eLibrary User Guide

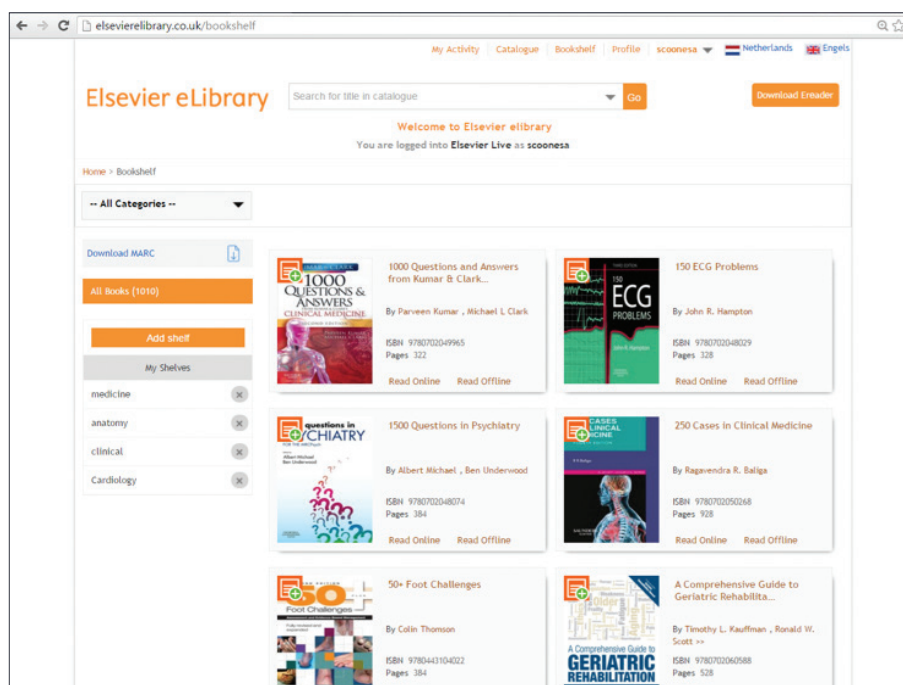Empowering Knowledge

Contents

Elsevier eLibrary

1   Your Bookshelf

Under Bookshelf, you will see the books that your institution has subscribed to.

You can browse through the bookshelf. Creating your own account will allow you to personalise the ebooks in your institution's subscription.


1a)   Creating shelves – in the bookshelf tab, click on the **add shelf** button to create a personalised shelf, individual users can sort subscribed titles into customisable shelves; by subject, class, etc. To add a book to a shelf, click on the cover of the book and select the shelf you wish to add it to.
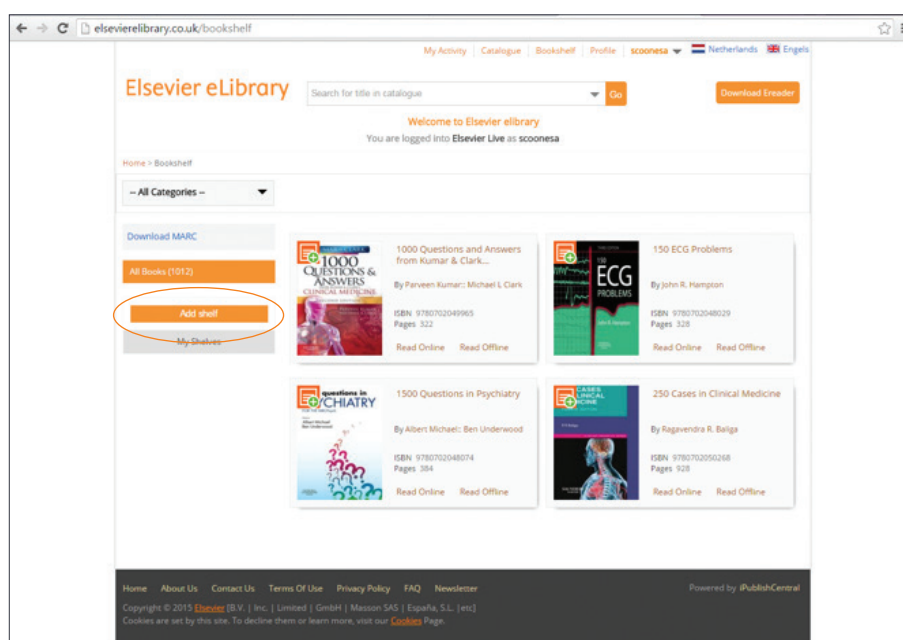
2   Searching for books

If you haven't come via a direct link from the VLE or reading list to a specific book, you can **search** for titles using the search box.
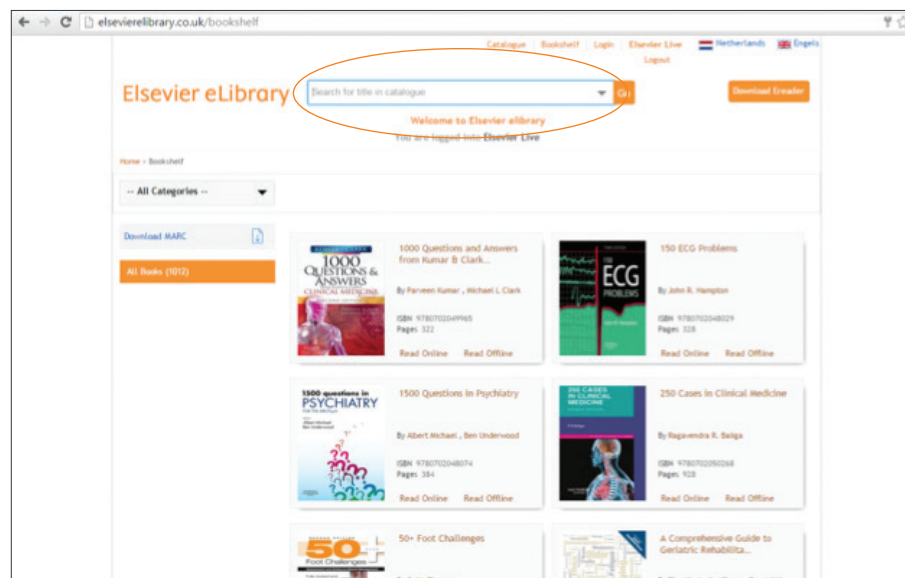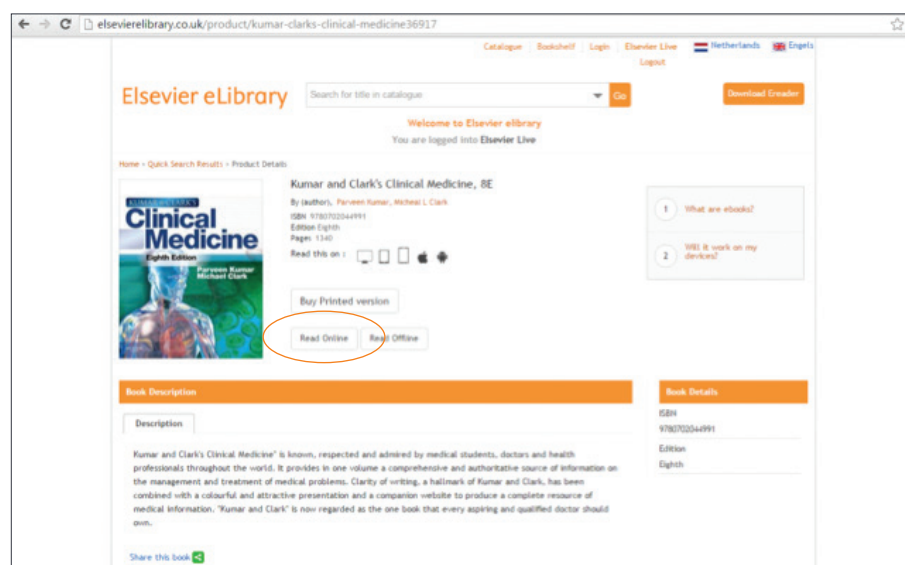

3   Online & Offline Reading

There are two reading options: online and offline.

3a)   Reading Online – simply click on the **read online** link for any title.

If you are using a laptop or desktop PC, you will view the book in PDF format. If you are using a mobile device, you will view the book in ePub format.

3b)   Reading Offline – to read offline, you must first download the iPublishCentral Reader.

The offline reader allows the user to download a book for 7 days.

Click on the iPublishCentral Reader **download** button to install the reader app
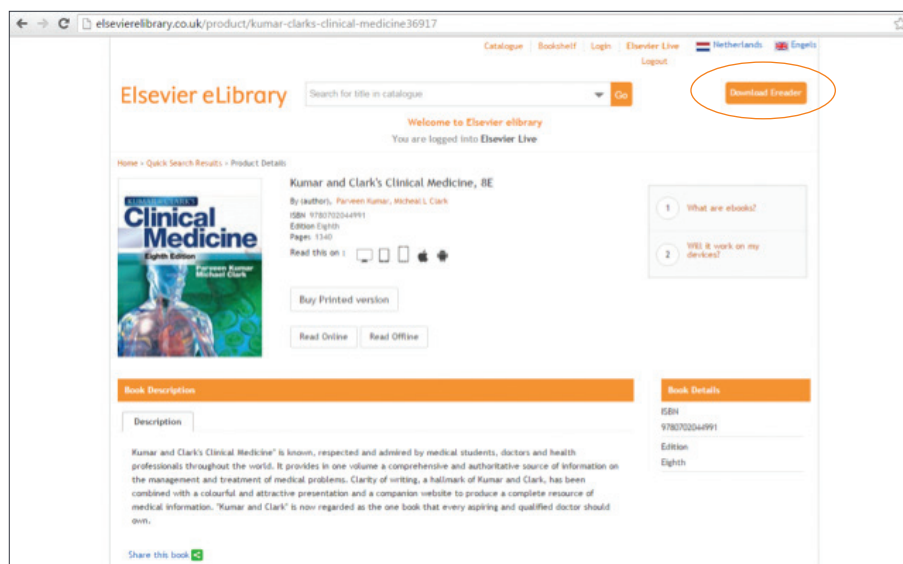
The iPublishCentral Reader can be used on both Windows and Mac Operating Systems.

- When you first open the reader you will be asked to enter your username and password and the eBook site URL – http://elsevierelibrary.co.uk/

- Enter your account details. Once they are verified to be correct, the contents of your bookshelf will be made available on the Reader

- Click on individual eBooks to download them to the Reader

- Click on the eBook to read

You don't need to be registered as a sub-user to read books offline, but you do need a sub-account for the advanced features, e.g. highlights, bookmarks and notes.

** See detailed steps in the Appendix for downloading and installing the IPC Reader.
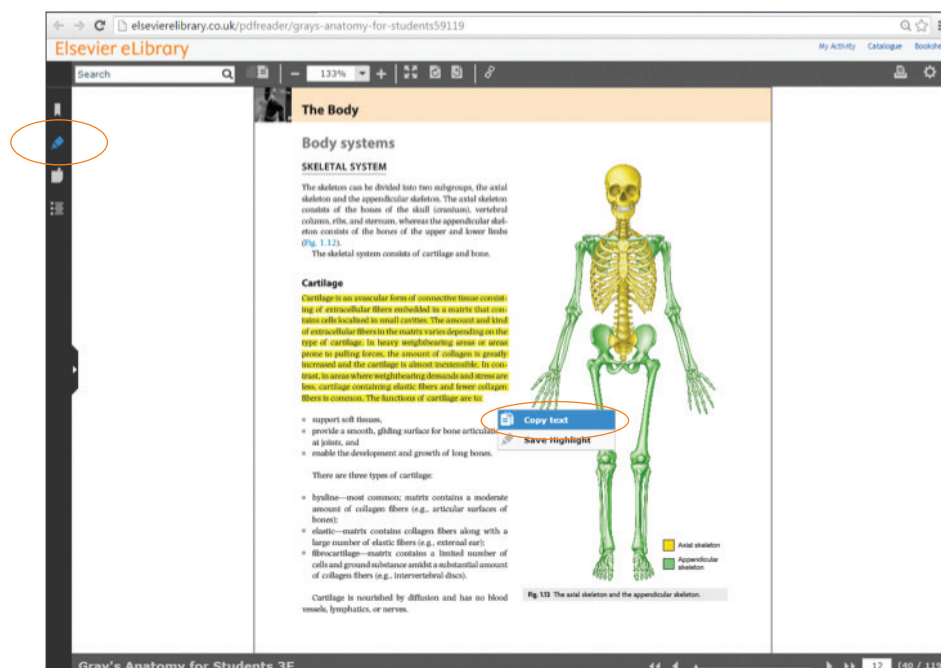
4   Standard Features

4a)   Copy & paste

In ePub view, use your mouse to select the text you want to copy then click **Copy**.
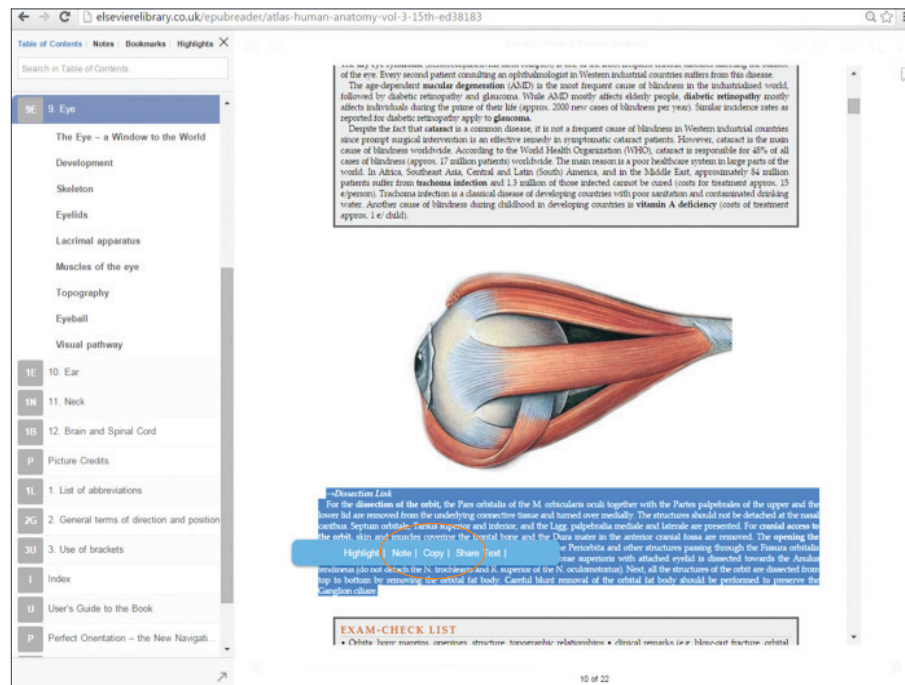
In PDF view, click on the pen icon on the left of your page, then select text as you would in a document. Click **Copy text**.
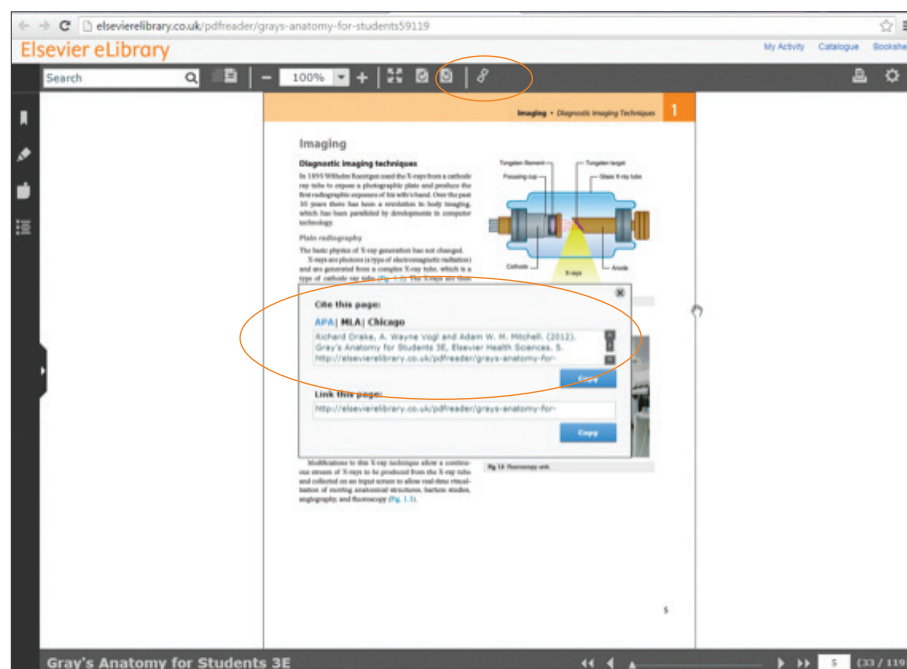
4b)   Deep links – instructors can now copy and share with their students a specific page via a unique link for every page. Click the **link/citation** icon on the menu bar and click **Copy**.
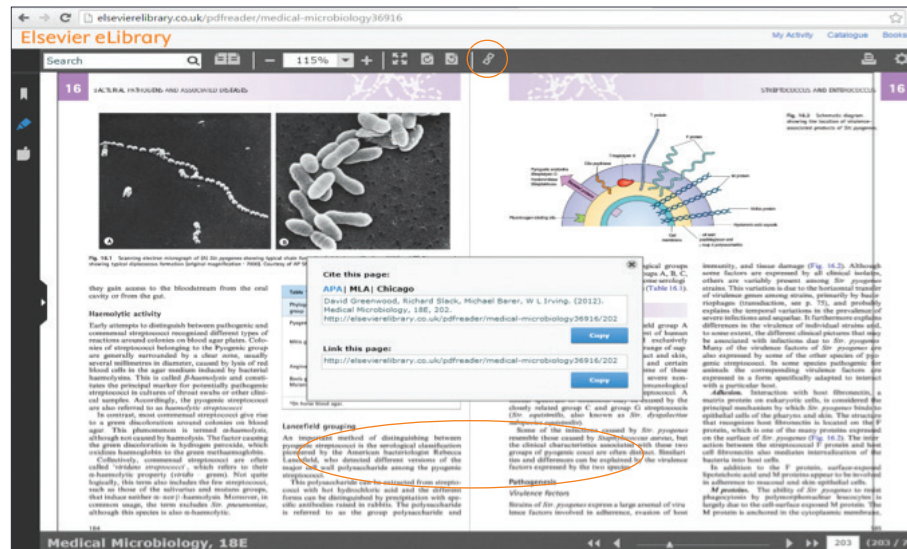
4c)   Citations

Citations are currently only available in the PDF view. Click on the **link** and **copy** the citation information.
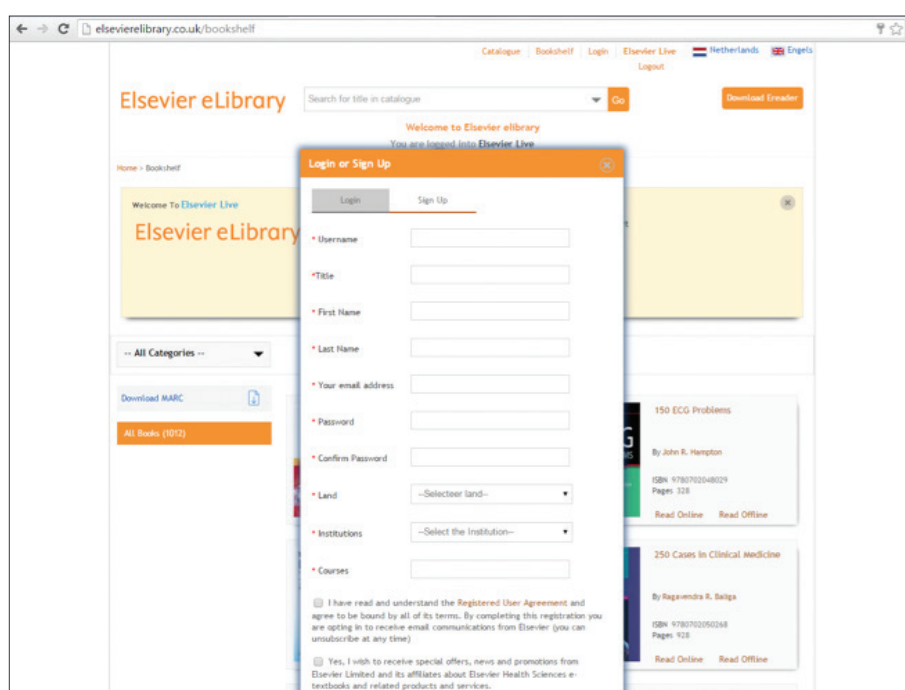
5   Advanced Features

To access additional functionality, including highlights, bookmarks, notes and presentations, you need to register as an individual user. Librarians, faculty and students can register as individual users.

Note: these functions appear differently in the PDF and ePub versions. On a PC desktop or laptop, the default view is PDF. To view a title in ePub, click on Show in ePub Reader on the top tab. On a mobile device or Mac OS, the default view is ePub.

If you wish to use these advanced features of eLibrary, e.g. notes, highlights, bookmarks etc., you will need to register as a sub-user on your institution's account.
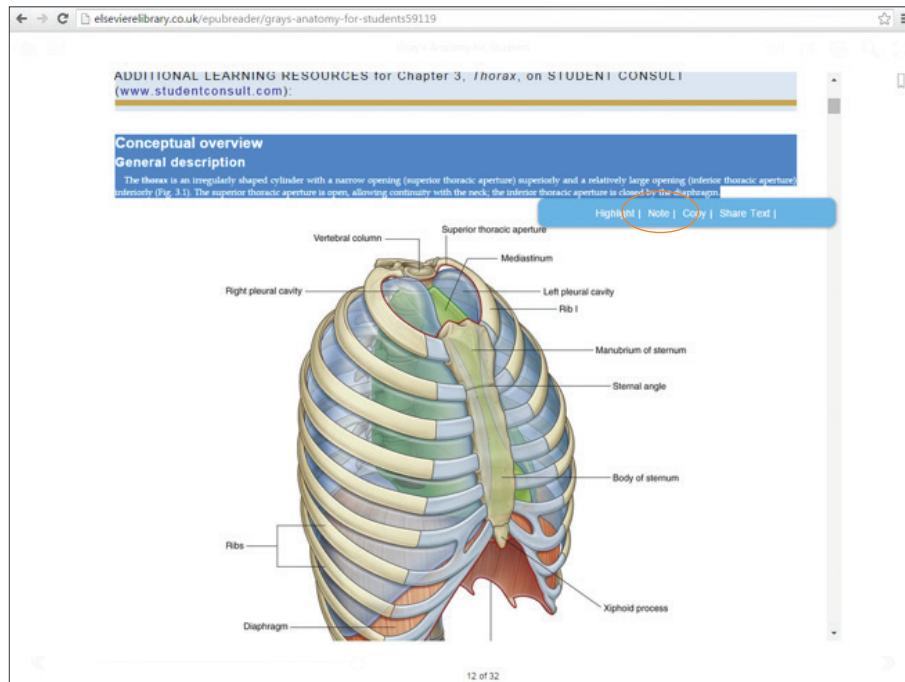
5a)   Register as an individual user:

❶   Click on the **register** button

❷   Fill in the sign up form

❸   Click on the **Create an account** button
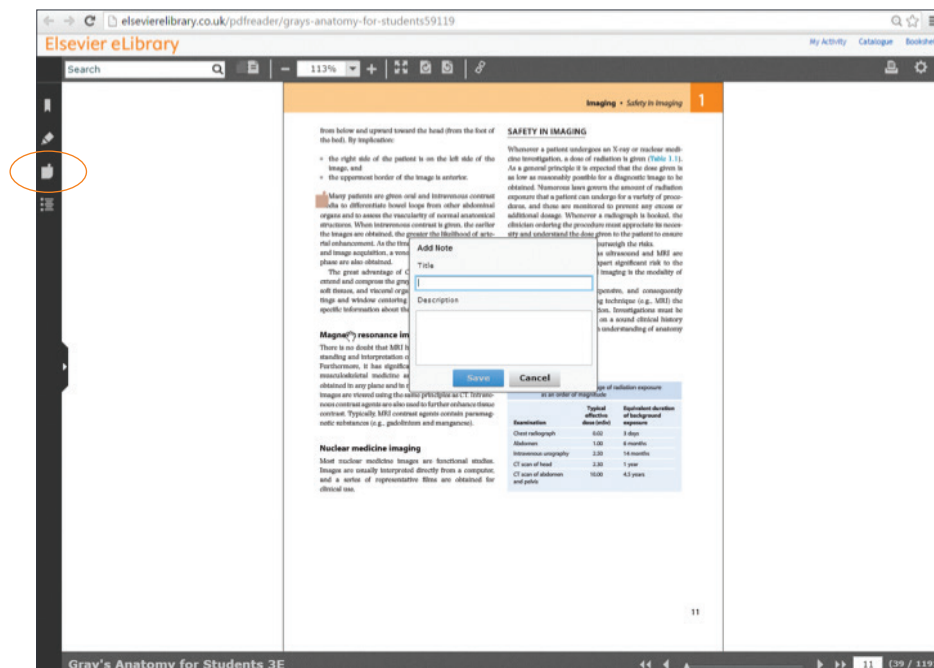
5b)   Creating digital notes

In ePub view, highlight selected text, click on **note**, type your note in the popup box. Notes are saved automatically.

In PDF view, click on the **note icon** and place it by the text you want to annotate. Give your note a title and description and click Save.

To export notes, go to **My Activity** on the home page, select title and either PDF or ePub, depending on which view you've been using, view notes and click on the **Export** link.
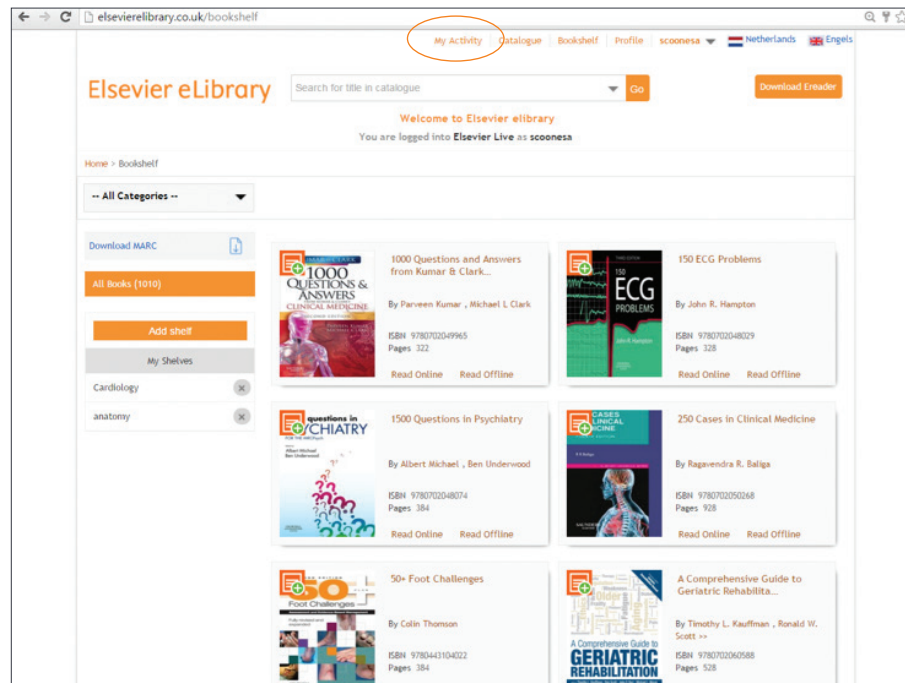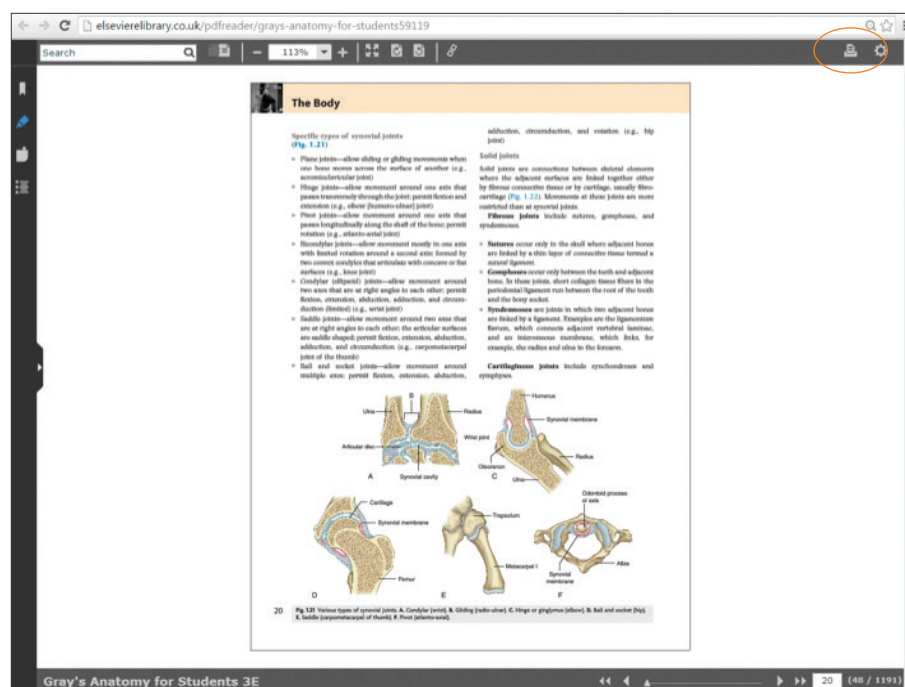

5c) Printing pages
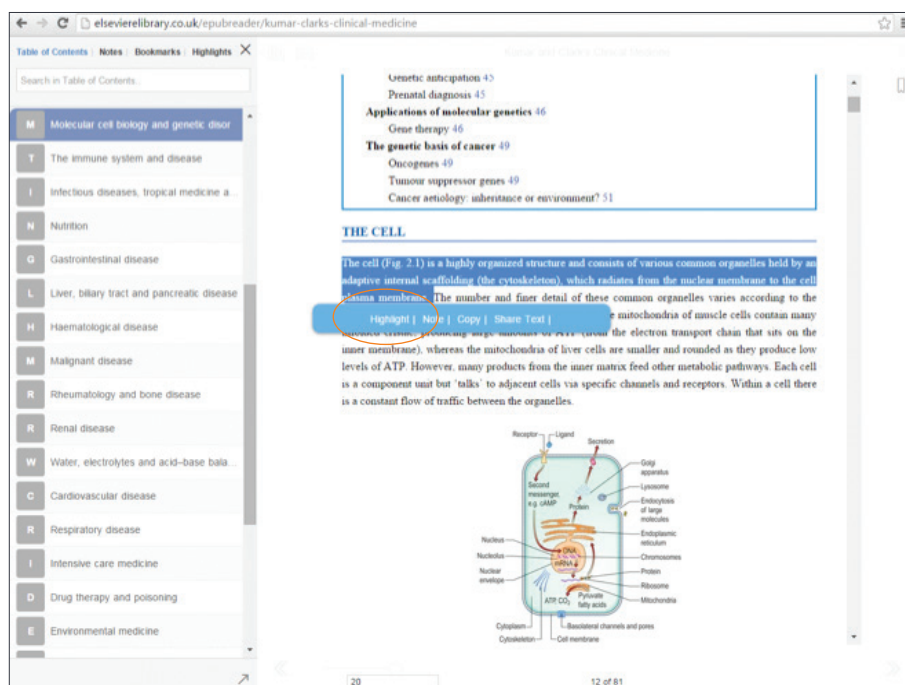
5% of a title can be printed in a 24 hour period

Printing is not currently available in the ePub view.

In PDF view, click on the **Print** icon at the top right of your page
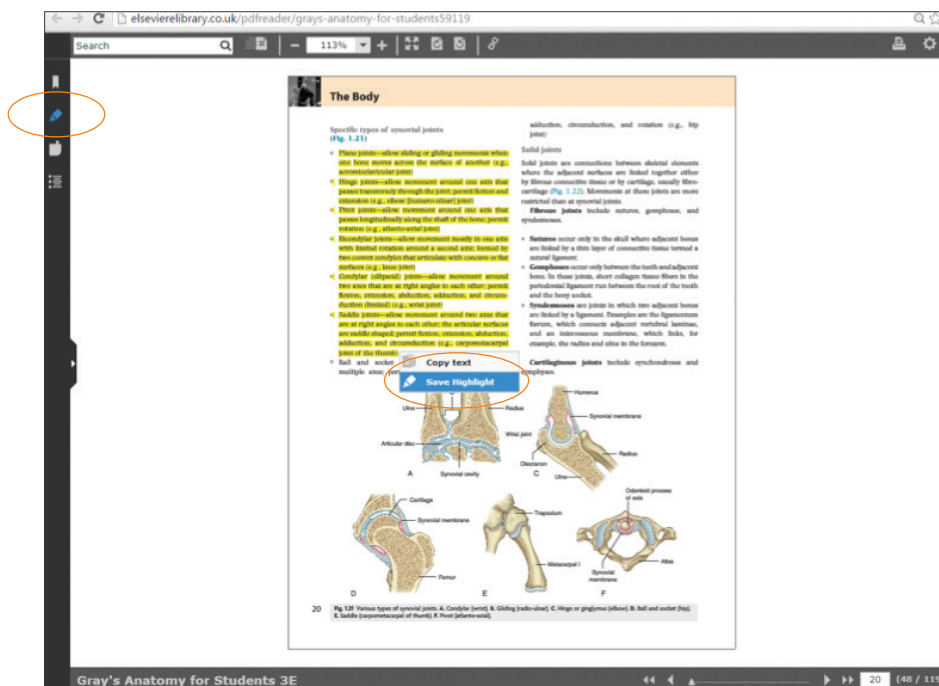
5d) Highlighting text

In ePub view, select text and then select **Highlight** from the options below the text you've selected.
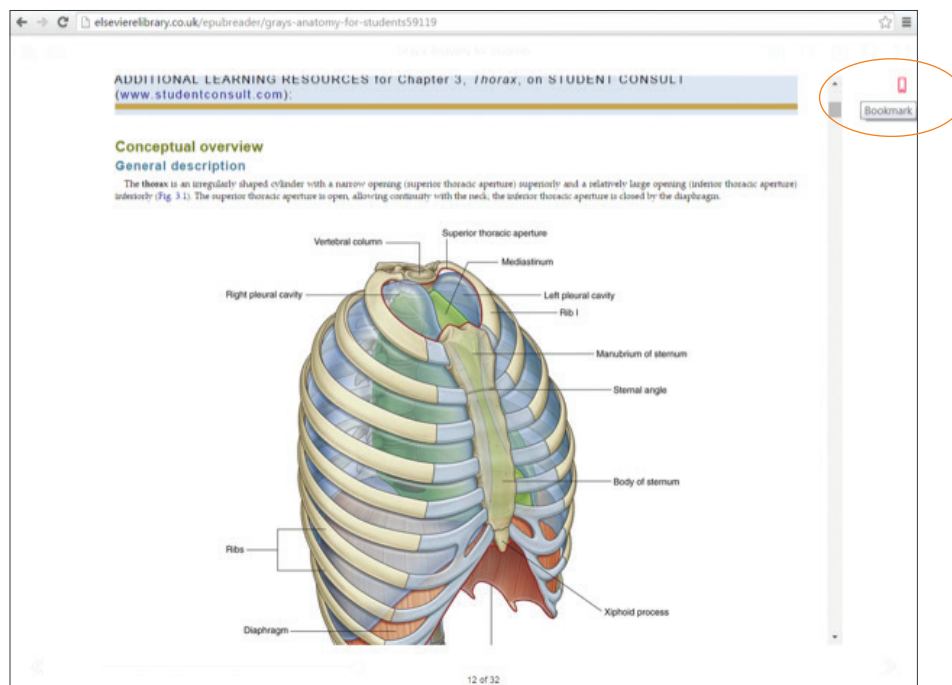

In PDF view, click the **pen icon** on the left of the screen and click **Save highlight**.
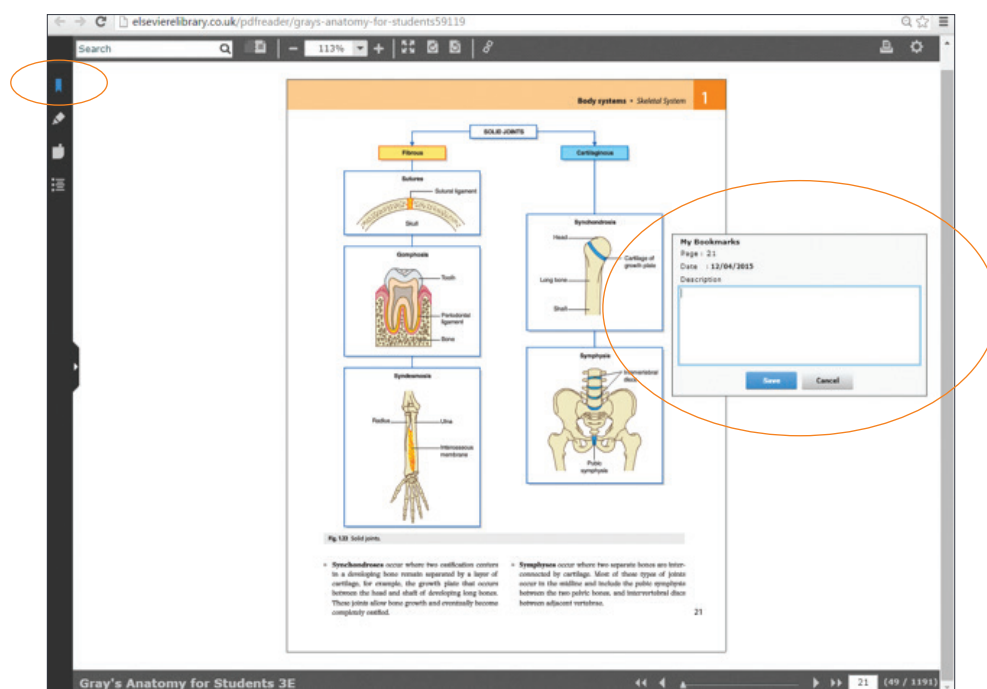
5e) Bookmarking pages

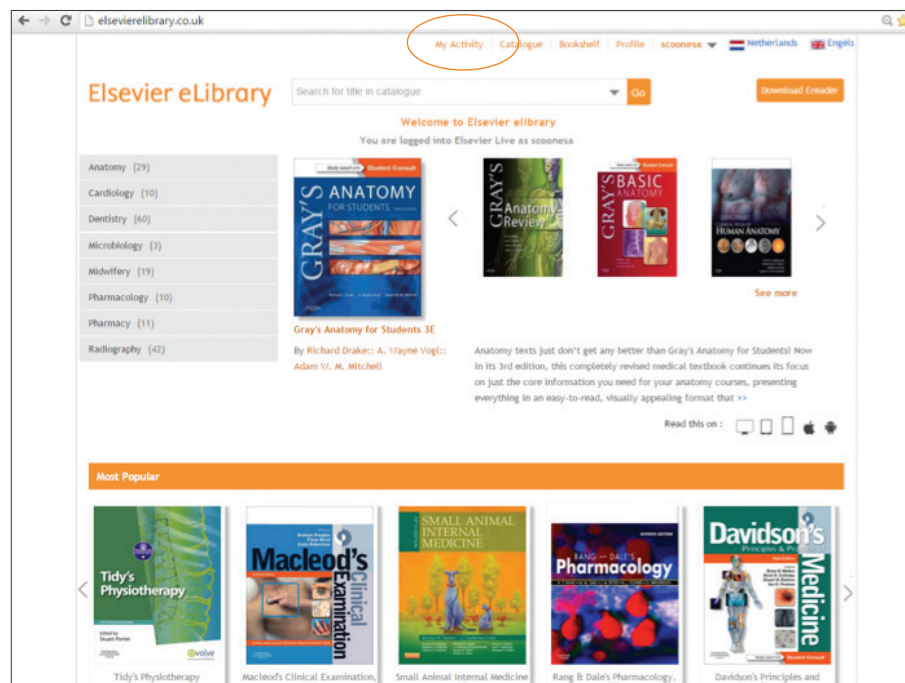In ePub view, click on the **bookmark** icon, bookmark is automatically saved.

In PDF view, click the **bookmark** icon on the left of the screen. A dialogue box will pop up, enter the description in the box and click Save.

5f) Organising activity

On the home page, go to **My Activity**.

Review your highlights, notes and bookmarks in this section of your eLibrary. You can edit, delete and export them. The two different types of readers cannot be synchronised, so the bookmarks, highlights and notes you are making for instance in ePub will not be available in your PDF view. Click on the book jacket to view notes, not on the hyperlink.
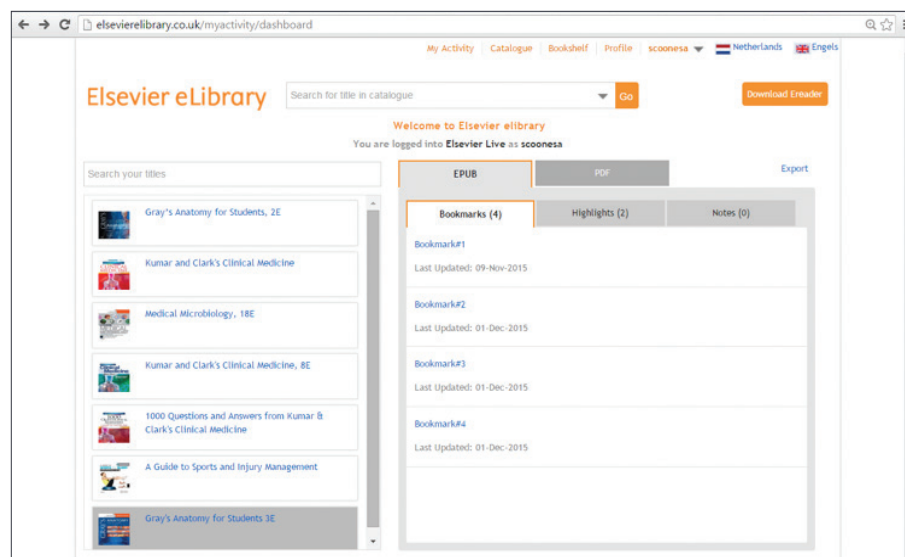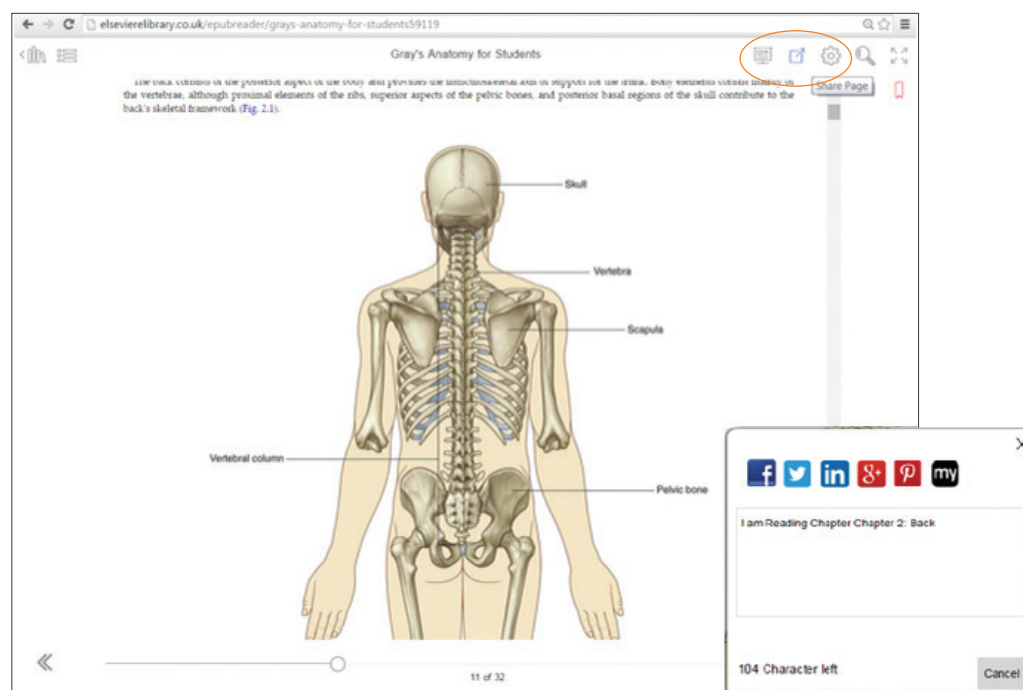
5g) Sharing eBooks on social media

The sharing function is only available in ePub view.

Students can share and comment about their books on social media.

Click on **Share Page** (top right) and write comment in pop up box, select social media icon you wish to share it to.

5h) Synchronisation

i) Synchronisation for PDF-titles:

Bookmarks, Highlights and Notes/Annotations are synchronized between online and offline reading, when you use PC. Offline bookmarks, notes, highlights etc. will be synchronised when back online.

ii) Synchronisation for ePub-titles:

Bookmarks, Highlights and Notes/Annotations are synchronized between online and offline reading, when you use Android or iOS App. Offline bookmarks, notes, highlights etc. will be synchronised when back online.

NOTES: Synchronization works only between same devices and file formats. A title which is running PDF on the desktop online reader will sync with only the PDF formats in the other devices (Apps or iPublishCentral reader for desktop). Sync will not happen between a PDF and an ePub or vice versa.

5i)   Presentation Maker

This feature is only available in ePub view. Full copyright and citation information is included with each image added to a presentation.
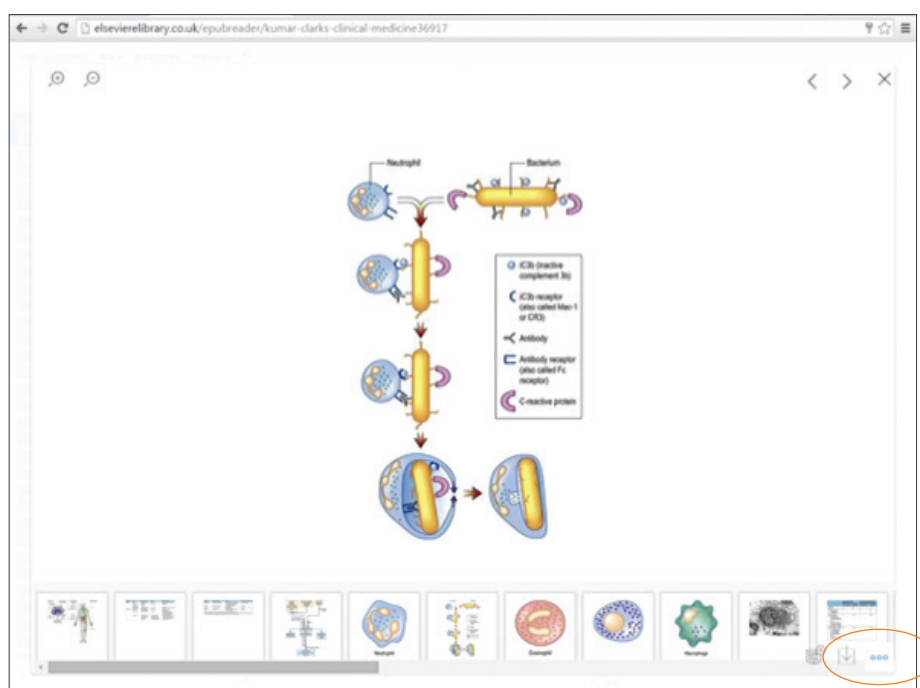
Users of tablets must download a presentation app such as WPS Office Presentation, prior to using this function.

To add an image to a presentation, click on an image, then on the presentation maker icon - bottom right.
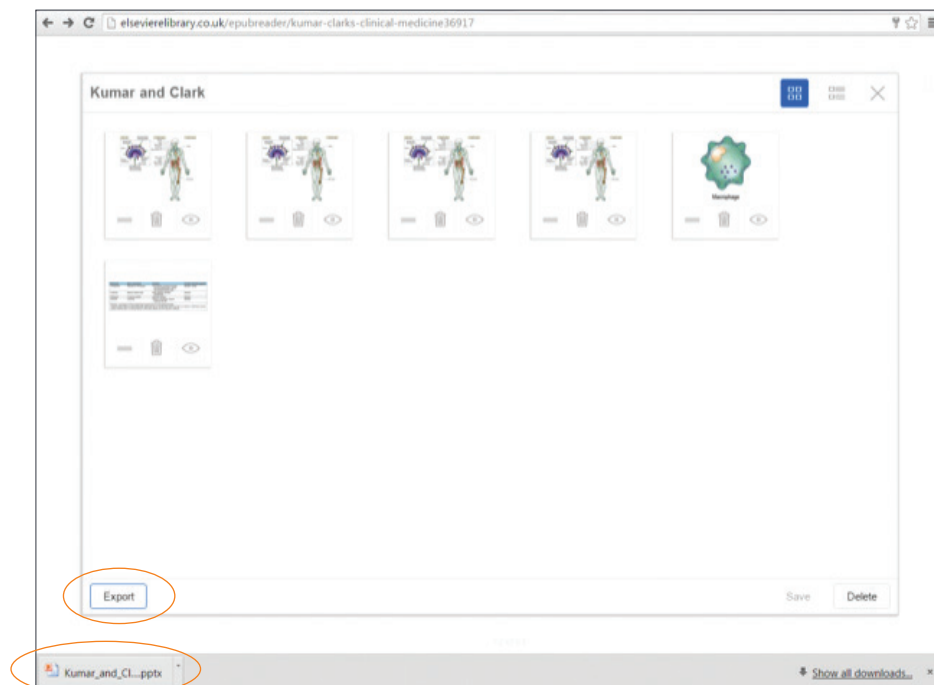
- Select **add image** to presentation or create new presentation.
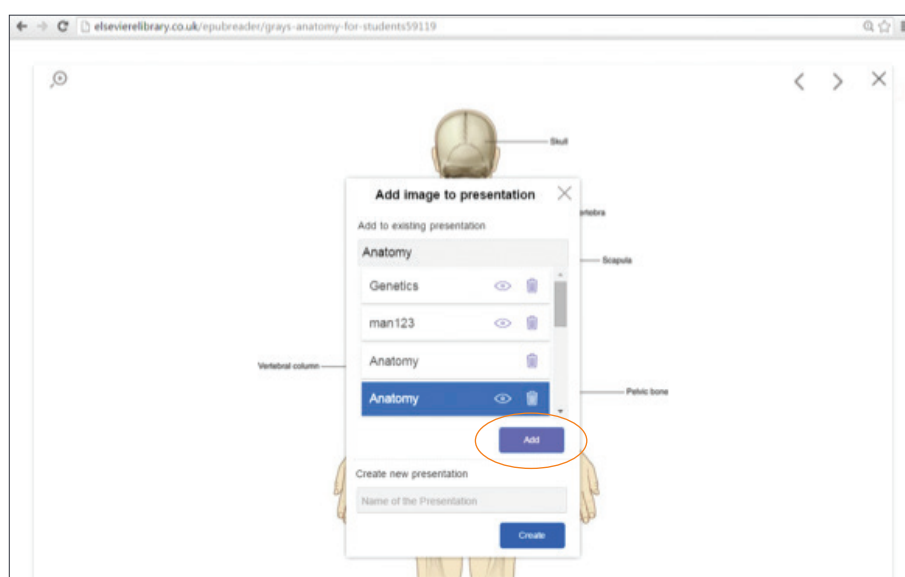
- View thumbnails of all other images in a chapter by clicking on **three dots** (bottom right)

View and **export** the presentation from within the online reader. The exported file will show where your downloaded files are usually displayed, bottom left in this case.

6   Last read location

User can configure the settings of the reader to remember the last read page of that particular title.

This feature is available on online and offline PDF reader and is turned off by default.
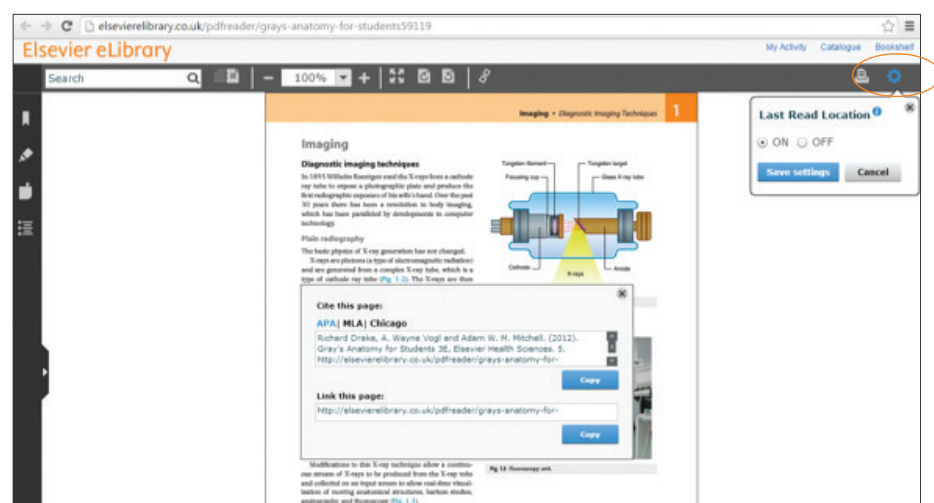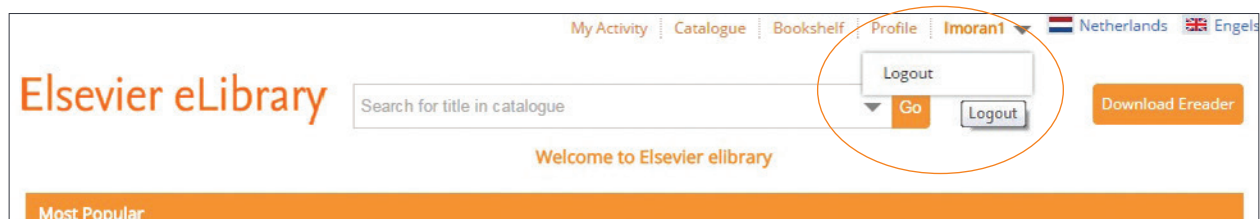

- Click on the 'settings' icon
- Select the ON button
- Click Save Settings

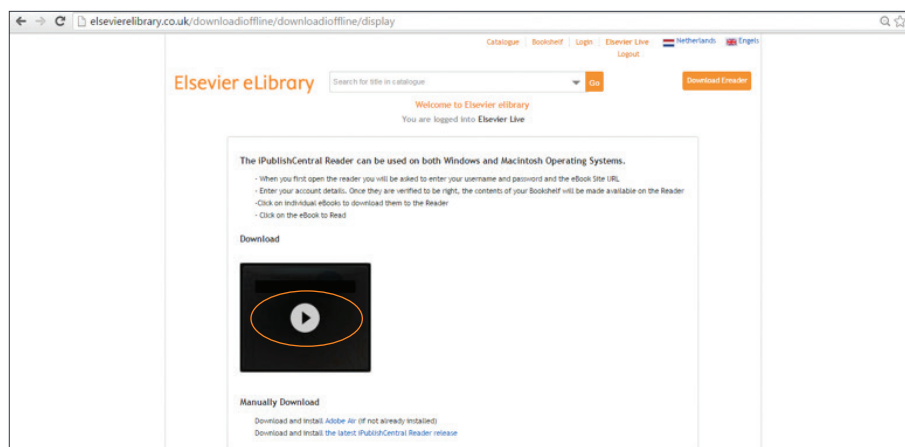Upon reopening the book, the page you last read is displayed.

7 Logout

To logout click on your name on the top right side of the page and just click logout

** Appendix
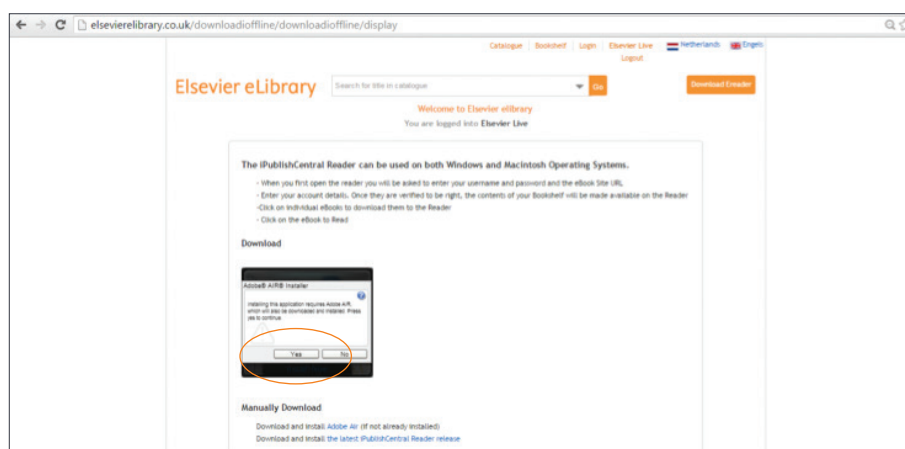
Downloading and installing the IPC Reader
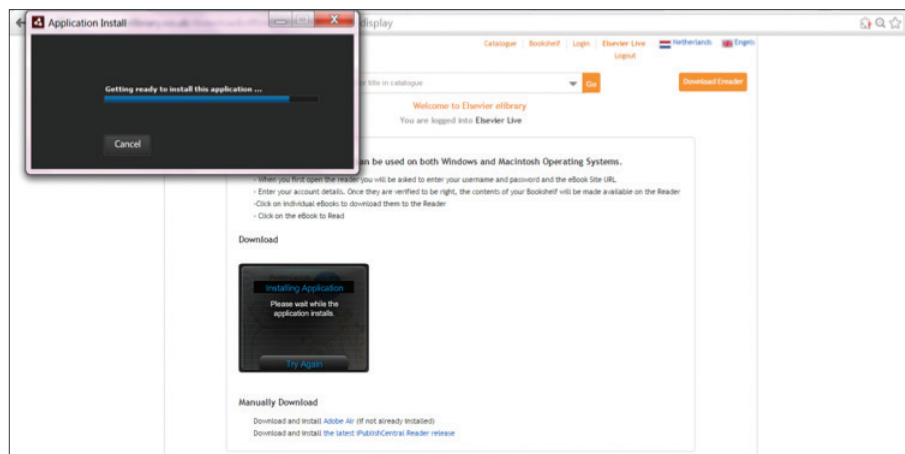
Click on the **download** arrow.

Click on **Install Now**.

Adobe Air Installer – installing this application requires Adobe Air, which will also be downloaded and installed. Press **yes** to continue.
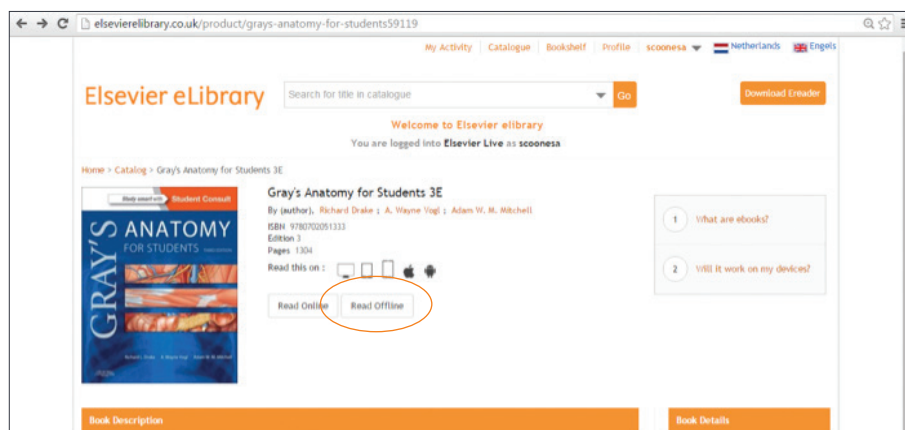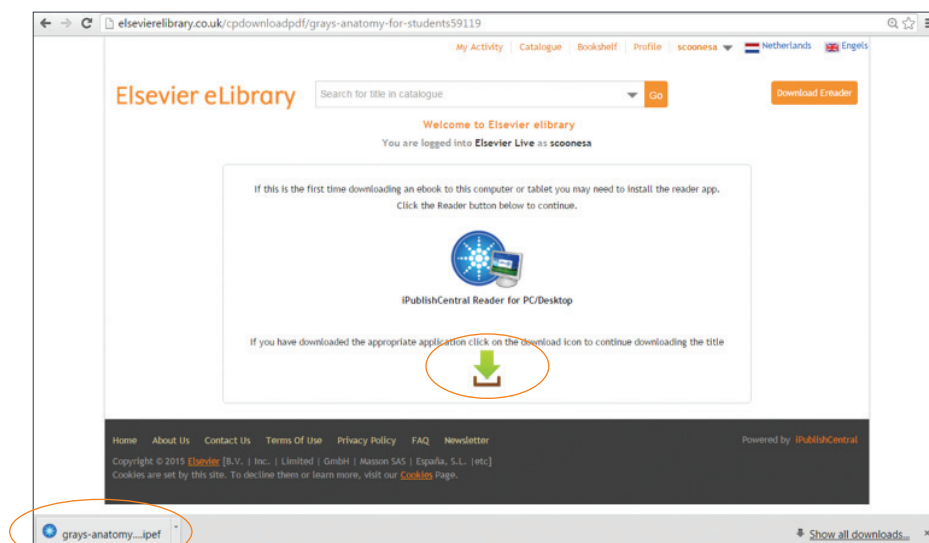
Wait while the application installs.

Once installed, you will be able to select books from your bookshelf and download them to your IPC Reader.

To download a book, click on **Read Offline**.

On the next screen, click on the **download** icon. The download will appear in the bottom left corner of your screen. Just click on it to open it in the IPC Reader.

ELSEVIER

Empowering Knowledge