USING EBSCO EBOOKS

The DTS library provides access to ebooks from many different sources. Each source has different procedures for displaying, copying, printing and downloading. Some sources, like Muse and TREN, only require the use of a PDF reader. Most, including EBSCO, encrypt ebooks and require special software and procedures to use the ebooks. This document only covers use of EBSCO Ebooks.

- [Click to Access EBSCO Ebook Database](#).
- [How to Search the EBSCO Ebook Database](#). Very brief overview.
- [General EBSCO Database Help.](#) Introduction to EBSCO databases in general. Does not cover anything specific to the ebook database.

Reading Online

To read an ebook online (while you are connected to the internet), you only need a web browser. Using the web interface you can read the whole book, one page at a time. You can also select and save from 0 to 100 pages (depending on the publisher) in PDF format, which you can then keep to read offline or print.

Basics

- [How to Display/Read an Ebook Online](#)
- [How to Print/Save Ebook Pages as a PDF](#)

Special Issues

- See http://www.amazon.com/gp/sendtokindle for instructions on how to open a PDF file with any **Kindle** eReader device, or with the Kindle app on iPhone or Android devices.
- If only a single page is displayed in your PDF reader, or if a **new PDF is opened each time you turn an ebook page**, then you need to [change your browser pdf setting](#) to open PDFs within your web browser's window.
- EBSCO displays "**Sorry, this eBook is in use**" when a book's user limit has been reached. This may mean someone is currently reading the book online, or someone has downloaded it. You can place a hold on the ebook to be notified by email when it is available. Note that if you click the eBook Full Text link to "open" an eBook online, the eBook is given an "in-use" status which expires after

30 minutes of inactivity. (Activity means any action that updates the ebook, e.g. turning the page.) Ebooks that are being viewed online can be "closed" and immediately made available to other users by clicking the Result List, New Search, Back, or Exit links in the ebook viewer.

Downloading

To download an entire ebook so you can read it offline, you need an EBSCO account (free), and an Adobe account (free). To read on a computer, you need Adobe Digital Edition software (free). To download to a mobile device, you need the Adobe Digital Editions App. Apple device users need to use the Safari web browser.

Basics

- [How to Create a My EBSCOhost Account](#)
- [How do I install and authorize Adobe Digital Editions?](#) Adobe Digital Edition (ADE) is a free digital rights management program which secures ebooks. To use ADE you will need to establish an account with Adobe.
- [Downloading EBSCO eBooks to Your Mobile Device - Tutorial.](#)

Special Issues

- [How can I checkout and download an EBSCO eBook to a Kindle Fire?](#)
- **After a checkout period has expired**, the book will probably still be listed in your ebook reader software but you will not be able to open it. You must manually delete it from your digital library to remove it from your computer.
- If you finish an ebook before the checkout period has expired, please [return it](#) so it will be available for others to use.

Video Tutorials

[EBSCO eBooks - Searching](#)

[EBSCO eBooks - Reading](#)

[EBSCO eBooks - Downloading](#)

[EBSCO eBooks - Downloading to Your Mobile Device](#)

Citing Ebooks

Many ebooks lack fixed/standardized page numbers. The ebook reader device may offer something called "page number" that varies from device to device and that depends on the font size you specify for display. Page numbers for EPUB 2 format ebooks and Amazon AZW format ebooks usually do not match pagination of the print edition. See our [Turabian Supplement](#) for information about how to cite if there are no page numbers or if pagination is not fixed (i.e., varies with the specific reading device you are using or varies with the font size you specify for display.) PDF format ebooks have consistent page numbering on all devices, and always(?) match page number of corresponding print editions. It is safe to cite page numbers of PDF documents just as you would cite print documents. EPUB 3, however, *can* match print pagination; it is optional. Publishers could encode fixed page numbers in scholarly ebooks, but so far they do not seem to be doing so.

ACSM Files

When you click the download button from the Checkout screen, you are downloading an ACSM file. This is not the actual ebook. It is just a link that allows Adobe Digital Editions or an equivalent program to download the actual ebook. The actual ebook will probably be in PDF or EPUB format, and it will be encrypted (restricted by the digital rights management system).

When you download the ACSM file you should be presented with the option to save the file or open it with a program you select. Choose Open. Your software will fetch the PDF/EPUB ebook and open it. By default Digital Edition stores ebooks in the following folders.

- On OSX: your-home-directory/Documents/Digital Editions
- On Windows: your-home-directory/Documents/My Digital Editions

Help/Feedback

Email library@dts.edu to contact library staff at Dallas Theological Seminary.