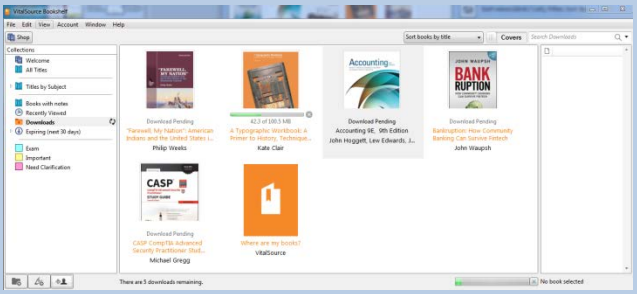
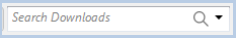
Quick Guide to Wiley Digital Textbooks

Accessing Offline

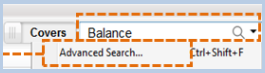
Access by opening VitalSource Bookshelf software from your laptop or desktop

Navigating Bookshelf Offline

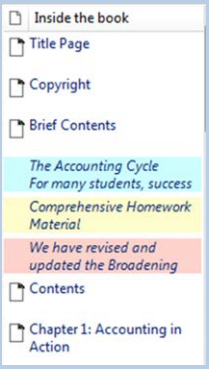


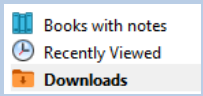


Type to search books downloaded offline



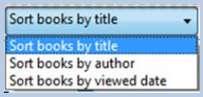
Advanced search
Click on drop down icon beside magnifying glass





See books which
1) **Notes** have been made,
2) **Recently viewed** and 3) **Books downloaded**

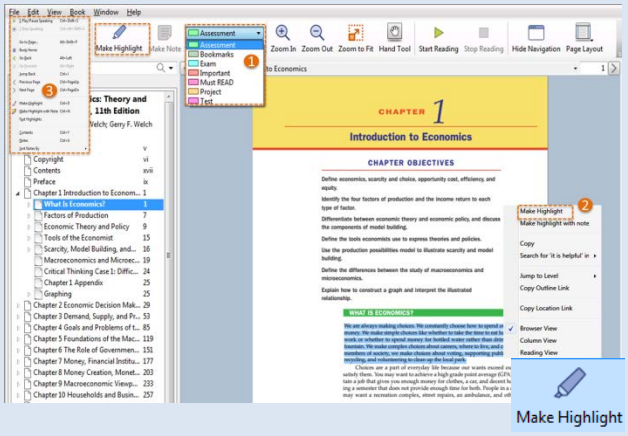
1) **Create Folder** to build custom collection
2) **Create Highlighter** to create/name highlightes
3) **Create Subscription** to share/subscribe notes

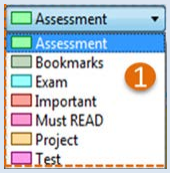


Sort by "**Title**", "**Author**" or "**Recently Viewed**"

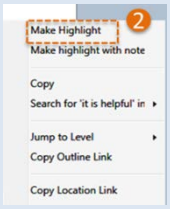
Click on the downloaded book to see the table of contents on the right window panel, along with any notes and highlights taken.

Make Highlights

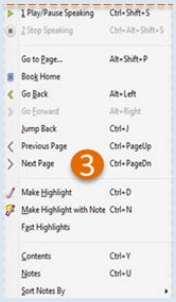




Select highlighter from drop down menu in book window tool bar.
Select text to highlight, click on Highlighter Pen Icon



Select text to highlight.
Right click, choose "**Make Highlight**"
Text will be highlighted

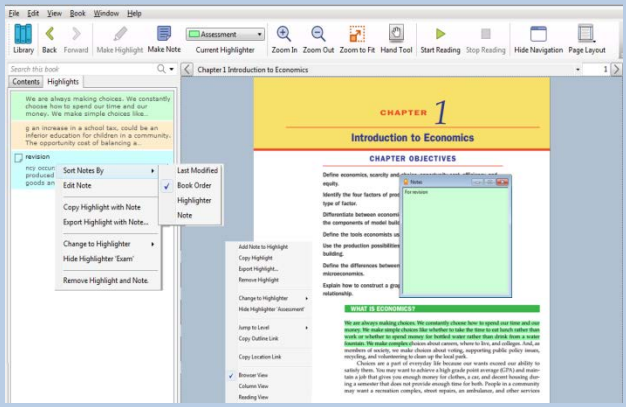


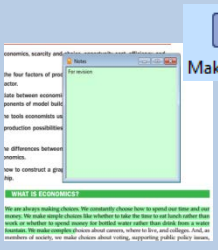
You can enable "**Fast Highlights**" by selecting the text to highlight.

To **disable**, go to"**Book**" from the menu bar, and select "**Fast Highlights**" once more

Make **changes** by **right clicking** to:
1) Change Highlight color
2) Remove a Highlight
3) Copy and Export Higlights

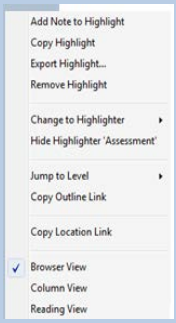
Make Notes





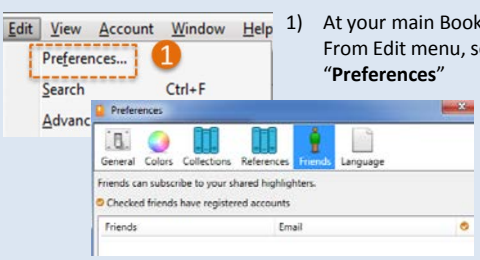
Select relevant text and click on "**Make Note**" icon.
Note window pops up for your type your desired text.

To sort your notes:
1) Hover mouse into Notes Tab on left window pane
2) Right Click on the notes and select "**Sort Notes By**"



If you have **already made a highlight** and want to add a note,
Right Click, choose "**Add Note to Highlight**"

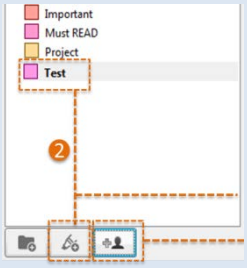
Share and Subscribe to Notes & Highlights



1) At your main Bookshelf menu: From Edit menu, select "**Preferences**"

2) Add friend's name and email to share notes & highlights

3) Select **"Create Subscription"** and click **"Subscribe"**



4) To begin sharing, choose a highlight colour from left bookshelf window pane

5) Click on the checkbox "**Share this highlight with"** below the window pane

6) You can share with Anyone or Friends Only