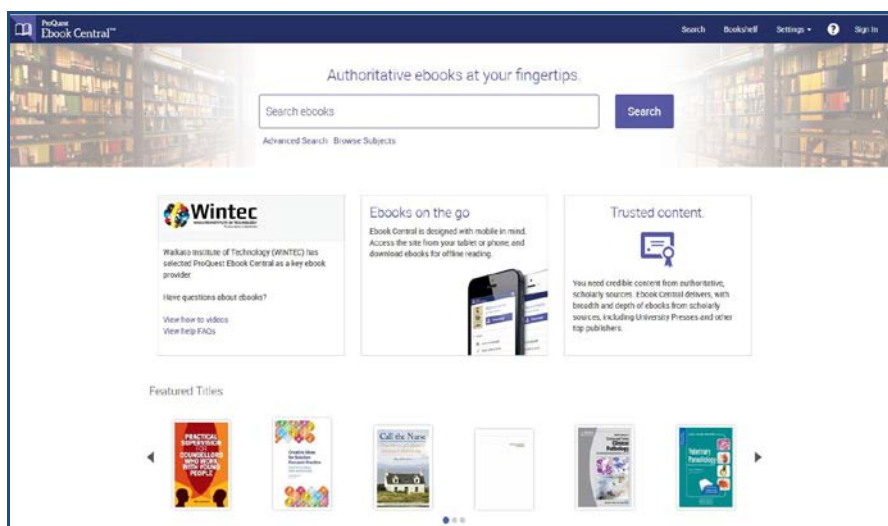


# Finding & Using E-Book Resources

Your **Liaison Librarian** is: Andrew Jones email: [andrew.jones@wintec.ac.nz](mailto:andrew.jones@wintec.ac.nz) **Library**  
**hours:** Mon-Thurs 8am-8pm. Fri 8am-5pm, Sat and Sunday 1-5pm  
**(07)834 8866**

**ITS Helpdesk (computer issues):** Freephone 0800 587 500, email:  
[StudentHelpDesk@wintec.ac.nz](mailto:StudentHelpDesk@wintec.ac.nz)  
**ITS hours:** Monday-Friday 7.30am - 5pm



## 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](http://www.wintec.ac.nz/library)

The screenshot shows the Wintec Library homepage. At the top, there is a navigation bar with 'My Learning' and 'Staff Intranet' on the left, and social media icons (Twitter, Facebook, Google+, YouTube, LinkedIn) and a search bar on the right. Below this is a yellow banner with the Wintec logo and navigation links: 'Study at Wintec', 'Student Resources', 'International', 'Industry and Community', 'About Wintec', and 'Contact Us'. The main content area is titled 'STUDENT RESOURCES' and includes a sidebar with links like 'Welcome', 'Your First Day', 'Getting around campus', 'Campus Maps', 'Accommodation', 'Support Services', 'Library', 'Databases', 'Contact a Librarian', 'APA & Copyright', 'E-Books', 'Regulations', 'Standards New Zealand', and 'Liaison Librarians'. The central focus is a search interface with a search box, a 'SEARCH' button, and radio buttons for 'Keyword', 'Title', and 'Author'. Below the search box are checkboxes for 'Limit your search' options: 'Full Text', 'Available in Library Collection', 'Peer Reviewed', and 'Catalogue Only'. At the bottom, there is a 'Services' section with icons and links for 'Login to My Library Account', 'Interlibrary loan', 'Liaison Librarian', 'Distance services', 'Get Library text alerts', and 'Update your contact information'.

## 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.

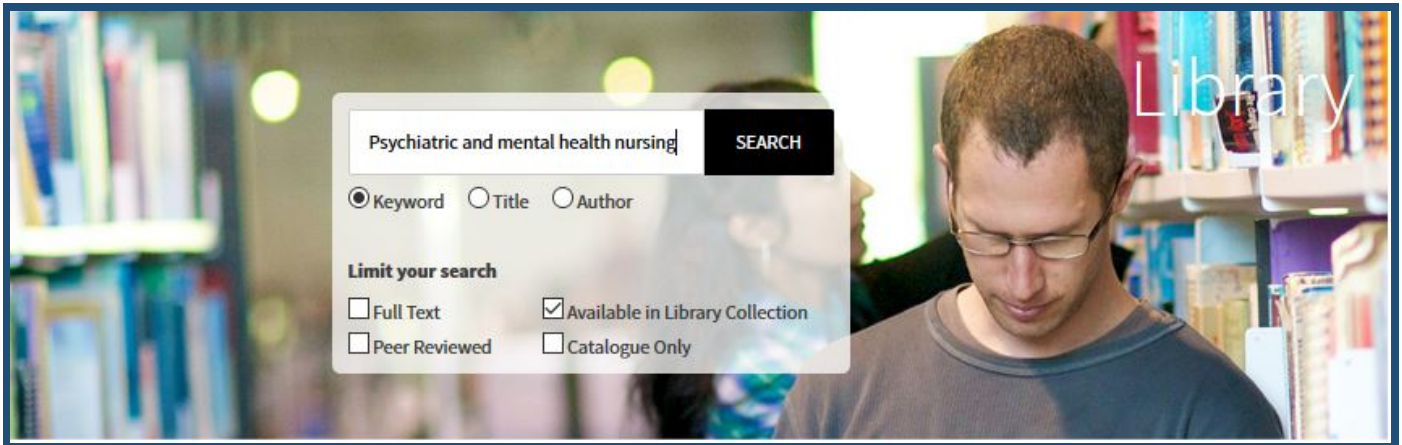
Unfortunately, OneSearch won't show results from Lippincott's, or New Zealand Standards. Instead, you can find links to their search pages in the sidebar of every OneSearch results page.

# Using OneSearch

## Step 1: Searching For E-Books

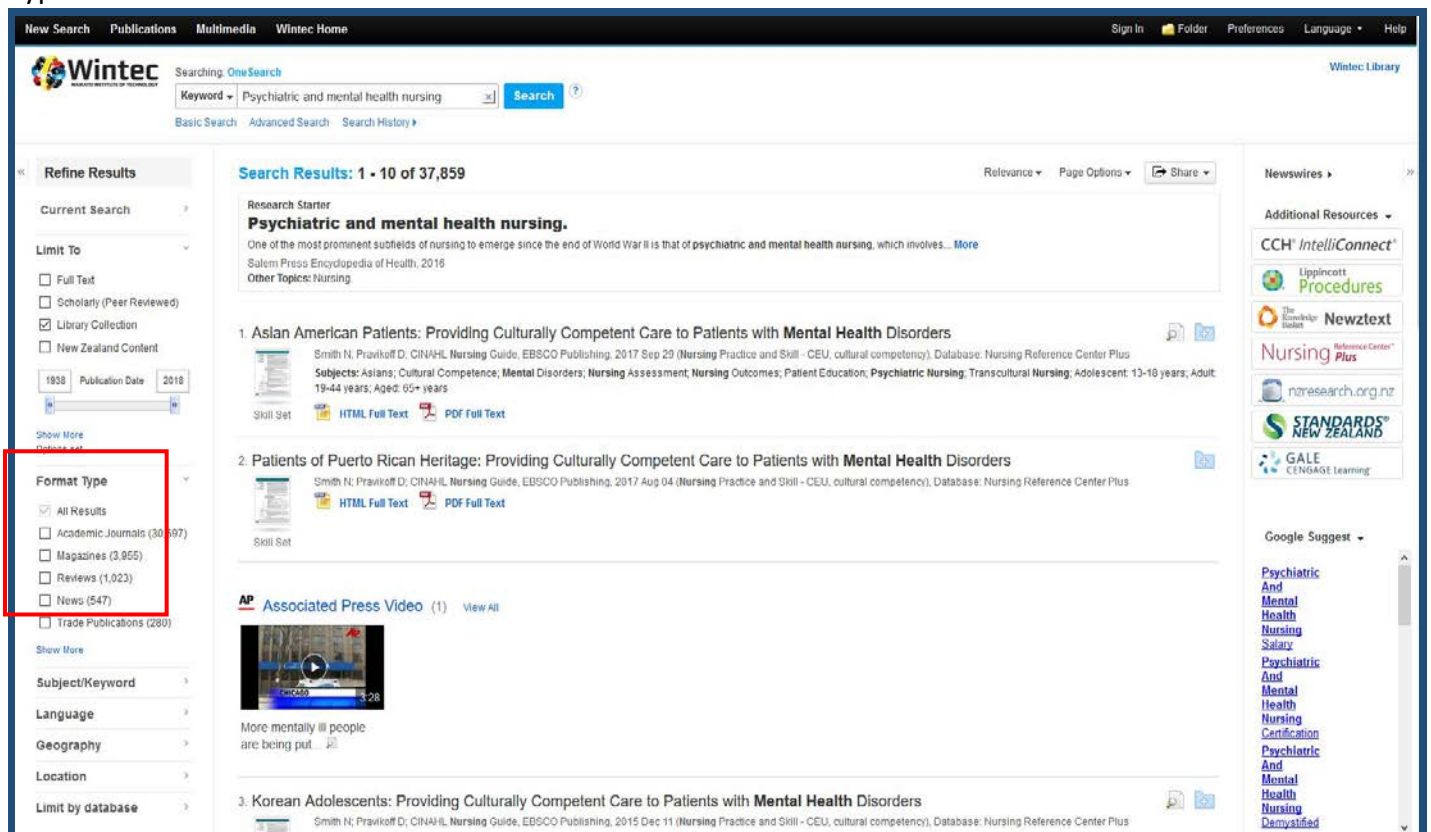
### Title:

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.

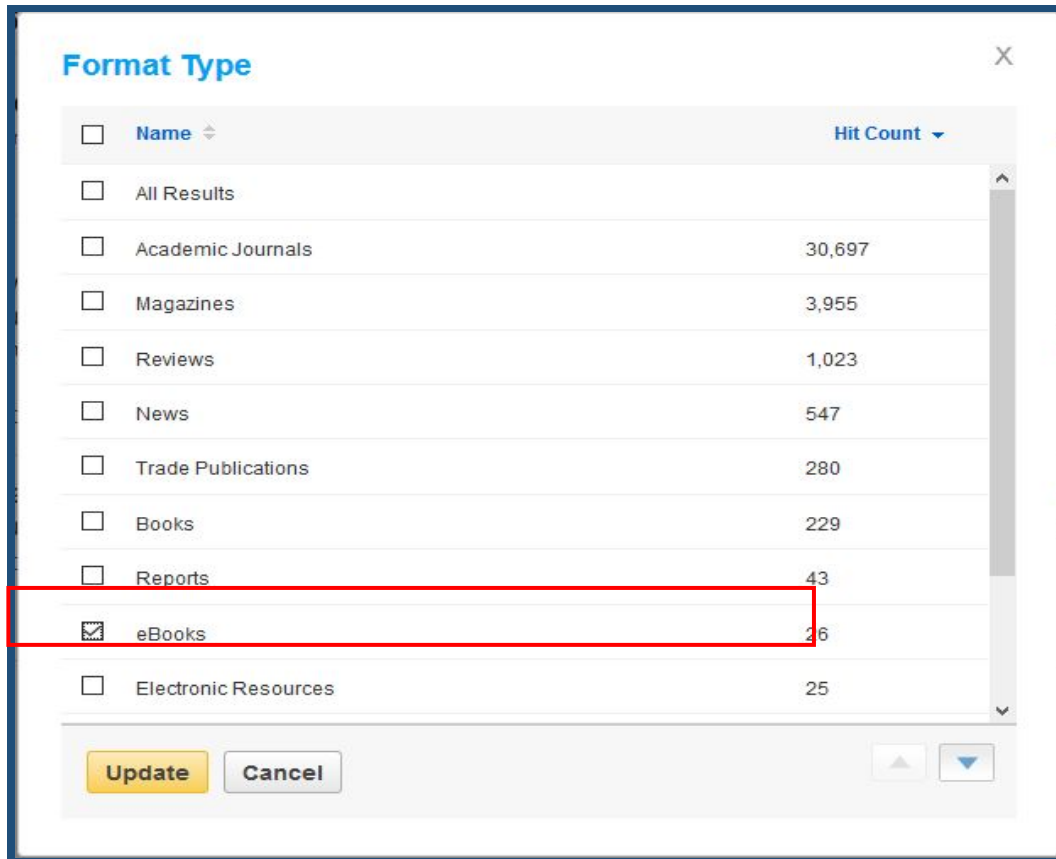


## Step 2: Refine Your Results

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.

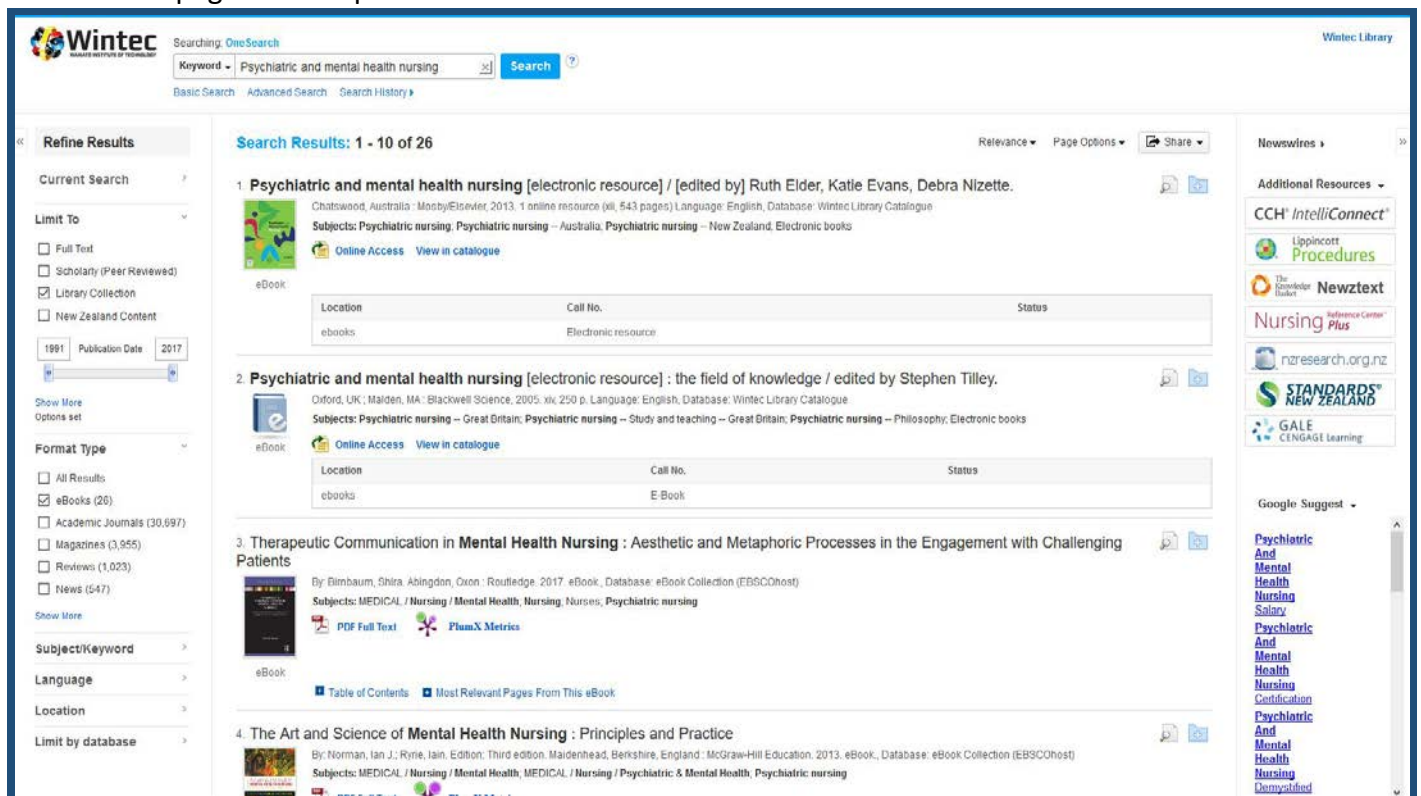


Once you have selected Show More, a box of format options will appear. Select E-Books and then press Update.



### 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 :

The screenshot shows the ProQuest Ebook Central interface. At the top, there is a search bar with the text "Keyword, Author, ISBN, and more" and buttons for "Advanced Search" and "Browse Subjects". The ProQuest Ebook Central logo is on the left, and the Wintec logo is on the right. The main content area displays the book title "Psychiatric & Mental Health Nursing - E-Book" by Ruth Elder, Katie Evans, and Debra Nizette. Below the title, there is an "Availability" section stating "Your institution has access to 3 copies of this book." and three options: "Online Reading" (216 pages remaining for copy of 216), "Not Available for Full Download" (216 pages remaining for PDF), and "PDF Chapter Downloads". To the left of the main content, there is a book cover image and buttons for "Read Online", "Full Download", "Add to Bookshelf", "Share Link to Book", and "Cite Book". On the right, there is a "Bibliographic Info" section with fields for Title, Edition, Authors, Publisher, Print Pub Date, and Ebook Pub Date. Below this, there is a "Description" section with a paragraph of text and a "Table of Contents" section with links for "Front Matter" and "Cover image".

Eg: EBSCOHost E-book.:

The screenshot shows the EBSCOHost E-book interface. At the top, there is a "Result List" and "New Search" button. Below this, there are navigation options like "Add to folder", "Save Pages", "E-mail Pages", "Print Pages", "Cite", "Dictionary", "Export", "Permalink", and "Share...". The main content area displays the book title "Therapeutic Communication in Mental Health Nursing : Aesthetic and Metaphoric Processes in the Engagement with Challenging Patients" by Shira Binbaum. Below the title, there is a "Cover" section with a list of contents: "Cover", "Half Title", "Title Page", "Copyright Page", "Dedication", "Table of Contents", "Acknowledgments", "1 Introduction", "2 The gestural bridge", "3 Metaphor, play, and the representation of ideas in body-based analogy; meeting people where they are", "4 Garden-variety analogy", "5 The house as a grammatical form", "6 Rhythms and regularities in a musical bridge", "7 Nursing knowledge and nursing art, implications for learning and professional development", "8 Conclusion", and "Index". On the right, there is a large image of the book cover with the text "ROUTLEDGE FOCUS" at the top and "THERAPEUTIC COMMUNICATION IN MENTAL HEALTH NURSING" at the bottom.

## 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:

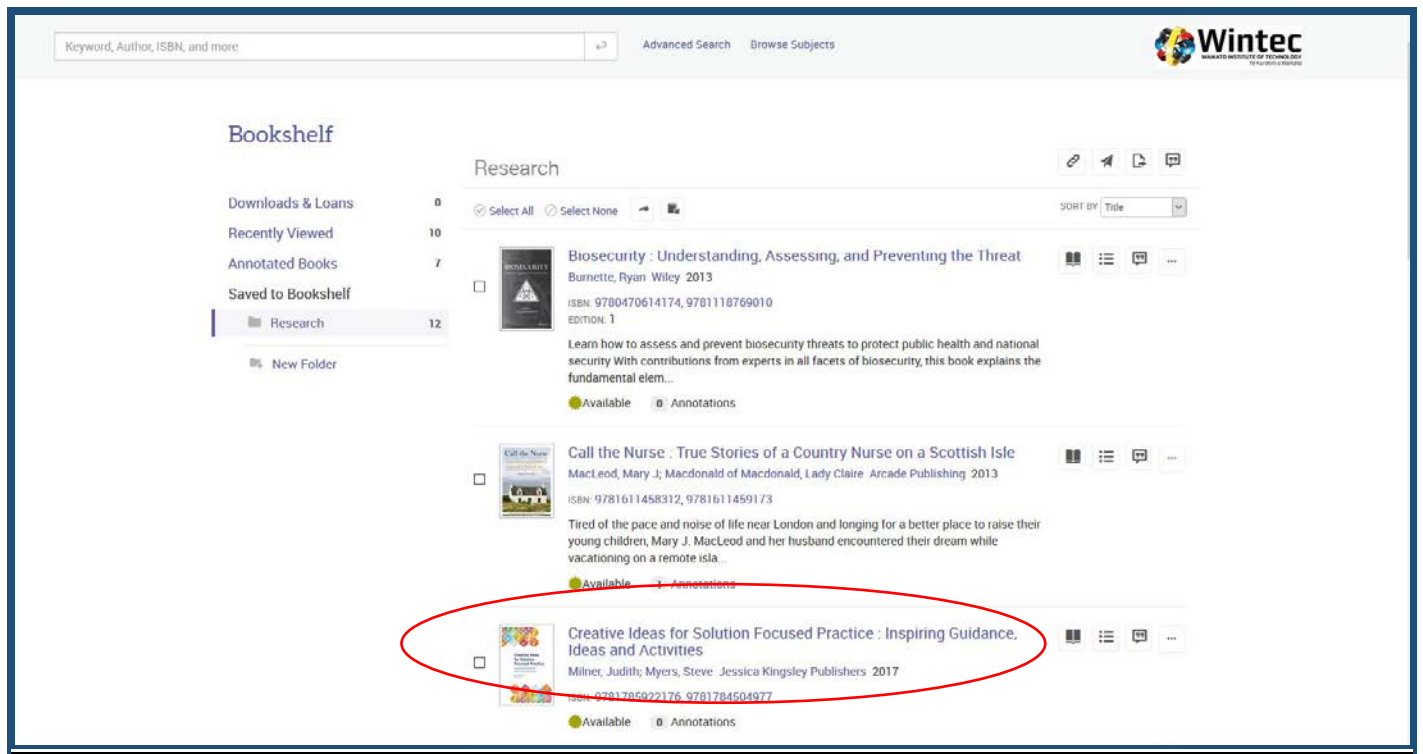
We are going to take a selected look at some of the icons and their usability.

## 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.



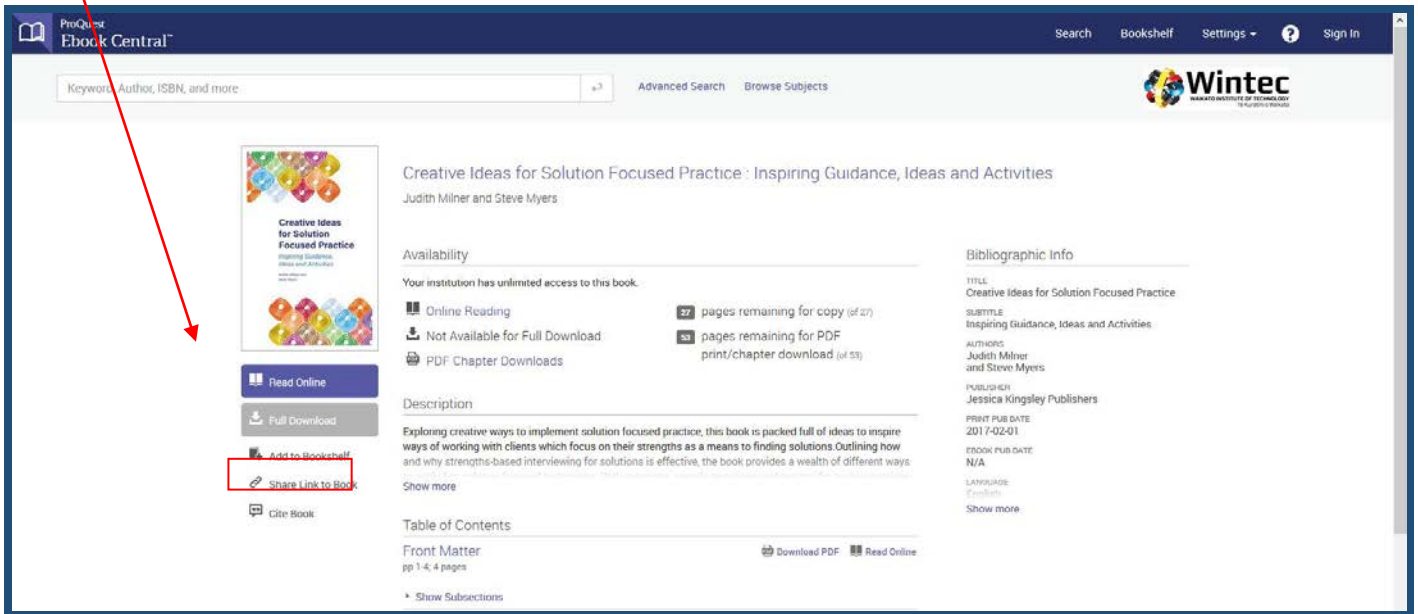
Once selected, go to the Bookshelf menu option and (if you are signed in) you will see the book you have added. This is great for the user to not forget the books they've used for assignments or further reading.



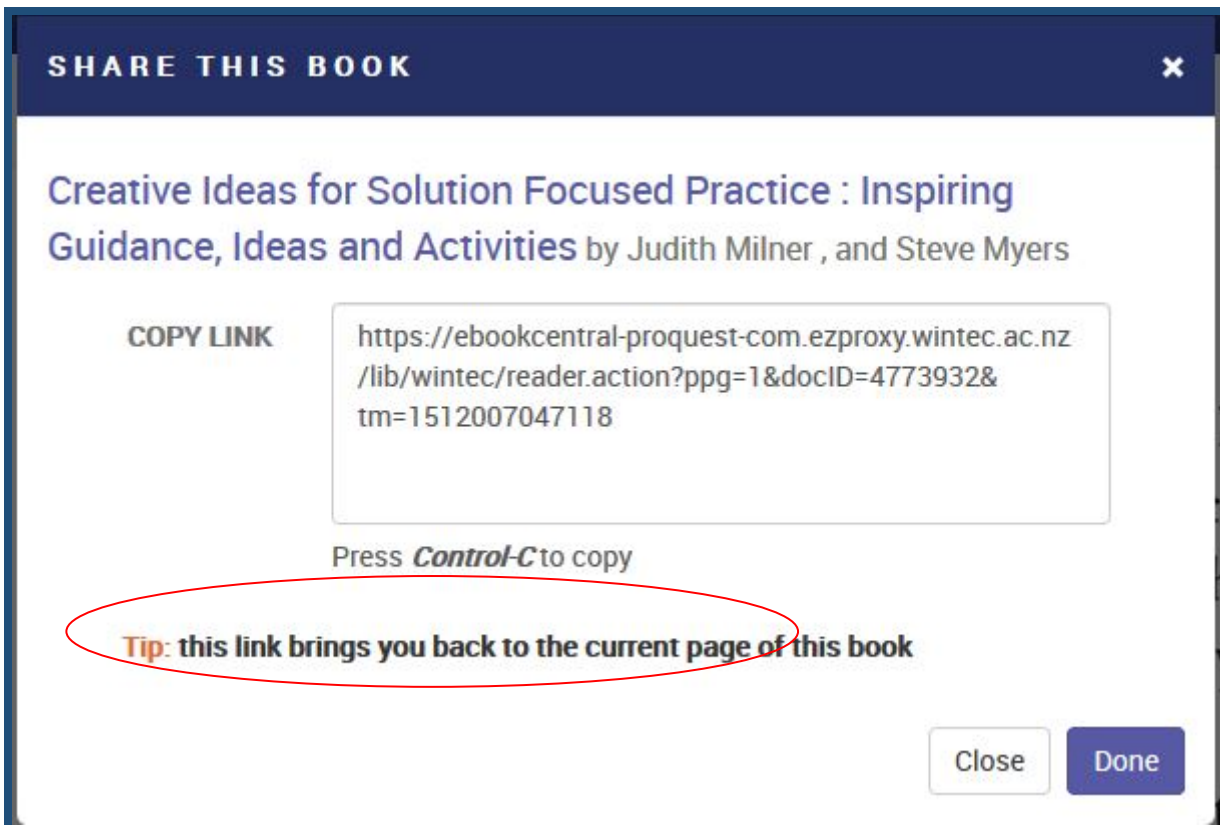
## Share Link:

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.



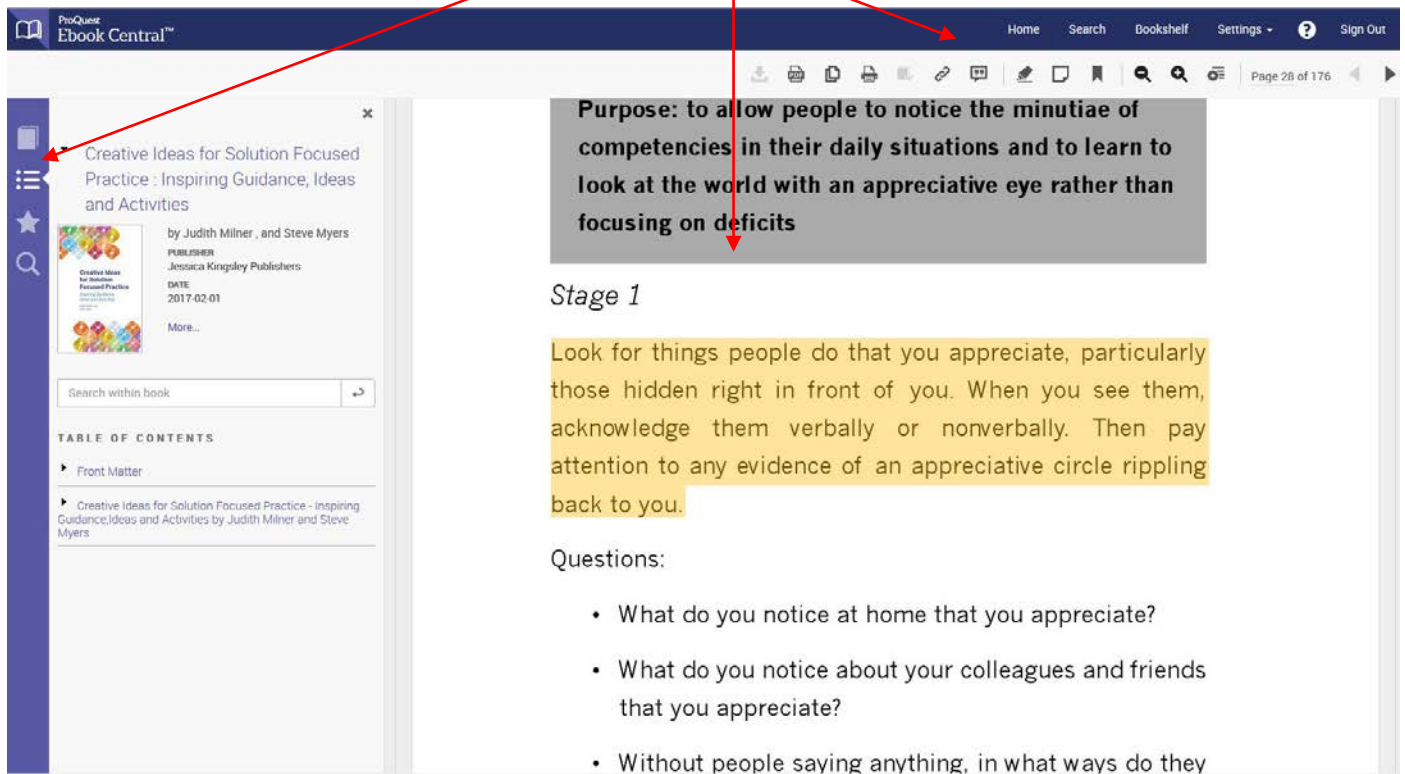
The '*share link*' icon, inside the book, allows the user to send a link to the page that they are looking at to a friend, colleague or themselves.





## Highlight:

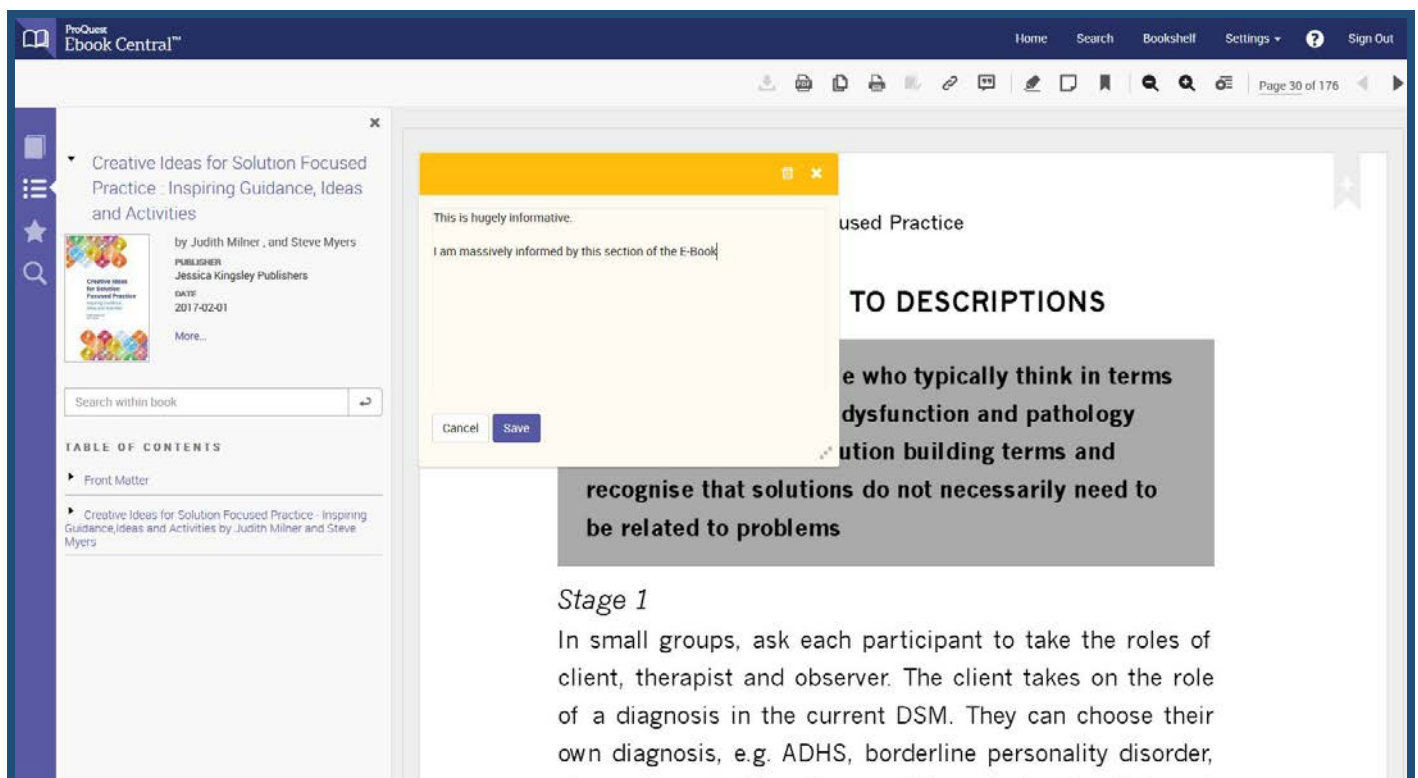
Selecting the 'Highlight Pen' icon allows the user to highlight any passage in the E-Book that they feel relevant, as you could with a highlighter pen on a physical book. Any highlighting will be saved to that user and if the book is added to the Book Shelf, then it's there whenever the user selects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



The screenshot shows the ProQuest Ebook Central interface. The top navigation bar includes 'Home', 'Search', 'Bookshelf', 'Settings', and 'Sign Out'. The main content area displays a page from the book 'Creative Ideas for Solution Focused Practice: Inspiring Guidance, Ideas and Activities' by Judith Milner and Steve Myers. A grey box highlights the following text: 'Purpose: to allow people to notice the minutiae of competencies in their daily situations and to learn to look at the world with an appreciative eye rather than focusing on deficits'. Below this, the text 'Stage 1' is followed by a paragraph of text that is highlighted in yellow: 'Look for things people do that you appreciate, particularly those hidden right in front of you. When you see them, acknowledge them verbally or nonverbally. Then pay attention to any evidence of an appreciative circle rippling back to you.' Below the highlighted text, there is a section titled 'Questions:' followed by a list of three questions: 'What do you notice at home that you appreciate?', 'What do you notice about your colleagues and friends that you appreciate?', and 'Without people saying anything, in what ways do they...'. The left sidebar shows the book's title, authors, publisher (Jessica Kingsley Publishers), date (2017-02-01), and a table of contents.

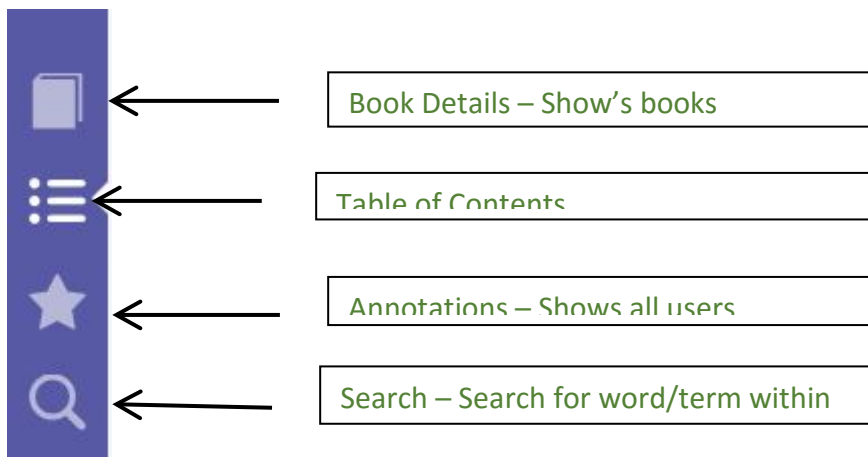
## Add Note:

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.



The screenshot shows the ProQuest Ebook Central interface with an 'Add Note' dialog box open. The dialog box has a yellow header and contains the text: 'This is hugely informative. I am massively informed by this section of the E-Book'. Below the text are 'Cancel' and 'Save' buttons. The background shows the same book page as the previous screenshot, but with a grey box highlighting the following text: '...e who typically think in terms of dysfunction and pathology...'. Below this, the text 'Stage 1' is followed by a paragraph: 'In small groups, ask each participant to take the roles of client, therapist and observer. The client takes on the role of a diagnosis in the current DSM. They can choose their own diagnosis, e.g. ADHS, borderline personality disorder, ...'. The left sidebar shows the book's title, authors, publisher (Jessica Kingsley Publishers), date (2017-02-01), and a table of contents.

## Sidebar Icons:



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.

