

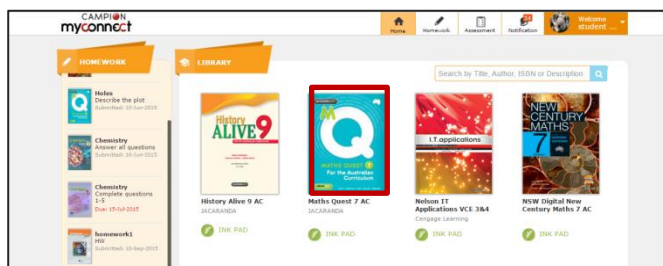
STUDENT

View / Use books

These instructions guide Students through reading, bookmarking pages, highlighting and making notes in their eTexts

Reading your eText

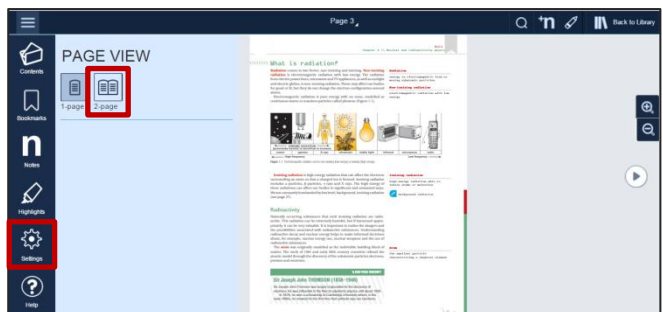
- To open an eText, click or tap on the eText you wish to use in your Library.



- Your eText will open in the reading screen.
- To turn pages, click arrows at far sides of screen or swipe left/right if using an iPad/tablet.
- To zoom in or out, use + & - icons on right of page or pinch and zoom if using an iPad/tablet



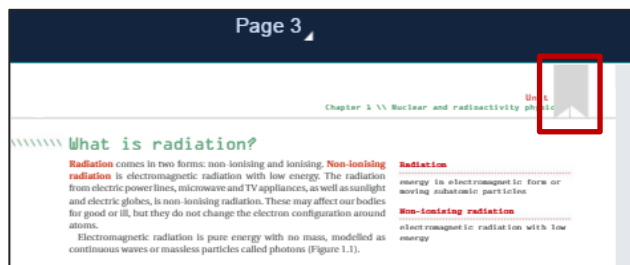
- To get a double page view, click Settings and select 2-page view.
- Click Settings again to hide the Page View options



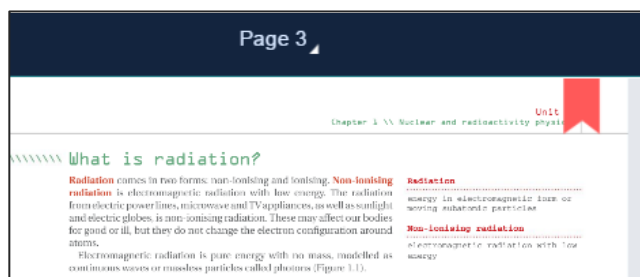
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Bookmark a page

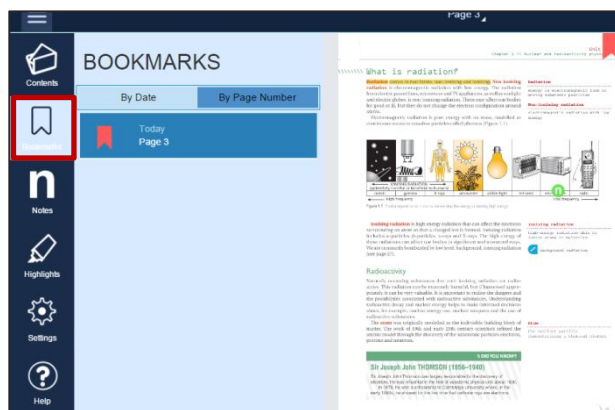
- To bookmark a page to come back to later, simply click or tap on the bookmark icon in the top right hand corner of the page.



- The bookmark icon will light up



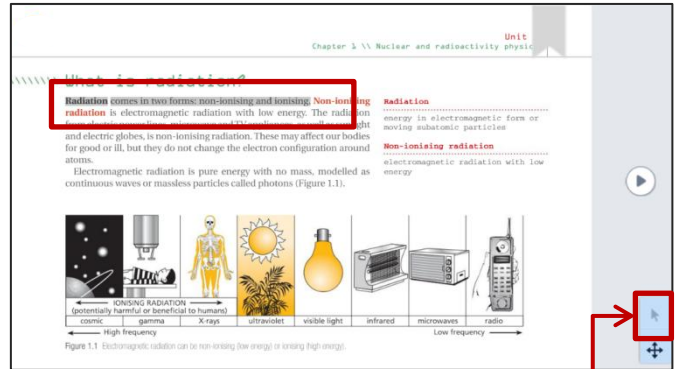
- A list of all bookmarks can then be accessed by clicking on the Bookmarks view icon in the left-hand menu



Highlighting or underlining on a page

- To highlight or underline a section of your page, select the text you wish to use.

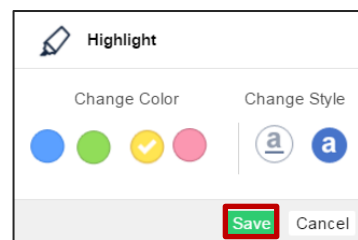
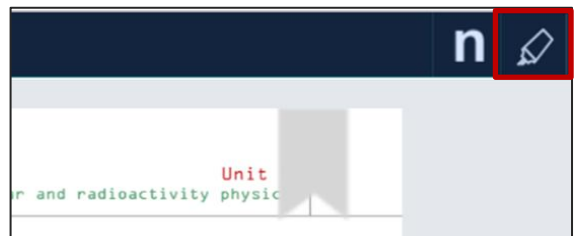
TIP: if using a laptop or desktop computer and you have zoomed in, first select the arrow cursor function by clicking on the arrow icon on the right side of the screen. To move the page after highlighting, switch back to the compass icon.



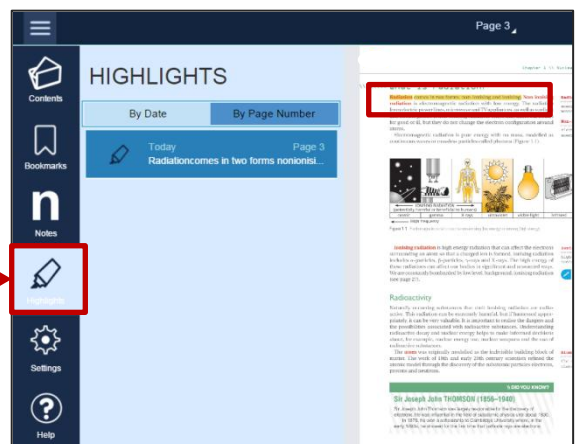
- Click on the highlighter icon at the top right hand corner of the reading screen.

TIP: If using a tablet, after selecting the text, the option to highlight will appear automatically on your screen.

- Select the colour you wish to use, select your style (underline or highlight), then click save.



- All saved highlights/underlines can be viewed by clicking on the Highlights view icon in the left hand menu on the reading screen.



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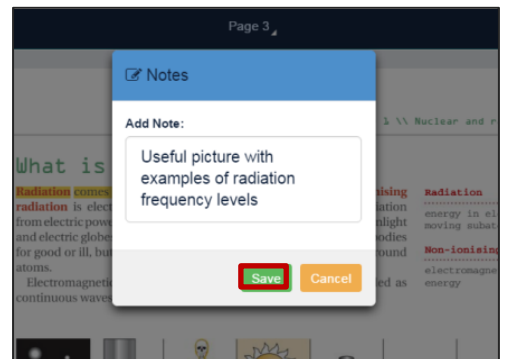
View / Use books

Make a note on a page

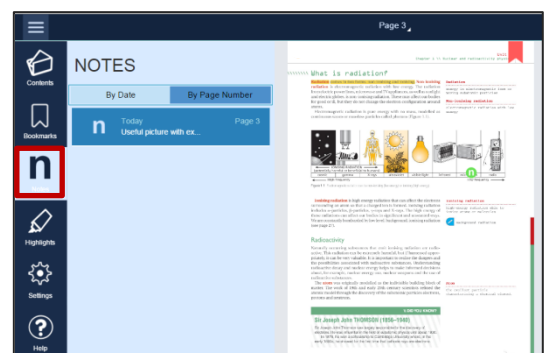
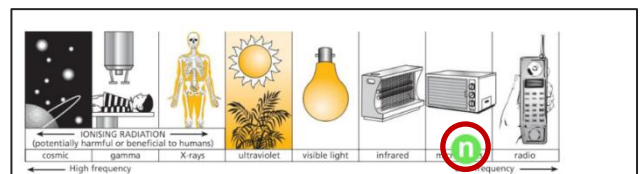
- To add a note on your page, click or tap on the notes icon at the top right hand corner of the reading screen.



- Next, click or tap on the page where you want to make the note.
- The note box will appear (in some cases this may take a couple of seconds).
- Type your note and select 'Save'.



- Your note is saved and can viewed again by either clicking or tapping on the green note button on your page or by clicking on the Notes view icon in the left hand menu on the reading screen.



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Anchoring a note to text

- To anchor a note to a section of text, select the text you wish to use.

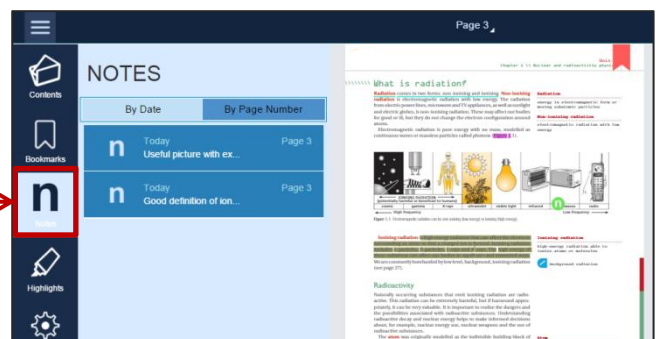
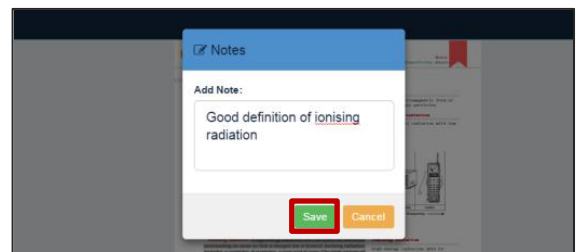
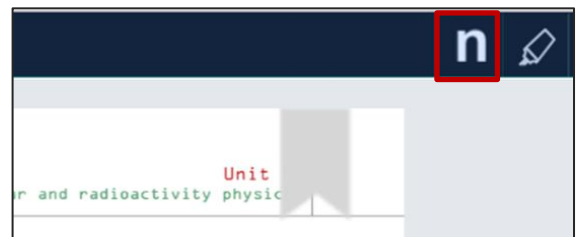
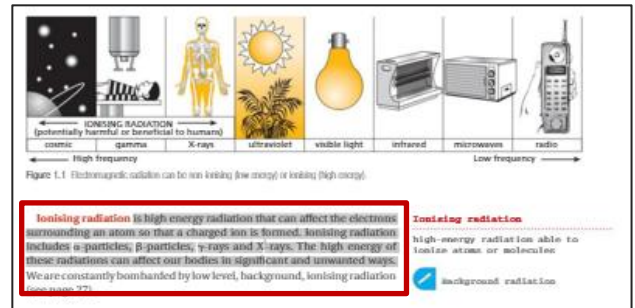
TIP: if using a laptop or desktop computer and you have zoomed in, first select the arrow cursor function by clicking on the arrow icon on the right side of the screen. To move the page after making the note, switch back to the compass icon.

- Click on the Notes icon at the top right hand corner of the reading screen.

TIP: If using a tablet, after selecting the text, the option to add a note will appear automatically on your screen.

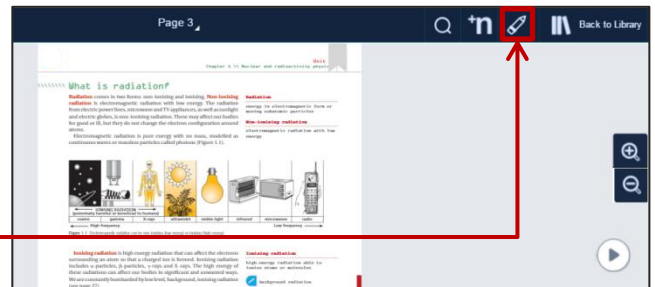
- The note box will appear (in some cases this may take a couple of seconds).
- Type your note and select 'Save'.

- Your note is saved and can viewed again by either clicking or tapping on the highlighted section of text or by clicking on the Notes view icon in the left hand menu on the reading screen.

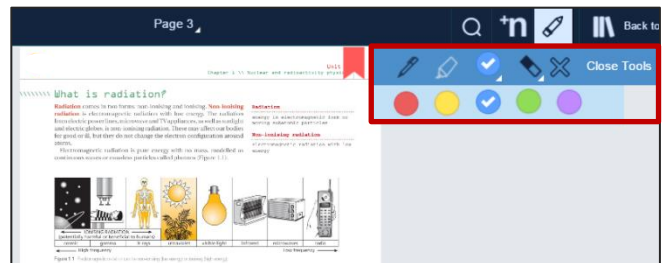


Freehand drawing

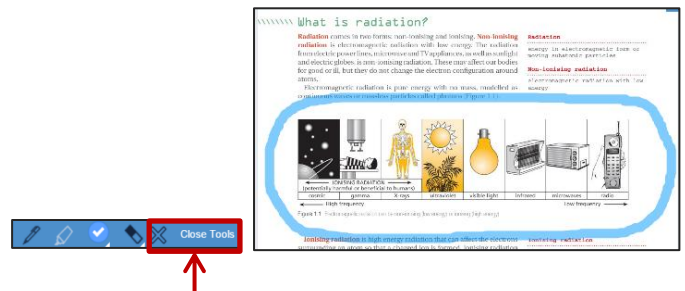
- To add a freehand drawing to a page, click or tap on the pencil icon at the top right hand corner of the reading screen.



- The drawing toolbox appears.
- Select a thin or thick pen.
- Choose a colour by clicking or tapping on the coloured tick icon.



- Draw as you wish on the page.
- Once you have finished drawing, click 'Close Tools' on the drawing toolbox and click 'Yes' when prompted to save the drawing.



- To erase freehand drawings, select the left-hand eraser tool from the drawing toolbox and click or tap on the drawing you wish to erase.
- To erase all drawings on a page, select the right-hand eraser tool and select 'Yes' when prompted to confirm you wish to remove all drawings.

