## **Quick guide ProQuest Ebook Central**

02.03.2023



### Information and usage

Ebook Central is a platform with ebooks from over 100 publishers.

Unlike most of the other ebooks you have access to on the ZHAW network, there are certain restrictions on the usage of ebooks on the Ebook Central platform.



User rights are defined by the publishers and vary from publisher to publisher:

- 1. How much of the publication can the reader print or copy to clipboard?
- 2. When does the library's loan period for a specific book expire?

### Registration

In order to use the Full Download or download/print and/or copy functions, you must sign in with Ebook Central using your ZHAW login. The login button is at the top right, but also appears when you click on the download/print or copy functions.

External users can also use Ebook Central. When clicking on chapter download or when using the download/print or copy functions for online reading, "Continue as guest" appears. After clicking on this, these functions can also be used with restrictions. However, a full download is not possible.

#### **Online Reading (Chapter)**

The "Online Reading" function allows you to download/print and continue to use a certain percentage of the pages of an ebook. With the Copy function, you can copy some pages from the PDF version and save these in any location you choose. When you have used up your "credit" for downloading/printing and/or copying, you can access the same number of pages again after a 24-hour waiting period.

This is the only way you can save parts of the ebook long term.

# Full Download (whole book)

Unfortunately, Full Download is not available for all ebooks.

However, if this function is activated, you can save the ebook for 1-14 days on your device. In order to do this, you need Adobe Digital Editions (see next section) and/or <u>BlueFire Reader</u> (for mobile devices). **NOTE:** Access terminates at the end of the loan period.

# **Adobe Digital Editions**

In order to use Full Download, you need your personal **Adobe ID**, which you can create free of charge on the Adobe website. You can activate your Adobe ID on up to six devices. This means that you can copy your ebooks between these devices, so you can read the same ebook on your tablet or smart phone as on your laptop at home.

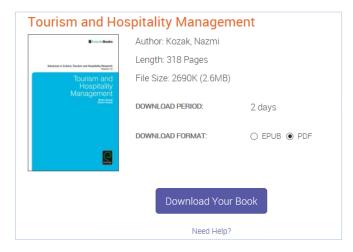
In order to prepare your device, you must carry out the following three steps once before downloading the first ebook.



- 1. Create an Adobe ID (via Adobe Homepage).
- 2. **Install** Adobe Digital Editions.
- 3. Authorise Adobe Digital Editions with your Adobe ID.

<u>Training videos</u> are available on Ebook Central to help you prepare your device.

The ebook you have downloaded is available for 1-14 days. Access will terminate at the end of the download period, but you can download the item again when this loan period has expired. You can choose the format you require, PDF or EPUB (not available for all titles), before you download your book.



# Any questions?

Please consult these <u>FAQs</u> for further information on Ebook Central.

Various quick links are available under the ZHAW logo on the Ebook Central platform.

You are also welcome to contact us by mail at: e-medien.hsb@zhaw.ch.