

Find and print from a Proquest ebook

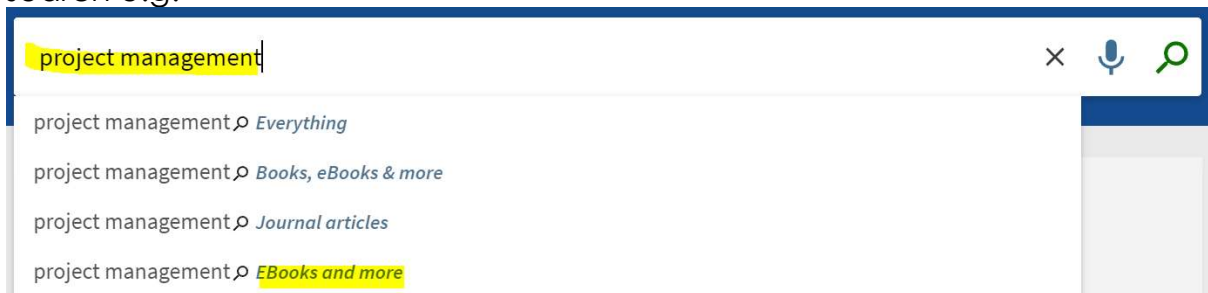
1. Things to check **if you are on an Ara campus** using your own personal device:
 - a. Are you **logged in to Ara wifi** and not Ara Guest?
 - b. Have you cleared your browsing data? (Use the **Ctrl Shift Delete** keys as a short cut on a **PC** or **Command Shift Delete** keys on a **Mac**).

2 Begin at My Ara: <https://myara.ara.ac.nz/>

3 Click on the **Library Search** file.



4. Type in your search terms and click on **EBooks and more** to action the search e.g.

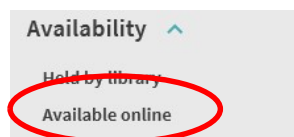


Note: You can also enter your search terms by clicking the microphone icon

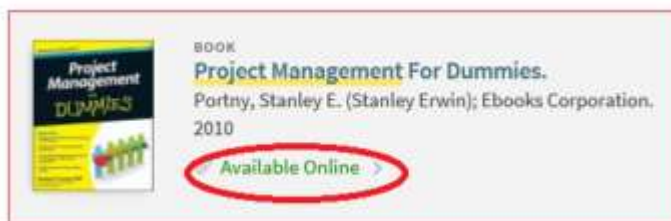


and speaking your search terms into your device.

5. Under your chosen title click on **Available online**.

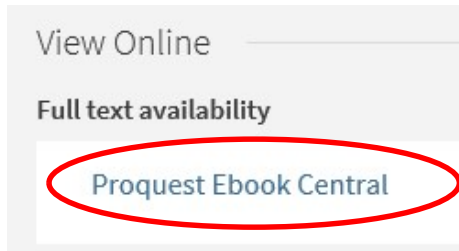


6. Click on **Available online** under a book record.



7. Under **View Online** click on the link under **Full text availability**

e.g. ProQuest Ebook Central in the example below:



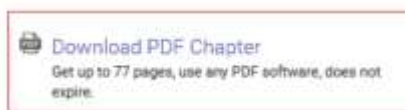
8. Use your **student username and password** to log in if you are prompted.

View your e-book

Click  to read and search the ebook by keyword.

Download a chapter in your ebook to print out as a PDF

9. Click "**Download PDF Chapter**" (Note : In this example you can download up to 77 pages under copyright conditions for this title.)



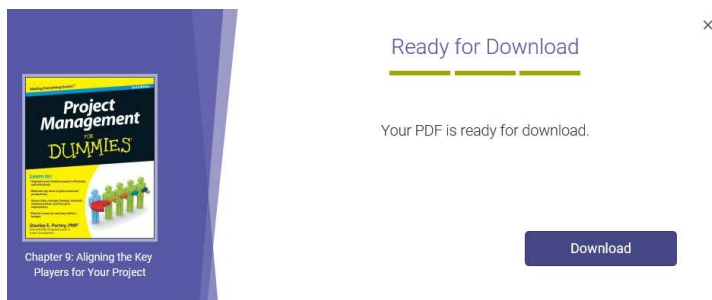
10. Navigate to the chapter you wish to download and click on **Download PDF**

(Note: In this example I have downloaded 14 of the 77 page limit I am allowed to download, so I can still download another 63 pages.)



11. Click on **Check out Ebook.**

12. Click on **Download** and **print** your chapter (PDF).



If your ebook is a Proquest ebook then see our guide on how to download a whole ebook in our **How do I** guides at <https://subjectguides.ara.ac.nz/getsetupforstudy/howdoi>

For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz