# The Complete
# Student Guide to
# VitalSource Bookshelf

**vital**source™

## About eBook Programs and VitalSource Bookshelf

Over the course of the last ten years, digital textbook providers have worked to offer an array of benefits via digital textbook programs, including "anywhere access" to textbooks, and greatly increased collaboration among students.

Textbook publishers have matured, too. They know that although a picture is worth a thousand words, multimedia is worth a whole lot more. With a traditional textbook, an author uses printed words to *describe* a graphic, but a digital textbook can *show* you, by setting that graphic in motion, or by presenting a movie within the book.

Your institution recognizes the value digital textbooks offer, and has selected the VitalSource Technology digital textbook platform as the foundation of its digital education arsenal.

For over a decade, VitalSource has been delivering digital content to more than 1.6 million users on more than 6000 campuses in 180 countries. Our tools comprise the most preferred and most used e-textbook platform in higher education today, and no one in the world has more active higher education users than VitalSource.

Our free Bookshelf application is an "always on" gateway to your digital textbooks. You can access Bookshelf in one of three ways: by downloading the application to your desktop or laptop; via the Web from any Internet-connected computer; or on your iOS mobile device.* And, no matter how or where you read your books, when you come back to that textbook, we'll return you to exactly where you left off, and your notes and highlights will all be in sync.

Bookshelf allows you to search inside books, notes or highlights. And, it's up to you whether you search inside just one book, a specific collection, or your entire library. Create online study groups: if you and a friend have a license for the same digital content, you can share and subscribe to each others notes and highlights. Creating an offline study guide? When you copy and paste a passage of your textbook, full bibliographic information is extracted with the copied portion, so you can find exactly where you got that information and where to go for more.

As a student-oriented instructional guide, The Complete Student Guide to VitalSource Bookshelf focuses on the things students do most: reading, highlighting, taking notes, and collaborating with others.

Ready? Turn the page to get started with VitalSource Bookshelf!

*Android access coming soon!

# Bookshelf Online

With Bookshelf Online and an Internet-connected computer, you have full access to your complete collection of books, notes and highlights. With an active Internet connection, Bookshelf Online will remember the reading you do, plus the notes and highlights you make, so everything stays in sync.

## Accessing Bookshelf Online

Bookshelf Online is available on any Internet-connected computer at http://online.vitalsource.com. Sign in with the user name and password you used when you registered your Bookshelf account.

### Browser Requirements

| Preferred browsers | Supported browsers |
| --- | --- |
| Microsoft Internet Explorer 8/9 | Microsoft Internet Explorer 6* |
| Mozilla Firefox 6.0/7.0 | Microsoft Internet Explorer 7 |
| Apple Safari 4/5 | |
| Google Chrome 13.0/14.0 | *Support for Internet Explorer 6 ends December 31, 2011 |

## The Bookshelf Online Window

After you sign in to Bookshelf Online with your username and password, you'll land on the Bookshelf Online window, available in both Cover view and List view. The window presents your books by Recently Viewed, All Titles, and within All Titles, by Collection.

Click the Cover or List links to toggle between the Cover and List views.
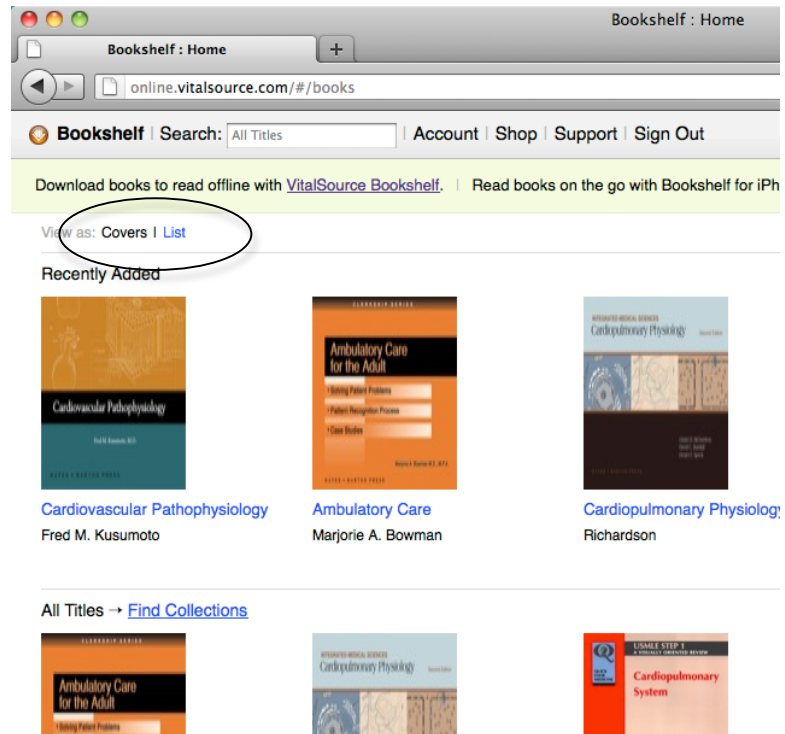
Along the top of the Bookshelf Window are some tools you will use as you interact with Bookshelf Online.
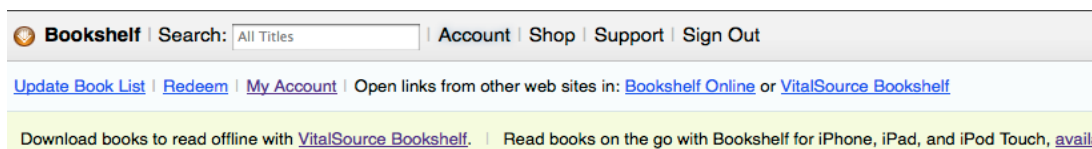


Search across your entire collection by entering a search term in the text field. To search inside a single book, first open the individual book, then enter the search term in the Book window.

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

**Use My Account to find and manage critical information about your Bookshelf account, including your username and password.**

Other options in the Bookshelf Online window are Shop, Support, and Sign Out. Shop will take you to the VitalBook Store, Support will take you to the VitalSource online support Web site at support.vitalsource.com, and Sign Out will log you out of your Bookshelf account.

The Bookshelf Online sub-menu includes a link to download Bookshelf Desktop to your desktop and/or laptop.

## The Book Window

The Book window in Bookshelf Online is where you will interact with a specific book. Both have a Navigation pane to the left, and the Reading pane to the right. The Navigation pane allows you to see the chapters and sections in the textbook's table of contents, while the Notes view shows you the notes and highlights you've made inside this book.

The tool bar in Bookshelf Online has the Search box, the Make Highlight button, a link to Bookshelf
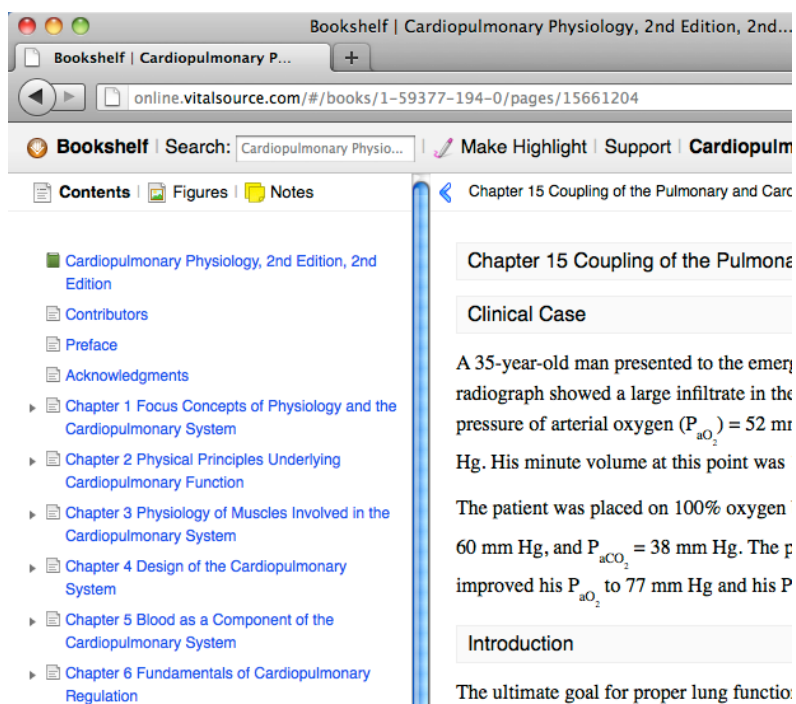
Support online, and a button to return to the cover of this book. The right and left arrows positioned under the tool bar move you from page to page, sequentially within the book.
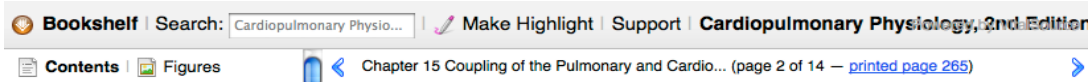


**Jump to a Place Inside Your Book**

Use the Contents tab in the Navigation pane to browse the table of contents and select where you want to begin reading. To go to a specific page in the book, click the Printed Page link at the top of the reading pane, enter the page number, then click OK.
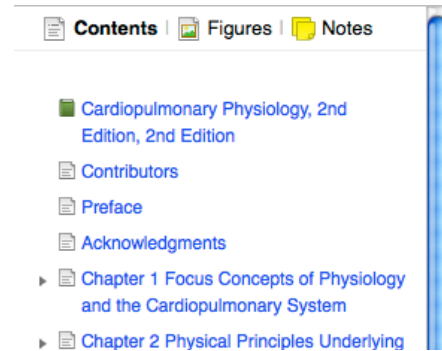


**Cite and Link to Bookshelf Content**

Create ALA or MLA citations as easily as you can copy and paste.

To cite work from your textbook, click Cite/Link in the upper-right hand corner of the Book window. Choose the citation format you prefer: MLA or APA; Bookshelf will remember your preference. Use your mouse and keyboard to copy the citation and paste it into your word processing application.

Bookshelf also makes it easy to link to a location in your textbook. Go to that page in the Book window, click Cite/Link, then copy and paste the link into your word processing application.
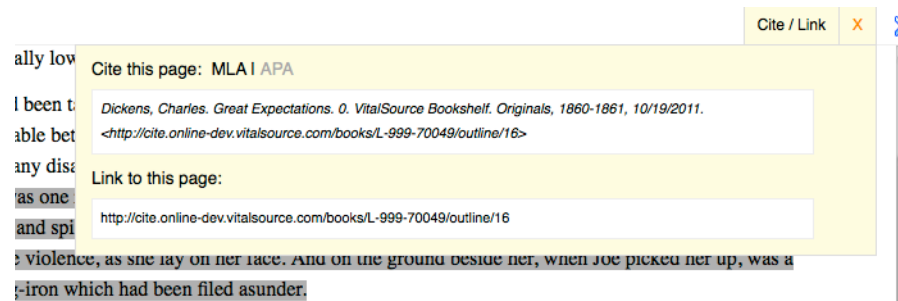
## Searching

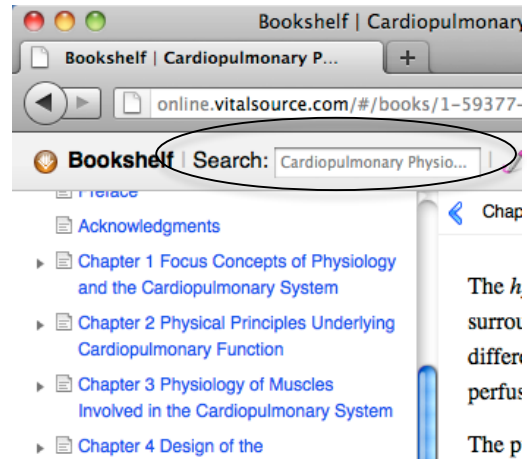From the Bookshelf window, you can search within your entire library, or a single collection within the library, just be mindful of where you are. To search within a single book, first click that book to open it in a Book window, then perform your search.

Regardless of which body of work you are searching within, enter your search text in the Search field at the upper-left corner of the screen.

Enter a single word in the search text field to find each occurrence of that word.

Enter multiple words in the search text field to find each occurrence of any of those words in a single paragraph, regardless of whether they are side by side or in the sequence you entered them.

Enter an exact phrase, surrounded by quotation marks, in the search text field to find each occurrence of that exact phrase. This will give you the most specific and focused results of all of the search methods.
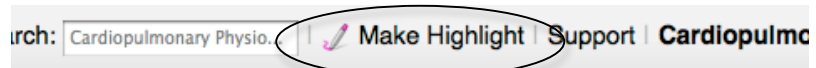
## Highlighting

Highlighting in a digital textbook is largely the same as highlighting a physical textbook. However, your digital textbook allows you to add and change highlighter colors, as well as to assign descriptive names to your highlighter colors so each means something different. For example, maybe you want to highlight certain information for an exam, other information for a paper, and still other information for points you need your instructor to clarify.

### Make a highlight

To make a highlight, use your mouse to select the text, then click the Make Highlight button at the top of the Book window screen.
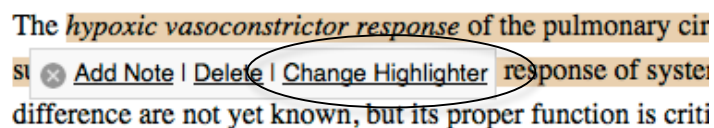
### Change a highlight's color

Changing the color of a highlight is equally simple. Find and click on the highlight on the Notes tab in the Navigation pane, (or click on the highlighted passage within the text in the Reading pane), click Change Highlighter, and choose a new highlighter for the passage.

### Delete an individual highlight

To delete a highlight from a passage, find and click on the highlight in the text or Notes tab in the Navigation pane, then click Delete. At the confirmation prompt, click OK.

For a visual representation of deleting a highlight, see the screen shot in "Change a highlight's color," above.
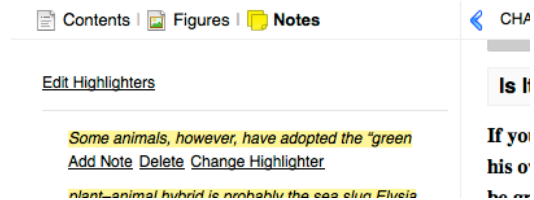
### Add a highlighter

By default, Bookshelf is enabled with three highlighters, named Exam, Important, and Need Clarification. Bookshelf allows you to configure your highlighters so they are meaningful to you.
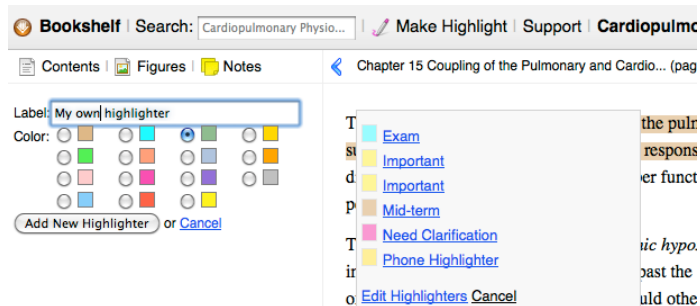
Make or find any existing highlight. Click on that highlight to enable the Highlighter management menu. Click Change Highlighter > Edit Highlighters > Add New Highlighter. Type a name for the new highlighter and select its color. Click Add New Highlighter to finish.

### Edit a highlighter

To change the name or color of an existing highlighter, click the Notes tab in the Navigation pane, then Edit Highlighters > Edit. Change the name and color of the highlight, then Save Highlight.

Another method is to change the name or color of an existing highlighter, find that highlighter in the text, click Change Highlighter > Edit Highlighters > Edit for the specific highlighter, change the name and/or color of the highlighter, then Save Highlight.

### Delete a highlighter

As easily as you can edit a highlighter, you can delete it altogether. Keep in mind, though, that deleting a highlighter will delete every highlight made with that highlighter.

To delete a highlighter, click Change Highlighter > Edit Highlighters > Delete for the specific highlighter, and confirm that you want to delete the marker.

### Save your highlights

With an active Internet connection, Bookshelf will automatically save and sync your highlights, no matter whether you make these highlights on Bookshelf downloaded to your desktop or laptop, on Bookshelf accessed via an Internet-connect computer, or on Bookshelf on your mobile iOS device.

## Making Notes

The Notes feature of Bookshelf available no matter whether you access Bookshelf Desktop, Online or iOS.

You must create a highlight in order to create a note. You can always delete a note from a highlight, but if you delete the highlight, the note will be deleted as well.

### Add a note

In the text or on the Notes tab of the Navigation pane, find and click on the highlight you want to add the note to. Click Add Note, and enter your note text in the pop-up Note window. With an active Internet connection, when you close the Note, Bookshelf will automatically save and immediately sync your note.
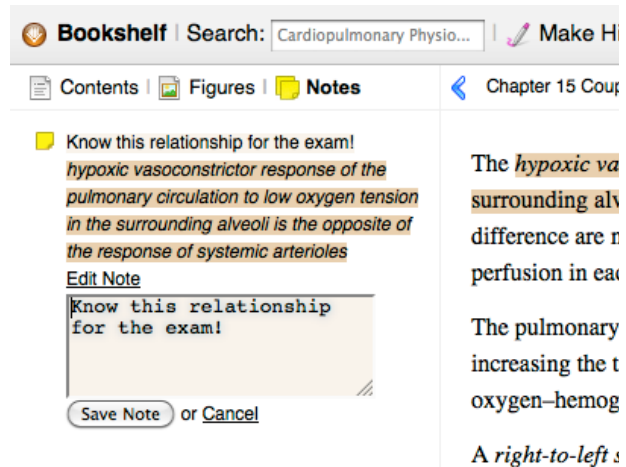
### Edit a note

To edit an existing note, find the highlight that has the note attached to it. Click the highlight, the Edit Note link note, modify the text, and the Save Note button.
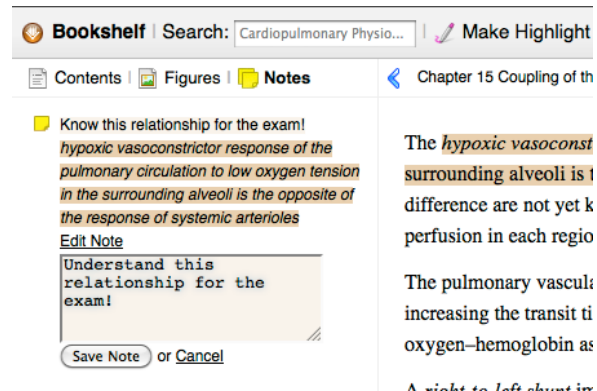
## Delete a note

Deleting a note is comparable to editing a note. Find and open the note, then delete the text inside the pop-up Note window. Once the text has been deleted and the Note "empty," click Save Note to close the Note window.

Remember that if you want to delete the note and the highlight that the note is attached to, you have to right-click or control-click the highlight and choose Remove Highlight and Note.

## Save your notes

With an active Internet connection, Bookshelf will automatically save and sync your notes, no matter whether you make them on Bookshelf accessed via an Internet-connected computer, on Bookshelf downloaded to your desktop or laptop, or on Bookshelf on your mobile iOS device.
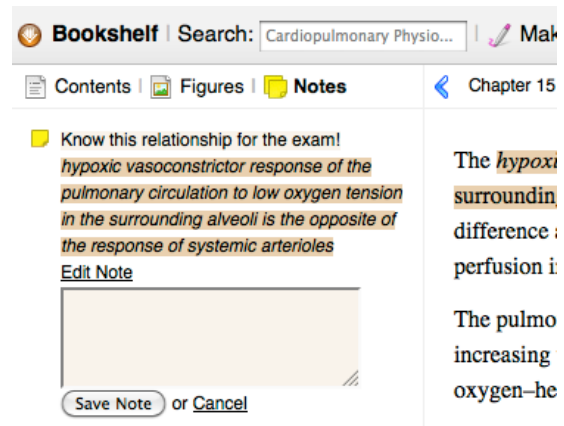
## Sharing and Subscribing to Highlights and Notes

One of Bookshelf's most innovative features is that the highlights you make and notes you take can be shared with your friends. And, you can subscribe to a friend's highlights and notes as well.

In order for sharing and subscribing to work, both you and the person you are sharing with or subscribing to must have both purchased a license for the book. You cannot share your notes and highlights with someone who does not have a license for this book, and vice versa, you cannot read the notes taken and highlights made if you have not purchased a license for this book.

To begin subscribing, click the Notes tab in the Navigation pane. In the New Subscription box, enter the e-mail address of the friend whose notes and highlights you want to view in your Bookshelf. Once Bookshelf confirms your friend's e-mail address, your subscription will be complete. To stop seeing that friend's notes and highlights, click the Unsubscribe link next to their name.

To begin sharing, find the highlighter that you want to share, and make the proper selection from the drop down menu.

When you choose Shared with Anyone, your highlights and notes in this category will be shared with anyone who knows your Bookshelf username and has a license for this book.

When you choose Shared with Friends, the highlights and notes in this category will be shared with the friends whose Bookshelf usernames you've entered in your Friends list. Manage your Friends list in Bookshelf Desktop or Bookshelf Mobile.

Be aware: any highlighter categories shared with Friends will be shared with ALL friends. Any of your friends who have a license for the same book will see the notes and highlights you've made. If *any* friends see your notes and highlights within a category, *ALL* friends see your notes and highlights in that category.

# Bookshelf Desktop

Download the Bookshelf application to your desktop or laptop computer running a Windows or Mac operating system.

Bookshelf Desktop's features and functionality are the same whether you open it using a Windows or Mac operating system. However, the location or layout of buttons or tool bars may be slightly different. Please keep this in mind as you read the information below.

With an active Internet connection, Bookshelf Desktop will remember the reading you do, plus the notes and highlights you make, so everything stays in sync.

Not connected? No problem. Read, highlight and make notes as you normally would, and everything will be saved; Bookshelf Desktop will sync your notes and highlights automatically the next time your computer has an Internet connection.

## Downloading to Windows 7, XP or Vista

### Minimum Requirements

**Minimum software requirements**
- Microsoft Windows XP with Service Pack (SP) 2

**Minimum hardware requirements**
- Windows compatible hardware with 1 GHz processor
- 512MB of RAM
- 1024 X 768 screen resolution
- Ethernet port and Internet access

### Download VitalSource Bookshelf

1. Go to http://vitalsource.com/downloads. Select **Microsoft Windows 7/Vista/XP**, then **Click to Download**.
2. When the File Download window asks if you want to Run or Save the application, click **Run**.
3. When the download is complete, choose **Run**. (Windows Vista only: a dialog box will ask your permission to continue. Choose **Continue** to proceed with the installation.)
4. Choose your language, then click **OK**.

## Download and Install Microsoft .NET 3.5 SP1

If your computer has .NET 3.5 SP1, your computer will skip these next steps. If not, you will be prompted and should follow these instructions to install Microsoft .NET 3.5 SP1.

1. On the InstallShield Wizard screen, click **Install**.
2. Accept the License Terms, then click **Install**.
3. The installation may take several minutes, and you may continue to see the InstallShield Wizard box in the background. Do NOT click Cancel. Once the installation is complete, click **Exit** to exit the installation process and restart your computer.
4. When the computer has been restarted, the File Download window will ask you to complete run or save the .NET 3.5 installation files. Click **Run**.
5. Choose your language, then click **OK**.

## Install VitalSource Bookshelf

1. The VitalSource Bookshelf – InstallShield Wizard window will alert you that you are about to install Bookshelf. Click **Next** to continue.
2. Accept the License Terms and click **Next**.
3. To install Bookshelf in its default location, click **Next**, then **Install**.
4. When the installation is complete, click **Finish**. The VitalSource Bookshelf icon will now appear on your desktop and you can launch the application.

## Downloading to Mac OSX 10.5 or later

### Minimum Requirements

**Minimum software requirements**
- Apple Mac OSX 10.5 or later

**Minimum hardware requirements**
- Apple Macintosh with 1 GHz PowerPC G4 processor
- 512MB of RAM
- 1024 X 768 screen resolution
- Ethernet port and Internet access

### Download and Install VitalSource Bookshelf

1. Browse to http://vitalsource.com/downloads. Select **Mac OSX 10.5 or later**, then **Click to Download**.

2. With Mac OSX 10.4.X, the VitalSource_Bookshelf_5.2.dmg file will be downloaded to your Desktop. With OSX 10.5.X or later, the file will be downloaded to your Downloads folder.

3. If VitalSource_Bookshelf_5.2.dmg does not automatically open, find the file on the Desktop or in the Downloads folder, then double-click to open it.

4. In the Bookshelf window, drag the VitalSource Bookshelf icon to the Applications folder. Close the Bookshelf window.

5. Eject the VitalSource Bookshelf disk image by dragging it to the Trash. The VitalSource Bookshelf icon will now appear on your desktop and you can launch the application.

### Bookshelf Desktop Username and Password

The Bookshelf username and password you use to sign in to Bookshelf Online are the same you will use for Bookshelf Desktop.

### The Bookshelf Desktop Window

Note: The screen shots provided for the remainder of this section are particular to Bookshelf for Mac, but are comparable if not identical to those for Bookshelf for Windows.

Double-clicking the Bookshelf icon will open the Bookshelf window. This window has three sections, the Collections (left) pane, the Titles (center) pane, and the Inside the Book (right) pane. In the Bookshelf Window, you can find and open a book, search across multiple books, manage highlighters, and share and subscribe to notes and highlights.
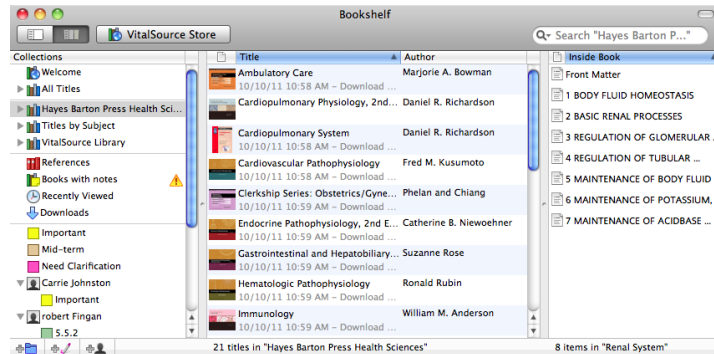
The Collections pane is further broken down into sections for your book collections, books you've recently taken action on, such as those viewed or highlighted, and your highlighter categories, including those that you've subscribed to.

To find and open a book, click on its collection in the Collections pane, then double-click the book in the Titles pane.

To find a particular note you've taken or highlight you've made, click on its highlighter category. To preview a book, single-click its title in the Title pane, and its preview will appear in the Inside the Book pane.

### The Book Window

Clicking a book title in the Bookshelf window will open a Book window. This is where you will spend most of your time interacting with the Bookshelf application.

The Book window is comprised of two panes: the Navigation (left) pane and the Reading (right) pane. When the Contents tab is active, the Navigation pane will display the book's table of contents; use the grey triangles to expand and collapse the headings.
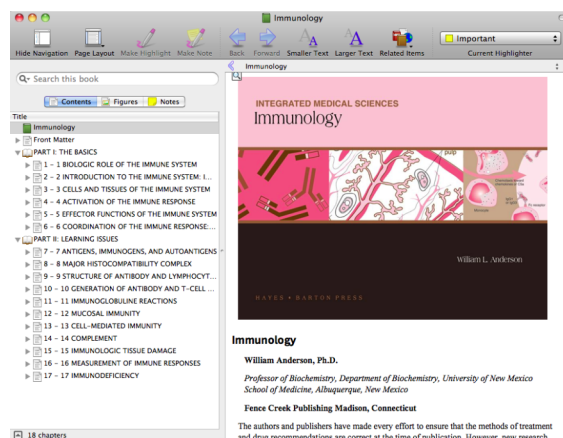
When the Figures tab is active, the Navigation pane will display the marked figures in the book, and an active Notes tab will display the notes and highlights you have made within the book.

Click any section, chapter, figure, note or highlight to display that item in the Reading pane.

The tool bar at the top of the Book window includes a variety of buttons to maximize your experience while reading a book. The presentation will vary depending on whether you use Bookshelf Desktop for Windows or Mac, but the buttons are standard: Hide Navigation/Show Navigation, Page Layout, Make Highlight, Make Note, Back, Forward, Smaller Text, Larger Text, and Related Items. It also allows you to pick which highlighter category you want to use as you read and highlight this book, and can be changed whenever and as often as you like.
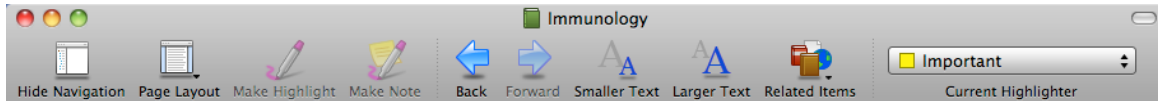


Clicking the Hide Navigation pane will toggle between Hide Navigation and Show Navigation, which is useful when you want more room on the screen to display text and graphics. By default, the Contents pane is set to display the table of contents.

The Page Layout icon allows you to choose from the Browser View, Column View and Reading View. Browser View is selected by default.

The Back and Forward buttons are comparable to the forward and back buttons in a standard Web browser. They will not progress through the book, turning pages one-by-one, but instead will remember your history as you move among the pages in the book.

Smaller Text and Larger Text will decrease and increase the size of the text, and Related Items will display other books you may want to read in addition to your current selection.

## Jump to a Place Inside your Book

Using and expanding the table of contents in the Navigation pane, it's easy to jump to a chapter or section. Click Contents to display the table of contents, expand the table of contents as necessary to find your desired chapter or section heading, then click the title of the chapter or section heading. The Reading pane will display your desired location.
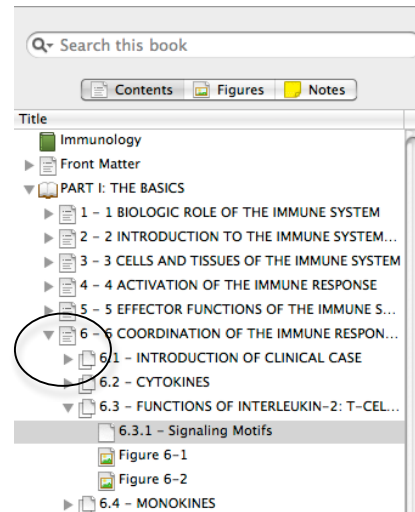
When your instructor's assignment is to read a series of pages, use the Go to Page option from the Book menu. Enter the starting page number and click **OK**. The Reading pane will display your desired location.
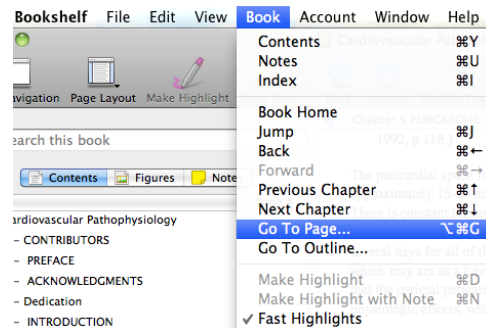
With an active Internet connection, Bookshelf Desktop will remember the last page you read and return to this location the next time you open this book, no matter whether you use Bookshelf Desktop, Bookshelf Online or Bookshelf Mobile. When you've finished studying, simply close the Book window.

Not connected to the Internet? Bookshelf will save your location, highlights and notes and sync the next time you get connected.

**Cite and Link to Bookshelf Content**

Create citations as easily as you can copy and paste. To cite work from your textbook, select it using your mouse, then paste it into your word processing application. Bookshelf not only copied the text, but also created a citation for that work and will paste both into your word processor.
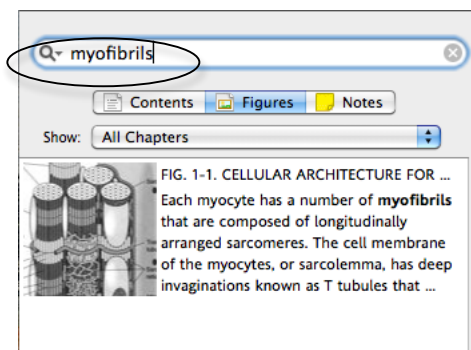
Bookshelf also makes it easy to link to your textbook. With the book open in the Book window, click File > Show Book Info > Copy Book URL. Paste the link into your word processing application. Anyone with a license for that book can open it by typing or copying and pasting the URL into a Web browser.

## Searching

From the Bookshelf window, you can search within a single book, a collection of books, or an entire library. First, click on the item you want to search (the book, the collection, or the library), then enter your search term in the text field on the upper-right corner of the screen.
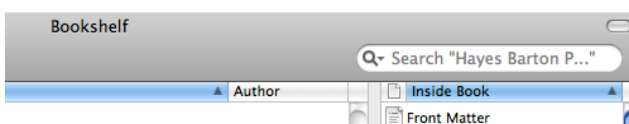
In the Book window, you can also search within the book's text, the book's figures, or your notes and highlights by selecting the Contents, Figures, or Notes tab at the top of the Navigation pane, then entering your search term.

Enter a single word in the search text field to find each occurrence of that word.

Enter multiple words in the search text field to find each occurrence of any of those words in a single paragraph, regardless of whether they are side by side or in the sequence you entered them.

Enter an exact phrase, surrounded by quotation marks, in the search text field to find each occurrence of that exact phrase. This will give you the most specific and focused results of all of the search methods.
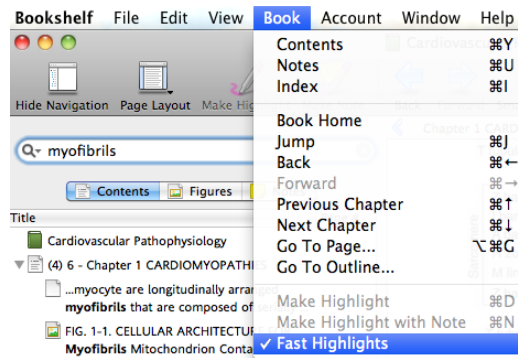
## Highlighting

Highlighting in a digital textbook is largely the same as highlighting a physical textbook. However, your digital textbook allows you to add and change highlighter colors, as well as assign descriptive names to your highlighter colors so each means something different. For example, maybe you want to highlight certain information for an exam, other information for a paper, and still other information for points you need your instructor to clarify. You can configure each highlight to have its own color and name.

## Make a highlight

To make a highlight, use your mouse to select the text, then click the Make Highlight icon from the top of the Book window screen. Or, you can select the passage and right-click or control-click, then choose Make Highlight.

Using Fast Highlights is a good idea if you know you'll be making a lot of highlights in a book. Fast Highlights eliminates the step of clicking the Make Highlights button. With Fast Highlights enabled, choose your preferred highlight color, then simply use your mouse to select the passage you want to highlight.

To enable Fast Highlights, click Book > Fast Highlights from the Bookshelf menu.

## Change a highlight's color

Changing the color of an existing individual highlight is equally simple. Find and hover over the highlight in the text or Navigation pane > right-click or control-click > Change to Highlighter > select the highlighter you want to use.
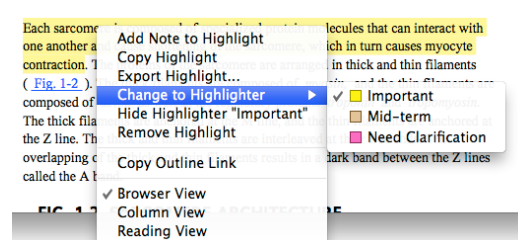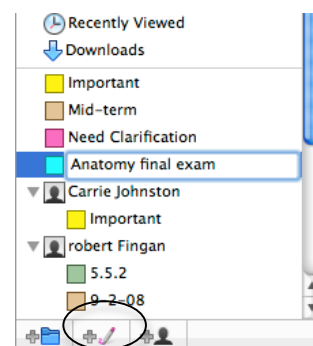
## Delete a highlight

To delete a highlight from a passage, hover over the highlight in the text or Navigation pane > right-click or control-click > Remove Highlight.
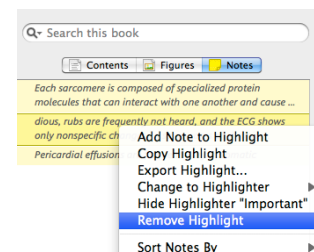
## Add a highlighter

By default, Bookshelf is enabled with three highlighters, named Exam, Important and Need Clarification. Renaming these and adding new ones is easy.

Click the Add New Highlighter icon at the bottom of the Bookshelf window, name the highlighter and choose its color. With an active Internet connection, the highlighter is automatically saved and synced across Bookshelf Desktop, Online and Mobile. Not connected to the Internet? Bookshelf will save your highlighter, but will not sync it until the next time you get connected.

## Edit a highlighter

In the Collections pane of the Bookshelf window, double-click the color block to change the highlighter name and/or color. Or, double-click the highlighter name to change its name only.

## Delete a highlighter

If you find that you no longer need a highlighter, use the Delete key on your keyboard to delete it from your highlighter palette. Bookshelf will first ask you to Transfer Highlights or Delete Highlights made with this highlighter. Make your selection, and the highlighter will be removed from your list of available highlighters.

## Save your highlights

With an active Internet connection, Bookshelf will save and sync your highlights, no matter whether you make these highlights on Bookshelf downloaded to your desktop or laptop, on Bookshelf accessed via an Internet-connect computer, or on Bookshelf on your mobile iOS device.

Not connected to the Internet? Bookshelf will save your highlights, and will sync them the next time you get connected.

## Making Notes

Sometimes, it's useful to not only highlight a passage in your book, but to also create a note about it that passage. In Bookshelf, you must create a highlight in order to create a note. You can always delete a note from a highlight, but if you delete the highlight, the note will be deleted as well.

## Add a note

Find the highlight that you want to add the note to. Double-click the highlight to open a pop-up Note window. Type the text of your note, then close the Note. With an active Internet connection, Bookshelf will automatically save and immediately sync your note. Not connected to the Internet? Bookshelf will save your note, and will sync it the next time you get connected.
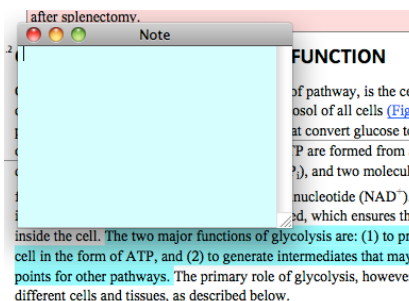
## Edit a note

To edit an existing note, find the highlight that has the note attached to it. Double-click the note, modify the text, and close the note. With an active Internet connection, Bookshelf will automatically save and immediately sync your note.
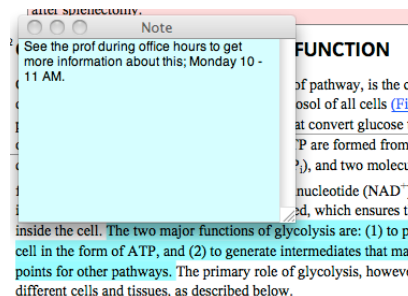
## Delete a note

Deleting a note is comparable to editing a note. Find and open the note, then delete the text inside the pop-up Note window. Close the Note window.

Remember that if you want to delete the note and the highlight that the note is attached to, hover over the highlight > right-click or control-click > Remove Highlight and Note.

**Save your notes**

With an active Internet connection, Bookshelf will save and sync your notes, no matter whether you make these notes on Bookshelf downloaded to your desktop or laptop, on Bookshelf accessed via an Internet-connect computer, or on Bookshelf on your mobile iOS device.

Not connected to the Internet? Bookshelf will save your notes, and will sync them the next time you get connected.

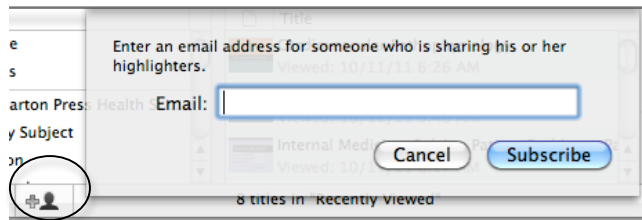## Sharing and Subscribing to Highlights and Notes

One of Bookshelf's most innovative features is that the highlights you make and notes you take can be shared with your friends. And, you can subscribe to a friend's highlights and notes as well.

In order for sharing and subscribing to work, both you and the person you are sharing with or subscribing to must have both purchased a license for the book. You cannot share your notes and highlights with someone who does not have a license for this book, and vice versa, you cannot read the notes taken and highlights made by someone else if you have not purchased a license for this book.

### Subscribe to someone else's highlights and notes

To subscribe, click the Silhouette button at the bottom of the Collections pane. Enter the e-mail address for the person who is sharing highlighted passages and notes for a particular highlighter category, then click Subscribe.



Subscribing to notes and highlights will not work for every highlighter category that person has, only for those that the other person has agreed to share.

### Share your highlights and notes

Sharing is the reciprocal feature of subscribing. With Sharing, you determine who may see your notes and highlights, and which highlighter category they will see.

To share a highlighter category, click the highlighter in the Collections pane of the Bookshelf



window, then click the box for Share this Highlighter to: at the bottom of the Titles pane.
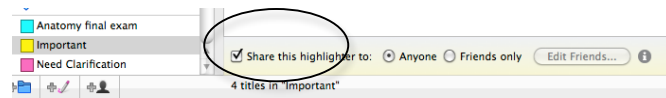
When you click Anyone, your highlights and notes in this category will be shared with anyone who knows your Bookshelf username and has a license for this book.

When you click Friends, 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: any highlighter categories shared with Friends will be shared with ALL friends. Any of your friends who have a license for the same book will see the notes and highlights you've made. If *any* friends see your notes and highlights within a category, *ALL* friends see your notes and highlights in that category.

# Bookshelf Mobile

Bookshelf Mobile is currently available for devices based on the Apple iOS operating system. Support for Bookshelf for Android OS devices is coming soon.  With Bookshelf Mobile for iOS, you can:

- download and access your digital textbooks on your iPhone, iPod touch, and iPad
- flip through full-color pages of your books,
- search one or all books in a collection, or your entire library, and
- look over your notes and highlights .

With an active Internet connection, Bookshelf Mobile will remember the reading you do, plus the notes and highlights you make, so everything stays in sync.

Not connected? No problem. Read, highlight and make notes as you normally would, and everything will be saved; Bookshelf Mobile will sync your notes and highlights automatically the next time your computer has an Internet connection.

## Downloading Bookshelf for iOS

Bookshelf for iOS devices is available exclusively through Apple iTunes. The single VitalSource Bookshelf app will work on all compatible iOS devices – iPad, iPhone, and iPod Touch, running iOS 4.0 or greater.

### Minimum Requirements

- iOS 4.0
- iPad, iPhone, or iPod Touch that supports iOS 4.0 or greater
- A Valid Bookshelf Desktop account
- A Valid Apple ID

**On a desktop or laptop**
1. Access iTunes, and search the store for VitalSource Bookshelf.
2. Download the app and sync your devices.

**On your iOS mobile device**
1. Tap the App Store icon.
2. Find and install VitalSource Bookshelf.

3. Sign in with your Bookshelf username and password. Your username is the e-mail address you enter when you sign in to Bookshelf Online, and what you provided when you registered your Bookshelf Desktop account.

## The Collections Screen

There are two main sections to the Collections Screen: Books and Highlighters.

Within the Books heading, tap to open a collection.

The first time you open a book in Bookshelf iOS, the book must be downloaded to your device. Please be patient, this could take a minute.

All of the highlighter categories you created in Bookshelf Desktop and Bookshelf Online, as well as highlighters that you have subscribed to, are listed in the Highlighters section. Tap any highlighter to see which books you have used that highlighter in.
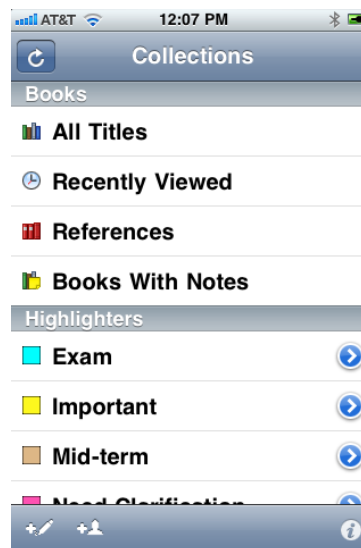
## The Book Screen

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

Within the book, swipe your finger across the screen to scroll forward or back from page to page.
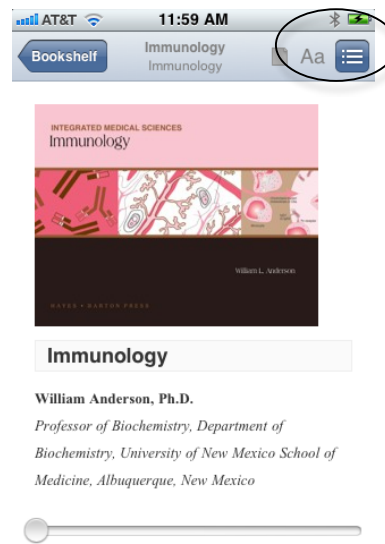
## Jump to a Place Inside the Book

To jump to a page inside the book, tap the Paper icon next to the book's title, enter the page number of this book's print edition, and tap Go to jump to that page.

## Change the Text Size

Your book's digital text can be made larger or smaller. With the book open, tap the text to enable the icons, tap the Font icon, and choose Smaller or Larger.

## Dictionary Lookup

Bookshelf for iOS 5 takes advantage of the operating system's built-in dictionary. Tap to highlight a word, then select Define from the pop-up. If the word is available in the built-in dictionary, Bookshelf will show you the definition; tap to close the definition pop-up.

If your device is running a version less than iOS 5, Dictionary Lookup functionality will not work.

## Cite and Link to Bookshelf Content

Use Bookshelf Online or Bookshelf Desktop to create a citation or link to Bookshelf content.

## Searching

You can search for a word, phrase, or exact phrase within a Collection of books. First, choose the Collection you want to search within, then enter your search text at the top of the screen.
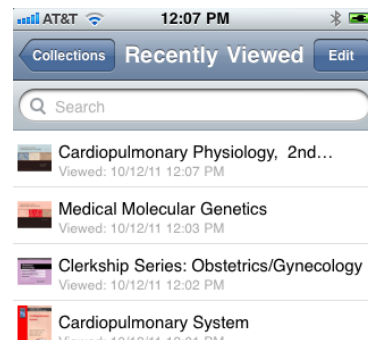
To search within a specific book, find and open the book, tap the Table of Contents icon, and enter your search term or phrase in the text box. You can search the book's text, figures or notes.

Enter a single word in the search text field to find each occurrence of that word.

Enter multiple words in the search text field to find each occurrence of any of those words in a single paragraph, regardless of whether they are side by side or in the sequence you entered them.

Enter an exact phrase, surrounded by quotation marks, in the search text field to find each occurrence of that exact phrase. This will give you the most specific and focused results of all of the search methods.

Once your search is complete, tap an individual result to jump to that place in the book.
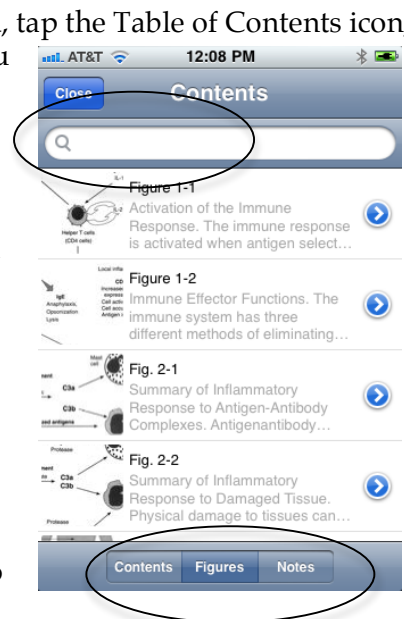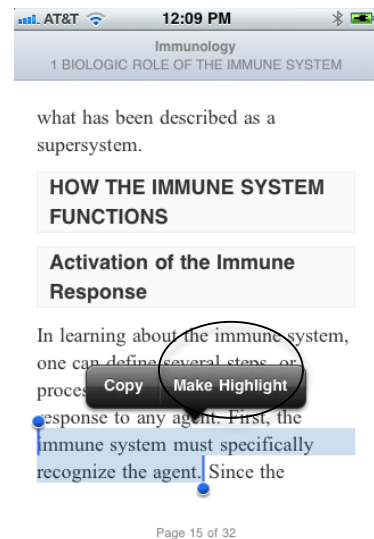
## Highlighting

Highlighting in a digital textbook is largely the same as highlighting a physical textbook. However, your digital textbook allows you to add and change highlighter colors, as well as to assign descriptive names to your highlighter colors so each means something different. For example, maybe you want to highlight certain information for an exam, other information for a paper, and still other information for points you need your instructor to clarify.

### Make a highlight

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

### Change a highlight's color

Changing the color of a highlight is equally simple. Find and tap the highlight in the text. Tap Highlighter, then select the new highlighter for this passage.

### Delete a highlight

Find and tap the highlight in the text. Tap Delete. The highlighter (and any associated note) will be immediately deleted.
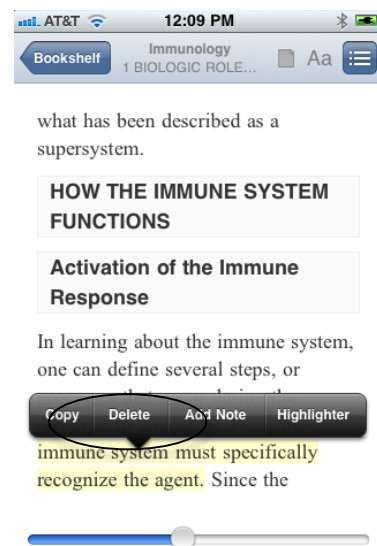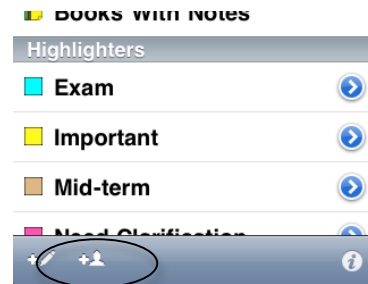
### Add a highlighter

By default, Bookshelf is enabled with three highlighters: Exam, Important, and Need Clarification. Bookshelf allows you to configure your highlighters so they are meaningful to you.

At the bottom of the Collections screen, tap the New Highlighter icon. Tap the color cube to select the color for this highlighter, backspace over the highlighter name to enter something that is meaningful to you; lastly, choose whether or not to share this highlighter, and with whom.

### Edit a highlighter

Using Bookshelf for iOS you can change the color or name of 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 color cube to change the color of the highlighter, tap and delete the name of the highlighter to change its name, and choose whether or not to share this highlighter, and with whom.
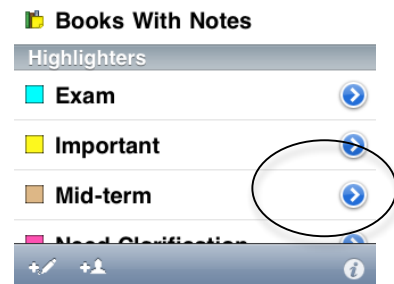
### Delete a highlighter

When you use Bookshelf for iOS, you can use any existing highlighter created or configured in Bookshelf Desktop or Bookshelf Online. Using the standard iOS swiping motion, swipe the row that the unwanted highlighter is in, then tap Delete.
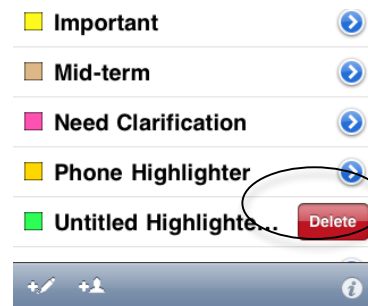
### Save your highlights

With an active Internet connection, Bookshelf will save and sync your highlights, no matter whether you make these highlights on Bookshelf downloaded to your desktop or laptop, on Bookshelf accessed via an Internet-connect computer, or on Bookshelf on your mobile iOS device.

Not connected to the Internet? Bookshelf will save your highlights, and will sync them the next time you get connected.
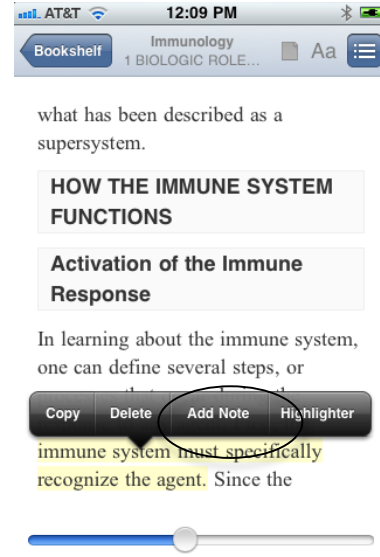
## Making Notes

The Notes feature of Bookshelf is available no matter whether you access Bookshelf Desktop, Online or iOS.

You must create a highlight in order to create a note. You can always delete a note from a highlight, but if you delete the highlight, the note will be deleted as well.

### Add a note

In the text, find and tap the highlight you want to add the note to. Tap Add Note, type the note's text, and click Save.

With an active Internet connection, Bookshelf will automatically save and immediately sync your note. Not connected to the Internet? Bookshelf will save your notes and sync them the next time you get connected.

### Edit a note

To edit an existing note, find the highlight that has the note attached to it. Tap the highlight or the Note icon in the margin, then Edit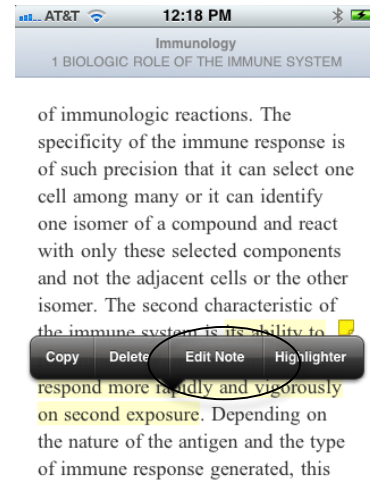 Note. Modify the Note's text, and tap Save. With an active Internet connection, Bookshelf will automatically save and immediately sync your note.
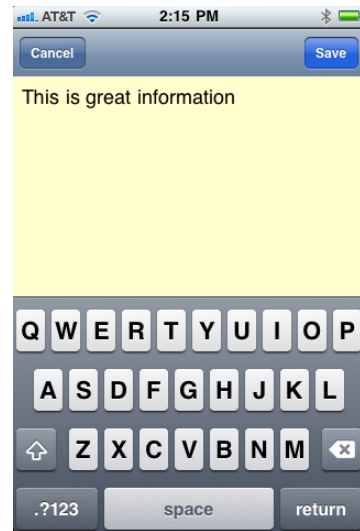
Not connected to the Internet? Bookshelf will save your note and sync it the next time you get connected.

## Delete a note

Deleting a note is comparable to editing a note. Find and tap the note, delete the text from inside the Note, and tap Save.

## Save your notes

With an active Internet connection, Bookshelf will save and sync your notes, no matter whether you make these notes on Bookshelf downloaded to your desktop or laptop, on Bookshelf accessed via an Internet-connected computer, or on Bookshelf on your mobile iOS device.

Not connected to the Internet? Bookshelf will save your notes, and will sync them the next time you get connected.

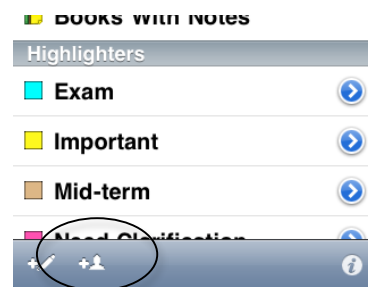## Sharing and Subscribing to Highlights and Notes

One of Bookshelf's most innovative features is that the highlights you make and notes you take can be shared with your friends. And, you can subscribe to a friend's highlights and notes as well.

In order for sharing and subscribing to work, both you and the person you are sharing with or subscribing to must have both purchased a license for the book. You cannot share your notes and highlights with someone who does not have a license for this book, and vice versa, you cannot read the notes taken and highlights made by someone else if you have not purchased a license for this book.

### Subscribe to someone else's highlights and notes

To subscribe, click the Silhouette button at the bottom of the Collections pane. Enter the e-mail address for the person who is sharing highlighted passages and notes within a particular highlighter category, then click Subscribe.

Subscribing to notes and highlights will not work for every highlighter category that person has, only for those that the other person has agreed to share.

### Share your highlights and notes

Sharing is the reciprocal feature of subscribing. With Sharing, you determine who may see your notes and highlights, and which highlighter category they will see.

To share a highlighter, tap the arrow to the right of the highlighter name on the Collections screen. On the Edit Highlighter screen, choose Shared with Anyone or Shared with Friends Only. Tap to see and edit which friends you're sharing your notes with. Remember that when you share a highlighter with friends, you share that highlighter with all of your friends.
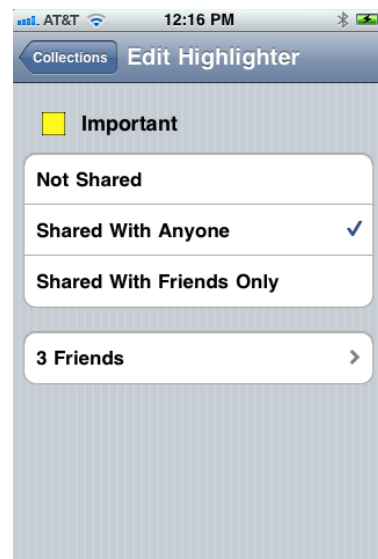
# Help

## Q & A

**1. What happens if I have to get a new computer? Will I lose all of my books and notes?**

VitalSource backs up all textbook and account information for you, so replacing your computer is not a problem. On your new computer, just download Bookshelf for your operating system and sign in using your username and password. Your textbooks, notes and highlights will all be waiting for you.

**2. I want Bookshelf on the computer in my room, as well as on my laptop. Can I do that?**

Yes. You may have Bookshelf on up to two computers at any one time, as well as on up to two mobile devices, for a total of four machines where you can access Bookshelf. Bookshelf Online – accessed from any active Internet connection – is not included in this total.

If you get the error message "You have reached the maximum number of machine activations" and you want to use this new computer or device for Bookshelf, use our self-service Bookshelf Deauthorization Tool. This tool is available at online.vitalsource.com (Sign in > Account > My Account > Manage Machine Authorizations). Click Deauthorize next to the proper computer or device and confirm this action at the prompt.

As long as you are within your machine activation limits, you may reauthorize a computer or device. The next time you attempt to use Bookshelf on that machine, Bookshelf will advise you: "This machine has been deauthorized. To reauthorize this machine, you may sign in again."  Enter your username and password to re-authorize this machine.

**3. How do I save my notes and highlights?**

By default, Bookshelf syncing and saving is enabled on all Bookshelf accounts when you are signed in and Internet-connected. With an active Internet connection, your highlights and notes are automatically saved and synced.

**4. If I also want a hard copy of the textbook, how do I get it?**

We strongly encourage all students to use Bookshelf to access their course content. However, if you find that a hard copy of the book would also be beneficial, please contact your institution's bookstore. Purchasing a hard copy of the book would be an additional expense for you.

**5. Do I have to download the app for Bookshelf iOS, or can I just use my mobile device's Web browser?**

The Bookshelf for iOS application is optimized to work with devices running the iOS operating system. Although you may use the device's Web browser, some features may

not work as well, and your experience may not be as satisfying, as using the Bookshelf iOS application.

**6. My friend has the print version of one of my digital books, and the page numbers don't match exactly. What's going on?**

The foundational technology used to create certain digital textbooks uses locations in a book, as opposed to page breaks. This allows you to change the font size for easier viewing, or to modify the text layout to suit your preferences. The digital book has all of the same content as the print edition, so rest assured that you're viewing the same material.

**7. When I use Bookshelf Online, the top of my Book window says, for example, "printed page 42." Have I unknowingly printed out 42 pages from my book?**

No. Although you can print some pages from your book, we highly encourage you to "be green" and avoid printing when you can. "Printed page 42" refers to the corresponding page in the print edition of this book.

## Contact Support

Technical user support is always available at support.vitalsource.com. Search our online support documentation and knowledgebase articles, and view screen shots of key Bookshelf activities.