# ebrary Quick Reference Guide

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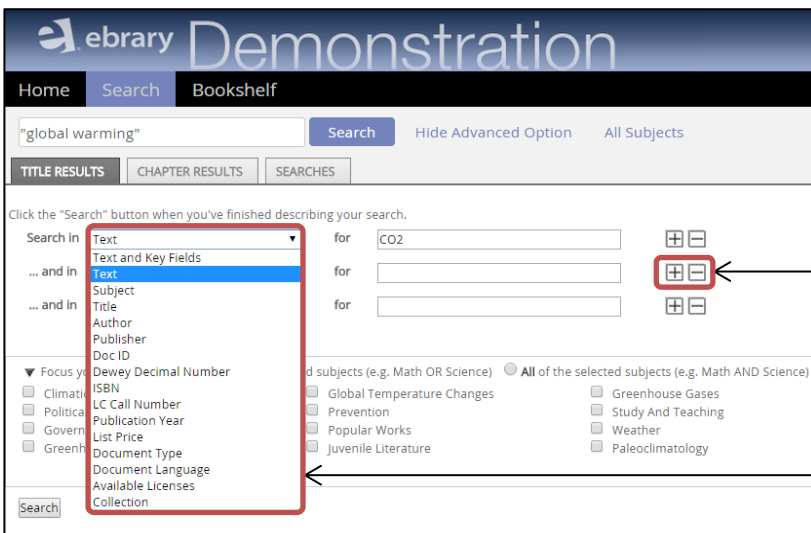
■ Simple Search
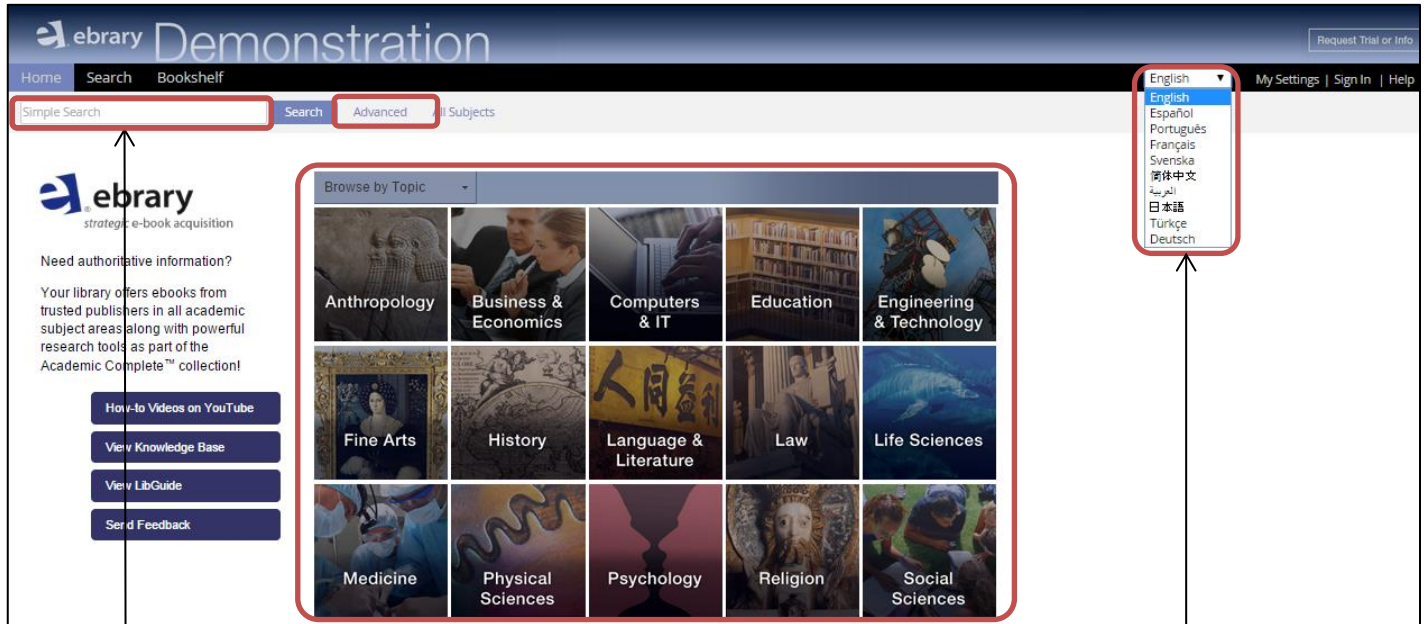
Simple Search : Search Box
Keyword search with full texts and metadata (categories & attributes)

Browse by Topic
Select the subject of your interest to refine your search scopes.

Interface Language
You can select as many as 10 languages for the interface from the drop-down.

■ Advanced Search

Advanced Search
The keyword put in the simple search box can be further combined with other text and key fields to conduct more advanced searches.

Adding & Deleting Search Boxes
You can add the search boxes by clicking the following icons – up to 10 boxes including the simple search box.

Adding search box

Deleting search box

Text and Key Fields
You can change the field for your keyword to make your search more relevant. This functionality gives you a wider variety of search options to both explore and refine your search results.

Please contact us if you have any questions on this ebrary Quick Reference Guide.
ProQuest : Beijing Office (+86 010 84608861)
OR your Training and Consulting Partner: Chris Guo (chris.guo@proquest.com)

Refining Search – Boolean and Proximity Searches（※Please type them in bold letters.）

	Search records that have keywords combined by AND. e.g.：design AND furniture → Search records that include both 'design' and 'furniture'.
	Search records that have either of keywords combined by OR. e.g.：design OR furniture → Search records that include either 'design' or 'furniture'.
	Search records that do not include keywords that follow AND NOT. e.g.：design AND NOT furniture → Search records that includes 'design' but does not include 'furniture'.
within	Search records that include a keyword within the number of words set. e.g.1：Edison WITHIN-30 inventor → Search records in which 'Edison' and 'inventor' are included within 30 words. e.g.2：business WITHIN-1 strategies → Search records in which 'business' and 'strategies' are placed next to each other. e.g.3：（business OR corporate）WITHIN-1 strategies → Search records that include either 'business strategies' or 'corporate strategies'.
" "	Search records with all the words placed within "（double quotation）".
（ ）	AND search、OR search、NOT search can be combined as a group by brackets. e.g.1：Education AND（University OR College）→ Search records that include 'Education', and that includes either 'University' or 'College'. e.g.2：（Education AND University）OR College → Search records either those that include 'College' or those that include both 'Education' and 'University'.

■ Search Results（Title Results）

Title Results
In the tab, the results are displayed by title.

Refine Your Results
ebrary suggests the relevant subjects to your search. Tick the boxes of the subject of your interest and press［**search**］again to refine your results.

Export Search Results
You can download your search results into a spreadsheet.

Save Search
You can save your search. When you are expected to conduct research on the same topic over some time, you do not need to re-enter the search formula.

（※To save your search, you need to create your Bookshelf account. Please refer to the later section on how to create the Bookshelf account.）

Title Results : How to Look at the Icon
: Open the book text on ebrary Reader
Table of Contents : Display the Table of Contents of the book
Download : Download the full text of the book
Find Similar : Search similar books
RefWorks : Export book's metadata to RefWorks
EndNote & Citavi : Export book's metadata to Endnote and Citavi
Add to Bookshelf : Add the book to your Bookshelf

■ Chapter Results

Chapter Results
The ［**Chapter Results**］ tab displays the chapter of books that fit your search by the relevance. This is a useful functionality when you have trouble in prioritizing which book to refer to at the title level.

Link to the Book Chapter and Title Information
The chapter text will open by clicking the hyper link. Each chapter has the book title information.

Rank
15 most relevant chapters to your search formula are displayed. The grey bar shows the degree of relevance – the longer, the more relevant.

■ Reader

What You Can Do with Reader

Along with reading and downloading the book, you can highlight or add the annotation to the book text.　For some functionality, you need to log into your Bookshelf account.
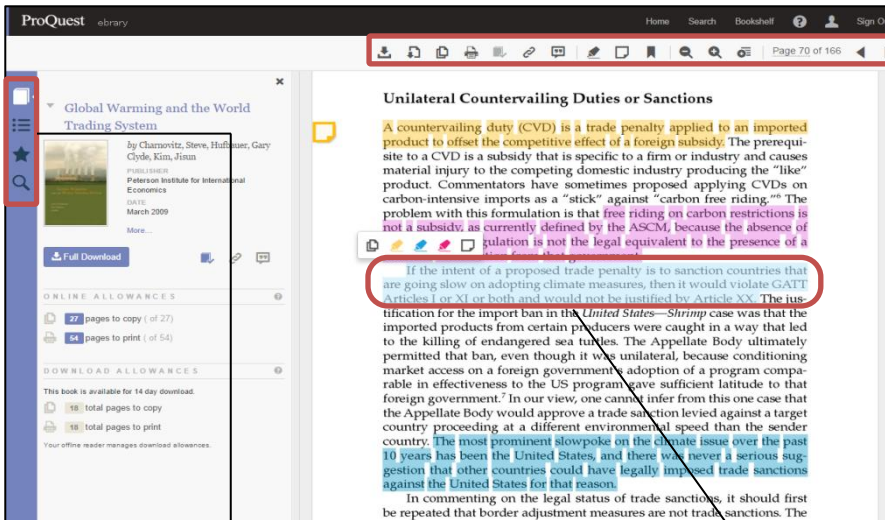
Reader's Functionaliy

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▢	※Add Note
🔖	※Add Bookmark
🔍	Zoom Out
🔍	Zoom In
▤	Zoom …
Page 11 of 382	Go to Page…
◀	Previous
▶	Next

Items with '※'require logging into your Bookshelf account. Please refer to the next page on how to create the Bookshelf account.

Reader's Side Panel

📘 Book Details（displays pages for copying and downloading）

☰ Table of Contents（links to each chapter）

★ Annotations（accessing to and editing the highlights and notes created）

🔍 Search within Book（displays relevancy ranking of chapters）

Highlights & Notes

You can drag the texts where you want to highlight or add notes.　The small option will then pop-up with which you can do the task quickly.

*Notes can be added in any language.

■ Download

↓ Reader Portal Page

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There are two ways of downloading the books of ebrary.

1　Downloading as a PDF file by selecting a chapter or setting the page numbers.

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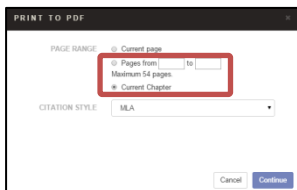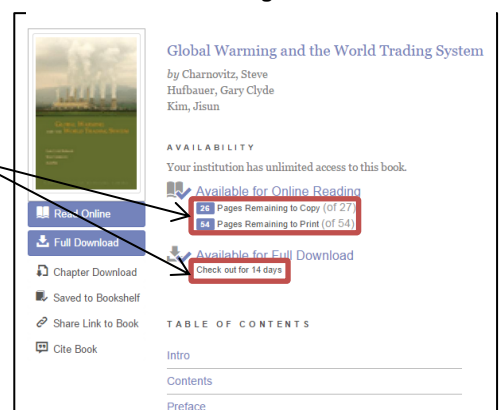
Chapter Download

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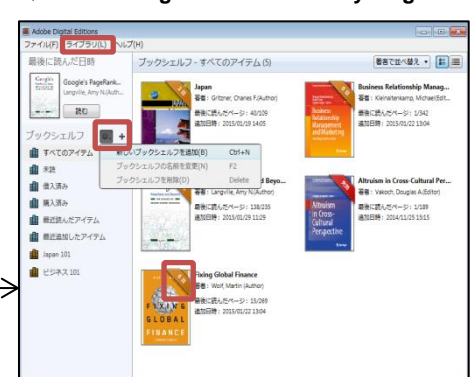*No log-in to the Bookshelf account is required.

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■ The Searches Tab

List of Conducted Searches
You can display the searches run since you logged in.
（In order to save your searches, you need to log into your Bookshelf account beforehand.）

You can save the search formula by clicking［**Save**］. In the save window, you can also set the alerts that notify you via e-mail when the new records in your search are added in the frequency you set.

Please click ［**Search**］ when you want to re-run the search that you conducted before. This will save your time from re-entering the same search formula.

■ Bookshelf

What You Can Do with Bookshelf
With the ebrary Bookshelf, you can save your search formulae, highlight or add notes to the book text, sort the saved books with folders, and share the saved information with your friends and colleagues.

Creating Bookshelf Account

Click the ［**Bookshelf**］ tab or ［**Sign In**］ → ［**Create Account**］ and enter your name and e-mail address, and set the password.

Please use the e-mail address of the university or institution to which you belong.

■ Bookshelf's Functionality

1. Adding Folder
You can create folders to sort and manage the books you added to the Bookshelf.

The List of Books Added to Your Bookshelf

2. Sorting Books to the Folders
Drag the book icon to the folder (encircled in dots) where you want to save the book.

3. Sharing the Folders
You can send the folder with all the books information via e-mal. Or you can share the folder with others by creating its URL

Email this folder
Send the folder information, including the saved book list, highlights, and notes, via e-mail to a multiple number of people.

share this folder
You can create an access URL to the folder. All the saved information within the folder can be shared with others.