HOW TO ACCESS THE STAFFORDSHIRE E-BOOKS
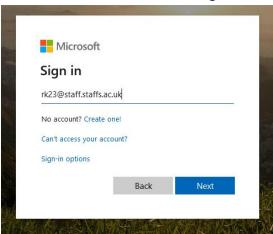
Step 1: Please open a new browser and go to Office 365 (https://www.office.com/)
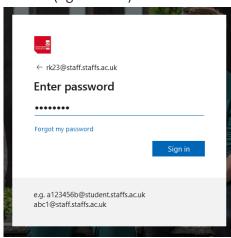We recommend you to use **FIREFOX** as your browser

Step 2: Enter your Institutional email and the password
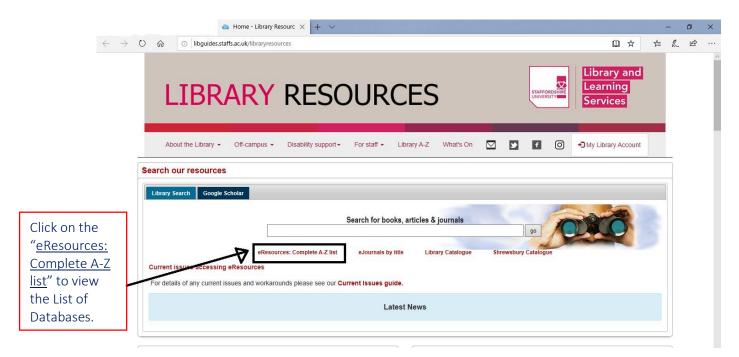
Example:
Institutional Email: **a222222b@student.staffs.ac.uk**
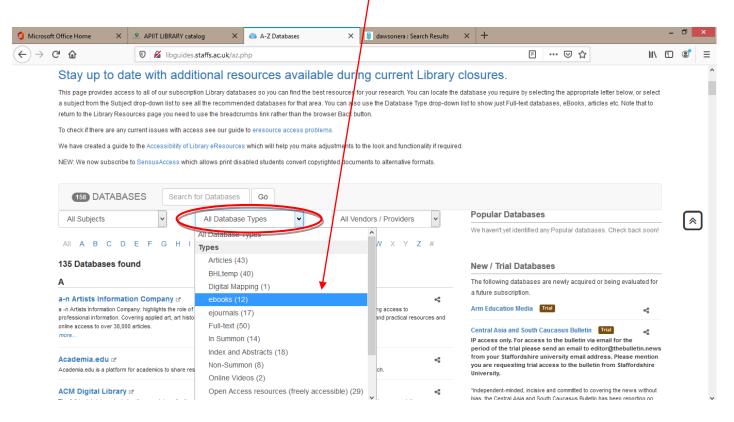Password: date of birth in six-digit format of DDMMYY. (eg: 010185)

Step 3: To access SU E-Resources, please open a new tab on the same browser and open the link:
http://libguides.staffs.ac.uk/libraryresources

Click on the "eResources: Complete A-Z list" to view the List of Databases.

Step 4: To access available SU E-Books, select "E-Books" from the drop down list given for "All Database Types".
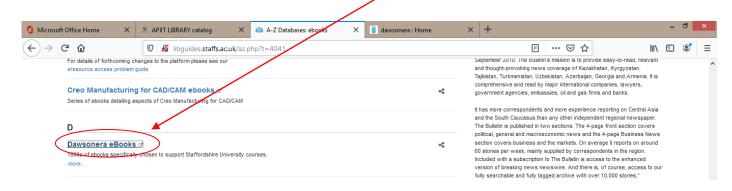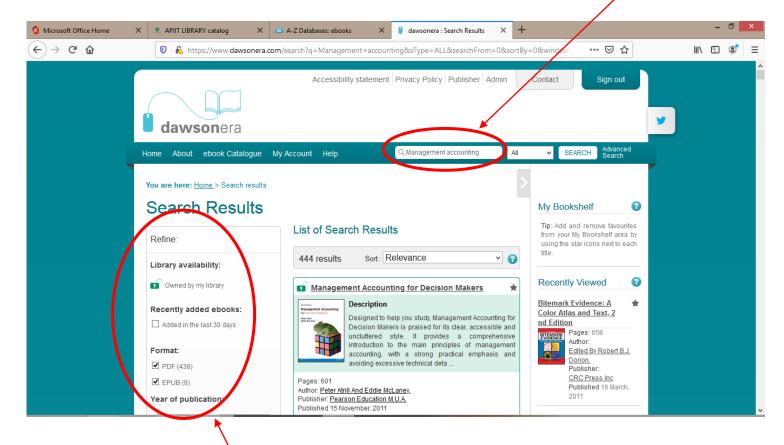
Please see the screenshot given below.

Step 5: From the access given 12 E-Book databases you can search according to your requirement. Given below are some of the databases that might specifically support your courses.

- Dawsonera eBooks
- Ebook Central
- eBooks on EBSCOhost
- Google Books

If you prefer to referE-books on "Dawsonera" click on "Dawsonera eBooks" and you will be directed to the database.
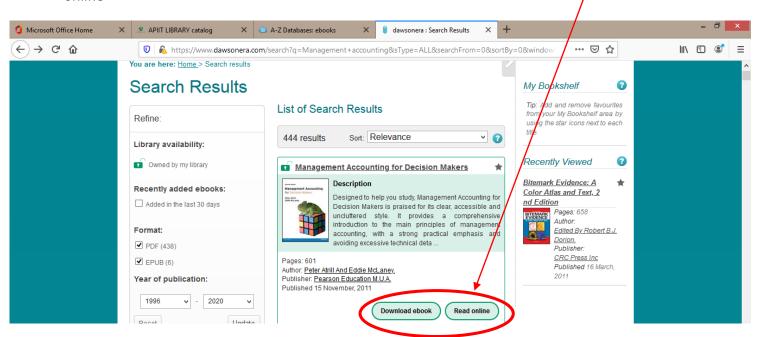
Step 6: If you are looking for a specific book you can type the title of the book in the "search bar" or you can type a key word to look in to a book in a specific field.
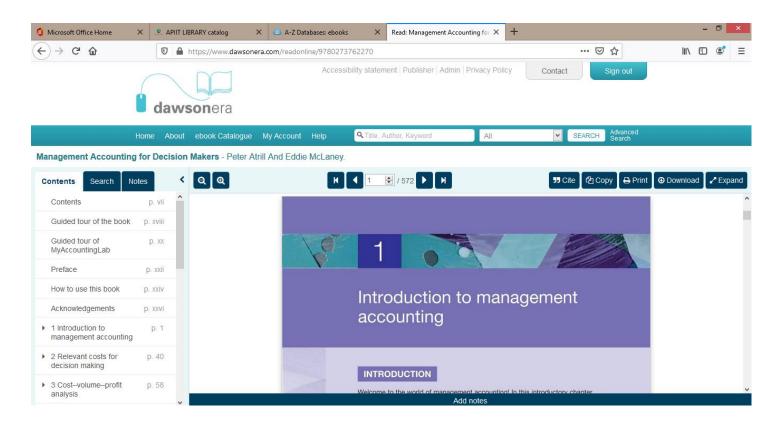

You can also "refine" your search using the options available in the left side of the window.

Step 6: Once you have selected an E-Book you can either "Download the E-Book" or "Read it online"
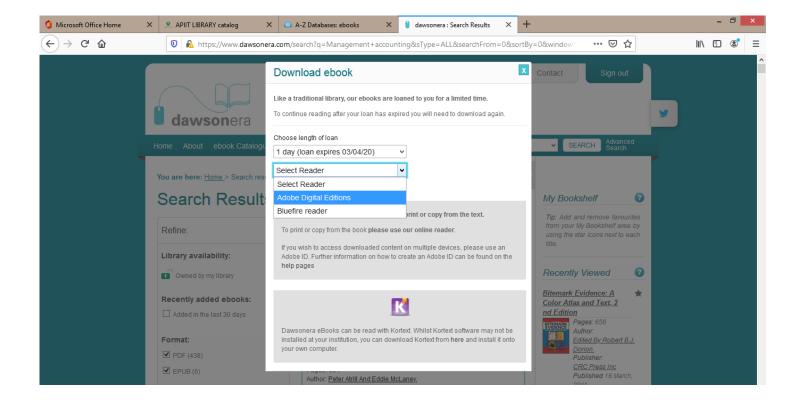
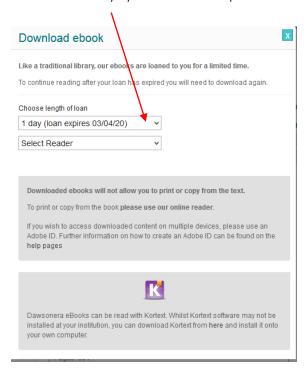a. This is how it looks when you try to read it online.

You can "Copy from the text" and "Print the required pages" when you choose "Read online" option. But **when you download the E-book it does not allow copying or printing the text.**

b. When you click on the download option you will see the following window.
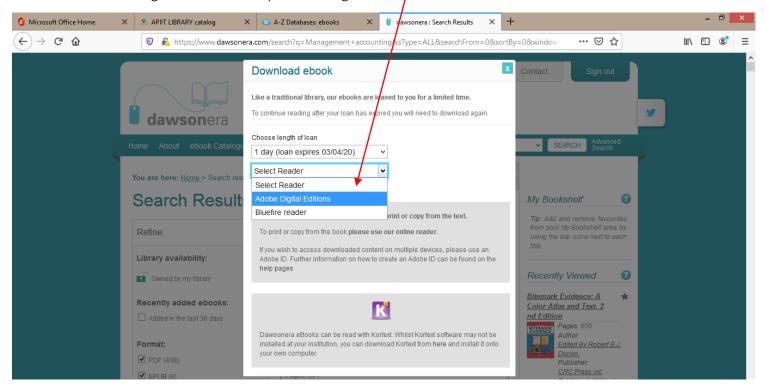
You are asked to give the number of days you want to keep the book for reference.

Unfortunately, you can keep a book only for **one day** with you and it will automatically expire after one day. You will have to download it again if you want to refer it or else you can go for "read online" option.

You are also asked to select a reader through which you would read the E-book. For this you need to download the reader. You can select "Adobe Digital Editions" for this. Instructions to download the reader are given in the latter part of this guide.

After given the required information, you may click on the "Download" button in order to complete the download.
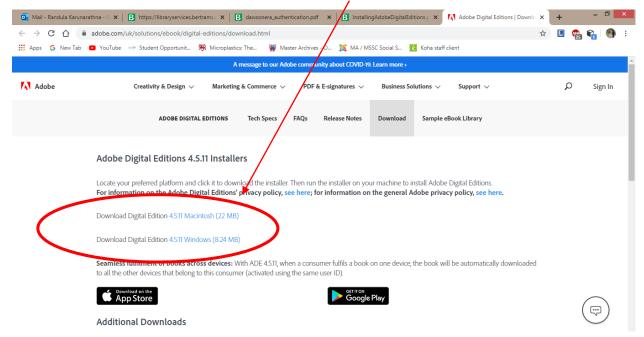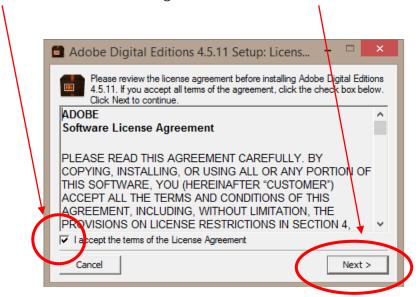

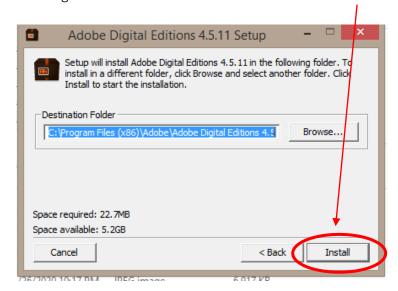**Step 7:** Please follow the instructions below to download "Adobe Digital Editions" reader software.

   a. To begin the download, please visit https://www.adobe.com/uk/solutions/ebook/digital-editions/download.html and select your operating system.

b. Once the download has initiated, save the file to your computer.
c. Double click the .exe file and choose "run"
d. Agree to the terms of the license agreement and click"next.

Adobe Digital Editions 4.5.11 Setup: Licens...

Please review the license agreement before installing Adobe Digital Editions 4.5.11. If you accept all terms of the agreement, click the check box below. Click Next to continue.

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e. Select where Adobe Digital Editions should be saved to and click "install."

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Setup will install Adobe Digital Editions 4.5.11 in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.

Destination Folder
C:\Program Files (x86)\Adobe\Adobe Digital Editions 4.5   Browse...

Space required: 22.7MB
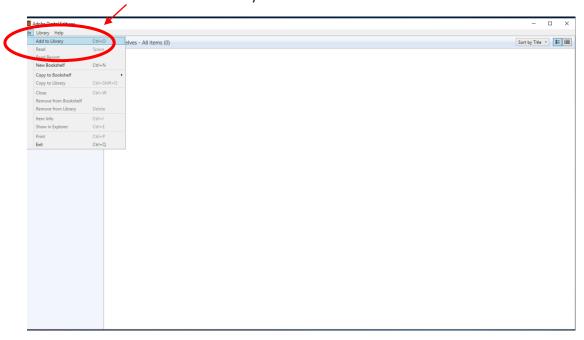Space available: 5.2GB

Cancel   < Back   Install

f. Norton Security can be included as part of your download. If you would like to go ahead with this, simply click on "agree."
   If don't wish to have this installed, un-tick "include Norton Security" and click "next."
g. Following this, installation will be complete.

Step 8: After the installation, follow the steps as attached, in order to read the E-book downloaded on to your desktop
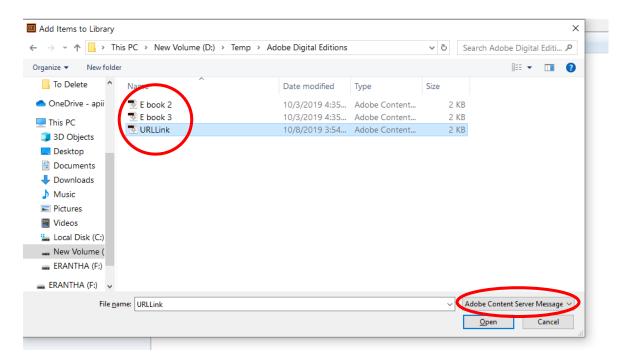
a. Please open the downloaded "Adobe Digital Editions" software.

b. You need to authorize your computer by filling the following fields.

Adobe ID: APIIT email

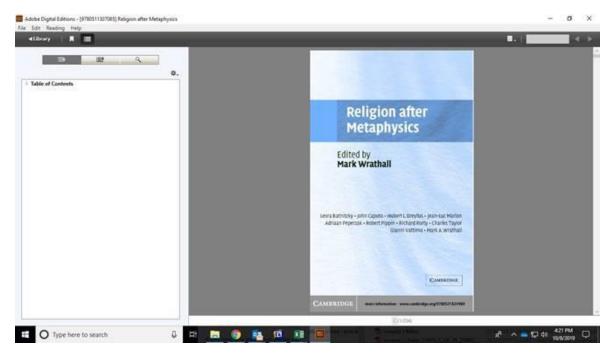**Password**: Students can use their own password

C. Go to "File" and click on "Add to library".

d. Select "Adobe Content Server Message" to see the downloaded files. Then select the required ebook fileb open the downloaded e-book file.

e. Now you can view your E-book through the Adobe Digital Editions.

If you need any clarification please write to library@apiit.lk or call +94-11-7672127-129, +94-11-7675214-215

Thank you!