

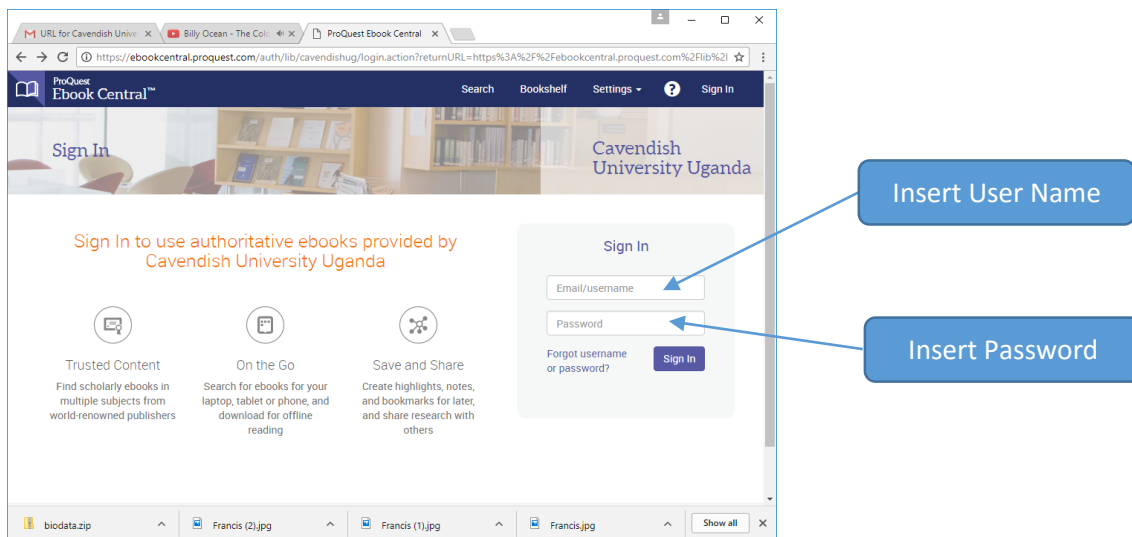
E-BOOK CENTRAL USER GUIDE

What is E-Book Central?

E-book Central offers titles from hundreds of trusted publishers on one modern, intuitive platform. Users are able to search and get “anytime access” to the content they need – from a single chapter to an entire book. It houses more than 800,000 ebooks and over 1,500 imprints from more than 650 publishers

Accessing E-Book Central

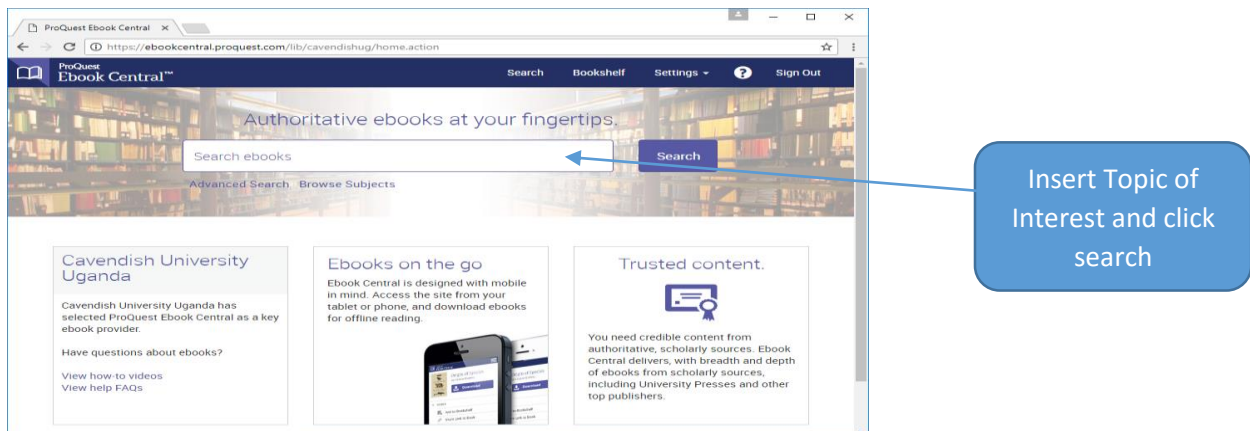
1. Click on a web browser on your machine.
2. Enter the following url <https://ebookcentral.proquest.com/lib/cavendishug> in the address bar.
3. The page below will be displayed. Enter your username and password.

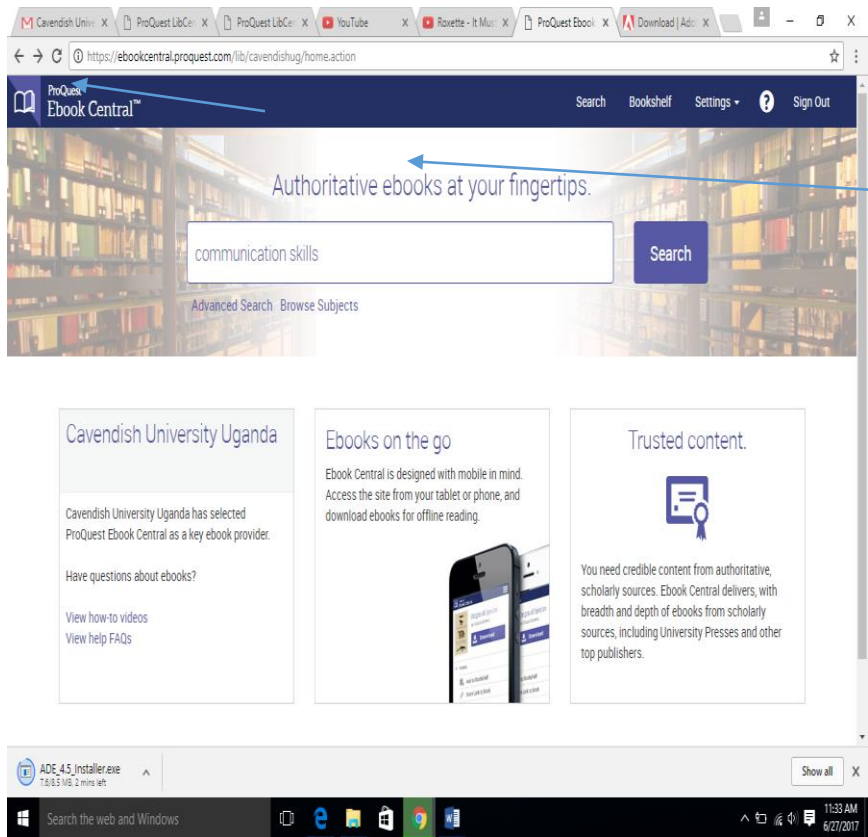


Overview of Ebook Central

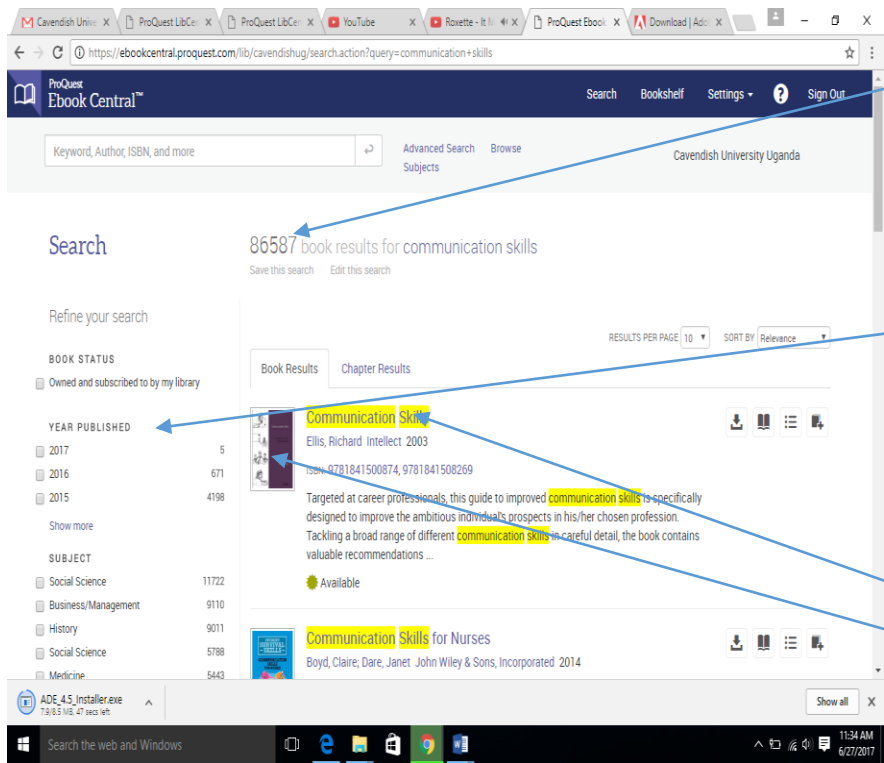
Option 1

Using the “Simple Search dialogue box”, you can search for a topic.





Inserted
"Communication Skills" as my Topic



Notice the book results displayed i.e 86,587 communication skills books. Isn't this amazing???

Please take note of the Publication Years versus the number of copies per year

A click on the book or title opens it's details as shown

Book details of the selected Communication Skills title

The screenshot shows the ProQuest interface for the book 'Communication Skills' by Richard Ellis. The page is divided into several sections:

- Left Sidebar:** Contains navigation and utility buttons: Read Online, Full Download, Chapter Download, Add to Bookshelf, Share Link to Book, and Cite Book.
- Main Content Area:**
 - Availability:** States 'Your institution has unlimited access to this book.' It offers 'Available for Online Reading' (34 pages remaining) and 'Available for Full Download' (67 pages remaining).
 - Table of Contents:** Lists chapters: Intro, Contents, Introduction, Skills development, Interpersonal skills, and Your audience.
- Bibliographic Information:** A table on the right provides detailed metadata:

BIBLIOGRAPHIC INFO	
TITLE	Communication Skills
SUBTITLE	Stepladders to success for the professional
AUTHOR	Ellis, Richard
PUBLISHER	Intellect
PRINT PUB DATE	2003-01-01
EBOOK PUB DATE	N/A
LANGUAGE	English
PRINT ISBN	9781841500874
EBOOK ISBN	9781841508269
OTHER ISBN	1841500879
PAGES	166
LC SUBJECT HEADINGS	Communication in management. Interpersonal communication.
LC CALL NUMBER	[HD30.3 - E455 2002eb]
DEWEY DECIMAL NUMBER	658.45
DOCUMENT TYPE	Book

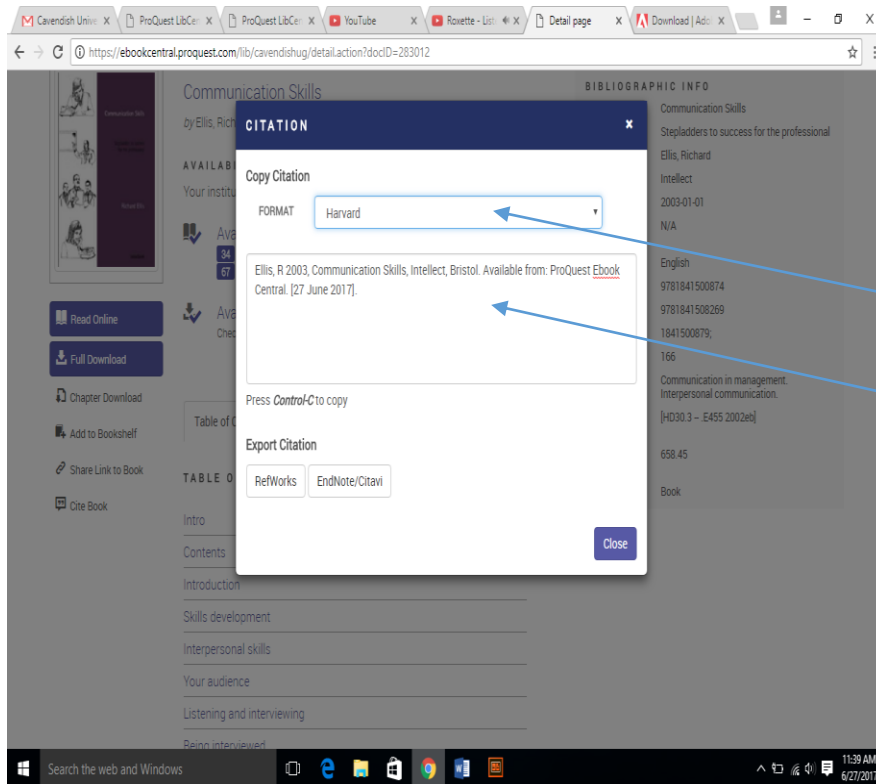
Callout boxes on the right provide instructions for each feature:

- Bibliographic Information:** Points to the metadata table.
- Click here to read online:** Points to the 'Read Online' button.
- Click here to download the entire book:** Points to the 'Full Download' button.
- Click here to download a chapter:** Points to the 'Chapter Download' button.
- Table of Contents shows the various chapters in the book:** Points to the 'Table of Contents' section.
- Click here to save into your bookshelf to read at a later time. It will get stored/saved.** Points to the 'Add to Bookshelf' button.
- Click here to cite your book using a reference style of your choice:** Points to the 'Cite Book' button.

This screenshot shows the 'CITATION' pop-up window. The 'Copy Citation' section has a 'FORMAT' dropdown menu open, displaying the following options:

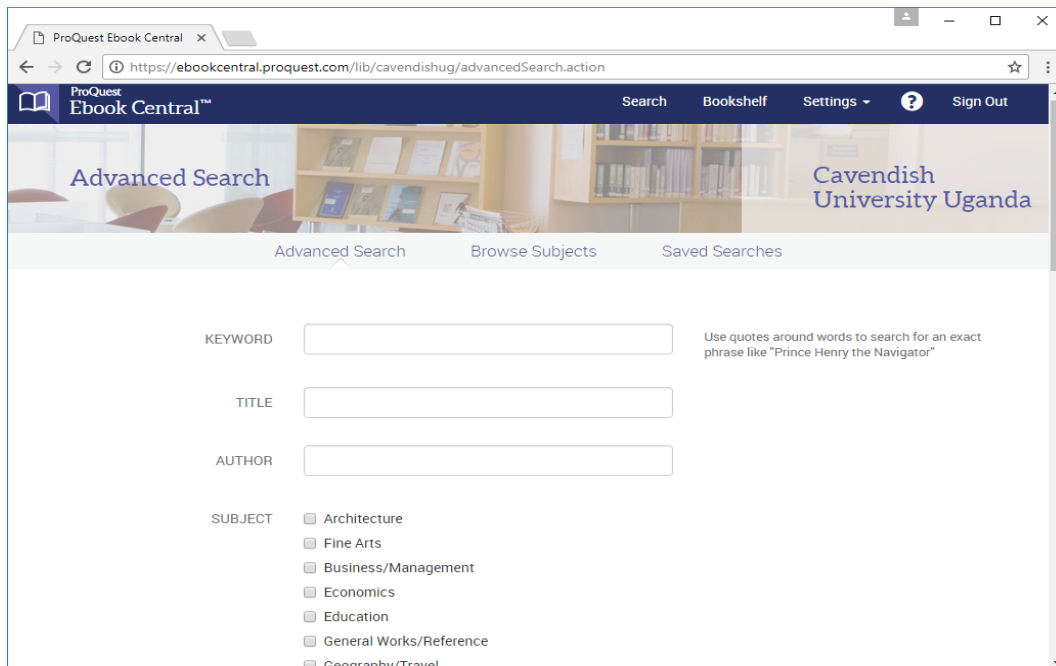
- Harvard
- APA
- Chicago/Turabian - Notes-Bibliography
- Chicago/Turabian - Author-Date
- Harvard
- MLA
- Vancouver

The 'Harvard' option is currently selected. Below the dropdown, there are 'Export Citation' buttons for 'RefWorks' and 'EndNote/Citavi'. A callout box on the right explains: 'Click on the drop down arrow to display the existing referencing styles. Select one of your choice.'



Option 2

You can click on “Advanced” for more options and you fill in the details shown below then hit the search button at the end of the form as shown below:-



ProQuest Ebook Central x

https://ebookcentral.proquest.com/lib/cavendishug/advancedSearch.action

Library Science
 Museums
Show more subjects

PUB YEAR RANGE Between and Indicate years, like 2010 and 2015

ISBN

PUBLISHER

SERIES TITLE

LC SUBJECT HEADING

LC CALL NUMBER

DEWEY DECIMAL NUMBER 521.123 or 100-300
 Exact matches only

FULL TEXT

ProQuest Ebook Central x

https://ebookcentral.proquest.com/lib/cavendishug/advancedSearch.action

German
 French
 Spanish; Castilian
 Latin
 Danish
 Greek, Modern (1453-)
 Dutch; Flemish
 Portuguese
 Hebrew
 Italian
Show more languages

DOWNLOAD FORMAT PDF
 EPUB

BOOK STATUS Owned and subscribed to by my library

NUMBER OF COPIES More than 1
 Unlimited

Clear Search

Option 3

Browse by Subject as shown below:-

The screenshot shows the 'Browse Subjects' page on ProQuest Ebook Central. The page is organized into three columns of subject categories. A blue callout box labeled 'Browse by subject' points to the 'Browse Subjects' navigation tab. Another blue callout box labeled 'Law our selection' points to the 'LAW' category in the middle column.

ARTS	HISTORY & POLITICAL SCIENCE	SCIENCE & TECHNOLOGY
Architecture Fine Arts	History Political Science	Agriculture Computer Science/IT Engineering Chemical Engineering Civil Engineering Construction Electrical Engineering Environmental Engineering General Engineering Manufacturing Mechanical Engineering Mining Environmental Studies
BUSINESS Business/Management Economics	LAW Law	Mathematics Science Anatomy/Physiology Astronomy
EDUCATION Education	LITERATURE & LANGUAGE Fiction Journalism Language/Linguistics Literature Publishing	
GENERAL General Works/Reference Geography/Travel Home Economics Library Science Museums Tourism/Hospitality	RELIGION & PHILOSOPHY Philosophy Religion	

The screenshot shows the search results page for 'Law' on ProQuest Ebook Central. The search bar contains 'Keyword, Author, ISBN, and more'. The search results are displayed as a list of books. A blue callout box labeled 'Statistical results for Law' points to the '4112 book results' count. The 'Your refinements' section shows 'SUBJECT Law' selected. The results list includes 'Free Speech and Censorship Around the Globe' and 'The Regulation of International Trade'.

Search results for Law:

- 4112 book results
- Your refinements: SUBJECT Law
- RESULTS PER PAGE: 10
- SORT BY: Relevance
- Book Results | Chapter Results
- Free Speech and Censorship Around the Globe
Molnar, Peter Central European University Press 2014
ISBN: 9789633860564, 9789633860571
Available
- The Regulation of International Trade
Mavroidis, Petros C. MIT Press 2016
ISBN: 9780262029841, 9780262333894
A detailed examination of the GATT regime for international trade, discussing the negotiating record, policy background, economic

Note:

To download a book you will be required to download Adobe Digital Editions as shown below:-

