

**SYMBIOSIS LAW SCHOOL, NOIDA**  
Symbiosis International University

**LEGAL DATABASE USER MANUAL**

AN INITIATIVE OF LEARNING RESOURCE CENTRE

**EBRARY USER HELP GUIDE**



॥वसुधैव कुटुम्बकम्॥

**SLS-NOIDA**

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# ebrary

## User Help Guide

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## **Credits:**

**ebrary**

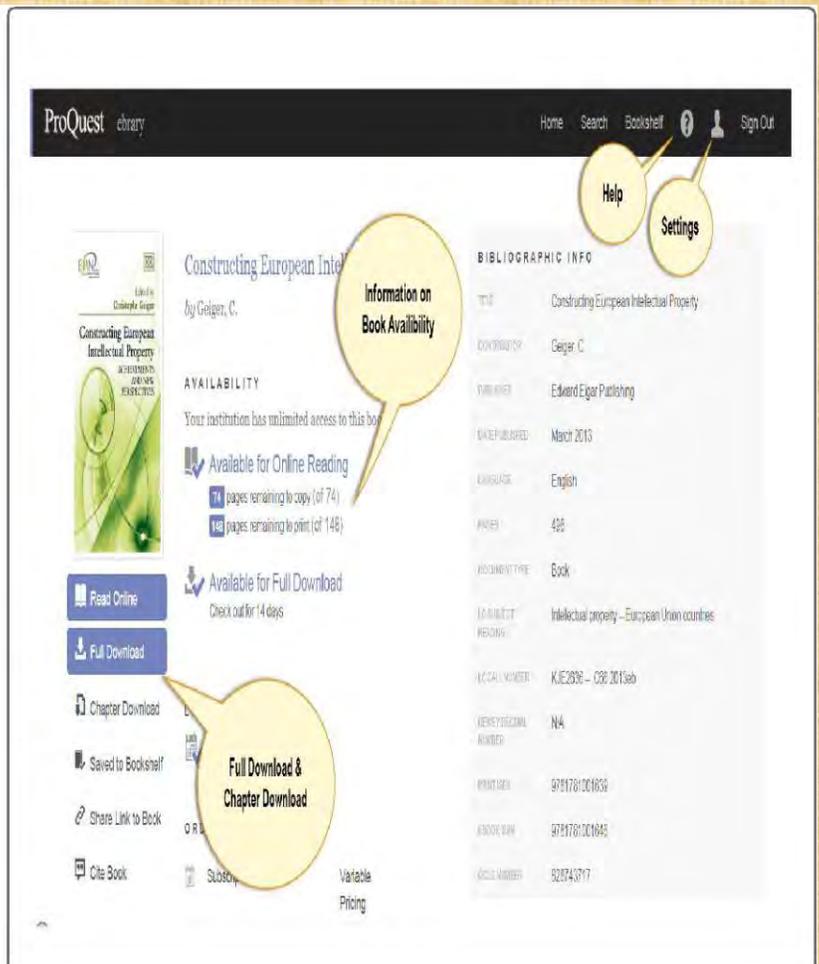
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## New Online Reader

The new ebrary online Reader was developed with extensive input from researchers and debuts on the ebrary platform in early August 2014. The user experience features:

- Clearer user permissions and information on ebooks for patrons
- Intuitive navigation to locate popular features faster
- Higher text quality and display options for better readability Streamlined tasks such as copy, print, download and inbook search
- Enhanced support for accessibility needs (coming in Q4).



# Online Reader & Navigation Tips

## 1. Download

In the new Reader, downloading a book is an easy three step process. Downloads are supported on your desktop, laptop, tablet or phones (iOS and Android).

## 2. Chapter Download

Chapter downloads are clearly identified in the new Reader from the navigation tool bar and also on the new Reader Detail Page. You may download a chapter, a page range as well as an individual page in image pdf format.

## 3. Copy

There are two options to copy. To copy a page, select the copy icon in the navigation toolbar. To copy text within a page, select your text. A popup menu appears and you select the copy icon on the far left.

## 4. Search Within Book

In the search within book box, type your search term, making sure to put phrases in quotes. Search results are displayed showing frequency bars next to each chapter. Click on the triangle to the left of the chapter for counts of results per page and contextual snippets of text. Click on the snippet to display the page in the book with the highlighted search terms.

## 5. Print

In the new online Reader use Print to PDF to create a PDF that can be printed (or saved). You may choose Current Page, Page Range, or Current Chapter. You choose which of the five citation styles will be appended to the PDF: APA, Chicago/Turabian Notes Bibliography, Chicago/Turabian Author Date, Harvard, or MLA.

## 6. Add to Bookshelf

Click on the bookshelf icon to save the current title to the ebrary bookshelf. If you have already added the title to your bookshelf, the icon will be greyed out.

## 7. Share Link

Sharing a link allows you to copy a URL to the current page in the book which you may share with authorised users.

## 8. Cite

Cite allows you to create a citation choosing from five styles. If you have a preferred citation style you may set that preference in Settings.

## 9. Highlight

There are two ways to highlight text. Select text on a page and choose the yellow, blue or pink option from the popup menu. If you select the icon from the toolbar instead, you may select and highlight text in yellow. Highlights are saved in the bookshelf.

## 10. Notes

There are two ways to take notes. Select text on a page and choose the note option from the popup menu (far right option). The note icon is placed adjacent left to the text. If you select the note icon in the toolbar, you create a note for the page and the note icon is placed in the upper left of the page, independent of text. All notes are saved in the bookshelf, and viewable in the Annotations side panel.

## 11. Bookmark

Click the bookmark icon in the toolbar or the bookmark icon in the upper right of the page to bookmark a page. Bookmarks are saved in the bookshelf, and viewable in the Annotations side panel.

## 12. Zoom Options

Zoom options include zoom in (+), zoom out (-), and fit to width, or fit to page (under Zoom options).

## 13. Go To Page

Click on top of the page number and enter your desired page to navigate to a specific page in a book.

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