



Wheeler

**CONNECTICUT
Clearinghouse**

a program of the Connecticut Center
for Prevention, Wellness and Recovery



User Guide

Updated: March 20, 2017

This document provides you with the necessary information to access our eBooks.

Connecticut Clearinghouse offers **EBSCO** eBooks to library members. If you sign up for an eBook account, you will receive a separate email from Ebsco (see sample below).

The information in this 'eBook User Guide' is designed to cover the basics of **computer/device internet browser and software requirements, creating an eBook account in EBSCO, searching, and reading** eBooks on the EBSCO*host* platform.

Users can access the full text of eBooks from their computer, or can view titles on most popular portable devices.

If you have any questions about using our eBooks please feel free to contact Connecticut Clearinghouse at 800.232.4424 or at info@ctclearinghouse.org

Let's get started.

You will receive an email, pictured on the next page, from **EBSCOAdmin@ebSCOhost.com** with the subject line reading **Access to EBSCO**

Hello

Your **EBSCO** administrator has created a personal user account on your behalf.

You are now able to access, store, and manage your selected content for future use. In addition, you can set up automatic email alerts to notify you when new content is published and create custom folders to store and collaborate on selected content with other **EBSCO** personal users.

Your username is [...]

Your password is [...]

Please note, when you first login you will be prompted to complete your personal account setup [process](#).

Please contact your **EBSCO** administrator* or **EBSCO Support** if you have any questions. Help is also available upon login or at the **EBSCO** Support Site: <http://support.ebsco.com>.

*Connecticut Clearinghouse is your EBSCO administrator.

1) Check that your computer or device has the required internet connections and software.

- In order to effectively use all *EBSCOhost* features, the minimum internet browser requirements are: Internet Explorer 8.0* or later, Latest versions of Firefox, Google Chrome, and Safari. Please note that Internet Explorer versions 8.0 and older are not compatible with eBooks in EPUB format.

***Effective July 1, 2017, EBSCO will stop supporting Internet Explorer 8.0 and 9.0, due to security risks.** Internet Explorer versions 8.0 and 9.0 are not compatible with the technology supporting vertical scroll. To be able to vertically scroll EBSCO eBooks we recommend one of the browser versions listed above.

- You must also have **Adobe® Reader®** installed to view the PDF Full Text files. Download it for free here: <https://get.adobe.com/reader/>
- If you are using Visual Search, you must also install Adobe® Flash Player 8.0 or higher. JavaScript & Cookies must be enabled.
- Please see the Adobe Acrobat Reader Browser Requirements and settings for all supported browsers, available here: <https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html>

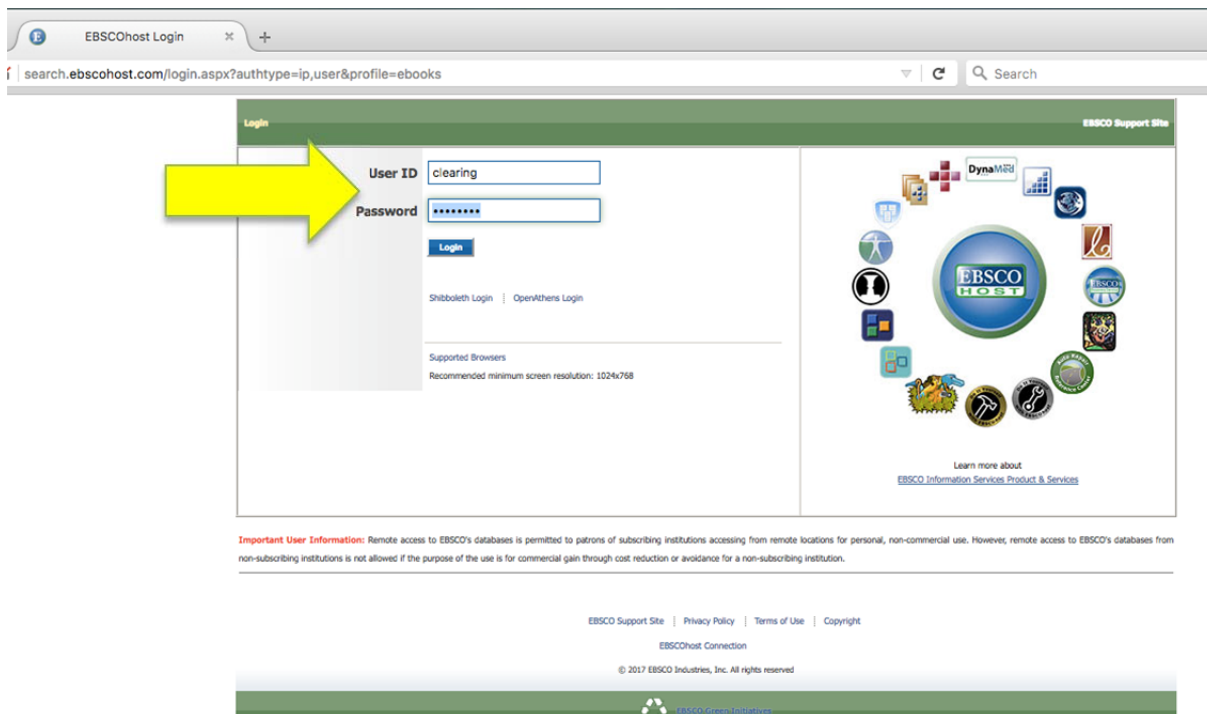
2) Create your eBook account

- Here is the link* to access Connecticut Clearinghouse e-books:

<http://search.ebscohost.com/login.aspx?authtype=user&profile=ebooks>

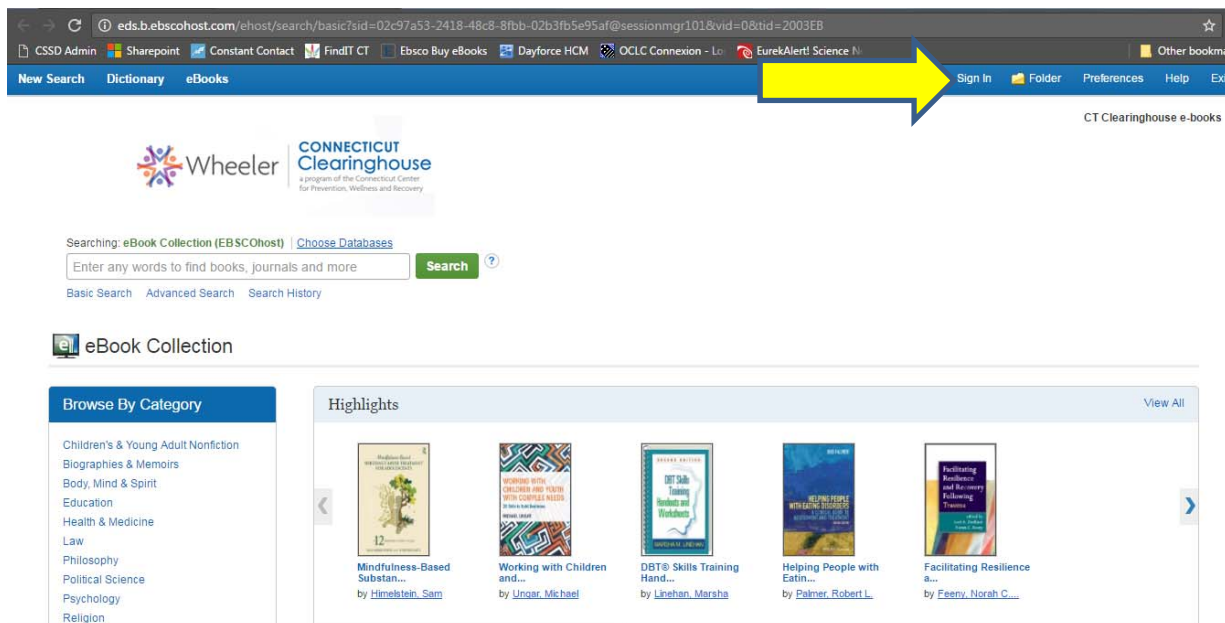
*this link is also found on our homepage in the 'Quick Links' section

- For your first time logging in, please use the following for **both** User Name & Password: **clearing**



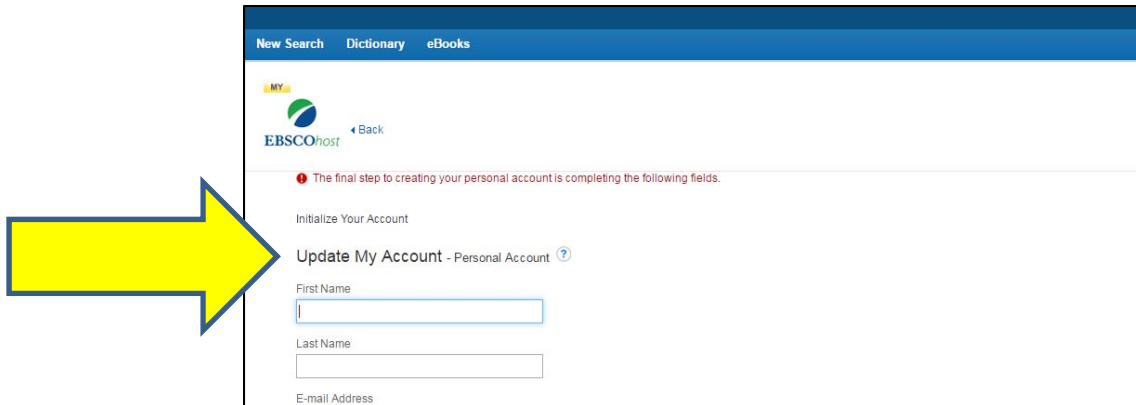
- After logging in, click **'Continue'** (ignore the list of selections, as 'eBooks' should be preselected).

- You will be taken to the Connecticut Clearinghouse eBook home page on EBSCO. At the top right, click on **Sign-in**.



- Next is where you will sign in with the User Name and Password emailed to you from EBSCO.

You will be prompted to the “**Update My Account**” page.



The screenshot shows the EBSCOhost 'Update My Account' page. At the top, there are navigation links for 'New Search', 'Dictionary', and 'eBooks'. Below that is the EBSCOhost logo and a 'Back' link. A red error message states: 'The final step to creating your personal account is completing the following fields.' Underneath, it says 'Initialize Your Account' and 'Update My Account - Personal Account'. There are three input fields: 'First Name', 'Last Name', and 'E-mail Address'. A large yellow arrow points to the 'First Name' field.

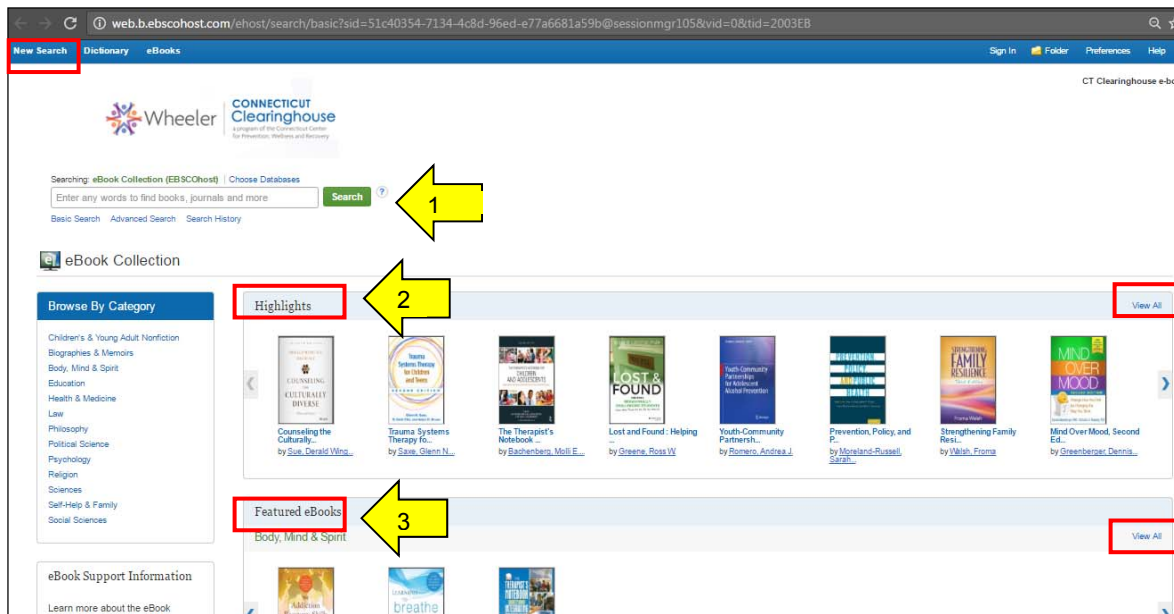
Please complete all the fields. You will see a field for password. The password that was emailed to you by Ebsco is temporary, and you will create a new one here. **Please remember the password you create**, as you will use it for logging in in the future. **Ebsco suggests a strong password, but should accept any password you create.** If you experience a problem in creating a password, contact Connecticut Clearinghouse at info@ctclearinghouse.org

Click 'OK' when finished. You should see ‘**Your Account has been updated**’ and your new User Name.




Please remember your User Name and Password. Click ‘Continue’.

3) Searching for eBooks

- The default search screen for EBSCO eBooks is a basic search. The ‘eBook Collection’ landing page is displayed on the next page.



There are several ways to search for EBSCO eBooks:

- Perform a keyword search of the eBooks database using the **Find** field. 
- View the **Highlighted** eBooks using the left and right arrows or click **View All** to view a result list of all eBooks. 
- View **Featured eBooks** using the left and right arrows or click **View All** to view a result list of all Featured eBooks. 

- See the next page for a sample search result when using Search Option #1, FIND, with the search word 'prevention'.

The screenshot shows the EBSCOhost search interface. At the top, there are navigation links for 'New Search', 'Dictionary', and 'eBooks'. The search bar contains the text 'prevention' and a 'Search' button. Below the search bar, there are options for 'Basic Search', 'Advanced Search', and 'Search History'. The search results are displayed in a list format, with the first three results highlighted. The first result is 'Youth-Community Partnerships for Adolescent Alcohol Prevention' by Romero, Andrea J. Cham, published by Springer in 2016. The second result is 'Prevention, Policy, and Public Health' by Moreland-Russell, Sarah; Brownson, Ross C.; Eyster, Amy A.; Chriqui, Jamie F., published by Oxford University Press in 2016. The third result is 'Prevention Psychology: Enhancing Personal and Social Well-being' by Romano, John L., published by the American Psychological Association in 2015. Each result includes a 'PDF Full Text' link and a 'Table of Contents' link. A red box highlights the search bar and the search results list.

- Click on an eBook title to be taken to that book's 'eBook Detailed Record'. In addition to the description you can view the chapter headings by clicking on 'Table of Contents'

The screenshot shows the 'eBook Detailed Record' for the 'Handbook of Adolescent Drug Use Prevention: Research, Intervention Strategies, and Practice'. The page displays the book's title, authors (Scheier, Lawrence M.), and publication information (Ed.: First edition, Washington, DC: American Psychological Association, 2015). The resource type is identified as 'eBook'. A red box highlights the 'Description' section, which provides a detailed overview of the book's content, including its focus on drug abuse prevention and the contributions of various experts. The 'Table of Contents' link is highlighted in the left sidebar, indicating that users can click on it to view the chapter headings. The book cover image is also visible on the right side of the page.

Selecting 'Table of Contents' allows users 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.

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

4) Reading eBooks

- Select 'PDF Full Text' on the 'eBook Detailed Record' page

The screenshot shows the EBSCOhost search results page. The search term is 'prevention'. The results list shows one result: 'Handbook of Adolescent Drug Use Prevention: Research, Intervention Strategies, and Practice'. The 'Detailed Record' section for this book is visible, and the 'PDF Full Text' link is highlighted with a red box. A yellow arrow points to this link. The book details include the author (Scheier, Lawrence M.), publication information (Ed.: First edition, Washington, DC: American Psychological Association, 2015), and a description of the book's content.

- The eBook will be displayed in your browser's PDF viewer. Use the arrows at the bottom to scroll from page to page, or click on the chapters on the left. Use the icons on the bottom left of the page to adjust how you view the eBook on your screen – the options are Full Screen, Fit Page Width, Fit Page, and Zoom :

The screenshot displays a digital library interface for the eBook 'Handbook of Adolescent Drug Use Prevention: Research, Intervention Strategies, and Practice' by Lawrence M. Scheier (2015). The interface features a top navigation bar with options like 'Result List', 'New Search', and 'Sign In'. Below this, there are utility buttons such as 'Add to folder', 'Save Pages', 'E-mail Pages', 'Cite', 'Dictionary', 'Export', and 'Permalink'. The main content area shows the book's title, author, and date, along with a 'Detailed Record' link. A 'Cover' dropdown menu is visible on the left, listing various sections of the book. A yellow arrow points to the 'Cover' button in this menu. At the bottom of the page, a navigation bar contains a 'Cove' button, which is highlighted with a red box and a yellow arrow pointing upwards. The book cover itself is displayed on the right, featuring a group of adolescents and a teacher with students.

Finally, if you need any assistance in accessing eBooks, please contact Connecticut Clearinghouse.

Call 800.232.4424 or 860.793.9791 or email info@ctclearinghouse.org