

e-Books: Finding and Downloading

Notes

- This guide shows how to find UNG e-books, download them, and move them to your device for offline reading.
- You can read e-books on the computer without downloading them. You can also download or print sections of the book easily. Downloading and transferring entire e-books involves many steps.

Finding and Reading e-Books Online

From the UNG Libraries homepage (ung.edu/libraries), click the **Find Books +** tab.

Search for a title, author, or topic.



Narrow to e-books only:
 Under *Show only*,
 click *Full Access Online*
 AND
 under *Format*,
 click *Books*

Access an e-book:

Click *View It*, then click the link after *Full text available at*

A new window will open. To read the e-book on the computer without downloading it, look for a button like “PDF Full Text” or “Read Online”



Downloading or Printing Sections to Read Offline

- It's much faster and easier to download a few pages than to download the full e-book.
- You may only be able to download a **limited number of chapters/pages** from the e-book.
- Open the e-book. Select a chapter or page. Look at the top for an icon to save, download, or print.



- After your PDF is created, you can save the PDF, email it to yourself, or print it out.

Downloading a Full e-Book to Read Offline

- Open the e-book. Look for a “download” option. Examples:
- You may need to create user accounts with Adobe, ProQuest, and/or EBSCOhost.
- You may need to download apps or programs like Bluefire Reader, EBSCOhost app, or Adobe Digital Editions.

