Ebrary User Guide

Downloading a Book:

Reading ebrary books online:

Accessing BookShelf:

Using the Bookshelf:

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Using ebrary App in iPad iPhone iPod:

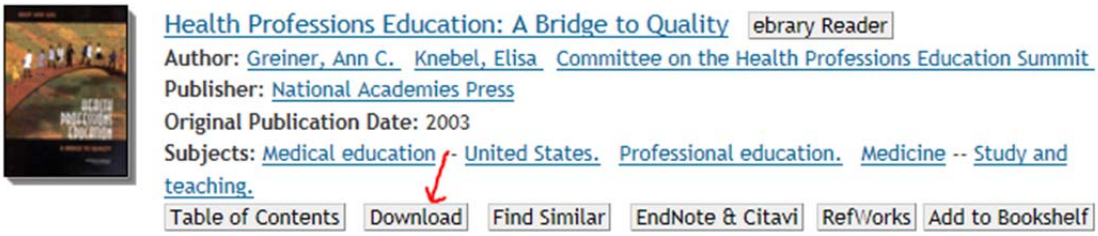
Downloading a Book:

To download a book first you have to login through your University of Dammam email account. It is the same login that you used to login at ezp.ud.edu.sa

1: Click Sign In at the top right as shown below

When you are signed in successfully it will show as Sign out

2: Now search your required book and click download button

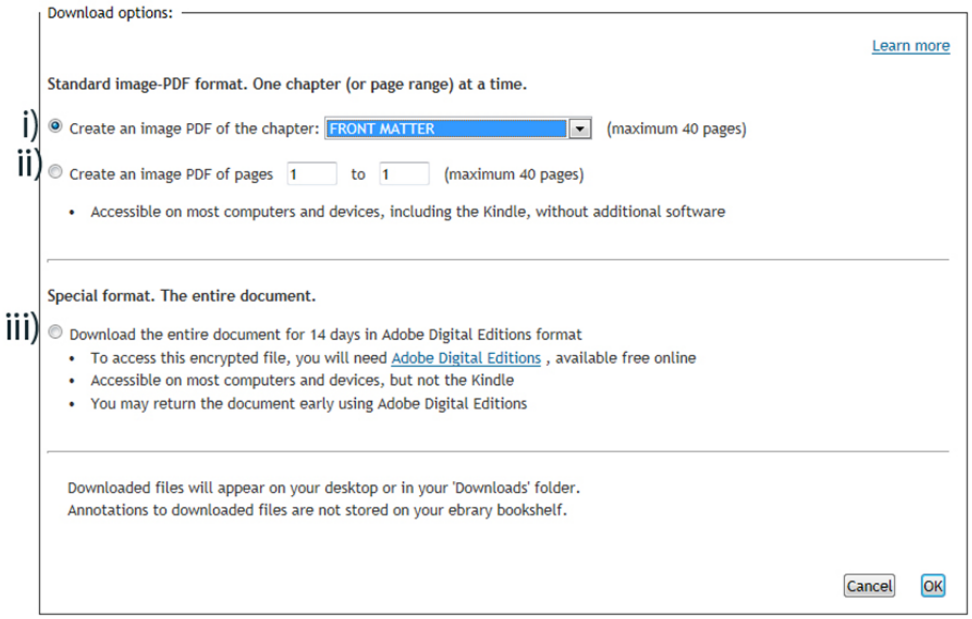


3: You may select anyone of these three options

i) selecting a chapter from the dropdown box

ii) selecting from some selected pages from and to (maximum 40 pages can be downloaded).

iii) You may download the entire document in Adobe Digital Editions format. For this you may need to download and install free software from the link provided at the download page. This document will open in your Adobe Digital Editions only for 14 days.



Reading ebrary books online:

It needs to install ebrary reader plugin in your browser. Below is the process to install the ebrary reader pug-in.

Installing the ebrary Plug-in Reader

The ebrary Plug-In Reader runs on Windows and Mac OS. The installation varies depending on the operating system and browser that you use.

Installing the ebrary Plug-in Reader on Windows

You can run the ebrary Plug-In Reader on Microsoft Window Vista 32 bit, Microsoft Windows XP, and Windows 2000 Professional on any of the following supported browsers:

- Microsoft Internet Explorer 6.0 and later
- Firefox 2.0.0.20 and later

If you do not have the ebrary Plug-in Reader installed, Internet Explorer or Firefox prompts you to install the reader when you try to use it.

To install the ebrary Plug-in Reader on Internet Explorer or Firefox

1. Click a document title.
2. At the prompt, download the ebrary Plug-in Reader.
3. After you accept the License Agreement, you can use the ebrary Plug-in Reader.

Note: If you have difficulties installing the ebrary Plug-in Reader, refer to this troubleshooting guide.

You might need to refresh or restart your browser.

Installing the ebrary Plugin Reader on Mac OS

You can install the Plugin Reader on Mac OS X version 10.2 and later on one of the supported browsers:

- Safari 1.1 and later
- Firefox 1.0 and later

To install the ebrary Plug-in Reader on Mac OS

1. Click to download the ebrary Mac installer.
2. Save the file when prompted. Most browsers download files to the desktop by default.
3. If your browser does not run the installer automatically, you can launch it:
    - Double-click the ebraryReaderInstaller.dmg file to mount the file.
    - Click ebrary Reader Installer run the installer.
4. Respond to the installer prompts to complete the installation.

    You might need to refresh or restart your browser.

Accessing BookShelf

Bookshelf is used to save your selected content from the search results and manage them in bookshelf in different folders. The Saved content and bookshelf can be easily seen from any where after signing in to the ebrary.

Below is the procedure to access the ebrary bookshelf using non-mobile devices like computers laptops etc.

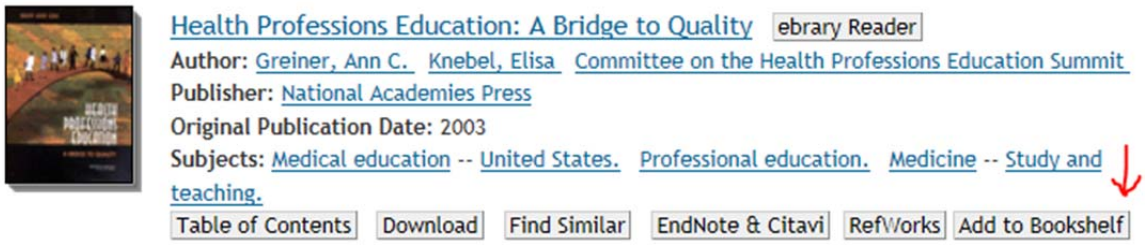
Note: if you have already signed in to download a book no further sign in is required to access the book schelf. Skip this portion in that case.

1: Click on the sign in link at the right side of the ebrary website

It will ask you to enter your username and password to sign in please use your ud-email ID as username and the password associated with your ud email and click login.

As you login you will see Sign Out link in place of Sign in.

2: Now you can search you books and click Add to Bookshelf to add your selected books to the Bookshelf for future reading.



Using the Bookshelf

If you have an ebrary account, you can store documents that you are interested in on your personal bookshelf that only you can view. The bookshelf is your workspace where you can create folders to organize your documents and annotations. ebrary helps you keep track of the folders your work is in and of items that are not categorized.

From within a folder, you can email a link to enable others to view that folder. The email recipient must have access to ebrary.

Adding Documents

How you add a document depends on the reader you are using.

To add a document to your bookshelf (ebrary QuickView Reader):

You can add a document to your bookshelf in one of these ways:

- Select **Add to Bookshelf**.
- Make a note on a page.
- Highlight text on the page.

The document and any annotations are added to the Unclassified Documents & Annotations folder on your bookshelf.

To add a document to your bookshelf (ebrary Reader):

You can add a document to your bookshelf in one of these ways:

- Select **InfoTools > Add to Bookshelf**.
- Make a note on a page.
- Highlight text on the page.

The document and any annotations are added to the Unclassified Documents & Annotations folder on your bookshelf.

Adding Annotations

Any annotations made in a document will be placed on your bookshelf. You can add an annotation in several ways:

- Make a note on a page.
- Highlight text on the page.
- Click the bookmark button in the toolbar.

The document is initially added to the Unclassified Documents & Annotations folder on your bookshelf.

Searching Your Bookshelf

Searching only the documents in your bookshelf can be an efficient way to find the information you need.

To search your bookshelf

1. Sign in if you are not currently signed in.

2. Type in a search term, and click **Search**.
3. Click Advanced. The display shows the search term in the first line.
4. In a second Advanced Search line, select Collection, and then choose My Bookshelf as the collection to search.
5. Click the **Search** button below the Advanced Search fields.

ebrary displays documents in your bookshelf that include the search term. You can work with these documents as you would with any search result.

Creating and Using Bookshelf Folders

Folders allow you to organize the documents you place on your bookshelf.

To create and use bookshelf folders:

1. Click the **Bookshelf** tab to view your bookshelf.
2. Click the **All My Documents & Annotations** folder on the left to see everything on your bookshelf.
3. To add a new folder, click the **Add Folder** button and type a folder name.
4. To add a document to a folder, drag the document cover over to the folder. This adds the document and any annotations to the folder. You can add a document to more than one folder.
5. To add only an annotation to a folder, click a note icon (, , ,) and drag it to the folder. You can add an annotation to more than one folder.

   Tip: To organize your research, you can put a document in one folder and divide the annotations into multiple folders.

6. To see all folders containing a document or annotation, place the cursor over the link (not the icon).
7. To remove an item from a folder, click the folder to open it, and then click the red X next to the item. When you remove an item from a folder, it is still on your bookshelf.
8. To delete a note or highlight from your bookshelf, you can do any of the following:
   - While viewing the document in the ebrary Reader, delete the annotation while viewing the document.
   - While viewing the document in the ebrary QuickView Reader, delete the note.
   - On your bookshelf, open either the **Unclassified Documents & Annotations** or **All My Documents & Annotations** folder, and click the trash can next to the item.
9. To remove a folder, click the **Pencil** button, and then click **Remove Folder**. The books and annotations in the folder remain on your bookshelf. Only the folder is deleted.

Emailing a Folder

If you have folders on your bookshelf, you can email each folder to others. The recipients of your email can see all the documents in your folder and all notes and highlights you added to the books. The recipients must have an ebrary account with access to the books in your folder.

To email a folder:

1. Select the ebrary **Bookshelf** tab and click one of your folders.
2. Click the **email** button.
3. An email form allows you to specify one or more recipients for the email. A template subject and template text is included. You can change the information in the form to fit your needs.

4. Click **OK** to send the message.

Searching your Bookshelf

You can use the Collections option in the Advanced search to search all documents on your bookshelf.

Note: You can also use the Collections options to limit the search to a single collection if your site has multiple collections available.

To search your bookshelf

1. Click the Search tab.
2. On the Search page, type in the first search term and then click Advanced.
3. In the Advanced search area, choose additional Text and Key fields, such as Publisher or Document language.
4. In the last field, choose Collection, and then choose My Bookshelf.
5. Click **Search**.

ebrary displays all books on your bookshelf that include the search term.

ebrary Mobile App Installation and Sign in procedure:

INITIAL SETUP VIA BROWSER:

1. **Go to your ebrary site** and **sign in** to your personal ebrary account as usual

- You'll need to do this at least once every 90-days to validate use on the mobile app

2. **Create an Adobe account** if you don't already have one:

- If you've done full-document downloads on ebrary, you already have one
- To create an Adobe account

1) Go to https://www.adobe.com/cfusion/membership
2) Click "**Create an account**"
3) Fill in at least the starred fields…
4) Click "**OK**"

ON YOUR iOS MOBILE DEVICE:

- First time use, **install the ebrary app** using the "App Store" icon
  Once installed, click/tap to **open the ebrary app**

- First time signing in to the app, prompted for **your Adobe account info**
- You'll then be prompted for **your personal ebrary account** username and password.

If your ebrary site uses a standard ebrary sign-in,

1) Or, use the Facebook Sign-in feature (see below)

If You need to use the Facebook Sign-in feature (see below)

Facebook Sign-in option:

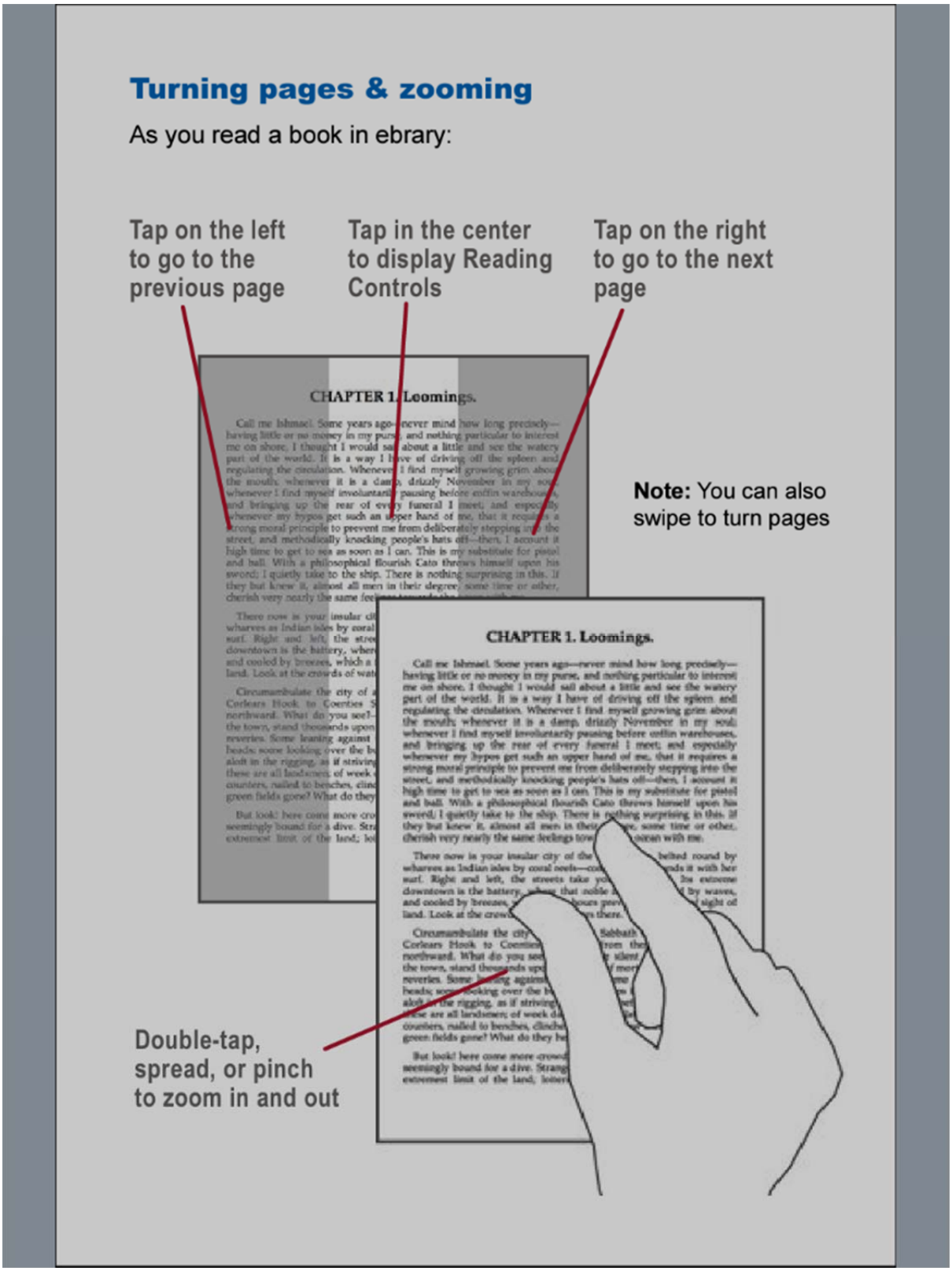
First, link your ebrary account to your Facebook account (a one-time setup):

1. Go to your ebrary site using a browser
2. Sign in to your ebrary account as usual
3. Click "**My Settings**" link at top-right of ebrary screen
4. Under "**Link your account to Facebook**", click **"Log In**"
5. On Facebook log-in screen, enter your Facebook credentials, click "**Log In**"
6. *(Don't have a Facebook account? Click "Sign up for Facebook" at lower left)*

You can then sign in on the mobile app using the "Sign in with Facebook" button and your Facebook credentials.

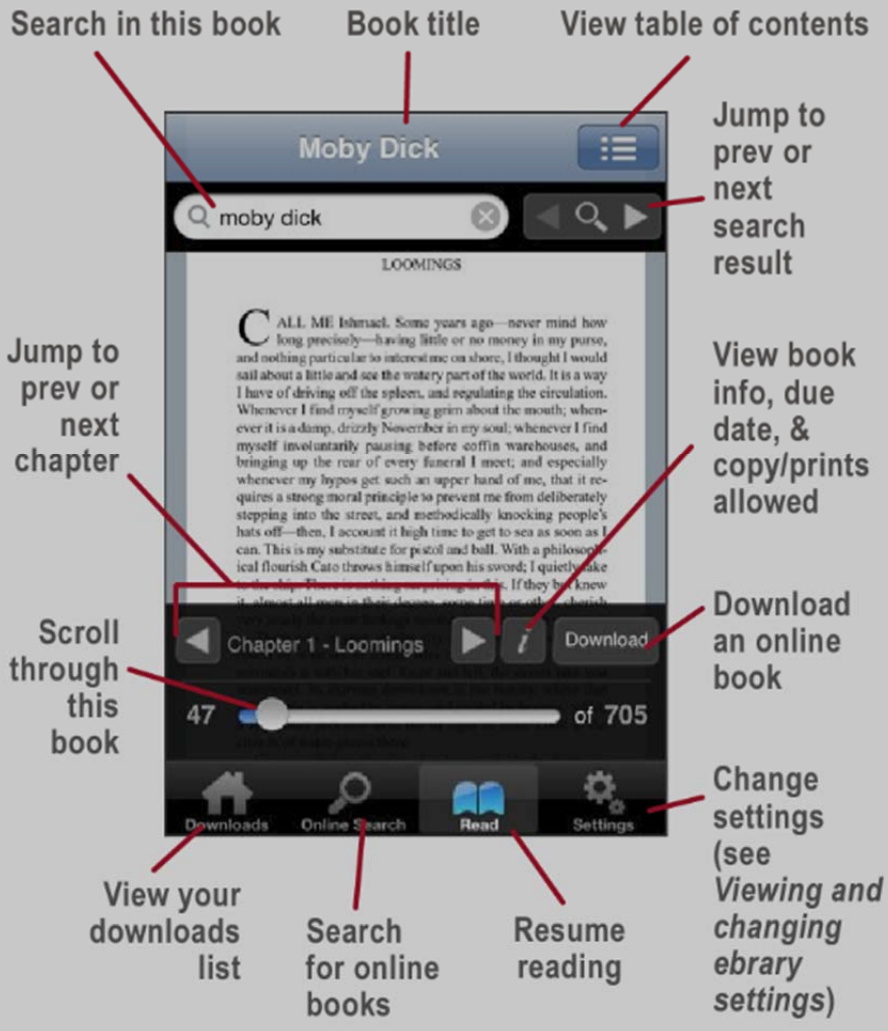
Important note: The Facebook Sign-in feature does not access or post anything on Facebook accounts, it just takes advantage of users' Facebook authentication.

Using ebrary App in iPad iPhone iPod.



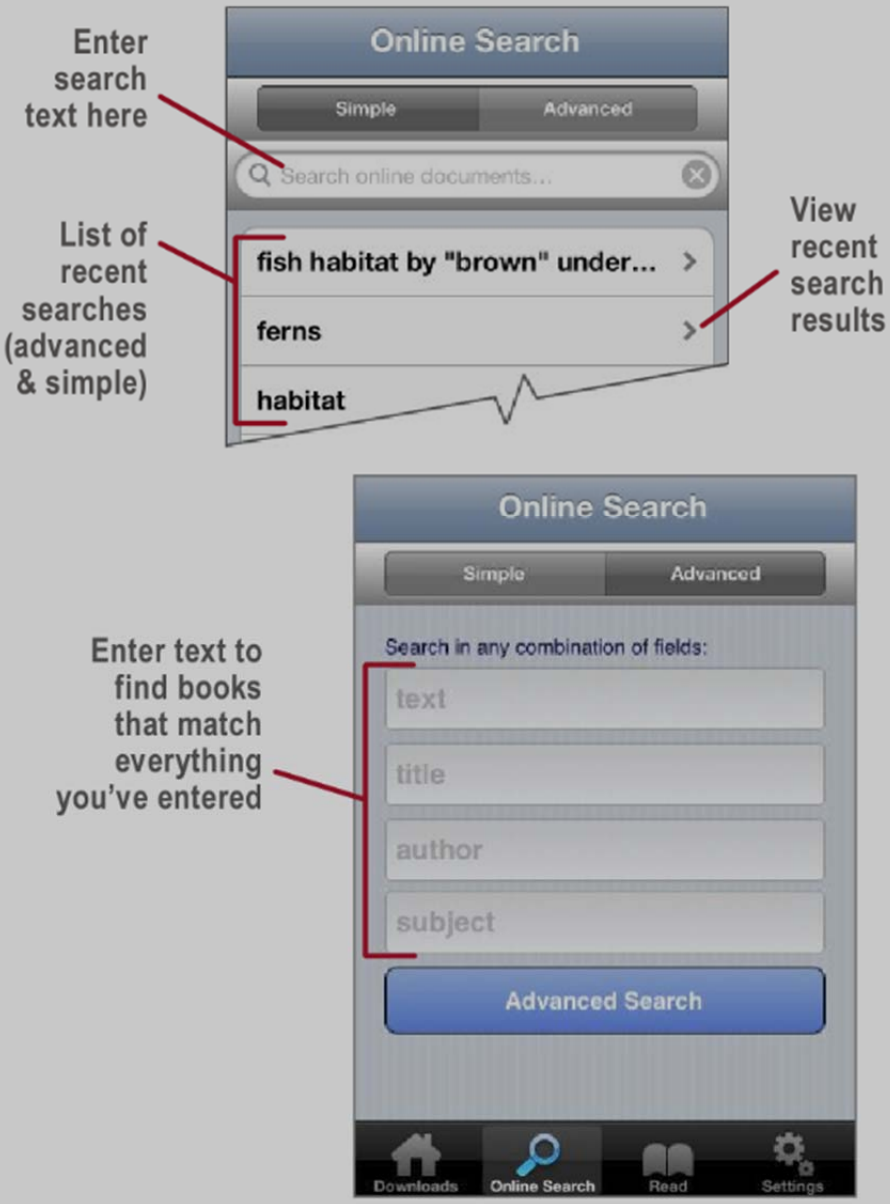
Using the reading controls

Tap on the center of a page to display or hide the Reading Controls.



Searching online

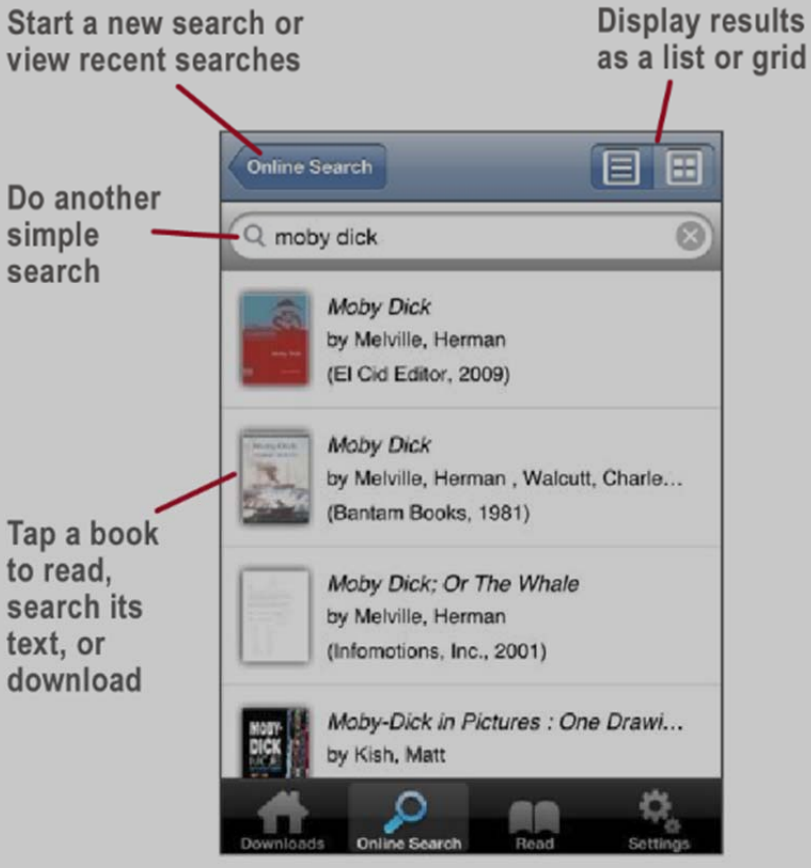
You can do a simple online search for a word or phrase such as a topic or book title, or do an advanced search.



Online search results

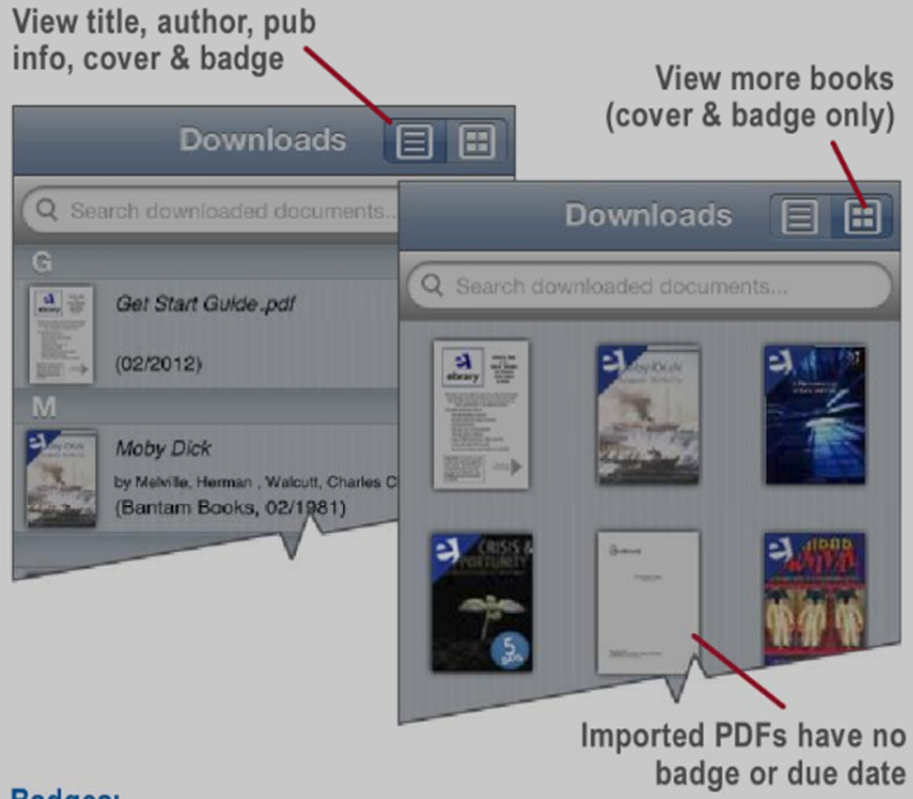
View the online books that match your search as list or grid, then

- Select a title to read, search, or download
- Do another simple search from this screen, or
- Return to the Online Search screen



Viewing your downloads

View all your “on loan” and imported books in an A-Z list or a grid. Badges show you their status.



Badges:

ebrary book “On loan”

Remaining days, for books near due date

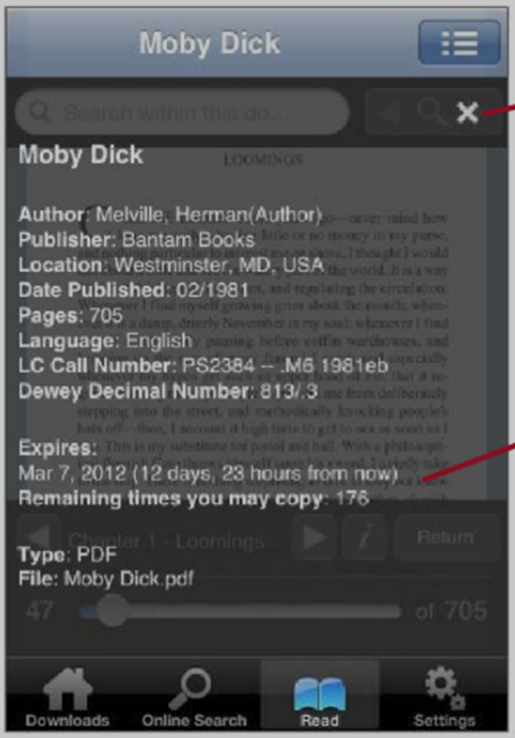
Loan term is over and book is locked

Tap on a book when you want to:

- Read it
- Search its text
- Check its due date
- Return it

Checking info and returning a book

Use the *i* button on the Reading Controls screen to view due date and other information about a book.



Return to Reading Controls

Due date and number of copy/ prints allowed

You must be online to return a book. Returned books and expired books stay in downloads until you delete them. For details, see ***Deleting a book***.

Tap to return an "on loan" book

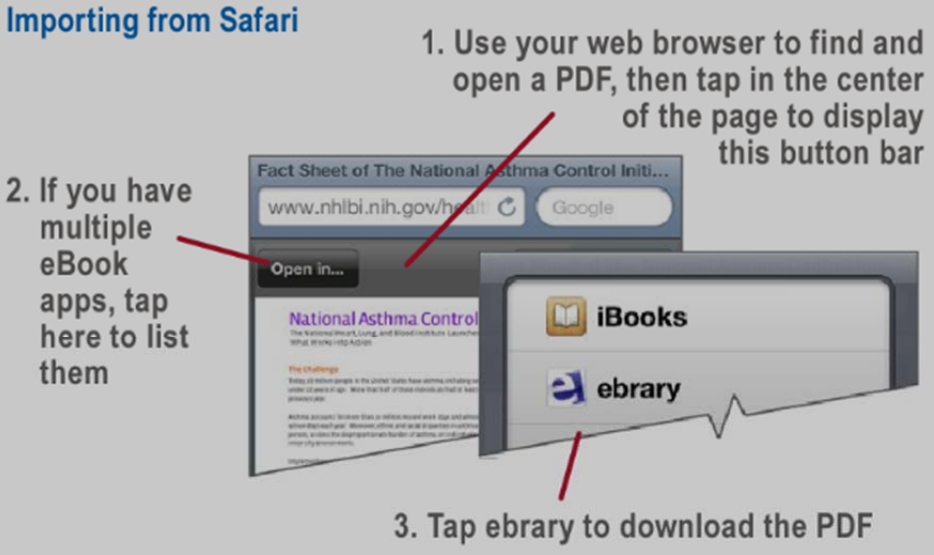
Importing PDF books from other sources

Transfer these into your ebrary app so you can use them offline:

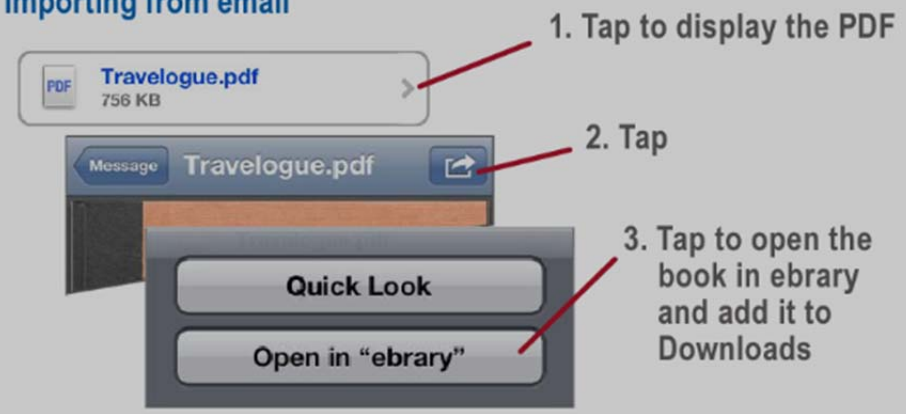
- PDF files you create
- PDF files you've received in email or found on the Web
- PDF files encrypted with Adobe's Digital Editions technology (your ID must match the ID that the PDF was created for)

Note: You can also use iTunes to move ebooks or PDFs between your computer and mobile device. See ***Using iTunes® to move PDFs.***

Importing from Safari



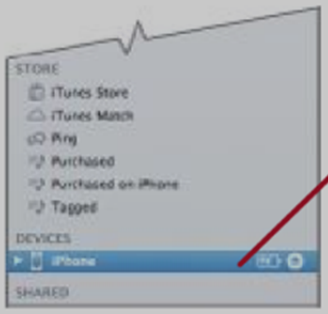
Importing from email



Using iTunes® to move PDFs

You can use iTunes on your computer to move PDFs (that you created, purchased from iTunes, or obtained from other sources) onto your iPhone or iPad from your computer.

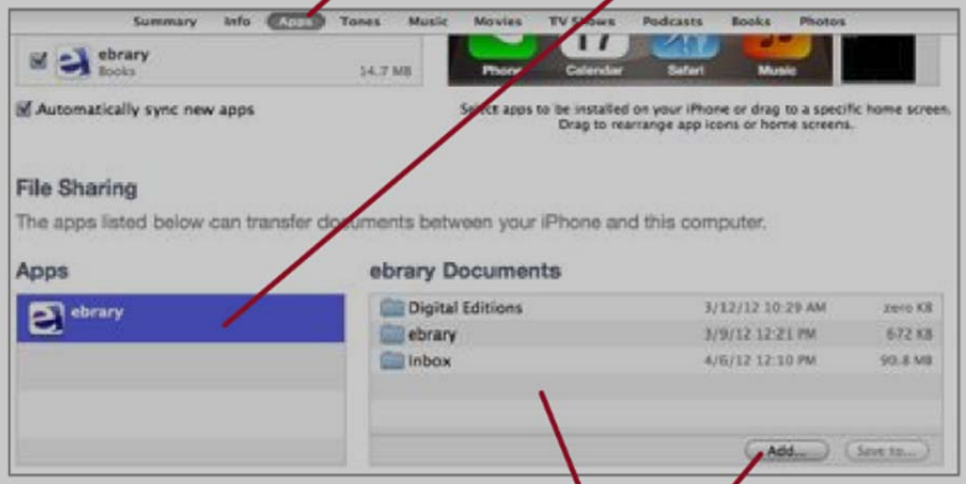
When the iPhone, iPad, or iPod Touch (with the ebrary app installed) is connected to your computer, open iTunes.



1. Click to select your device in the list at left of screen)

2. Click Apps

3. Scroll down to File Sharing (below Synch Apps), and select ebrary



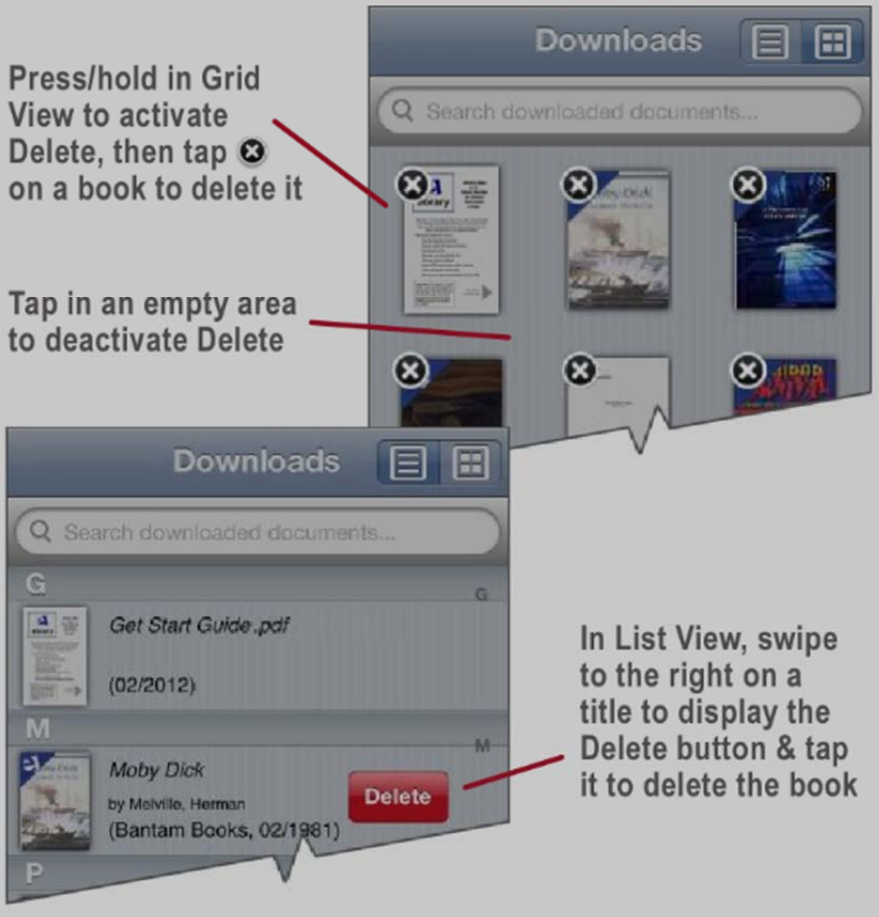
4. Drag PDF files into this window, or use the Add button to choose them

The next time you synch, the files are transferred to your device, and the ebrary App adds them to your Downloads list

Deleting a book

Use the Downloads view to delete an ebook. Deleting in ebrary works the same as in other iOS list and grid views.

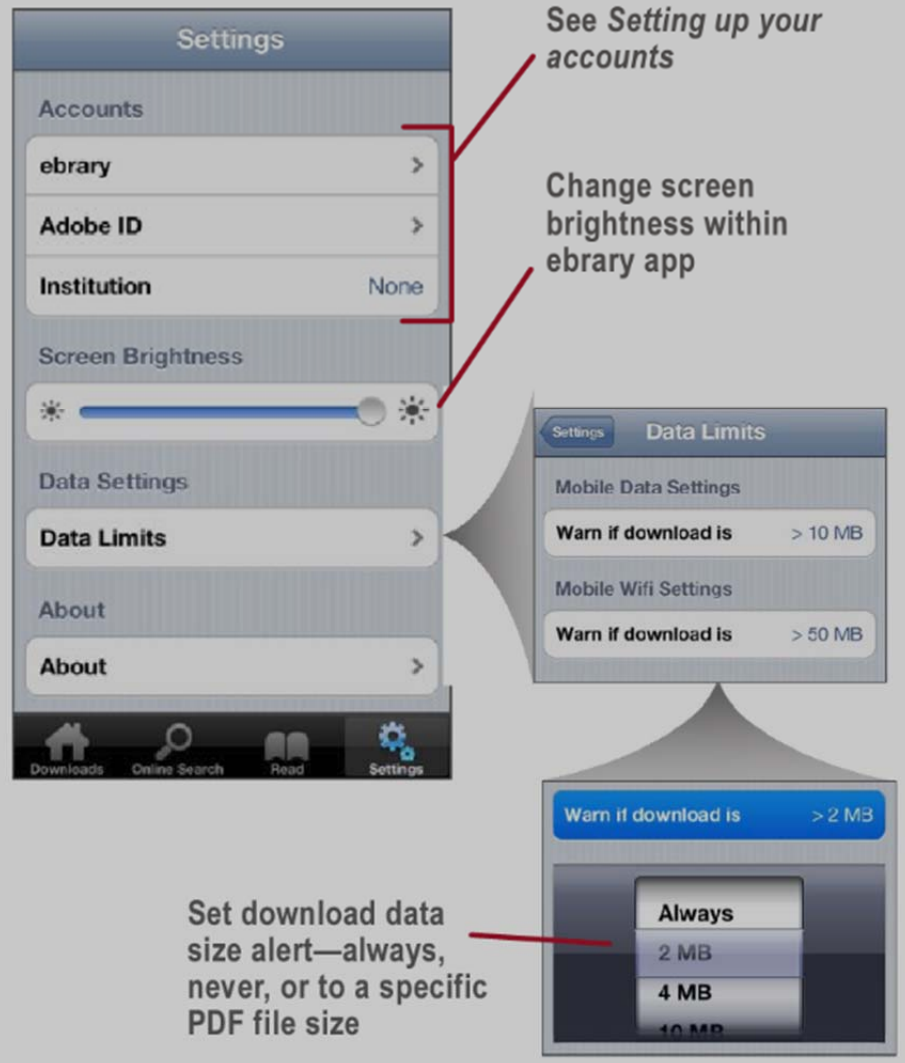
Note: If you delete a downloaded book before it is due (to clear space), it's still "on loan" to you and you may use a copy on another device. If you return a book, or it expires before you return it, it remains in your Downloads but can't be used—use Delete to remove it from your device.



Viewing and changing ebrary settings

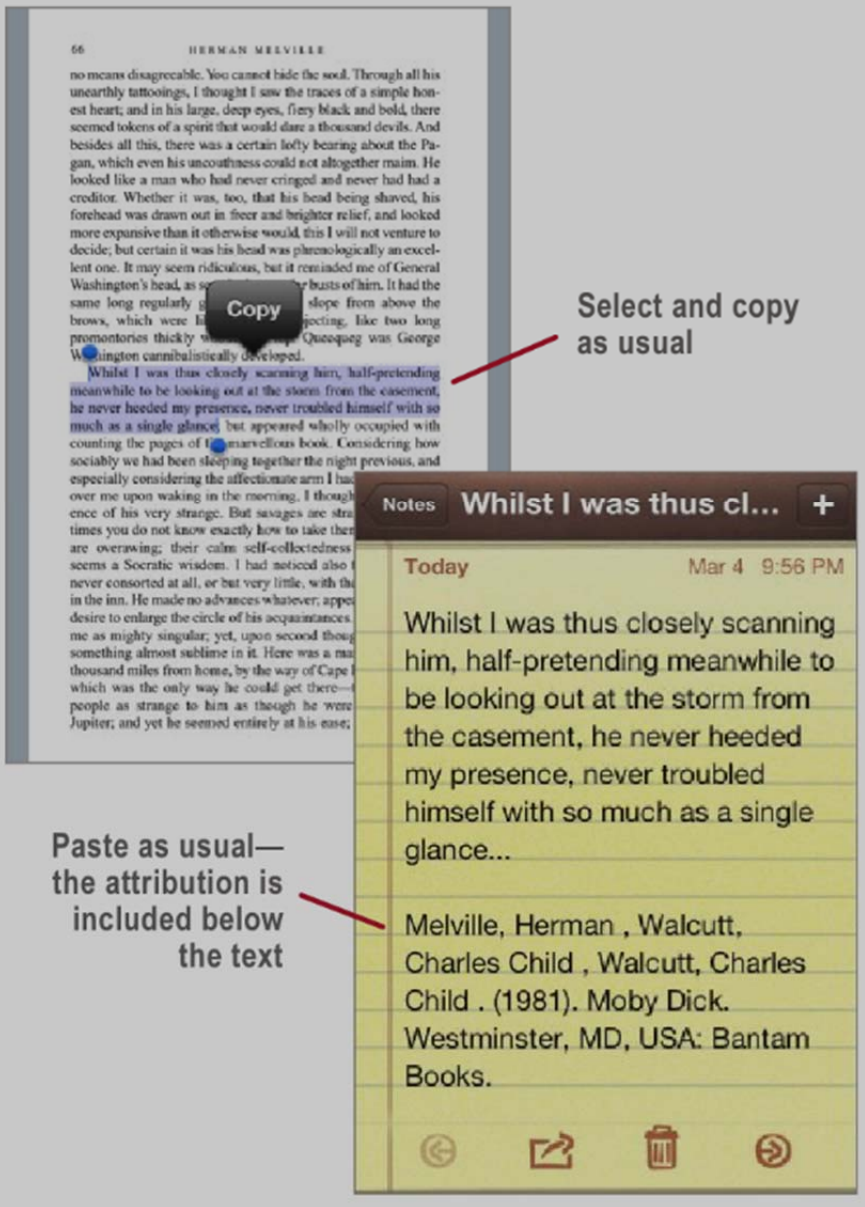
As you read, search, and download ebrary books, you may want to adjust screen brightness (for reading at night).

If you are concerned about download speeds or cell phone data limits, you can set alerts for file sizes on mobile or wifi networks.



Copying excerpts from downloaded books

You can copy and paste excerpts from downloaded ebrary books (attribution is automatically included). Use the i button in Reading Controls to view the number of Copy/Prints remaining.



For further information regarding mobile apps please visit
http://support.ebrary.com/category/english/mobileapp

Please read the online help content on various other topics
http://site.ebrary.com/lib/anysite/help.action?