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## eBooks

### What are eBooks?

- eBooks are an electronic version of printed books. You can read the Butte College eBooks from any computer connected to the Internet.
- Butte College has two eBook collections: eBook Collection at EBSCOHost & Gale Virtual Reference Library.

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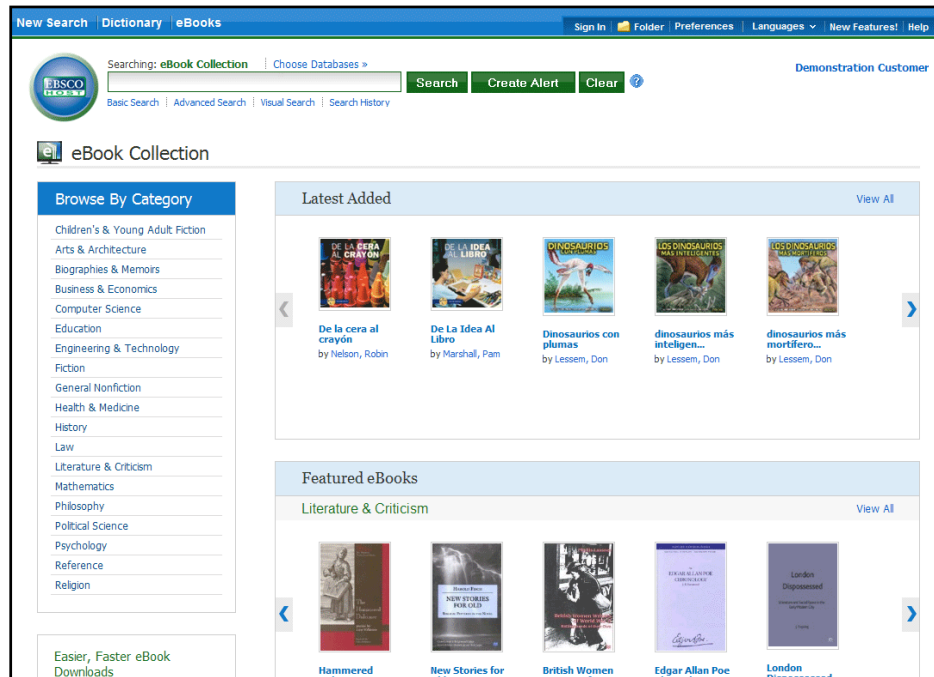
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3. Click on the **Table of Contents** link in the ebook to read the book.

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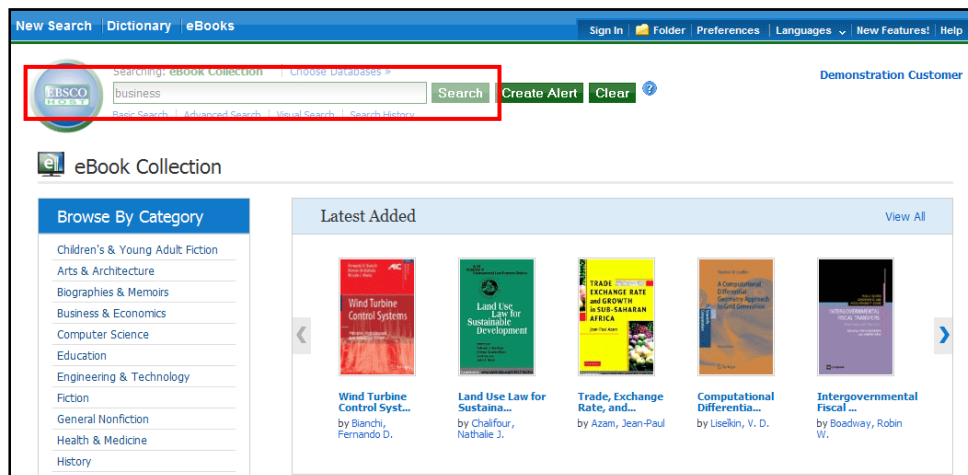


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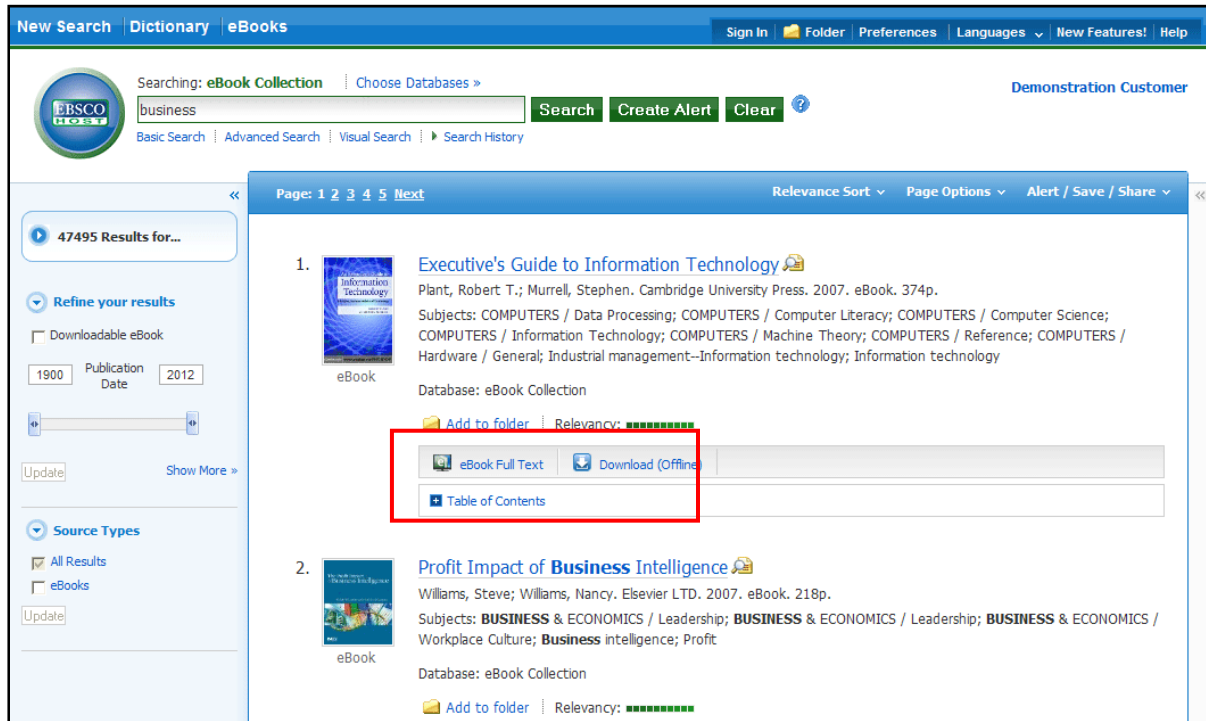
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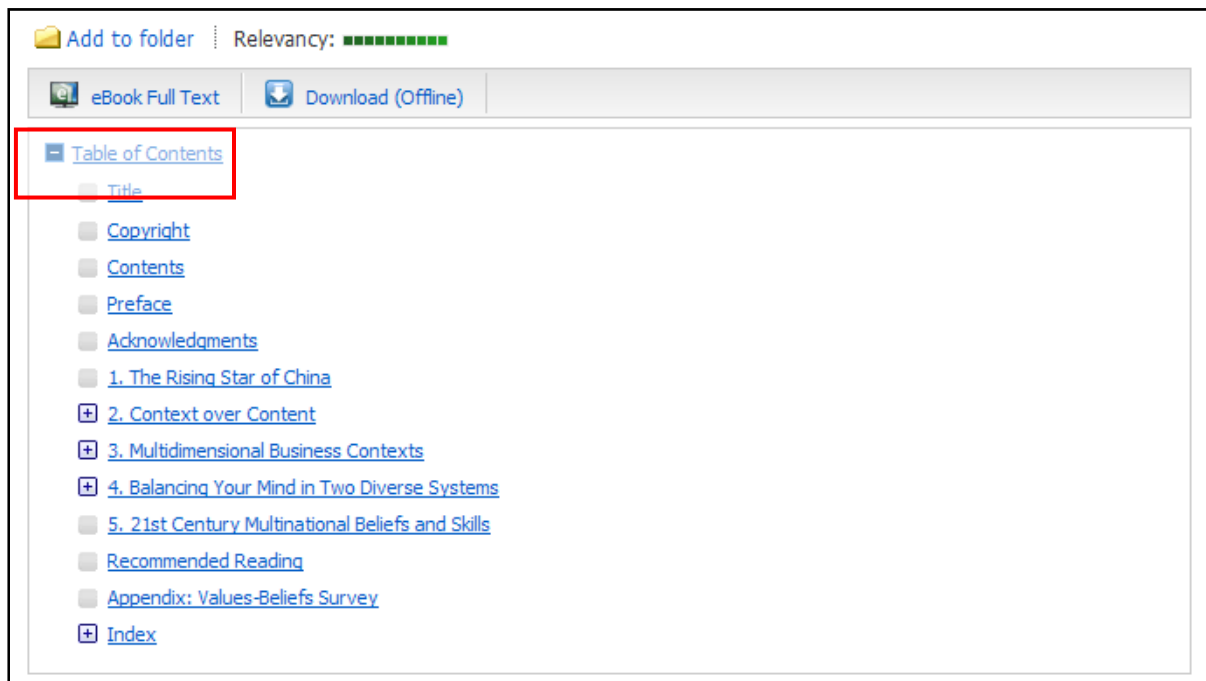
1. Enter your search terms in the **Find** field and click the **Search** button



2. A Result List of eBooks related to your search terms is displayed.



- 3. Click the **eBook Full Text** link to read the book in the eBook Viewer tool.
- 4. Click the **Table of Contents** link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter.






**Note:** Sections in the Table of Contents with a plus sign (+) can be expanded further by clicking the plus sign.

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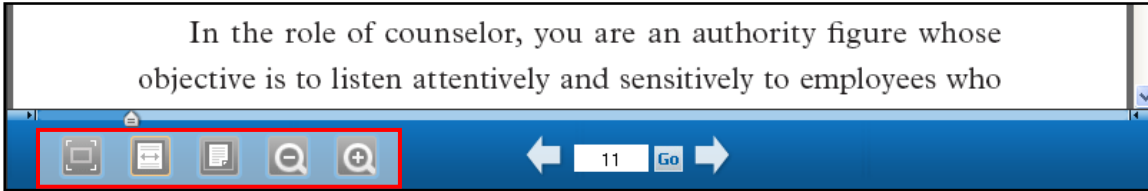
eBooks can be read online in the eBook Viewer by clicking the **eBook Full Text** link in the Result list or Detailed Record.

The screenshot shows the eBook viewer interface. On the left, there is a sidebar with a 'Detailed Record' section containing the title 'Becoming a Successful Manager: Powerful Tools for Making a Smooth Transition to Managing a Team', author 'Parkinson, J., Robert, Grossman, Jack H.', and date '2010'. Below this is a 'Table of Contents' section with links for 'Cover', 'Contents', 'Acknowledgments', 'A Note from the Authors', 'Part I: Knowing the Territory', 'Part II: Establishing a Solid Departmental Foundation', 'Part III: Building on Your Foundation', 'Appendix', and 'Index'. At the bottom of the sidebar is a 'Download This eBook (Offline)' button. The main area displays the book cover with the text 'PERFECT FOR FIRST-TIME MANAGERS' in a yellow banner, 'BECOMING A' in large white letters, and 'SUCCESSFUL' in large yellow letters. On the right, a 'Tools' column contains icons for search, notes, and define. A legend box on the far right has three red arrows pointing to these icons, with labels 'Search', 'Notes', and 'Define'.

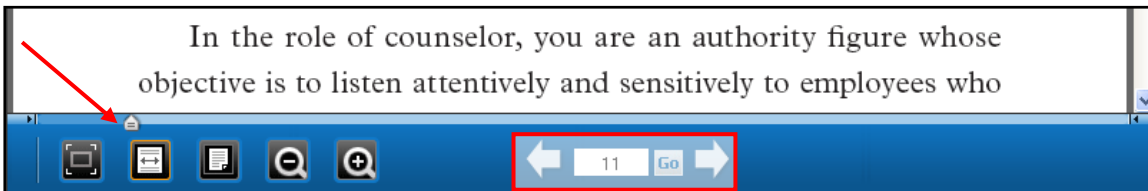
Included in the Tools column on the right, are tools that allow you to search within the text of the eBook and save a note on the eBook in your My EBSCOhost folder.

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-  - Click the dictionary icon to search for **definitions** of words in the eBook you are reading.

## Using the eBook Viewer Toolbar



- **Fit Page to Viewport:** Click the icon to fit the entire page into the viewport.
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- **Fit Page:** Click the icon to view the entire page in the viewing area.
- **Zoom Out:** Click the icon to zoom out on the page.
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- **Location Slider:** Drag the location slider right or left to go to a specific page of the eBook. The left and right arrows on either side of the slider bar take you to the beginning or end of the eBook. The page number updates in the Page Navigation box as you drag the location slider.
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# Gale Virtual Reference Library

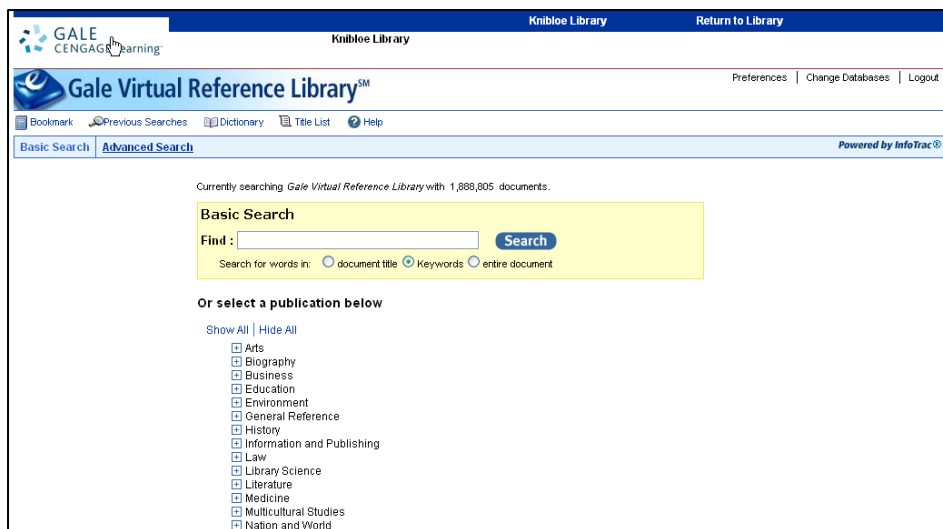
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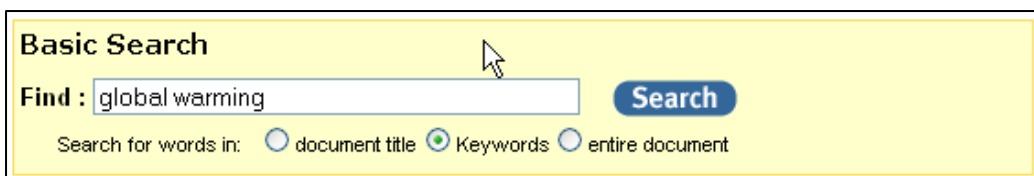
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Please note that search results will vary depending on the number and titles of eBooks currently available in your *Gale Virtual Reference Library*.



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Basic Search is simple to use. You can find terms through a document title search, keyword search, or entire document search.



- **Basic Search by Document Titles:** Use to search for topics such as news topics, companies, events, laws, geographic locations, organizations, people, etc.
- **Basic Search by Keyword:** Lets you search on significant fields in documents, including titles, introductory text, authors, and subject terms.
- **Basic Search by Entire Document:** Looks for any word or words within the entire text of all documents in the database(s) you are searching, as well as in the fields of information included in the Keyword search.

Of course, using more search terms narrows your search and helps you locate essays that fit your information needs better.

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**Global Warming**

**Global warming** is an example of **global** climatic change. To understand the concept of **global warming** and make decisions about how to respond to the seemingly contradictory information received from various sources, it is important to distinguish between climate and weather. Weather applies to short-term changes in properties of the lower atmosphere such as temperature, relative humidity, precipitation, cloud cover, barometric pressure, and wind speed. Climate is the general pattern of weather conditions, seasonal

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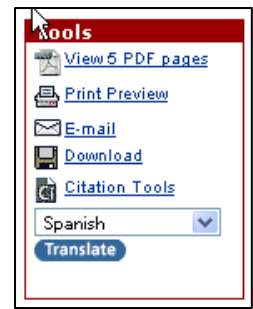
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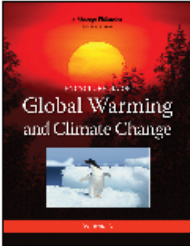
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