

HOW TO ACCESS THE STAFFORDSHIRE E-BOOKS

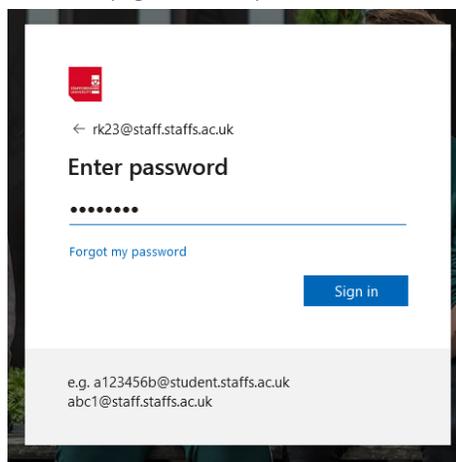
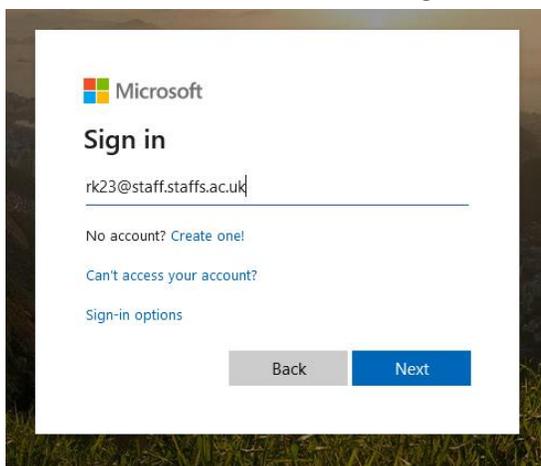
Step 1: Please open a new browser and go to Office 365 (<https://www.office.com/>)
We recommend you to use **FIREFOX** as your browser

Step 2: Enter your Institutional email and the password

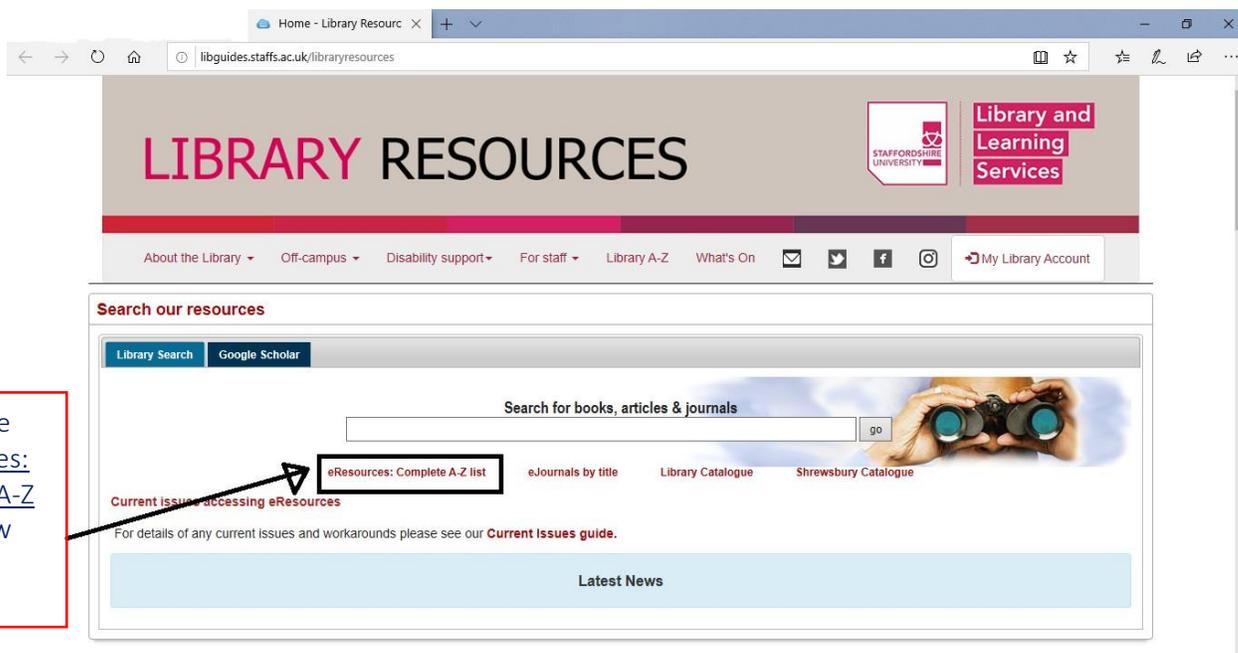
Example:

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>



Home - Library Resourc x +

libguides.staffs.ac.uk/libraryresources

LIBRARY RESOURCES

STAFFORDSHIRE UNIVERSITY Library and Learning Services

About the Library Off-campus Disability support For staff Library A-Z What's On My Library Account

Search our resources

Library Search Google Scholar

Search for books, articles & journals go

eResources: Complete A-Z list eJournals by title Library Catalogue Shrewsbury Catalogue

Current issues accessing eResources

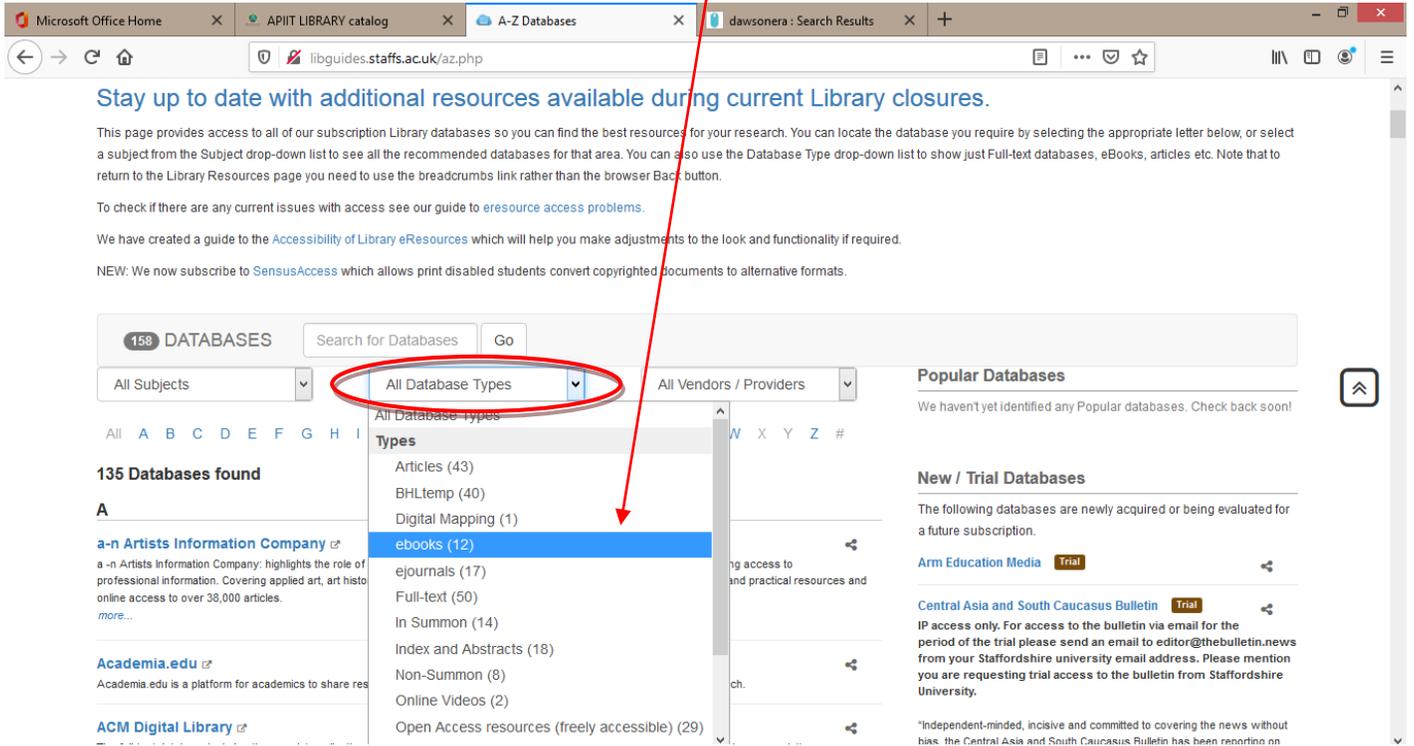
For details of any current issues and workarounds please see our **Current Issues guide**.

Latest News

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”.

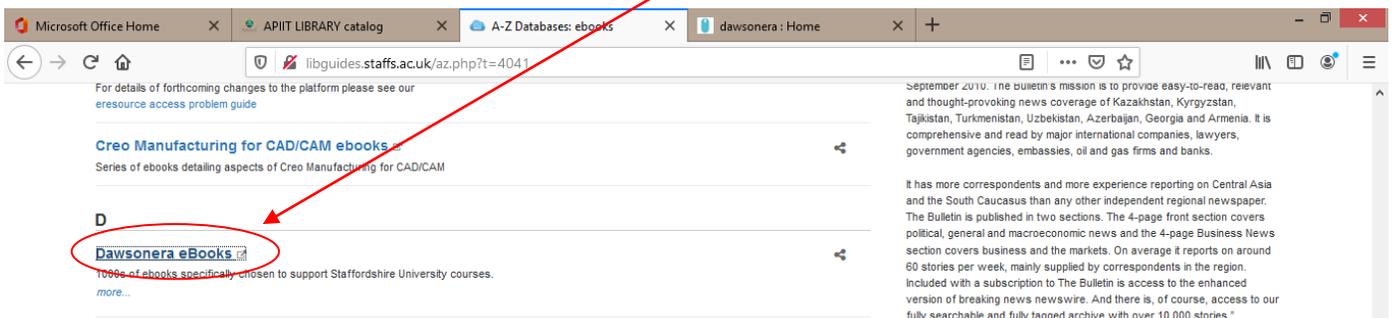
Please see the screenshot given below.



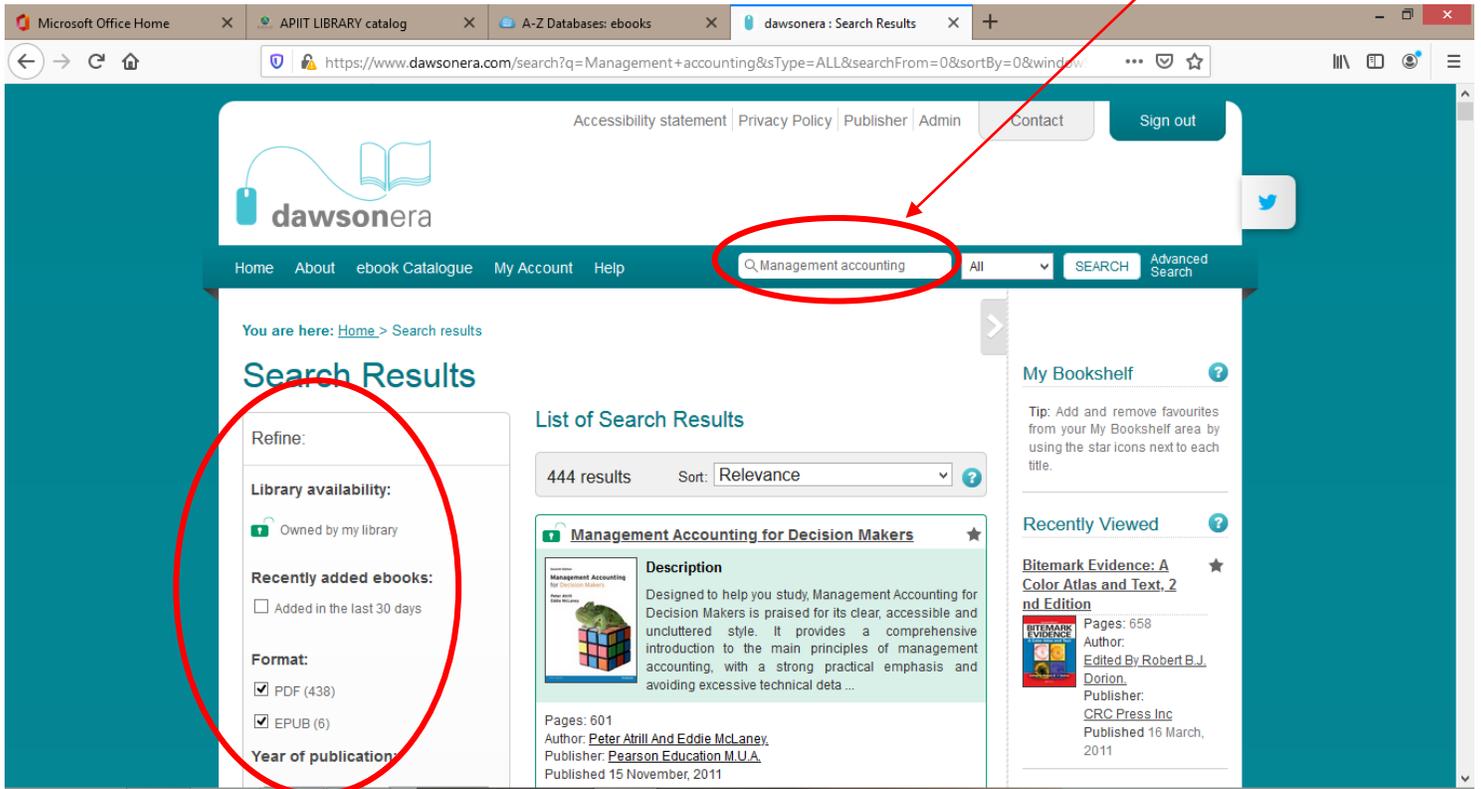
Step 5: From the access given 12 E-Book databases you can search according to your requirement. Given below are some of the databases that might specifically support your courses.

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

If you prefer to refer E-books on “Dawsonera” click on “Dawsonera eBooks” and you will be directed to the database.

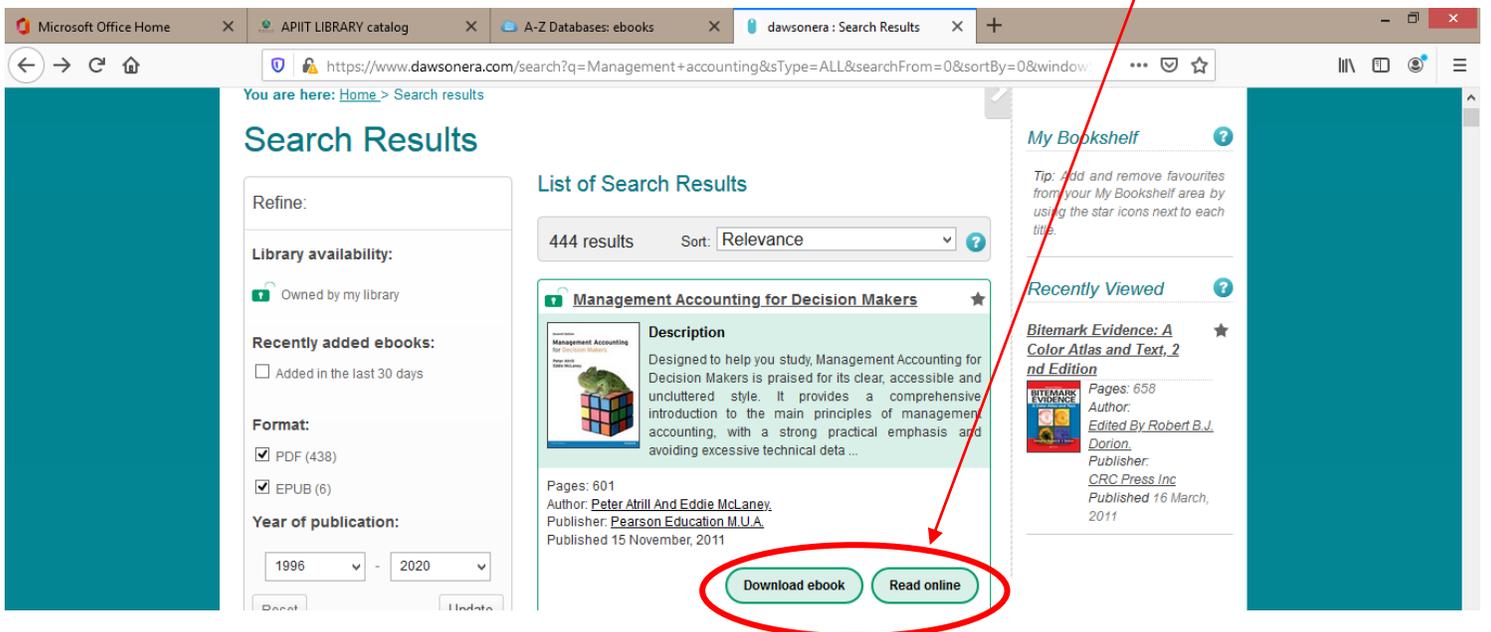


Step 6: If you are looking for a specific book you can type the title of the book in the “search bar” or you can type a key word to look in to a book in a specific field.



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.

The screenshot shows a web browser window with the Dawsonera website. The URL is <https://www.dawsonera.com/readonline/9780273762270>. The page title is "Management Accounting for Decision Makers - Peter Atrill And Eddie McLaney". The interface includes a navigation menu with "Home", "About", "ebook Catalogue", "My Account", and "Help". A search bar is present with the text "Title, Author, Keyword" and a "SEARCH" button. The main content area displays the book's title "Introduction to management accounting" and a large number "1" indicating the current page. A table of contents is visible on the left side, listing sections like "Contents", "Guided tour of the book", "Preface", and "1 Introduction to management accounting". The page also features a "Contents" tab, a "Search" tab, and a "Notes" tab. At the bottom, there are buttons for "Cite", "Copy", "Print", "Download", and "Expand".

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.**

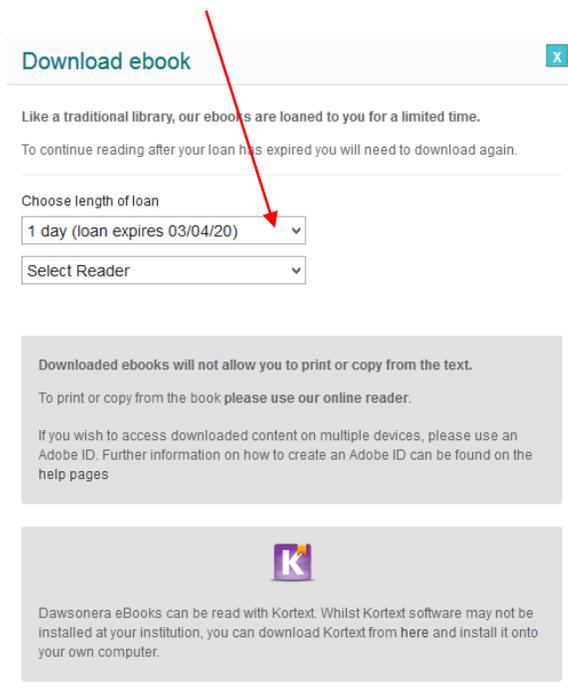
b. When you click on the download option you will see the following window.

The screenshot shows the Dawsonera website with a search results page. A "Download ebook" dialog box is open, displaying the following information:

- Download ebook**
- Like a traditional library, our ebooks are loaned to you for a limited time.
- To continue reading after your loan has expired you will need to download again.
- Choose length of loan: 1 day (loan expires 03/04/20)
- Select Reader: Adobe Digital Editions (highlighted)
- Bluefire reader
- To print or copy from the text.
- To print or copy from the book please use our online reader.
- If you wish to access downloaded content on multiple devices, please use an Adobe ID. Further information on how to create an Adobe ID can be found on the help pages.
- Dawsonera eBooks can be read with Kortex. Whilst Kortex software may not be installed at your institution, you can download Kortex from here and install it onto your own computer.

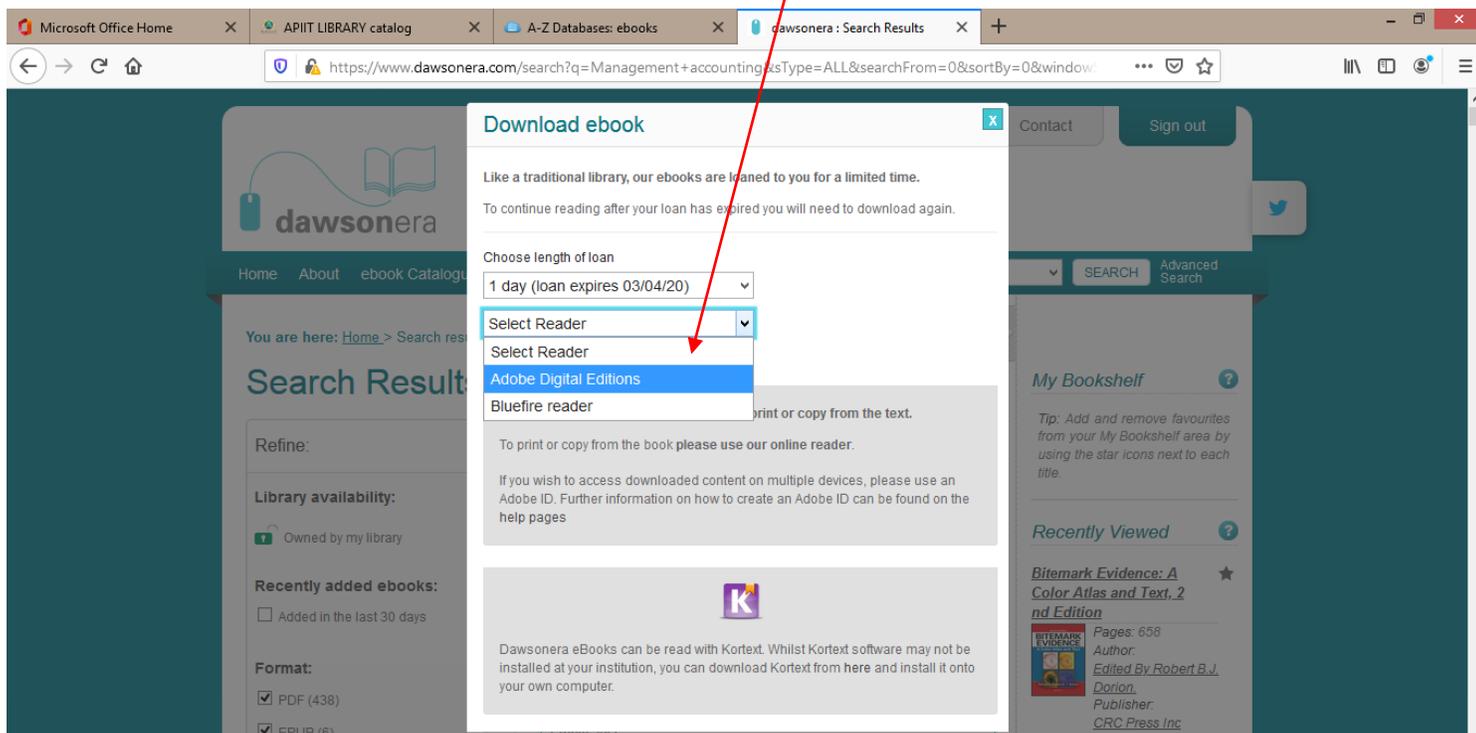
The background shows the search results for "Management + accounting" with various filters and a "My Bookshelf" section.

You are asked to give the number of days you want to keep the book for reference.

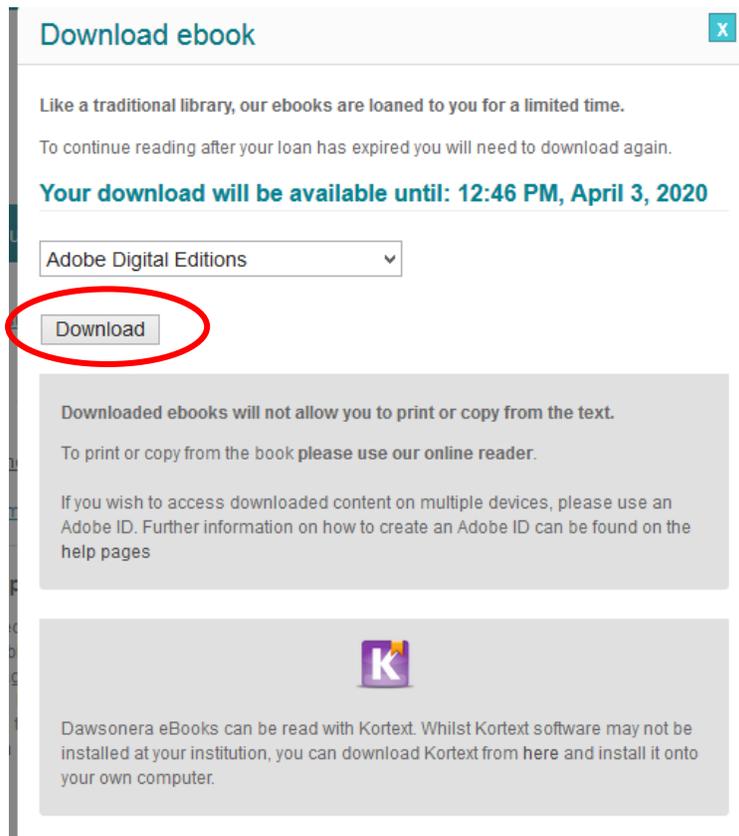


Unfortunately, you can keep a book only for **one day** with you and it will automatically expire after one day. You will have to download it again if you want to refer it or else you can go for “read online” option.

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.

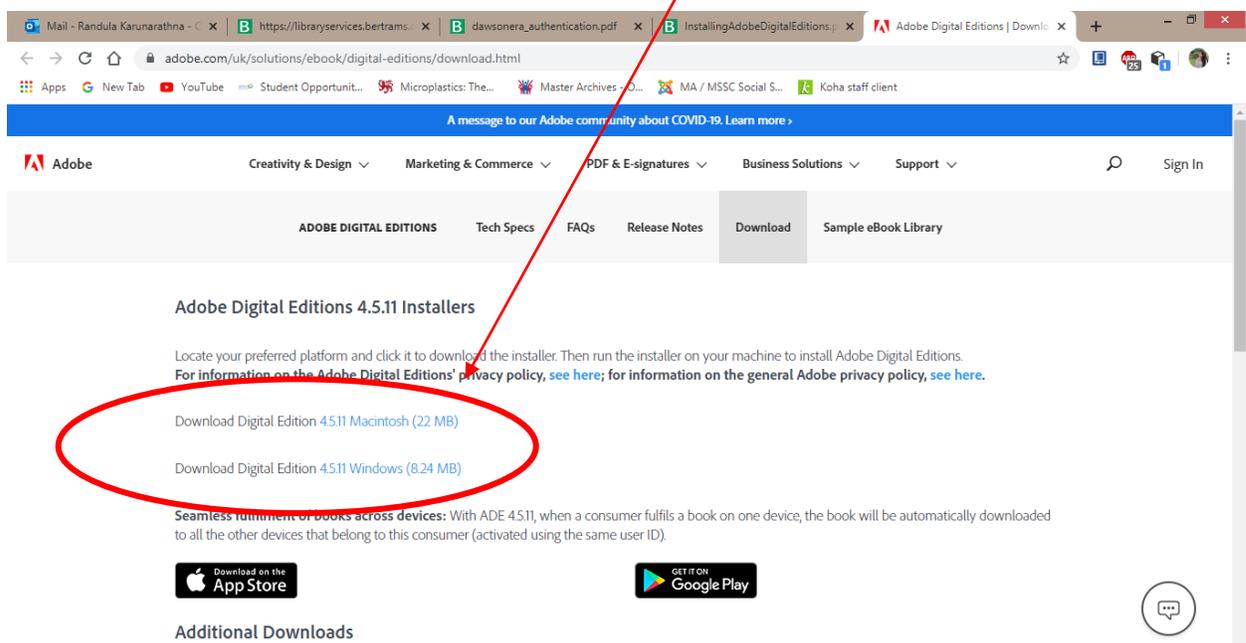


After given the required information, you may click on the “Download” button in order to complete the download.



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

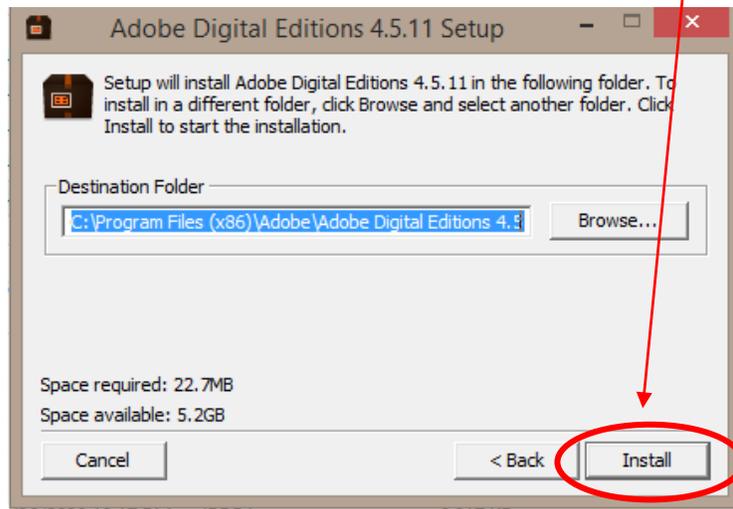
- a. To begin the download, please visit <https://www.adobe.com/uk/solutions/ebook/digital-editions/download.html> and select your operating system.



- 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.”



- e. Select where Adobe Digital Editions should be saved to and click “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

Computer Authorization

Adobe Digital Editions

Authorize Your Computer

Authorizing your computer enables you to:

- Easily transfer Adobe DRM protected items between multiple computers and mobile devices.
- Read Adobe DRM-protected items on computers or mobile devices (up to six).
- Restore your content from backup whenever you need to re-install the OS.

Select eBook vendor, then enter your login ID and password below

eBook Vendor: Adobe ID [Create an Adobe ID](#)

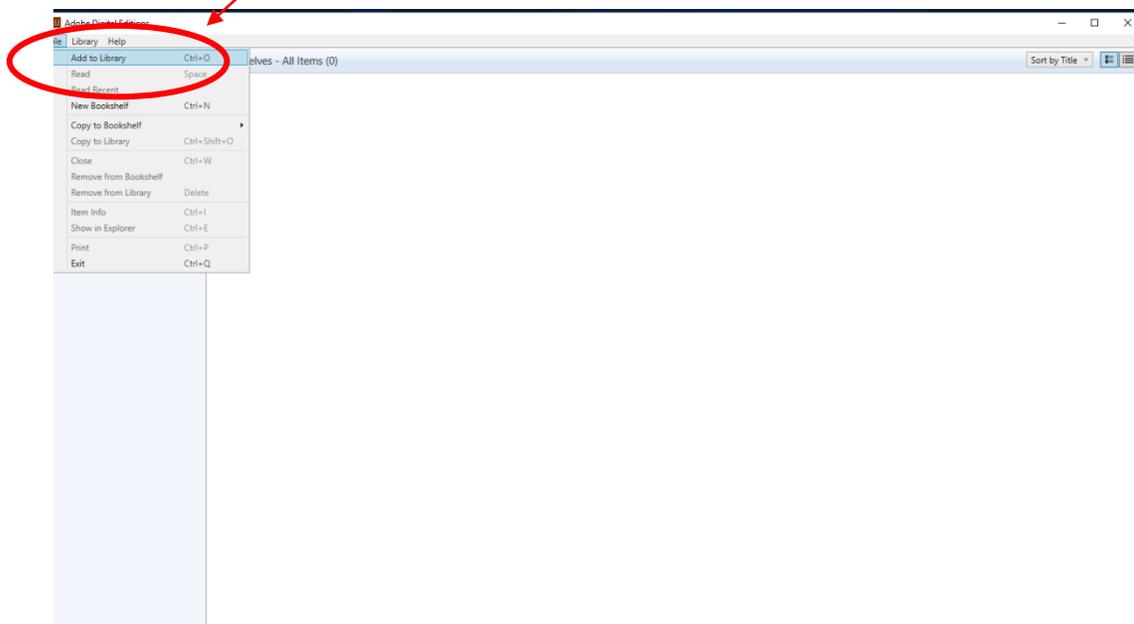
Adobe ID:

Password: [I forgot my password](#)

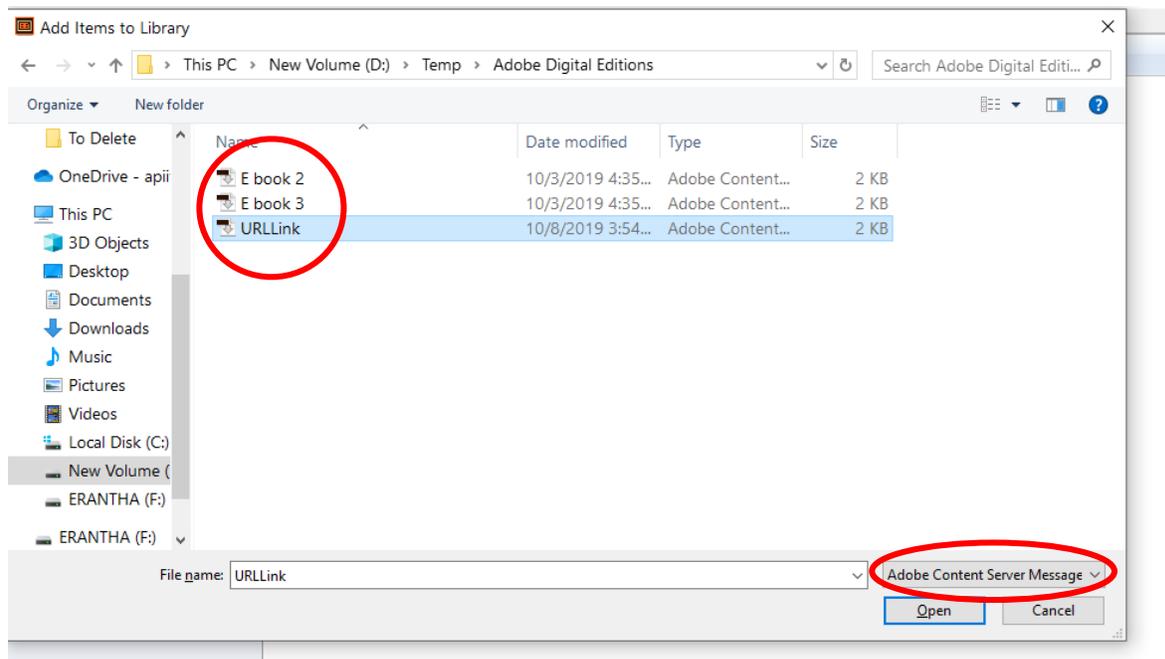
I want to authorize my computer without an ID

Cancel Authorize

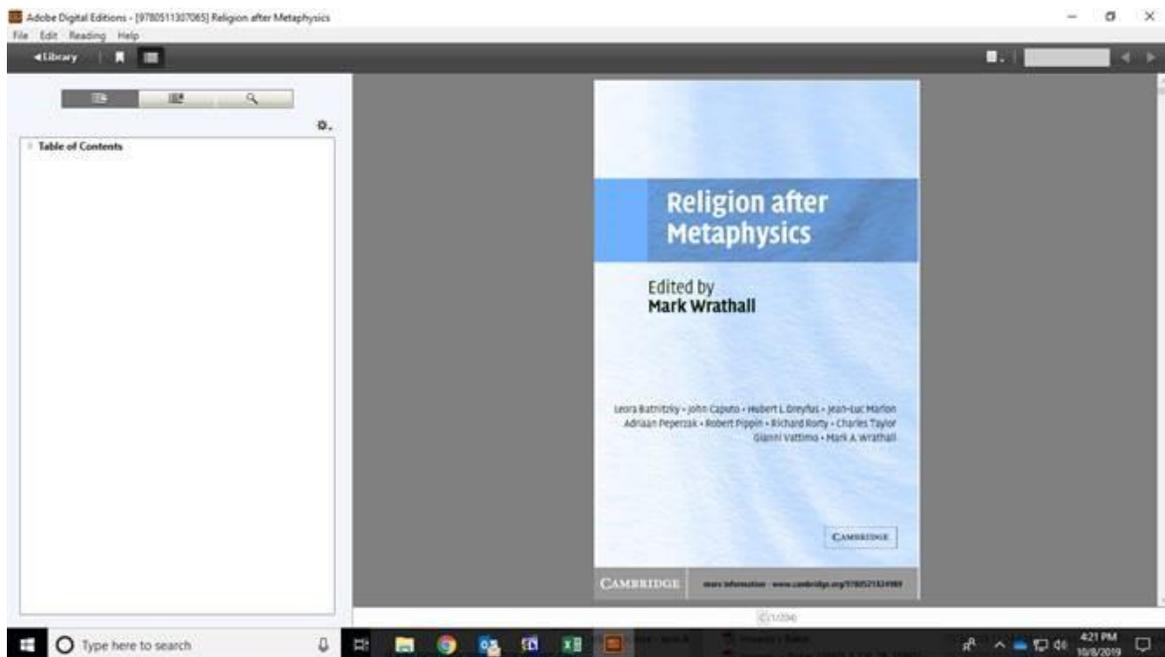
- C. Go to “File” and click on “Add to library”.



- d. Select “Adobe Content Server Message” to see the downloaded files. Then select the required ebook file and 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!