

## MACHINE ACTIVATION/DEACTIVATION

VitalSource Bookshelf allows students to access their eBooks on two (2) computers and two (2) mobile devices.

To deactivate a device, please visit: <https://online.vitalsource.com> and follow the instructions below:

- Sign in with your Bookshelf email address and password
- Select 'My Account' from the menu then select 'My Account' from the submenu
- Locate the device you wish to deactivate from your device list and press the 'Deactivate' button
- Once you have confirmed you wish to deactivate your old device, you can sign in with your new device

For information on downloading Bookshelf to different devices, please visit: <https://support.vitalsource.com>.

## EXTERNAL SEARCHING (MAC + PC)

VitalSource Bookshelf offers the unique ability to use a variety of popular search engines while reading an eBook.

To search these external resources:

- Select the text you would like to look up
- Right click (if you do not have right click turned on your Mac, press and hold control button on your keyboard as you click)
- Select 'Search Google for ...'
- A web browser will appear displaying your search results

## STUDY GUIDE (MAC + PC)

Bookshelf users can easily customize study guides for personal use.

To create a study guide from highlighted text:

- Open an eBook containing notes and highlights
- Click on the Highlights tab in the table of contents
- Press Command or Ctrl and select the highlighted text you wish to print
- Go to the Edit menu and select 'Copy Selected Notes'
- Paste text in a document

**TIP:** Uncheck the 'Include Bibliographic Info' option to include only notes and highlights in the study guide.

## BIBLIOGRAPHIC INFORMATION (VITALSOURCE BOOKSHELF ONLINE & MAC + PC)

When copying and pasting text from your eBook, it is important to properly cite the text.

In Bookshelf Online:

- Copy and Paste text from an eBook
- Click on the 'Cite/Link' button in the lower right screen
- Select MLA or APA
- Select Copy and then Paste the formatted bibliographic reference to your document
- Click the "X" to return to your textbook

To set up the bibliographic option in Bookshelf for Mac + PC:

**PC:** Click on the Edit menu and choose Preferences

**Mac:** Click on the Bookshelf menu and choose Preferences

- The option to include the bibliographic reference should be checked and select the default format: MLA or APA.
- After you have selected and copied text, paste in a document.
- Your bibliographic reference will be included at the bottom of the pasted text

## SHARING NOTES AND HIGHLIGHTS

The notes and highlights added to an eBook can be shared with other Bookshelf users with access to the same eBook. A user can share/subscribe to one or several different highlights.

For more information, please visit: <https://support.vitalsource.com>.

## TEXT TO SPEECH (MAC + PC)

Bookshelf for Mac + PC offers a Text to Speech feature for auditory learning. When activated, Bookshelf will read the text aloud. To activate this option, go to the Book menu and select Play/Pause Speaking. To stop your computer from reading aloud, go to the Book menu and select Stop Speaking.

For instructions on how to adjust the speed, pitch, or voice that is used with Bookshelf, please visit:

**PC:** <http://sn.im/ttssetting-windows>

**Mac:** <http://sn.im/ttssetting-mac>

## FONT SIZE

To increase the font size of an eBook in Bookshelf online:

- Open the eBook
- Find the Zoom controls in the web browser (sometimes found in the View menu)
- Select the font size that works for you

**TIP:** For best results, enable font-only zooming if your browser supports it.

To Increase the size of your font in the Bookshelf on Mac + PC:

- Open the eBook
- In the toolbar locate the Smaller Text and Larger Text buttons
- Click to increase or decrease the font size

To increase the size of your font in Bookshelf on Android + iOS:

- Open the eBook
- In the toolbar tap the Aa button
- From the Font Size bar choose the size that works for you

## ADJUSTING COLOR AND CONTRAST (MAC + PC)

Do you have eye strain after reading for hours and hours on end? Bookshelf allows you to change the color and contrast of your eBooks to something easier on your eyes.

To adjust the color and contrast of your eBooks:

**PC:** Click on the Edit menu and choose Preferences

**Mac:** Click on the Bookshelf menu and choose Preferences

- Click on the Colors tab
- Click on Page text, Page background, or Link text color to bring up a color wheel
- Choose the new color for the item you want to change from the color wheel and select ok.

## FOR MORE INFORMATION ON VITALSOURCE BOOKSHELF

Login to the student portal and locate the "Help" button in the top right navigation. Locate the eBook FAQs and click on the "Where can I find training documents and video tutorials to help me with eBooks?"

You will have access to:

- VitalSource Bookshelf Tutorials
- VitalSource Bookshelf Student User Guide
- VitalSource Bookshelf Quick Start Guide
- Other helpful VitalSource Bookshelf Resource