

Find it Fast! Part 4: Using e-books

Information Skills Practical Workshop session 2011/2012

This workshop concentrates on finding and using books in the **ebrary** e-books collection using the **Advanced Search** option, and in **SciVerse ScienceDirect** and **SpringerLink**. **Ebrary** is a database of over 70,000 authoritative, copyrighted items, all in full text. The titles cover many different subject areas, from Social Sciences, Law, Medicine, Science, and Computing to Education, Fine Arts and History. There are extensive collections in Language and Literature, Philosophy, Psychology and Religion, Social Sciences and History.

Ebrary, **ScienceDirect** and **SpringerLink** books are particularly useful in your search for information because they support full text searching. This means that you can search across the contents of books to look for the information you need, in addition to title, author and publisher searches. The greater degree of flexibility offered by advanced searching will make your search for information easier and more efficient. In effect, it means that you can begin to gather together electronic material for your work without even leaving your computer at home!

We strongly recommend that you use this example rather than a specific assignment that you may be working on at the moment. The aim of the workshop is to learn how to search and use ebrary, ScienceDirect and SpringerLink – we believe that by following the exercise as given you are less likely to become involved in the intricacies of the results and instead learn the skills that you can apply later to your subject.

Ask for help at any time if you need it

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1. Accessing ebrary

Access on and off campus is via Shibboleth login:

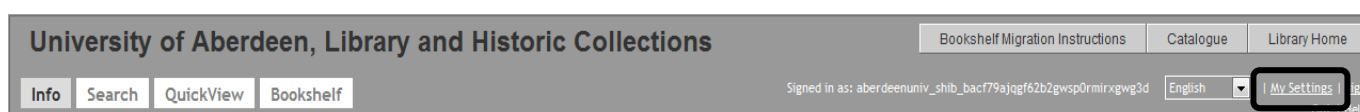
1. Open **Internet Explorer**
2. Go to the **ebrary** website at <http://site.ebrary.com/lib/aberdeenuniv>
3. Login using your University computer username and password

2. Set-up instructions for first-time users (not in computer classrooms)

New users working on office PCs, at home and on personal laptops only should do the following:

1. Allow pop-ups and cookies for the ebrary website
 - a. See www.abdn.ac.uk/library/documents/guides/dbs/qgdb004.pdf for details on how to do these
2. Download the **ebrary Reader plugin**. To do this:
 - a. Conduct a search on ebrary
 - b. From the results list pick a random title and click on the **ebrary Reader** button located in the record
 - c. You will be prompted to download the **ebrary Reader plugin**
Follow instructions for your own computer's operating system
 - d. **NOTE:** the plugin is already installed on University classroom and cluster PCs

3. Setting up Preferences (export to RefWorks, accessibility mode)



1. Click on the **Settings** link at the top right hand side of the page
2. There is an option to use the **Unity Reader plugin** (has text-to-speech capabilities)
3. Scroll down the page to the **Managing bibliographic information** section and select **Show RefWorks buttons**. There is an option for **EndNote** users here also

NOTE: anyone needing to use screen reader software should go to the section **Choose your accessibility mode** and select **Display pages in accessibility mode**

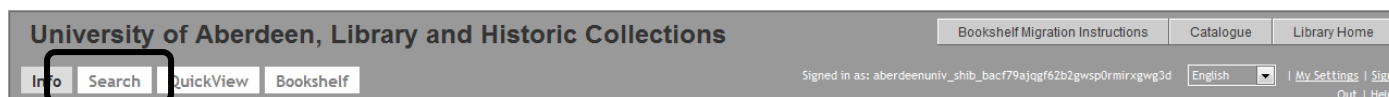
4. Searching ebrary

ebrary supports full text searching and has Boolean and proximity search capabilities. It does not allow for truncation


Search rules:

Phrase search	Enclose search phrase in quotation marks - " word1 word2 " e.g. " drug use "
Boolean search	Narrows a search by linking keywords or phrases
AND	Use UPPER CASE - word1 AND word2 e.g. " drug use " AND adolescents
OR	Widens a search to look for singular and plural forms + synonyms Use UPPER CASE - word1 OR word2 e.g. " drug use " OR " substance abuse "
AND NOT	Will return documents that refer to keywords or phrases, and specifically exclude others Use UPPER CASE – word1 AND word2 AND NOT word3 e.g. heroin AND cocaine AND NOT marijuana - will return documents containing the terms <i>heroin</i> and <i>cocaine</i> and exclude those referring to <i>marijuana</i>

Advanced Search




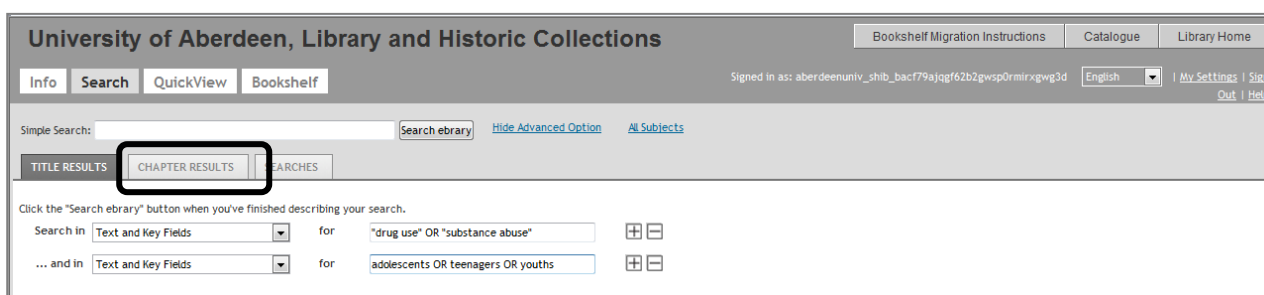
We always recommend using the far more flexible **Advanced Search** option

1. Click on the **Search** button located at the top left hand side of the page
2. **Advanced Search** will open with one search box. Add more search boxes by clicking on the  button located to the right of the box. Each box is automatically linked by **AND**
3. By default ebrary searches across **Text and Key Fields**
4. Enter keywords or phrases in the search box(es)
5. Click the **Search ebrary** button
6. View the results – if you have a large number you can **Focus your search using ...** selected subject fields
7. Follow the example search below or do your own thing...

Exercise:

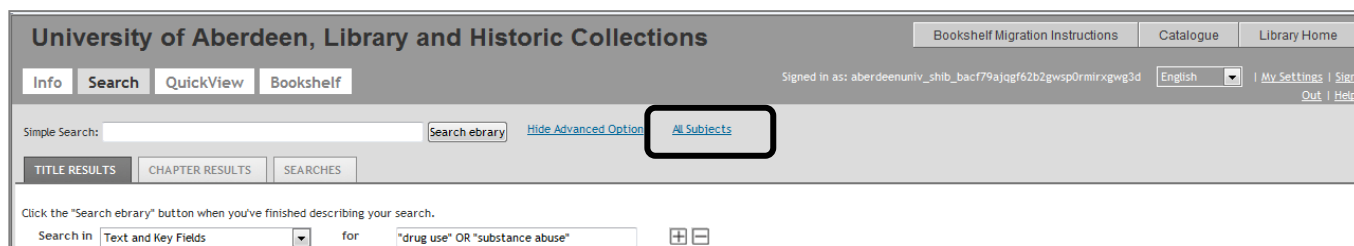
Search criteria

1. In the first box (**Text and Key Fields**) type:
“drug use” OR “substance abuse”
2. To open a second search box click on the  button located to the right of the first box
3. In the second box (across **Text and Key Fields**) type:
adolescents OR teenagers OR youths
4. The records are displayed under the search boxes according to how relevant they are to your search criteria
 - a. How many records were retrieved in total? _____
5. Located immediately above the top of the results list you will see a section listing related topics that allow you to **Focus your search** by selecting any of the selected subjects
6. Select **Drug Abuse** in the list of subjects, then **Search ebrary**
7. Notice that a third box is displayed showing **Drug Abuse** as a **Subject** search
 - a. How many records were retrieved in total? _____



8. The results are listed in order of relevance by **Title Results** but you can also look at the relevance order by **Chapter Results**. To do this click on the **Chapter Results** tab located immediately above the search boxes (see screen shot above)
9. If you navigate away from the **Results** page clicking on the **Search** button will take you back to your current set of search results

Browse Search



ebrary enables you to browse through titles indexed in broad subject areas. To access a listing of subjects and related topics simply click on the **All Subjects** link located towards the top middle of the page

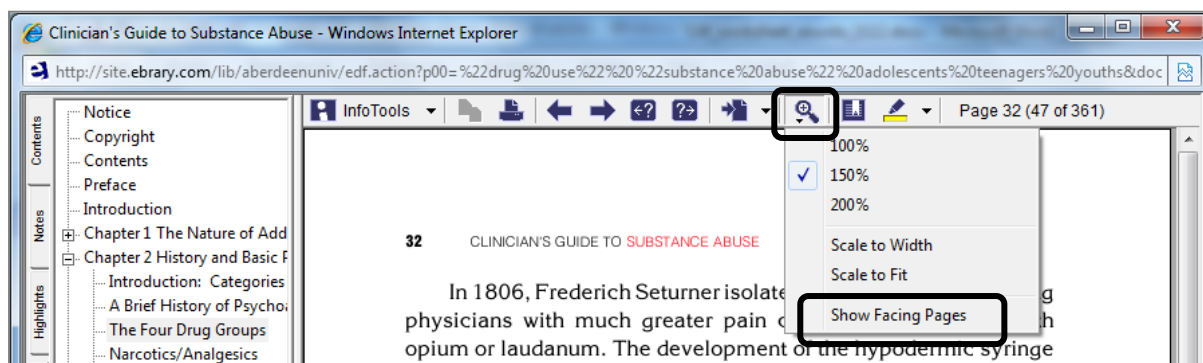
5. Viewing your search results

The results of your search are displayed below the **search** and **focus** sections.

By default, search results are sorted by **Relevance**, but you can sort the results list by **Title**, **Contributor**, **Publisher** and **Date** of publication.

You can expand your search from links in records on the Search Results Page.

1. Click on the hypertext links (**Author**, **Publisher** or **Subjects**) within the bibliographic details of a record to expand your search across the contents of ebrary
2. **NOTE: A question often asked – can I download a whole book to my computer? The answer is No**
 - a. It is not possible to download a whole book because of copyright restrictions
 - b. An ebrary book has to be read online, one or two pages at a time. There is an option in the ebrary Reader view to see 2 pages at a time by selecting **Show Facing Pages** from the **Zoom Menu** (see screen shot below)



- c. No eBook reading devices are needed (though **Accessibility Mode** supports screen readers)
- d. A maximum limit of 40 pages can be printed, 10 pages at a time

6. Reading a book

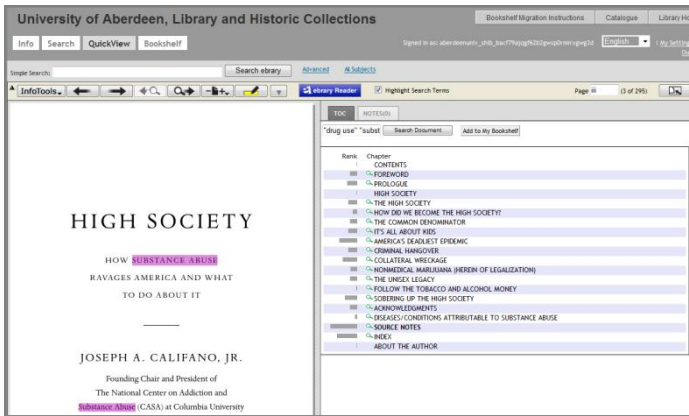
There are 2 main ways of reading a book – **QuickView** and **ebrary Reader** view

QuickView

QuickView is the default view and was introduced as an alternative to using the Reader which requires the installation of a plugin

The full text is opened by clicking on the title of the book

1. Select an interesting book from your search results, and click on the title



QuickView toolbar



QuickView is good for flicking through pages using the 'arrow' buttons:



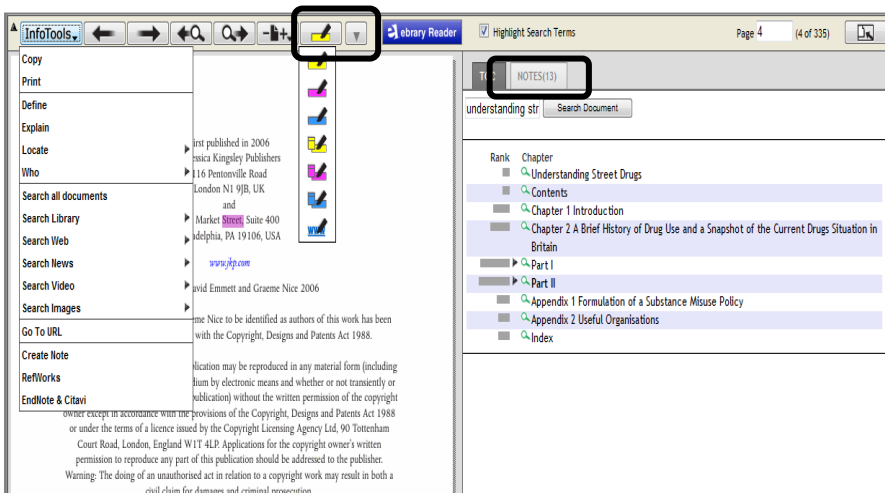
the 'previous page' and 'next page' buttons



the 'arrow + spyglass' buttons take you forwards and backwards to pages containing your search terms


Exercise:

1. Click on **Title Results** at the top of the results list
2. In the results list click Emmett's book **Understanding Street Drugs** or open a book from your own search



3. The book opens on the first page containing one of your search terms (highlighted in pink)

4. QuickView has two panes: **Table of Contents/Notes** on the right and **page view** on the left

5. Investigate the options from the toolbar, particularly the  Highlight option where you can also choose to highlight and make notes

6. All the notes you make within the book are shown in the **Notes** tab located in the right hand pane

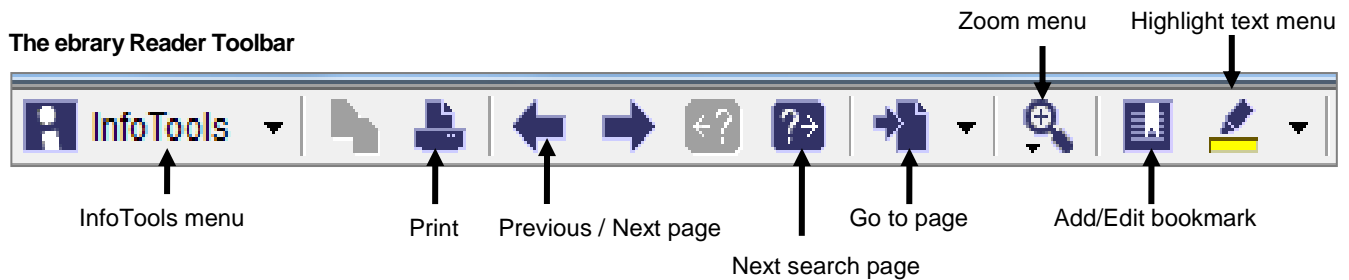
7. Click on the blue **ebrary Reader** button (also available in each record in a search results list and on books saved to your bookshelf). This view opens in a new window

ebrary Reader View

ebrary Reader is a plugin that installs automatically on your own office computer, laptop and personal computer at home the first time you click on the **ebrary Reader** button or link

ebrary Reader view works on two panes: **Table of Contents/Notes/Highlights** on the left hand side and the **page view** on the right hand side

The ebrary Reader Toolbar




Exercise

1. You should have a book open in QuickView. Click on the blue **ebrary Reader** button at the top of the page
2. Your book will open in a new window in **Reader** view

On the toolbar open the **InfoTools** drop-down menu to view the options available. They are the same as QuickView. From this menu you can search within a document for specific phrases or keywords, look up dictionary definitions and encyclopedia entries for selected terms and perform a wider (*Federated*) search across all documents and the Web.


Exercise 1: Searching within a document

1. You should have the book **Understanding Street Drugs** open in **ebrary Reader** view (or your choice from your own search).
 2. Open the InfoTools menu and select Search Document.
Search the document for blogs OR weblogs – click the Search button and the first page containing your search terms will open.
 3. Click the  Next Search Page button to open the next page containing your search terms.
- Keep the book open for the next exercise.

Exercise 2: Using the Highlight function


NOTE: We still recommend students to use the highlight text, bookmark page and make notes functions in ebrary Reader view because they work much more efficiently than in QuickView.

Using the book entitled **Understanding Street Drugs** (or your choice from your own search) as an example:

1. Go to a chapter of interest.
2. Click on the Highlight button  on the toolbar – your cursor should change to a marker pen. Highlight some text in this paragraph. If you click on the down arrow alongside the Highlight button you can see that it is possible to change the colour of the highlighting'.
You can do the same thing from the InfoTools menu | Highlight.
3. Click on the Highlights tab in the left hand pane. See that the page number is noted - this is a hypertext link which is displayed under this title on your bookshelf.
4. Remove a highlight by selecting the highlighted section with your mouse, opening the Highlights menu on the toolbar and selecting Unhighlight.

Exercise 3: Using the Notes function

Bookmarks and Notes

1. Select another page of interest and click on the **Add/Edit Bookmark** button 
2. Make a note about text in the lower frame– you will see that your note appears in the upper frame, together with the page number
3. Clicking on the **Add/Edit Notes** button opens the **Notes** tab (look in the left pane of the **ebrary Reader** view). See that your notes and page number are displayed - this is a hypertext link which is found under this title on your bookshelf
4. Keep the book open for the next exercise

Exercise 4: Adding documents to your Bookshelf

1. Adding bookmarks and notes and highlighting text automatically adds a book to your **Bookshelf**
2. Check this by minimising the **ebrary Reader** window and clicking on the **Bookshelf** button on your main ebrary account. You will see that the book you are currently working on is there together with the hypertext links to pages that you have bookmarked and highlighted.
3. To save a title without having to highlight or bookmark pages simply open the **InfoTools** menu and select **Add to Bookshelf**
4. To remove a note or document from your **Bookshelf** - click on the dustbin icon located to the right of the page or title lines OR delete annotations from the **Notes** tab in the **ebrary Reader** view

Exercise 5: Copying text

ebrary allows you to copy/paste text into Word, e-mail or any text application.

The text pasted will automatically include bibliographical citations. Also supplied is a URL to the exact page in the book from which the information was obtained

You can choose from four different citation formats by selecting **Preferences** on the ebrary Reader **InfoTools** menu, then clicking on the **Select** button for **Citation Style**

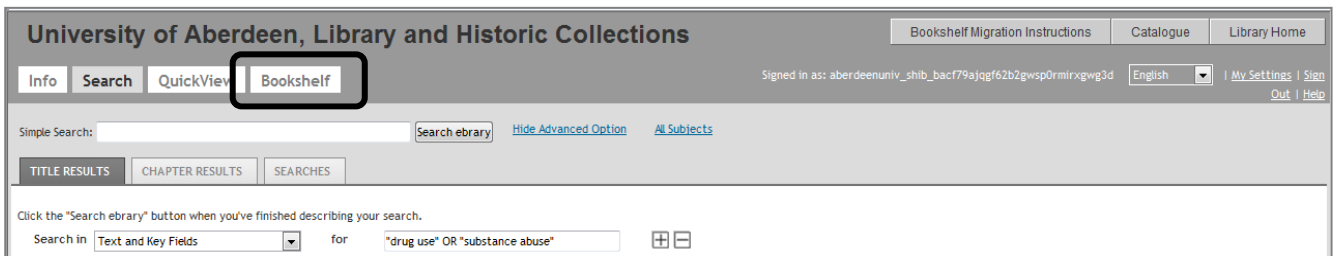
1. Open the ebrary Reader window and return to Chapter 10, page 131
2. Select the text in the section headed **The broader context**.
3. Open the **InfoTools** menu and select **Copy text**
4. Open **MS Word**
5. On a new document, **Edit|Paste** or **Edit|Paste Special**. You will notice that the text you highlighted and the bibliographic details of that title and page are copied on to your document.

Notes on Printing

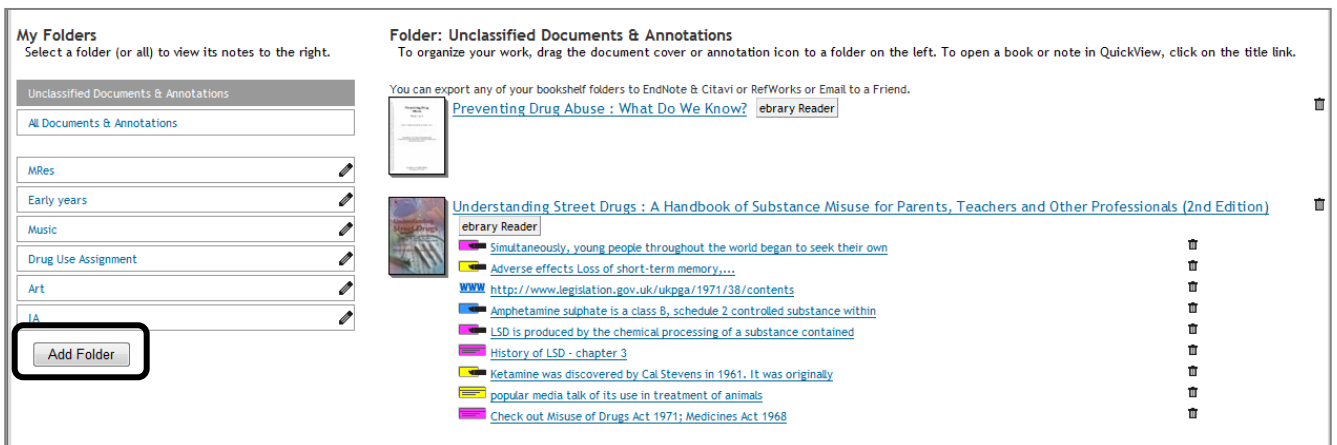
1. The publisher has set the number of pages you can print off at any one time – no more than 10 pages, with a limit of 40 pages in total
2. If you try to print off more than the maximum allowed, a dialogue box will open advising you that your requested range has been changed to 10 pages!
3. The **Print** button is found on the **ebrary Reader** toolbar and also in the **InfoTools** menu. The print function is also available on the **QuickView InfoTools** menu
4. We ask ebrary users to please observe Copyright restrictions imposed by the publisher

7. Using your e-bookshelf

1. If you have been working in the **ebrary Reader** window – close this and return to your main ebrary account window



2. Click on the **Bookshelf** button (see screen shot above)
3. Your personal e-bookshelf is divided into two panes: the left pane allows you to create folders to file titles appropriately; the right pane displays all the titles on your bookshelf, either outside (*unclassified*) or within folders. It is also possible to view **All Documents and Annotations**
4. **To create a folder:**



- Click on the **Add Folder** button located in the **My Folders** section (left hand side of the page)
 - Name the folder, then click on the **Add Folder** button
 - Go to the unfiled book titles in the right pane and drag and drop each record into the appropriate folder. Titles can be moved between folders in the same way
5. Notice that included under the title of your book are hypertext links to all the pages that you have book-marked, highlighted and made notes on
 6. To send bibliographic details of titles to your **RefWorks** account:
 - make sure that the titles you want to send to RefWorks are saved in a folder
 - open the folder and click on the **RefWorks** button alongside the **Export entire folder to:** label
 - NOTE: you can also email bibliographic details in the way. The email contains links to each document and clickable text for each note and highlight
 7. You can click on any of the entries under each title stored on your bookshelf to open the document and go directly to the page you want

8. Sign out of ebrary

It will be necessary to **Sign Out** (link located at the top of right hand side of your main ebrary account and in **QuickView**). This is particularly important when using classroom PCs – both for reasons of privacy and to prevent others from using your access rights.

9. SciVerse ScienceDirect e-books

We have access to around 6,000 science and engineering e-books (textbooks, encyclopedias and monographs - research level books) published by Elsevier. This database contains a great deal of important academic material, but it is essential to note that it is published by one publisher only – never rely just on content from this site for an assignment or literature review.

Unlike ebrary you will not have access to everything on this database – only what we have paid for. We have access if there's a **green box** to the left of the title. All of the titles that the library has purchased are in Primo.

9.1. ScienceDirect search rules:

Truncation *	e.g. run* finds <i>run, runs, runner, runners, running</i>
Wildcard *	* within a keyword looks for differences in spelling, e.g. behavio*r finds <i>behavior, behaviour</i>
Stemming	Write a keyword in singular form, and it searches for singular & plural forms, e.g. city finds <i>city, city's</i> and <i>cities</i> .
Phrase search	Enclose search phrase in quotation marks - " word1 word2 " e.g. " drug use "
Boolean search and	Narrows a search by linking keywords or phrases. Automatic and search unless you type in the Boolean operator or between each search term/phrase word1 word2 e.g. " drug use " adolescents
or	Widens a search to look for singular and plural forms + synonyms. word1 or word2 e.g. " drug use " or " substance abuse "
and not	Will return documents that include keywords or phrases, and specifically exclude others – word1 and word2 and not word3 e.g. heroin and cocaine and not marijuana - will return documents containing the terms <i>heroin</i> and <i>cocaine</i> and exclude those referring to <i>marijuana</i> .

9.2. Searching ScienceDirect:

Go to www.sciencedirect.com (this is the best place to search the database) and use the above search rules to look for books

Exercise: Searching ScienceDirect
Searching for books on a topic that we have purchased (full text books) Search book material we have purchased for information on drug abuse in adolescents
1. Click on the Search link located on the top green navigation bar
2. Click on the Book tab (near the top of the page) to search across book material
3. In the Source dropdown menu select Subscribed Books
4. In the first Term(s) search box keep the field to search within as All fields and type: " drug use " or " substance abuse "
5. In the second Term(s) search box keep the field to search within as All fields and type: adolescent* or youth* or teen*
6. In the Subject box search across All Sciences , then click on the Search button
7. How many "articles" did you find? _____
8. You can refine (narrow) your search by either Searching within results or using the Refine results options located on the left hand side of the results page
9. Scroll down the page and refine your results by selecting books published in only in 2010, then click on the Limit to button
10. A list of titles that match all the search criteria is displayed in the right hand pane

11. The toolbar at the top of the results list contains a number of options to do something with the records you have found: **email** the citations and links; **export citations** directly to **RefWorks** (reference management software); **Download multiple PDFs** (a section of a book in full text); **Open All Previews** (i.e. the previews for all the books in the search results list).



12. You can also look for **Related Articles** from a link in each record

10. SpringerLink e-books

We have access to around 22,000 e-books on this database. This collection is particularly strong in computing science (including the lecture notes series), engineering, mathematics, life sciences and physics, but has books in many other subject areas.

Unlike ebrary you will not have access to everything on this database – only what we have paid for. We have access if there's a **green box** to the left of the title. So far there are +16,000 items available in Primo (more titles being added every day!)

10.1. SpringerLink search rules:

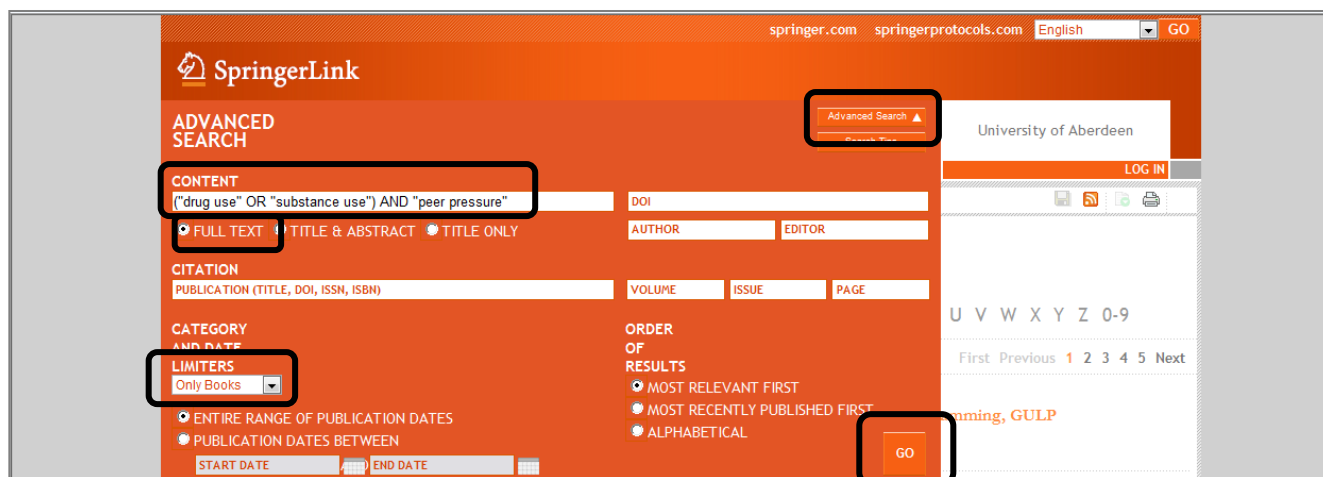
Truncation	Automatic truncation: e.g. run finds run, runs, runner, runners, running
Stemming	Write a keyword in singular form, and it searches for singular & plural forms, e.g. city finds city, city's and cities
Phrase search	Enclose search phrase in quotation marks - " word1 word2 " e.g. " drug use "
Boolean search	Narrows a search by linking keywords or phrases
and	word1 AND word2 e.g. " drug use " AND adolescents
or	Widens a search to look for singular and plural forms + synonyms word1 OR word2 e.g. " drug use " OR " substance abuse "
not	Will return documents that include keywords or phrases, and specifically exclude others – word1 NOT word2 e.g. heroin NOT marijuana - will return documents containing the term heroin and exclude those referring to marijuana

10.2. Searching SpringerLink:

Go to www.springerlink.com/books (this is the best place to search the database)

We always recommend using the **Advanced Search** option to search for a subject

1. Click on the **Advanced Search** button (see screen shot below)
2. Enter keywords into **Content** search box using search rules given above
3. Select radio button for **Full Text**
4. Under **Category and Date Limiters** click on drop-down menu and select **Only Books**
5. Click the **Go** button



6. In the results click on the PDF link to open the full text of a record

11. Other e-book collections

Besides the ebrary, ScienceDirect and SpringerLink we subscribe and have access to 2 other important e-book collections. They are ECCO (Eighteenth Century Collections Online) and EEBO (Early English Books Online).

Eighteenth Century Collections Online (ECCO)

Eighteenth Century Collections Online is a comprehensive digital edition of The Eighteenth Century, the world's largest library of the printed book on microfilm. Over 180,000 titles and editions published between 1701 and 1800 are available. The database allows full-text searching of more than 33 million pages of material, in essence, every significant English-language and foreign-language title printed in the United Kingdom, along with thousands of important works from the Americas.

Subjects covered include literature, language, history, geography, social science, fine arts, medicine, science, technology, religion, philosophy and law.

All ECCO titles are listed in Primo

Go to <http://infotrac.galegroup.com/itweb/abdn> to search ECCO

ECCO search rules:

Truncation *	e.g. litera* finds literature, literally, literate
Wildcard ?	? within a keyword looks for differences in spelling, e.g. wom?n finds woman, women
Phrase search	Enclose search phrase in quotation marks – " word1 word2 " e.g. " Humphry Clinker "
Boolean search and	Narrows a search by linking keywords or phrases word1 and word2 e.g. " Humphry Clinker " and Smollett
or	Widens a search to look for singular and plural forms + synonyms word1 or word2 e.g. " Humphry Clinker " or " Roderick Random "
not	Will return documents that include keywords or phrases, and specifically exclude others – word1 not word2 e.g. Smollett not Fielding - will return documents containing the term Smollett and exclude those referring to Fielding

Early English Books Online (EEBO)

Early English Books Online is a collection of more than 100,000 books and editions published in the United Kingdom between 1475 and 1700, from the first book ever printed in English through to the age of Spenser and Shakespeare.

Subjects covered include English literature, history, philosophy, linguistics, theology, music, fine arts, education, mathematics, and science.

Go to <http://eebo.chadwyck.com/> to search EEBO

EEBO search rules:

Truncation *	Automatic truncation: e.g. poet* finds poets, poetry, poetical
Phrase search	Enclose search phrase in quotation marks –“ word1 word2 ” e.g. “ William Shakespeare ”
Boolean search and	Narrows a search by linking keywords or phrases word1 and word2 e.g. “ William Shakespeare ” and Macbeth
or	Widens a search to look for singular and plural forms + synonyms word1 or word2 e.g. “ Henry the sixth ” or “Macbeth a tragedy”
not	Will return documents that include keywords or phrases, and specifically exclude others – word1 not word2 e.g. Henry not Macbeth - will return documents containing the term Henry and exclude those referring to Macbeth

12. Accessing databases

There are two ways to access electronic databases purchased by the Library. If you wish to use your personal computer at home, or your laptop in the **Wireless Network** on campus, you must set up your computer to use both routes. This will enable you to identify yourself as a member of the University and therefore gain access to valuable resources. The first route requires you to configure your personal computer to use the University's proxy server address; the second route requires you to login by using your University computer username and password via Shibboleth.

It is not necessary to follow these instructions at the workshop today because the University computers are already set up to allow seamless access to our databases, but when you use your personal computer later you must do the following:

1. Set up the Web proxy by following the relevant instructions at www.abdn.ac.uk/proxy/. You will then be able to access important databases without being asked to login
2. If you find that you can't open a database to search it or you are asked to pay for a journal article, you must do the following:
 - a. Click on any links named **Login, Shibboleth, UK Federation** or **Home Institution**
 - b. You will be invited to select your region - choose **UK Access Management Federation**
 - c. Then select **University of Aberdeen**. A login box will appear in which you must enter your University computer username and password

13. Help and advice

If you receive problem reports about access please contact the IT Service Desk
Information Consultants will help with searching the e-book collections

IT Service Desk (for access problems) servicedesk@abdn.ac.uk tel. 01224–273636 (internal ext. no. 3636) Phone for 24-hour assistance	
Information Consultants: Arts & Humanities Janet MacKay (j.i.mackay@abdn.ac.uk) tel: 01224 272572 Life and Physical Sciences, Engineering Susan McCourt (s.mccourt@abdn.ac.uk) tel: 01224 273287 Education, Music and Social Sciences Claire Molloy (c.a.l.molloy@abdn.ac.uk) tel: 01224 274813	Medicine & Biomedical Sciences Mel Bickerton (m.bickerton@abdn.ac.uk) tel: 01224 437876 Law & Business Studies Elaine Shallcross (e.shallcross@abdn.ac.uk) tel: 01224 273848