# Table of Contents

1. **INTRODUCTION**.................................................................................................................. 3

2. **GETTING STARTED**........................................................................................................... 4

3. **LOGIN THROUGH IP AUTHENTICATION**........................................................................... 5

   3.1 Homepage (From points 1 to 6 refer to figure1 below)..................................................... 5

   3.2 Bookshelf............................................................................................................................. 7

   3.3 Online Reading Option Features (For points 1 to 6 refer to figure 13)............................. 14

   3.4 PERSONALIZED USER LOGIN......................................................................................... 19

   3.5 Bookshelf (same as section 3.2)....................................................................................... 21

   3.6 Additional features for Online Reading Option (Personal User Login Only)................... 21

   3.7 Offline Reading Options *(for subscribed offline option title only)*: ............................. 32

4. **MY ACTIVITY**.................................................................................................................... 36

5. **GLOSSARY**.......................................................................................................................... 37
1. INTRODUCTION

Elsevier eLibrary has been created to bring students and academic institutions the most updated and relevant information to keep them at the forefront of learning. The titles in the library are written by some of the world renowned authors and their newest editions are frequently added to ensure that the library and the relevant information are always up to date.

The eLibrary offers a user-friendly instant electronic access to an extensive superior range of books on a 24/7 basis, covering a great variety of Health Sciences subjects.

The site offers benefits such as:

- Unlimited access which eliminates short term loan issues
- No shelf space required means less administration time
- Instant online access to key course textbooks to avoid waiting time for information
- MARC records available for easy cataloguing
- Copy, Paste and Print functions available on all subscribed eBooks
- Seamless Integration with existing resources- IP range, Athens or Shibboleth - guaranteeing secure user access
- Automatic generation of citations for easy referencing
- EBooks can be customized by annotating, highlighting and bookmarking online
2. GETTING STARTED

The eLibrary supports the list of web browsers.

- Internet Explorer (version 8 and above)
- Google Chrome
- Firefox
- Safari

Before getting started, ensure that the Adobe Flash Reader is installed on your computer in order to be able to read the eBooks online.

Below is the URL for Elsevier eLibrary:

https://www.elsevier-elibrary.com/
3. LOGIN THROUGH IP AUTHENTICATION

3.1 Homepage (From points 1 to 6 refer to figure1 below)

1. **Institution Name** – Once the institution is logged in through the IP address access, the institution name will appear on the top of the homepage. Eg: “Welcome Elsevier APAC Institution”.

2. **New Arrivals** - display list of latest and new updated titles/eBook available on the platform.

3. **Categories** – Display list of various categories available on the platform.

4. **User Login/Login** - Personal login for personalized user within the institution. Username and Password will be needed.

5. **Bookshelf** - Displays the list of all subscribed eBooks within the institution.

![figure1](image-url)
6. **Search** (Refer to point 6 of figure 2)
   - Catalog: Enable search for titles/eBooks through terms found in categories
   - My shelf books: Enable search for titles/eBooks through search terms found in categories only in the bookshelf.
   - My shelf contents: Enable search for titles/eBooks through search terms found in content only in the bookshelf.

7. **Advanced search** (Refer to point 7 of figure 2)
   - Keywords: key in terms to find desired eBook title.
   - Phrase match: Option to select phrase match
   - Search in: Option to search specific title in catalog or content
   - Title: Finds specific title through exact or similar title name
   - Author: Finds specific title through exact or similar author name
   - Category: Finds specific title through exact or similar category
   - Year: Finds specific title through its published date
3.2 Bookshelf

- The “Bookshelf” icon is seen on the top of the main homepage.

- Display list of all subscribed eBooks only.

- Machine Readable Cataloging (MARC) records for all the subscribed eBooks are available for download in a zip format in the “bookshelf” page. (Refer to figure 4 below)
- **View Details:**
  - Displays general details, product description and user comments of the particular eBook.
  - Click on the book image to see details about the eBook
  - Details such as Title name, Author name, ISBN 13(Product code), Published date, total number of pages, available formats for reading, product description and user comments are displayed. (Refer to figure 5 below)
**VIEWINSIDE FEATURE**

- This feature helps the readers to browse a few sample pages from an eBook before deciding to make a purchase.
- This function is only enabled for those eBooks which have not been subscribed. Once subscribed, the view inside feature is not available.
- The user will not be able to gain full access of the whole eBook but only a few pages such as the cover page, table of contents, preface, introduction and first few chapters.
- Click “view inside” (at the bottom of book image) to browse the title.
ViewInside reader opens the eBook to be browsed.

- **ViewInside Reader Features (For points 1 to 6 refer to figure 9 below)**

1. **Single/double page**: Option available to choose to read the eBook in single page or double page format.
   - Click on ![single page](image) to view a single page layout of the reader.
   - Click on ![double page](image) to view double page layout of the reader.

2. **Page selection option**: Option to navigate to any page. You can move forward, backward and steer to the required page or chapter within the reader.
   - Click ![first page](image) to navigate to the first page of an eBook.
   - Click ![previous page](image) to navigate to the previous page of an eBook
   - Click ![last page](image) to navigate to the last page of an eBook
• Click on to navigate to next page of an eBook.
• Click on cursor of to reach different pages of an eBook.

3. **Zoom in/out**: Able to resize the page of the eBook to get a clear view of the text in the reader.
   • Click on to decrease zoom percentage.
   • Click on to increase zoom percentage.

4. **Toggle**: Option to view the eBook in full screen.
   • Click on to expand size of the screen in the reader.
   • Press Esc key to exit from full screen mode.

5. **Search**: The user is able to search for any word or text in the eBook. The search results are highlighted within the reader.
   • Type the word/text in the ‘Search within the title’ field on the upper left corner of the reader.
   • Click on or press Enter.

6. **Book Contents**: Displays list of table of contents and chapter titles of the eBook.
   • Click to see display of contents.
Alternatively, click to expand the table of content and chapter titles.

A drop down box appears displaying the full table of contents of the eBook (refer to figure 10).

The highlighted Table of Contents in blue, displays that the sample content is available to be viewed (refer to figure 10).

Click in table of contents window to see the section titles tree. As it is a pull down menu, there is an option to collapse (refer to figure 10).

Click on to collapse the table of content (refer to figure 10).
7. ‘Share this’: This feature allows the user to either share a particular page through email or other social networks such as Twitter, Facebook, Library Thing, Shelfari, Amazon Wishlist, Digg and Delicious. (Refer to point 7 of figure 11)

- Click to share the link in any social sites displayed.
- Type email address at Email to Friend. It can be sent as an email to a friend. A template is provided to send the email.
Online Reading Options:

- Enables user to read the eBook online on the eLibrary website.
- Click “Read Online” to open online reader to browse the eBook.

### 3.3 Online Reading Option Features (For points 1 to 6 refer to figure 13)
1. **Single/double page:** Option available to choose to read the eBook in single page or double page format.
   - Click on ![single page](image) to view a single page layout of the reader.
   - Click on ![double page](image) to view double page layout of the reader.

2. **Page selection option:** Option to navigate to any page or chapter within the reader.
   - Click ![first page](image) to navigate to the first page of an eBook.
   - Click on ![previous page](image) to navigate to the previous page of an eBook.
   - Click on ![last page](image) to navigate to the last page of an eBook.
   - Click on ![next page](image) to navigate to next page of an eBook.
   - Click on cursor of ![cursor](image) to reach different pages of an eBook.

3. **Zoom in/out:** Able to resize the page of the eBook to get a clear view of the text in the reader.
   - Click on ![zoom out](image) to decrease zoom percentage.
   - Click on ![zoom in](image) to increase zoom percentage.

4. **Toggle:** Option to view the eBook in full screen.
   - Click on ![fullscreen](image) to expand size of the screen in the reader.
   - Press Esc key to exit from full screen mode.

5. **Rotation:** Able to rotate the page either right or left.
   - Click on ![right rotation](image) to see the page turn right by 90°
   - Click on ![left rotation](image) to see page turn left by 90°

6. **Print:** User is able to print the pages of the eBook with a printing restriction
   - Click on ![print](image) to print the current page from the eBook.
7. **Citation**: By clicking on the Citation button (refer to point 7 of figure 8), the citation of the particular page can be generated.

- Click on  to generate a reference or citation for the page.

a) APA|MLA|Chicago (refer to point 7a of figure 14): These are the 3 different styles of citation/referencing methods available to choose from. The option of copying the citation is also enabled.

b) Link this page (refer to point 7b of figure 14): This generates the URL link of the specific page of the eBook where the option of copying the link is enabled. The user will be able to be directed to the specific page of the eBook directly through this link.
8. Highlight feature: Copying of the highlighted text is only allowed at this stage. The option of saving the highlight is not enabled. (Refer to point 8 of figure 15).

- Click $\nabla$ to highlight the text in an eBook.
- Place the cursor before the text to be highlighted in the reader
- Drag to select the text that needs to be highlighted
- Click the right mouse button and select **Copy Text**
- The highlighted text is ready to be copied in another document.
- The highlight from the selected text is removed right after.
9. Search box: The user is able to search for any word or text in the eBook. The search results are highlighted within the reader.

- Type the word/text in the Search field on the upper left corner of the reader.
- Click on \( \text{Search} \) or press Enter.

A list of searched result displays pops up in a drop down box format below the Search box at the left side of the reader. The text or word is highlighted for the entire title in the reader.
3.4 PERSONALIZED USER LOGIN

- This is an additional user login which can be created for personal users within the institution.
- A Username and Password would be needed.

Option 1:

- Enter **Username** and **Password** in the “Login” link. (Refer to figure 17).
- In case the password is forgotten, click on **Forget Password?** under “User Login” box. (Refer to figure 17).

- The user is automatically directed to the page below. (Refer to figure 18).
- Click on the arrow cursor ▼
- Choose between either “**Username**” or “**Email- ID**”
- Enter the username and press **Submit**.
- The user will receive an email prompting to reset a new password.
Once logged in, the “Username” appears on the top right of the homepage (Refer to figure 21).
3.5 **Bookshelf (same as section 3.2)**

- Display list of all subscribed eBooks only.
- Machine Readable Cataloging (MARC) records for all the subscribed eBooks are available for download in a zip format on the “bookshelf” page.

3.6 **Additional features for Online Reading Option (Personal User Login Only)**

- Points 1 to 9 from section 3.3 still apply.
- **Additional Feature 1: Saving Highlight** (Refer to AF1 of figure 22)
  
  - Click on 🖌️ to highlight text in the eBook
  - Place the cursor before the text to be highlighted in the reader
  - Drag to select the text that needs to be highlighted
  - Click the right mouse button and select **Save Highlight**.
  - The text highlighted is saved.
- The highlighted text can be seen when revisiting the eBook.

**To filter highlighted text (refer to figure 23 below)**

- Click on the left hand column of the reader
- Click My Highlights
- A list of highlighted text is displayed
- Enter a text or word in a Search Highlight field.
- A list of searched text or word appears.

**To delete highlighted text (refer to figure 23 below)**

- Click on the left hand corner of the reader
- Click My Highlights
- A list of highlighted text is displayed
Hover mouse cursor over the specific highlighted text; appears

Click on to delete the highlight. A pop-up appears for confirmation.

Click the Yes button to delete the highlight else click No.
- **Additional Feature 2: Bookmark**
  - Click on at top left corner of reader.
  - My Bookmarks pop-up appears (Refer to AF2 in figure 25 below)
  - Check either the left page box, right page box or both.
  - Add description in the **Description** box. It is not mandatory.
  - Click the **Save** button to save the bookmark else, click **Cancel**
- Bookmark appears at the top left corner of the eBook, when it is saved. (Refer to figure 26 below)

- To modify Bookmark description (refer to figure 26 below)
  - Click on the left hand corner of the reader.
  - Hover mouse cursor over a specific Bookmark, appears
  - Click on to edit the bookmark
My Bookmarks pop-up appears

Place the cursor in the text box and modify the description of the bookmark

Click the **Save** button. When the mouse cursor hovers over on the bookmark, the changed description is displayed.
- To filter a Bookmark (refer to figure 29 below)

- Click at the left hand column of the reader
- Click My Bookmarks
- A search field and a list of bookmarks are displayed
- Enter a text or a word in Search My Bookmark field
- A list of searched bookmarks is displayed.

![Figure 29](image-url)
- **Additional Feature 3 (Note):** (refer to AF 3 of figure 30 below)

  - Click on toolbar
  - Place the cursor on the text in the reader
  - Add Note pop-up appears
  - Click on the **Title** box to add title for the notes
  - Click on the **Description** box to add description of the notes
  - Click on the **Save** button

When the Note is saved in the eBook, ✍️ appears on the screen. (Note: either **Title** or **Description** is mandatory for a Note to be saved (refer to AF 3 of figure 31 below).
To modify a note (refer to figure 31 below)

- Click at the left column of the reader.
- Click My Notes.
- A list of notes is displayed.
- Type the text or a word in **Search My Notes** to find a specific note.
- Hover mouse over a specific Note, appears.
- Click on to edit note.
- Pop-up appears to edit note.
- Place the cursor in the text box and modify the Note details.
- The changed description appears in the left side of the reader when hover mouse on that specific note.
- To filter a Note, enter a text or word the **Search Notes** field.
- List of searched results is displayed.
- The option of exporting the searched notes is available. Click on **Export**.
To delete a note

Option 1:

- Click at the left column of the reader.
- Click My Notes.
- A list of notes is displayed.
- Type the text or a word in Search My Notes to find a specific note.
- Click on to delete the note.
- A pop up appears for confirmation.
- Click the Yes button to delete the Note else click No.

Option 2:

- Double click the in the reader. Edit Note box appears.
- Click Delete in the Edit Note box.
• **Additional Feature 4 (Settings):**

  - Click ⚙ on the top right hand corner of the reader.
  - Last Read Location box pops-up.
  - Click ON selection to keep the page as the last read page. User will be automatically directed to this page, in their next login session, after exiting the website. (Refer to point AF 4 in figure 33), or else click OFF.
  - Click on Save settings or Cancel.

[Figure 33]
3.7 **Offline Reading Options** *(for subscribed offline option title only)*:

- Enables user to download the eBook and read offline on the eLibrary eReader.
- Click [Download](#) to download the eBook.
- Note:
  1. Please download respective eReader for your device.
     - For Windows and MAC OS, eReader available from Elsevier eLibrary website.
     - For iOS, please get the APP from Apple APP Store.
     - For Android, please get the APP from Google Play.
2. Please visit Elsevier eLibrary portal via browser in the device which you wish to download the offline file.

*Open Elsevier eLibrary portal using your device’s browser*
Note:

1. In Desktop environment: The file can be directly open or save it before open it.
2. In iOS and Android environment, the file will be visible in the APP.
*NOTE: Please ignore the Login feature in the eReader.
4. **MY ACTIVITY**

- This function is only seen and accessed to when there is a personal user login within institution.
- The “My Activity” icon appears on the top of the home webpage. (Refer to figure 42).

![My Activity Icon](image)

**figure42**

- By clicking on the “My Activity” link, the user will be able to see their dashboard.
- Shows details of comments, notes and bookmarks prepared on the eBooks in “My Bookshelf”.
- **Comments**: Shows comments about a particular eBook or page in the eBook made by user.
- **Notes by title**: Displays list of page numbers, the note titles, the book titles and the dates of notes. The user is automatically directed to the note on the page by clicking on the page number. (Refer to fig 45).
- **Bookmarks by title**: Displays list of page numbers, bookmark description, book titles and date of bookmark. By clicking on the page number, the user is automatically directed to the specific page with bookmark. (Refer to fig 45).

5. **GLOSSARY**

eBooks: An electronic version of a printed book which can be read on a computer or a specifically designed handheld device.

IP Address: Internet Protocol address is a numerical label assigned to each device (e.g., computer, printer) participating in a computer network that uses the Internet Protocol for communication.