

Import eBooks



This page has been moved over to <https://support.goalexandria.com/knowledge-base/best-practices-for-ebooks/#importebooks>

Import eBooks

There are several simple steps involved when importing eBooks into Alexandria.

For illustrative purposes, the examples below will use our downloadable Capstone Interactive Library selection of free eBooks to demonstrate the process of importing eBooks. Feel free to follow along (and get some free eBooks) or substitute our examples with eBooks of your own; either way, the method for importing remains the same.

See also [Add Titles > Import Electronic Resources](#)

1. Set Your Preferences

Enable Capstone Interactive:

1. Go to **Preferences > Services**.
2. Select **Capstone Interactive** from the list on the left.
3. On the **Settings** tab to the right, toggle the ON to enable, and make sure you have a valid Vendor URL.
4. If you made any changes, click **Save**.
5. Next, go to **Tools > Policies**.
6. You should already have an eBook Item Policy. However, if you don't (or you would like to modify it), you can do so here.
 - a. Read [Item Policies](#) to find out how to add or modify item policies.
 - b. As a general rule, eBook policies should have No Loan Period and allow no holds, reservations, or fine amounts.
7. If you made any changes, click **Save**.

2. Download MicroLIF Records

1. Go to <https://www.goalexandria.com/resources/partner-files/> and scroll down to the partner files.
2. Click both **Capstone MicroLIF File** and **24 Capstone Interactive Library Book Covers** to download the ZIP files to your computer.
3. In order to import the item records, you'll need to open the zipped file. Find **Microlif.001.zip** on your computer and open it. Another file called **Microlif.001** should appear.
4. (See also [Capstone Interactive](#))

3. Import Item Records

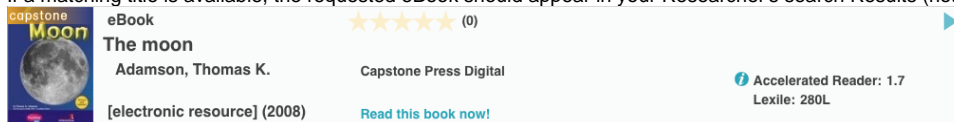
1. Go to **Operations > Import > Items**.
2. Click **Choose File** and find **Microlif.001** on your computer. Select the file and click **Open**.
3. On the **Settings** tab, select **Add Titles**.
4. On the **Options > Title** subtab, select your eBook policy from the dropdown menu.
5. Click **Run**.

4. Import Cover Art

1. Go to **Operations > Import > Images**.
2. Click **Choose File** and find **CILcovers.zip** on your computer. Select the file and click **Open**.
3. On the **Settings** tab, select **Item Cover Art**.
4. Click **Run**.

5. Access Your eBooks

1. Go to **Researcher > Search** or **Explore**.
2. In the Search field, type the exact name of one of your Capstone Interactive Library titles (e.g. "The Moon").
3. If a matching title is available, the requested eBook should appear in your Researcher's search Results (note the "ONLINE" status):



4. Next, click on the cover art or the link text to begin reading.
5. Your internet browser will open the eBook in a new browser window.
6. If, for some reason, your eBook doesn't appear, make sure that your firewall is configured to allow access to the URLs in question and that you don't have browser-integrated popup blocking inadvertently closing your eBooks.

1. Set Your Preferences

Enable Capstone Interactive:

1. Go to **Tools > Preferences > Extras**.
2. Select **Capstone Interactive** from the list on the left.
3. On the **Preferences and Tools** tab to the right, check the **Enable Capstone Interactive** box, and make sure you have a valid Vendor URL.
4. If you made any changes, click **Save**.
5. Click **Show All** in the top left corner of your window to return to Preferences.
6. Next, go to **Preferences > Policies**.
7. You should already have an eBook Item Policy. However, if you don't (or you would like to modify it), you can do so here.
 - a. Read [Item Policies](#) to find out how to add or modify item policies.
 - b. As a general rule, eBook policies should have No Loan Period and allow no holds, reservations, or fine amounts.
8. If you made any changes, click **Save**.

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3. Import Item Records

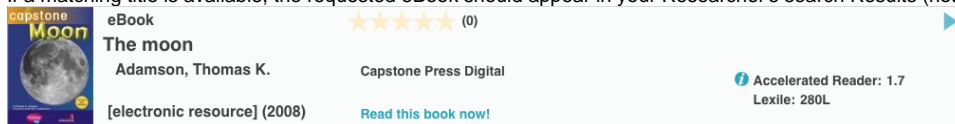
1. Go to **Tools > Import > Items**.
2. Click **Choose File** and find **Microlif.001** on your computer. Select the file and click **Open**.
3. On the **Settings** tab, select **Add Titles**.
4. On the **Options > Title** subtab, select your eBook policy from the dropdown menu.
5. Click **Run**.

4. Import Cover Art

1. Go to **Tools > Import > Images**.
2. Click **Choose File** and find **CILcovers.zip** on your computer. Select the file and click **Open**.
3. On the **Settings** tab, select **Item Cover Art**.
4. Click **Run**.

5. Access Your eBooks

1. Go to **Researcher > Search** or **Explore**.
2. In the Search field, type the exact name of one of your Capstone Interactive Library titles (e.g. "The Moon").
3. If a matching title is available, the requested eBook should appear in your Researcher's search Results (note the "ONLINE" status):



4. Next, click on the large Capstone Interactive graphic to begin reading.
5. Your internet browser will open the eBook in a new browser window.
6. If, for some reason, your eBook doesn't appear, make sure that your firewall is configured to allow access to the URLs in question and that you don't have browser-integrated popup blocking inadvertently closing your eBooks.