

INFOhio eBooks: Frequently Asked Questions

Q: Where do I find the eBooks?

A. They are in your opac (CAT, not CAT Jr.) and in the Discovery Portal.

CAT:

On the basic search screen, check the eBook option.



The eBooks will be in the right sidebar of the results screen.

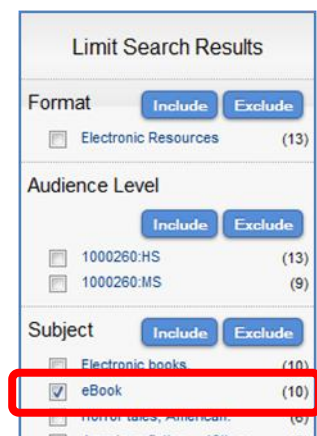


Discovery Portal:

Use the drop down menu at the top of the screen. Select INFOhio eResource Collection and enter your search term.



To see just eBooks in the results, use the Limit Search Results option on the right sidebar. Check eBooks.



Q: What devices support reading the eBooks?

A: The eBooks can be read on most computers, iPads, eReaders, and handheld devices that support a reader application. It is important to download the correct file type.

Q: What are the file types?

A: **EPUB** – these files are specially formatted to be read on an eReader device. The text “floats” so you can enlarge or decrease the font and the pages will adjust accordingly. This is the most popular file type.

HTML – these files can be read immediately on your computer or device. Just click and the eBook will open. This format is good if you want to skim through an eBook, but if you’re going to read cover to cover, a different format would be preferable.

MOBI – obsolete, use KINDLE app.

MP3 - These are audio files. This option requires your computer or device has software installed that can open and play MP3 files. Some examples are QuickTime Player, RealPlayer, Windows Media Player, Windows Media Center, iTunes and MP3 player devices.

PDF – these files are like a snapshot of the original book. The pages do **not** adjust for easy reading.

ZIP – This option compacts the files so you can save them on your computer. You also may want this file if your eBook has images. When you download the ZIP Archive, you’ll get 2 files. The images will be in a separate folder. You must extract or unzip all the images. Then you can open the htm file and read the eBook with the images displaying.

Device	EPUB	MOBI (obsolete)	MP3	ZIP Archive	HTML
Windows devices					
Windows Computers	Yes	Yes - when the Kindle app is installed	Yes	Yes	Yes
Android SmartPhones	Yes - when a compatible eReader app is installed.	Yes - when a Kindle app is installed.	Yes	Yes - when a compatible app is installed.	Yes
Apple devices					

MAC Computers	Yes - when an ereader such as Calibre is installed.	Yes - when the Kindle app is installed.	Yes	Yes	Yes
iPad	Yes – defaults to iBooks.	Yes - when a compatible app (like Kindle) is installed.	Yes	Yes - when a compatible app is installed.	Yes
iPhone	Yes – defaults to iBooks.	Yes - when a compatible app (like Kindle) is installed.	Yes	Yes - when a compatible app is installed.	Yes
eReader Devices					
Aluratek LIBRE	Yes				
Barnes & Noble Nooks	Yes		Yes		
Kindles		Yes			
Kobo eReader	Yes				
Literati Reader	Yes				
Pandigital Novel	Yes				
Sony eReaders	Yes		Yes		

Q: How do I download an eBook to my Nook, Kindle, or other eReader?

- A:**
1. Search the online catalog. Be sure you have eBooks selected as a search option.
 2. On the results screen, you'll see the eBooks on the right.
 3. Click on a book cover for a specific title or click to see a full list of eBook titles.
 4. When the file types are displayed, select ePUB (or select Kindle app).
Click on Download.
 5. Locate the file on your computer. Depending on your browser, it will either be on your desktop or in the Downloads folder.
 6. Verify your eReader is plugged into the computer.
 7. Right click on the eBook file. Click Send to > click on your device name.
 8. The eBook you selected will be either in with the other books on your reader or in the My Documents section of your reader.

Q. How do I download an eBook to my iPad or iPhone?

- A.
1. Search the online catalog. Be sure you have eBooks selected as a search option.
 2. On the results screen, you'll see the eBooks on the right.
 3. Tap on a book cover for a specific title or tap to see a full list of eBook titles.
 4. When the full record is displayed, you'll see the file types.
 5. Tap on Download next to ePUB.
 6. A pop up screen will display the reader apps available on your iPad. Tap the one you prefer. The eBook will be downloaded there.
 7. Open the app to locate your book and start reading.

Q. How do I read the eBooks on my computer?

A. You have three options:

1. View now online:

HTML: With the full record of your eBook displayed, click on "HTML – Click to view HTML version online". This will open the eBook for immediate viewing. However, the book is not saved on your computer. This is a good option if you're just browsing or quickly looking for something specific.

2. Download and save - PDF:

ZIP files: When you click on this option, you'll be presented with a pop up that will allow you to open or save the file. Choose Save. This will save the file to your computer so you can read the eBook without an internet connection. This is also where you will find images. They will be in a separate file that must be extracted or unzipped. Then the images will display when you open the text.

3. Download and open in an ereader program:

PC users: Use the Kindle app.

NOTE: There is a version of Calibre for PCs. However, you must first download and save the file, then import it into the reader.

Mac users: Kindle app or EPUB

This option requires that you have ereader software, such as Calibre, loaded on your machine. Calibre will read both file types. You can download it free here:

http://calibre-ebook.com/download_osx

Calibre will open either EPUB or MOBI records, but you have to download/save the eBook record first. You can then either click the Add Books button within Calibre, or you can simply drag/drop the eBook file from its location into the Calibre window.

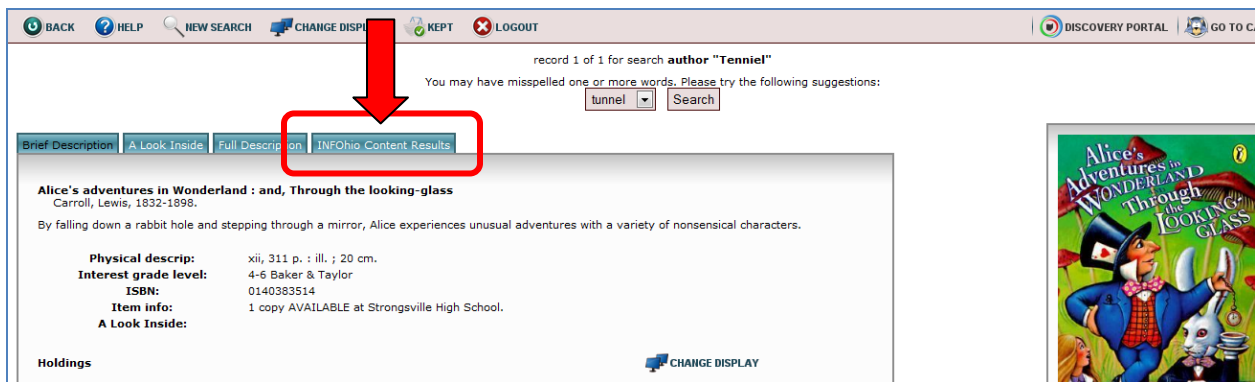
Q. Can I read the eBooks on my SmartPhone?

- A. We haven't been able to test all smart phones. However it appears that if your phone can support a reader app, you should be able to do it.
- iPhones – follow the directions for iPads. The INFOhio eBooks work well with the iBook app, however you may find other apps you prefer.
 - Android – follow the directions for eReaders to locate a title you want.
 - Download the EPUB file for your selected eBook. Note that your downloaded book will be in the Downloads folder on your sdcard.
 - In your eReader app, navigate to /sdcard/Downloads.
 - If you have trouble, please refer to the Help section of your app for further directions.

Q. I'm not seeing eBooks on the right sidebar.

A. Be sure you check eBooks when you launch your search.

When there is only 1 matching record in the local catalog, CAT displays results differently. Instead of a multiple results display, you will see the Brief Description for the one local record. The right side of the Brief Description screen is reserved for any cover art that may be available for that title. To check for any DVC/eBook titles click on the INFOhio Content Results tab above the displayed record.



The screenshot shows a search results page with three tabs: 'Brief Description', 'Full Description', and 'INFOhio Content Results'. The 'INFOhio Content Results' tab is active. Below the tabs, it says 'INFOhio Content matching your search are shown below:' and '1 eBooks found.' A small thumbnail of the book cover is shown on the left. To the right, the title 'EBOOK Tenniel Illustrations for Alice in Wonderland' is displayed. Below the title is a list of scene descriptions: 'King and Queen inspecting tart in courtroom -- White Rabbit checking watch -- Alice finding tiny door behind curtain -- Alice stretched tall -- Giant Alice watching Rabbit run away -- Alice in pool of tears -- Alice with Mouse in pool of tears -- Dodo presenting thimble -- Mouse telling story to birds and Alice -- Alice cramped in Rabbit's house -- Alice's hand grabbing at Rabbit -- 'There goes Bill' -- Dog looking at tiny Alice -- Alice meets the Caterpillar -- Father William standing on head --...more...'

Q – How do I limit my search results by grade level?

A. **In CAT**, this is an option that can be turned on by your ITC. You must contact your provider to let them know you want it. By default, all results display.

This option will filter the results only and cannot be used by a patron when launching a search. Results are based on the library selected when entering the opac. You may select results that include Elementary, Middle, High, Lower (Elementary and Middle), or Upper (Middle and High).

In the Discovery Portal results are automatically filtered by the room you start in. For example, if you launch a search from the Middle School Resources page, all the eBooks in the hit list will be suitable for Middle School students.

The screenshot shows a search results page titled 'INFOhio Videos & eBooks' with '16 eBooks found'. A red box highlights a note: 'Note: Results limited to items suitable for Elementary School or Middle School students'. Below the note is a button that says 'Click to view all results'. Two eBook results are shown. The first is 'The tale of the pie and the patty pan' by Beatrix Potter, with 'ES' and 'MS' filters highlighted in a red box. The second is 'The Tale of Mrs. Tittlemouse' by Beatrix Potter, also with 'ES' and 'MS' filters.

Q. How do I search for a list of all the titles in the INFOhio eBook Collection?

A. In CAT, check the eBook box and do a **subject** search for **ebook**. (keyword). You may need to click on the INFOhio Content Results tab to see the list.



Keyword
 Browse
 Exact

Search words:

library:

Include results from INFOhio collection(s)? Videos eBooks

item group:

sort by:

Q. How do I search for a list of all the INFOhio eBooks?

A. In CAT, check the eBook box and do a **subject** search for **electronic books**.(keyword).

The direct link for creating an up-to-date eBook title list is:

<http://content.infohio.org/ebooktitles.pdf>

...and author list is:

http://content.infohio.org/ebooktitles_by_author.pdf

Q. How do I search for a list of all the INFOhio audiobooks?

A. In CAT, check the eBook box and do a **subject** search for **audiobooks** (keyword)