

E-books from Ebook Central

Ebook Central (known previously as Mylibrary) is a collection of e-books that you will find really useful. You can read these textbooks on your screen at home as well as at INTO. These are basic instructions only: **Have a play with Ebook Central to see how much it can do!**

A) Using Ebook Central

- i) You can access **Ebook Central** via the Learning Centre webpage at <http://intolearningcentre.co.uk/online-resources/>
- ii) click on the **Open Athens** logo
- iii) Use your **Open Athens Username** and **Password** to log in. **If you do not have a username or password, come into the Learning Centre and get them!**
- iv) You will see the following screen. Click on **Ebook Central** at the top of the screen





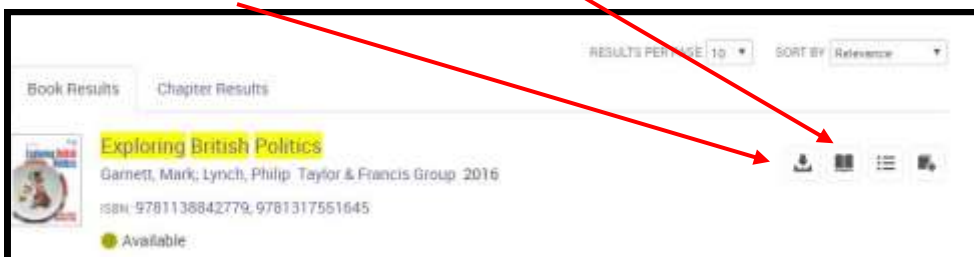
You will be asked to log in again: DO NOT! You have already logged in. Just look down the page and select "please click here to access the OpenAthens Authentication Point" You will see the message: **Please wait while we transfer you to Ebrary**


B) Using Ebook Central for a specific book

When **Ebook Central** opens you will see a large search box **Only use this box if you know the EXACT title of the book you are looking for. Example:** if you are looking for **Exploring British Politics** and know this is the correct title, put this name in the box and click **Search**




The book title will display and you will have the option of downloading  or reading  online



If you are using an INTO Manchester computer, select  and read online **You will NOT be able to download.**

If you are reading on your own device, you may  download the book for the time specified on screen– this time will vary depending on the book).

NOTE: if someone else is reading the book online, you will get the  message and will have to wait until they have finished with it.

If using your own laptop or Mac, and want to download, you will need to download **Adobe Digital Editions** and set up a free **Adobe Account**; if you are on a phone/ tablet/ iPad, download the app **bluefire reader** and set up a free **Adobe Account**. Follow your device's on screen instructions to do this!

C) Saving & printing from *Ebook Central*

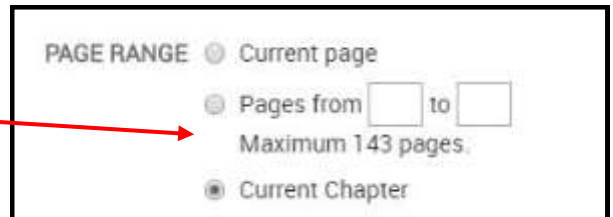
You can save pages/ full chapters as a PDF to print later

On the opening page of the book you are reading, click on the PDF icon



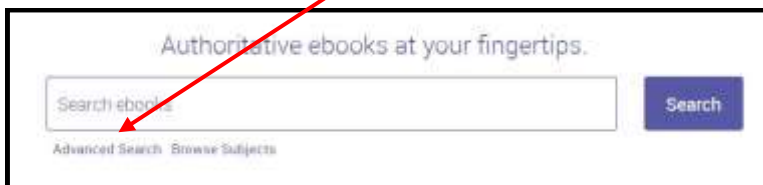
This will tell you how many pages you are allowed to save & then print.

Please note: the number of pages you can save/ print will vary according to the size of the book. In this example, as the book is very large, you can save and print up to 143 pages.

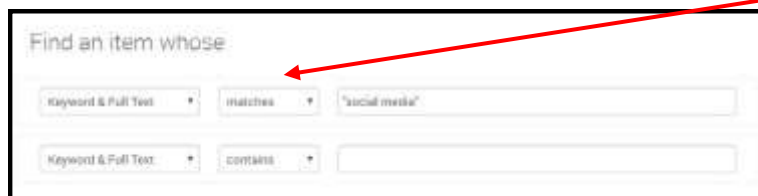


D) Using *E-Book Central* for research: searching across all of Ebook Central

To search for a topic across **all** the E-books in Ebook Central, you can search **inside** the electronic books. Click on **Advanced Search** on the opening screen. (**NOT** Search from the top menu!)

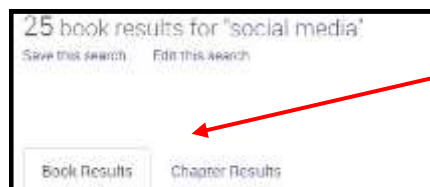


The following box opens; for better results, make sure the search box is changed to **“matches”** rather than **“contains”**



Decide what phrase/words you want to search for. *The more specific/exact you can be, the better!*

Results will then appear which can be listed by **book** or by **chapter**. **Book results tend to be easier to understand, but experiment!**




Click on the book title and when it opens, click **Online Reading**.



Relevant chapters appear with a marker to show how many “hits” in a particular chapter.

The longer the marker,  the more “hits” for your keyword

Click on the arrow  to show all the uses of the phrase; double click to open a specific page on the screen.

