Quick Guide to Wiley Digital Textbooks

Accessing Online
Access by signing in to your account at online.vitalsource.com or through your LMS

Navigating Bookshelf

- View Account Information
- Search Book Content
- Filter by Title / Author
- Sort views (Grid / List), Filter, Sort By
- Click on book cover to open

Navigating the Book

- Return to Library / Home / Menu
- Table of Contents
- Search Content
- Notebook (Saved Bookmarks & Highlights)
- Figures
- Labs
- Navigate by Page Number

Quick Search

Finding a topic is quick and easy!

Use Search Box to search inside book
Click “x” to clear
Click on a search result to go to that content
Your search term will be highlighted in the text

Simple Study Tools

Highlights
1) Select text that you want to highlight
2) Select highlight colour
3) Use colour to organise highlights for efficient learning

Notes
1) To include note with highlight, type in “Add Note” field
2) Add photos, videos, web links to notes for review
3) Find notes quickly using search

Notebook
1) Find all highlights and notes in one convenient place
2) Quickly find notes and highlights using search
3) Click on a highlight to be taken directly to content in book

Share and Collaborate
1) Share notes & highlights
2) Follow classmates & peers
3) See who is following you
4) Study collaboratively
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Accessing Offline
Access by opening VitalSource Bookshelf software from your laptop or desktop

Navigating Bookshelf Offline

- 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 highlights
   3) Create Subscription to share/subscribe notes

Type to search books downloaded offline

Advanced search: Click on drop down menu to search

Sort books by:
- Title
- Author
- 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

Make Note

- Select relevant text and click on “Make Note” icon.
- Note window pops up for your type 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”

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

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 Highlights

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