WILEY DIGITAL TEXTBOOKS

User Guide

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CONTENT

1 System Requirements 3

2 Benefits of Digtial Textbooks 4

3 How to Access Your Digital Textbooks 5

4 Features of VitalSource Bookshelf 9

5 VitalSource Technical Support 16

6 Tutorial Videos 16

ABOUT THIS USER GUIDE

- This user guide includes everything you need to know about the benefits of Wiley's Digital Textbooks (hosted on VitalSource Bridge Platform).
- Learn how to access and use the features of VitalSource Bookshelf to read the digital textbooks.

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1 SYSTEM REQUIREMENTS

VitalSource Bookshelf

- Download your digital textbook to your personal computer and access them in the VitalSource Bookshelf. They are completely portable; use them whether you are connected to the Internet or not.

- Bookshelf is free for download and available for:
  - *Both Mac OS X and Windows operating systems*
  - *iPad, iPhone, and iPod touch*
  - *Android and Kindle Fire*

	Mac	PC	iOS	Android	Kindle Fire
Latest Version	7.0	7.1	3.9.2	3.8	3.8
Post Date	11/10/2016	1/10/2017	11/22/2016	10/7/2016	10/7/2016
File Size	30.0MB	92.8MB	66.8MB	24MB	23.8MB
System Requirements	• Mac OS X 10.9 or later • Internet connection for registration and downloading of E-Textbook	• Windows 7 SP1/8/8.1/10 (32/64 bit) • Microsoft .Net 4.5 • DirectX 10 compatible graphics card • Microsoft Visual C++ 2015 Redistributable Update 3 • Internet connection for registration and downloading of E-Textbook	• iOS 9.0 and greater • Internet connection for registration and downloading of E-Textbook	• Android 4.0 and later • Access to the Google Play Store • Internet connection for registration and downloading of E-Textbook	• Kindle Fire 2, HD, or HDX model • Access to the Kindle Fire App Store • Internet connection for registration and downloading of E-Textbook
Supported Languages	Català, Cymraeg, Dansk, Deutsch, Dutch, English-UK, English-US, Español, Español-MX, Français, Français-CA, Gaelic, Icelandic, Italiano, Norsk, Polski, Português, Português do Brasil, Русский, Suomi, Svensk, Türk, čeština, Ελληνικό, ภาษาไท				

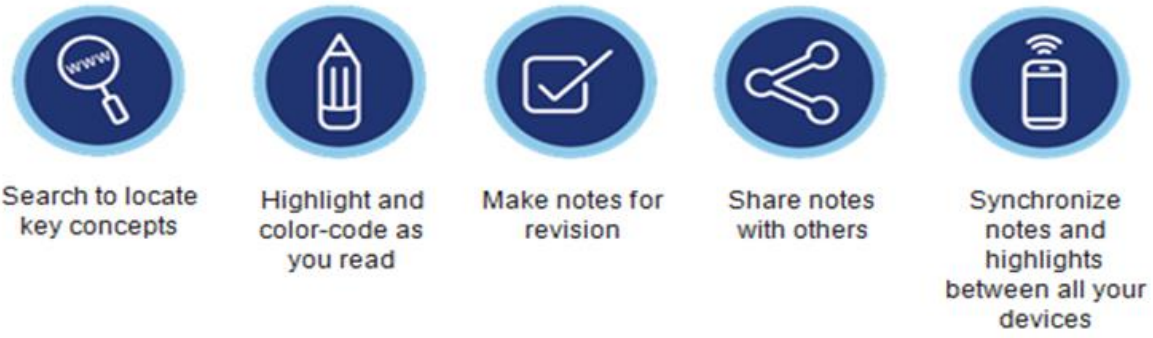
2 BENEFITS OF DIGITAL TEXTBOOKS

Wiley Digital Textbooks: Powered by VitalSource, are downloadable electronic versions of a textbook.

Digital Textbook can be accessed in 3 ways:

- Download to your PC or Mac
- Online anywhere, anytime
- On the go from your iPhone, iPad, Android

Benefits

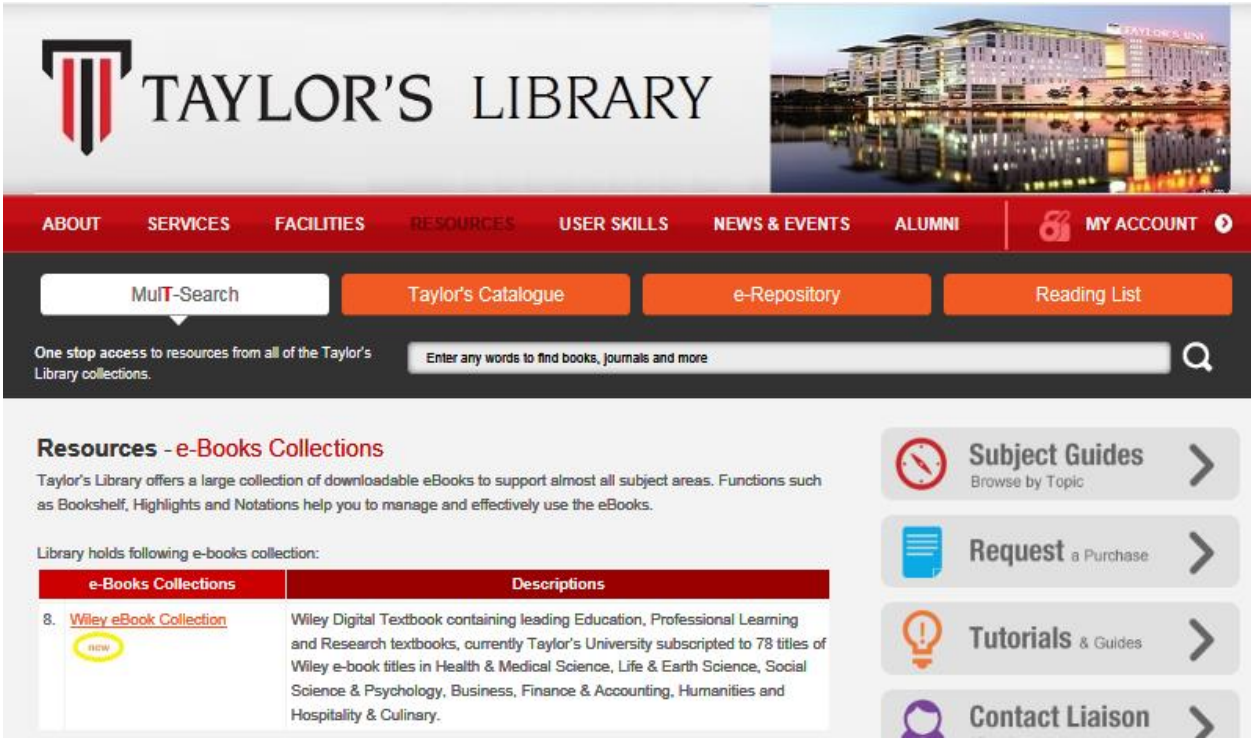


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3 HOW TO ACCESS YOUR DIGITAL TEXTBOOKS

Access to Wiley Digital Textbooks

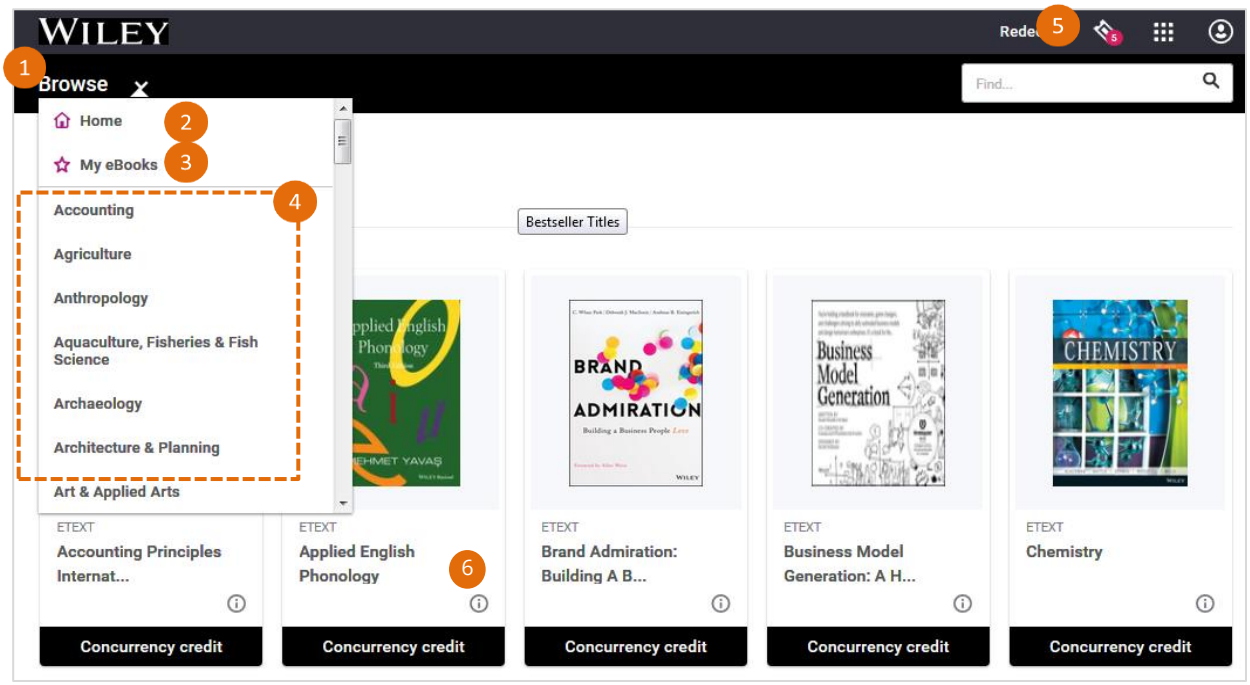
- Click on Taylor's Library Homepage
- Select "Resources > e-Books Collections"
- Click on "Wiley eBook Collection"



- Users will be taken to the Bridge homepage to browse and choose a book to loan.

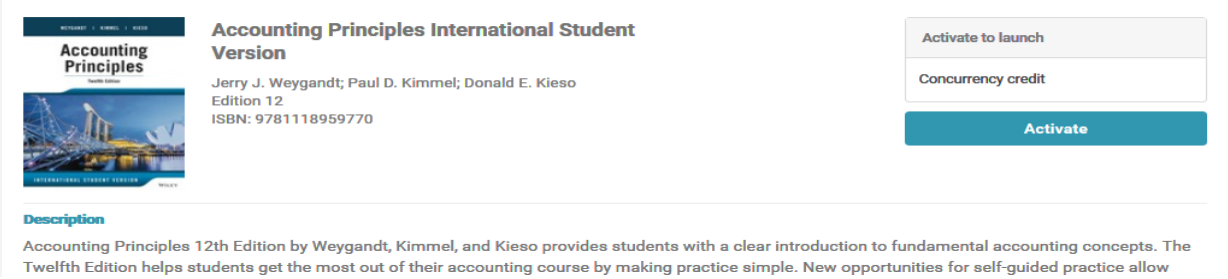
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- To search for a title, click on "**Browse** > filter by **Subjects**"
- To loan a title, click on "**i**" icon



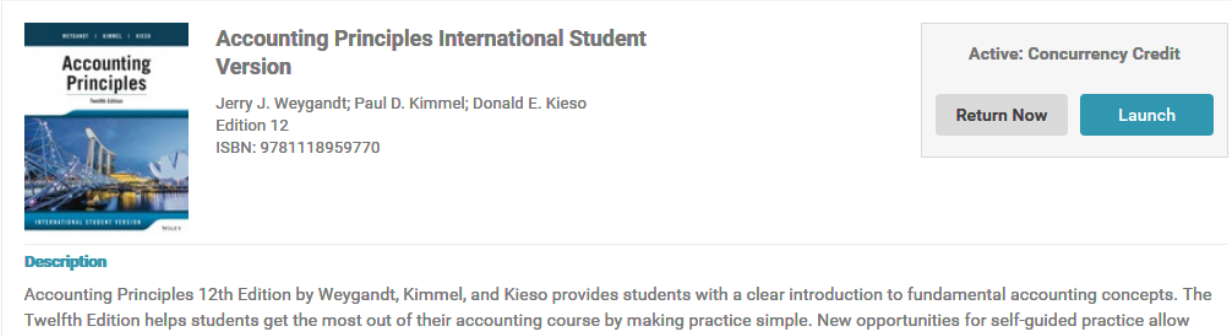
1. Click "**Browse**" to navigate through the titles
2. **Home** > Shows all titles in the collection
3. **My eBooks** > Shows the digital textbooks a user has loaned from the collection
4. Titles classified into various **subject collections**
5. **User concurrency** – number of books a user can loan at one go
6. Click on the "**i**" icon to view more details of book collection

- Click on "**Activate**"



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- To view the digital textbook online, click "Launch"

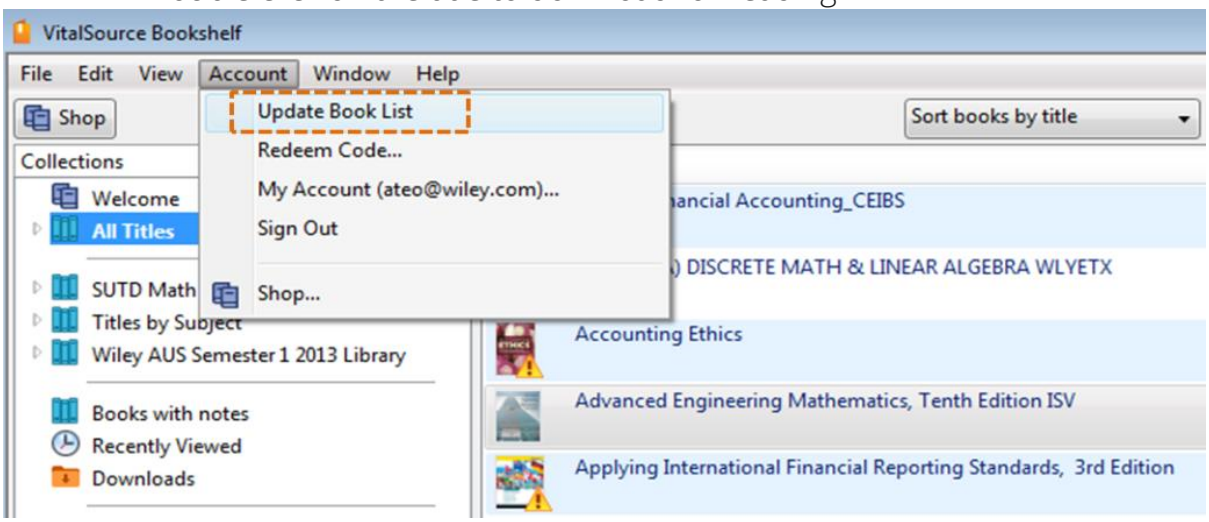


- 2 ways to view the Digital Textbook:
    1. Via Named Bookshelf account
        - Existing user (with bookshelf account) - enter "Email" > click on "Continue" > enter "Password" > accept the "Terms & Policy"
        - New user - enter "Email" > click on "Continue" > fill up the registration form > click "Finish".
    2. Via Reference Bookshelf account
        - Click "No thanks, I'll skip this step"
        - By doing this, all the notes and highlights will not be stored in the bookshelf account.



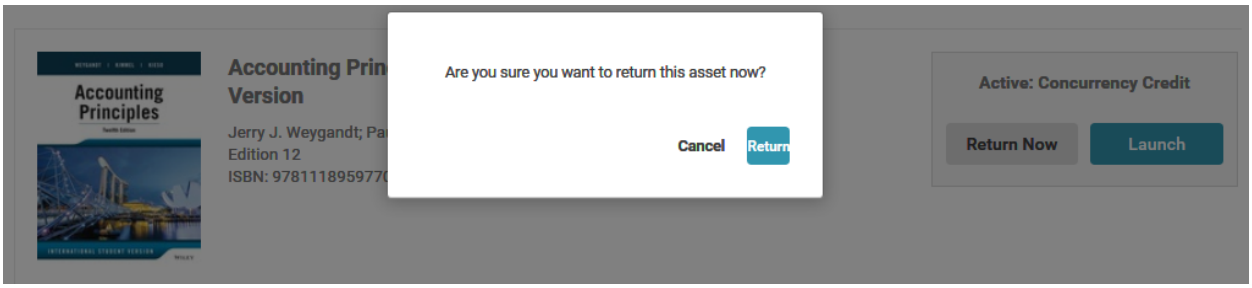
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- To view the digital textbook offline, launch the Vitalsource Bookshelf app on your desktop.
    - From menu tab, select "Account" > Update Book List
    - Your collection of titles will be refreshed
    - Double click on the title to download for reading



Return the Wiley Digital Textbooks

- To return the loaned book, click on "Return Now" > "Return"



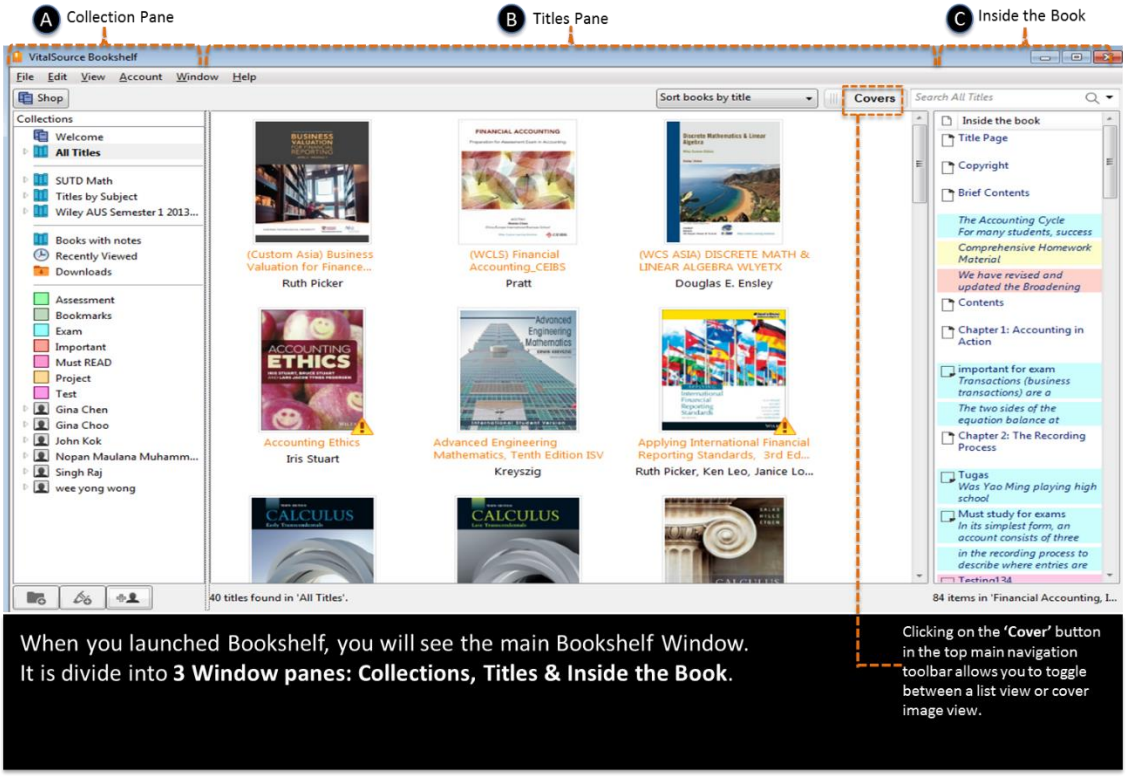
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4 FEATURES OF VITALSOURCE BOOKSHELF

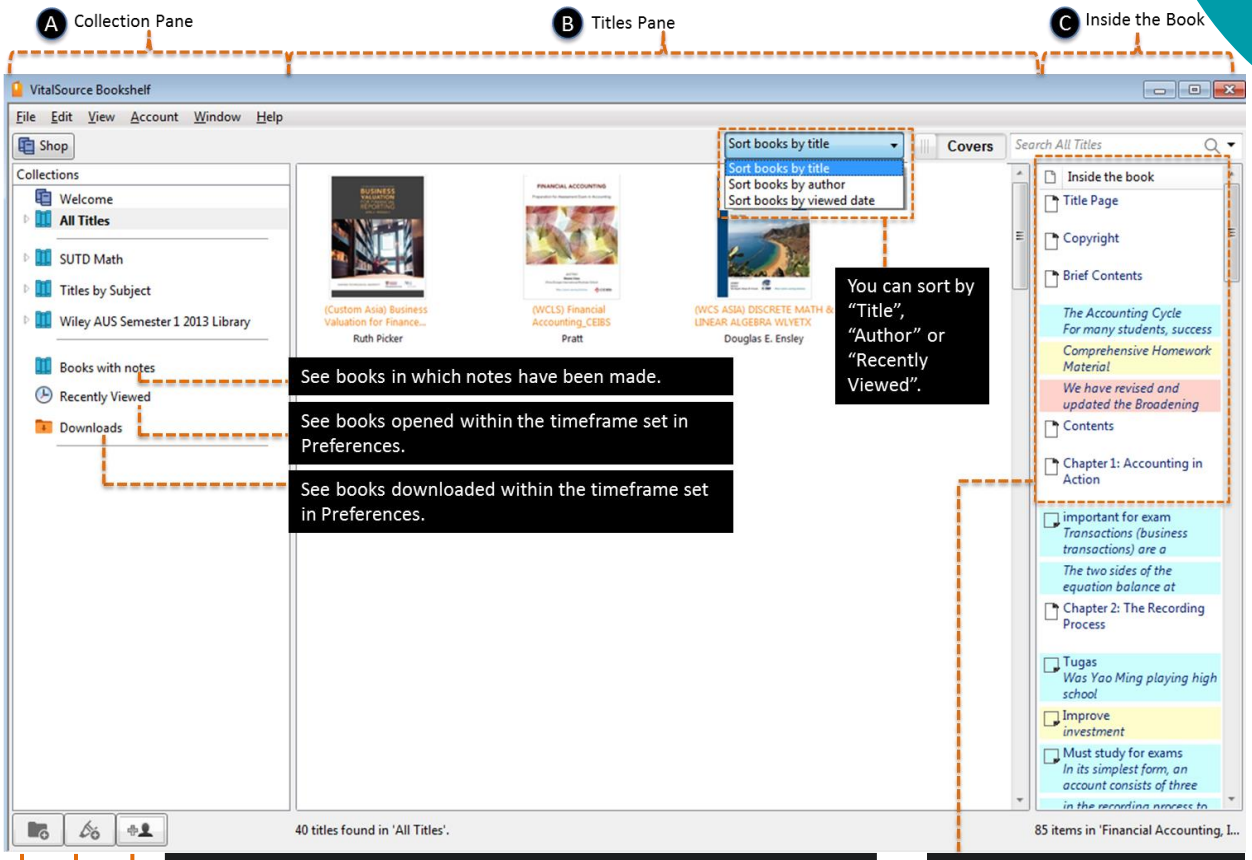


Bookshelf enables *anytime, anywhere access* to the catalog of digital course materials, through any web-enabled device.

A Main Bookshelf View



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Create Subscription allows you to subscribe to notes from other users. This is a 2-part process – you share and they subscribe, this will be shared more in depth later in the guide.

Create Highlighter allows you to create and name highlighters to organise notes. Click the add Highlighter icon and a colored square will appear. Name the highlighter (e.g test notes etc). You can create as many highlighters as needed.

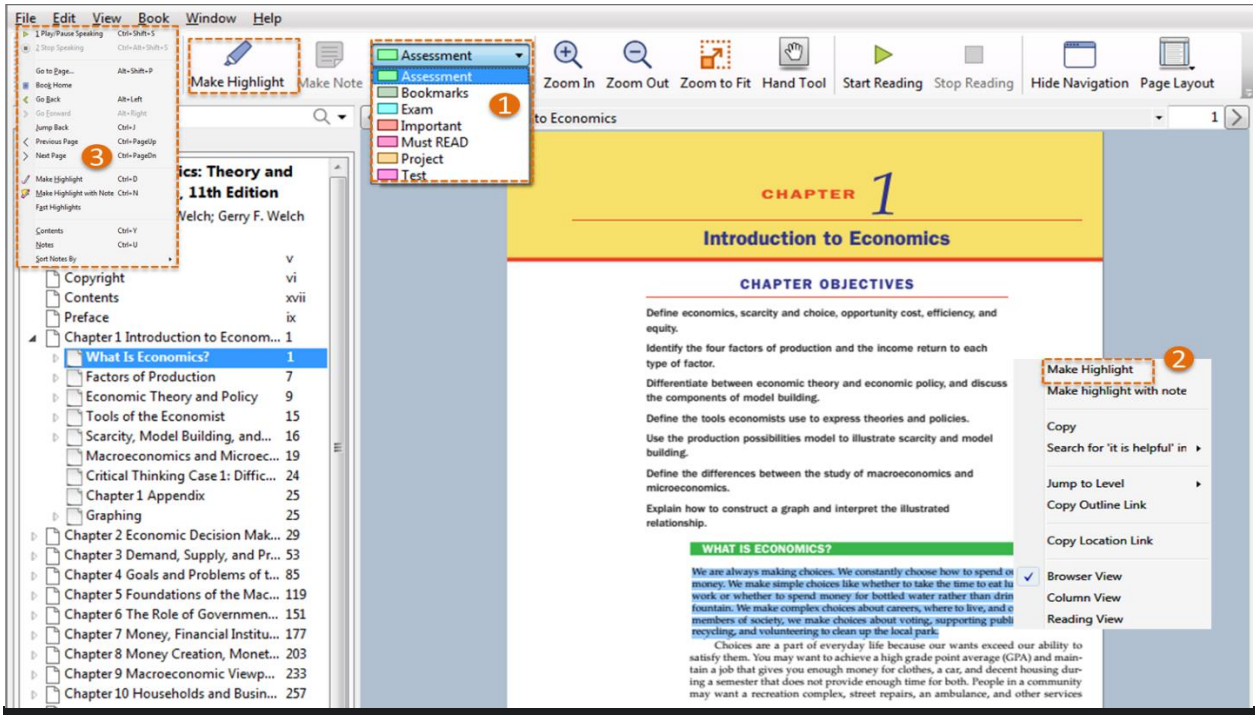
Create Folder allows you to name and build a custom collection by dragging in books from library, Word Documents, PDFs, and other files. Custom folders are not available in Bookshelf Online so they will not be sync.

You can click on the title of a downloaded book in the centre window pane and the book's table of contents displays in the right window panel, along with any notes and highlights that have been taken.

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B Make Highlights

In the Bookshelf, there are 3 ways to highlight your text.



1
- Select the highlighter from the drop down menu in the book window toolbar.
- Select the text to highlight and click on the highlighter pen icon in the toolbar

2
- Select the text to highlight. Right click and choose "Make Highlight"
- The highlight will be made within the text.

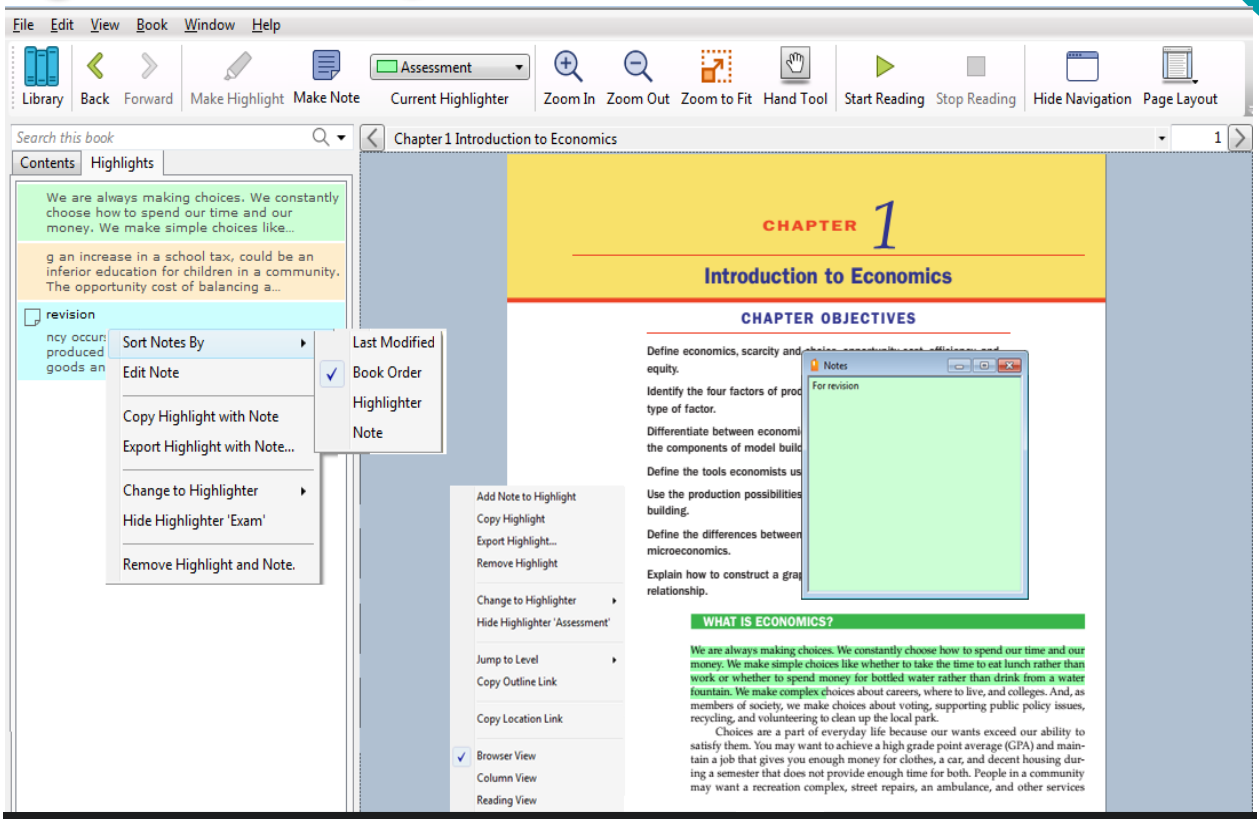
3
- You can enable "Fast Highlights" by simply selecting the text to highlight.
- To disable this feature, go to "Book" menu, and select "Fast Highlights" once more.

C Change Highlights

Change Highlight color within book/from the Notes Pane	• Right click on the highlighted text and choose " Change to Highlighter" • A list of the available highlighters will display. Choose the desire highlighter
Remove a Highlight within the book/from the Notes Pane	• Right click on the highlighted text and choose "Remove Highlight". The highlight and any notes created will be deleted
Copy and Export Highlights	• Bookshelf offers the ability to copy and export highlights. • Either within the book or in the Highlights tab, simply right click on the highlight and you will see options to Copy and Export Highlights • You can use the Copy or Export feature to create your own study guide

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D Make Notes AND E Change Notes



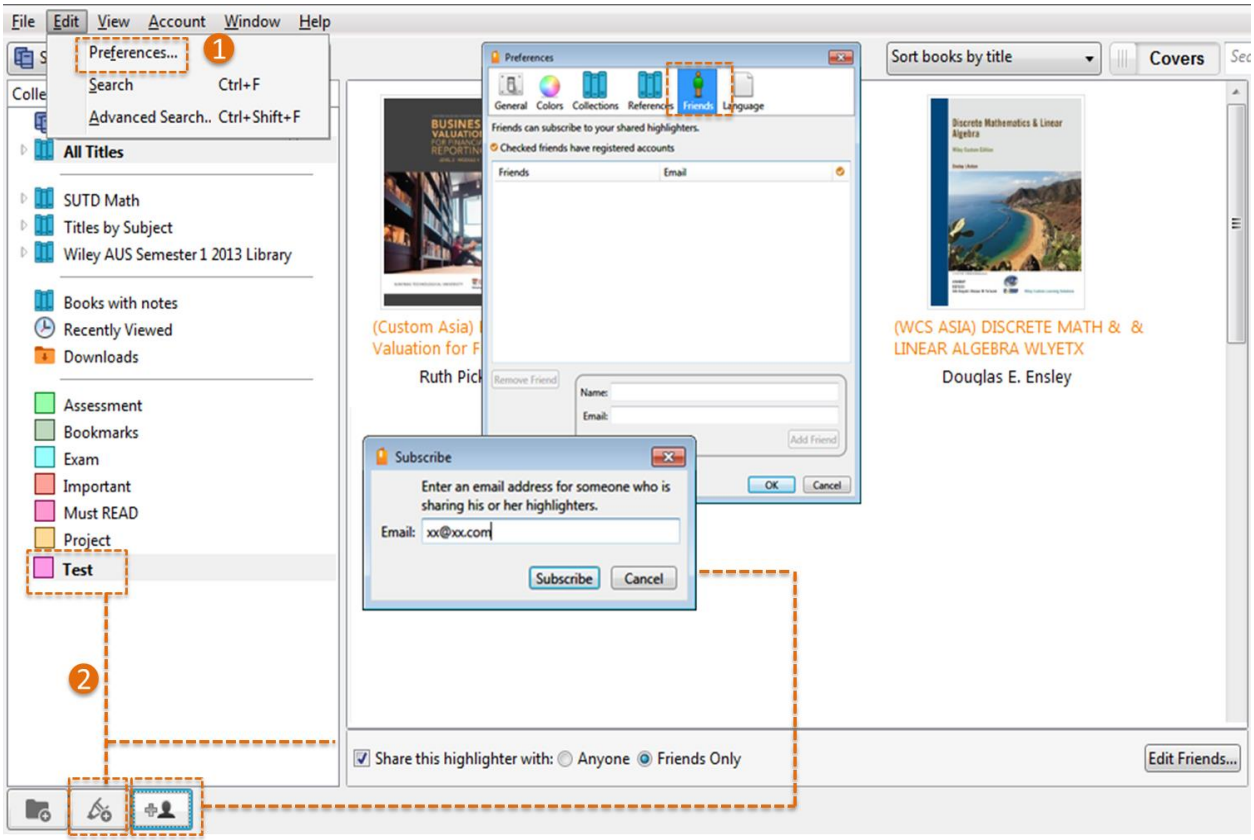
1. Select the relevant text and click the sticky note icon (Make Note) in the toolbar. A note window pops up and you can type the desired text.

2. If you have already made a highlight and want to add a note, right click and choose "Add Note to Highlight"
   - A note window pops up and you can type the desired text. Close the notes window. Notes are saved and appear in the book's Notes tab.

3. To sort your existing notes, right click in the Notes tab and hover over "Sort Notes By".
   - A window will appear with 4 options – Book Order,

F Share Notes AND G Subscribe to Notes & Highlights

- The highlights and notes you make can be shared with your friends. And, you can subscribe to a friend's highlights and notes too.
- For sharing and subscribing to work, both you and your friends must have the license for the same book.



1

- From the Edit menu, select "Preferences", then click on "Friends"
- Add your friend's name and email that you wish to share notes and highlights with.
- At the bottom left window pane, select "Create Subscription", add your friend's email, and click "Subscribe".

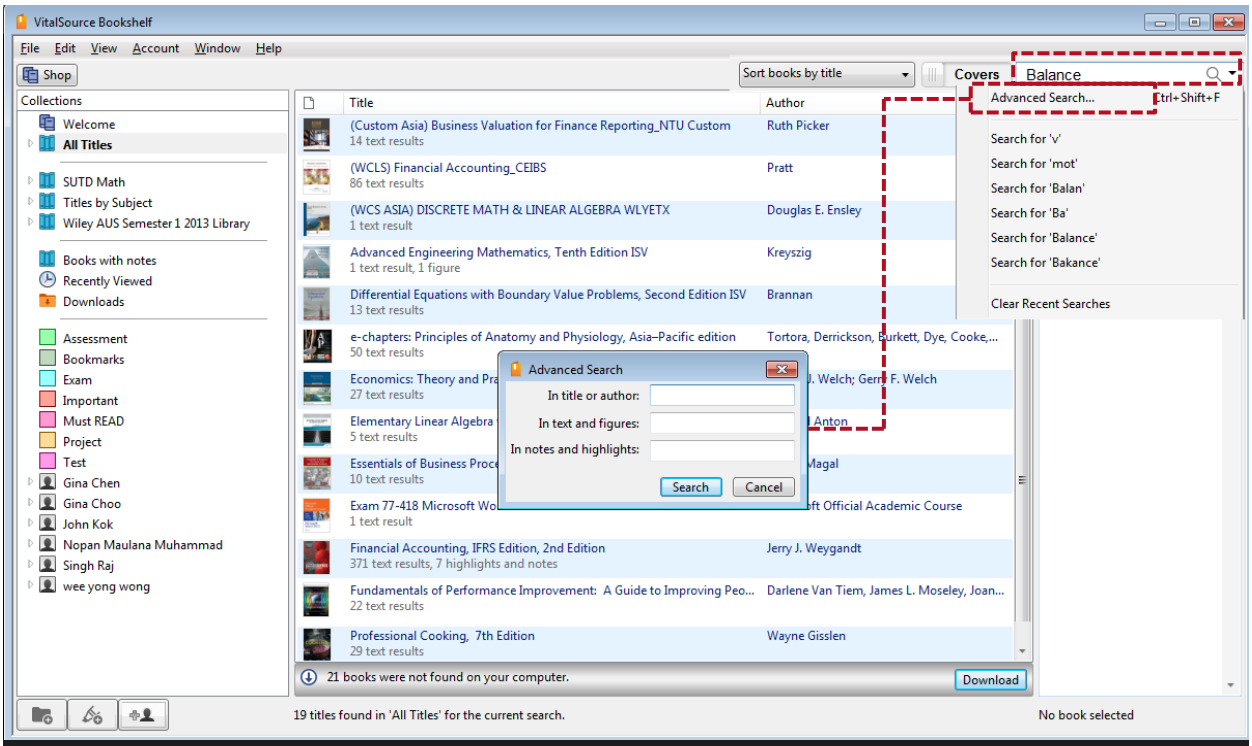
2

- To begin sharing, choose a highlight color from left Bookshelf window pane.
- At the bottom of the main window pane, a check box that says "Share this highlight with" will appear.
- You have the option to share with Anyone or with Friends Only.

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Search

The Search field is located at the right window panel. It offers a basic and an advanced search.



Tips For Basic Search

- Click "All Titles" and enter a word in the Search field which will search across all titles in the bookshelf. To search for a term in a specific folder, click on the folder before searching.
- Results are enumerated in the center window pane.
- Click any one title to display that title's results in the right window pane.
- Double click a result in the right window pane and the book will open to that location. Search terms are highlighted.
- To search for an exact phrase, put in quotation marks.
- To search for multiple terms, use a comma between words.
- Make sure the search is cleared to see the entire book/library again.

Tips For Advanced Search

- Click the magnifying glass icon in the search field in the Bookshelf window and select Advanced Search.
- Define the criteria from the options and click the Search button. Results are enumerated in the centre window pane.
- Again, make sure the search is cleared to return to the entire book/library.

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Synchronize of Notes and Highlights

- Make sure there is internet connection so that all the Notes and Highlights will be automatically synchronise across all your devices.

5 VITALSOURCE TECHNICAL SUPPORT LINK

VitalSource Bookshelf

- If you experience any technical difficulties or need assistance, please contact VitalSource support at: https://support.vitalsource.com/hc/en-us/request/new?ticket_form_id=56343

6 TUTORIAL VIDEOS

VitalSource Bookshelf

- For more in-depth explanation of Bookshelf features for Bookshelf Downloadable, Online and Mobile, please refer to the Video Tutorials: http://downloads.vitalbook.com/tutorials/publish/index.html?did=generic