebook. When you open an ebook for reading online, the **Bookmarks** tab appears automatically.



Note

The Bookmarks tab provides links only to the major sections of the ebook. The entries you see in the Bookmarks tab do not necessarily match the bookmarks that might be contained in the actual ebook. You can access the ebook's own bookmarks by clicking the Bookmarks tab on the side of the online reader.

To jump to a heading in the ebook, click on its entry in the table of contents.

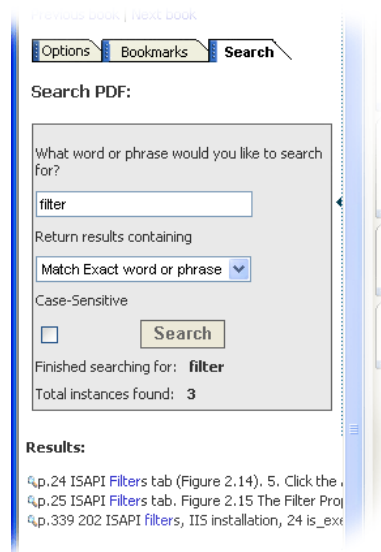
4.3.4 Searching an Ebook

The search facility is available on all ebooks that have been indexed. Using this feature you can search the whole ebook and follow the links in the search results to view pages that contain the term you searched for.

You can use the search feature to find single words, groups of words and exact phrases.

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2. Click the **Search** tab in the left hand frame.
3. In the text field, type the text that you want to search for.
4. Select the type of search from the drop-down list (any word or exact phrase).
5. If you want to run a case sensitive search, select the respective checkbox.
6. Click **Search**.



The search results appear in a list under the search panel.

4.3.5 Copying and Printing From an Ebook

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When you read an ebook online you can copy the contents of a selection to the clipboard in preparation for pasting it into another document. You can also print selections from the ebook. The EBL records your use of these features for an ebook and the reader prevents you from printing and copying when you have reached the respective limits.

To help you see how much of your allowance you have left, look at the printing and copying gauges in the online reader toolbar. Each dot on the gauges represents 20% of your allowance. As you use the features, the dots change colour.



Figure 21: Printing and Copying Usage

To print a selection using the online reader:

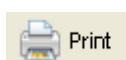
1. In the online reader, make sure the Adobe Reader toolbars are visible.



Tip

If they aren't visible, press F8.

2. Use the print button to print the content that you want.



You can print up to five pages as long as you are still within your allowance. For more information about using the Adobe Reader toolbars, refer to the Adobe Reader online Help.

To copy a selection to the clipboard:

1. In the online reader, make sure the Adobe Reader toolbars are visible.
2. Use the text selection tool to select the text you want to copy.



3. Click the Copy button in the Adobe Reader toolbar.



4. Paste the contents of the clipboard to the destination document.

4.3.6 When the Online Preview Expires

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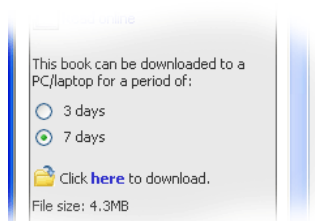


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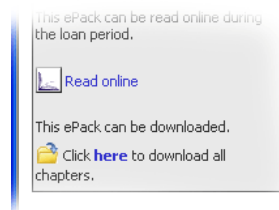


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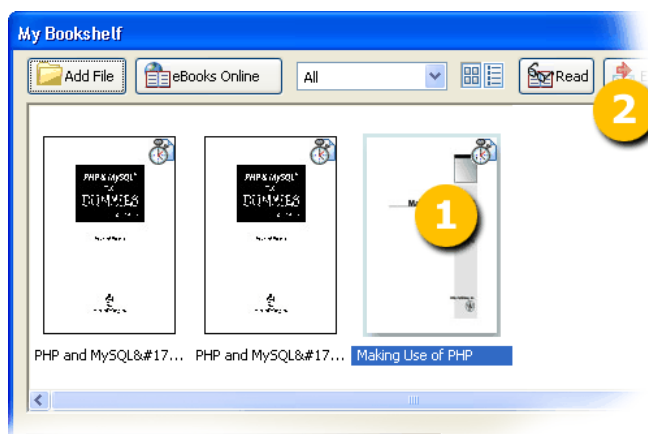
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3 rd and more	0	0

Table 5: Activity Allowances on Borrowed Ebooks

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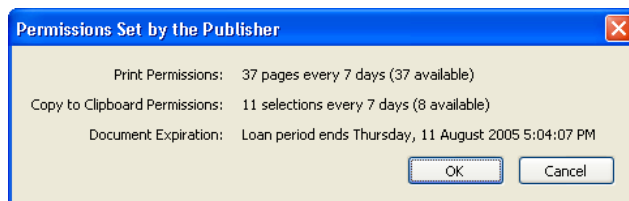
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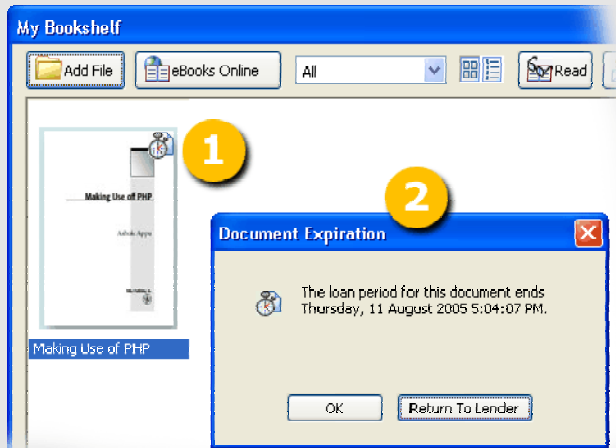
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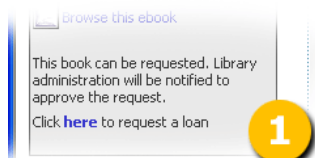


Figure 22: Request an Ebook Loan Link

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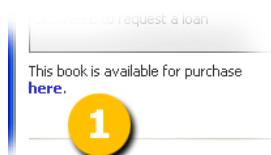


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