

VitalSource Bookshelf Student Guide

Bookshelf Mac + PC

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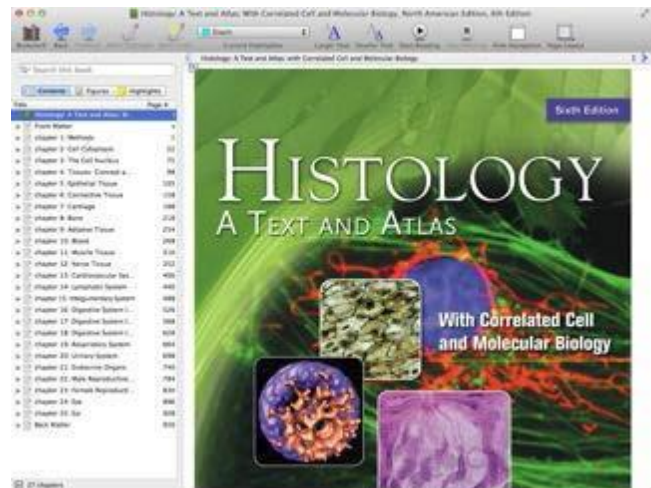
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NAVIGATE YOUR LIBRARY:

- Double click on any of the eTextbooks in your library to download and read. Once downloaded you can read, highlight, and make notes while offline.
- Click once on a book cover to have the Table of Contents appear in the right pane. Double click on a section of the Table of Contents to open to that location inside the eTextbook.
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- Add new highlighters by clicking on the icon at the bottom of the window.

NAVIGATE YOUR TEXTBOOK

- The Table of Contents is displayed in the left pane.
- Clicking on Chapters or Sections in the Table of Contents will take you directly to that particular chapter or section in the eTextbook.
- The Contents, Figures, and Highlights tabs consolidate relevant items that are located throughout the eTextbook. You can click on any of these items to jump directly to that location in the eTextbook.



- Click the Hide Navigation button in the toolbar to hide the Table of Contents. Click the Show Navigation button to return the Table of Contents.
- Click the Page Layout button to choose how you would like the content arranged.

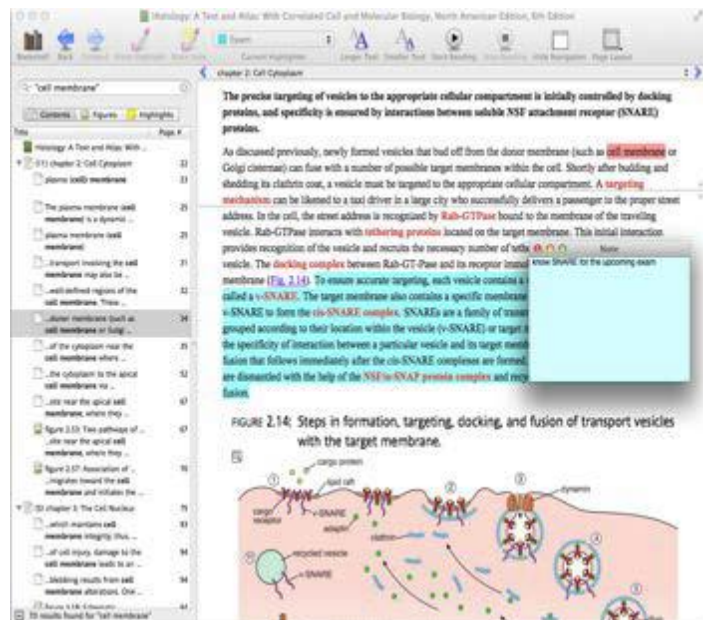
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- Be sure to clear out the search criteria to discontinue the Search mode. To clear the search field, click on the X.

HIGHLIGHTS & NOTES:

- To highlight, select the text, go to the toolbar and select a Highlighter from the Current Highlighter drop down list, and then click the Make Highlight button.
- To highlight and add a note, select the text, go to the toolbar and select a Highlighter from the Current Highlighter drop down list, and then click the Make Note button.
- All the highlights and notes you have made will be housed under the Highlights tab. Click on a highlight to be taken directly to that location in the book. You can also copy/paste directly from the eTextbook or from your highlights and notes to create a custom document.



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- Open an eBook containing notes and highlights
- Click on the Highlights tab in the table of contents
- Press Command or Ctrl and select the highlighted text you wish to print
- Go to the Edit menu and select 'Copy Selected Notes'
- Paste text in a document

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Bookshelf for Mac + PC offers a Text to Speech feature for auditory learning. When activated, Bookshelf will read the text aloud. To activate this option, go to the Book menu and select Play/Pause Speaking. To stop your computer from reading aloud, go to the Book menu and select Stop Speaking. For instructions on how to adjust the speed, pitch, or voice that is used with Bookshelf, please visit:

- PC: <http://sn.im/ttssetting-windows>
- Mac: <http://sn.im/ttssetting-mac>

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- Copy and Paste text from an eBook
- Click on the 'Cite/Link' button in the lower right screen
- Select MLA or APA
- Select Copy and then Paste the formatted bibliographic reference to your document
- Click the "X" to return to your textbook

To set up the bibliographic option in Bookshelf for Mac + PC:

- PC: Click on the Edit menu and choose Preferences
- Mac: Click on the Bookshelf menu and choose Preferences
- The option to include the bibliographic reference should be checked and select the default format: MLA or APA.
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- Find the Zoom controls in the web browser (sometimes found in the View menu)
- Select the font size that works for you

TIP: For best results, enable font-only zooming if your browser supports it.

To Increase the size of your font in the Bookshelf on Mac + PC:

- Open the eBook
- In the toolbar locate the Smaller Text and Larger Text buttons
- Click to increase or decrease the font size

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- Open the eBook
- In the toolbar tap the Aa button
- From the Font Size bar choose the size that works for you

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Do you have eye strain after reading for hours and hours on end? Bookshelf allows you to change the color and contrast of your eBooks to something easier on your eyes. To adjust the color and contrast of your eBooks:

- PC: Click on the Edit menu and choose Preferences
- Mac: Click on the Bookshelf menu and choose Preferences
- Click on the Colors tab
- Click on Page text, Page background, or Link text color to bring up a color wheel
- Choose the new color for the item you want to change from the color wheel and select ok.

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- VitalSource Bookshelf Quick Start Guide
- Other helpful VitalSource Bookshelf Resource

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