

Getting started with your new E-Textbook



Getting Started with Your E-Textbook

What is the Vitalsource Bookshelf?

Vitalsource Bookshelf is an eTextbook platform that allows you to access course materials whenever and wherever you choose – online, laptop, desktop or mobile device. You can download eTextbooks directly or access them via your browser.

Getting Started with your E-Textbook

Before you can access your e-text, there are two things you must do first. They are:

1. Create a Vital Source Account
2. Add your textbook to D2L

Creating a Vitalsource Account

The first thing you must do is go to Vitalsource.com and create an account. It's probably easiest to use your Cheyney email address and a password that you will remember. Once the account has been created, you must log in to D2L and set up your textbook.

Setting up your E-text in D2L

Please follow the steps below to set up your E-text

1. Log into D2L
2. Click on your course.
3. Create a new module called E-Textbook
4. Click on **Add Existing Activities**
5. Click on **External Learning Tool**
6. Click on **Vitalsource Bookholder**
7. Click on the **Vitalsource Bookholder** link that now appears in D2L
8. Type one of the following into the Bookholder Search box (Book title, ISBN, author's name)
9. If the book is available, it will be displayed on your bookshelf.
10. If you receive a "book not found" message you will need to find a new book in the Pearson catalog and repeat the process
11. Click on the image of your E-textbook

The Bookshelf Toolbar

The toolbar is located vertically along the left side of the screen, and horizontally along the bottom of the screen.

Tool

Purpose



The **Library tool** takes you to your bookshelf Library. All of the E-textbooks you have downloaded appear here

Library



The **Main Menu** will allow you to navigate Bookshelf, manage your account and highlighters, update your library, and contact support.

Main Menu



The **Lab** tool launches Review Mode which is a study tool created to allow students a focused way to study personal notes and highlights.

Lab



The Search tool allows you to search your textbook for words phrases , quotations in your current text or all of the textbooks in your Library

Search



The Table of Contents tool allows you to move from chapter to chapter in your text

TOC



The Notebook tool holds all of your notes, highlights and followed highlights. If you do not have any notes or highlights you will see a placeholder

Notebook



The Figures tool allows you to have all of the images and figures inside the book displayed in an easy to navigate format

Figures



The Add Bookmark tool allows you to mark your page for future reference.

Add Bookmark



The Bookmark List tool allows you to view a list of your bookmarks

Bookmark List



The Page Number tool displays the page you are on

Page Number



The Fast Highlight tool allows you to highlight as you select text.

Fast Highlight



The Text size tool allows you to increase or decrease the size of your on screen text

Text Size



The Print tool enables you to print pages from your text. Books have print limits that can range from 2 pages at a time and up. The print dialogue box will advise you on the print limit for your title. NOTE: Print limits are for each instance of hitting "print." There is not a limit to how much you can print in total from your book

Print



The Citation Creator tool allows you to generate an APA, MLA or Harvard Reference citation

Citation
Creator



The Vitalsource bookshelf application has the ability to create links that you can use in presentations

Copy URI

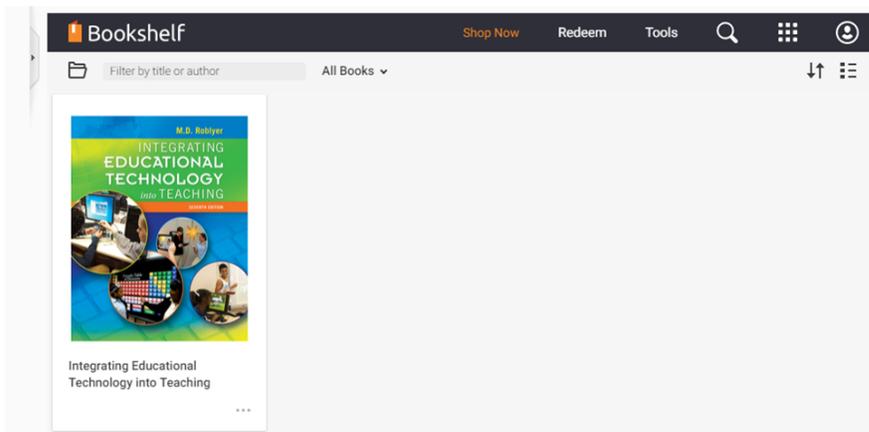


While reading through the book, the scrubber bar will stay at the bottom of the screen. The scrubber bar allows you to navigate through the book, by tapping/clicking on the part of the bar which is the point of which you would like to be taken to

The Scrubber

Navigating the Library

Once signed in to your Bookshelf account, you'll have access to your library. All of the E-textbooks you have downloaded appear here. While in the Library, you can filter, sort, and view your e-textbooks based on your preferences.



The Library Toolbar



List View



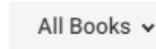
List view displays each book cover and title in a single column

Grid View



The Grid View tool allows you to sort your library by Recent Activity, Alphabetical order (A-Z) or Reverse alphabetical order (Z-A)

Recent Activity



The Filter by tool allows you to sort your books by All books, Books in the Cloud, or Books I've read

Filter By



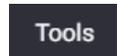
The Filter by author tool enables you to sort and group your books according to author.

Filter by Author



The My Account tool takes you to the Bookshelf User Hub and manage your account settings and active devices

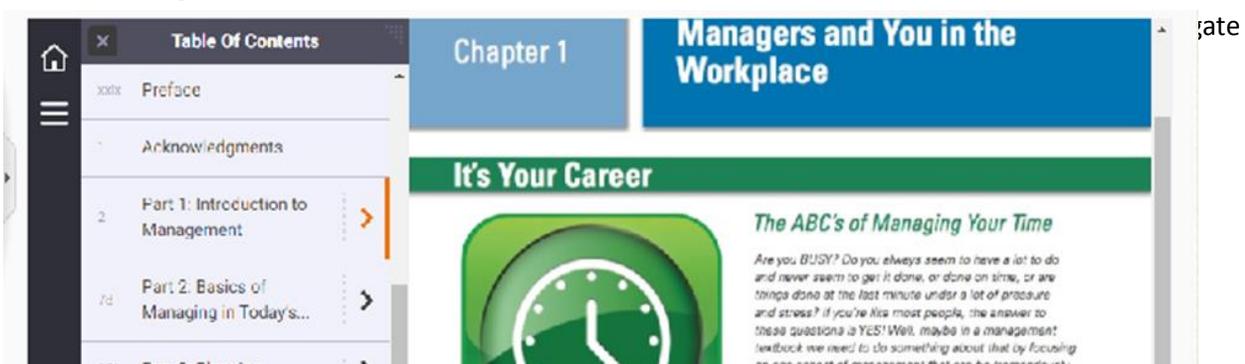
My Account



The Tools option enables you to manage highlighters, create, edit, and remove custom highlighters. Manage your shared highlighters and subscribe to your friends and professors shared highlighters.

Tools

The Reading View



Notes and Highlights

Bookshelf allows you to create custom notes and highlights that will sync automatically. Once synced, your notes will be available to you on any of your internet enabled devices. You can also choose to share any or all of your notes and highlights with your classmates that use Bookshelf and have the same books that you do.

Making Highlights

To create a Highlight:

1. Click and drag your mouse to select all the text that you want to highlight
2. Click on the Groove Green or Mellow Yellow color in the “Add Note” box

Fast Highlights

Fast Highlights allow you to highlight text as you select it. Once Fast Highlighting is enabled, every piece of text that is selected will appear in highlighted form.

To use Fast Highlights:

1. Click on the Fast Highlight tool.
2. Select a highlight color
3. Select several sentences in the text

Turning off Fast Highlighting

1. Click on the Fast Highlight tool
2. Click on the ‘X’

Adding Highlighters

By default, you have a “Mellow Yellow” and “Groovy Green” highlighter. You can add highlighters for a number of other colors.

To add Highlight

1. Click on the Notebook
2. Click on the Main Menu
3. Click on Highlight
4. Click on Add Highlighter
5. Click on a color
6. Click Save

Sharing a Highlights

You can share your Highlights with others. You can also follow Highlights of others. To share or view another user's Highlights in a specific book, you both must have the same book in your library. Shared

highlights will appear in your Notebook as underlined text.

To share a Highlight:

1. Click on the Notebook icon
2. Click on the Main Menu icon
3. Click on Share
4. Click on My Followers
5. Copy the link provided
6. Email the link to all the people you want to share with

To delete a Highlight:

1. Click on the Notebook icon
2. Click on the Highlight you want to delete
3. Click on the down arrow to the right of the highlight
4. Click on Delete Highlight

Adding a Note

To create a note, select text in your, and enter your note in the **Add Note** box. Your notes save as you type. View your note by going to the Notebook and clicking on the highlight.

Sharing a Note:

1. Click on the Notebook icon
2. Click on the Main Menu icon
3. Click on Share
4. Click on My Followers
5. Copy the link provided
6. Email the link to all the people you want to share with

Deleting a Note:

1. Click on the Notebook icon
- Click on the Highlight and Note you want to delete
1. Click on the down arrow to the right of the highlight
 2. Click on Delete Note.

Bookmarks

Bookmarks allow students to flip between frequently visited pages. This flipping through content allows students to jump quickly from place to place without having to search or scroll back through content or create a note or highlight.

Adding a Bookmark:

1. Click on the Bookmarks tool
2. Click on the text you want to bookmark

Navigating Bookmarks:

1. Click on the Bookmark List tool located next to the Bookmarks tool.
2. Click on the desired bookmark

To Delete a Bookmark:

1. Click on the Bookmark list tool
2. Click on the "X" next to the bookmark you wish to delete.

Citation Creator

Using the Bookshelf Online Citation Tool, learners can now quickly generate a Harvard reference for their citation needs.

***** It is highly recommend that students always check the model provided for accuracy before using the citation.

To add a Citation:

1. Click on the Citation Creator tool
2. Click on the Copy button.
3. After checking for accuracy, paste the citation into the document.

Figures

The Figures tool displays all figures inside the book in the Notebook in an easy to navigate format.

To view Figures:

1. Click on the Figures tool.
2. The Notebook becomes the Figures pane. The pane will need to be widened vertically and horizontally in order to view the figures.

To widen the Figures pane:

1. Move the mouse along the right edge of the Figures Pane until the shape changes to a double headed arrow
2. Drag the mouse to the left to the desired width.