



Guide to Ebrary

FLITE library has purchased access to the Ebrary collection, which contains over 30,000+ full text electronic books covering a large number of subjects, from the world's leading publishers. The Ebrary Personal Bookshelf database assists you in building your own library of books and their InfoTools™ software provides added tools that allow you to highlight, bookmark, and add notes to chosen titles. You can search within the pages of Ebooks titles to locate just the information you need, or you can read page by page, with printing options available.

Locating an Ebrary title

Option 1:

Ebrary titles can be found through searching our in-house [Catalog](#). Start by entering a topic under **keyword search** and choose “**EBOOKS**” as a material type.

You can also use “ebrary” as a keyword along with a topic connected with AND, (ebrary AND communication) to view only Ebrary titles (rather than Netlibrary titles) in your chosen area. Or to browse all Ebrary titles, choose “**Author Search**” and enter **ebrary**. This will bring up all 25,666 titles in alphabetical order.

FerrisNet
ONLINE CATALOG

[Main Menu](#)
[Place a Hold](#)
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(Search History) Ferris State University

Record 1 of 32000
Record: [Prev](#) [Next](#)

Title 1st European institute for advanced studies in management (EIASM)
[electronic resource] : papers from the workshop on visualising measuring and managing intangibles and intellectual capital / guest editors: Stefano Zambon and Jay Chatzkel.

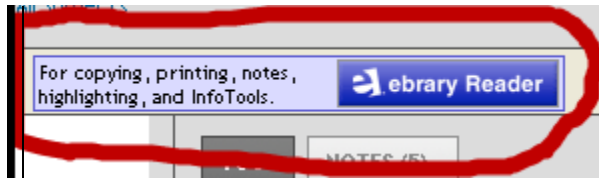
Publisher Bradford, England : Emerald Group Publishing, c2006.

Click on the following to:
[connect to this electronic book](#)

LOCATION	CALL #	STATUS
FSU Internet Resources	ONLINE	ONLINE

Descript. 144 p.
Series [Journal of Intellectual Capital ; 7, no. 4](#)
Reproduction Electronic reproduction. Palo Alto, Calif. : ebrary, 2007. Available via World Wide Web. Access may be limited to ebrary affiliated libraries.
Subject [Intellectual capital.](#)
[Industrial management.](#)

Click on “connect to this book” to be connected directly to the Ebrary title.



A message will appear in the Ebrary screen, click to accept the copyright and license agreement conditions and follow the simple instructions on the screen.

Be sure to note the instructions and system requirements with the plug-in for downloading to your computer. Some versions of Firefox have trouble installing the Ebrary Reader. If you are having such difficulties try using another browser such as Internet Explorer or contact library computer support for assistance at (231) 591-2669.

The computers in FLITE should already have the Reader installed, if not, go ahead and download it.

Setting up an account

The first time you use an Ebrary title, after you have installed the plugin, you will be able to view and read the title without setting up an account.

By creating an account you can take advantage of the added InfoTools™ features such as: highlighting, bookmarking and notes. For more information on these features see the [InfoTools™ guide](#).

Each time you use Ebrary you can access your bookshelf and the titles you saved will be available along with any notes that you made.

Accounts with no activity for 12 consecutive months will become disabled.

A screenshot of the Ferris State University Library Ebrary login page. The page has a grey header with the text "Ferris State University Library" and navigation tabs for "Info", "Search", "QuickView", and "Bookshelf". Below the header, it says "Welcome to ebrary". There are two input fields: "Username:" and "Password:". To the right of the password field is a link that says "Send me my password". Below the input fields is a "Sign In" button. At the bottom of the form area, there is a link that says "Create my user account." and a note that says "Note: This site requires Javascript and only works with cookie-enabled browsers."

Using InfoTools™

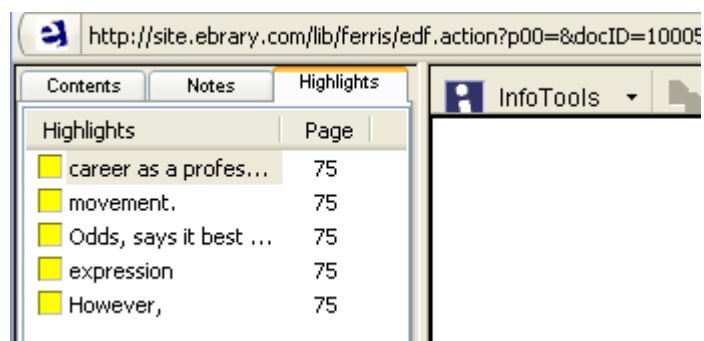


Use the tools in the InfoTools™ menu bar to highlight or make notes as you navigate the book. By holding your mouse over a tool, you will get a text box indicating the function for that tool.

To save a title in your Bookshelf, click on the arrow next to InfoTools™ text in the toolbar, scroll down the pull down menu until you get to "Add to Bookshelf." Once a title is added to your Bookshelf you can mark up the book with highlights, bookmarks and notes and this

information will be saved for you to retrieve later. There is no limit to the number of titles you can place on your Bookshelf.

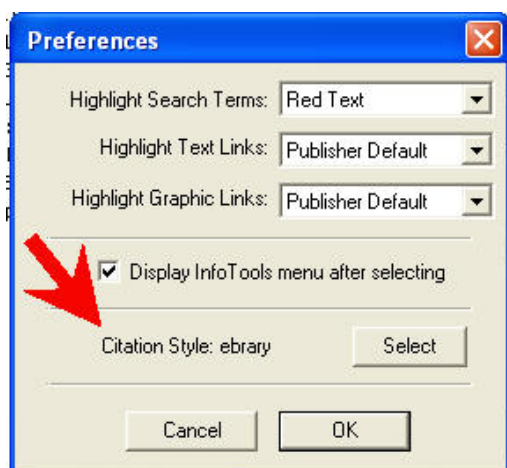
The side tabs allow you to directly navigate the book's chapters or to the pages where you have highlighted text or added notes.



Pages can be printed, with the number of pages available for printing set by each individual publisher.

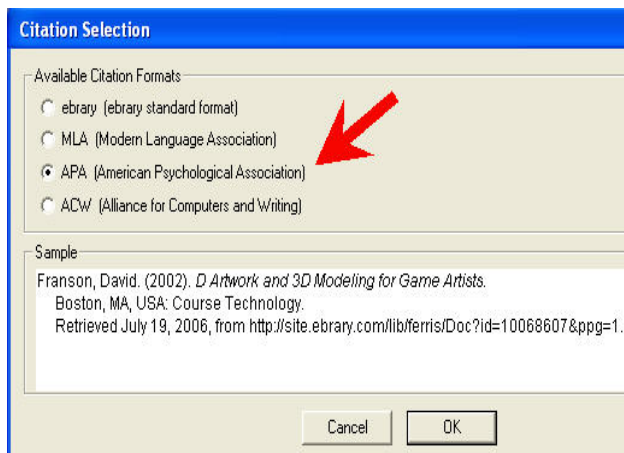
To print pages, select the print option from the browser toolbar or choose the printer icon from the InfoTools™ menu bar. You may specify the page or range of pages you wish to print, and choose to optimize printing for quality or speed.

You can choose which printer to print to, by clicking on the “Set Up” button. If you need to print more pages than are permitted in the set printing range, simply select print again and enter the additional page range until you have printed all the necessary pages.



Each printed page includes an automatic citation, in the style of your choice, (ebrary default, MLA, ACW, or APA) and a URL that links back to the exact page in the document.

You can set your default style output, using the InfoTools™ pulldown menu. Select “Preferences.” Click the “select” button next to citation style.



The default style is ebrary. You can choose from MLA, APA and ACW. The sample in the display will re-set when you make your selections, click “ok.”

Accessing Ebrary titles from off campus

Ebrary’s collection of full text electronic books is available to all Ferris students, faculty and staff. Just like FLITE databases, when you access from off campus you will need to login.

Once you have clicked on an ebrary title, the proxy server that authenticates you as a Ferris affiliate will open and promoted you to enter your information.

Enter your [MyFSU](#) name and password. If you experience problems logging on, please call (231) 591-2669 or (800) 4-FERRIS (ext. 2669), or stop by the Check Out Desk at the Library.