



A Guide for eBooks

What are eBooks?

EBooks are electronic versions of printed books. eBooks can be viewed through GALILEO (Georgia Library Learning Online). The URL for GALILEO is <http://www.galileo.usg.edu> You can browse ebooks for quick research and reference or check them out and read them at your leisure. You do not have to worry about returning them. Ebooks are automatically returned at the end of your checkout period.

What is netLibrary?

NetLibrary provides access to over 15,000 electronic books (eBooks), including reference books, scholarly monographs, publications of many university presses, and consumer books that have been converted into digital format. It is possible to perform full-text searches of a single eBook, search thousands of volumes simultaneously, browse topic categories, or read eBooks directly online.

Note: Every individual user must create a personal user name and password at an IP-validated computer in the library. Once the account is created, you will be able to access netLibrary eBooks from any computer. You can set up your user name and password by coming to the GTC Library and accessing GALILEO.

Please contact the Griffin Technical College Library if you have questions or need help.

**Hours of Operation:
Monday-Thursday
7:30 a.m.-9:00 p.m.**

**Friday
7:30 a.m.-4:30 p.m.**

**Saturday
8:30 a.m.-noon**

**501 Varsity Rd.
Griffin, GA 30223
Phone: 770-412-4755
Email: dbunnell@griffintech.edu
sbrooks@griffintech.edu**

***NOTE: Instructions for creating an netLibrary account are found on the back of this handout**

Creating an eBooks Account

- ◆ NetLibrary is available through GALILEO at www.galileo.usg.edu and can be accessed from the GTC Public Access Catalog (Surpass).
- ◆ At the GALILEO homepage move the mouse over the News/Facts Reference tab on the GALILEO home page.
- ◆ Click on books and book reviews from the pull down menu.
- ◆ Click on netLibrary from the list on screen.
- ◆ If you only want to search and browse eBooks, you do not need an account that identifies you as a n authorized user.
- ◆ On the netLibrary page click on the link in the right hand column that says create an account.
- ◆ At the create an account web page fill out the necessary information needed to create your account and click on the submit button.
- ◆ ***Every time you wish to check out an eBook you must log in by clicking on the log in link on the netLibrary page.***

Accessing the eBook Collection

- ◆ You can search the GTC Library Public Access Catalog using Surpass.
- ◆ At the search page type in a keyword and click search button.
- ◆ A list of items will appear, eBooks will appear first in the list with the icon Online beside the title.
- ◆ Click on the title of the book and you will get the record. Then click the link to netLibrary.
- ◆ Now you are at the netLibrary page in GALILEO. You must have already set up your account in GALILEO to be able to log in and check out the book.
- ◆ If you want to check out the book then click on checkout. The book checks out for four hours.
- ◆ You will then need to log in with your user name and password.
- ◆ You can then view the book.
- ◆ After you have logged in and checked out the book you view by clicking on view this eBook.
- ◆ You can view and also search within the book and print our sections of information you may need.

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is mak-



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ing it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special

offer that promotes a new product.

You can also research articles or find

“filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new

procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an

editorial. You can also profile new employees or top customers or vendors.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to

convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several



Caption describing picture or graphic.

tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Griffin Technical College

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
Email: xyz@microsoft.com

Your business tag line here.

We're on the Web!
example.microsoft.com



This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all

employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is

a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.