

Downloading an eBook

If you want to view your eBook offline for 1-4 days, follow these steps.

Add the correct software

If you're using a PC or a Mac computer download Adobe Digital Editions (if you don't already have it).

If you're using a mobile device such as an iPad or Android, download the free **Bluefire Reader** app.

Select your eBook

Follow the steps provided on the inside pages.

Download

- 1 Click on **Full download** to check out for a day or more

 Full Download

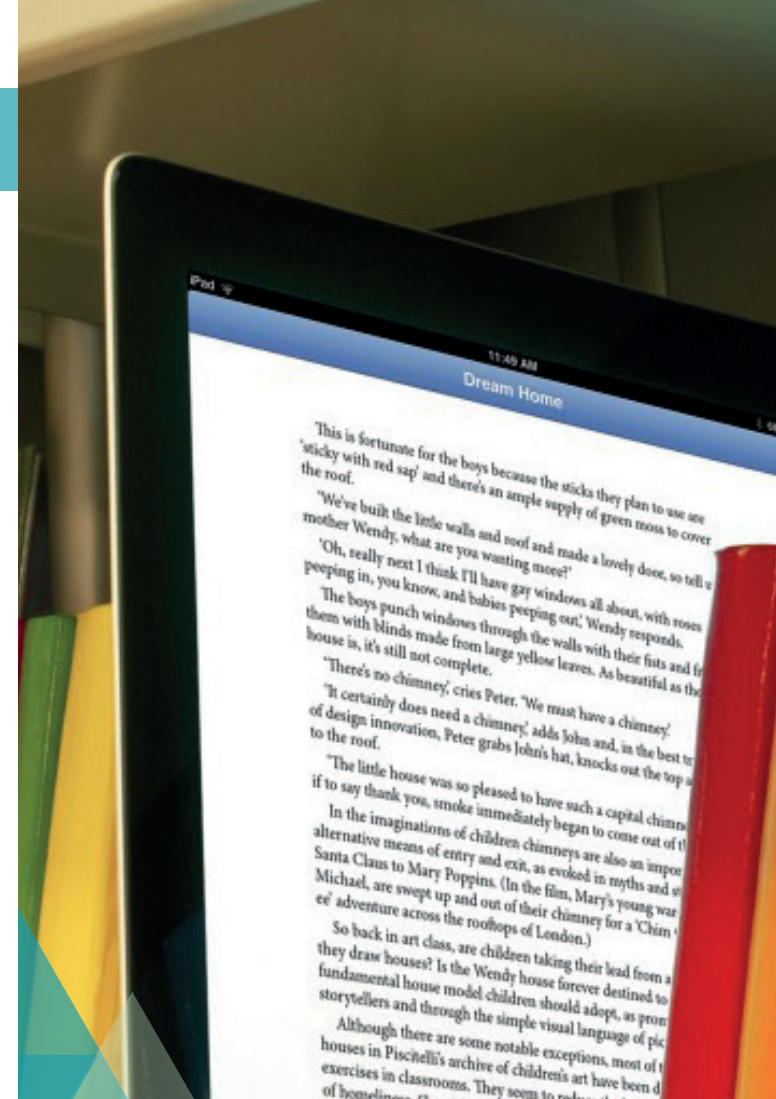
- 2 Select the device you are using and follow the on screen prompts.

For further assistance contact:
Academic Support Services
03 940 8089
library@ara.ac.nz

03862

Kā tautoko ako
Academic Support Services

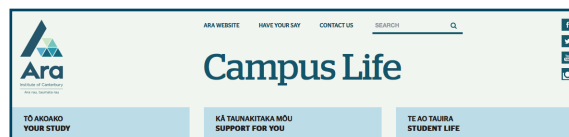
Accessing library eBooks



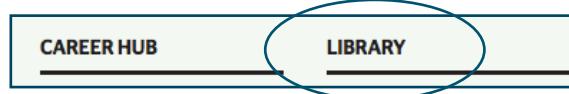
The Library has an extensive range of eBooks. You can access them easily following these steps.

Go to Campus Life

Open the Campus Life website at:
<http://campus.ara.ac.nz/>



Open the Library section



Use the Search function

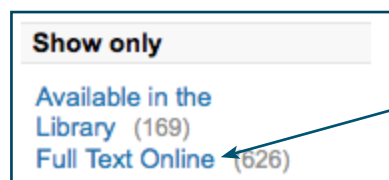
1 Enter simple keywords in the search box

The screenshot shows a search interface with two tabs: 'Books & More' (selected) and 'Journal Articles'. Below the tabs is a search input field with the placeholder text 'Search Books and More' and a magnifying glass icon on the right.

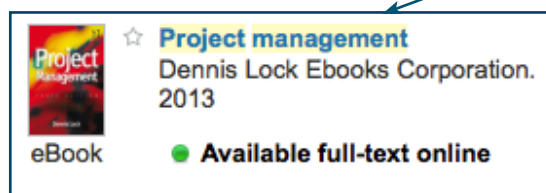
2 Click on a **topic** if it's useful



Select the Full text online



Select the title you wish to view



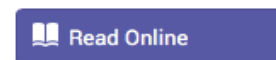
Login

When prompted, log in with your network username and password

The screenshot shows the 'Library Databases' login page. It has a header with the Ara logo and the title 'Library Databases'. Below the header, it says 'To login to please enter your network username & password to give you access.' There are two input fields for 'Username:' and 'Password:', and a 'Login' button at the bottom right.

View and print

1 Click on the Read Online button



2 Click on print icon in the top bar



3 Click **Check Out Ebook**



4 Now you can print current page, selected pages or a chapter.

TIP: It's a good idea to change the citation style to APA for it to appear on your printout.