

User Guide for Accessing and Using eBooks through the EDS (EBSCO Discovery Service)

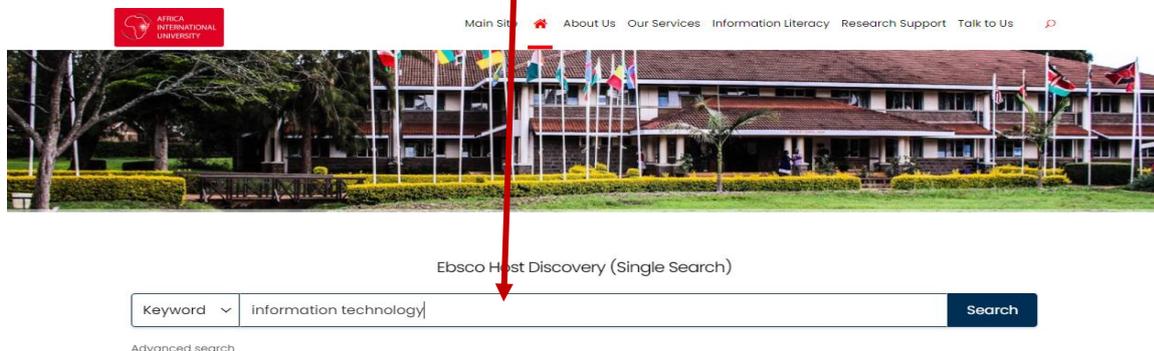
This guide will help you navigate, access, and use eBooks through EDS effectively. Follow the steps below to make the most of your eBook experience.

Contents

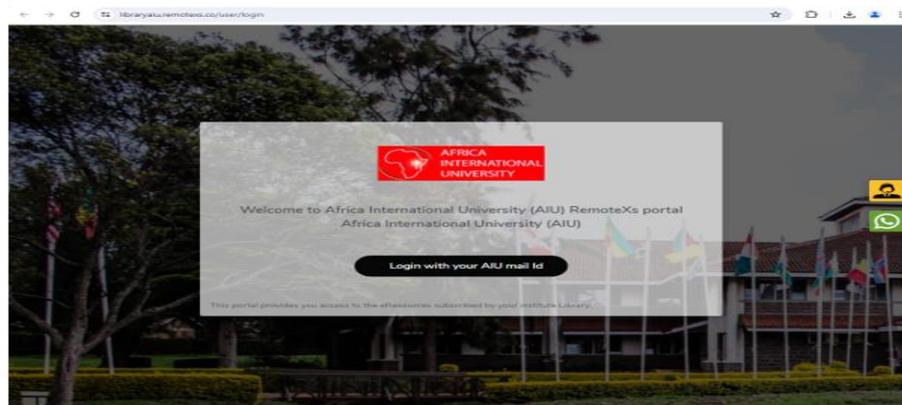
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To search for eBooks

1. **Open your web browser** and go to AIU website, select library on the main menu or simply click <https://www.aiu.ac.ke/library/>
Enter your search terms in the **Search Box** and click the Magnifying Glass to run your search.



2. **Log in** with your AIU credentials to access the full range of resources.



- On the results screen, Click **All filters** below the search box and limit your results to the **eBooks source type**. Then click the **Apply** button. You can also apply other filters such as time necessary.

The screenshot shows a search results page for 'Information technology' with 37,046,882 results. The 'All filters' button is highlighted with a red arrow. The 'Active filters' panel on the right shows 'eBooks' selected. The 'Source Types (1)' section lists various resource types, with 'eBooks (2,216,659)' selected. The 'Apply' button is also visible.

- A Result List of eBooks related to your search terms is displayed.
- From the Access menu for an eBook result, select access now or access options to view the ebook.

The screenshot shows two eBook results. The first result is 'Information Technology in Agriculture' with an 'Access now (eBook)' button highlighted in red. The second result is 'Information Systems & Technology' with an 'Access options' dropdown menu highlighted in red, showing 'EPUB full text' and 'PDF full text' options.

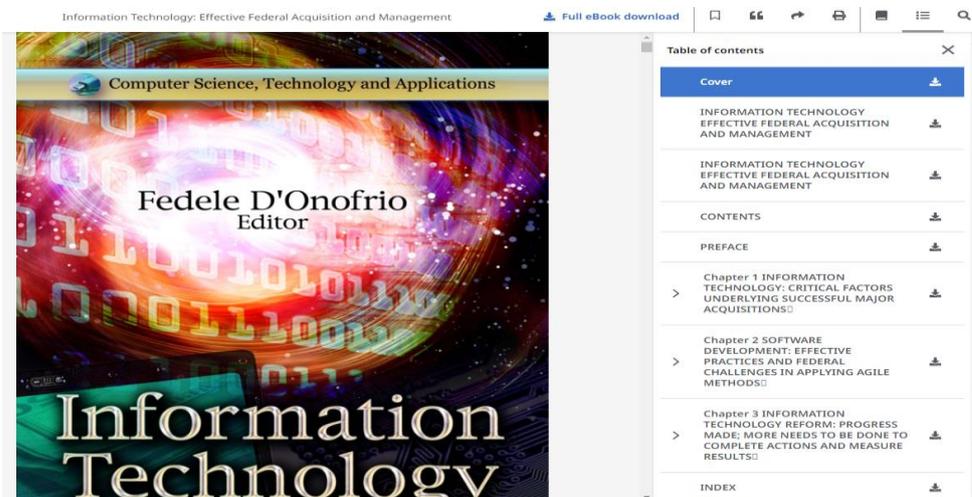
You may also click the **View details** link to view information about the eBook title and access the Table of Contents, from which you can go directly to a chapter of the title in the eBook viewer.

eBook Detailed Record

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eBook Viewer



In the top toolbar of the eBook Viewer, you can click the **Table of Contents**, **Details**, or **Search Within** icons.

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- **Search Within** - Click  to search for terms within the eBook.

Using the eBook viewer toolbar

PDF format

When viewing eBooks in PDF format, the following options are available on the toolbar at the bottom of the viewer.



- **Page Navigation:** Use the page navigation arrows to move up or down one page at a time or enter a page number in the field provided and click **Go**.
- **Zoom In:** Click the icon to zoom in on the page.
- **Zoom Out:** Click the icon to zoom out on the page.
- **Fit Page to Viewport:** Click the icon to fit the entire page into the viewport.

EPUB Format

EPUB is an open eBook standard and file format that allows you to increase the size of the font, enabling you to optimize the viewing experience on desktop computers, smart phones, and tablets.

EPUB format eBooks use vertical scrolling to display the text of each chapter. Use the navigation arrows to change the chapter you are reading.

In cases when you are viewing an eBook in ePub format, the toolbar appears as shown.



- **Chapter Navigation:** Use the navigation arrows to change the chapter or section of an eBook title you are reading. Contents of the chapter or section can be read using vertical scrolling.
- **Zoom In:** Click the icon to display text in a larger font size.
- **Zoom Out:** Click the icon to display the text in a smaller font size.
- **Fit Page to Viewport:** Click the icon to fit the entire page into the viewport.

Notes:

- EPUB format is not compatible with Internet Explorer browsers 7 & 8. When trying to open an EPUB format eBook in IE 7 or 8, you are prompted to upgrade your browser to IE 9. For more info about EPUB, click [here](#).
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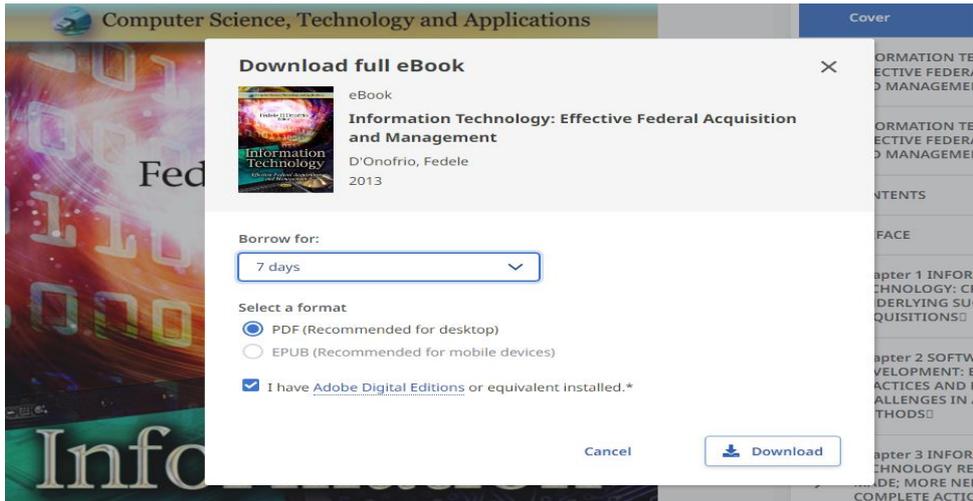
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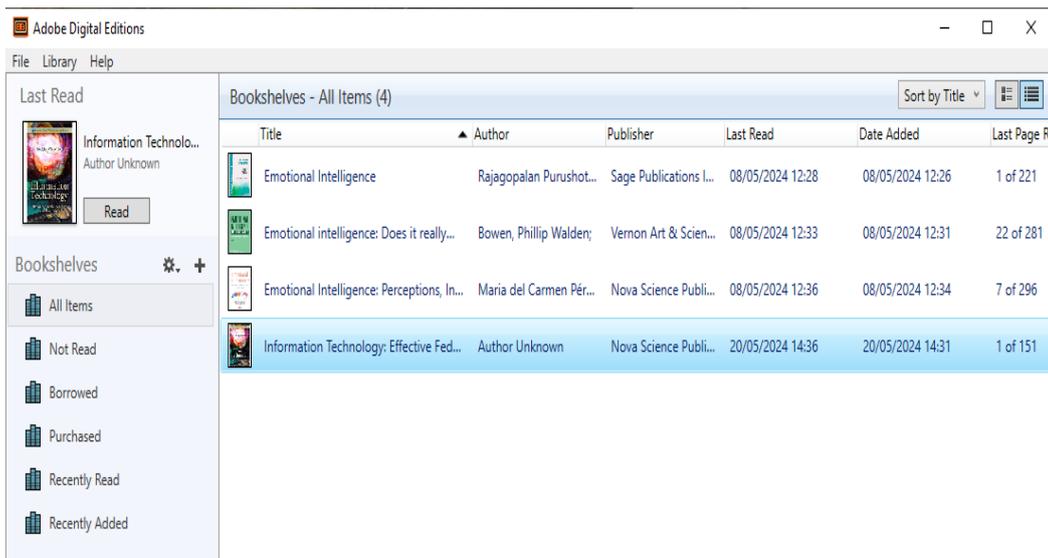
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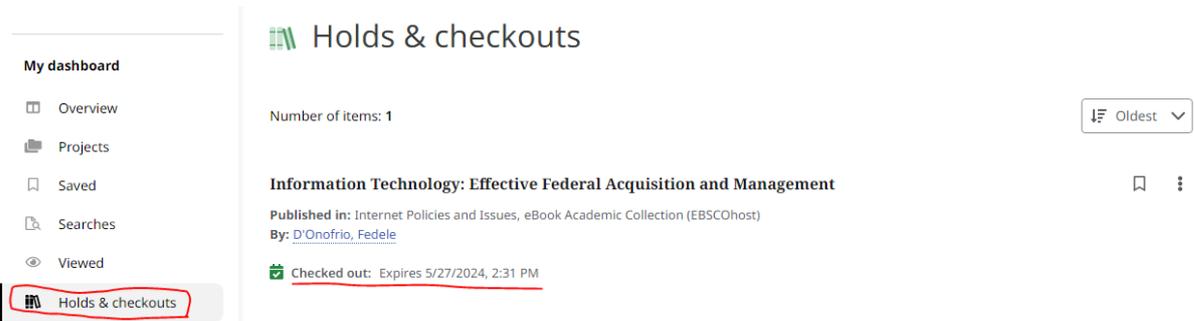
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1. Click the **Download** button. The eBook is checked out and downloaded to your desktop computer or device.
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- If when trying to download an eBook to Digital Editions you receive the following error message: **E_AUTH_BAD_DEVICE_KEY_OR_PKCS12**

You may need to completely remove any authorization using ctrl-shift-D to Adobe Digital Editions (cmd- shift-D if on Mac). Then restart Digital Editions, and reauthorize with your Adobe ID.

- When downloading an eBook using the Chrome browser, the download will not automatically open but appears in the download bar at the bottom of the browser. Click the download in the bar and select **Open** to open the eBook.

Recommended Browser Settings

The following notes include recommended settings for reading EBSCO eBooks on your computer.

- The browser and system requirements for reading EBSCO eBooks are as follows:
 - * **Internet Explorer** - 11.0 or later
 - * **Safari** - 11.0 or later
 - * **Google Chrome** - Latest version plus one previous version
 - * **iOS** - 11.0 or later
 - * **Other** - JavaScript, Cookies Enabled, DOM Storage
- For general browser requirements for the EBSCO*host* interface, click [here](#).
- Internet Explorer versions 8.0 and older are not compatible with eBooks in EPUB format. To view an EPUB format eBook, we recommended these browsers: Mozilla Firefox, Google Chrome or Internet Explorer 11 or later.

Should you require additional guidance or one-on-one training, please don't hesitate to contact us ask.librarian@aiu.ac.ke