HERGUAN UNIVERSITY EBRARY GUIDELINES

1) Please start at http://site.ebrary.com/lib/herguan

2) If on-campus, will be taken directly to the ebrary site and can print/copy text/view content without a login. Only if you wish to use bookshelf features will you be prompted for a login.

3) If off-campus, you will need to follow the login instructions on the main page. You will have full ebrary functionality after logging in as you are automatically signed into your ebrary bookshelf.

4) You can click on any of the subject areas and publishers on the main page, or perform a simple search by typing in word(s) in the simple search field. A simple search looks for your search criteria as a keyword within the text, subject metadata, title, author, and publisher.

5) You can narrow a simple search by clicking on any of the subject options, or creating an advanced search. You can add up to 9 search options. Putting your search criteria in quotes will search for an exact phrase.

6) You can access any of the books by clicking on the title or book jacket. This action by default will take you to the ebrary QuickView screen—no plugin download is required.

7) You can interact with the document by clicking on any of the icons or the InfoTools menu.

8) You can also click on the ebrary Reader button for advanced features such as text to speech options.

9) The ebrary bookshelf is helpful for saving books, passages, and making notes/highlights. You can also share the contents of an ebrary bookshelf with other students.