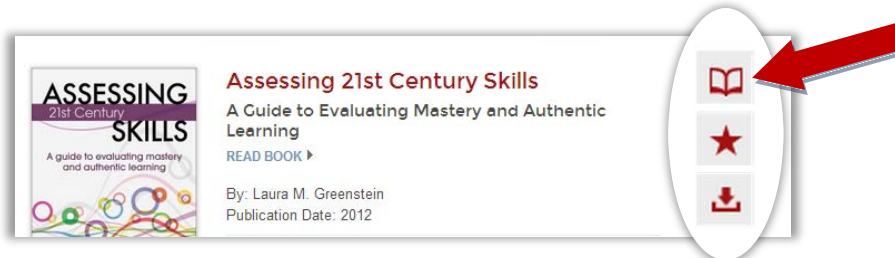


Using the Reader

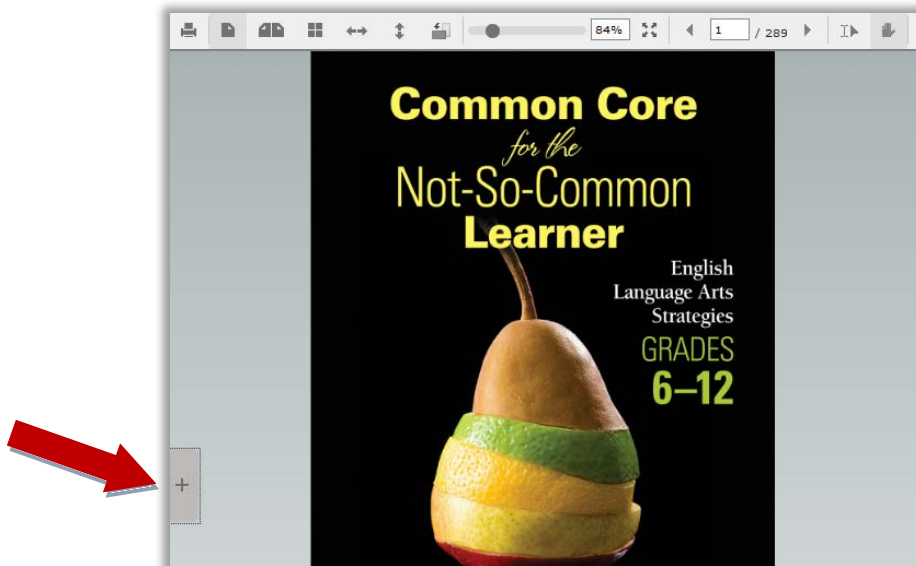
Read a book

To read a book, click Read Book, or click the book's cover, or click the red open book icon on the right.

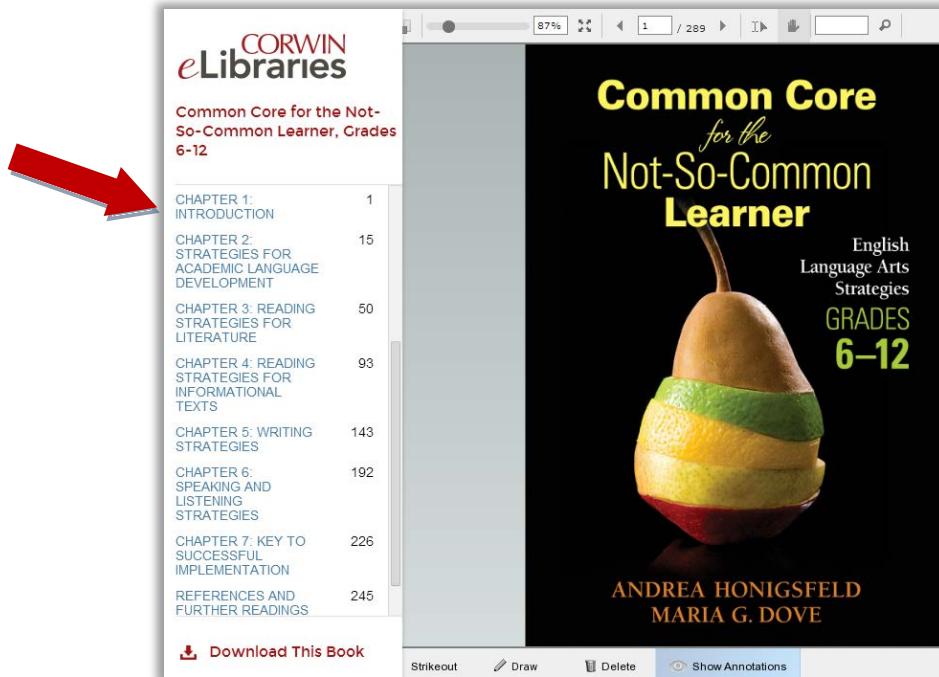


A new window opens with the eBook Reader. The eBook reader has a Navigation and View toolbar along the top, a Mark Up toolbar on the bottom, a Table of Contents and Search Results menu on the left, and a scroll bar on the right.

To see the Table of Contents, click the gray plus tab at the left.



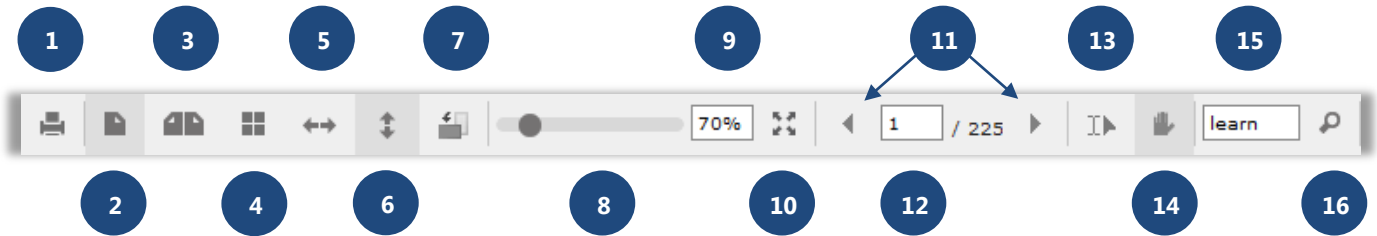
This menu can be used to review the chapter titles. Click a chapter title to go directly to that chapter.



Click Download This Book at the bottom of the menu to transfer a book to your computer or device. For more information about this, go to the Download Books section.

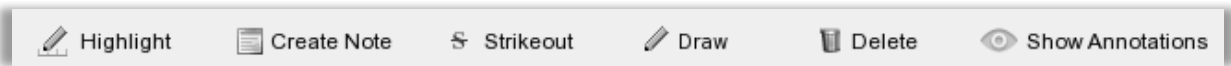
Close the menu to view all functions on the top and bottom toolbars.

The Navigation and View Toolbar



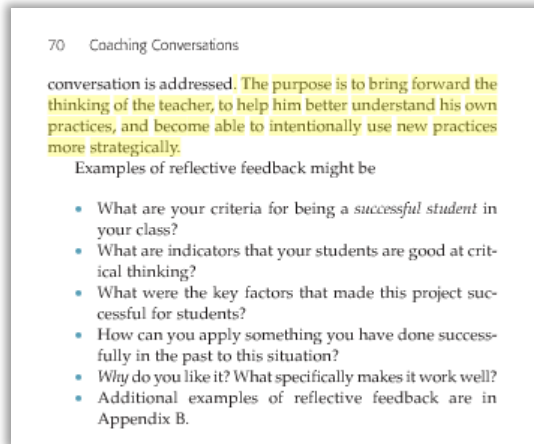
- 1) Print Button: Click to print pages from the book.
- 2) Single Page View Button: Click to view one page at a time.
- 3) Double Page View: Click to view two pages side by side.
- 4) Thumbnail View: Click to view multiple thumbnail-sized pages.
- 5) Fit Width: Click to expand the page to fill the width of the screen.
- 6) Fit Page: Click to see the entire page on the screen.
- 7) Rotate Page: Click to rotate pages 90 degrees clockwise. Click repeatedly to keep rotating the page.
- 8) Zoom Slider Bar: Move the slider button to the right to increase the page size up to 500%. Move the slider to the left to decrease the page size to 20%.
- 9) Zoom Percentage Field: Enter any percentage from 20 to 500% to change the page size.
- 10) Full Screen: Click to enable full screen viewing.
- 11) Previous and Next Page Arrows: Click the left arrow to move back one page. Click the right arrow to move forward one page.
- 12) Go to Page Number: Enter a page number and press the Enter key on your computer or device.
- 13) Select: Use this button to select a section of text; then use your device's functionality to copy it and paste the selected text into another document.
- 14) Hand Tool: Click on the button and then click on the page to "grab" the document and navigate it.
- 15) Search Field: Enter a word or phrase and click the magnifier (16) or press the Enter key to search within the book.

The Mark-Up Toolbar



Highlight

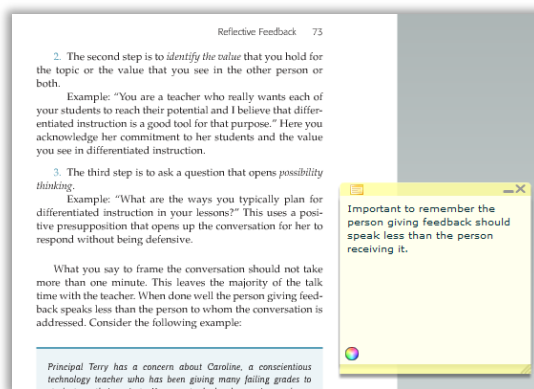
- Click the highlight button; then select a color.
- Drag the cursor over the text to be highlighted.



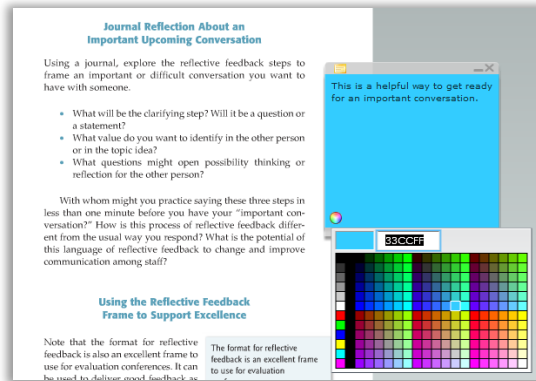
- To remove highlight, click on the highlighted text.
- Then, click the Delete button on the bottom tool bar.

Create Note

- Click the Create Note button.
- Click on the area of the page where you'd like to leave the note.
- Type your note on the popup note.

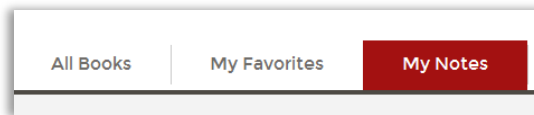


You may change the color of the note by clicking the rainbow wheel at the bottom left of the note and selecting any color in the pop-up window.



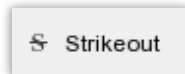
d) To delete a note, click the X on the upper right corner of the note.

To view all your notes for all your books, click the My Notes tab on the eLibraries home page.



Strikeout

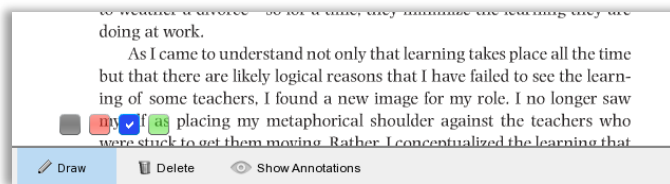
a) Click the strikeout button.



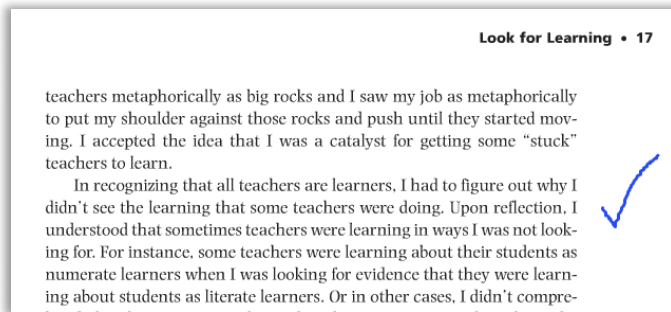
- b) Drag the cursor over the text to be struck out.
- c) To remove, click on struck out text.
- d) Then click the Delete button on the bottom tool bar.

Draw

a) Click the draw button; then select a color.



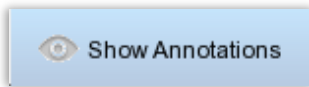
- b) Use the pencil to draw a line or shape.



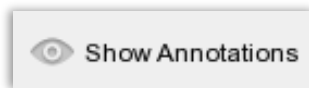
- c) To remove, select the line or shape.
- d) Then, click the Delete button on the bottom tool bar.

Show Annotations

- a) This button is activated when it is blue. If it is not blue, click on it.



- b) Then, to hide all notes and markups you have made, de-select the button by clicking on it again.



- c) Click on the button again and your notes and markups will re-appear.