

QUICK START GUIDE

VITALSOURCE® BOOKSHELF® ONLINE



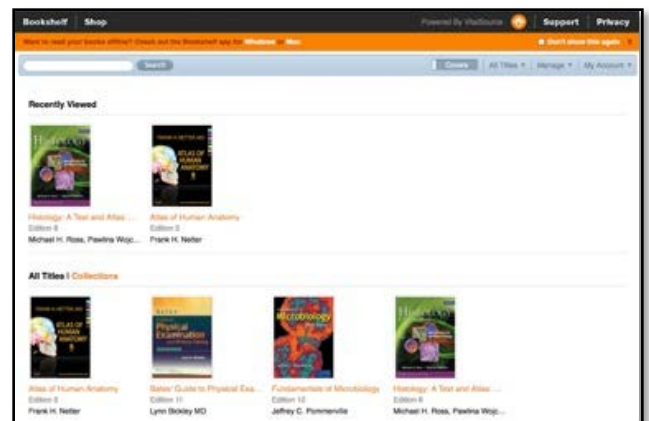
Use Bookshelf Online to get quick and easy access to your eTextbooks, highlights & notes.

ACCESSING YOUR ETEXTBOOKS IN BOOKSHELF ONLINE:

1. Go to <http://online.vitalsource.com>, and sign in with your Bookshelf email address and password.
2. Upon sign in, you will be presented with your eTextbooks.

NAVIGATE THE BOOKSHELF HOME PAGE:

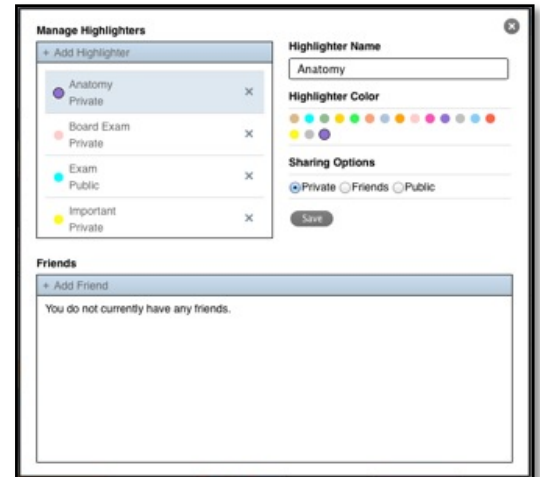
1. Double click on any of the eTextbooks in your library to open the eTextbook.
2. Search across your entire library (use quotation marks for exact phrases). Be sure to clear out the search criteria to discontinue the Search mode.
3. The My Account menu houses the options related to your account. In the drop down list, find the My Account option where you can update your profile and email address, as well as manage your devices.
4. Manage your Highlighters from the Manage menu. Choose the +Add Highlighter bar to create a new Highlighter. Enter the Highlighter Name, select a Highlighter Color, and click Save.



SUBSCRIBING AND SHARING:

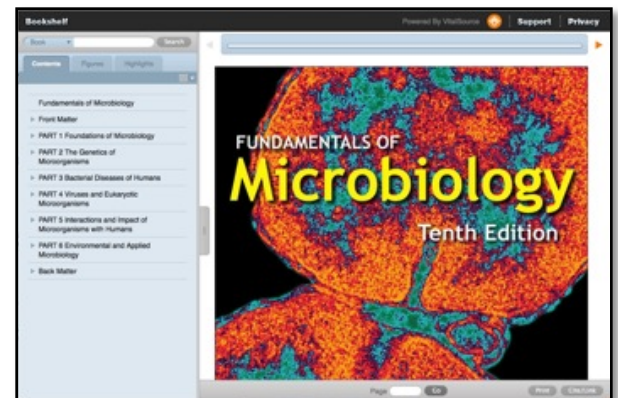
Bookshelf allows you to turn your textbook into a social learning experience. You can share your Highlighters with other users and subscribe to see another user's shared Highlighter as long as you both have the same eTextbook in your Bookshelf account.

1. To share your Highlighter, choose a highlighter and select Friends or Public in the Sharing Options section, and click Save. Highlighters that are set to Public will be visible to everyone who subscribes to your Highlighters, and Highlighters that are set to Friends will only be visible to users that are in your friends list.
2. To subscribe to another user's Highlighter, from the Manage menu choose Manage Subscriptions. Click on the +Add Subscriptions bar, and enter the email address of the person whose shared Highlighter you wish to view. (Be sure to use their Bookshelf account email address.) Click the Add button.



NAVIGATE YOUR EBOOK:

1. The Table of Contents is displayed in the left pane.
2. Clicking on Chapters or Sections in the Table of Contents will take you directly to that particular chapter or section in the eTextbook.
3. The Contents, Figures, and Highlights tabs consolidate relevant items that are located throughout the eTextbook. You can click on any of these items to jump directly to that location in the eBook.
4. Click the Hide Navigation Panel tab (the grey tab with the three dots located between the Table of Contents and the book cover) to hide the Table of Contents. Click the tab to return to the Table of Contents.
5. Scroll down to reach the bottom of the page. Click the orange arrows at the top of the book panel to navigate to the previous and next pages.
6. To return to the Bookshelf Home page, click on Bookshelf in the top left corner.

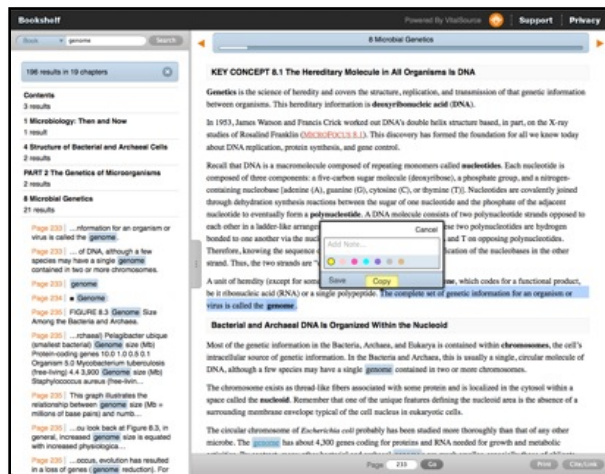


SEARCH:

1. Use the search bar to search inside the book, your notes, and highlights. (use quotation marks for exact phrases)
2. The results will be presented in the left pane. Simply select a result to be taken directly to that location within the eTextbook.
3. Be sure to clear out the search criteria to discontinue the Search mode. To clear the search field, click on the X.

HIGHLIGHTS & NOTES:

1. To highlight, select the text. The Highlight box will appear. Choose the highlighter color and click Save.
2. To include a note with your highlight, enter your note in the Add Note... field.
3. All the highlights and notes you made will be housed under the Highlights tab. Click on a highlight to be taken directly to that location in the book. You can also copy/paste to create a custom document.



To learn more Bookshelf features, please visit our Video Tutorials at <http://support.vitalsource.com>.