eText INTERFACE QUICK REFERENCE GUIDE

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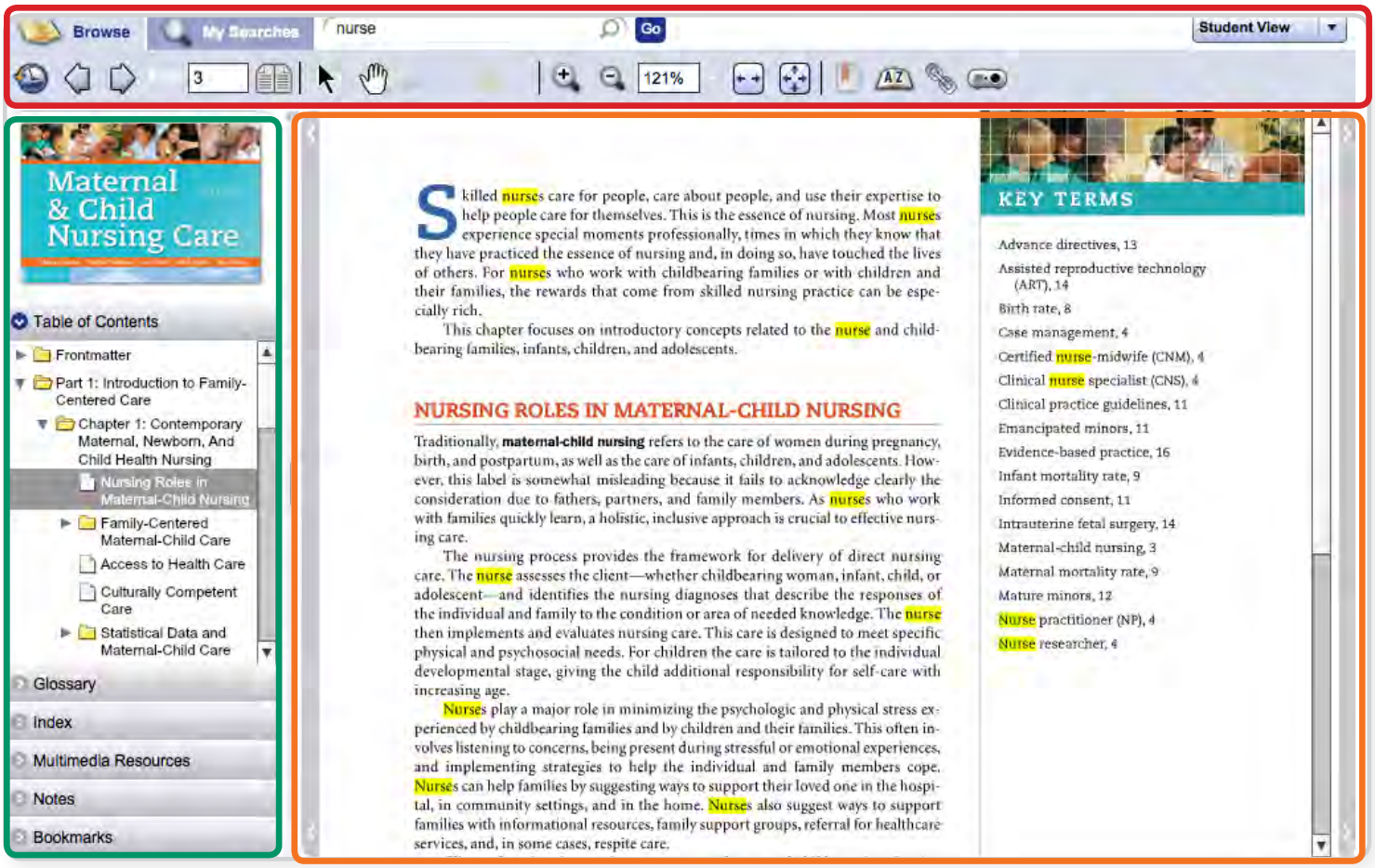
Browse Tab

Interface

The Browse tab interface is divided into three areas:

1. **Toolbar:** Contains tools for viewing and interacting with eText pages, as well as the search text box.
2. **Navigation pane:** Contains both default and custom-built interactive expandable baskets: **Table of Contents**, **Glossary, Index** (optional basket), **Multimedia Resources** (custom basket), **Notes**, and **Bookmarks**.
3. **Main Viewing pane:** Displays eText pages.

1 Toolbar



2 Navigation pane

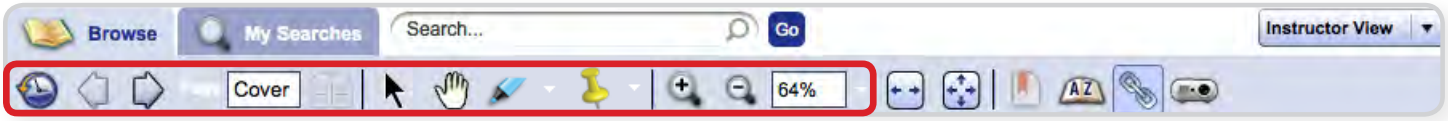
3 Main Viewing pane

Browse Tab: Toolbar

Note

Business units can opt to position the toolbar at the bottom of the screen.

The Browse tab displays its toolbar at the top of the screen by default.



Last Page Visited: Click to navigate to the last page viewed.

Previous Page: Click to go to the previous eText page.

Next Page: Click to go to the next eText page.

Current Page text box: Type a page number and click **Enter/Return** on your keyboard. To view the cover page, type "Cover".

One or Two Page View: Click to toggle between a one-page or two-page view.

Arrow Tool: Click to deselect a tool, such as the highlighter, and return to the default pointer.

Hand Tool: Click to grab and drag pages.

Highlighter Tool: Click the icon and then drag your cursor over text to highlight sections of text on the page. Click the arrow icon to show or hide highlights.

Notes Tool: Click the icon and then click an area on the text to add a new note. Click the arrow to show or hide your notes, or to open the Notes Manager. See the Browse Tab: Notes Manager section for more information.

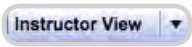
Zoom In: Click to zoom in on a page.

Zoom Out: Click to zoom out of a page.

Zoom Percentage: Type a zoom percentage in the text box to view a page at a certain percentage.

Browse Tab: Toolbar

Search: This textbox is available on both the **Browse** and **My Searches** tab. Type a search query and click the Go button to search for content.



Instructor/Student View: This menu appears in eTexts that have an Instructor/Student connection only. Instructor notes appear in the Student View in a different color. Instructor highlights appear with a solid line around them for students.

Fit to Width: Click to fit the text to the width of the page.

Fit to Page: Click to fit the whole page on the screen so scrolling is unnecessary.

Bookmark: Click to bookmark a page.

Glossary: Click to open the glossary.

Hide Links: Click to show or hide links (hotspots).

Switch to Whiteboard: Click to access a view of the eText that is optimized for use with an interactive whiteboard device and projector.

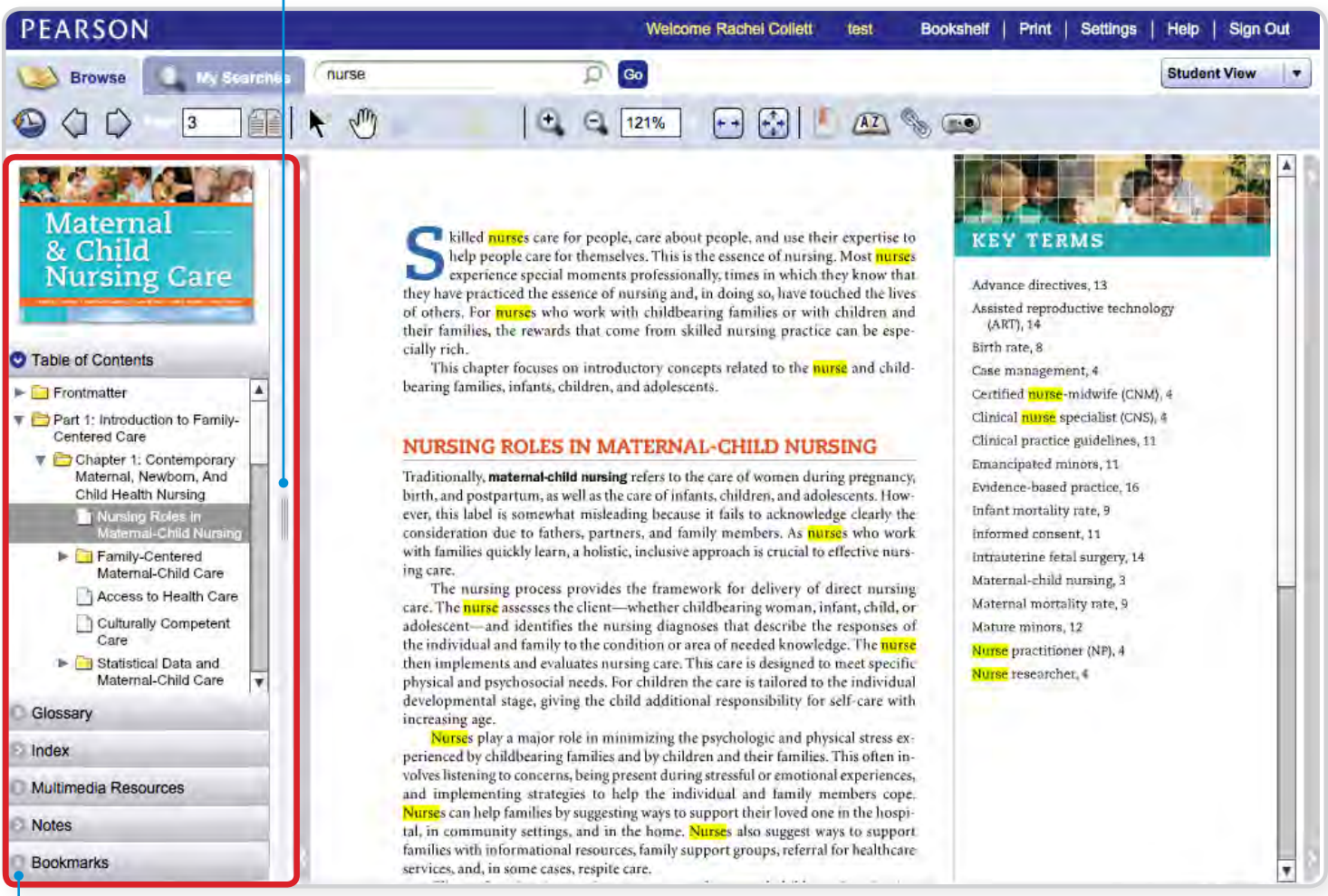
More Info

For more information about the eText whiteboard, watch the [eText Whiteboard View] *video.*

Browse Tab: Navigation Pane

The Browse tab displays a Navigation pane on the left side of the screen. The Navigation pane contains various default baskets for eText content. Custom baskets, such as **Multimedia Resources**, can be added by the business unit during the eText production.

Drag the right side of the pane to increase its viewing area



Click the gray arrow icon next to any basket name to view its contents

Browse Tab: Navigation Pane Baskets

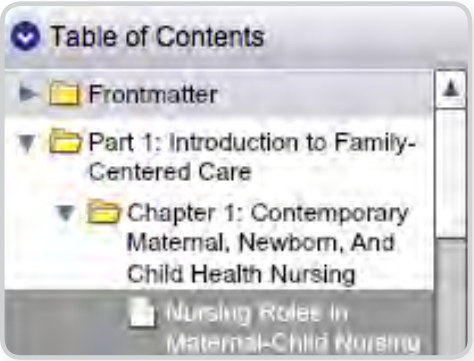
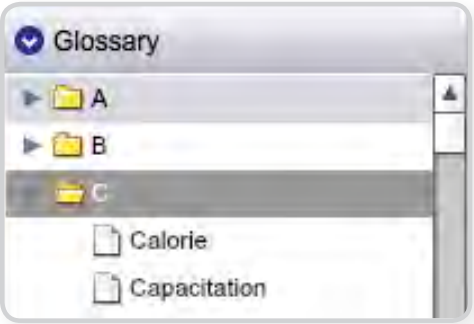


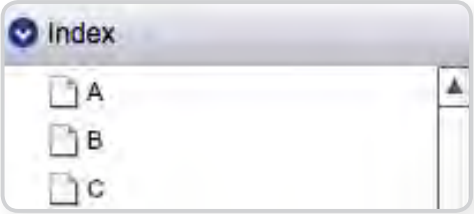
Table of Contents

A list of the eText content, sorted by front matter, parts, chapters, pages, endmatter, etc. Click on a folder or page icon to navigate to that eText page in the Main Viewing pane.



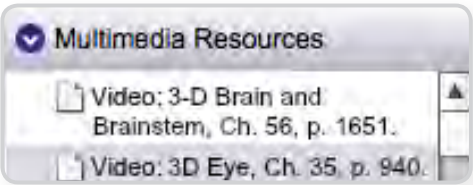
Glossary

A list of terms in the eText sorted into alpha folders. Click a term to view its definition in a pop-up **Glossary** window.



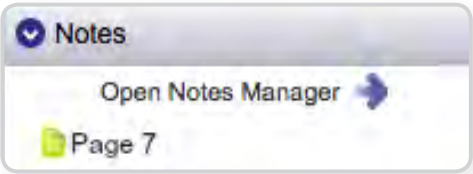
Index (optional basket)

An alphabetical list of index pages. Click a letter to navigate to its index section.



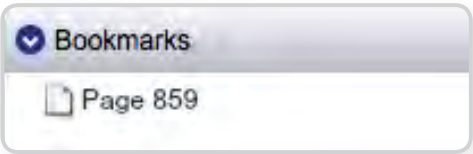
Multimedia Resources

An example of a custom basket that contains links to various forms of multimedia such as video, audio, or interactive content. Note: Links open in a new browser window.



Notes Manager

A list of any notes you created with the **Notes** tool, as well as a link to the **Notes Manager**. See the Browse Tab: Notes Manager section for more information.



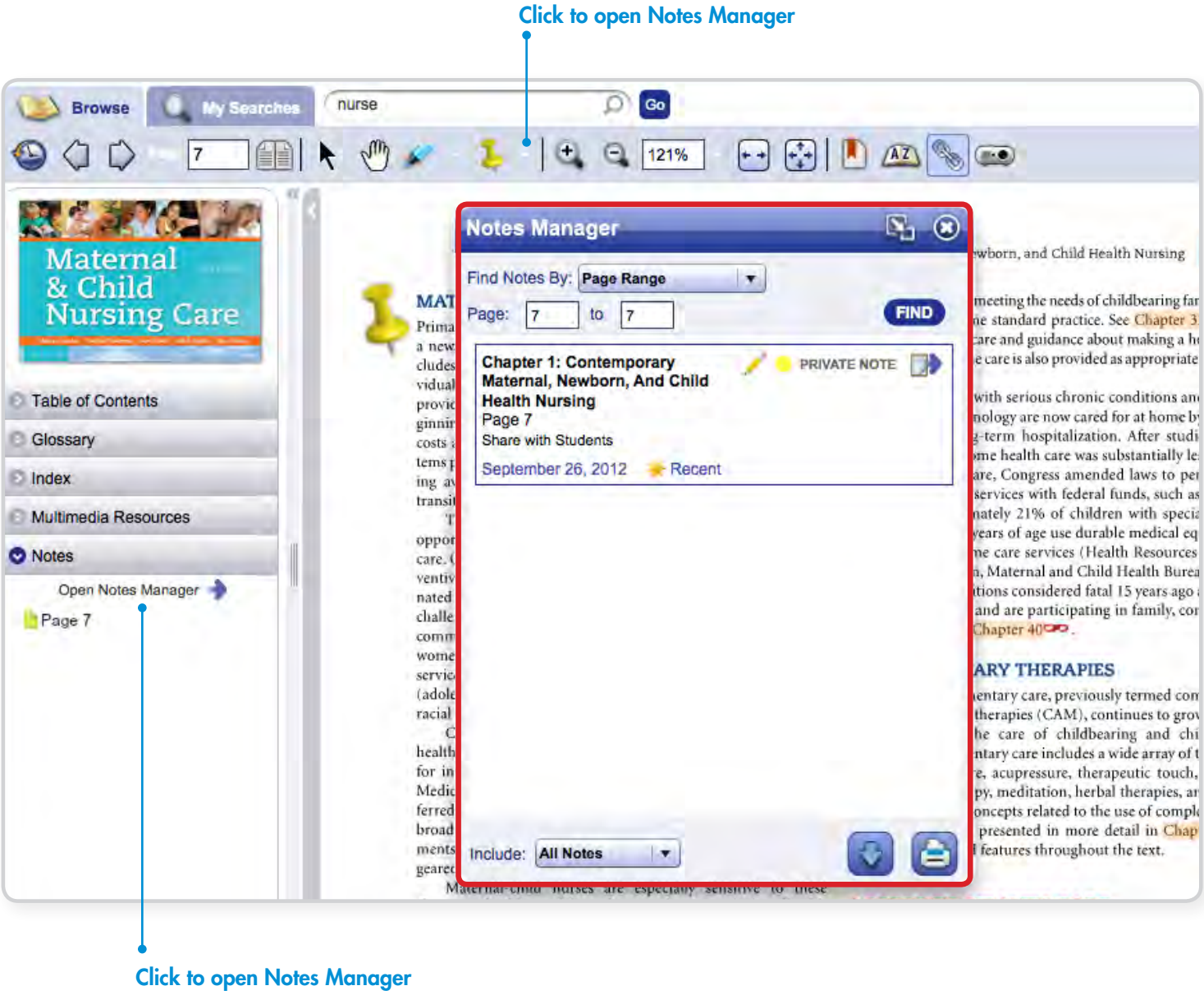
Bookmarks

A list of bookmarks you created with the **Bookmark** tool. Click a page bookmark to navigate to that page.

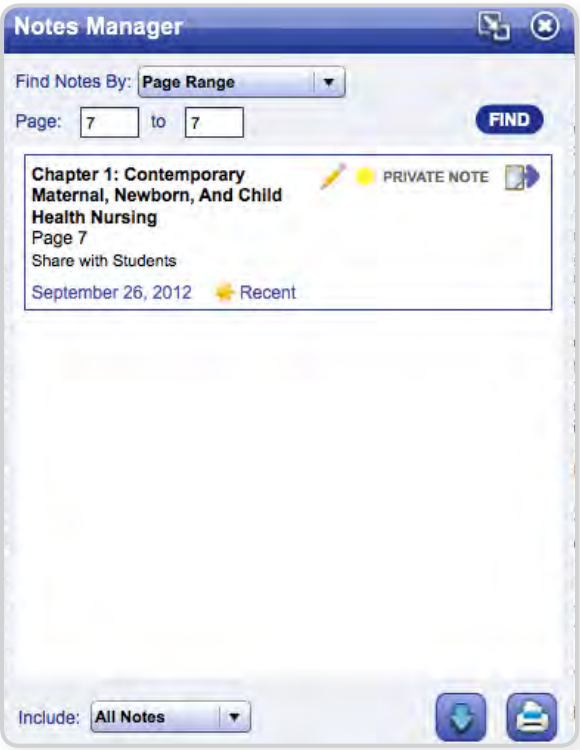
Browse Tab: Notes Manager

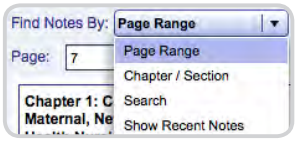
The **Notes Manager** lets you view, search, go to, print, export, and delete any notes you added to the eText. Instructors also have the option to share notes with students.

It is accessible via the Browse tab's **Notes Tool** arrow icon, as well as the in the **Notes** basket in the Navigation pane.



Browse Tab: Notes Manager





Find Notes By: Filter options to locate notes:

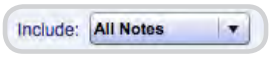
- **Page Range:** Select to enter a range of pages to search within.
- **Chapter/Section:** Select to search a chapter or section.
- **Search:** Select to conduct a general search using text entries.
- **Show Recent Notes:** Select to see notes that have been created in the last 2 weeks.

Find: Click to start a search/filter when you use a **Find Note By** filter option.

Edit Note: Click to edit, delete, or if you are an instructor, share the note with students.

Note Status: This label indicates whether a note is private or shared with students.

Go To Note: Click to navigate to the page containing the note.



Filter to sort notes.
Options include: **All Notes**, **Private Notes**, **Shared Notes**.

Export: Click to export notes as an HTML file.

Print: Click to print notes.

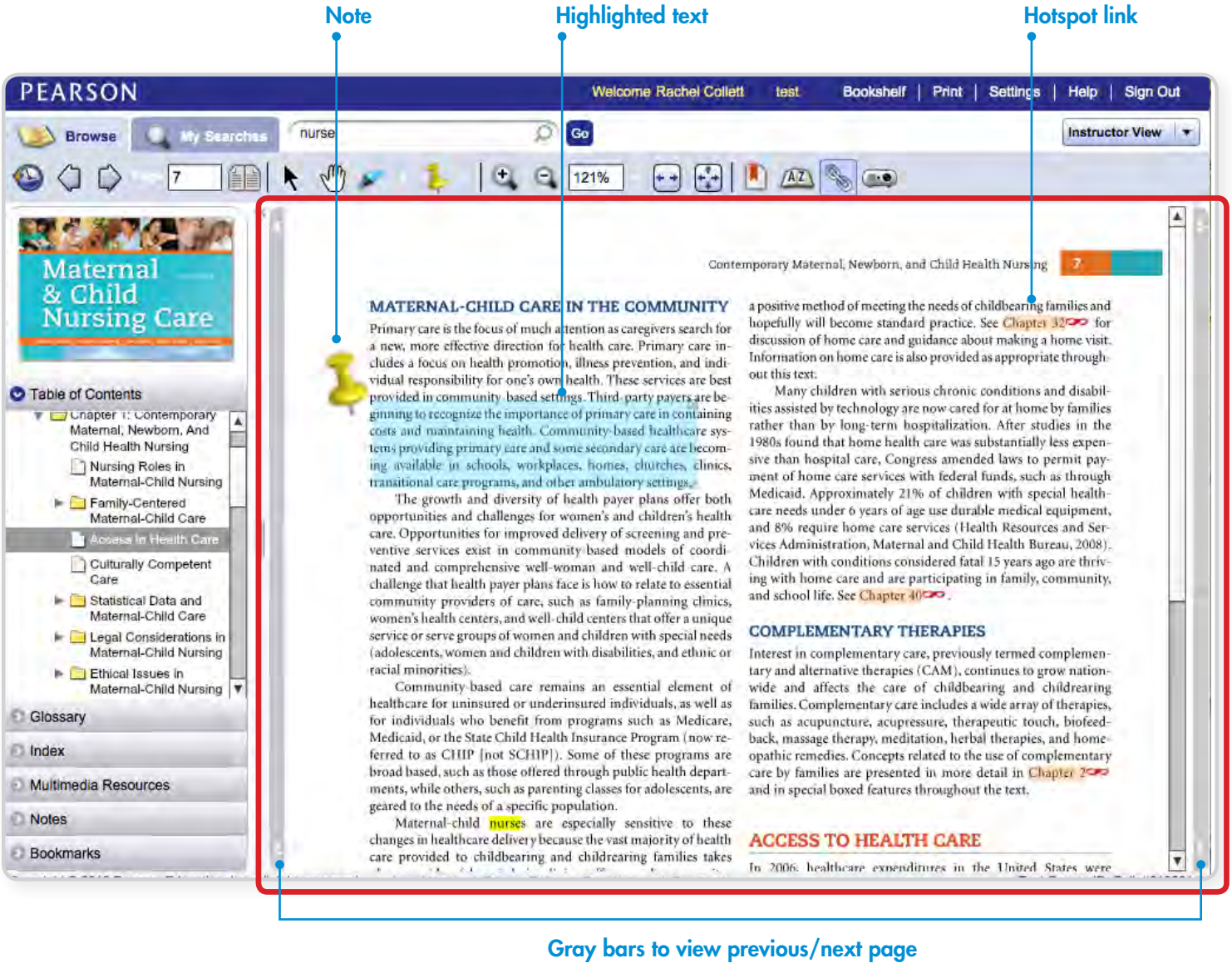
Browse Tab: Main Viewing Pane

The Browse tab displays the Main Viewing pane on the screen. Pages may display:

- Colored hotspot links you can click to take you directly to the place indicated.
- Placed notes indicated by the **pushpin** icon on the page. Double-click the icon to view/edit.
- Highlighted text indicated by transparent blue highlights over the text. Double-click to delete/edit, and then click the delete/edit icons at the top and bottom right corners of the highlight.
- Gray bars on left and right side of pane to click to previous or next page.

Note

Hotspot links can also be displayed as underlined or transparent.



My Searches Tab

Interface

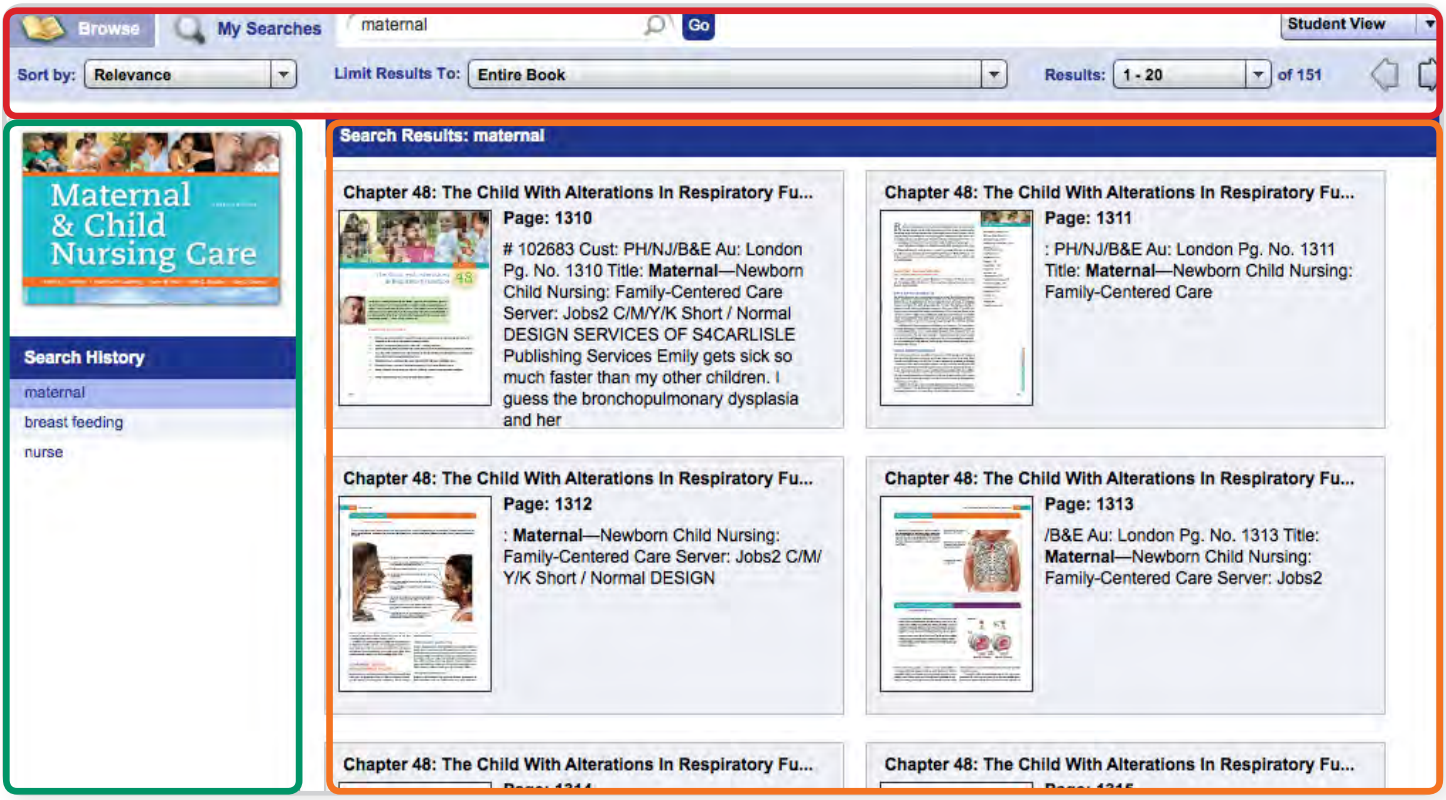
The My Searches tab interface is divided into three areas:

1. **Toolbar:** Stretches across the top of the screen and contains the search text box and various options to filter and refine search results.
2. **Search History pane**: On the left side, displays your past search query terms. Click a term to view the search results.
3. **Search Results pane:** In the center, displays search results.

More Info

For more information about the searching in eText, watch the [eText Search Feature] *video.*

1 Toolbar



2 Search History pane

3 Search Results pane

My Searches Tab: Toolbar

Textbox available on both the **Browse** and **My Searches** tab. Type a search query and click the Go button to search for content.

Sort by: Select to filter/sort search results by **Relevance** (how often the search term shows up on a page) or **Chapter**.

Limit Results to: Select a filter to refine search results to particular sections of the eText such as front matter, chapters, glossary, etc. The default filter is **Entire Book**.

Results: Select how many results display on the page.

Previous Page: Click to go to the previous page.

Next Page: Click to go to the next page.