

## VitalSource eBook Getting Started Tips

You can access your book in an eBook format. To access the book online, go to:

<https://online.vitalsource.com>

### Creating an Online Bookshelf and Downloading eBooks

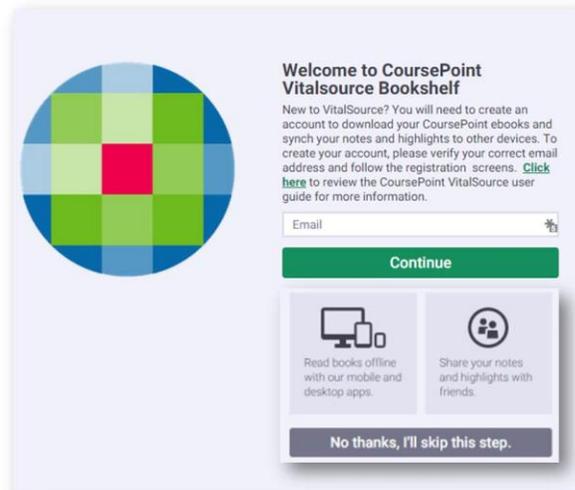
If you want to read your eBook off-line when you have no Internet connection, you'll first have to create an online "Bookshelf" account. This feature provides an online platform for all of your VitalSource eBooks, and it's the first step toward downloading books to desktop computers, laptops, tablets and phones. **Once you download an ebook, it is yours for life.** But you have to download it to keep it. Here's how:

1. **Create an online Bookshelf account:** If you already have a Vitalsource account (through Wolters Kluwer or another publisher), use the e-mail address associated with that account.

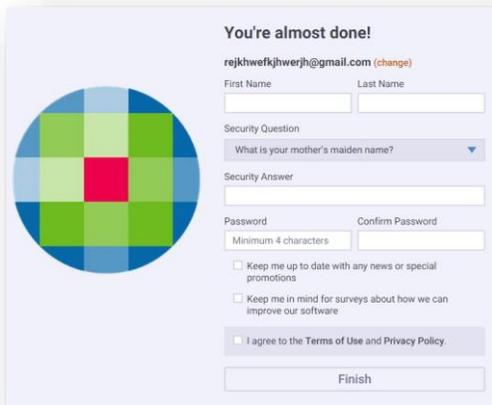
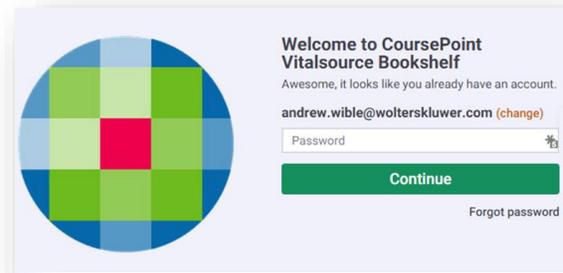
*Note: you can choose "No thanks, I'll skip this step to proceed to your eBook without registering but you won't be able to download your eBooks or share notes or highlights.*

- a) If the e-mail address is recognized as an active Vitalsource account, you will be prompted to enter your password. (If you forgot your password, click on "Forgot Password" and a link will be sent to your e-mail account to reset your password.)
- b) If your e-mail address is not recognized, or if it's your first Vitalsource book (from Wolters Kluwer or any publisher), you will be prompted to configure your Bookshelf account. You might want to use the same login username and password you use on thePoint, so you can remember it.

*Note: You can skip the registration process by clicking, "No Thanks, I'll skip this step." at the bottom of the initial welcome screen.*

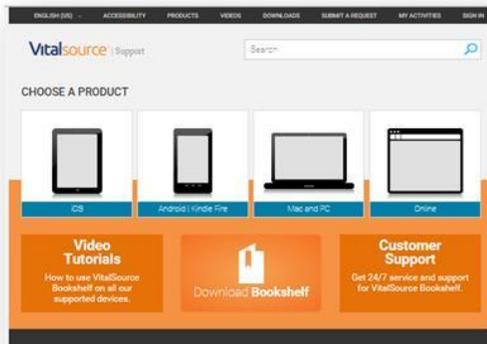


2. Upon clicking “Continue,” you will be prompted to configure your Bookshelf account. If it’s your first VitalSource book (from Lippincott or any publisher), you might want to use the same login username and password you use on thePoint, so you can remember it. If you already have an online VitalSource account through Lippincott or another publisher, click “sign in” and use that login information.



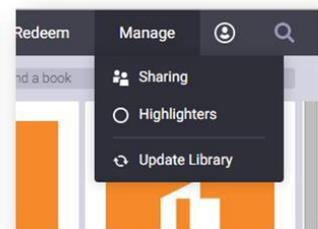
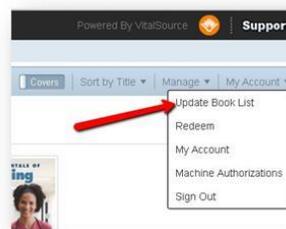
**Note:** If you chose to skip the registration process you won’t be able download your Bookshelf and its assets to different devices. However, you can do so later. Until you register, whenever you launch your eBook you’ll see this message in the upper left corner of the page: “Want to download books to view offline?” followed by an invitation to click on, “Just finish configuring your account.” Click it, and you’ll see the Registration form.

3. Once you’ve registered, you’ll be taken to the Online Bookshelf. Until you register, whenever you launch you eBook you’ll receive this popup message: “Want to download books to view offline? Followed by an invitation to click on, “Just finish configuring your account.” Click it, and you’ll see the Registration form. If you are in a book, you can also click on the Home icon in the upper left corner of the page and click the green “Get Started” link.
4. **Download your Bookshelf and its contents to other devices:** If you’re viewing your eBook, click on the Home icon in the upper left corner of the page to view the Bookshelf. Click the “Vitalsource Support” link on the top banner, which will take you to the Vitalsource support page. Click the “Download Bookshelf” icon in the middle of the page. Find your operating system and click the “Download” icon.



5. You can download your Bookshelf to two computers (laptops/desktops) and two mobile devices (tablets, phones, readers). Remember, the downloaded version of your eBook is yours for keeps. If you have downloaded a book to a device and the device fails, is lost, upgraded, etc., you can deactivate it from that device and download it to a new device by going to Bookshelf and clicking on the User icon in the upper right corner and then selecting “Devices.” If you click “Deactivate” next to you device, the bookshelf, including all of your downloaded books, will be removed from that device. Alternatively, you can access the Devices page from within a book by click on the Menu icon and selecting “Devices.”  
*Note: Before deactivating a device, make sure you wish to remove the bookshelf. Otherwise, you will have to re-download all of your books again.*

6. When you access the downloaded version of Bookshelf, you will be prompted in several ways to download assets (eBooks) that are on that Bookshelf. Depending on the device, you may see a pop-up or a message at the bottom of the page. Also, clicking on a book that hasn't been downloaded yet will create a prompt to download.

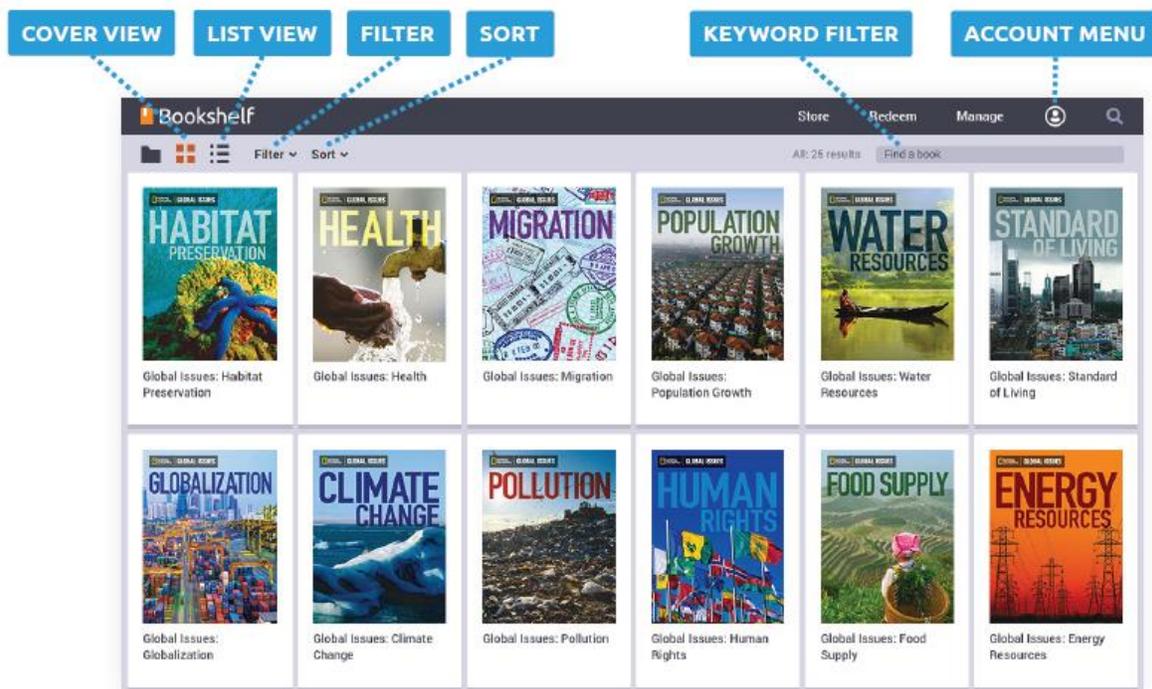


If you already have a downloaded version of Bookshelf and add a book, it should appear in your downloaded Bookshelf automatically. Also, you may be prompted to download newly acquired assets or updates to existing titles. To make sure all of your eBooks are on your downloaded bookshelf, you can check by going to My Account and clicking on “Update Book List” to show all of your textbook assets. This updates what you have been licensed to have on your Bookshelf. You’ll notice slight variations in the look and features of your eBook and Bookshelf experience from device to device.



## Navigating the Library

1. Filter, sort, and view your library based on your preferences.
2. Easily locate a specific title by using the keyword filter.
3. Manage your sharing and highlighter options with the “Manage” button.
4. Use the account menu to update your user information, manage active devices, and access support.



LIBRARY

## Reading - Toolbars



- Library** – Return to the library to access a different title.
- Main Menu** – Manage your account, sharing settings, highlighters, and more.
- Search** – Find keywords or phrases to quickly jump to relevant passages in the book.
- Table of Contents** – Click on sections in the table of contents to navigate more efficiently through the book.
- Notebook** – Access all notes and highlights you've created. Click on any item to jump directly to that location in the book.
- Figures** – View all your book's figures in one panel.



- 1 Tab** – Show or hide the toolbar.
- 2 Display & Highlighting Options** – Zoom in and out, choose a page layout, or activate fast highlighting.
- 3 Print** – Print a page range from your book.
- 4 Citations** – Create MLA or APA style citations.
- 5 URL** – Copy the URL of your current page.

## Changing Pages

You can move from page to page one of two ways, depending on the book format. For books that allow continuous scrolling, scroll through pages and then jump to the next section using the previous and next buttons at the top and bottom of the content. For books that are paginated, turn the page using the left and right arrows.



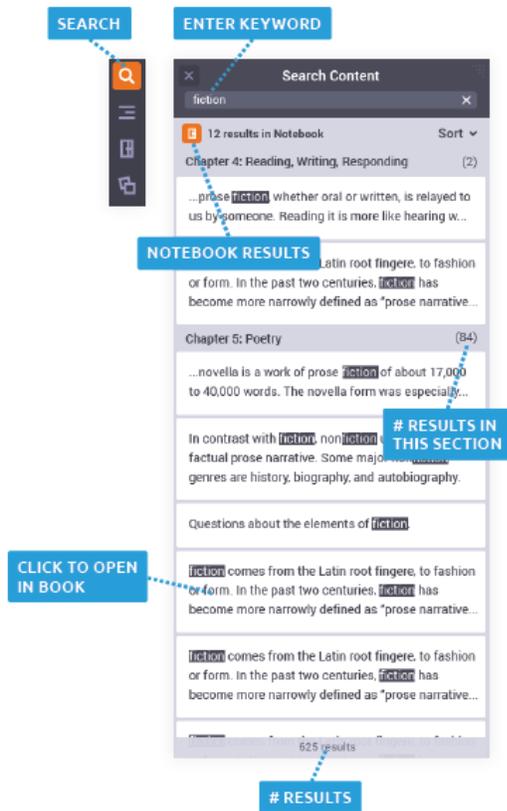
**CONTINUOUS SCROLL**

**PREVIOUS SECTION**      **NEXT SECTION**

**PAGINATED**

**PREVIOUS PAGE**      **NEXT PAGE**

11/19/15

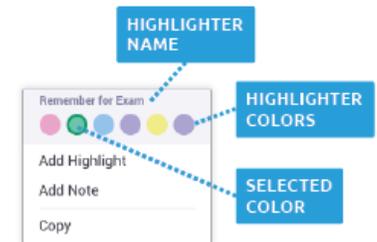


## Search Content

1. Click the search icon to open the panel. Here you can search for content in the book.
2. Enter a keyword or phrase into the search field and look for results below. Click on a result to be taken directly to that location in the book.
3. If results are found in your notebook, the notebook icon will appear below the search field. Click this icon to open your notebook and view your notes and highlights filtered by the keyword you entered.

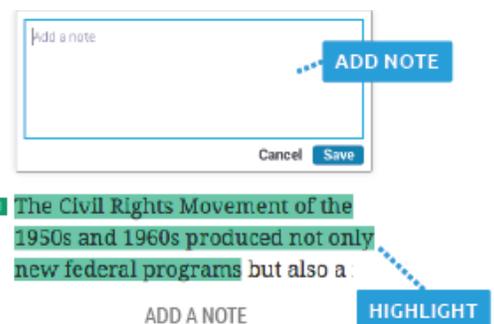
## Highlights and Notes

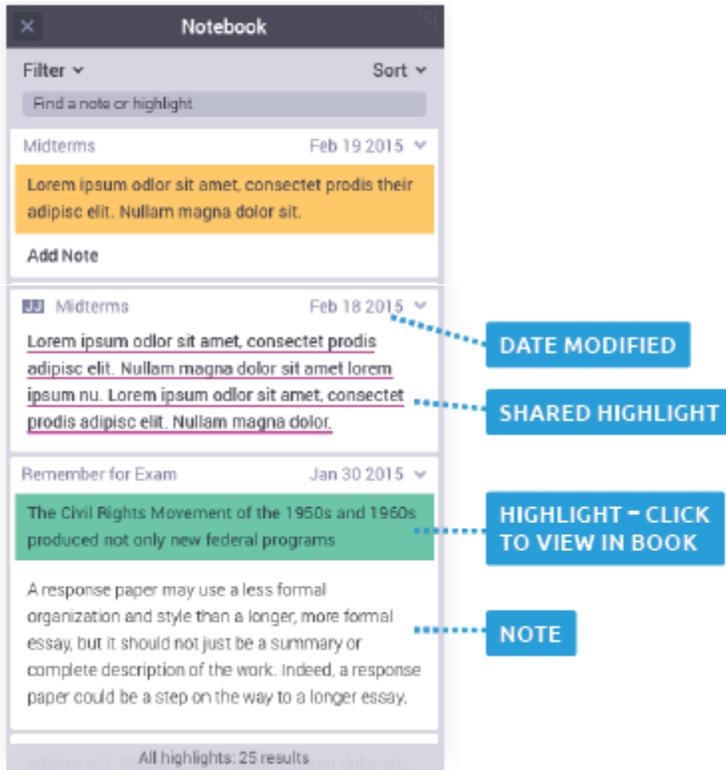
1. To highlight, select the text with your cursor. The highlight menu will appear. Choose a highlighter color and click “Add Highlight.”
2. To include a note with your highlight, click “Add Note” and then enter your note.
3. Need to change a highlighter color? Click on the highlighted text and select the new color from the menu.
4. Use the notebook to view all your highlights and notes in one place. Here you can edit, add notes, and even filter results by keyword. Click on a highlight to be taken directly to that location in the book.



The Civil Rights Movement of the 1950s and 1960s produced not only new federal programs but also a

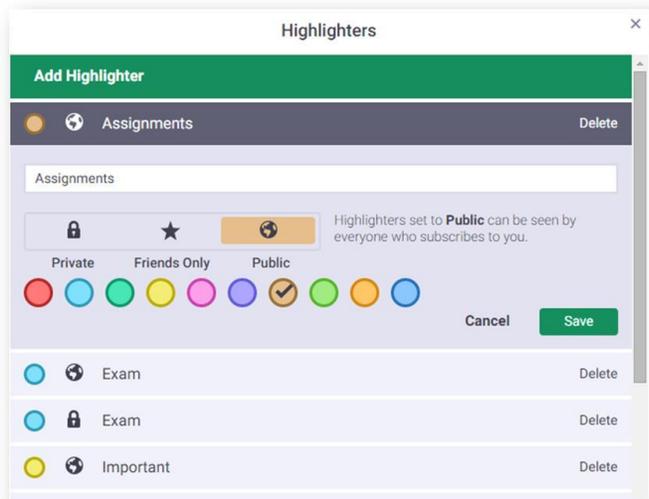
ADD A HIGHLIGHT





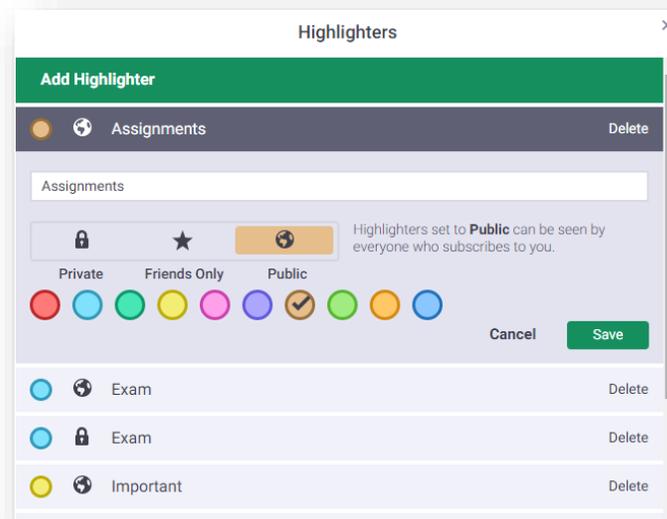
The screenshot shows a 'Notebook' interface with a search bar and a list of notes. The first note is titled 'Midterms' and dated 'Feb 19 2015', with a yellow highlight. The second note is also titled 'Midterms' and dated 'Feb 18 2015', with a red highlight and a callout 'DATE MODIFIED'. The third note is titled 'Remember for Exam' and dated 'Jan 30 2015', with a green highlight and a callout 'SHARED HIGHLIGHT'. Below the notes, there is a section for 'The Civil Rights Movement of the 1950s and 1960s produced not only new federal programs' with a callout 'HIGHLIGHT - CLICK TO VIEW IN BOOK'. At the bottom, there is a section for 'A response paper may use a less formal organization and style than a longer, more formal essay...' with a callout 'NOTE'. The interface also shows 'All highlights: 25 results' at the bottom.

Make a highlight **public** by selecting the “public” button under “Sharing Options.” This means anyone who has your Bookshelf email address (the one you used to configure your Bookshelf account) can “subscribe” to that highlighter and see it in their eBook. Any highlighters you do not mark as public will not be shown to these subscribers. In the example below, you would be making all of your “Important” (yellow) highlights/notes public to anyone who subscribes to your eBook.



The screenshot shows the 'Highlighters' dialog box. At the top, there is a green bar with 'Add Highlighter'. Below it, there is a section for 'Assignments' with a 'Delete' button. The 'Assignments' section has a search bar and a sharing options section. The sharing options section has three buttons: 'Private' (locked), 'Friends Only' (star), and 'Public' (globe). The 'Public' button is selected. Below the buttons, there is a row of colored circles representing different highlighters: red, blue, green, yellow, pink, purple, orange, and light blue. The yellow circle is selected. To the right of the circles, there is a text box that says 'Highlighters set to Public can be seen by everyone who subscribes to you.' Below the circles, there are 'Cancel' and 'Save' buttons. At the bottom, there is a list of highlighters: 'Exam' (blue circle), 'Exam' (blue circle), and 'Important' (yellow circle). Each highlighter has a 'Delete' button next to it.

Another way to share your highlights/notes is to limit their access to “friends.” By selecting this Sharing Option, you are allowing access only to those whose email addresses you list in the “Friends” field in the highlight manager. These friends might be class members or colleagues:



**Important:** When designating a highlight to share, you must do so for each highlight you intend to share.

## Student Training Resources

- Student training resources available at <http://thePoint.LWW.com/studentsupport>
- For detailed instructions and video tutorials, go to [support.vitalsource.com](http://support.vitalsource.com) and look under “Popular How-to Topics” in the left-hand column at <https://support.vitalsource.com/hc/en-us>

## Technical Support

Monday - Thursday: 8am - 12am (EST)

Friday: 8am - 7pm (EST)

Sunday: 4pm - 12am (EST)

Phone: 1-800-468-1128

Email: [techsupp@lww.com](mailto:techsupp@lww.com)