

# USER GUIDE

## Wiley Digital Textbook



WILEY

## CONTENT

<b>1</b>	System Requirements .....	3
<b>2</b>	Benefits of Digital Textbook .....	4
<b>3</b>	How to Access Your Digital Textbook .....	5
<b>4</b>	Features of VitalSource Bookshelf .....	10
<b>5</b>	VitalSource Technical Support .....	16
<b>6</b>	Tutorial Videos .....	16

## ABOUT THIS USER GUIDE

- This user guide includes everything you need to know about the benefits of Wiley’s Digital Textbook (hosted on VitalSource Bridge Platform).
- Learn how to access and use the features of VitalSource Bookshelf to read the digital textbooks.

# 1 SYSTEM REQUIREMENTS

## VitalSource Bookshelf

- Download your digital textbook to your personal computer and access them in the VitalSource Bookshelf. They are completely portable; use them whether you are connected to the Internet or not.
- Bookshelf is free for download and available for:
  - *Both Mac OS X and Windows operating systems*
  - *iPad, iPhone, and iPod touch*
  - *Android and Kindle Fire*

	Mac	PC	iOS	Android	Kindle Fire
<b>Latest Version</b>	7.0	7.1	3.9.2	3.8	3.8
<b>Post Date</b>	11/10/2016	1/10/2017	11/22/2016	10/7/2016	10/7/2016
<b>File Size</b>	30.0MB	92.8MB	66.8MB	24MB	23.8MB
<b>System Requirements</b>	<ul style="list-style-type: none"> <li>• Mac OS X 10.9 or later</li> <li>• Internet connection for registration and downloading of E-Textbook</li> </ul>	<ul style="list-style-type: none"> <li>• Windows 7 SP1/8/8.1/10 (32/64 bit)</li> <li>• Microsoft .Net 4.5</li> <li>• DirectX 10 compatible graphics card</li> <li>• Microsoft Visual C++ 2015 Redistributable Update 3</li> <li>• Internet connection for registration and downloading of E-Textbook</li> </ul>	<ul style="list-style-type: none"> <li>• iOS 9.0 and greater</li> <li>• Internet connection for registration and downloading of E-Textbook</li> </ul>	<ul style="list-style-type: none"> <li>• Android 4.0 and later</li> <li>• Access to the Google Play Store</li> <li>• Internet connection for registration and downloading of E-Textbook</li> </ul>	<ul style="list-style-type: none"> <li>• Kindle Fire 2, HD, or HDX model</li> <li>• Access to the Kindle Fire App Store</li> <li>• Internet connection for registration and downloading of E-Textbook</li> </ul>
<b>Supported Languages</b>	Català, Cymraeg, Dansk, Deutsch, Dutch, English-UK, English-US, Español, Español-MX, Français, Français-CA, Gaelic, Icelandic, Italiano, Norsk, Polski, Português, Português do Brasil, Русский, Suomi, Svensk, Türk, čeština, Ελληνικό, ελληνικά				

## 2 BENEFITS OF DIGITAL TEXTBOOK

**Wiley Digital Textbooks:** Powered by VitalSource, are downloadable electronic versions of a textbook.

Digital Textbook can be accessed in 3 ways:

- **Download** to your PC or Mac
- **Online** anywhere, anytime
- **On the go** from your iPhone, iPad, Android

### Benefits:



Search to locate  
key concepts



Highlight and  
color-code as  
you read



Make notes for  
revision



Share notes  
with others



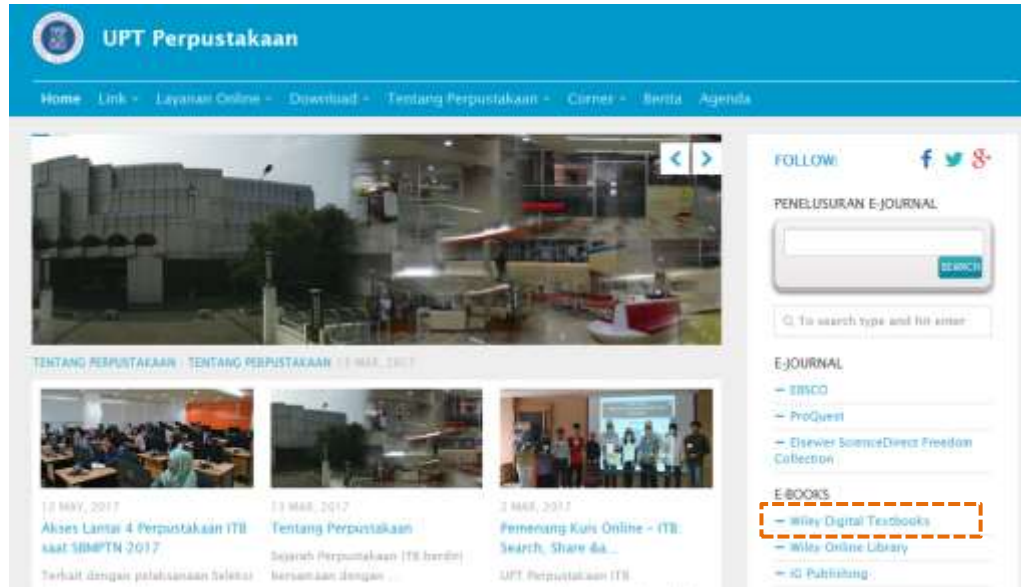
Synchronize  
notes and  
highlights  
between all your  
devices

# 3 HOW TO ACCESS YOUR DIGITAL TEXTBOOK

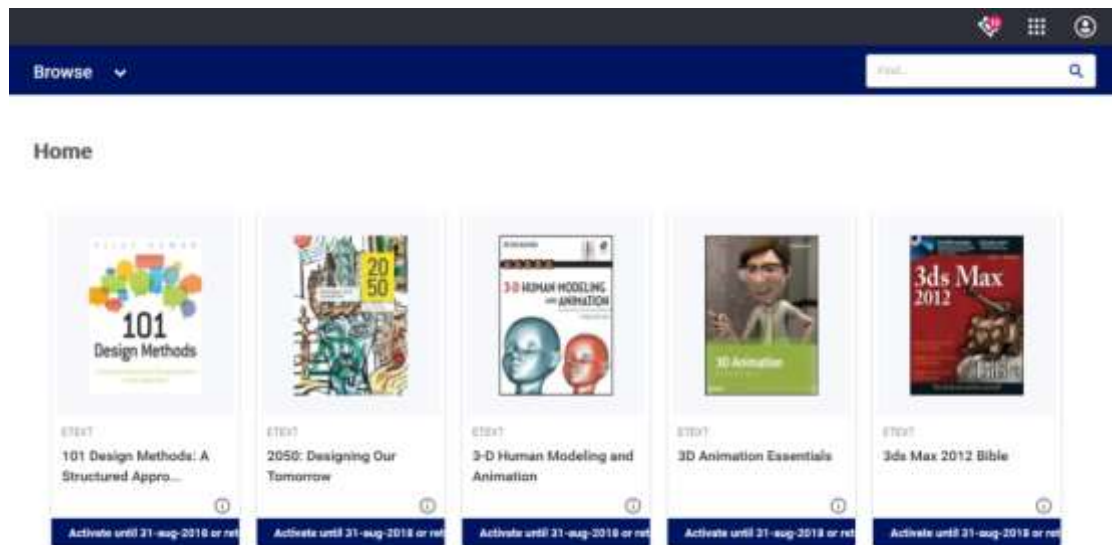
## STEP 1

### Access to Wiley Digital Textbook Collection

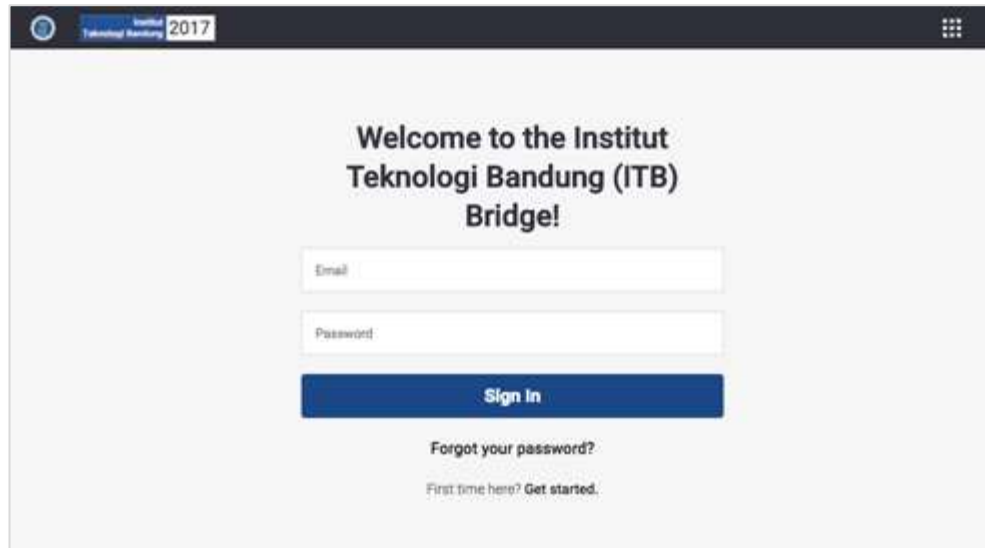
- Go to ITB Library homepage - <http://lib.itb.ac.id/>
- Under E-Books tab, select **“Wiley Digital Textbook”**



- Users will be taken to the ITB Bridge to browse and choose a book to loan.



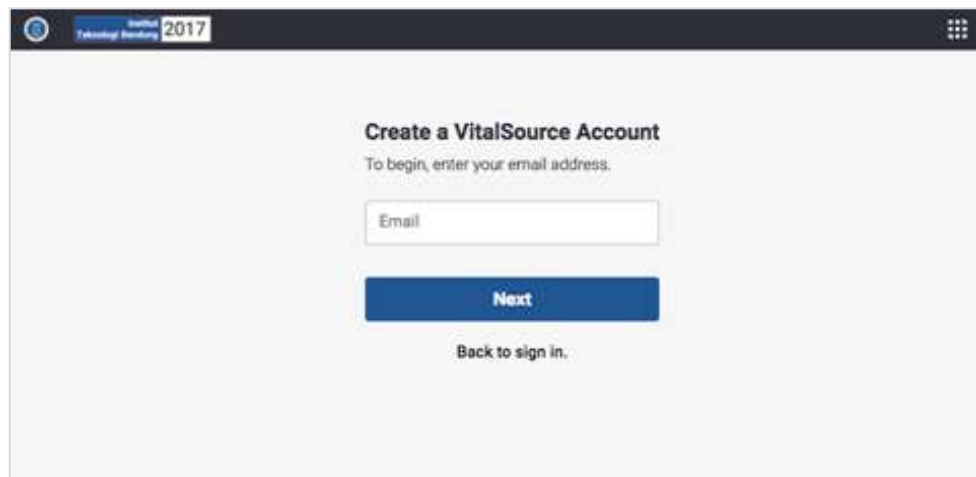
- Once user chooses a book, a log in page will appear. User has to sign in or register.
- Existing user will have to enter email and password to sign in.
- New user should click the "**Get Started**" link at the bottom of the page



The screenshot shows a login page for the Institut Teknologi Bandung (ITB) Bridge. At the top, there is a dark header with a logo on the left, the text "Institut Teknologi Bandung 2017" in the center, and a grid icon on the right. The main content area is light gray and features the following elements:

- Welcome to the Institut Teknologi Bandung (ITB) Bridge!**
- An "Email" input field.
- A "Password" input field.
- A blue "Sign In" button.
- A link: "Forgot your password?"
- A link: "First time here? Get started."

- When the "**Get Started**" link is clicked, user will get this screen

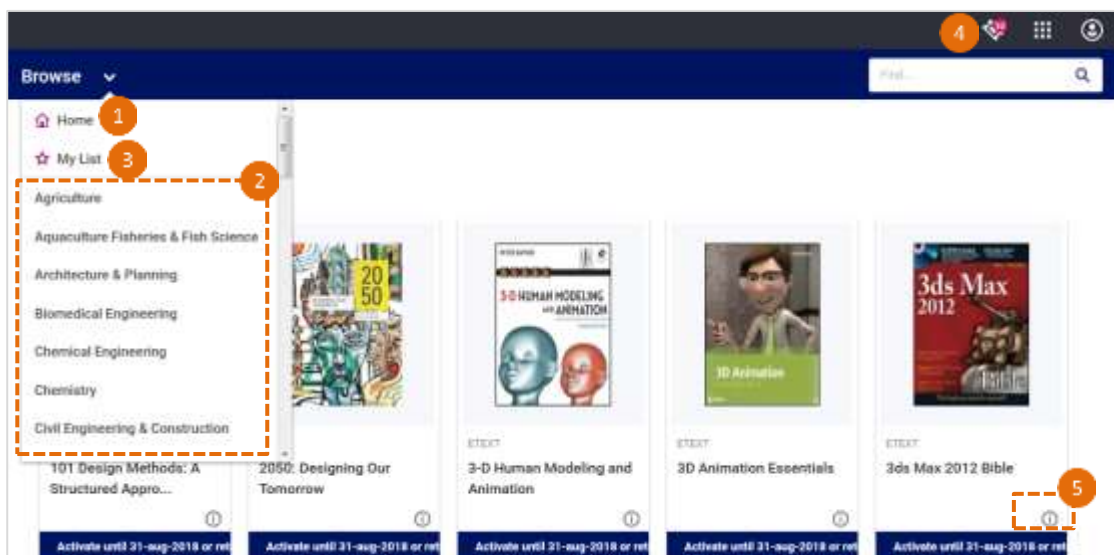


The screenshot shows a registration page titled "Create a VitalSource Account". At the top, there is a dark header with a logo on the left, the text "Institut Teknologi Bandung 2017" in the center, and a grid icon on the right. The main content area is light gray and features the following elements:

- Create a VitalSource Account**
- Text: "To begin, enter your email address."
- An "Email" input field.
- A blue "Next" button.
- A link: "Back to sign in."

- The “**Account Creation**” page will appear. Enter first name, last name, set a password, and select a security question and provide a corresponding answer, then click “**Create Account**”

- Once you finalized the account creation, you will be able to loan the book.
- To search for a title, click on “**Browse > filter by Subjects**”
- To loan a title, click on “**Exclamation Mark**”



- |   |   |
|---|---|
| 1 Home > Show all titles in the collection.   | 4 Asset concurrency – 10 users can loan the same title at the same time |
| 2 Subject collections   |   |
| 3 My List > Individual tap showing the digital textbooks a user has loaned from the | 5 Show the book description   |

- Select the “**Radio Button**” > then click on “**Activate**”

The screenshot shows a library interface for the book "101 Design Methods: A Structured Approach for Driving Innovation in Your Organization" by Vijay Kumar, Edition 1, ISBN: 9781118392195. The interface includes a top navigation bar with "Institutional Technology Resource 2017", a "Back" button, and tabs for "Collection" and "My e-Texts". The book details are displayed on the left, and on the right, there is a "Choose your option:" section with a radio button selected for "14 day loan" and an "Activate" button below it.

**Description**

101 Design Methods is the first step-by-step guidebook for successful innovation planning. Unlike other popular titles, 101 Design Methods approaches the practice of creating new products, services, and customer experiences as a science, rather than an art, providing a practical set of collaborative tools and methods for planning and defining successful new offerings. Strategists, managers, designers, and researchers who undertake the challenge of innovation, despite a lack of established procedures and a high risk of failure, will find 101 Design Methods is an invaluable resource. Novices can learn from it; managers can plan with it; and practitioners of innovation can improve the quality of their work by referring to it.

- To view the digital textbook online, click "**Launch**" - online bookshelf will open in a new window.

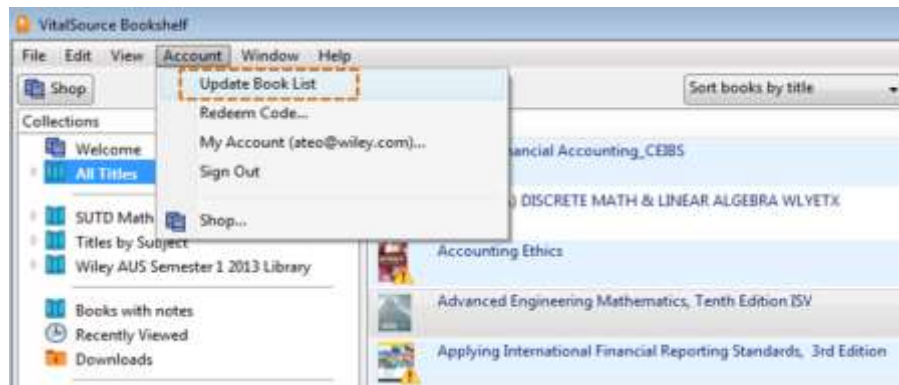
The screenshot shows the same library interface as above, but now the "14 day loan" option is active. The "Active: 14 Day Loan" status is displayed, and the "Launch" button is highlighted with a dashed orange border, while the "Return Now" button is dimmed.

**Description**

101 Design Methods is the first step-by-step guidebook for successful innovation planning. Unlike other popular titles, 101 Design Methods approaches the practice of creating new products, services, and customer experiences as a science, rather than an art, providing a practical set of collaborative tools and methods for planning and defining successful new offerings. Strategists, managers, designers, and researchers who undertake the challenge of innovation, despite a lack of established procedures and a high risk of failure, will find 101 Design Methods is an invaluable resource. Novices can learn from it; managers can plan with it; and practitioners of innovation can improve the quality of their work by referring to it.



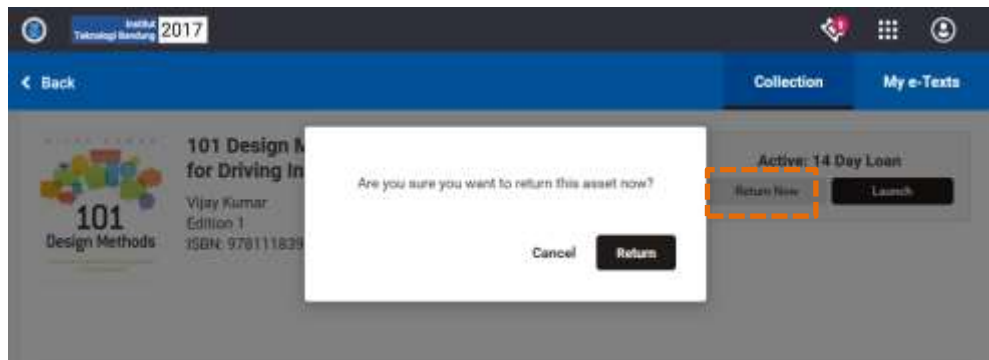
- To view the digital textbook offline, open up the **Vitalsource Bookshelf app** on your desktop.
  - From menu tab, select **Account > Update Book List**
  - Your collection of titles will be refreshed
  - Double click on the title to download for reading



## STEP 2

### Return the digital textbook

- To return the loaned book, click on **“Return Now” > “Return”**

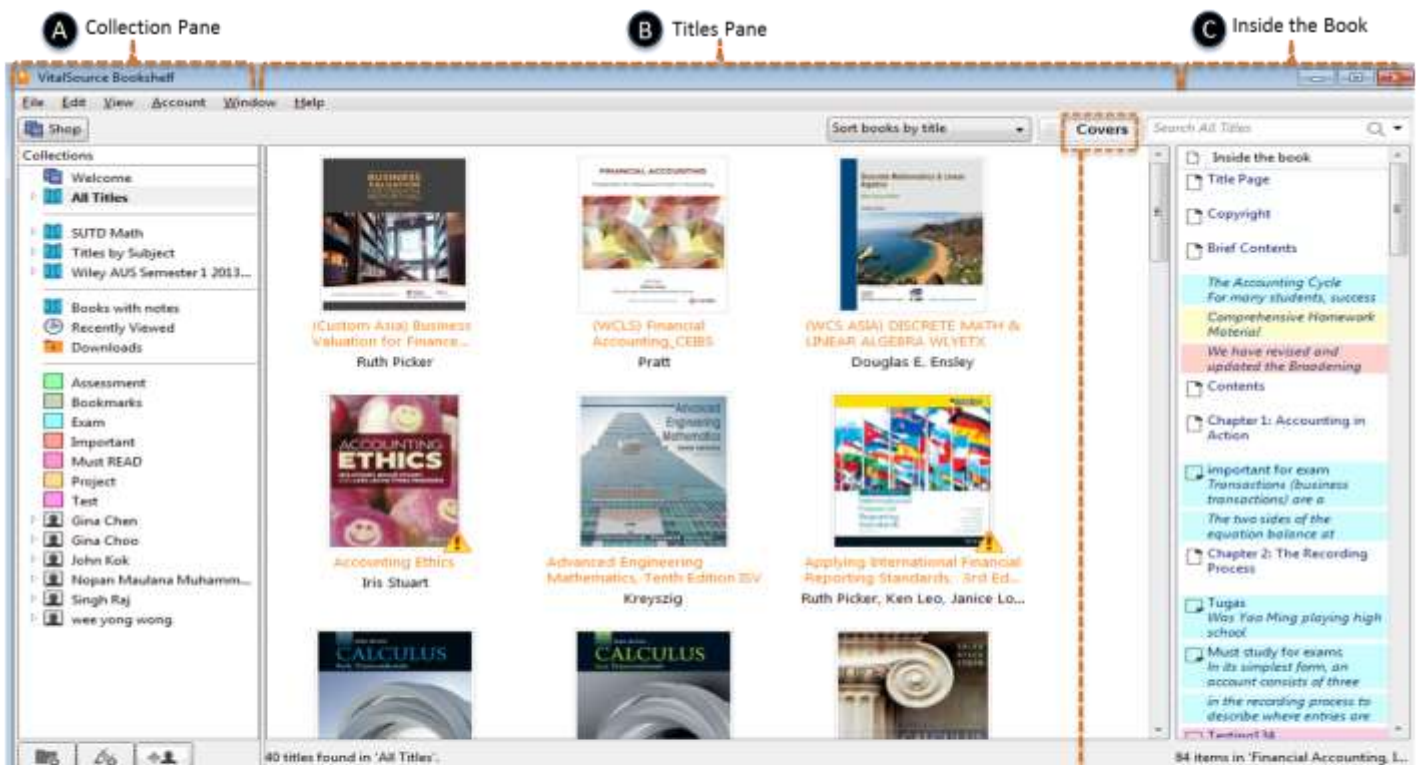


# 4 FEATURES OF VITALSOURCE BOOKSHELF



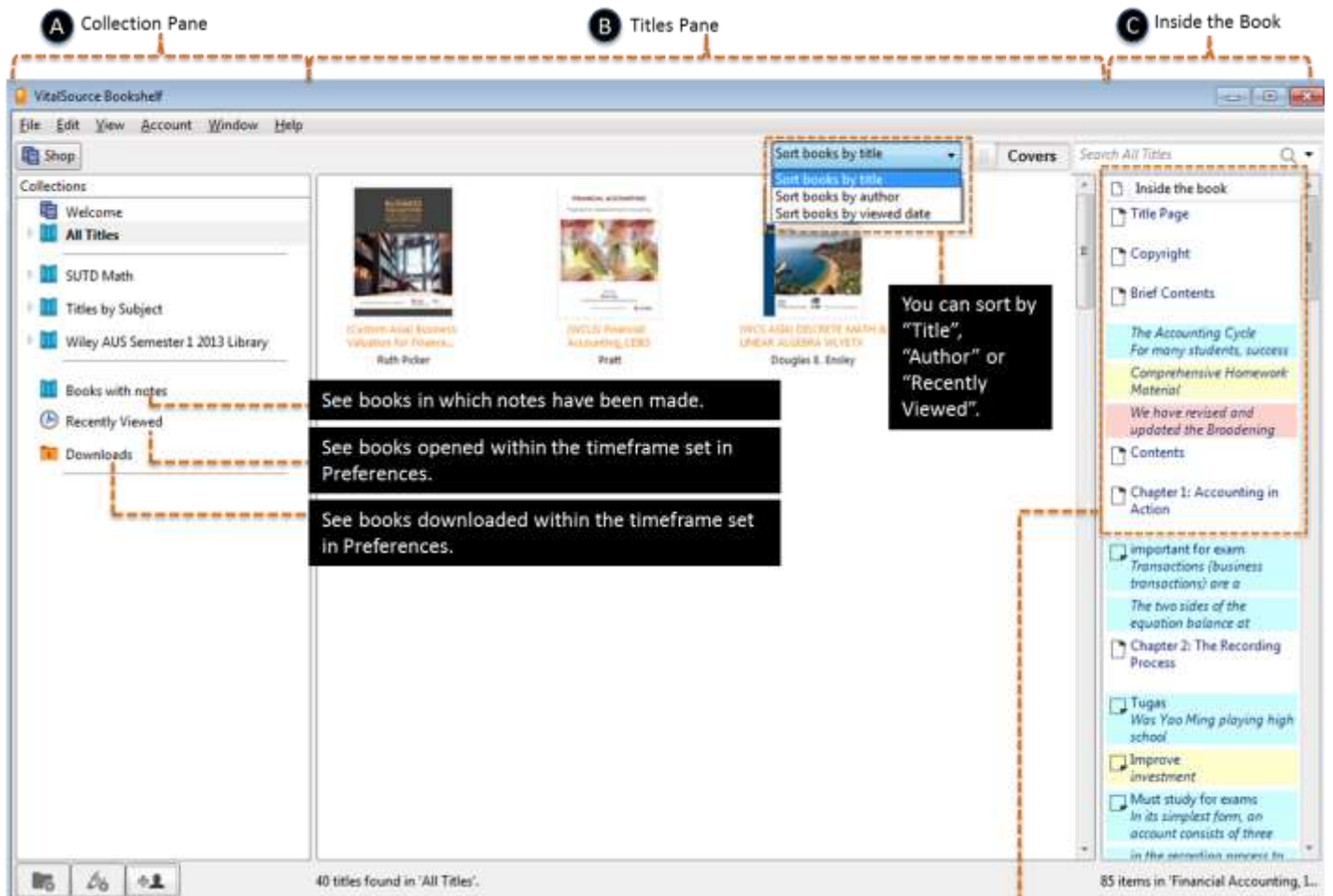
**Bookshelf** enables *anytime, anywhere access* to the catalog of digital course materials, through any web-enabled device.

## A Main Bookshelf View



When you launched Bookshelf, you will see the main Bookshelf Window. It is divide into 3 Window panes: Collections, Titles & Inside the Book.

Clicking on the 'Cover' button in the top main navigation toolbar allows you to toggle between a list view or cover image view.



See books in which notes have been made.

See books opened within the timeframe set in Preferences.

See books downloaded within the timeframe set in Preferences.

You can sort by "Title", "Author" or "Recently Viewed".

**Create Subscription** allows you to subscribe to notes from other users. This is a 2-part process – you share and they subscribe, this will be shared more in depth later in the guide.

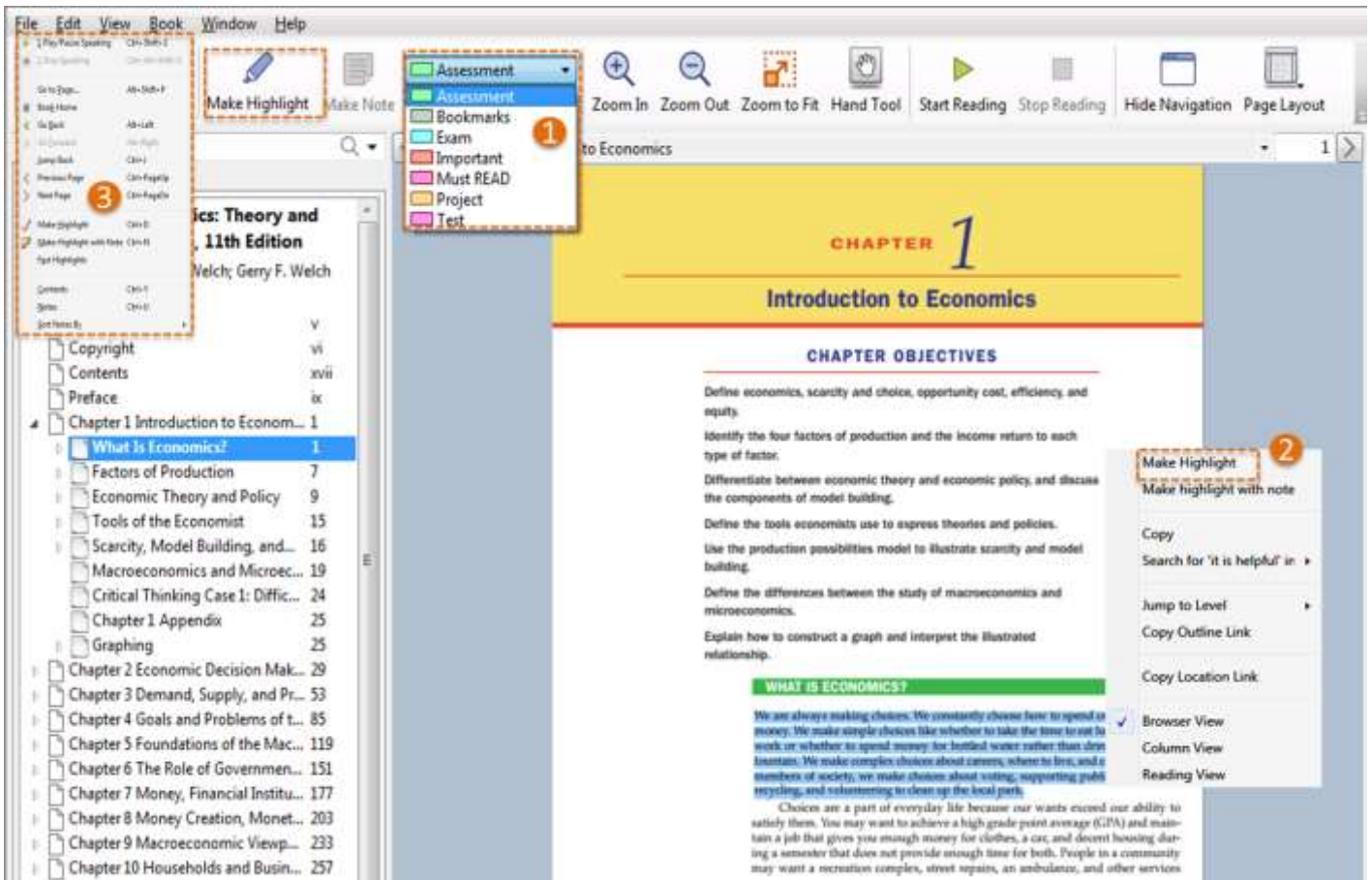
**Create Highlighter** allows you to create and name highlighters to organise notes. Click the add Highlighter icon and a colored square will appear. Name the highlighter (e.g test notes etc). You can create as many highlighters as needed.

**Create Folder** allows you to name and build a custom collection by dragging in books from library, Word Documents, PDFs, and other files. Custom folders are not available in Bookshelf Online so they will not be sync.

You can click on the title of a downloaded book in the centre window pane and the book's table of contents displays in the right window panel, along with any notes and highlights that have been taken.

## B Make Highlights

In the Bookshelf, there are **3 ways** to highlight your text.

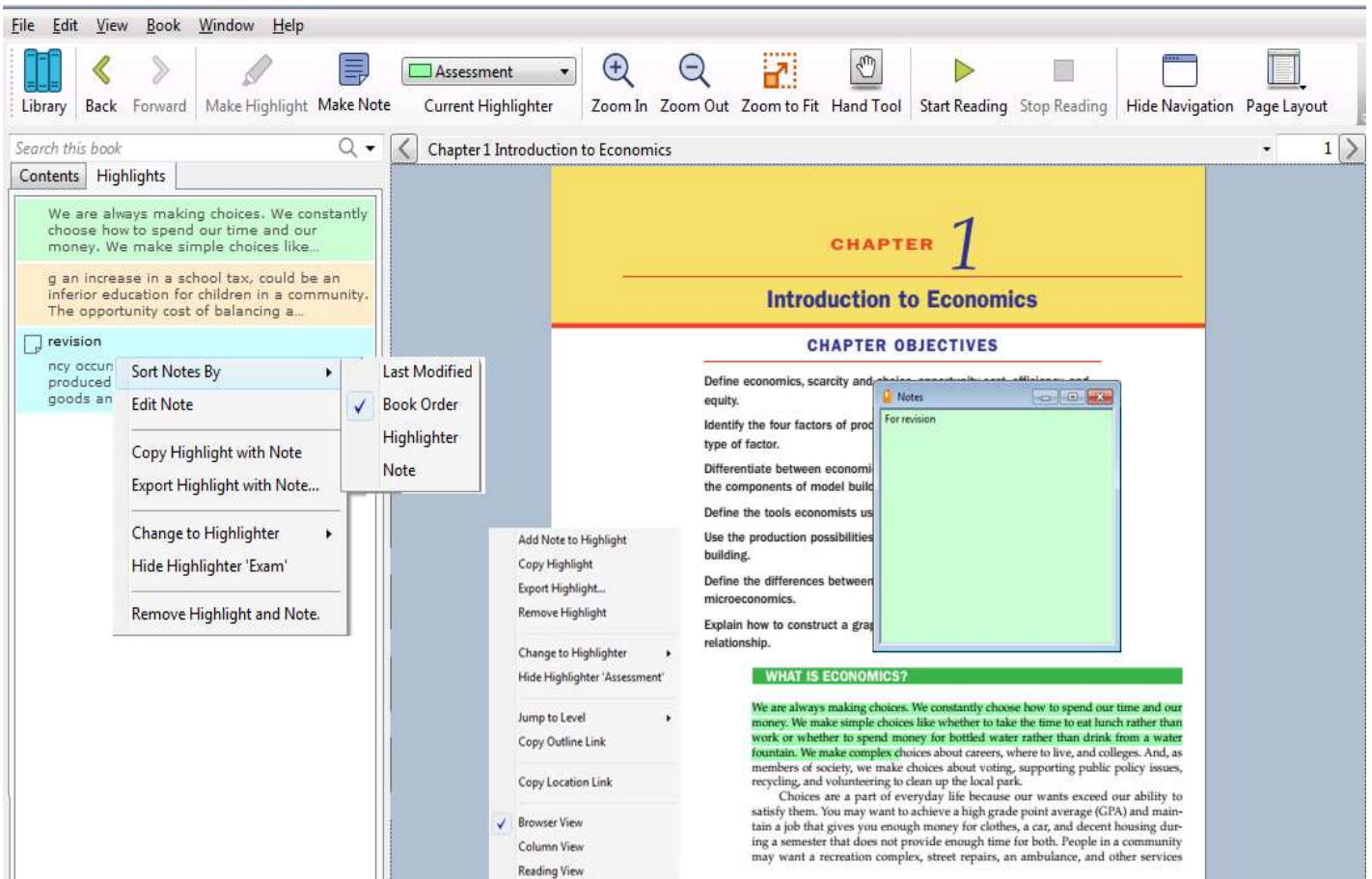


- 1 • Select the highlighter from the drop down menu in the book window toolbar.
- Select the text to highlight and click on the highlighter pen icon in the toolbar
- 2 • Select the text to highlight. Right click and choose "Make Highlight"
- The highlight will be made within the text.
- 3 • You can enable "Fast Highlights" by simply selecting the text to highlight.
- To disable this feature, go to "Book" menu, and select "Fast Highlights" once more.

## C Change Highlights

<b>Change Highlight color within book/from the Notes Pane</b>	<ul style="list-style-type: none"> <li>• Right click on the highlighted text and choose "Change to Highlighter"</li> <li>• A list of the available highlighters will display. Choose the desired highlighter</li> </ul>
<b>Remove a Highlight within the book/from the Notes Pane</b>	<ul style="list-style-type: none"> <li>• Right click on the highlighted text and choose "Remove Highlight". The highlight and any notes created will be deleted</li> </ul>
<b>Copy and Export Highlights</b>	<ul style="list-style-type: none"> <li>• Bookshelf offers the ability to copy and export highlights.</li> <li>• Either within the book or in the Highlights tab, simply right click on the highlight and you will see options to Copy and Export Highlights</li> <li>• You can use the Copy or Export feature to create your own study guide</li> </ul>

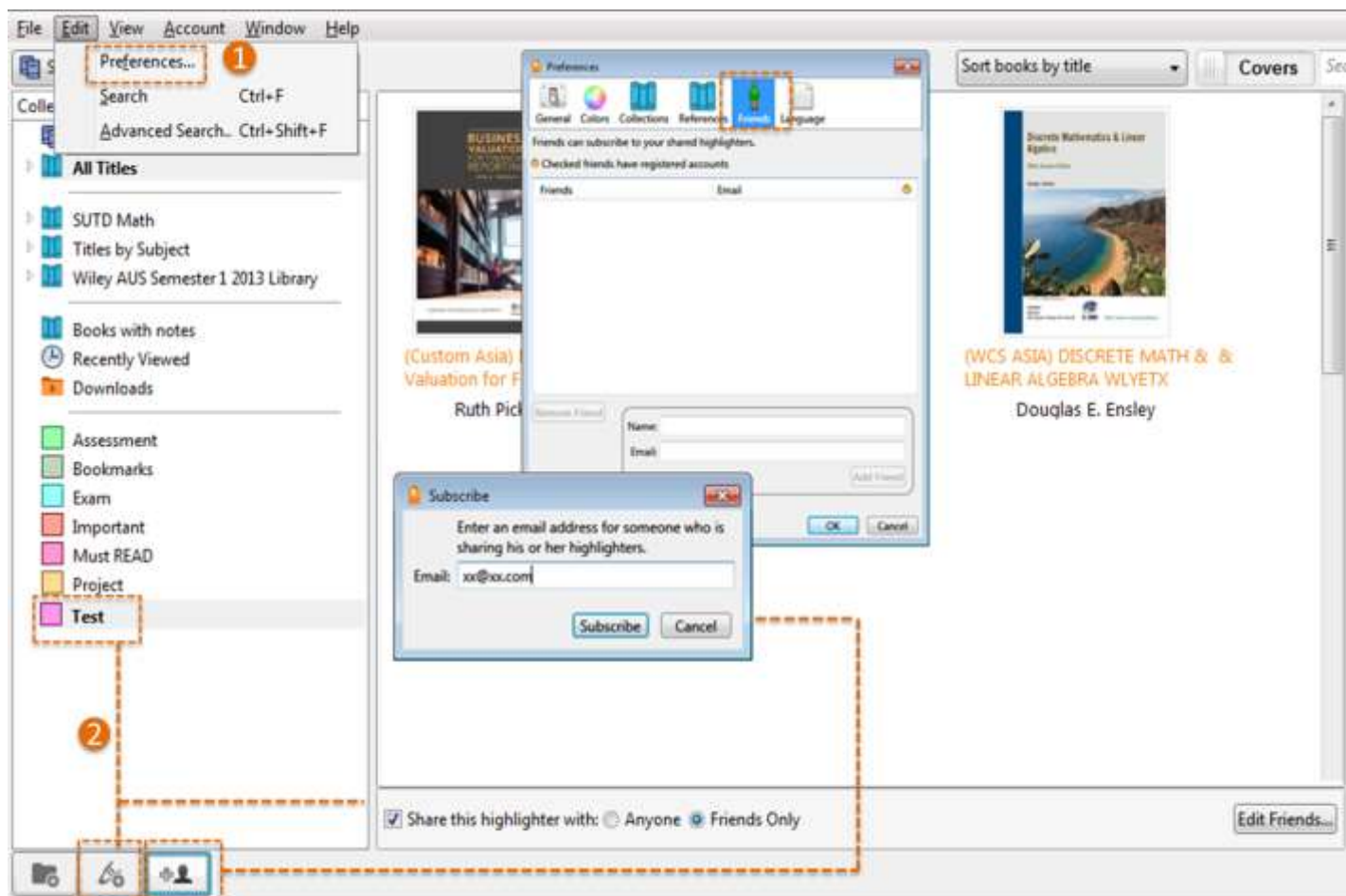
## D Make Notes AND E Change Notes



- 1 • Select the relevant text and click the sticky note icon (Make Note) in the toolbar. A note window pops up and you can type the desired text.
- 2 • If you have already made a highlight and want to add a note, right click and choose "Add Note to Highlight"
  - A note window pops up and you can type the desired text. Close the notes window. Notes are saved and appear in the book's Notes tab.
- 3 • To sort your existing notes, right click in the Notes tab and hover over "Sort Notes By".
  - A window will appear with 4 options – Book Order, Last Modified, Highlighter and Note.

## F Share Notes AND G Subscribe to Notes & Highlights

- The highlights and notes you make can be shared with your friends. And, you can subscribe to a friend's highlights and notes too.
- For sharing and subscribing to work, both you and your friends must have the license for the same book.



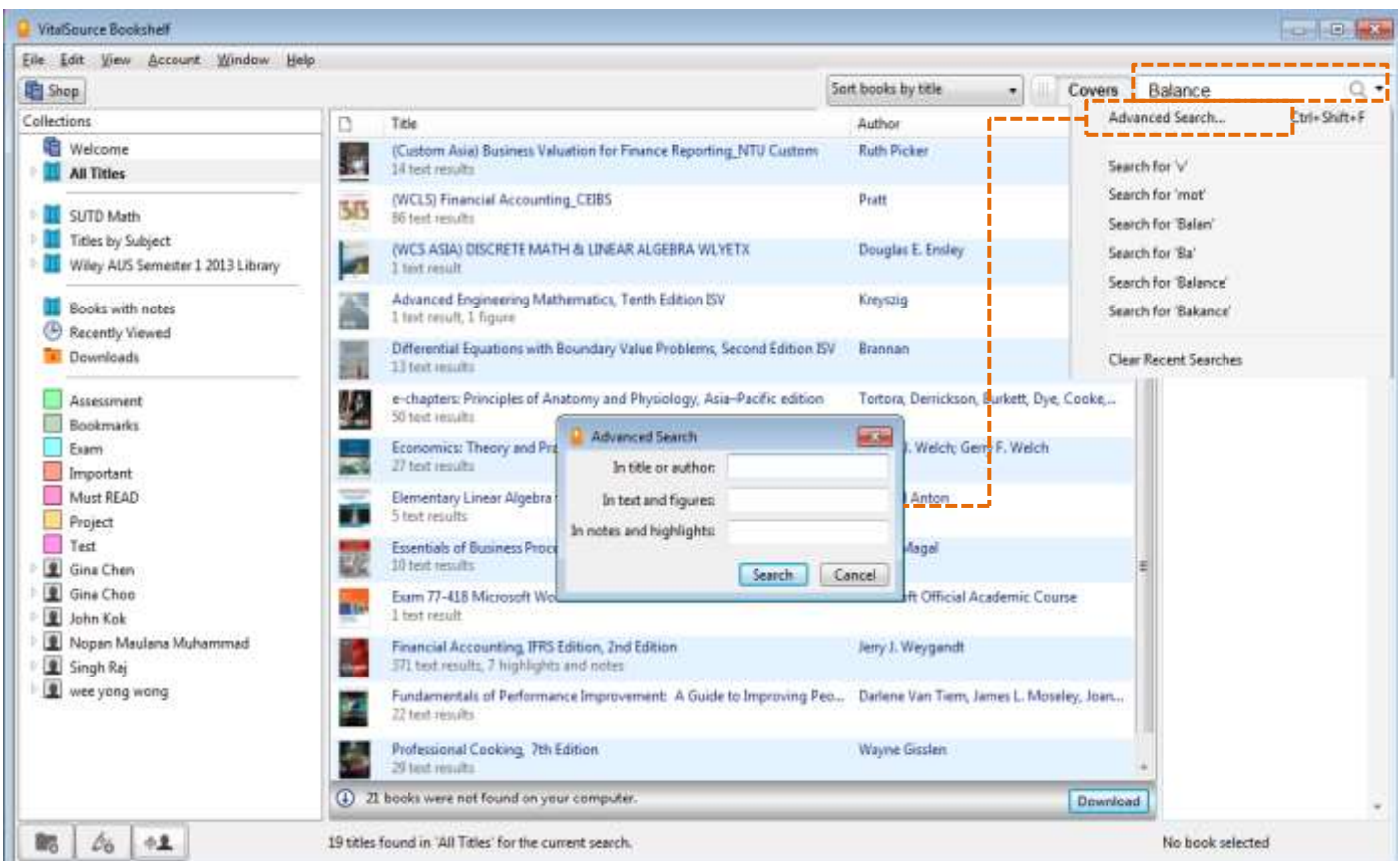
- 1 • From the Edit menu, select “Preferences”, then click on “Friends”

  - Add your friend’s name and email that you wish to share notes and highlights with.
  - At the bottom left window pane, select “Create Subscription”, add your friend’s email, and click “Subscribe”.
- 2 • To begin sharing, choose a highlight color from left Bookshelf window pane.

  - At the bottom of the main window pane, a check box that says “Share this highlight with” will appear.
  - You have the option to share with Anyone or with Friends Only.

## H Search

The Search field is located at the right window panel. It offers a basic and an advanced search.



### Tips For Basic Search

- Click “All Titles” and enter a word in the Search field which will search across all titles in the bookshelf. To search for a term in a specific folder, click on the folder before searching.
- Results are enumerated in the center window pane.
- Click any one title to display that title’s results in the right window pane.
- Double click a result in the right window pane and the book will open to that location. Search terms are highlighted.
- To search for an exact phrase, put in quotation marks.
- To search for multiple terms, use a comma between words.
- Make sure the search is cleared to see the entire book/library again.

### Tips For Advanced Search

- Click the magnifying glass icon in the search field in the Bookshelf window and select Advanced Search.
- Define the criteria from the options and click the Search button. Results are enumerated in the centre window pane.
- Again, make sure the search is cleared to return to the entire book/library.

## I Synchronize of Notes and Highlights

- Make sure there is internet connection so that all the Notes and Highlights will be automatically synchronise across all your devices.

## 6 VITALSOURCE TECHNICAL SUPPORT LINK

### VitalSource Bookshelf

- If you experience any technical difficulties or need assistance, please contact VitalSource support at: [https://support.vitalsource.com/hc/en-us/request/new?ticket\\_form\\_id=56343](https://support.vitalsource.com/hc/en-us/request/new?ticket_form_id=56343)

## 7 TUTORIAL VIDEOS

### VitalSource Bookshelf

- For more in-depth explanation of Bookshelf features for Bookshelf Downloadable, Online and Mobile, please refer to the Video Tutorials:  
<http://downloads.vitalbook.com/tutorials/publish/index.html?did=generic>