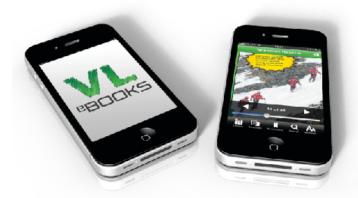
VLeBooks online reader help and **user guide** for PC & Mac











VLeBooks online reader help and user guide for PC & Mac



General options and settings overview

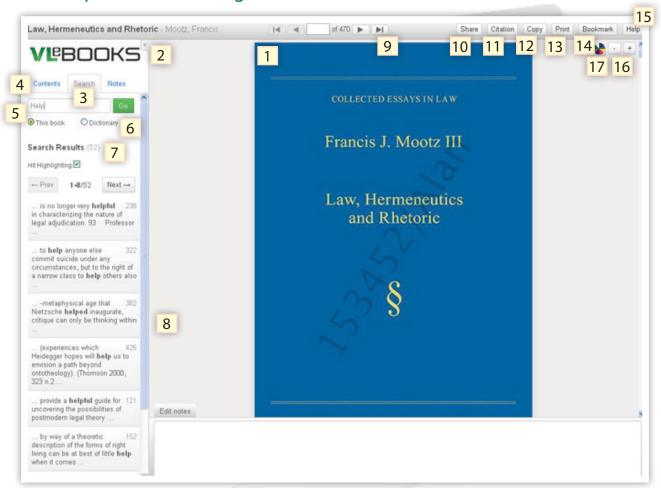


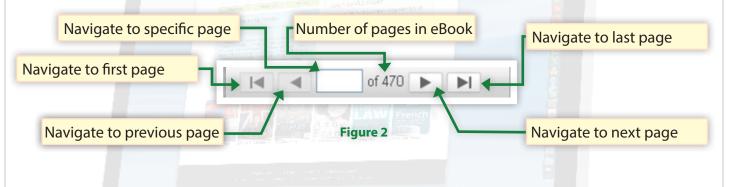
Figure 1

- 1. Page View Scrollable view of the pages of the eBook.
- 2. Side Panel Used to view the Table of Contents, Search Results, Dictionary or Notes.
- 3. Search Tab Displays the search panel.
- 4. Contents Tab click here to display linked table of contents.
- 5. Search Bar Search the full text of the book with hit-highlighting.
- 6. Search options Choose to search the book or for a word in the integrated dictionary.
- 7. Search Results Contains paginated links to the search results.
- 8. Notes Used to record notes against a particular page. Notes are listed in the notes panel with links to that page.
- 9. Page Navigation Includes the option to jump to a specific page.
- 10. Share Share the eBook on your chosen social network.
- 11. Citation Export citation information to RefWorks or Endnote.
- 12. Copy use this function to copy selected text or pages from the reader.
- 13. Print Print selected pages from the reader.
- 14. Bookmark Bookmark your page to keep track of your reading.
- 15. Help menu for quick help or downloading the user manual.
- 16. Zoom Adjust the zoom level of the page.
- 17. Colour Wheel Add an overlay tint colour to your pages to make reading easier.

Navigation

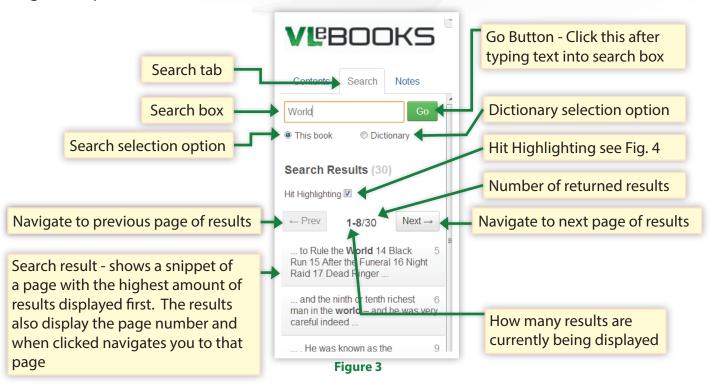
To navigate through pages within the online reader there are three options available;

- 1. If your mouse has a wheel simply left click the page of the eBook and then use the scroll to navigate through the eBook.
- 2. You can also use the right hand scroll bar to navigate through the eBook.
- 3. For more advanced navigation you use the controls shown in Fig.2.



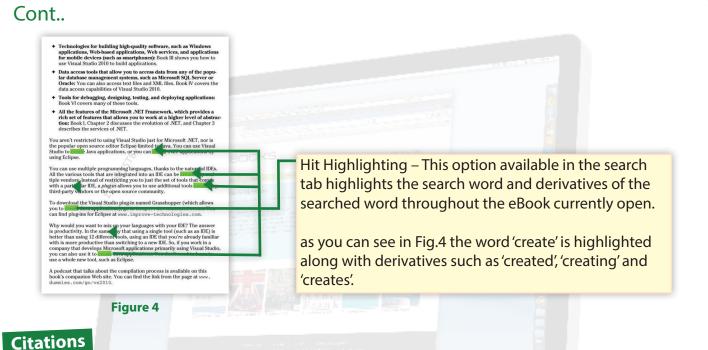
Search Dictionary

Search and dictionary options are available via the left side panel and are located within the search tab. To use this feature simply click the option you would like to use located under the search box and then type the word into the search box and press. Please see Fig.3 for options available.



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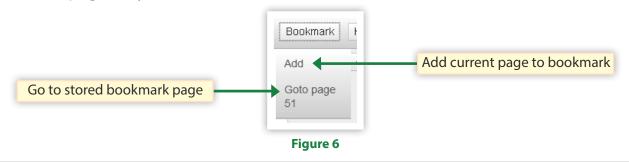
Using export citation allows the user to send bibliographic data from the title they are currently reading into their citation manager. Our system allows export to either RefWorks or EndNote. To export the bibliographic data click the citation button on the top bar of the reader and choose either option in the popup that appears.



Figure 5

Bookmarking

Located on the top bar bookmarks provide the user the option of bookmarking the page they are currently reading by pressing add in the drop down menu for later use. The second option on the drop down is the "Go to page" function which navigates the user back to the page they have bookmarked.

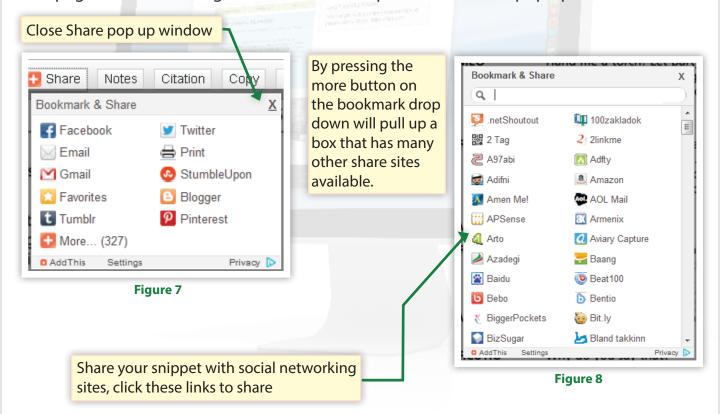


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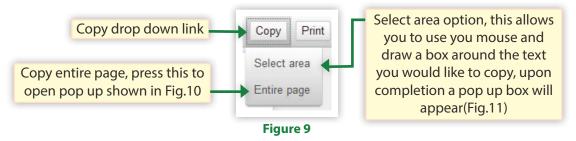
Social Sharing

Our online reader allows the user to share the book they are reading via the share button located on the top bar of the online reader, with this function you can share the URL of the book you are reading on all the popular social networking websites like Facebook, Twitter, LinkedIn and Google plus as long as you have a registered account with them along with many other social websites. This allows other users to visit the title page of the book. Fig.7 shows available options within this pop up box.



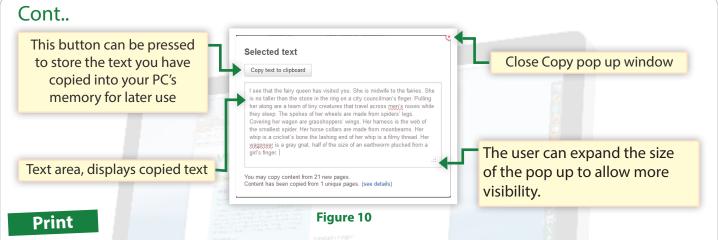
Сору

The copy button is located on the top bar of the reader and allows the user to copy either a section of text or a whole page from the eBook for use outside of the reader. The copy function is limited for security to the maximum number of page allow by that title. Please see Fig.9 and Fig.10 for available options.



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The print button is located on the top bar of the reader and allows the user to print off pages from the eBook currently open. The print function is limited to a certain number of pages and depends on the maximum number of pages allowed by the publisher. Please see Fig.11 and Fig.12 for available options.

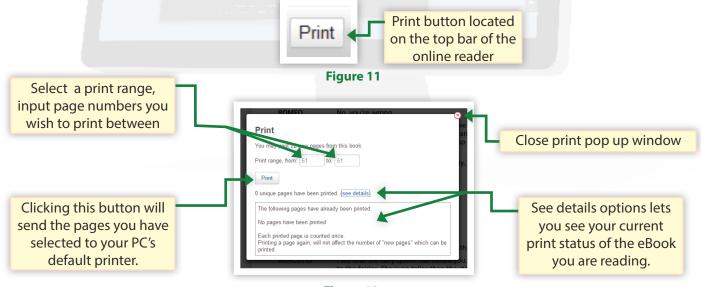
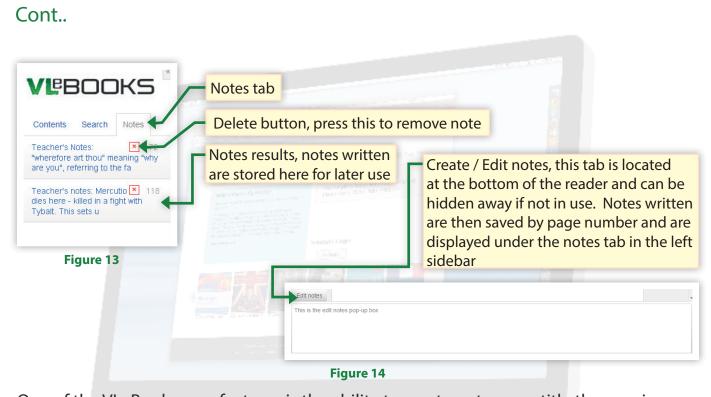


Figure 12

How do I use Notes and Note Sharing on the VLeBooks online reader?

Notes

Another feature of the VLeBooks online reader is the note taking facility, this allows the user to make notes against particular pages in and eBook. The notepad is located below the eBook and once notes have been made they are then stored under the notes tab in the left sidebar. From the sidebar notes are listed in page order and can be viewed and delete at the users discretion. When the user clicks on a note the online reader automatically navigates to the page the notes were made on.

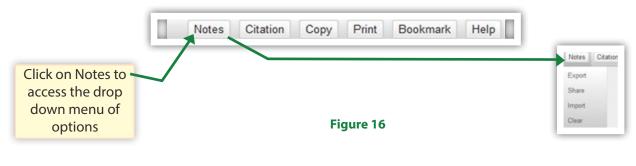


One of the VLeBooks core features is the ability to create notes on a title the user is reading, these notes are attached to the page in the book the user is reading and are stored for later use.



Figure 15

The Notes button can be accessed on the top panel of the reader portal and is in drop down format so you can choose your option.





There are four options to choose from; **Export**, **Share**, **Import** and **Clear**.

Export

Export allows the user to save their notes for the title in an .rtf file (rich text format) which can be opened with any word processing package.



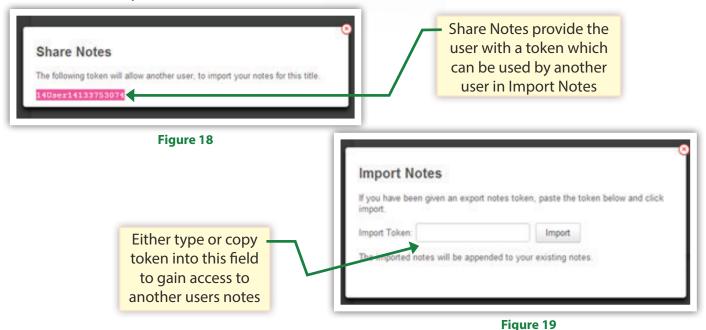
Share Figure 17

Share allows the user to share notes with another user on their account. Pressing Share produces a Token which can be sent to any user to import your notes. Each token can be used an unlimited number of times, making it the perfect way to send teacher's notes to students.

Import

Import allows the user to import notes from another, using the Token generated from the Share option. Type or paste the token into the box and press Import. This will add the notes to your copy of the book. Should you have notes already the imported notes will be appended to your existing notes.

Should the notes change, be added to or deleted before the token is imported, the latest notes will be imported.



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Cont..

Clear

The last option on the notes drop down is Clear, this box allows the user to clear all notes from a title permanently.



Figure 20

Keyboard functionality

Shortcut	Function
ctrl+shift+f2	TOC Tab
ctrl+shift+f3	Search Tab
ctrl+shift+f4	Notes Tab
ctrl+shift+f	Toggle sidebar on/off
ctrl+shift+u	Navigation: go to first page
ctrl+shift+left-arrow	Navigation: go to previous page
ctrl+shift+right-arrow	Navigation: go to next page
ctrl+shift+r	Navigation: go to last page
ctrl+shift+1	Navigation: focus page-number input field
ctrl+shift+2	Edit Notes
ctrl+shift+3	Save Notes (When Notes input field is active)
ctrl+shift+3	Hide Notes (When Notes input field is active)
ctrl+shift+3	Hide Notes (When Notes input field is NOT active)
ctrl+shift+4	Set Bookmark to current page
ctrl+shift+5	Navigation: go to bookmark
ctrl+shift+6	Print (Unfortunately IE uses ctrl+shift+print for other uses)
ctrl+shift+8	Export citation to refworks
ctrl+shift+9	Export citation to EndNotes
ctrl+shift+v	Move focus to VLEBooks image. Press <enter> to navigate to VLEBooks</enter>
ctrl+shift+c	Copy current page: Uses non-flash, non-ie method. Text will be highlighted ready for copy/paste
ctrl+shift+y	Move focus to "help" User then clicks <enter> //Internet Explorer uses ctrl+shift+h</enter>
escape	Close notification boxes/dropdowns (e.g print/copy/bookmark)
ctrl+shift+q	ShareLink
ctrl+shift+z	Zoom in
ctrl+shift+x	Zoom out