Finding & Using E-Book Resources
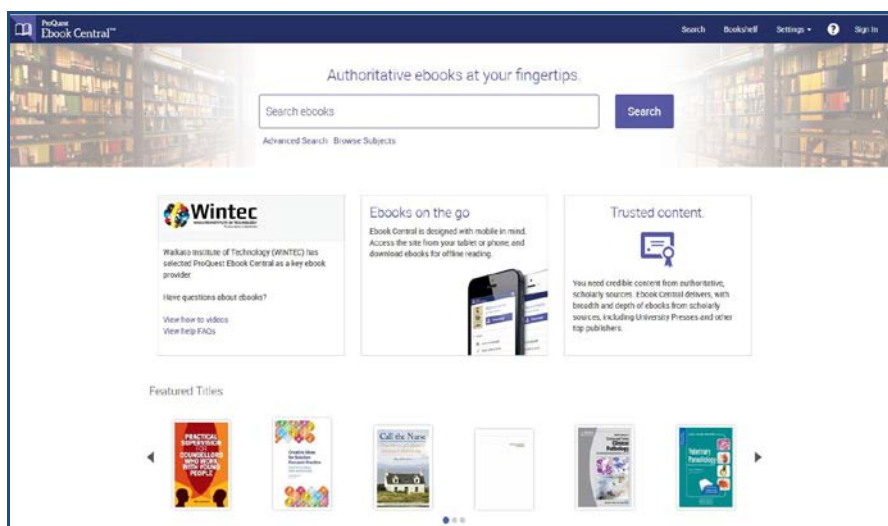
Main ways of finding E-Books:

1. **OneSearch (Library Website)**
   E-Books can be found through the search function.

2. **E-Book link (Library Website)**
   Use the E-Book icon link on website.

3. **Catalogue**
   Links to E-books can be found in Catalogue results.

To get to the Wintec Library homepage → Go to www.wintec.ac.nz/library

OneSearch

What is OneSearch?
OneSearch is the way to search for Wintec Library resources! Almost all of what we have (books, ebooks, journal articles and more) can be found through OneSearch's single search box on the front page of the Wintec Library website. A single search can turn up millions of Wintec Library results and resources.

So, it's kind of like a Google for Wintec Library?
Pretty much! Like Google, it's fast and easy to use. Unlike Google, it will give you superior academic results from EBSCOhost, ProQuest, ScienceDirect and our other databases, as well as Wintec Library's print book, ebook, and other collections.

What else should I know about OneSearch?
Anyone can use OneSearch to see what Wintec Library has, but accessing our databases, our ebooks, or our other online collections will still require a Wintec login.
Unfortunately, OneSearch won't show results from Lippincott's, or New Zealand Standards. Instead, you can find links to their search pages in the sidebar of every OneSearch results page.

Using OneSearch

## Step 1: Searching For E-Books

Title:
You can search for E-books in exactly the same way as you would look for any material on a search engine, using the title (if you know it). Using a Title Search is the easiest and quickest way of finding what you are looking for. However you can also search using Author's name, Subject Area, Keyword or even just the year of publishing.
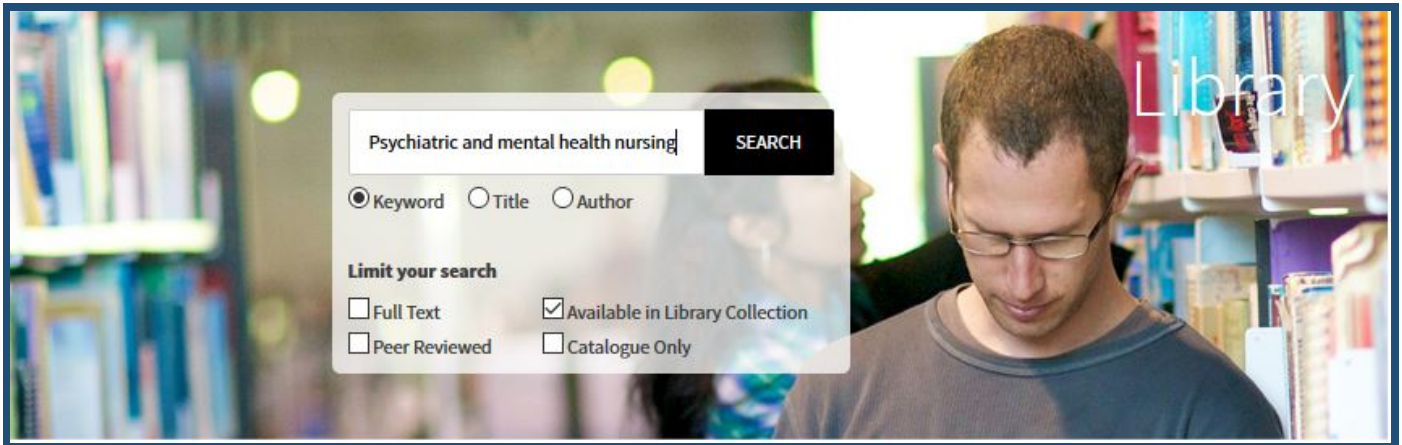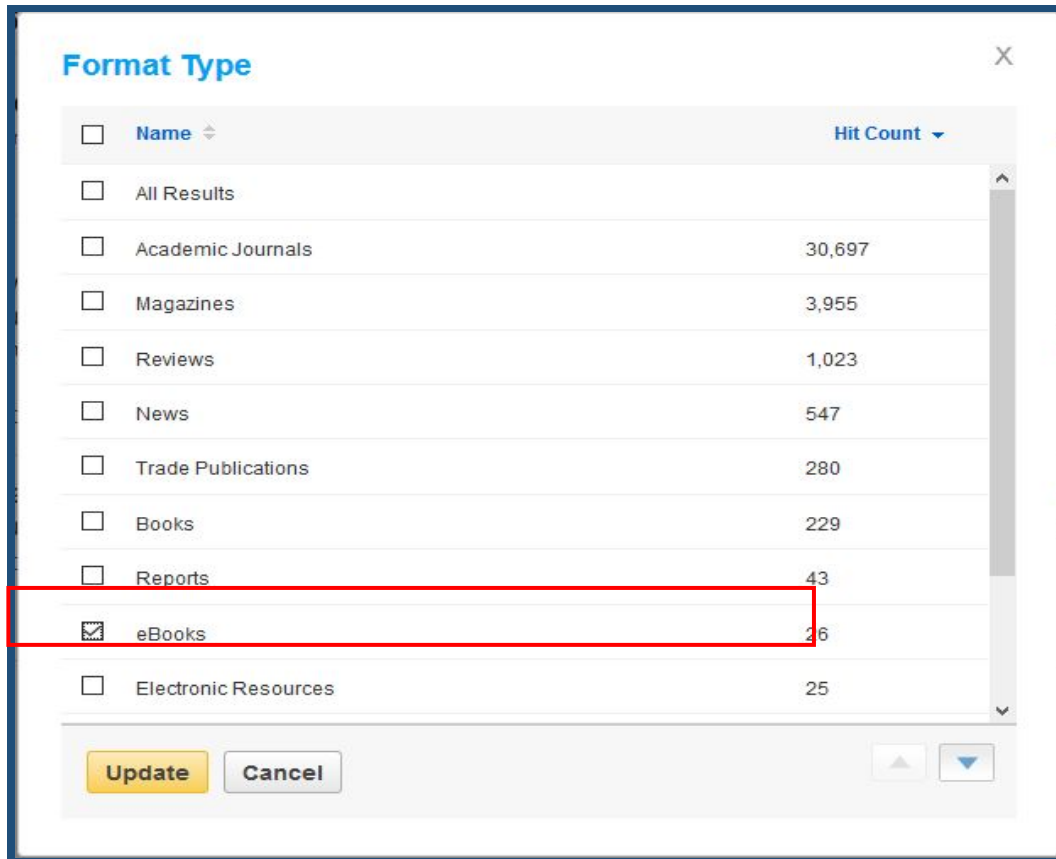

Step 2: Refine Your Results

You have searched for the title of the book and now you are on the results page of OneSearch. How do you know what is an E-Book and what is not!?. Simply go to the left hand side of the page and select Format Type and then Show More.
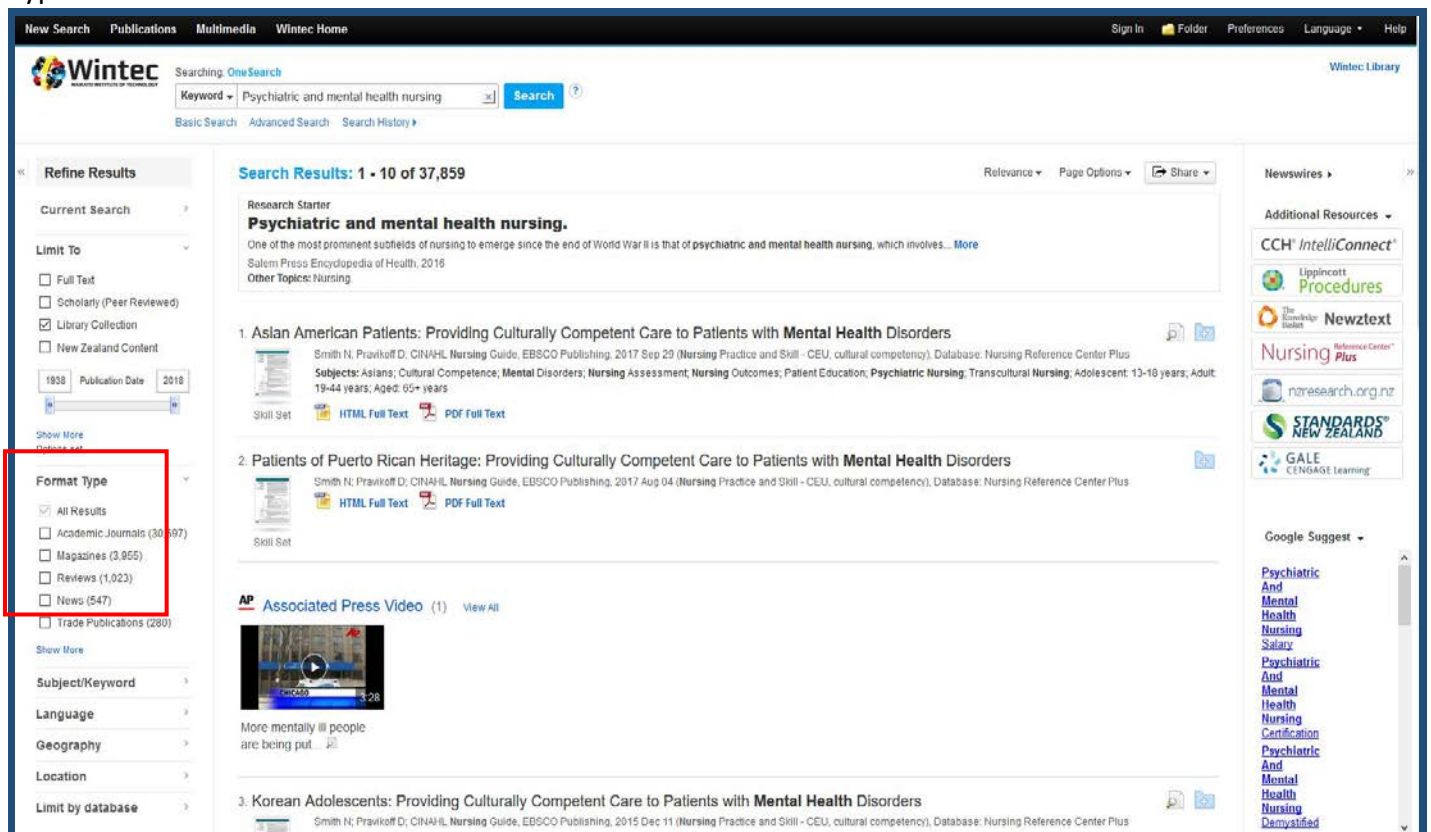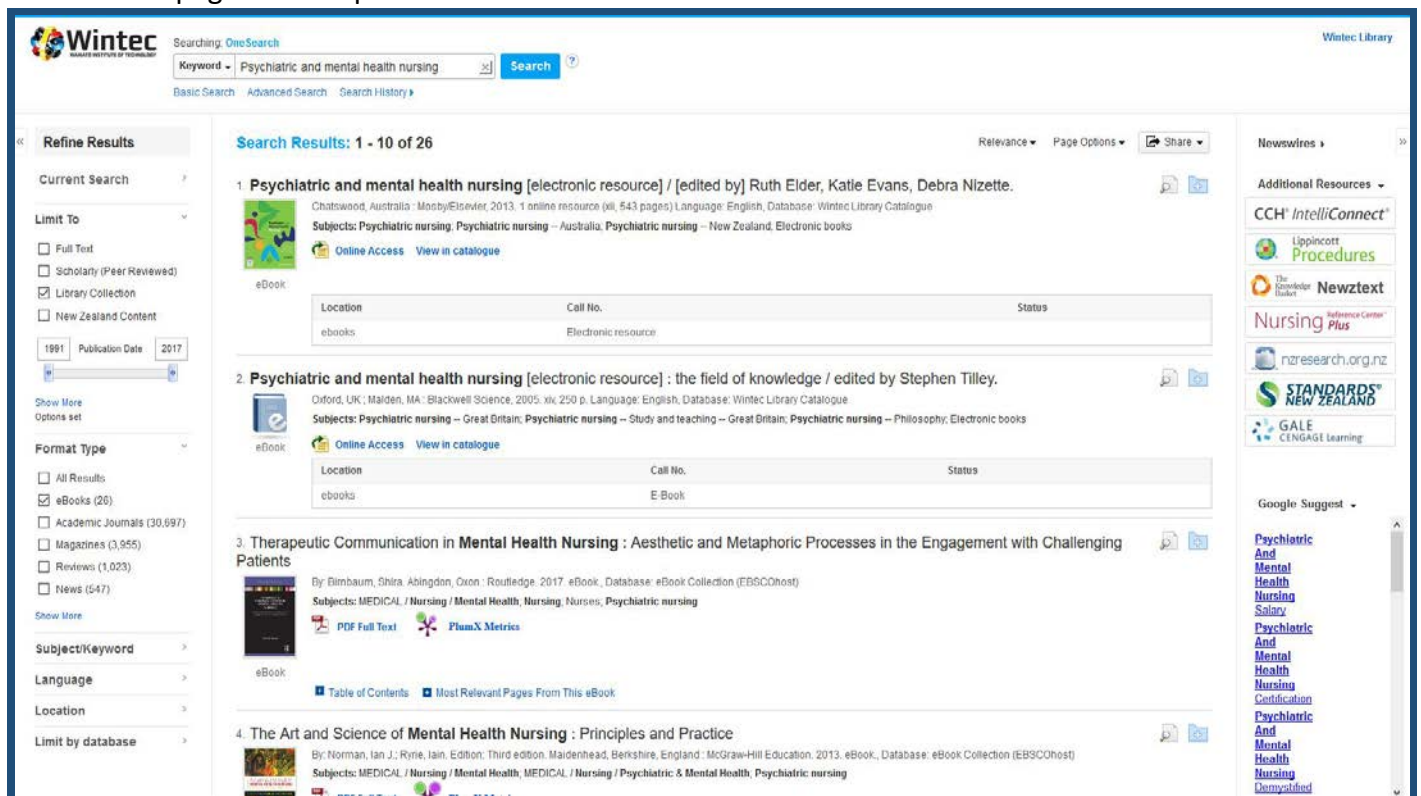
Once you have selected Show More, a box of format options will appear. Select E-Books and then press Update.

Step 3: E-Books found
Your Results page is now updated to ONLY E-Books

Select *Online Access* or *PDF Full Text* to access the E-Book (the difference is down to providers of the E-Books) Because of these providers, the E-Book front pages look different, as you can see from the examples below, and do different things, but don't worry, this is perfectly normal!!.

Eg: ProQuest E-book Central :

Eg: EBSCOHost E-book.:

ProQuest Central - E-Book Icons:

Within the E-Book itself you will see a lot of icons and the top of the page. They all do different things, so we will look at them in equal measure.

Full Download – this icon will always be greyed out as full book downloads are unavailable.

PDF – Allows the user to download a chapter as a PDF.

Copy – Will allow user to copy the text of the page they are currently viewing.

Print – Allows user to print certain sections of the book. Amount printed deducted from maximum number of pages allowed.

Add to Bookshelf – When signed in (using Wintect account details) the user has access to a Bookshelf. This is where the user can 'keep' books for use at a later date.

Share Link – Allows the user to share a link of the book's current page to friends, colleagues etc..

Citation – Users can select this option to use the E-books citation tool.

Highlight – The user can highlight sections of the text. All highlighted text will stay in the users copy of the book on each use.

Add Note – The user can add 'sticky notes' to pages. They, like the highlights, will stay in the users Books until deleted.

Bookmark – Allows user to bookmark a page.

Zoom Functions – Allows user to zoom in and out to suit personal view requirements

Icons in depth:

We are going to take a selected look at some of the icons and their usability.

Bookshelf:

So as mentioned, if we select the 'Add To Bookshelf' icon we can keep the book(s) we are using on a virtual bookshelf. When you have added it correctly, you will see a little box appear, telling you that your book has been added successfully.


Once selected, go to the Bookshelf menu option and (if you are signed in) you will see the book you have added. This is great for the user to not forget the books they've used for assignments or further reading.
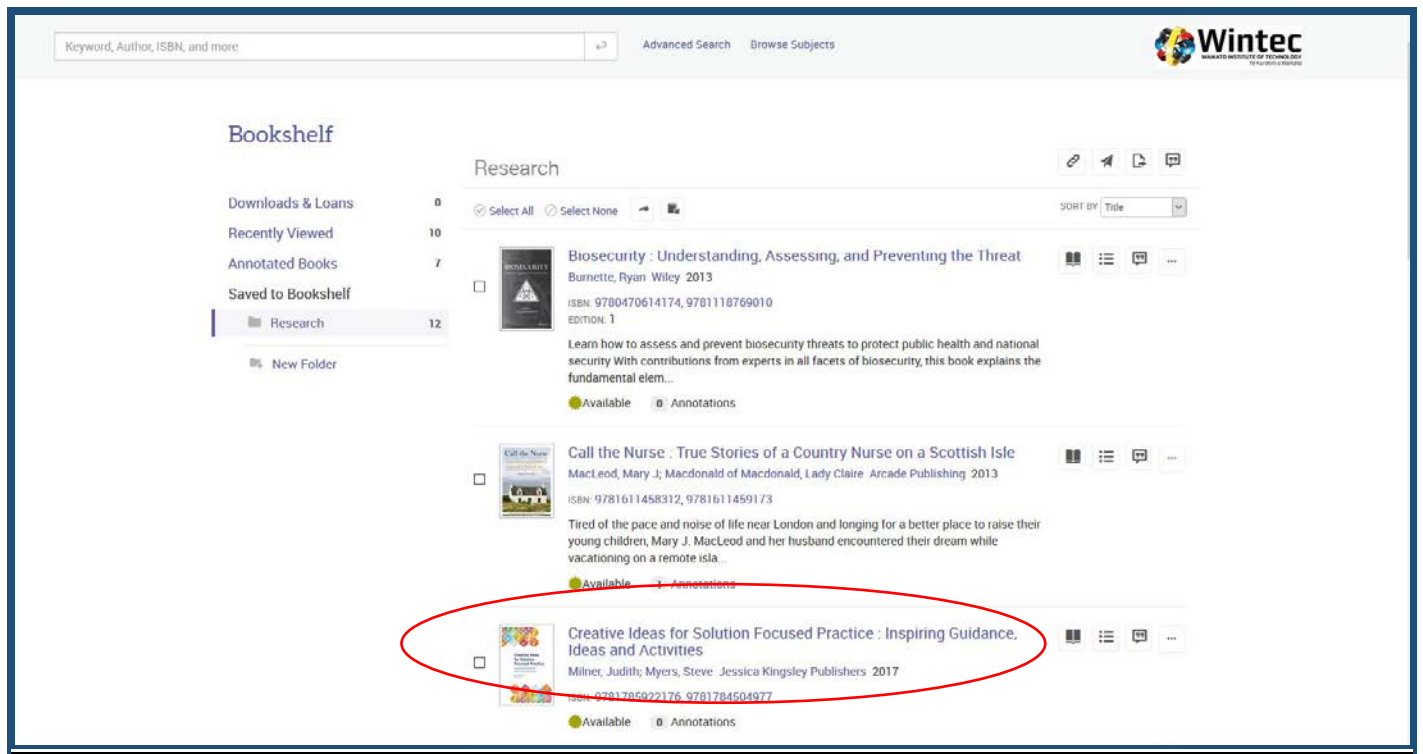
Share Link:

Be aware that there are, when using ProQuest E-book's, two share link icons which do slightly different things:
The '*share link to book*' icon on the E-book front page, gives the user the ability to copy, and then use, a link to that book front page. Eg: You can send friends a link to the book itself.
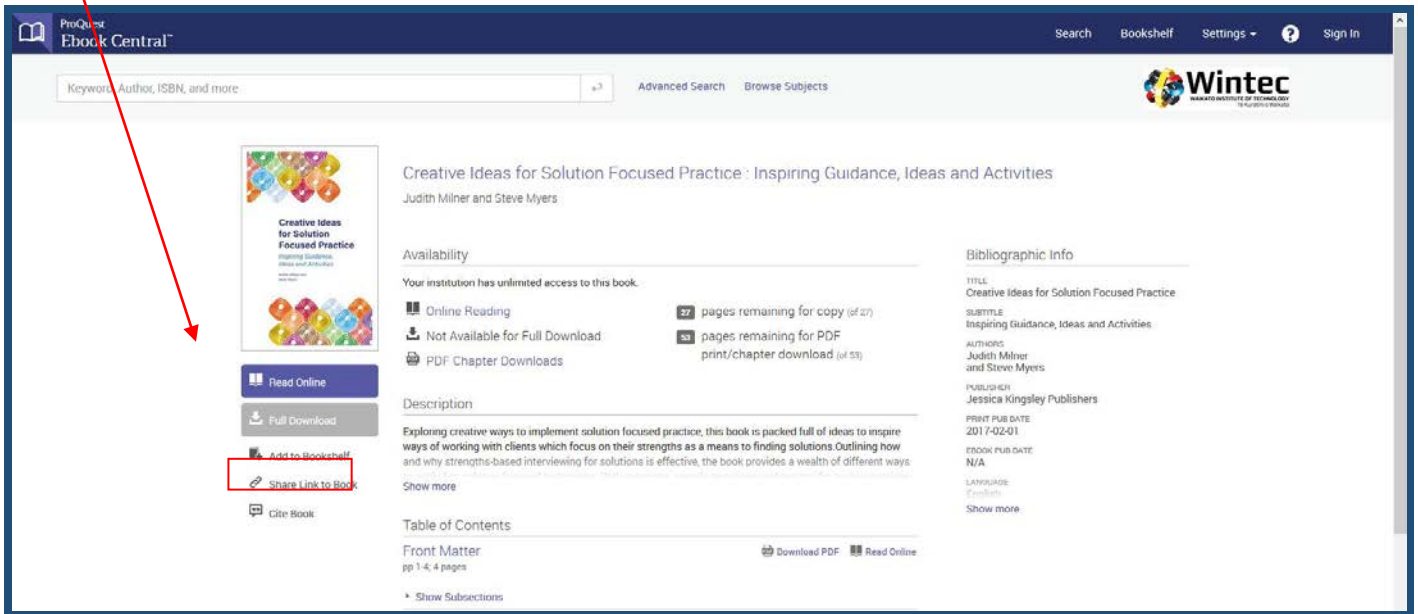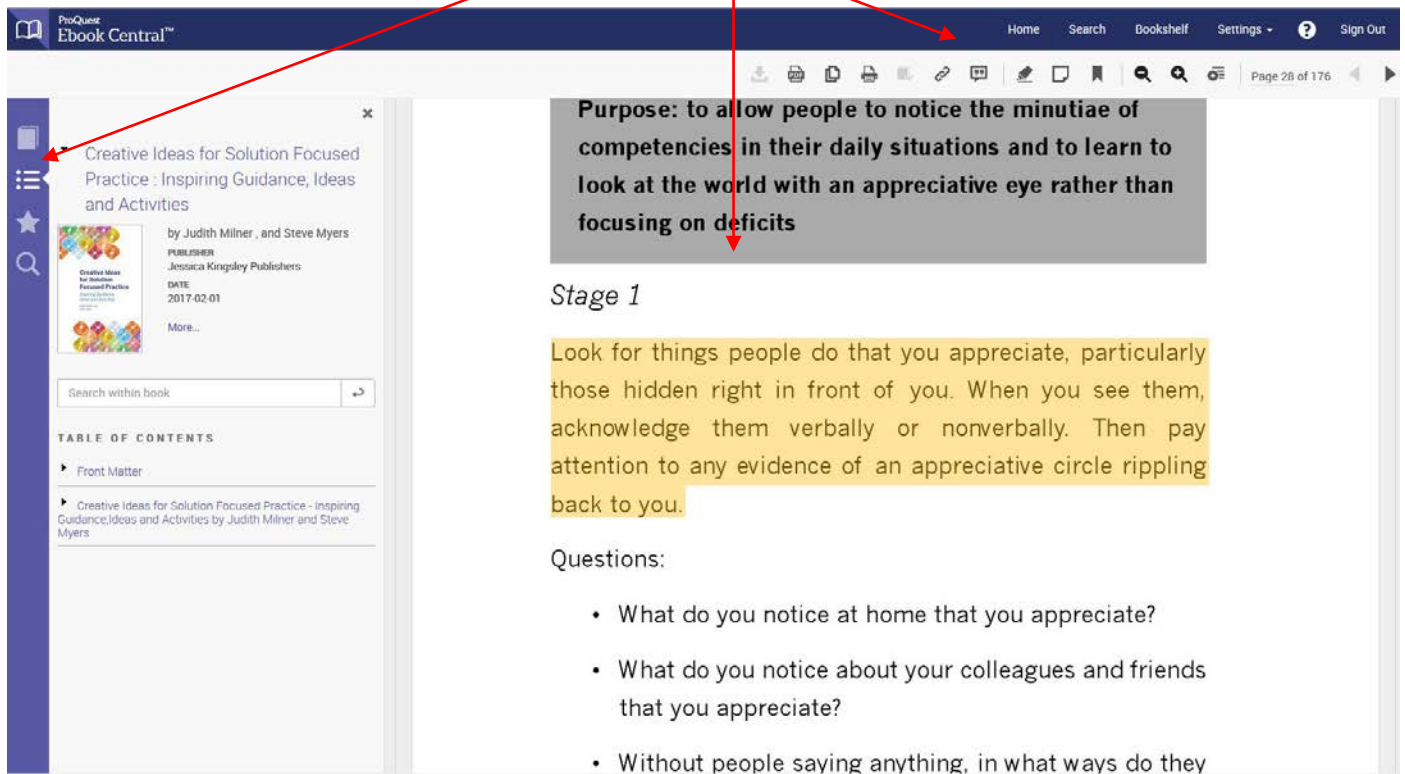

The '*share link*' icon, inside the book, allows the user to send a link to the page that they are looking at to a friend, colleague or themselves.
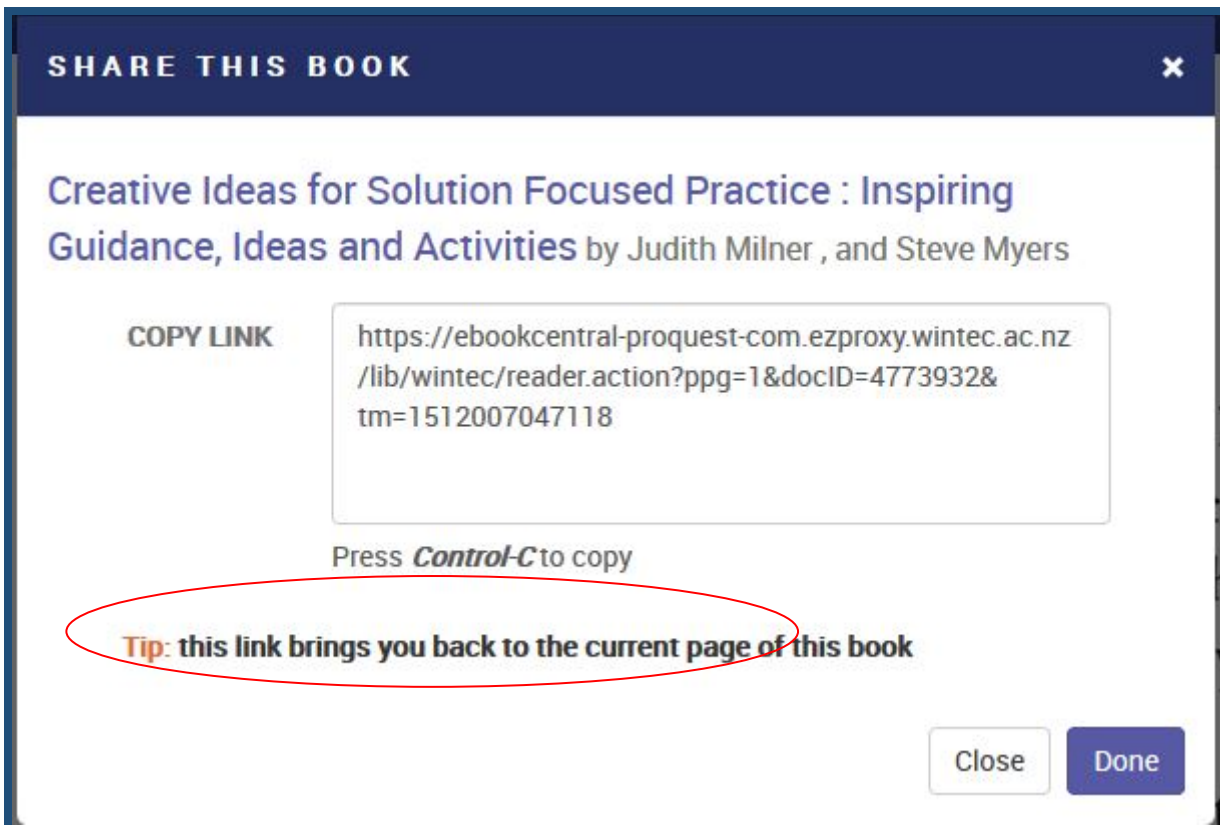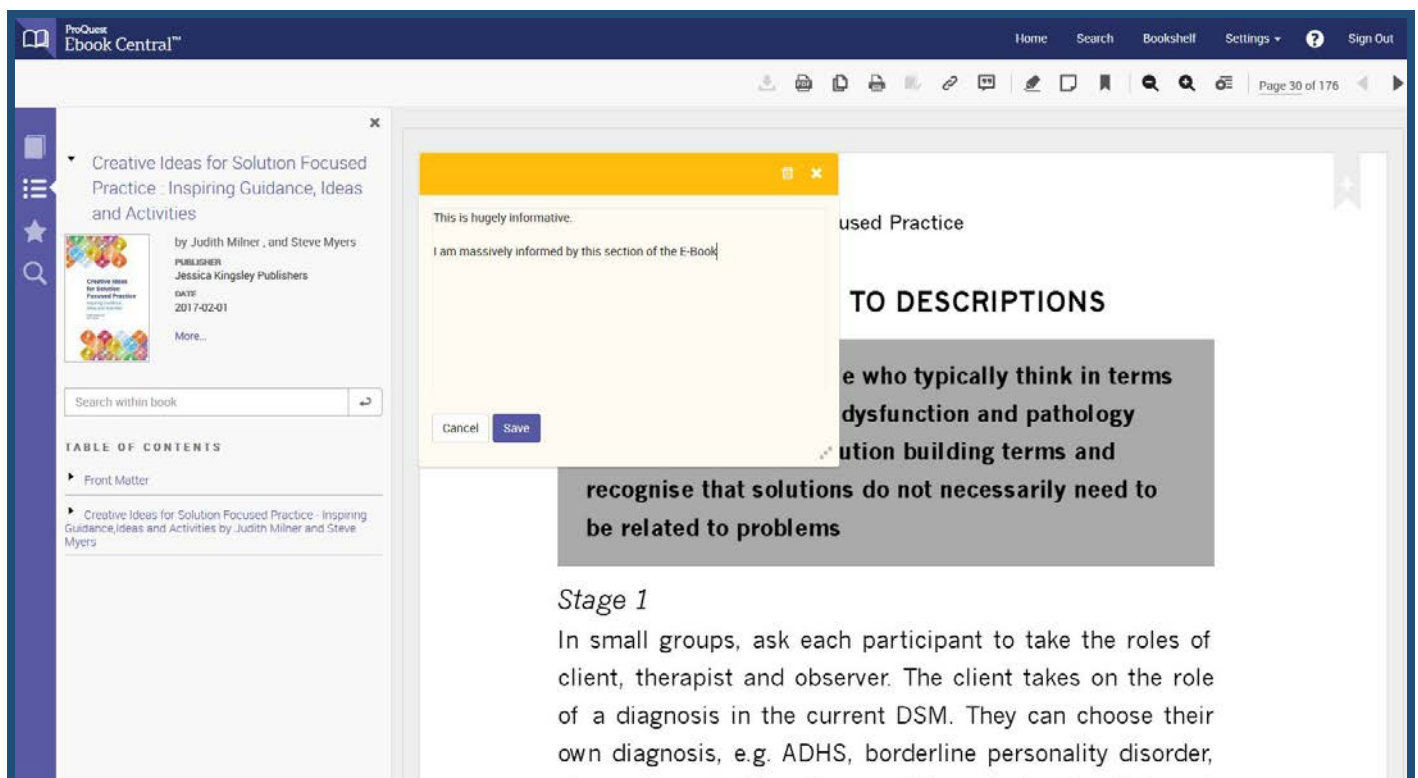
Highlight:

Selecting the '*Highlight Pen'* icon allows the user to highlight any passage in the E-Book that they feel relevant, as you could with a highlighter pen on a physical book. Any highlighting will be saved to that user and if the book is added to the Book Shelf, then it's there whenever the user selects Annotations.
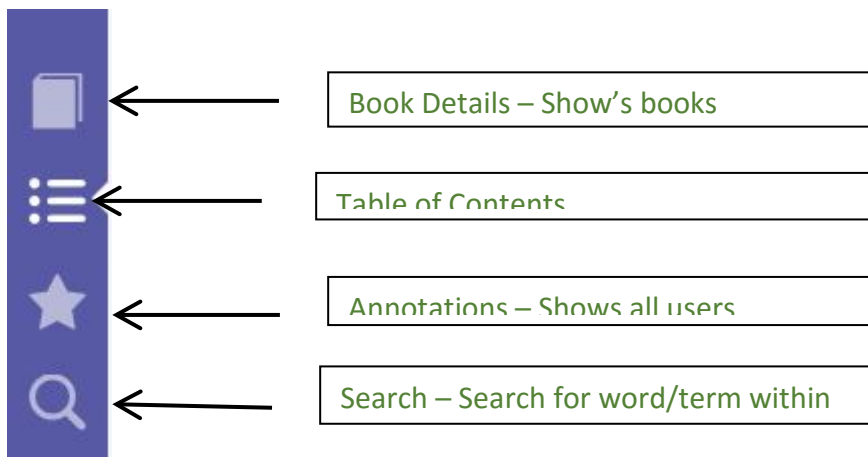

Add Note:

Allows the user to basically access and use, a virtual Post-It note. Again, these are always available if you add the book to the Book Shelf. They are available under Annotations.

Sidebar Icons:

Book Details – Show's books	
Table of Contents	
Annotations – Shows all users	
Search – Search for word/term within	

The two most important icons here are:

Annotations – which allow you to see any changes you've made to the book, highlights, notes, bookmarks etc.

Search – Allows you search for words, names etc.. within the book, which then appear highlighted for you. This is exceptionally useful when you don't want to search through a whole book looking for one particular item. It can also help the user see if the book holds the pertinent information for them.

Once you have opened the book (by clicking Read Online) select the search icon and type in your search term. The results will tell you which chapter the word is mentioned in, and then highlight it on the page, as shown as below.

EBSCOhost E-Book Icons:

The icons, or basically menu options, are more self-explanatory and simplistic, than those icons on the ProQuest Central E-Book.