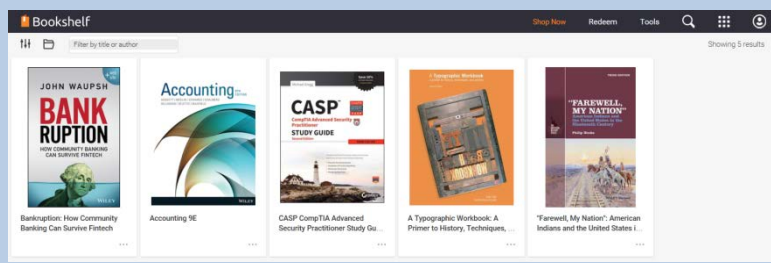


Quick Guide to Wiley Digital Textbooks

Accessing Online

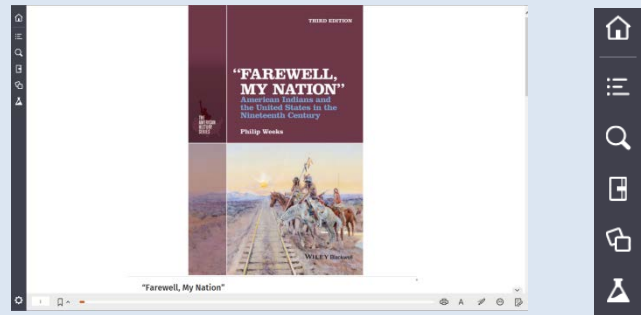
Access by signing in to your account at online.vitalsource.com or through your LMS

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

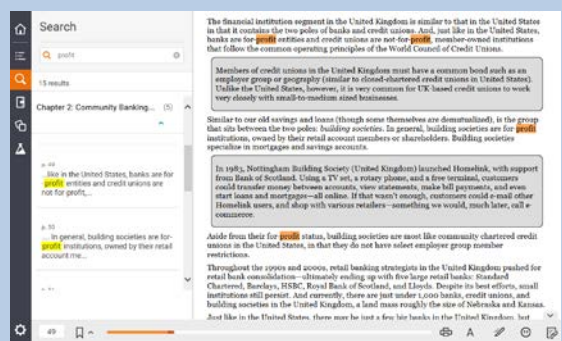


- Return to Library / Home / Menu
- Table of Contents
- Search Content
- Notebook (Saved Bookmarks & Highlights)
- Figures
- Labs

1

Navigate by Page Number

Quick Search



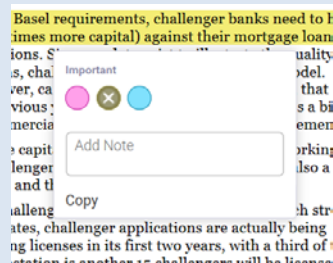
Finding a topic is quick and easy!

Use Search Box to search inside book
Click “x” to clear

Click on a search result to go to that content

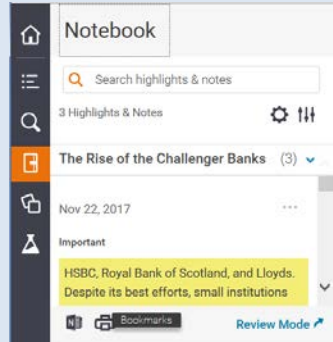
Your search term will be highlighted in the text

Simple Study Tools



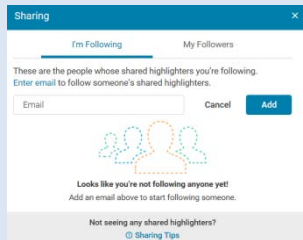
Highlights

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



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



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

Share and Collaborate

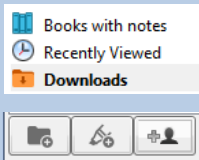
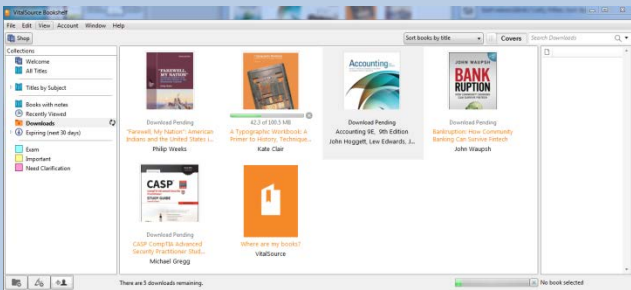
- 1) Share notes & highlights
- 2) Follow classmates & peers
- 3) See who is following you
- 4) Study collaboratively

Quick Guide to Wiley Digital Textbooks

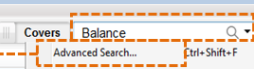
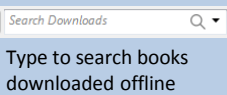
Accessing Offline

Access by opening VitalSource Bookshelf software from your laptop or desktop

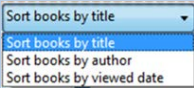
Navigating Bookshelf Offline



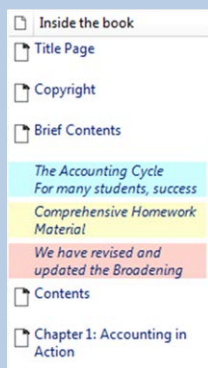
- See books which
- 1) **Notes** have been made,
 - 2) **Recently viewed** and 3) **Books downloaded**
- 1) **Create Folder** to build custom collection
 - 2) **Create Highlighter** to create/name highlightes
 - 3) **Create Subscription** to share/subscribe notes



Advanced search
Click on drop down icon beside magnifying glass

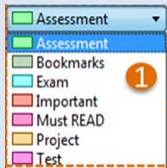
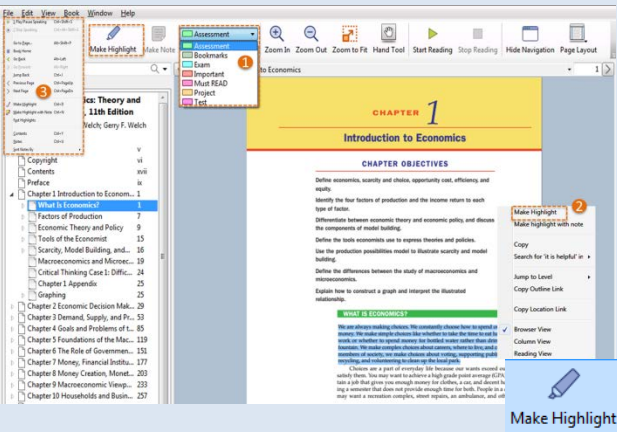


Sort by **“Title”**, **“Author”** or **“Recently Viewed”**

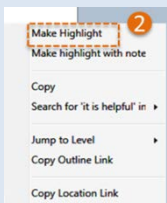


Click on the downloaded book to see the table of contents on the right window panel, along with any notes and highlights taken.

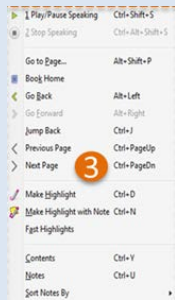
Make Highlights



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

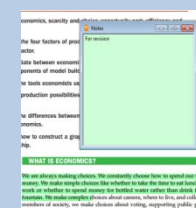
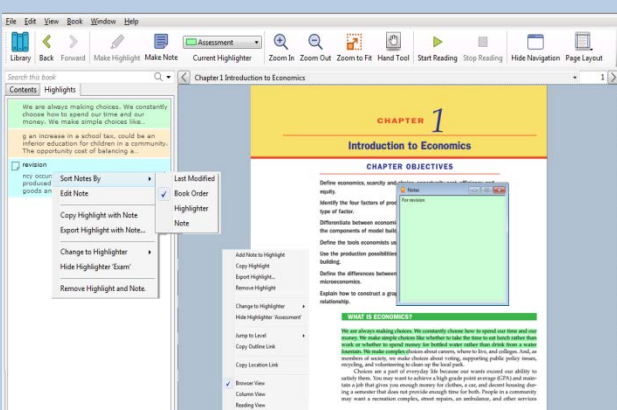


You can enable **“Fast Highlights”** by selecting the text to highlight.

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 Highlights

Make Notes

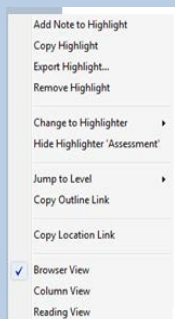


Make Note

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

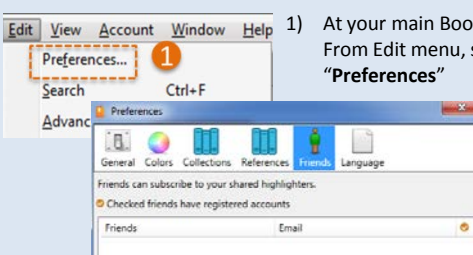
To sort your notes:

- 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”**

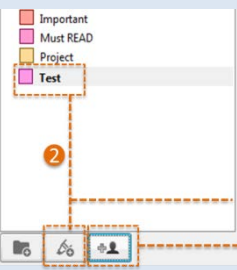
Share and Subscribe to Notes & Highlights



- 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