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To get started, you must first download the ebrary Reader™

This is a **one-time download**. The free software works with your web browser to allow browsing, search, and other advanced features.

Instructions are available by clicking on the help button located in the upper left hand corner.



1. Create a Personal Bookshelf Account

- You need to create a **one-time account** in order to save links to books, personal notes, and highlighted text for any title. We recommend logging in to your personal bookshelf account whenever you use ebrary. However it is **not** necessary to log in to copy and print text.
- Click on the Account tab.
- Click on the [Do you need a new ebrary account?](#) link.
- Fill out the online form & check box at bottom to accept terms. Confirmation will be sent via email
- You are automatically logged in after the account is created.

2. Browse

- Click on the "browse" button to browse by Library of Congress Subject Headings and title. Subjects are displayed with approximate numbers of titles in ebrary, listed in parentheses.
- Click on the + sign to expand the subjects and to see the list of titles.

3. Search

- Type words or phrases into the simple search box to search for all instances in the full text database.
- To search for an exact phrase, use quotes, i.e. "distance education."
- Results are displayed 10 at a time—click on a book cover or title to access it.
- Sort results by date, title, or publisher, by clicking on the word at the top right of the search results.
- Use the advanced search feature to add more search criteria, or to limit search to title, contributor name, publisher name, and Library of Congress/BISAC subject heading.
- Narrow search results by clicking on Subject, Contributor, or Publisher.
- Use the "Back" browser button to go back to the previous screen.

4. Copy

- Highlight the text to be copied. Click on either the copy icon in the toolbar or select "copy" from the InfoTools™ pull-down menu.
- The content can now be pasted into Microsoft Word or any text editor. Citations are automatically displayed at the bottom of the copied text.

5. Print

- Click on either the printer icon in the toolbar or select "print" from the InfoTools pull-down menu.
- You can print 5 pages at a time, but no more than 40 pages per session.

Other ebrary Features

- Link to definitions, encyclopedia references, map locations and other options by selecting text, and clicking on the InfoTools menu.
- Search the entire ebrary collection for selected text or phrases within a document.
- Take notes and highlight text. Save to a personal bookshelf.
- Magnify a page to 150% or 200%.