

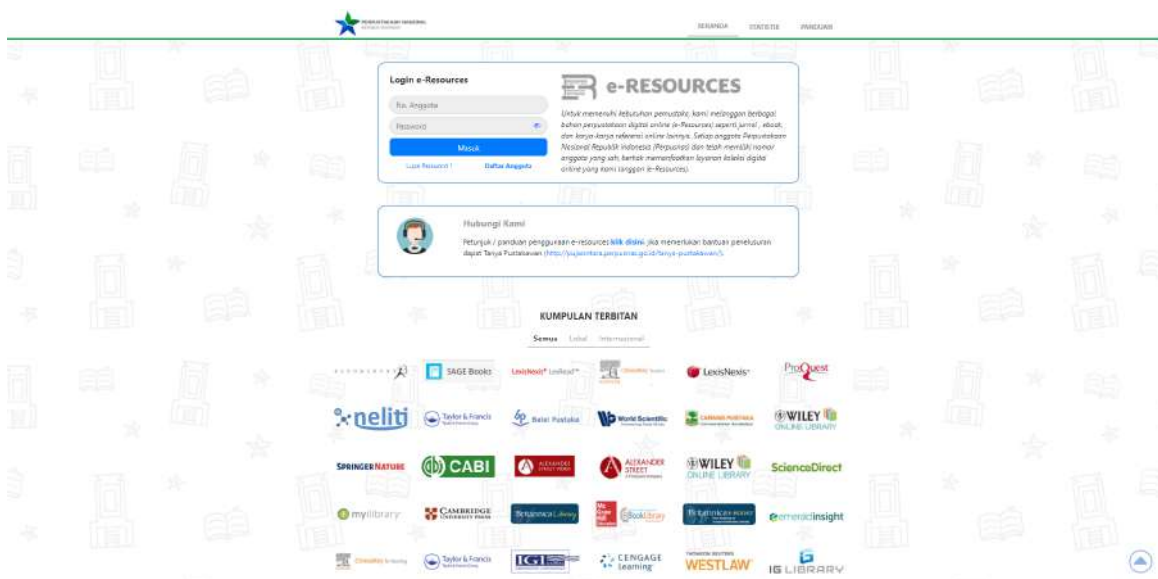


PERPUSTAKAAN NASIONAL  
REPUBLIK INDONESIA

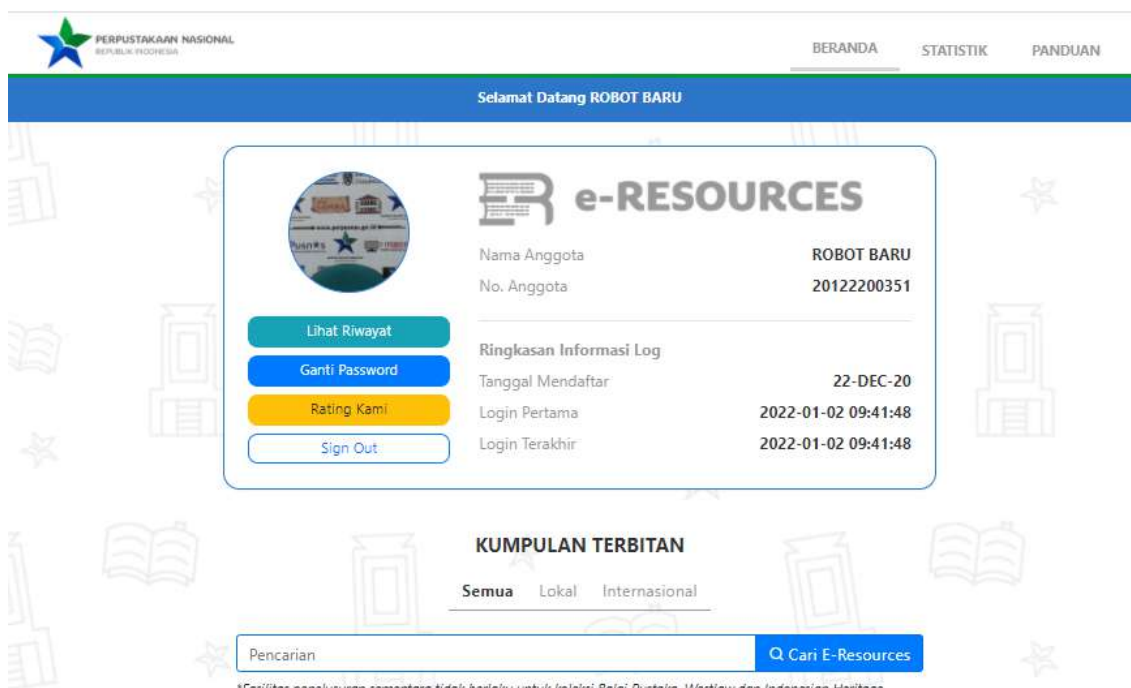
## PANDUAN AKSES e-RESOURCES

**Provider** : EBSCO Host  
**Kreator** : Achmad Riyadi Alberto, S. Ptk.  
**Tanggal Dibuat** : 9 Februari 2022  
**Tanggal Update** : 9 Februari 2022

1. Buka [e-resources.perpusnas.go.id](http://e-resources.perpusnas.go.id) dan login menggunakan nomor anggota dan password yang diinput saat pendaftaran.



2. Tampilan setelah login akan seperti ini.

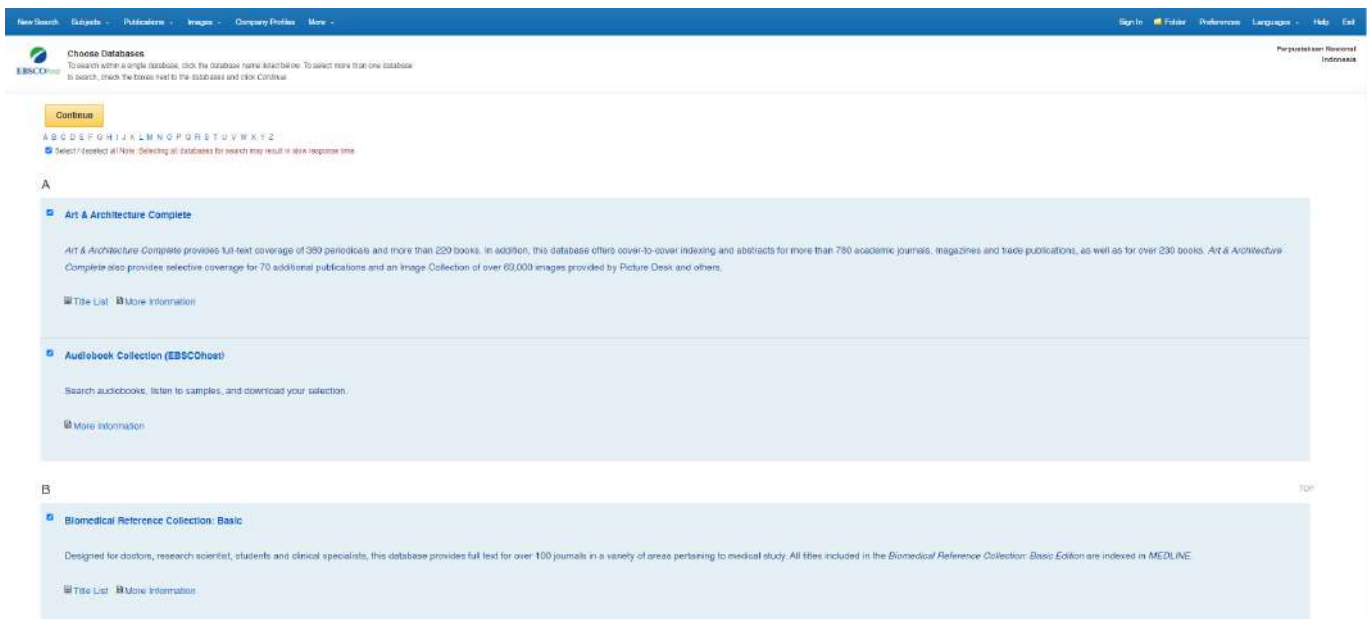


\*Fasilitas penelusuran sementara tidak berlaku untuk koleksi Balai Pustaka, Westlaw dan Indonesian Heritage

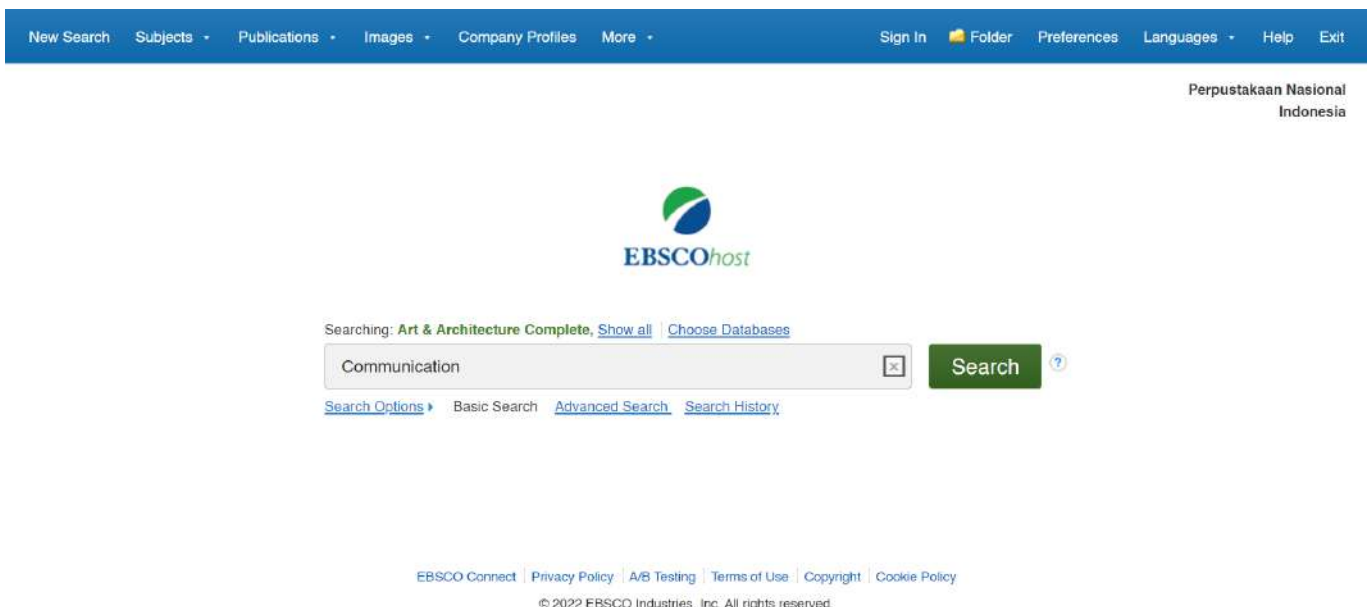
3. Scroll ke bawah dan temukan Ebsco Host, lalu klik Tautan.



4. Setelah itu akan diarahkan ke Ebsco dengan tampilan seperti ini, berikan ceklis (✓) pada semua database lalu klik Continue.



5. Tampilan akan berubah seperti ini, kemudian ketik kata kunci pada kolom pencarian (gunakan bahasa Inggris) misalkan "Communication" lalu klik Search.



## 6. Akan muncul hasil pencarian seperti ini.

The screenshot shows the EBSCOhost search interface. The search term 'Communication' is entered in the search bar. The results page displays two main entries:

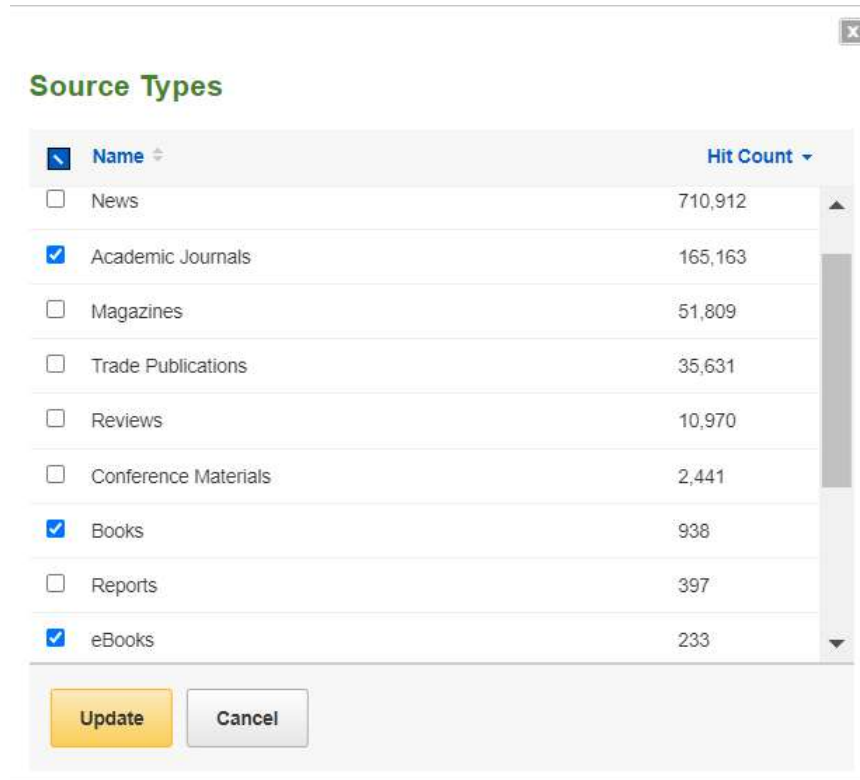
- 1 Communication : How to Connect with Anyone**  
By Gill Hasson. (Place of publication not identified) : Capstone, 2019. eBook., Database: eBook Collection (EBSCOhost)  
Communicate more easily and effectively in any situation! Every day, you have the opportunity to interact with people in different areas of your life. In public, at work and at home, with colleagues...  
Subjects: BUSINESS & ECONOMICS / Business Communication / General; SELF-HELP / Personal Growth / General; Miscommunication; Communication  
eBook. PDF Full Text EPUB Full Text  
Table of Contents Most Relevant Pages From This eBook
- 2 Accessible Communication: A Cross-country Journey**  
By Elisa Perigo. Series: Easy-plain-accessible, vol. 4. [S.l.] : Frank & Timme GmbH, 2020. eBook., Database: eBook Collection (EBSCOhost)  
Easy-to-Understand (E2U) text practices enable and facilitate accessible communication. E2U refers both to Plain and to Easy Language. These two powerful methods of language and content comprehension...  
Subjects: LANGUAGE ARTS & DISCIPLINES / Linguistics / Historical & Comparative; LANGUAGE ARTS & DISCIPLINES / Communication Studies; Communication  
eBook. PDF Full Text  
Table of Contents Most Relevant Pages From This eBook

Below the text results, there are three video thumbnails under the heading 'Results from Video Providers (3 of 32)'. On the right side, there are sections for 'Company Profiles', 'NewsWires', and 'Web News'.

7. Tidak semua hasil pencarian yang muncul dilanggan oleh Perpustakaan, setelah hasil pencarian di atas keluar pastikan lihat ke menu sebelah kiri. Pada bagian **Limit To**, pilih **Full Text** maka akan tampil hasil yang dilanggan / diakses secara full text. Jika kita memiliki jangka waktu terbitan tertentu, bisa atur pada **publication date**, misalkan 10 tahun terakhir. Contoh seperti gambar dibawah.

The screenshot shows the 'Limit To' filter menu. The 'Full Text' option is selected with a checked checkbox. Below it are 'References Available' and 'Peer Reviewed' options, both with unchecked checkboxes. Underneath, there are 'From:' and 'To:' input fields with '2012' and '2022' respectively, and a 'Publication Date' label. A horizontal slider bar is visible below the date fields. At the bottom, there is a 'Show More Options set' link.

8. Pilih pada jenis koleksi yang ingin kita baca pada menu **Source Types**, misalkan kita pilih buku dan jurnal maka klik **Show more** lalu pilih pada **Academic Journals**, **Books** dan **e-Books** lalu klik **Update**.



Name	Hit Count
<input type="checkbox"/> News	710,912
<input checked="" type="checkbox"/> Academic Journals	165,163
<input type="checkbox"/> Magazines	51,809
<input type="checkbox"/> Trade Publications	35,631
<input type="checkbox"/> Reviews	10,970
<input type="checkbox"/> Conference Materials	2,441
<input checked="" type="checkbox"/> Books	938
<input type="checkbox"/> Reports	397
<input checked="" type="checkbox"/> eBooks	233

Update Cancel

9. Pada koleksi yang bisa dibaca / dilanggan akan muncul salah satu pilihan atau lebih dengan tulisan **Full Text PDF** (Buku & Jurnal), **HTML Full Text** (Jurnal), **EPUB Full Text** (Buku), **View Records in DOAJ** (Jurnal Open Access), dan **View Records in OpenAIRE** (Jurnal Open Access).

1. **Communication : How to Connect with Anyone**



By: Gill Hasson. [Place of publication not identified] : Capstone, 2019. eBook., Database: eBook Collection (EBSCOhost)

Communicate more easily and effectively in any situation! Every day, you have the opportunity to interact with people in different areas of your life. In public, at work and at home, with colleag...

**Subjects:** BUSINESS & ECONOMICS / Business **Communication** / General. SELF-HELP / Personal Growth / General. Miscommunication. **Communication**

eBook

 PDF Full Text  EPUB Full Text

[Table of Contents](#) [Most Relevant Pages From This eBook](#)

11. **When Change Readiness Spirals Down: A Mixed-Method Case Study of Change Communication at a European Government Agency.**



By: Van Praet, Ellen, Van Leuven, Sarah. *International Journal of Business Communication*. Jan2022, Vol. 59 Issue 1, p104-125. 22p. 5 Charts. DOI: 10.1177/2329488418808017. . Database: Communication & Mass Media Complete

This article presents a single case study investigating the role of change communication in the early stages of change implementation at a European government agency. It adopts a multimethod appr...

**Subjects:** **Communication**; Quantitative research; Other General Government Support; Other local, municipal and regional public administration; Other provincial and territorial public administration; Other federal government public administration; Organizational change; Government agencies; Qualitative research methodology; Cynicism

Show all 5 Images



 HTML Full Text  PDF Full Text (408KB)

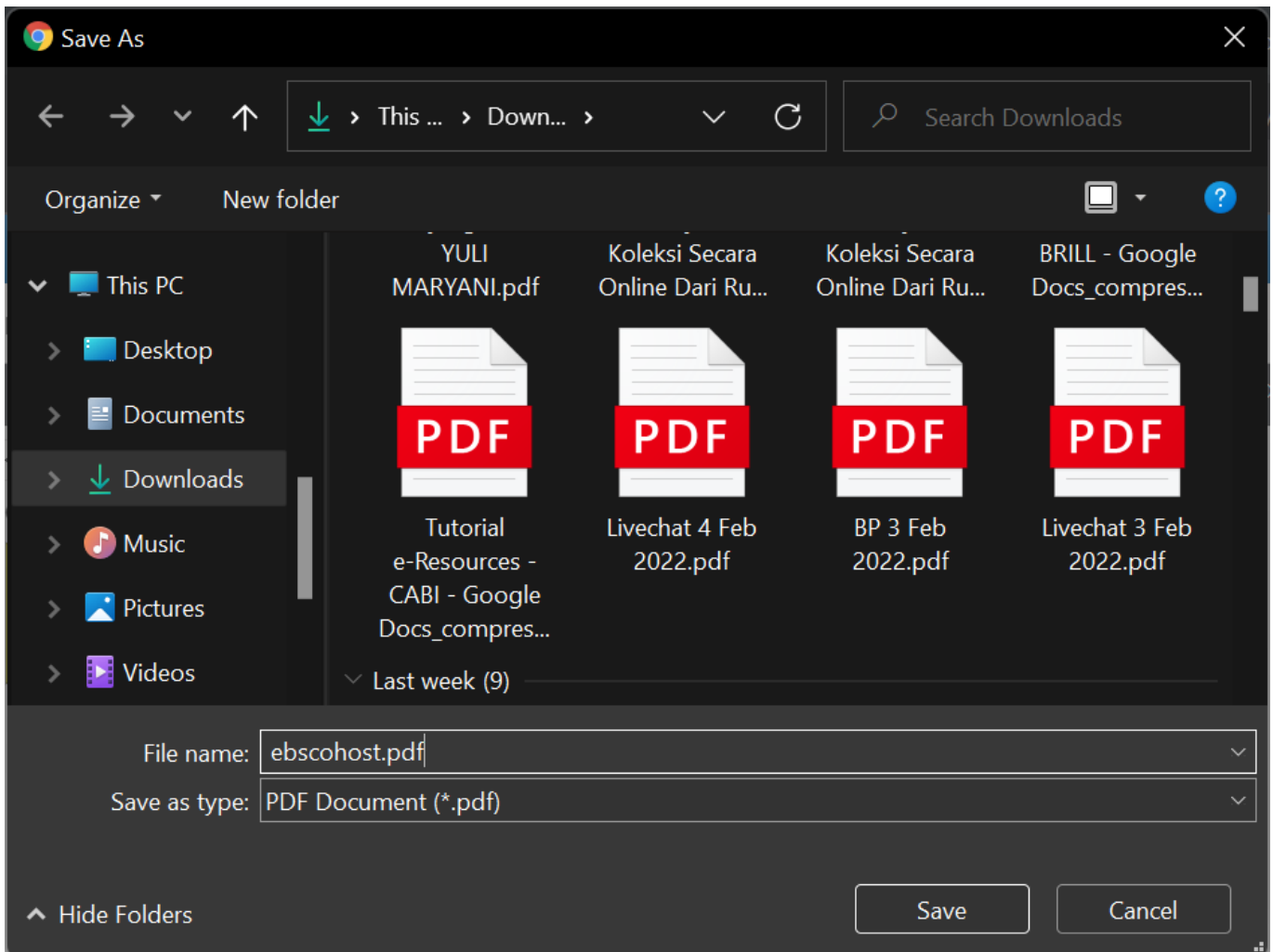
10. Jika kita ingin mengakses **e-Books**, maka klik pada **Full Text PDF** atau **EPUB Full Text**. Misal klik pada EPUB **Full Text** kemudian akan muncul tampilan seperti ini.



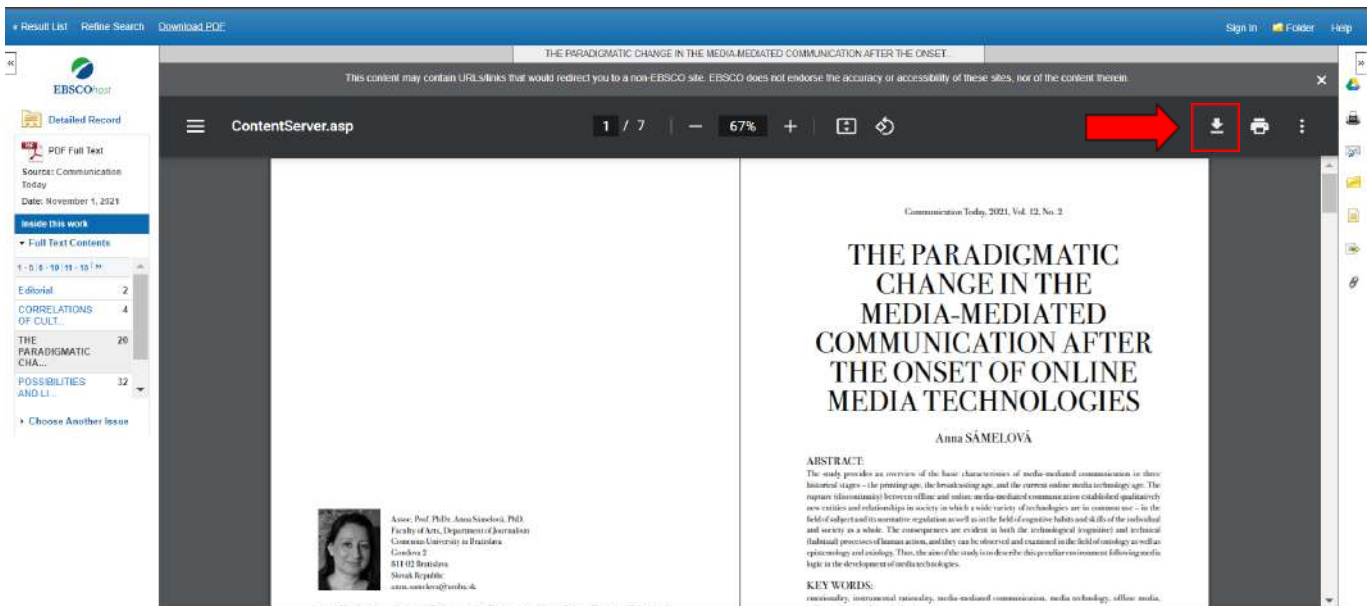
11. **e-Books** bisa dibaca secara **full text**, jika ingin mengunduh bisa klik **Save Pages** maka akan muncul tampilan seperti ini. Perhatikan pada **Page Limit** karena setiap **e-book** memiliki **page limit** yang berbeda, pada contoh dibawah ini **page limit** adalah 60 halaman. Artinya kita bisa mengunduh bukunya per 60 halaman, setelah mengunduh 60 halaman maka **page limit** akan berubah menjadi nol "0", untuk mengembalikan **page limit** menjadi 60 halaman lagi kita bisa **logout** dan **close Ebsco Host** dan **e-Resources** kemudian lakukan **login ulang** dan ikuti langkah 1-10 seperti pada panduan ini, lakukan berulang sampai mencapai jumlah halaman yang diinginkan.

The screenshot shows a dialog box titled 'Save Pages to PDF'. It has a yellow background for the 'Page Limit' section. The text in this section reads 'Page Limit ?' and 'Number of pages available: 60'. Below this, there are three radio button options for 'Include in PDF': 'Current page', 'Current page and the next 59 pages', and 'This section: 103 pages'. The 'Current page and the next 59 pages' option is selected. At the bottom, there are two buttons: 'Save PDF' and 'Send as E-mail'.

12. Setelah klik **Save PDF** maka akan muncul jendela baru untuk menyimpan berkas di komputer / perangkat. **Simpan sesuai lokasi dan judul yang diinginkan**, kemudian klik **Save** dan *e-book* akan tersimpan di perangkat kita.



13. Jika kita ingin mengakses **Jurnal**, klik **Full Text PDF** atau **HTML Full Text** pada **artikel yang ingin kita baca / unduh**. Misal klik pada **Full Text PDF** maka muncul tampilan seperti ini.



14. **Klik pada ikon unduh** seperti gambar diatas, lalu **simpan di perangkat kita** di tempat dan nama berkas yang dikehendaki. Maka artikel jurnal bisa **dibaca secara offline** dan **full text** di perangkat kita, kemudian **Selesai**.

