



eVantage User Guide

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Table of Contents

ABOUT EVANTAGE	5
VITALSOURCE® BOOKSHELF® E-TEXTBOOK PLATFORM SYSTEM REQUIREMENTS	5
SYSTEM REQUIREMENTS FOR BOOKSHELF® ONLINE	5
SYSTEM REQUIREMENTS FOR BOOKSHELF® FOR MAC AND PC	5
SYSTEM REQUIREMENTS FOR IOS	6
SYSTEM REQUIREMENTS FOR ANDROID	6
SYSTEM REQUIREMENTS FOR KINDLE FIRE	6
CREATING A BOOKSHELF® ACCOUNT	7
ACCESSING YOUR EBOOK	8
DESKTOP BOOKSHELF®	9
INSTALLING THE BOOKSHELF® APPLICATION	9
THE BOOKSHELF® DESKTOP MAIN WINDOW	12
VIEWING YOUR EBOOK	13
HIGHLIGHTS AND NOTES	15
MANAGING HIGHLIGHTERS	16
SHARING AND SUBSCRIBING TO HIGHLIGHTS AND NOTES	16
BOOKSHELF® ONLINE	18
THE EBOOK WINDOW	19
SEARCHING	20
HIGHLIGHTS AND NOTES	20
MANAGING HIGHLIGHTERS	21
SHARING AND SUBSCRIBING TO HIGHLIGHTS AND NOTES	22
BOOKSHELF® MOBILE – APPLE MOBILE DEVICES	24
THE EBOOK WINDOW	27

SEARCHING	28
HIGHLIGHTS AND NOTES	28
MANAGING HIGHLIGHTERS	29
SHARING AND SUBSCRIBING TO HIGHLIGHTS AND NOTES	29
 BOOKSHELF® MOBILE – ANDROID DEVICES	 31
 THE eBook WINDOW	 32
SEARCHING	32
HIGHLIGHTS AND NOTES	33
MANAGING HIGHLIGHTERS	34
SHARING AND SUBSCRIBING TO HIGHLIGHTS AND NOTES	35
 BOOKSHELF® MOBILE – KINDLE FIRE DEVICES	 36
 THE eBook WINDOW	 39
SEARCHING	40
HIGHLIGHTS AND NOTES	41
MANAGING HIGHLIGHTERS	42
SHARING AND SUBSCRIBING TO HIGHLIGHTS AND NOTES	42
 EVANTAGE SECURITY	 44
 MACHINE ACTIVATIONS	 44
BOOKSHELF RESTRICTIONS	44

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iPad®, iPhone®, iPod® and iTunes® are registered trademarks of Apple Inc.

About eVantage

eVantage is Gilmore Global's eContent solution embedded with features and tools which will allow you to enhance your learning experience. With eVantage, you will have the ability to view your material on five distinct platforms: download to your desktop, access via your Web Browser, access on your iOS, Android or Kindle Fire mobile devices.

eVantage makes navigating through your content easy with a powerful search feature that allows you to search for key terms within a single eBook or across your entire eBook library. eVantage will also remember the last page you viewed within an eBook to allow you to return and continue with your lesson as quickly as possible. As found with a traditional printed book, you have the ability to highlight key terms and add notes. eVantage also allows you to collaborate your notes and highlights with other users who share the same eBook.

This guide will provide you with step-by-step instructions on how to register with eVantage, redeem an eBook and how to use the multiple features available within eVantage.

VitalSource® Bookshelf® e-Textbook Platform System Requirements

System Requirements for Bookshelf® Online

Browser	Version
Internet Explorer (IE)	8 9 10
Firefox	17 18
Safari	5 6
Google Chrome	23 24

System Requirements for Bookshelf® for Mac and PC

Latest Mac Version: 6.1.2

File Size (Mac): 18.3 MB

System Requirements:

Mac OS X 10.6 or later

Internet Connection for registration and downloading of e-Textbook.

Supported Languages: Dansk, Deutsch, English-UK, English-US, Suomi, Français-CA, Français, Español-MX, Español, Italiano, Nederlands, Norsk Bokmål, Polski, Português, Português Brasileiro, Svensk, Русский

Latest Windows Version: 6.1.2

File Size (Windows): 90.1 MB

System Requirements:

Microsoft Windows XP SP 2 (32-bit)

Windows 7/8 or Vista (32/64 bit)

Microsoft .Net 4.0

Internet Connection for registration and downloading of e-Textbook.

System Requirements for iOS

Latest iOS Version: 2.2

Device Requirements:

iOS 5.0 or greater

iPhone 3GS and later

iPad 1 and later

iPad mini

iPod Touch 3rd Generation and later

Supported Languages: English

System Requirements for Android

File size (Android) 20 MB

Android 2.2 (Froyo)

Android 2.3 (Gingerbread)

Android 3.0 (Honeycomb)

Android 3.1 (Honeycomb)

Android 3.2 (Honeycomb)

Android 4.0 (Ice Cream Sandwich)

Android 4.1 (Jelly Bean)

Supported Languages: English-US, English-UK

System Requirements for Kindle Fire

Kindle Fire 1

Kindle Fire 2

Kindle Fire HD

Supported Languages: English-US, English-UK

Creating a Bookshelf® Account

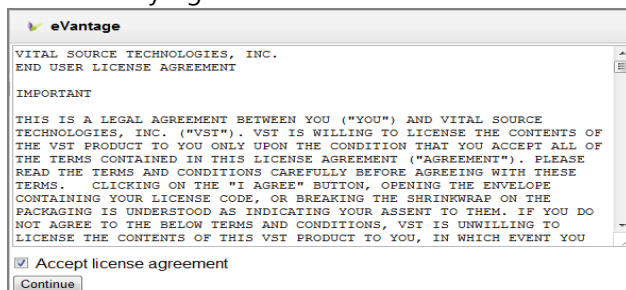
In order to access the eVantage platform you will need to create a VitalSource® Bookshelf® account. To create an account you will need to provide an email address, a password and select a security question. The email address will become your username that will be used to access all 5 eVantage platforms. Here are the steps to register:

1. Open a web browser and go to: <http://www.overclick.com/Bookshelf>.

The screenshot shows the 'Bookshelf Account Registration' page. At the top, there is a banner image featuring a man in a suit pointing towards the camera, with the text 'GILMORE GLOBAL' and 'eVantage' visible. Below the banner, the registration form includes the following fields: 'First Name', 'Last Name', 'Email', 'Password' (with a note: 'A minimum of 4 characters is required to create a password.'), 'Confirm Password', 'Security Question' (a dropdown menu with 'Select Security Question' selected), and 'Answer'. At the bottom of the form are two buttons: 'Register' and 'Cancel'.

Complete all fields found in the registration form and select **Register**.

2. Read and **Accept license agreement** and select **Continue**. Once you click on Continue you will automatically sign-in to the Online Bookshelf®.

The screenshot shows a window titled 'eVantage' containing the 'VITAL SOURCE TECHNOLOGIES, INC. END USER LICENSE AGREEMENT'. The text is as follows: 'IMPORTANT THIS IS A LEGAL AGREEMENT BETWEEN YOU ("YOU") AND VITAL SOURCE TECHNOLOGIES, INC. ("VST"). VST IS WILLING TO LICENSE THE CONTENTS OF THE VST PRODUCT TO YOU ONLY UPON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS CONTAINED IN THIS LICENSE AGREEMENT ("AGREEMENT"). PLEASE READ THE TERMS AND CONDITIONS CAREFULLY BEFORE AGREEING WITH THESE TERMS. CLICKING ON THE "I AGREE" BUTTON, OPENING THE ENVELOPE CONTAINING YOUR LICENSE CODE, OR BREAKING THE SHRINKWRAP ON THE PACKAGING IS UNDERSTOOD AS INDICATING YOUR ASSENT TO THEM. IF YOU DO NOT AGREE TO THE BELOW TERMS AND CONDITIONS, VST IS UNWILLING TO LICENSE THE CONTENTS OF THIS VST PRODUCT TO YOU, IN WHICH EVENT YOU'. At the bottom, there is a checkbox labeled 'Accept license agreement' which is checked, and a 'Continue' button.

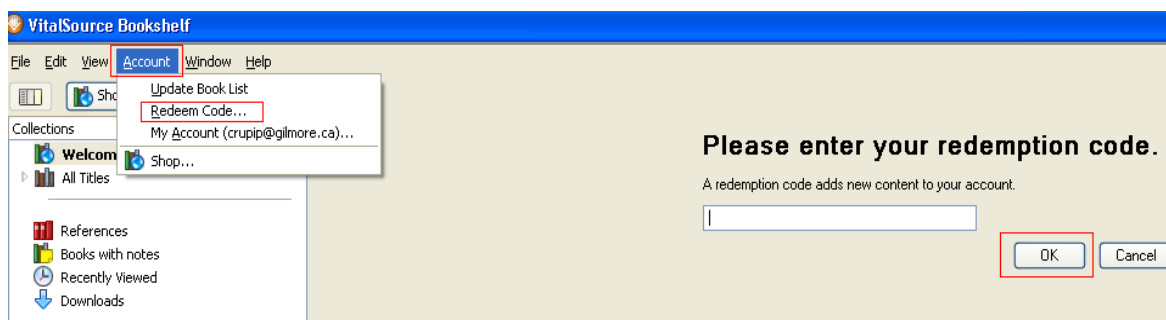
Once you have registered you will be able to start using eVantage.

Accessing your eBook

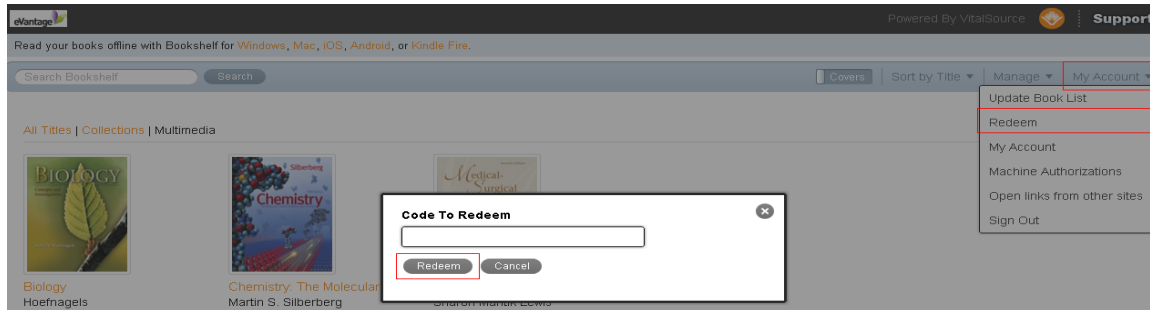
To access an eBook you will need to redeem the licence code provided by Gilmore Global. Your license code will either be provided to you by your instructor or found in your email confirmation should you have purchased the eBook directly from Gilmore Global. An eVantage license code is 20 characters long and is alphanumeric. The license code can be redeemed on the online platform or on the desktop application. Once redeemed, you will be able to view your eBook within all 5 platforms: online, desktop, iOS, Android and Kindle Fire mobile device.

To redeem a license code...

Desktop Bookshelf®: **Account** > **Redeem...** > Enter your 20 digit license code > Select **OK**.



Bookshelf® Online: **My Account** > **Redeem** > Enter your 20 digit license code > Select **Redeem**.



Desktop Bookshelf®

By using the Desktop Bookshelf® you will be able to search through your eBook, make notes and highlights and share notes and highlights with friends or colleagues. This application is compatible with Windows and Mac operating systems.

The great advantage of this platform is the flexibility to access your material both online and offline. You will have the ability to read through your entire eBook library and make your notes and highlights without an active Internet connection. Newly created notes and highlights done offline will be saved on your computer until the next time you connect to the Internet at which time they will be synchronized across the eVantage platform. Any notes and highlights shared with friends will also update during this time.

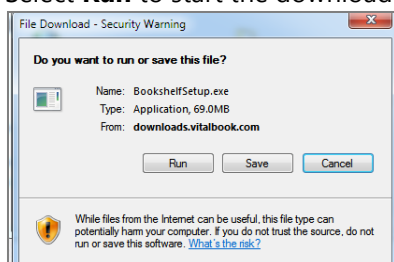
Installing the Bookshelf® Application

To install the Bookshelf® application please complete the following steps:

1. Open your internet browser and go to: <http://www.vitalsource.com/download/>.



2. Select your appropriate platform by selecting "Download Bookshelf for [Mac or Windows]". The minimum requirements for Windows are: Windows 7 and 8 (32 and 64bit), Vista 7 and 8 (32 and 64bit) or XP SP 2 (32bit only). The minimum requirements for Mac are: Mac OS X 10.6 or later.
*Please note that you must have administrator rights on your workstation in order to install this application. Please contact your IT department for further details.
3. Select **Run** to start the download process.



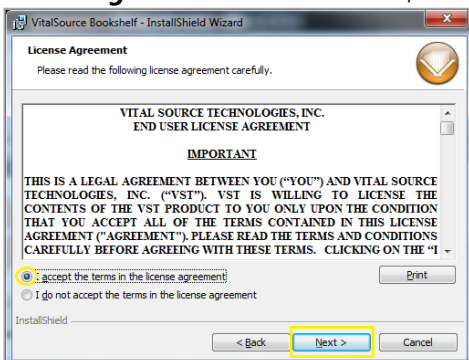
4. Select your language by using the drop down menu and select OK. This will start the installation process.



5. Select **Next**.



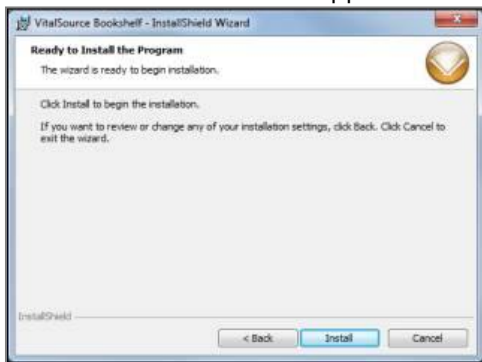
6. Read and accept the license agreement by selecting the radio button **I accept the terms in the license agreement**. Once selected, the **Next** button will be available. Select **Next** to continue.



7. Select **Next** if you wish to proceed and install Bookshelf® in the default location.



8. Select **Install** to install the application on your workstation.



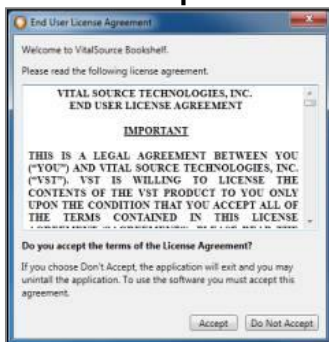
9. Select **Finish** to complete the installation process.



10. Double click on the VitalSource® Bookshelf® icon on your desktop or select it in your start menu.



11. Read and **Accept** the End User License Agreement.



12. Enter your Bookshelf® credentials and select **Sign-in**.



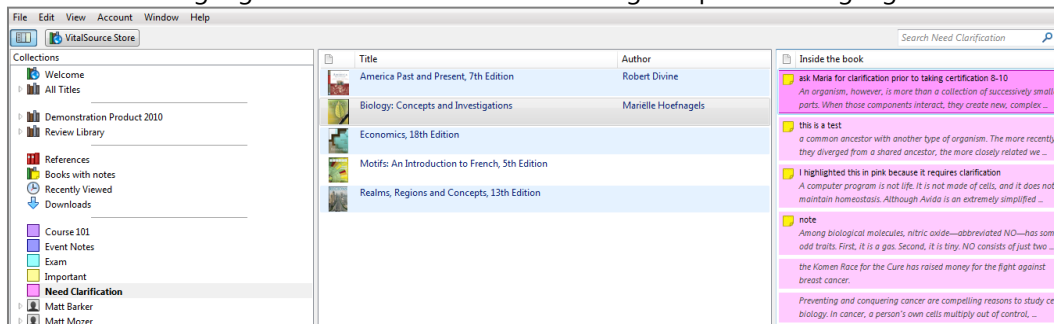
The Bookshelf® Desktop Main Window

Once you are signed in you will see the main screen of the Bookshelf® application:



On the left hand side of the screen you will find the Collections pane. This area includes a list of your eBook collections, your highlighters and a list of those individuals you have subscribed with.

In the center you will find a list of all eBooks contained within the selected collection, highlighter or subscribed individual. As an example, if you select the **Need Clarification** highlighter you will see every eBook that contains a highlight or note that was created using this particular highlighter.



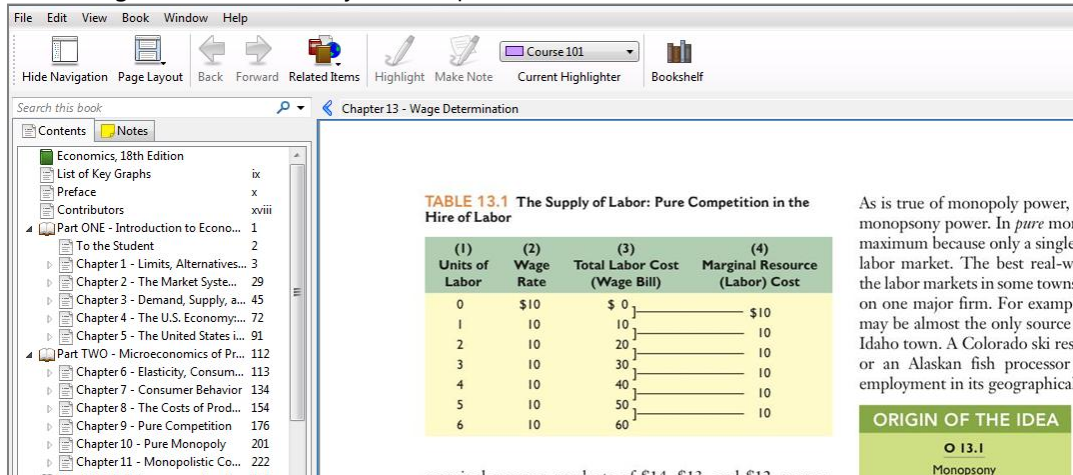
On the right hand side of the screen you will have a preview of the eBook content. The preview will show the following:

- Table of contents: If you select an eBook in a collection or in **All Titles**.
- Notes and highlights: If you select an eBook within the highlight section

- Search Results: Following a global search across multiple eBooks or collections you can view the search results by selecting an eBook in the central pane.

Viewing your eBook

By double clicking on an eBook title you will open the eBook window:



In the eBook window you will find 2 distinct panes as well as a tool bar. In the left hand pane, also referred to as the Navigation pane, you will find your eBook's bookmarks. By clicking on the Notes tab you will find all of the notes and highlights you made in your eBook. In this pane you will also be able to search through your entire eBook and view your search results.

In the right hand pane you will find the content of your eBook. In this pane you will be able to read your eBook as well as have the ability to make highlights and add notes to the content. At the top of the eBook window you will find the tool bar which will allow you to hide the navigation bar, change your page layout and add your highlights and notes.

The following section will explain the features found in the eBook window in further detail.

Changing your View

The desktop Bookshelf® allows you to change how your eBook is displayed



Hide Navigation:

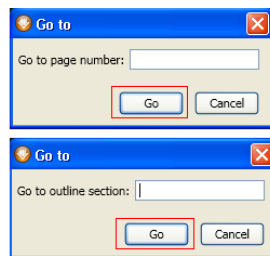
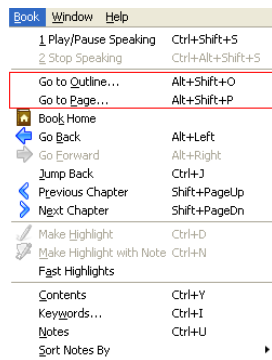
This function will allow you to hide the navigation pane which contains the **Content** and **Notes** tabs.



Page Layout:

This function provides a drop down menu allowing you to select one of the following 3 page layouts:

1. Continuous View: This view is similar to the standard view found in a PDF file. To navigate through the eBook you will need to use the scroll bar found on the right. The benefit of this view is a larger font.



2. Single Pages: This view is similar to a standard print preview found in MS Word or Adobe Acrobat. To navigate through the eBook you will need to click on either side of the page.

3. Facing Pages: This view is similar to a traditional book view and allows you to view 2 single pages at the same time. To navigate through the eBook you need to click on the outermost right or left side of the facing pages.

Navigating through your eBook

There are 2 main features that will help you navigate through your eBook

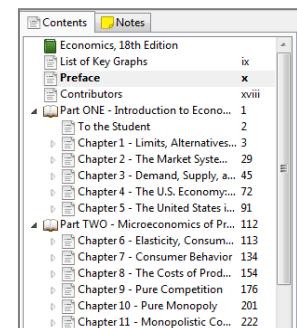
Go to Page or Outline

To use this feature select **Book > Go to Page** or **Go to Outline...** Enter the page number or the outline section you wish to navigate to and select **Go**.

Contents Tab

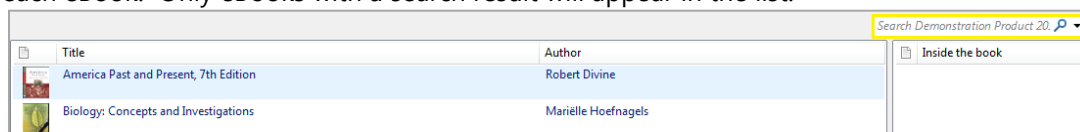
The **Contents** tab found in the navigation pane will allow you to quickly go from one section to another within your eBook. Select any section within the Contents tab to go to that specific section inside your eBook.

Your eBook may also have sub sections. To view a sub section, double click on the section name and all sub sections will appear directly below.



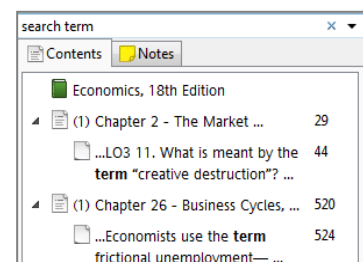
Searching

From the Bookshelf® window you can search within a single eBook, a collection of eBooks, or your entire eBook library. To perform a search, enter your search term in the text field on the top right of your screen and press **Enter**. The number of search results found will be listed below each eBook. Only eBooks with a search result will appear in the list.

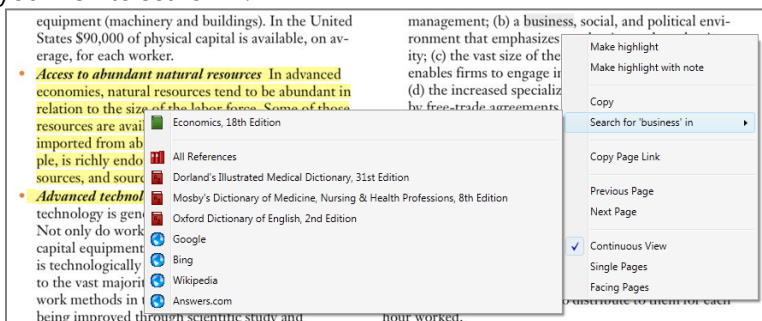


You can also search directly in your eBook through the eBook window. To perform a search, enter a search term and press **Enter**. Once the search results are completed you will be able to view them in the Contents and Notes tab.

To find an exact match of the complete sentence in your eBook you can add quotation marks around the sentence. Without quotation marks, the Bookshelf® will treat each word in the sentence as independent search terms.



You can also search for key terms directly in external websites with ease. Simply highlight the word or section you wish to search, right click and select **Search for "<term>" in**. Complete this process by selecting which site you wish to search in.



Highlights and Notes

Highlighting in an eBook is similar to highlighting in a physical book. eVantage however also allows you to remove your highlights and add your own notes. Any highlights or notes you create will be saved online to allow you to continue your work from another workstation. If you are not connected to the Internet, your highlights will be saved on your workstation and will be synced next time you are connected.

Creating a New Highlight



To create a highlight, use your mouse to select the text, select which highlight you wish to use and then click on the **Highlight** icon.

Fast Highlights is a feature that allows you to quickly create highlights by eliminating the need to click on **Highlight**. With Fast Highlights enabled, choose your preferred highlighter and then simply use your mouse to select the content you want to highlight. To activate / deactivate this feature you must click on **Book > Fast Highlights** in the Bookshelf® menu options.

Creating a New Note

eVantage's note functionality allows you to add your input to a particular part of the material. To create a note, select with your mouse the area you wish to apply the note to, choose the associated highlighter and click **Make Note**. A window will open which will allow you to add your note. Once you have finished, click on **X** to close the note. You may also add a note to an existing highlight by right clicking on the highlight and selecting **Add Note**.



Editing a Highlight or Note

Changing the colour of a highlight is simple. Find and click on the highlight in the text or on the navigation pane, click **Change Highlighter**, and choose a new highlighter.

To delete a highlight, right click on the highlight you wish to remove and click on **Remove Highlights**.

To edit a note, find the highlight that has the note, double click the note, modify the text, and close the note.

Deleting a note is comparable to editing a note. Find and open the note, then delete the text inside the pop-up Note window. Complete this process by closing the Note window. If you would like to delete the note and the highlight, right click on the highlighted area and click **Remove Highlight and Note**.

Managing Highlighters

eVantage allows you to create highlighters, customize their colours, as well as assign descriptive names to distinguish between different highlighters. For example, you may want to create a highlighter called "Important Process" to highlight every process in your student guide that you deem important.

Adding a New Highlighter



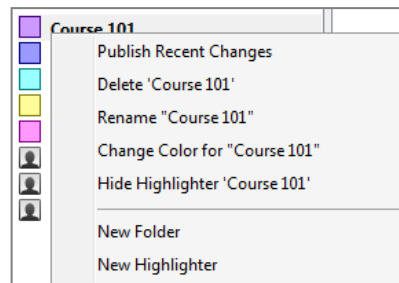
By default, Desktop Bookshelf® is installed with three highlighters named Exam, Important and Need Clarification. To add a new highlighter, select the **Add New Highlighter** icon at the bottom of the Bookshelf® window and enter a highlighter name and press **Enter**.

Editing a Highlighter

To rename or change the colour of a highlighter, right click on the highlighter and select **Rename** or **Change Colour**.

Deleting a Highlighter

To delete a highlighter select the highlighter and use the **Delete** key on your keyboard. This will delete it from your highlighter palette. Bookshelf® will first ask you if you would like to **Transfer** or **Delete** Highlights made with this highlighter. Make your selection, and the highlighter will be removed from your list of available highlighters.



Sharing and Subscribing to Highlights and Notes

One of eVantage's most innovative features is the ability to collaborate highlights and notes with your friends and colleagues. In order for sharing and subscribing to function, both you and the person you are sharing with must have purchased and redeemed the same eBook title.

Collaboration Tips

Collaboration functionality within eVantage allows you to interact with others during your learning experience. Here are some key points on how to manage your highlighters for effective collaboration:

- Ensure that highlighter names properly reflect their purpose, such as "Research Further", "Important" or "Need Clarification".
- Do not use similar colours for different highlighters to ensure that each can be easily identified.
- Identify 2 sharing groups: public highlighters or private highlighters only. You may want to restrict a specific highlighter to members of a specific group while sharing another one with everyone.

Subscribing to Someone's Notes and Highlights

To subscribe to another users notes and highlights, click the Silhouette button at the bottom of the



Collections pane. Enter the e-mail address of the person whose notes and highlights you would like to view and click **Subscribe**. Subscribing to notes and highlights will not work for every highlighter that person has, only for those they agreed to share.

Sharing your Notes and Highlights

Sharing is the reciprocal feature of subscribing. With sharing, you determine who may see your notes and highlights. To share a highlighter, select the highlighter in the Collections pane, then click the box **Share this Highlighter with** found at the bottom of the center pane.

If you select **Anyone**, your highlights and notes for this highlighter will be shared with anyone who subscribe to you. If you select **Friends Only**, the highlights and notes in this category will be shared with

the friends whose Bookshelf® usernames you've entered in your Friends list. To see those usernames, click **Edit Friends**. You can manage your Friends list at any time. Be aware that any highlighter shared with friends will be shared with ALL friends in the approved list.

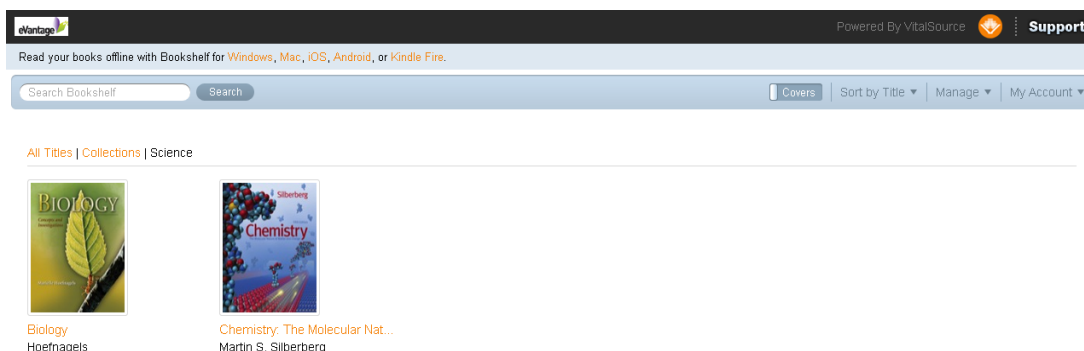
☒ Share this highlighter with: ☒ Anyone ☐ Friends Only [Edit Friends...](#)

Bookshelf® Online

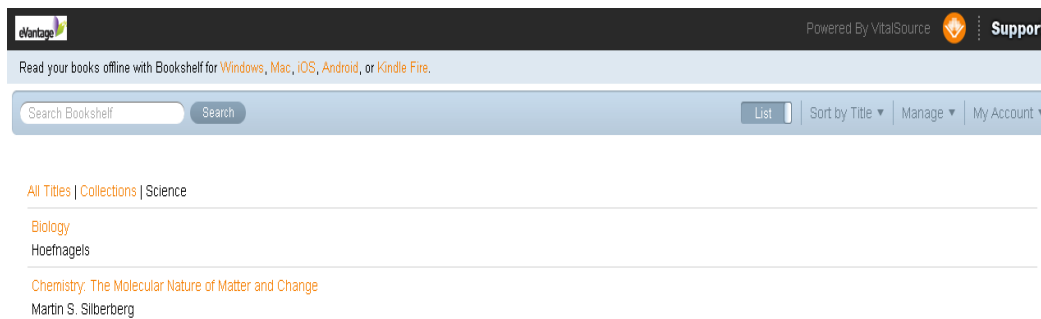
With Bookshelf® Online and an Internet browser, you will have instant access to your complete eBook library, notes and highlights. Bookshelf® Online is available by visiting <http://eVantage.gilmoreglobal.com>.

To use Bookshelf® Online sign in with your Bookshelf® credentials you created during registration. After you sign in, you will land on the Bookshelf® Online main window, available in both **Covers** view and **List** view. Click the **Covers** or **List** links to toggle between the Cover and List views.

Covers View:

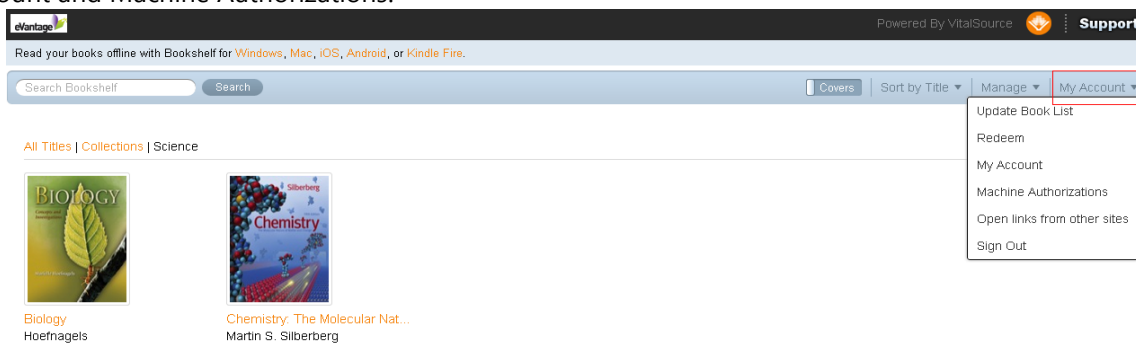


List View:



Along the top of the Bookshelf® window are tools for you to use within Bookshelf® Online.

The **My Account** selection will open a sub-menu with these options: Update Book List, Redeem, My Account and Machine Authorizations.



Update Book List will allow you to manually refresh your entire library to ensure you are fully up to date.

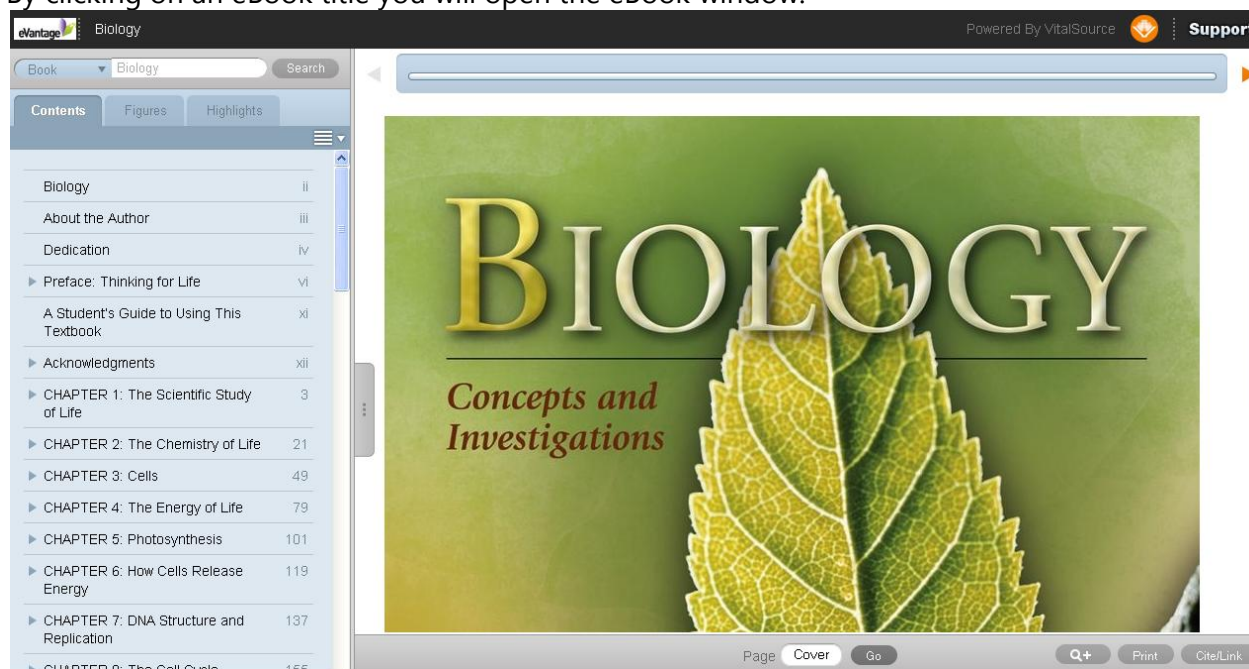
Redeem will allow you to access your eBook by redeeming a 20 digit alphanumeric license code. Once redeemed, you will be able to view your eBook within all 5 platforms: online, desktop, Kindle Fire, iOS and Android mobile devices.

My Account will allow you to manage critical information about your Bookshelf® account, including your username and password. The Bookshelf® Online sub-menu includes a link to download Bookshelf® Desktop to your desktop and/or laptop.

Machine Authorizations will allow you to manage the maximum 2 computers and 2 mobile devices that each user is permitted to have activated at a given time.


The eBook Window

By clicking on an eBook title you will open the eBook window:



In the eBook window you will find 2 distinct panes. In the left hand side, also referred to as the Navigation pane, you will find your eBook's bookmarks. By clicking on the Notes tab you will find all the notes and highlights you made in your eBook. In this pane you will also be able to search through your entire eBook. In the right hand side you will find the content of your eBook where you can make highlights and add notes.

Zoom In / Zoom Out

 Bookshelf® Online allows you to zoom in and zoom out of your eBook by clicking on the magnifying glass icon found on the bottom left of your eBook view.

Online Printing

To print a page from Bookshelf® Online will need to open a book and click on the print icon found on the bottom left of the page. This will open a screen which allows you to enter which pages you wish to print. To complete this process click **Print**.

Navigating Through Your eBook

Use the **Contents** tab in the navigation pane to select where you want to begin reading. To go to a specific page in the book, enter the page number in the bottom center of the page click on **Go**.



The blue arrows found at the top left and top right of your eBook will allow you to change pages. By clicking on the right arrow you will go to the next page of your eBook. The left arrow will allow you to return to the previous page.

Searching

From the Bookshelf® Online you can search within a single eBook, a collection of eBooks, or your entire eBook library. To perform a search in your eBook library, enter your search term on the main screen of the Bookshelf® Online in the text field found at the top of your screen and select **Search**. The number of search results found will be listed below each eBook. Only eBooks with at least a single search result will appear in the list.



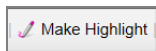
You can also search directly in your eBook through the eBook window. To perform a search, enter a search term and select **Search**. Once the search results are completed you will be able to view the results in the Contents and Notes tab.

You can add quotation marks around a sentence to find an exact match of the complete sentence in your eBook. Without quotation marks, the Bookshelf® will treat each word in the sentence as independent search terms.

Highlights and Notes

Highlighting in an eBook is similar to highlighting in a physical book. Your eBook however allows you to add or remove your highlights and add your own notes. Any highlights or notes you create will be saved online to allow you to continue your work from another workstation.

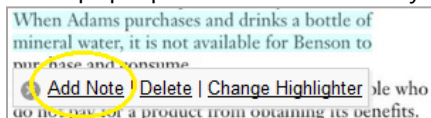
Creating a New Highlight



To make a highlight, use your mouse to select the text and then click the **Make Highlight** button at the top of the eBook window screen.

Creating a New Note

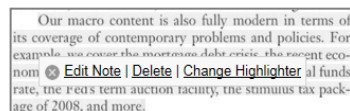
Adding a note in Bookshelf® Online works differently than in the Desktop Bookshelf®. With the Bookshelf® Online you will need to make a highlight first before you will have the option to add a new note. Find and click on the highlight to open the highlighter sub menu. Click **Add Note**, enter your note in the pop-up window and finish by clicking on **Save Note**.



Editing a Highlight or Note

Changing the colour of a highlight is simple. Find and click on the highlight in the text to open the highlight sub menu, click **Change Highlighter**, and choose a new highlighter.

To edit an existing note, first find the highlight that has the note attached to it. Click on the highlight to open the highlight sub menu, click on **Edit Note**, modify the text, and click **Save Note**.



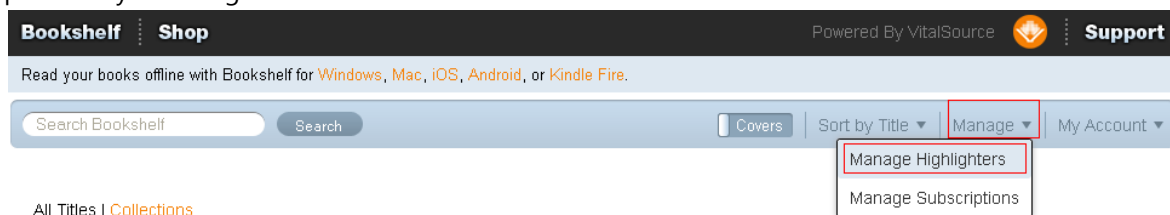
Deleting a note is comparable to editing a note. Find and click on a highlight to open the highlight sub menu. Select **Edit Note** and delete the text inside the pop-up Note window. Once the text has been deleted and the note is empty, click **Save Note** to close the note window.

Select **Delete** in the highlight sub menu options to delete a highlight and any associated note.

Managing Highlighters

eVantage allows you to create highlighters, customize their colours, as well as assign descriptive names to distinguish different highlighters. For example, you may want to create a highlighter called "Important Process" to highlight every process in your student guide that you deem important.

To access the highlight edit screen you will need to click on the **Manage** tab selection, which will open a sub-menu with these options, **Manage Highlighters** and **Manage Subscriptions**. Here, another box will open allowing you the following abilities: to add/remove highlighters, edit highlighters (name and color) and modify the sharing options for a particular highlighter. Make your desired changes and finish this process by selecting **Save**.



Manage Highlighters

+ Add Highlighter

Exam	Friends	x
Important	Public	x
Instructor Notes	Public	x
Need Clarification	Private	x

Highlighter Name

Highlighter Color

Sharing Options

☐ Private
 ☒ Friends
 ☐ Public

Save

Friends

+ Add Friend

Andrea: mcneelya@gilmore.ca	x
Matt Mozer: mozerm@gilmore.ca	x

Sharing and Subscribing to Highlights and Notes

One of eVantage's most innovative features is the ability to collaborate highlights and notes with your friends and colleagues. In order for sharing and subscribing to function, both you and the person you are sharing with must have both purchased a license for the same book.

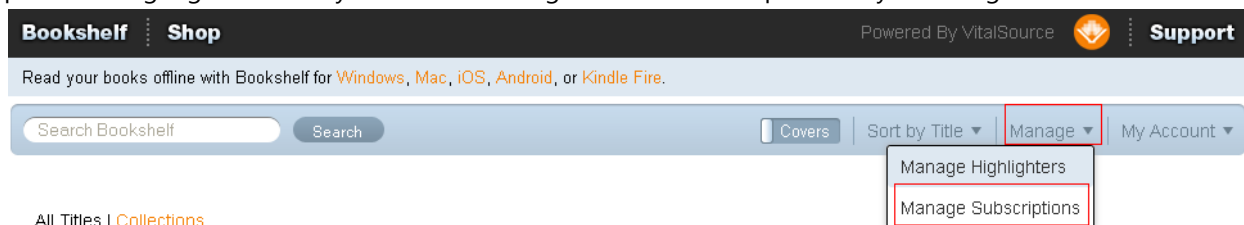
Collaboration Tips

The collaboration aspect within eVantage allows you to interact with others during your learning experience. Here are some key points on how to manage your highlighters:

- Ensure that highlighter names properly reflect their purpose, such as "Research Further", "Important" or "Need Clarification".
- Do not use similar colours for your highlighters to ensure that each highlight can be easily identified
- Identify 2 sharing groups: public highlighters or private highlighters only. You may want to restrict a specific highlighter to members of a specific group while sharing another one with everyone.

Subscribing to Someone's Notes and Highlights

As in Bookshelf® Desktop, you can subscribe to other users' notes and highlights from Bookshelf® Online. To subscribe to another users' highlighters, To access the highlight edit screen you will need to click on the **Manage** tab selection, which will open a sub-menu with these options, **Manage Highlighters** and **Manage Subscriptions**. Here, another box will open allowing you the following abilities: to add/remove highlighters, edit highlighters (name and color) and modify the sharing options for a particular highlighter. Make your desired changes and finish this process by selecting **Save**.





Sharing your Notes and Highlights

Sharing is the reciprocal feature of subscribing. With sharing, you determine who may see your notes and highlights. To set your sharing you will need to first go to the highlighter edit screen by clicking on a highlight > select **Change Highlight** > **Edit Highlighters**. From this screen you will be able to set your sharing on each of your highlighters.

If you select **Share with Anyone**, your highlights and notes in this category will be shared with anyone who knows your Bookshelf® username. If you select **Share with Friends Only**, the highlights and notes in this category will be shared with the friends whose Bookshelf® usernames you've entered in your Friends list. To Edit this list you will need to login to the Desktop application. Be aware that any highlighter shared with friends will be shared with ALL friends in the approved list.

Bookshelf® Mobile – Apple Mobile Devices

Bookshelf® Mobile is available for the Apple iPad®, iPhone® and iPod® Touch. This platform allows you to search for key terms, make and edit highlights and notes and collaborate with your friends and colleagues.

The great advantage of this platform is the flexibility to access your material both online and offline. You will have the ability to read through your entire eBook library and make your notes and highlights without an active Internet connection. Newly created notes and highlights done offline will be saved on your computer until you connect to a live Internet connection at which time they will be synchronized across the eVantage platform. Any notes and highlights shared with friends will also update during this time.

Bookshelf® for iOS devices is available exclusively through iTunes®. The VitalSource® Bookshelf® app will work on all Apple mobile devices with iOS version 4.0 or later. There are two ways to download this app onto your Apple mobile device:

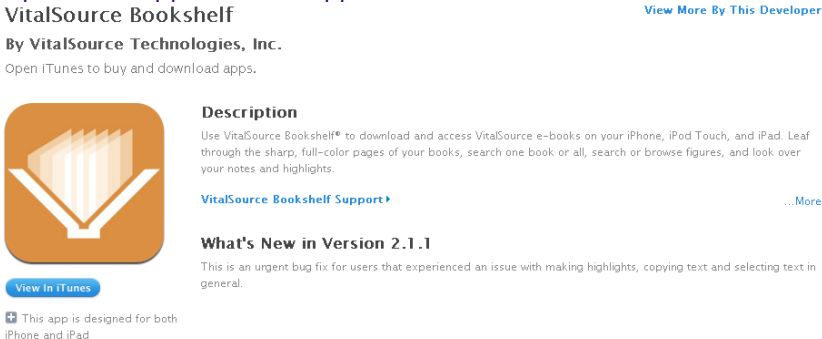
Installing Bookshelf® Mobile through the App Store (iDevice)

To download the VitalSource® Bookshelf® app from your Apple device, search for “VitalSource Bookshelf” in the App store. Tap on **Download** and enter your iTunes credentials to install the app. Once the app is installed, open and login using your Bookshelf® credentials.

On the main screen you will see your entire eBook library. To view an eBook you will first need to download it to your device. Click on the title to start the download process. Once downloaded your eBook will reside on your iDevice where you will be able to access it without a live Internet connection.

Installing Bookshelf® Mobile through iTunes (Desktop)

Alternatively, you also have the option to download the VitalSource® Bookshelf® by accessing iTunes® from your computer. Here are the steps to follow in order to download the app through your computer as well as how to transfer eBooks to your mobile device:

1. On your desktop internet browser, go to: <http://itunes.apple.com/us/app/vitalsource-bookshelf/id389359495>.


VitalSource Bookshelf [View More By This Developer](#)

By **VitalSource Technologies, Inc.**

Open iTunes to buy and download apps.

Description

Use VitalSource Bookshelf® to download and access VitalSource e-books on your iPhone, iPod Touch, and iPad. Leaf through the sharp, full-color pages of your books, search one book or all, search or browse figures, and look over your notes and highlights.

[VitalSource Bookshelf Support](#) [...More](#)

What's New in Version 2.1.1

This is an urgent bug fix for users that experienced an issue with making highlights, copying text and selecting text in general.

[View in iTunes](#)

+ This app is designed for both iPhone and iPad

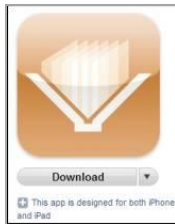
2. Select **View in iTunes**



3. Select **Allow**



4. Select **Download**



5. Enter your iTunes® credentials and then select **Get**



6. Select **Apps**



7. Click and drag the VitalSource® eBook App onto your Apple mobile device.

To transfer an eBook to your Apple mobile device without a live Internet connection please follow these instructions:

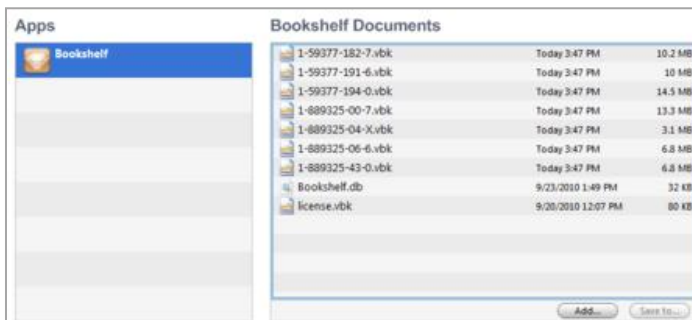
1. Select Apple mobile device in iTunes®.



2. Select **Apps**.



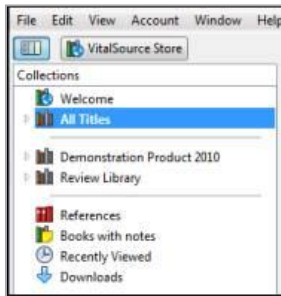
3. Scroll to the bottom of the Apps window. Select Bookshelf® to see the Bookshelf® Documents window.



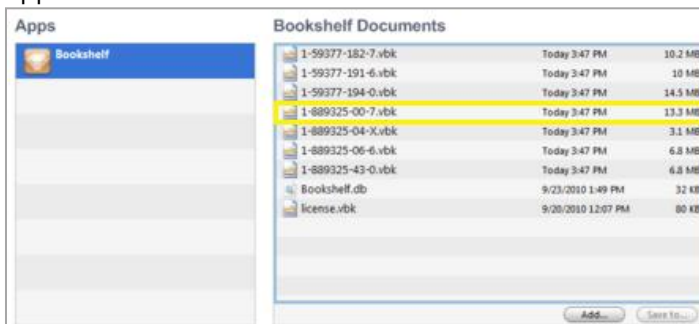
4. Double click on the VitalSource® Bookshelf® icon on your desktop or select it in your start menu.



5. Select **All Titles**




6. Select the book you want to transfer and drag the book from the Desktop Bookshelf® to the Bookshelf® Documents window in iTunes®. Repeat this steps to transfer more titles to your Apple Mobile Device




Once you have logged in to the Bookshelf® app you will see two main sections in the collections pane: Books and Highlighters. Within the Books heading, tap to open a collection.

The eBook Window

Your eBook will open to the cover page. Click the Table of Contents icon  in the upper right-hand corner to go to the Contents Screen. Tap the Contents or Notes button at the bottom of the screen to find the location you want to go to.

Account Information

You can log out of your account or update your book list by tapping . Once you are signed out you will have the opportunity to sign in with another Bookshelf account.


Navigating through your eBook

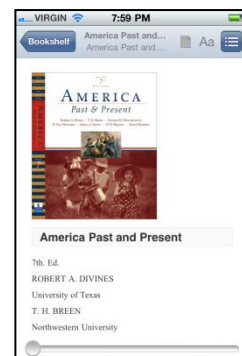
Within the book, swipe your finger across the screen to scroll forward or back from page to page.

To go to a page inside the book, tap the **Paper** icon next to the eBook's title, enter the page number and tap **Go** to go to that page.

Landscape and Standard View

Your eBook comes with 2 different views on the Bookshelf® app. The standard view is accessed by holding your device vertically. This view only shows the reading pane and is therefore the best way to read your content.

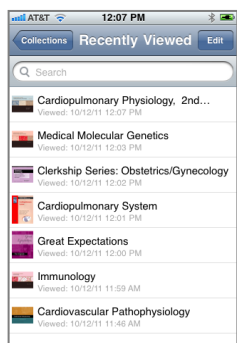
To navigate through your eBook you will need to open the Content tabs by clicking on the  button located on the top right corner of your screen.



The landscape view can be accessed by holding your device horizontally. This view allows you to view the reading and contents pane at the same time. This allows you to easily navigate through your entire eBook.

Searching

From the Bookshelf® Mobile you can search within a single eBook, a collection of eBooks, or your entire eBook library. To perform a search in your eBook library, enter your search term on the main screen of the



Bookshelf® Mobile in the text field on the top of your screen and press **Enter**. The number of search results found will be listed below each eBooks. Only eBooks with at least a single search result will appear in the list.

You can also search directly in your eBook through the eBook window. To perform a search, enter a search term and press **Enter** to conduct the search. Once the search results are completed you will be able to view the results in the Contents and Notes tab.

You can add quotation marks around a sentence to find an exact match of the complete sentence in your eBook. Without quotation marks, the Bookshelf® will treat each word in the sentence as independent search terms.

Dictionary Lookup

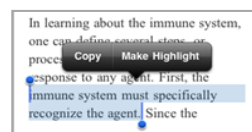
Bookshelf® Mobile for Apple's mobile operating system (iOS) version 5 takes advantage of the operating system's built-in dictionary. Tap to highlight a word and then select **Define** from the pop-up. If the word is available in the built-in dictionary, Bookshelf® Mobile will show you the definition. Tap to close the definition pop-up. If your device is running a previous version to iOS 5, Dictionary Lookup functionality will not work.

Highlights and Notes

Highlighting in an eBook is similar to highlighting in a physical book. eVantage however also allows you to remove your highlights and add your own notes. Any highlights or notes you create will be saved online to allow you to continue your work from another workstation. If you are not connected to the Internet, your highlights will be saved on your device and will be synced next time you are connected.

Making a New Highlight

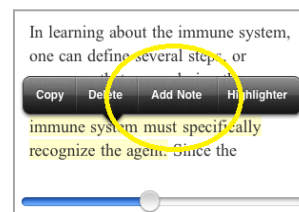
To make a highlight, tap and drag the blue dots to select the text, and then **Make Highlight**.



tap

Making a New Note

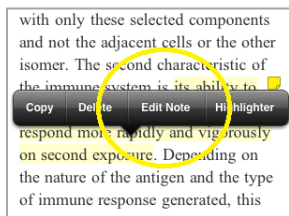
Adding a note in Bookshelf® Mobile works similarly to adding a note in the Bookshelf® Online. With the Bookshelf® Mobile you will first need to make a highlight before you will have the option to add a new note. Find and click on the highlight to open a highlight sub menu. Tap **Add Note**, type in your note and tap on **Save**.



Editing a Highlight or Note

Changing the colour of a highlight is very simple. Find and tap the highlighted area in the text to open the highlight sub menu. Tap **Highlighter** and then select the new highlighter.

To delete a highlight, find and tap the highlighted area in the text to open the highlight sub menu. Tap **Delete**. The highlight (and any associated note) will be immediately deleted.



To edit an existing note, find the highlighted area that has the note attached to it. Tap the highlight or the Note icon in the margin to open the highlight sub menu, then **Edit Note**. Modify your note, and tap **Save**.

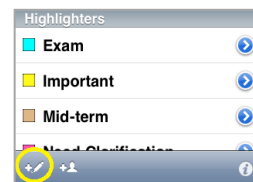
Deleting a note is comparable to editing a note. Find and tap the note to open the highlight sub menu, tap **Edit Note**, delete the text from inside the Note, and tap **Save**.

Managing Highlighters

eVantage allows you to create highlighters, customize their colours, as well as assign descriptive names to distinguish different highlighters. For example, you may want to create a highlighter called "Important Process" to highlight every process in your student guide that you deem important.

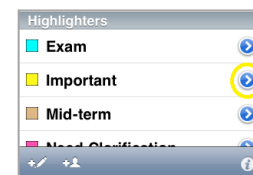
Adding a New Highlighter

At the bottom of the Collections screen, tap the **New Highlighter** icon. Tap the colour cube to select the colour for this highlighter, enter the highlighter name and choose whether or not to share this highlighter.



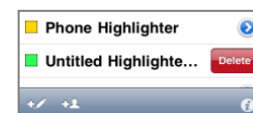
Editing a Highlighter

Bookshelf® Mobile will allow you to change the colour or rename a highlighter as easily as you can add a highlighter. In the Collections pane, tap the arrow to the right of the highlighter that you want to edit. On the edit highlighter screen, tap the colour cube to change the colour of the highlighter or edit the name of the highlighter.



Deleting a Highlighter

Using the standard iOS swiping motion, swipe the row that the unwanted highlighter is in and then tap **Delete**. This will remove all highlights and notes associated with this highlighter.



Sharing and Subscribing to Highlights and Notes

One of Bookshelf's® most innovative features is the ability to collaborate highlights and notes with your friends and colleagues. In order for sharing and subscribing to function, both you and the person you are sharing with must have both purchased a license for the same book.

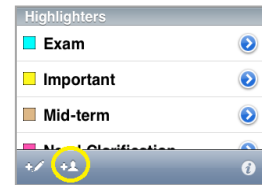
Collaboration Tips

The collaboration aspect within eVantage allows you to interact with others during your learning experience. Here are some key points on how to manage your highlighters:

- Select different colour palettes for each highlighter.
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- Identify 2 sharing groups: public highlighters or private highlighters only. You may want to restrict a specific highlighter to members of a specific group while sharing another one with everyone.

Subscribing to Someone's Notes and highlights

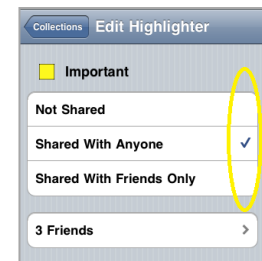
To subscribe, click the silhouette button at the bottom of the collections pane. Enter the email address of the individual you would like to subscribe to and tap **Subscribe**. Subscribing to notes and highlights will not work for every highlighter that person has, only for those that the other person has agreed to share.



Sharing your Notes and Highlights

Sharing is the reciprocal feature of subscribing. With sharing, you determine who may see your notes and highlights, and which highlighter they will see. To share a highlighter, tap the arrow to the right of the highlighter name on the Collections screen.

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Bookshelf® Mobile – Android Devices

Bookshelf® Mobile is available for the Android tablets and smart phones. This platform allows you to search for key terms, make and edit highlights and notes and collaborate with your friends and colleagues.

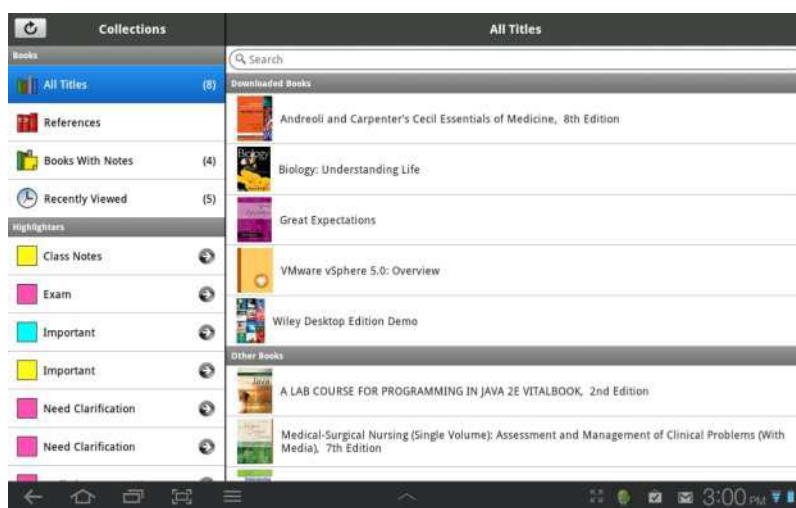
The great advantage of this platform is the flexibility to access your material both online and offline. You will have the ability to read through your entire eBook library and make your notes and highlights without an active Internet connection. Newly created notes and highlights done offline will be saved on your computer until you connect to a live Internet connection at which time they will be synchronized across the eVantage platform. Any notes and highlights shared with friends will also update during this time.

Bookshelf® for Android devices is available exclusively through VitalSource. The VitalSource® Bookshelf® app will work on Android tablets or smart phones using version 2.2 or greater (Nook Tablet is currently not supported).


Installing Bookshelf® Mobile through the Android Device

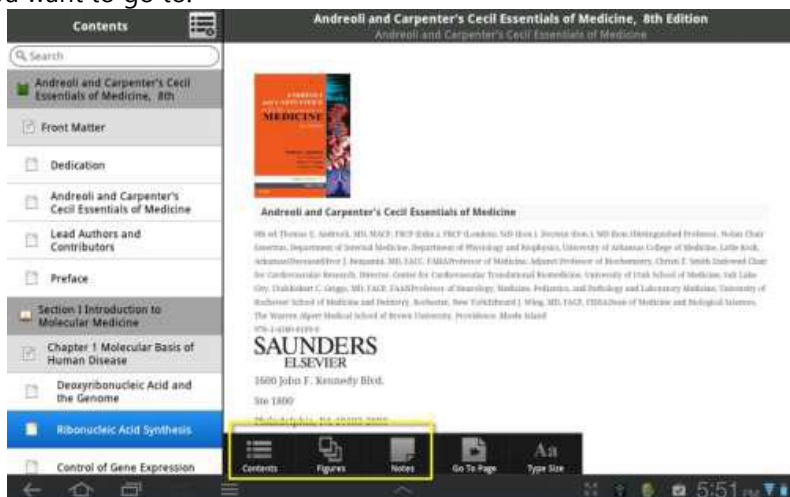
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Landscape and Standard View

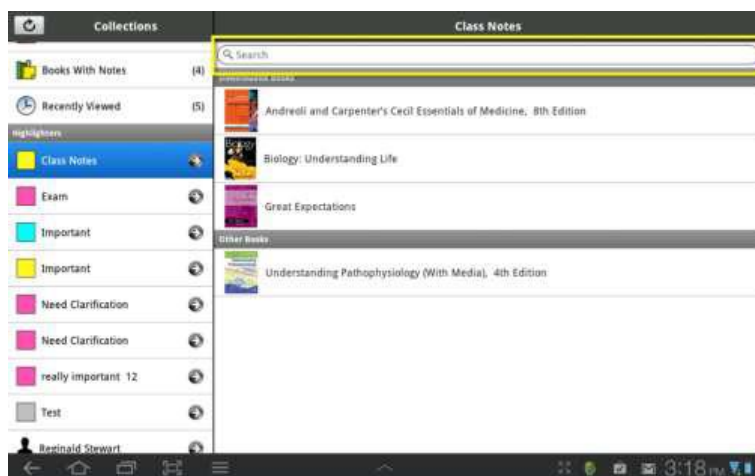
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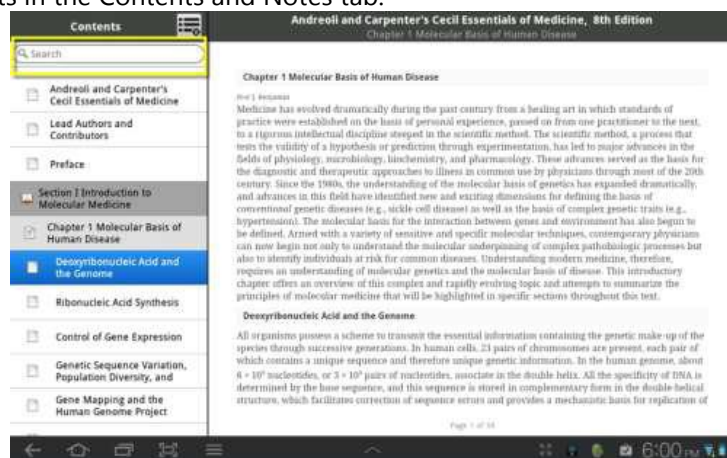
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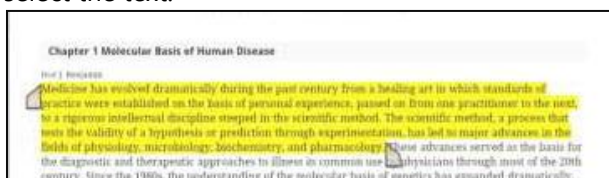
You can add quotation marks around a sentence to find an exact match of the complete sentence in your eBook. Without quotation marks, the Bookshelf® will treat each word in the sentence as independent search terms.

Highlights and Notes

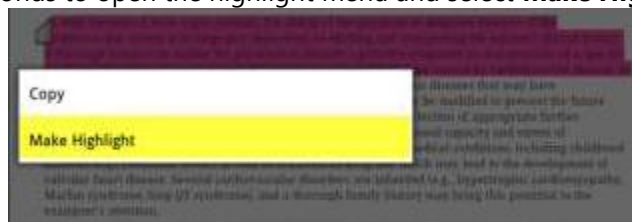
Highlighting in an eBook is similar to highlighting in a physical book. eVantage however also allows you to remove your highlights and add your own notes. Any highlights or notes you create will be saved online to allow you to continue your work from another workstation. If you are not connected to the Internet, your highlights will be saved on your device and will be synced next time you are connected.

Making a New Highlight

To make a highlight, press and hold for 2 seconds in the section you wish to highlight. Once the bracket bars appear, drag them to select the text.

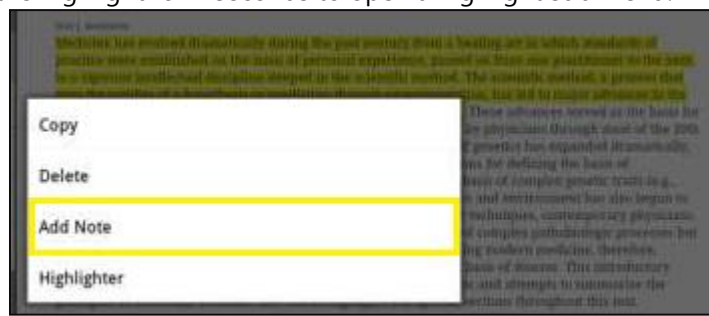


To make the highlight you can either tap outside of the highlight (quick highlight) or press and hold the highlighted area for 2 seconds to open the highlight menu and select **Make Highlight**.



Making a New Note

Adding a note in Bookshelf® Mobile works similarly to adding a note in the Bookshelf® Online. With the Bookshelf® Mobile you will first need to make a highlight before you will have the option to add a new note. Press and hold the highlight for 2 seconds to open a highlight sub menu.



Tap **Add Note**, type in your note and tap on **Save**.

Editing a Highlight or Note

Changing the colour of a highlight is very simple. Find and press and hold the highlighted area for 2 seconds in the text to open the highlight sub menu. Tap **Highlighter** and then select the new highlighter.

To delete a highlight, find and press and hold the highlighted area for 2 seconds in the text to open the highlight sub menu. Tap **Delete**. The highlight (and any associated note) will be immediately deleted.

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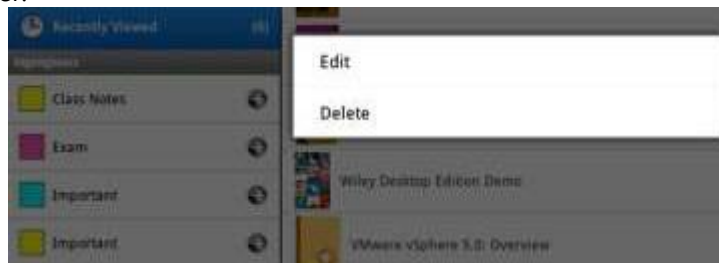
At the bottom of the Collections screen, tap the Menu Button  followed by **New Highlighter**.



Tap the colour cube to select the colour for this highlighter, enter the highlighter name and choose whether or not to share this highlighter.

Editing a Highlighter

Bookshelf® Mobile will allow you to change the colour or rename a highlighter as easily as you can add a highlighter. In the Collections pane, tap the arrow to the right of the highlighter that you want to edit. On the edit highlighter screen, tap the colour cube to change the colour of the highlighter or edit the name of the highlighter.



Deleting a Highlighter

To delete a highlighter tap the arrow to the right of the highlighter and tap **Delete**. This will remove all highlights and notes associated with this highlighter.

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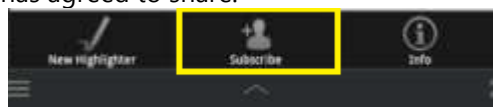
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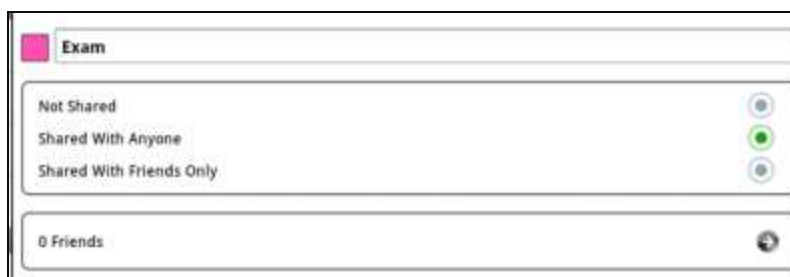
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To subscribe, tap on the Menu Button  followed by the silhouette button at the bottom of the collections pane. Enter the email address of the individual you would like to subscribe to and tap **Subscribe**. Subscribing to notes and highlights will not work for every highlighter that person has, only for those that the other person has agreed to share.



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Bookshelf® Mobile – Kindle Fire Devices

Bookshelf® Mobile is available for the Kindle Fire tablets. With the same basic capabilities and features of other Bookshelf® applications, this platform is optimized for the Kindle Fire operating system. This platform allows you to search for key terms, make and edit highlights and notes and collaborate with your friends and colleagues.

The great advantage of this platform is the flexibility to access your material both online and offline. You will have the ability to read through your entire eBook library and make your notes and highlights without an active Internet connection. Newly created notes and highlights done offline will be saved on your computer until you connect to a live Internet connection at which time they will be synchronized across the eVantage platform. Any notes and highlights shared with friends will also update during this time.

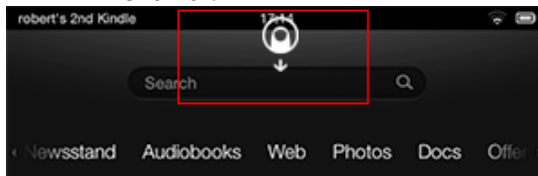
Bookshelf® for Kindle Fire devices is available exclusively through VitalSource. The VitalSource® Bookshelf® app will work on Kindle Fire tablets using Kindle Fire 1, Kindle Fire 2 and Kindle Fire HD.

Installing Bookshelf® Mobile through the Kindle Fire Device

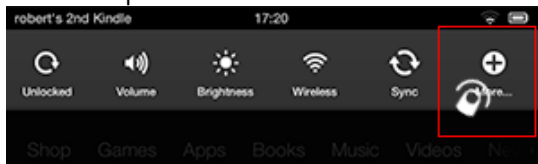
Currently the Bookshelf® cannot be installed from the Amazon Market Place. VitalSource is actively working on getting Bookshelf® into the Amazon Marketplace, until then you will need to side load Bookshelf® onto your fire. To install Bookshelf® please follow the steps below. Installing Bookshelf® is a two step process, first you must ensure that you can install 3rd party apps and then download and install Bookshelf.

Step 1: Enable the 3rd party app installation

1. Drag a finger from the top of the screen to the bottom of the screen to display the Kindle Fire Menu Bar.



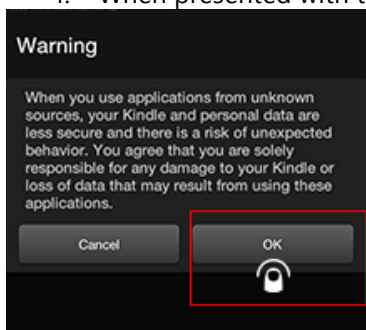
2. Tap on the **More** selection - in the settings locate and tap on **Devices**.



3. In the Device Settings, turn On Install **Applications from Unknown Sources**.



4. When presented with the pop up window, tap **OK** to allow 3rd party Apps to be installed.

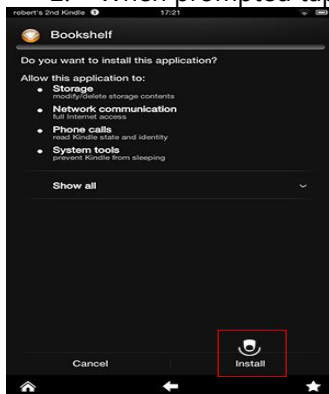


Step 2: Download and Install Bookshelf

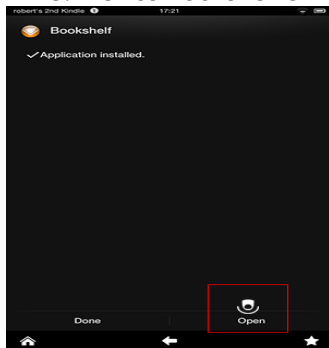
1. Tap on the Bookshelf® icon to begin the download of Bookshelf® to your Kindle Fire (you must do this with your Kindle's web browser).



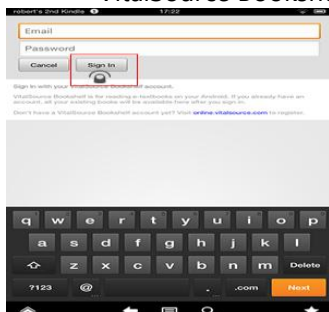
2. When prompted tap: **Install** to begin the installation



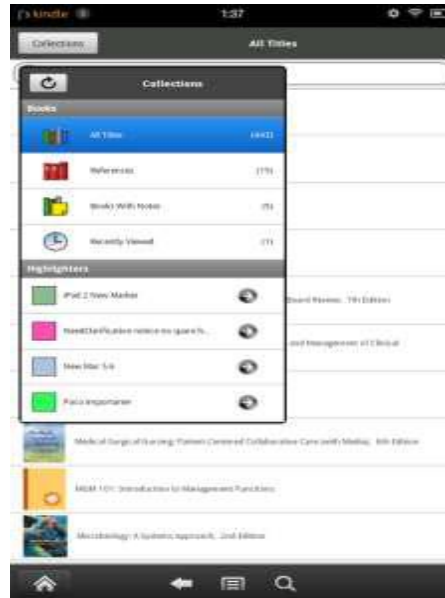
3. Once Bookshelf® has been installed, tap: Open to launch the Bookshelf® application




4. You can now sign in with the email address and password you used when you created your VitalSource Bookshelf® Account

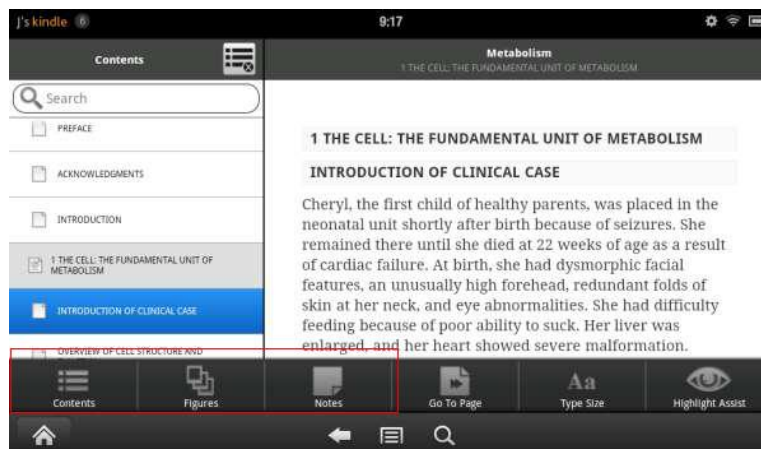


On the main screen you will see your entire eBook library. To view an eBook you will first need to download it to your device. Click on the title to start the download process. Once downloaded your eBook will reside on your Kindle Fire Device where you will be able to access it without a live Internet connection.




The eBook Window

Your eBook will open to the cover page. Click the Table of Contents icon  in the lower left-hand corner to go to the Contents Screen. Tap the **Contents**, **Figures** or **Notes** button at the bottom of the screen to find the location you want to go to.





Account Information

You can log out of your account or update your book list by tapping . Once you are signed out you will have the opportunity to sign in with another Bookshelf account.


Navigating through your eBook

Within the book, swipe your finger across the screen to scroll forward or back from page to page.

To go to a page inside the book, tap the Kindle Fire menu button  icon at the bottom of your screen followed by **Go to Page** , enter the page number and tap **Go** to go to that page.

Landscape and Standard View

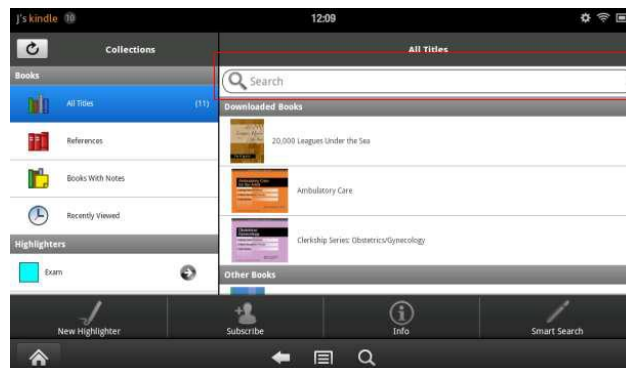
Your eBook comes with 2 different views on the Bookshelf® app. The standard view is accessed by holding your device vertically. This view only shows the reading pane and is therefore the best way to read your content.

To navigate through your eBook you will need to open the Content tabs by clicking on the  button located bottom left corner of your screen. On the main app window, you will need to tap on the collection button **Collections** in order to view your different collections as well as your highlighters.

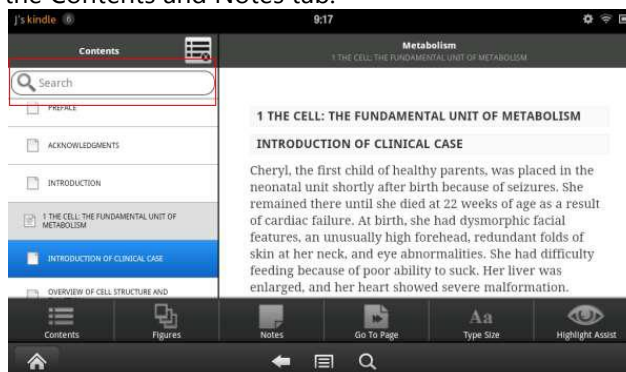
The landscape view can be accessed by holding your device horizontally. This view allows you to view the reading and contents pane at the same time. This allows you to easily navigate through your entire eBook.

Searching

From the Bookshelf® Mobile you can search within a single eBook, a collection of eBooks, or your entire eBook library. To perform a search in your eBook library, enter your search term on the main screen of the Bookshelf® Mobile in the text field on the top of your screen and press **Enter**. The number of search results found will be listed below each eBook. Only eBooks with at least a single search result will appear in the list.



You can also search directly in your eBook through the eBook window. To perform a search, enter a search term and press **Enter** to conduct the search. Once the search results are completed you will be able to view the results in the Contents and Notes tab.



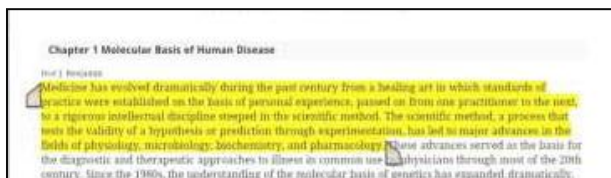
You can add quotation marks around a sentence to find an exact match of the complete sentence in your eBook. Without quotation marks, the Bookshelf® will treat each word in the sentence as independent search terms.

Highlights and Notes

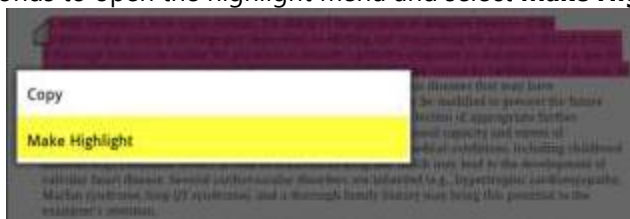
Highlighting in an eBook is similar to highlighting in a physical book. eVantage however also allows you to remove your highlights and add your own notes. Any highlights or notes you create will be saved online to allow you to continue your work from another workstation. If you are not connected to the Internet, your highlights will be saved on your device and will be synced next time you are connected.

Making a New Highlight

To make a highlight, press and hold for 2 seconds in the section you wish to highlight. Once the bracket bars appear, drag them to select the text.

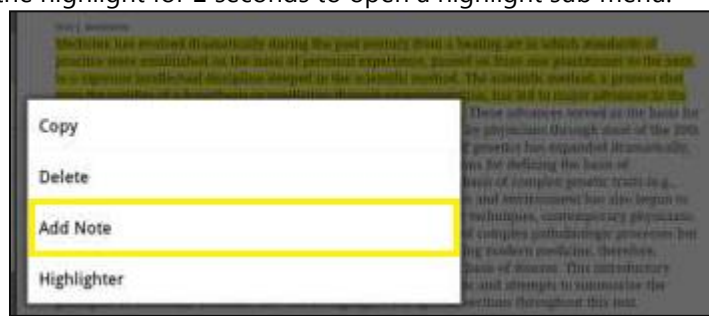


To make the highlight you can either tap outside of the highlight (quick highlight) or press and hold the highlighted area for 2 seconds to open the highlight menu and select **Make Highlight**.



Making a New Note

Adding a note in Bookshelf® Mobile works similarly to adding a note in the Bookshelf® Online. With the Bookshelf® Mobile you will first need to make a highlight before you will have the option to add a new note. Press and hold the highlight for 2 seconds to open a highlight sub menu.



Tap **Add Note**, type in your note and tap on **Save**.

Editing a Highlight or Note

Changing the colour of a highlight is very simple. Find and press and hold the highlighted area for 2 seconds in the text to open the highlight sub menu. Tap **Highlighter** and then select the new highlighter.

To delete a highlight, find and press and hold the highlighted area for 2 seconds in the text to open the highlight sub menu. Tap **Delete**. The highlight (and any associated note) will be immediately deleted.

To edit an existing note, find the highlighted area that has the note attached to it. Press and hold the highlight for 2 seconds open the highlight sub menu, then **Edit Note**. Modify your note, and tap **Save**.

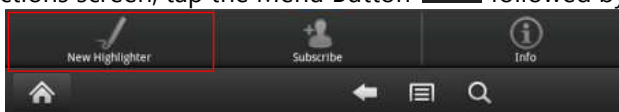
Deleting a note is comparable to editing a note. Press and hold the highlighted area for 2 seconds to open the highlight sub menu, tap **Edit Note**, delete the text from inside the Note, and tap **Save**.

Managing Highlighters

eVantage allows you to create highlighters, customize their colours, as well as assign descriptive names to distinguish different highlighters. For example, you may want to create a highlighter called "Important Process" to highlight every process in your student guide that you deem important.

Adding a New Highlighter

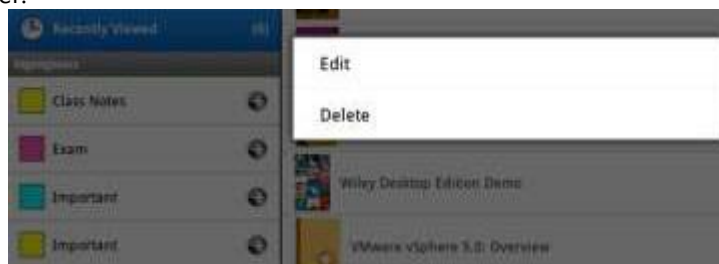
At the bottom of the Collections screen, tap the Menu Button  followed by **New Highlighter**.



Tap the colour cube to select the colour for this highlighter, enter the highlighter name and choose whether or not to share this highlighter.

Editing a Highlighter

Bookshelf® Mobile will allow you to change the colour or rename a highlighter as easily as you can add a highlighter. In the Collections pane, tap the arrow to the right of the highlighter that you want to edit. On the edit highlighter screen, tap the colour cube to change the colour of the highlighter or edit the name of the highlighter.



Deleting a Highlighter

To delete a highlighter tap the arrow to the right of the highlighter and tap **Delete**. This will remove all highlights and notes associated with this highlighter.

Sharing and Subscribing to Highlights and Notes

One of Bookshelf's® most innovative features is the ability to collaborate highlights and notes with your friends and colleagues. In order for sharing and subscribing to function, both you and the person you are sharing with must have both purchased a license for the same book.


Collaboration Tips

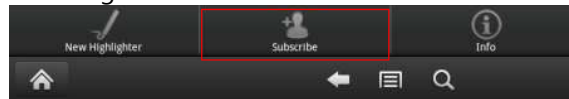
The collaboration aspect within eVantage allows you to interact with others during your learning experience. Here are some key points on how to manage your highlighters:

- Select different colour palettes for each highlighter.
- Ensure that highlighter names properly reflect their purpose, such as "Research Further", "Important" or "Need Clarification".

- Identify 2 sharing groups: public highlighters or private highlighters only. You may want to restrict a specific highlighter to members of a specific group while sharing another one with everyone.

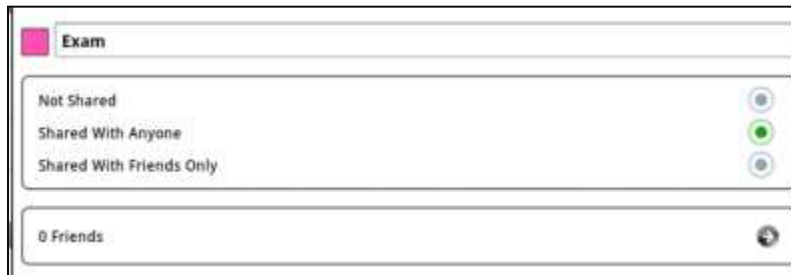
Subscribing to Someone's Notes and highlights

To subscribe, tap on the Menu Button  followed by the silhouette button at the bottom of the collections pane. Enter the email address of the individual you would like to subscribe to and tap **Subscribe**. Subscribing to notes and highlights will not work for every highlighter that person has, only for those that the other person has agreed to share.



Sharing your Notes and Highlights

Sharing is the reciprocal feature of subscribing. With sharing, you determine who may see your notes and highlights, and which highlighter they will see. To share a highlighter, tap the arrow to the right of the highlighter name on the Collections screen.



If you select Shared with Anyone, your highlights and notes for this highlighter will be shared with anyone who subscribe to you. If you select Shared With Friends Only, the highlights and notes in this category will be shared with the friends whose Bookshelf® usernames you've entered in your Friends list. Be aware that any highlighter shared with friends will be shared with ALL friends in the approved list. To complete this process click Save.

eVantage Security

The Bookshelf® platform is designed to provide the best possible secure and user-friendly environment. We are confident that the security precautions executed will offer a commercially effective standard of protection.

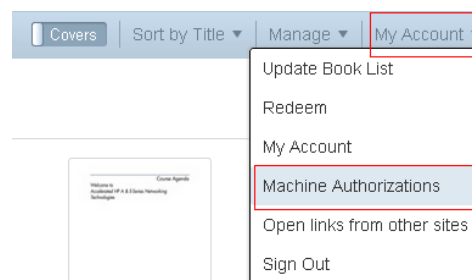
The following safety precautions ensure that the Bookshelf® environment is protected and is safe for each individual user's access.

Machine Activations

Each account is limited to a maximum of 2 computers and 2 mobile devices (iPhone, tablet, Kindle Fire, etc.) activated at a given time.

To register a new machine, should you wish to replace one, please complete the following:

1. Sign into your Bookshelf® account (<https://evantage.gilmoreglobal.com/signin>)
2. Select **My Account** followed by **Machine Authorizations**



1. Within this screen you will be able to “de-authorize” one of the workstations in order to access another

Authorized Computers

Computer name	Version of Bookshelf	Last License Update	
GGLS-	6.1.2	February 07, 2013 15:19	de-authorize

Authorized Mobile Devices

Mobile Device name	Version of Bookshelf	Last License Update	
	1.3	November 29, 2012 18:59	de-authorize
	2.1.1	December 05, 2012 19:54	de-authorize

Bookshelf Restrictions

Copy/Print Restrictions

Not all e-Books on the Bookshelf® have the capability to copy and/or print the content materials. This function is setup per customer basis and all e-Books encompass specific copy and print restrictions; whether it be copying and/or printing a certain number of pages at a time (0,5,10, perpetual etc.) or not being able to copy and or print content at all (feature not available).

Expiration

Each eBook has an expiration date associate to it. Upon purchase of the eBook, followed by an e-mail confirmation, an associated license code containing an expiration date is provided to the end user.

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KDQ56FDPRZS6	01/01/2050
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S3AARGKEFQBT2P	01/01/2050
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