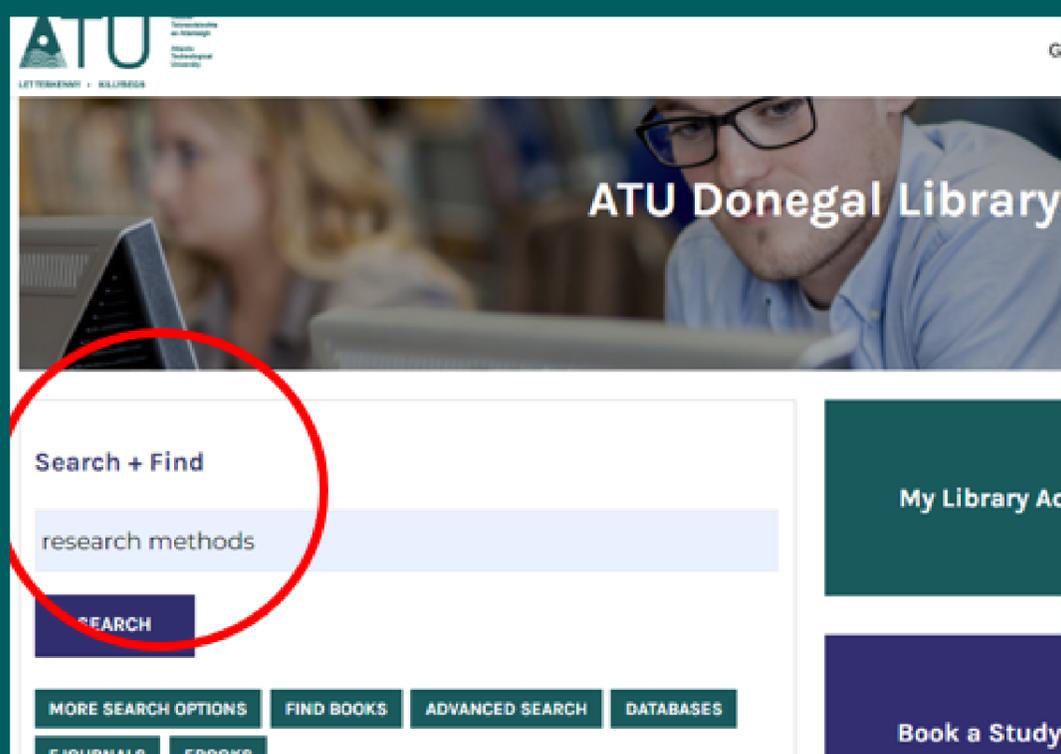


ATU Library How To: Find eBooks on the Library's Databases

There are 100's of eBooks available on the library's databases. The easiest way to find these eBooks is to use the 'Search + Find' feature on the Library's homepage.

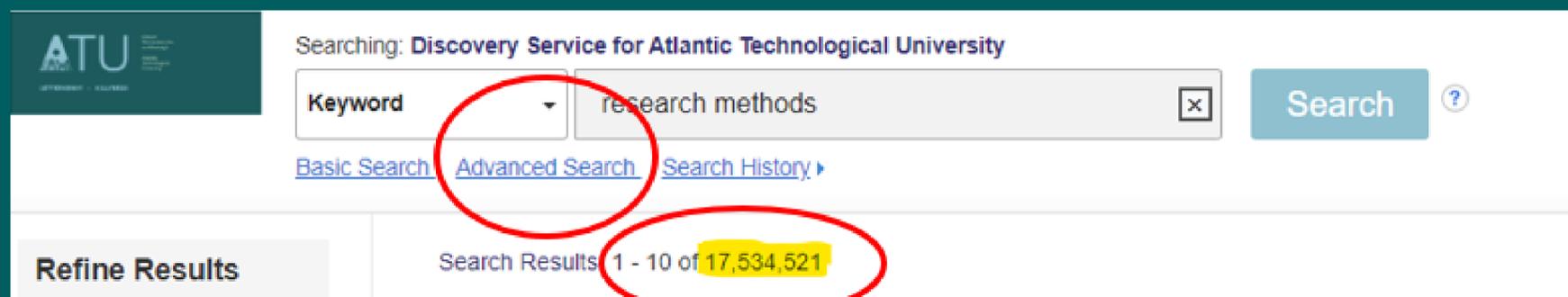
Part 1: Carrying out a search and limiting the results to eBooks only

1. Type your topic into the search box and press the blue 'Search' button. In the example below I am looking for eBooks on research methods.

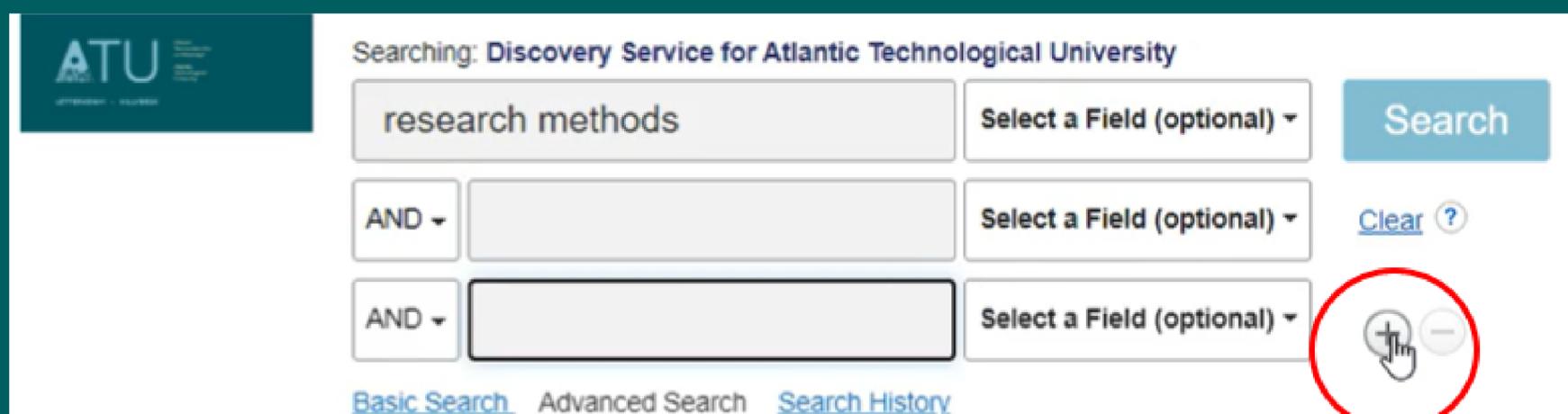


2. This search has returned over 17million results from across the library's databases. The results include, articles, eBooks, conference papers, reviews, trade publications etc.

To refine the search, click on 'Advanced Search'.



3. Advanced Search gives you more fields to fill in so you can refine your topic. You can add in more blank fields using the + button



4. As you type into the fields, search + find prompts you with suggestions based on the spelling of what you enter



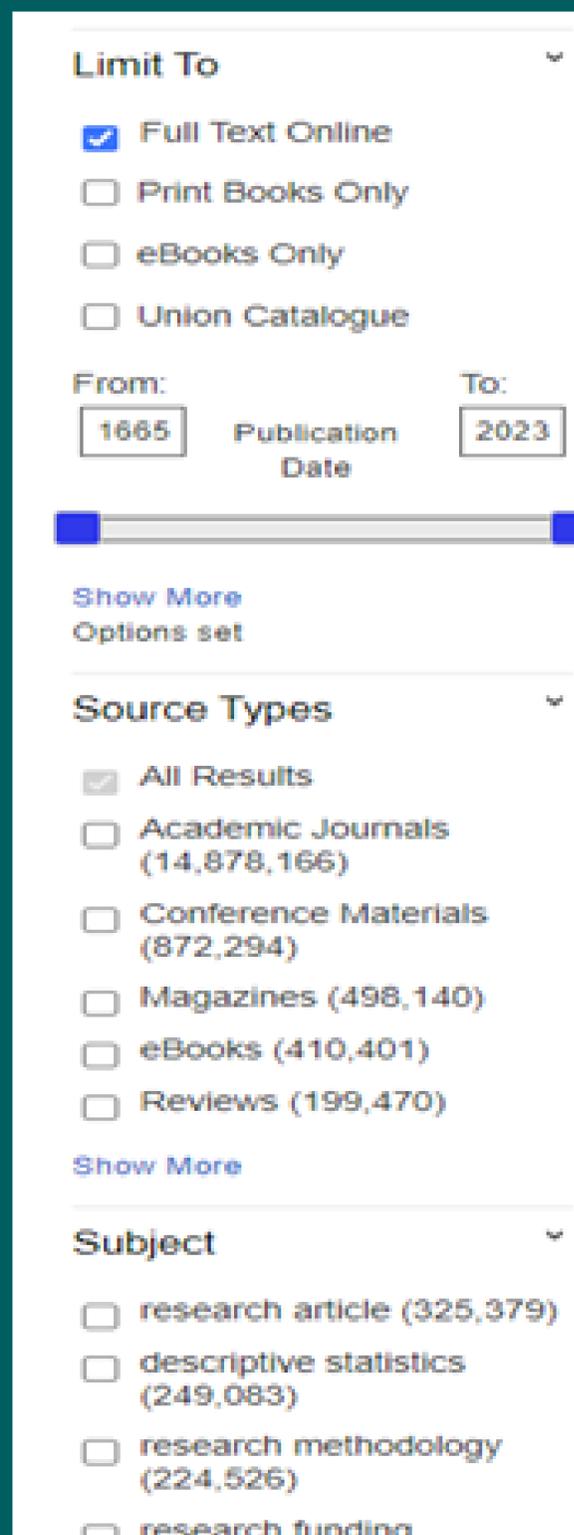
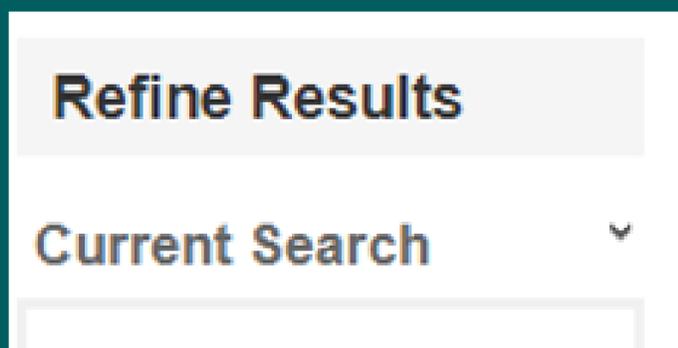
5. Once you have filled in more details about what you are looking for, press the 'Search' button



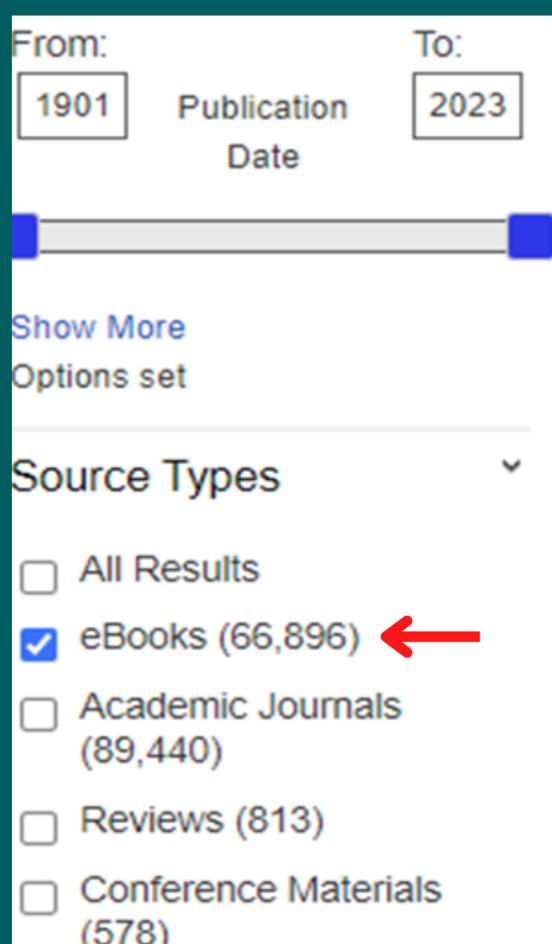
6. By using the Advanced Search option, the number of results has reduced to under 160,000.



7. The results still include, articles, eBooks, conference papers, reviews, trade publications etc. There are a number of different filters on the left-hand side of the screen, to refine your results further.



8. To limit it to just eBooks, select 'eBooks' underneath 'Source Types'



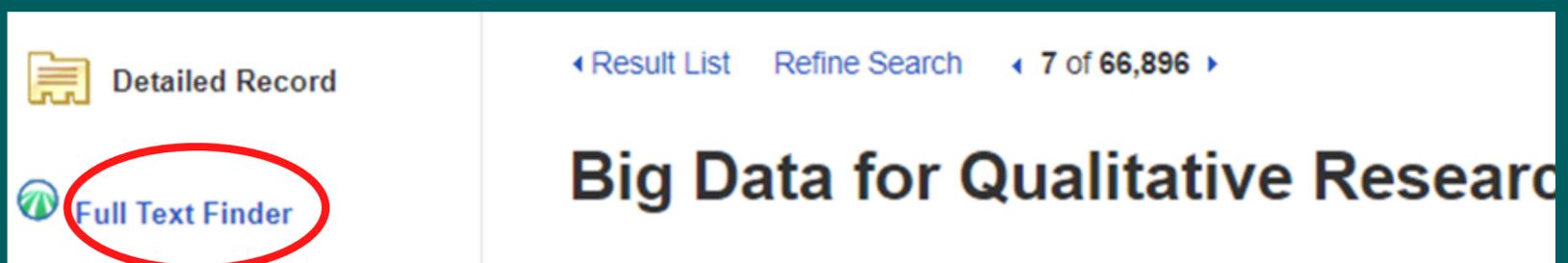
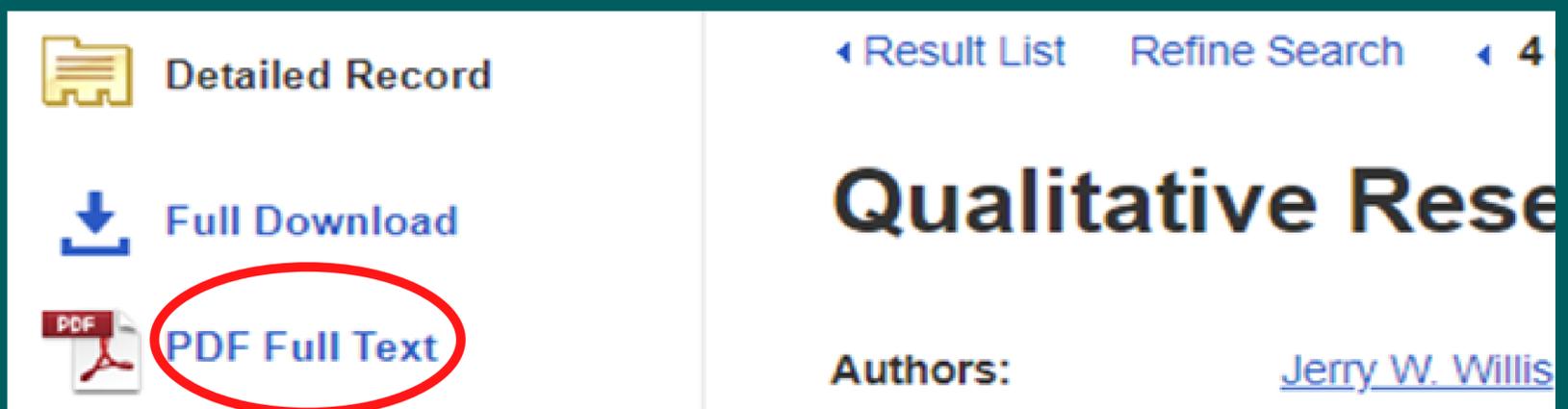
Now, all the results on the screen will just be eBooks on your search topic.

Part 2: Reading the eBook and downloading chapters

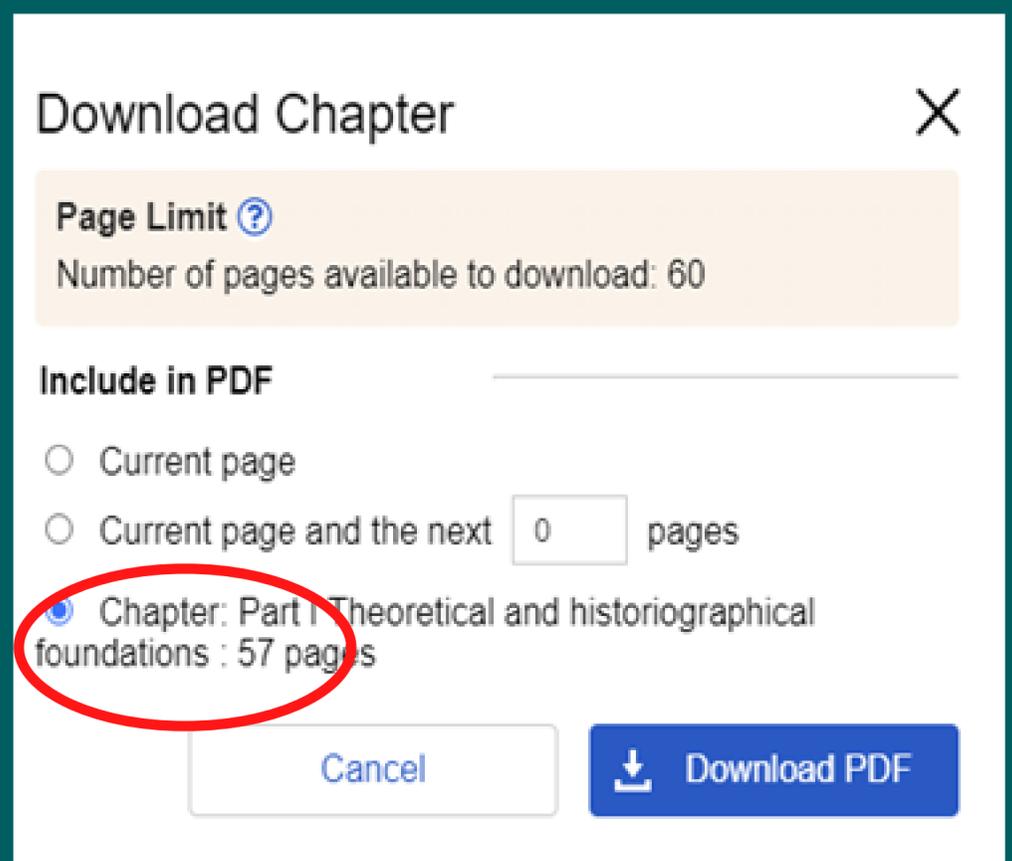
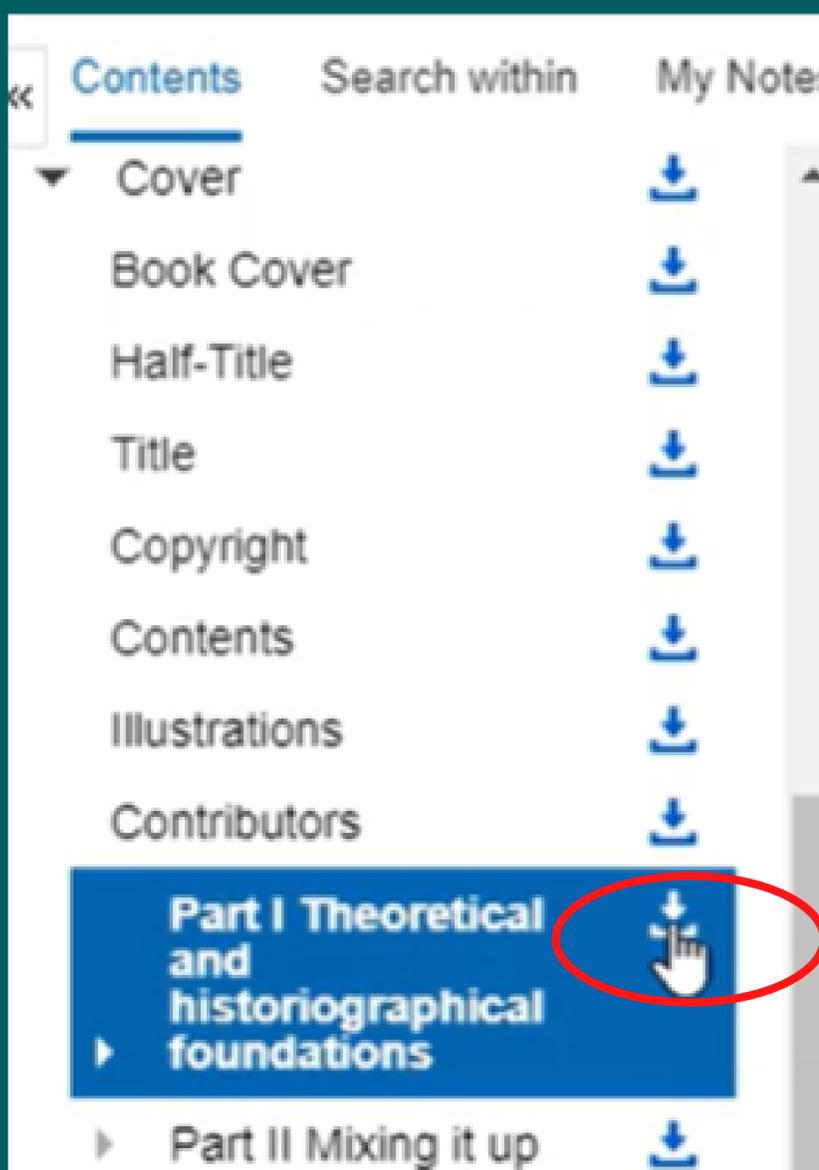
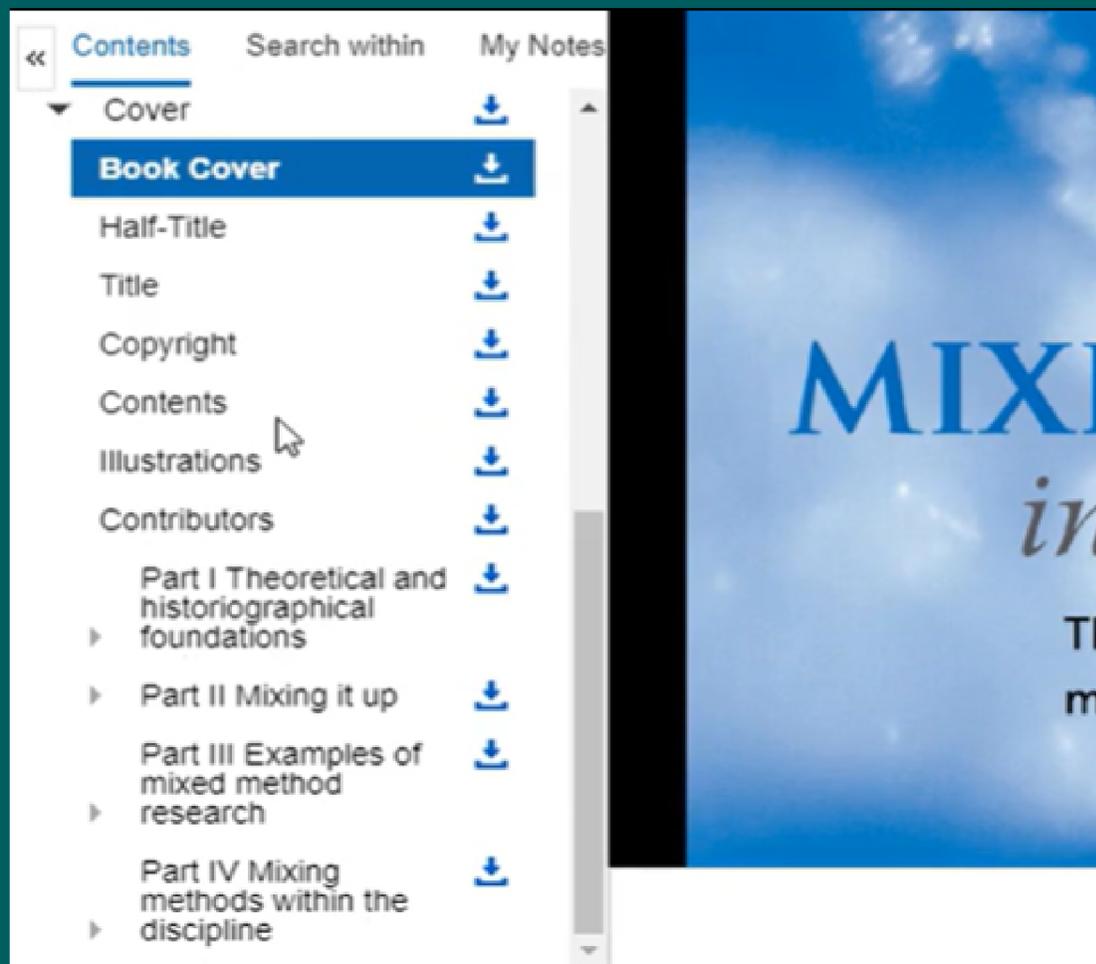
9. From the results page, click into the title of the eBook you wish to read



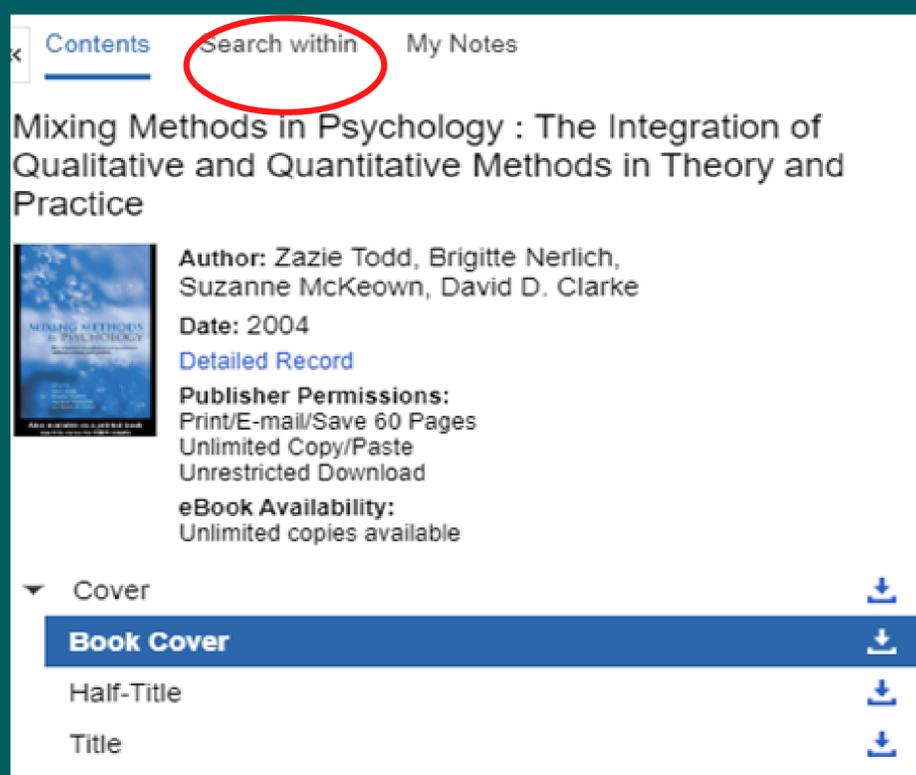
10. Different databases have different options for downloading the eBook. I recommend always choosing the 'PDF Full Text', rather than 'Full Download'. PDF Full Text enables you to download individual chapters rather than the entire book



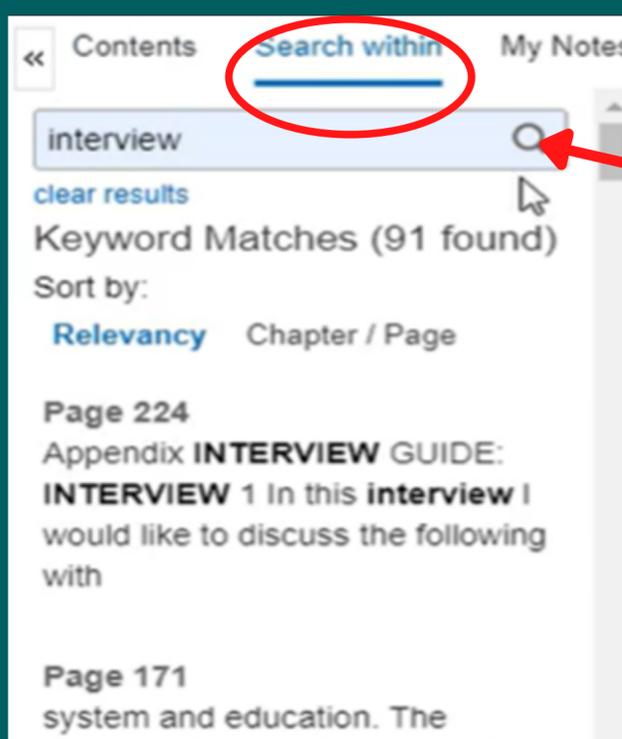
11. This image shows all the individual chapters of the book. You can click into any chapter and read it on screen or download the individual chapter by clicking on the Download symbol beside the chapter name.



12. Another useful feature is the ‘Search Within’ tab – beside the Contents tab of the book. ‘Search Within’ enables you to search for words and phrases throughout the entire eBook.



13. In this example, I am searching for the word ‘interview’ throughout the eBook. Type in your word/phrase and press the search magnifying glass



14. To return to your results page, with all the eBooks, simply press the back arrow in the toolbar.

