

HCI Digital Library Manual (In school)

If you are accessing through the use of the school PC/laptop in the Library or Computer Lab or in the classroom.

Step 1 : Login to the school PC/laptop using your own HCI account and password.

Once you have successfully logged in,



Double click this icon found on the desktop and you will be able to see the screen below.



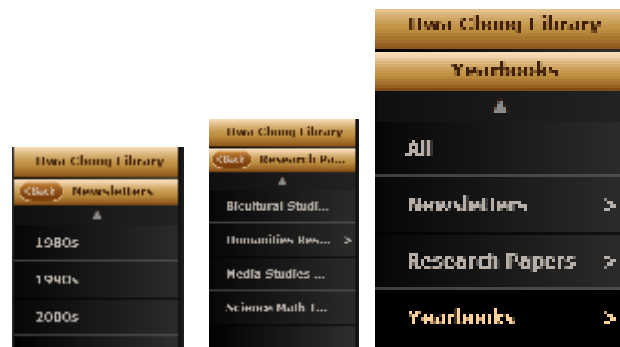
Step 2 : Click the  to start.

It will launch the screen below to show all the Digital books in the HCI Digital Library

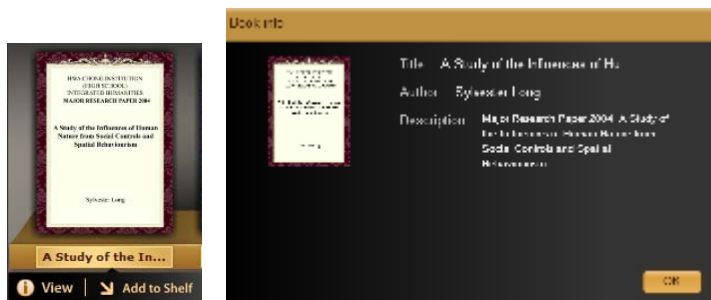


Step 3: Click the category of your choice (Eg :Newsletters, Research Papers or

Yearbooks) from the left panel.



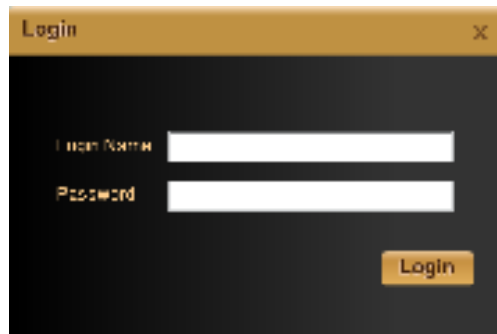
Place the cursor over the book cover selected and click the View button.



You will be able to view the description of the digital book info as shown above.

Step 4: Click the login icon - **Login** found on the top right hand corner once you have decided on the book that you want to read.





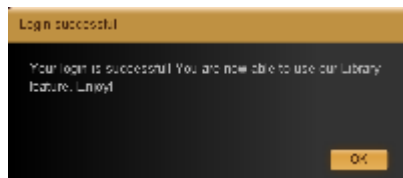
When the login page appears

Step 5: Use the following login name and password.

Login Name : your hci email address (eg : gohsm@hci.edu.sg)

Password : koobits

You will see the screen below once you have logged in successfully.



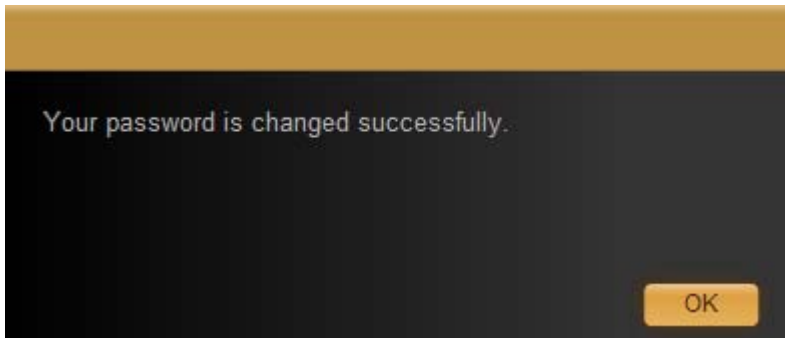
Step 6: To change to your preferred password, you need to click on your name which will appear at the top right corner.



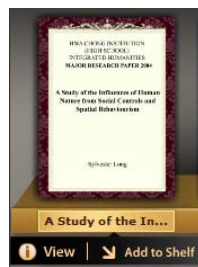
After clicking , you will see the change password menu. Current password is koobits. You can create your preferred password here.



You will receive this prompt when your password has been changed successfully.

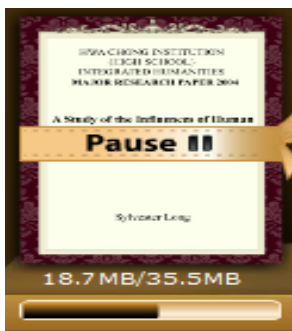


Step 7 : To access the full view of the digital book, place the cursor over the book cover.

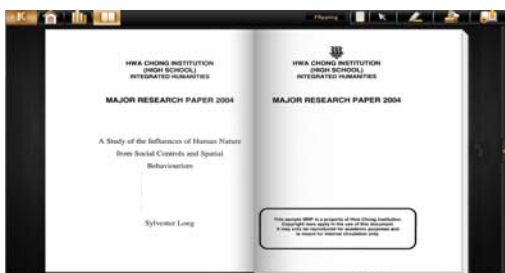


Click “Add to Bookshelf” and “Download” the digital book of your choice.


Once it has been downloaded, you will see the screen below.

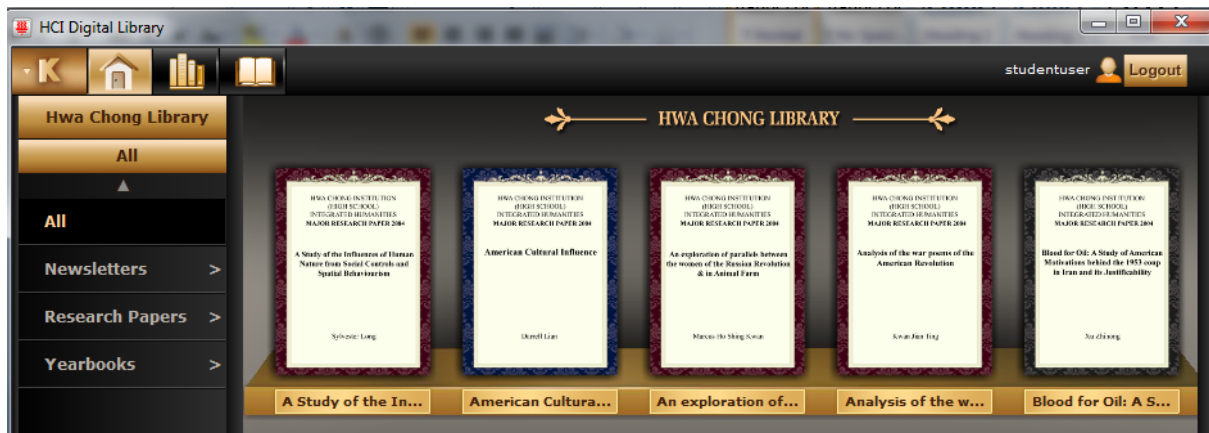


Double click the book cover to read in full mode



If you wish to access other ebooks, click on the “Library” button at the top left

corner of the software  to access the full range of Digital books.



Repeat step 7

Happy using the HCI Digital Library !!!