

Quick Reference Guide

eVantage Setup

a. How to register

To use your new eBook you will need to create an account here:
<https://online.vitalsource.com/user/new>

b. Accessing your eBook on your desktop

Download the Bookshelf application here:
<http://www.vitalsource.com/downloads/>

c. Accessing your eBook online

Go to <http://online.vitalsource.com> and login with your username and password

d. Accessing your eBook on your iPad, iPhone or iPod Touch

Add the Bookshelf app found on iTunes
<http://itunes.apple.com/us/app/vitalsource-bookshelf/id389359495?mt=8>

e. How to redeem your license codes

Double click on the bookshelf icon, select *Account* followed by *Redeem Code*

Collaboration / Sharing

a. What does sharing do?

Sharing allow users to view or share highlights and notes with other users.

b. Syncing your highlights and notes between devices

Syncing notes between workstations, online and mobile devices is done automatically.

iPad / iPhone / iPod Touch

A. Search

To view the search field on the iPad you must have the Bookshelf in Landscape view. As you type the term it will automatically narrow your search. This can also be done across multiple books from the main screen.

B. Highlights and notes:

- Press and hold the area to start the highlight process.
- Use the white dots to select the area you wish to highlight
- Click on *Make Highlight* to finish this process.

To change the highlighter click on the highlighted area and click on *Change Highlight*. To add a note to the highlighted section, click on *Add Note*.

C. Share Highlights and Notes

On the main screen of the Bookshelf App, click on the highlighter you wish to use and then click again on the right arrow symbol. This will bring you to the highlight editing page where you will be able to share your highlighter with anyone or restrict to friends only.

Bookshelf Desktop

a. Search


Simply enter a key word and press on enter to do a basic search. You can also conduct an advance search by utilizing the drop down menu and selecting *Advanced Search*.

b. Multiple Book Search:

From the main Bookshelf screen, add your search criteria in the search field found on the top right of your screen to search through all titles currently in your bookshelf.

b. Highlights and Notes

- Open a Book
- With your mouse, select the particular message of interest
- Select the highlighter you wish to use
- Click on *Highlight* or *Make Note*

To add a new highlighter you simply need to click on  found on the bottom left of your screen. You can change the colour, rename or delete a highlighter by right clicking on its icon.


c. How to change the current view

Once you have opened a book you will be able to modify your current view by utilizing the *Hide Navigation* and *Page Layout* buttons.

d. How to add a friend

To add a friend, click on *Edit > Preferences > Friends* and enter their name and e-mail and click on *Add Friend*. Your friends will be able to subscribe to your *friends only* highlighters.

e. Subscribe to Highlights or notes

By clicking on  you will be able to subscribe to a classmates notes and highlights by entering their e-mail address.

f. How to Share highlights and notes

Select the highlighter and click on *Share this highlighter with...*

Online

A. Search

To conduct a search, enter the search criteria in the *Search* field and click on enter. This can be done within a book or through the main page.

B. Go to a specific page:

- From inside a book:
- Click on *printed page*
 - Enter a page number
 - Click on *OK*.

C. Highlights and notes:

To make a note or highlight in the online platform you must first highlight the text and click on *Make Highlight*. Once the highlight is made, you may click on the text and either *Change Highlighter* or *Add a Note*.

D. Edit Highlights:

Click on *Change Highlighter* and click on *Edit*. This will bring you to a screen to add or modify existing highlighters.