

eBook – Help notes

This document is designed to provide you with guidelines on making the most of your eBook. Read through the document to find information related to any query you may have. Please note that not all functions/tools listed here may be available in your eBook.

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Navigating the eBook

Turning pages

Turn pages simply by clicking and dragging the curled corners or edges of the pages, or press the **Go to next page** or **Go to previous page** buttons.



Zooming in

You can quickly zoom in to a left- or right-hand page of a spread.

- ⇒ Click the **Zoom in** button.
- ⇒ Then click on the page you are interested in.
- ⇒ You can scroll up and down using the scroll bar on the right.
- ⇒ Click the **Zoom out** button to go back to spread view.



Drag-zooming

You can select a region of text to zoom in to by clicking the **Drag area to zoom** button.

- ⇒ Click and drag your mouse around the area of interest, then release the mouse button.
- ⇒ Click the **Zoom out** button to go back to spread view.



Adding, editing and deleting a bookmark

To add a bookmark:

- ⇒ Navigate to the page you wish to bookmark then click on the **Bookmark** button in the top left corner of the double-page spread.
- ⇒ In the pop-up window that appears type in a name for your bookmark and click **Add**. You will see it added to the bookmark list on the right-hand side of the window.
- ⇒ Click **Close** and you will return to the double-page spread. The bookmark you have just created can be seen as a tab on the left hand side.



Maps

To change the order of your bookmark:

- ⇒ Click on the **Bookmark** button, select a bookmark name in the list and click on the arrows to move it up and down.
- ⇒ Alternatively you can order the bookmarks by page number by clicking on the **Order by Page number** button.

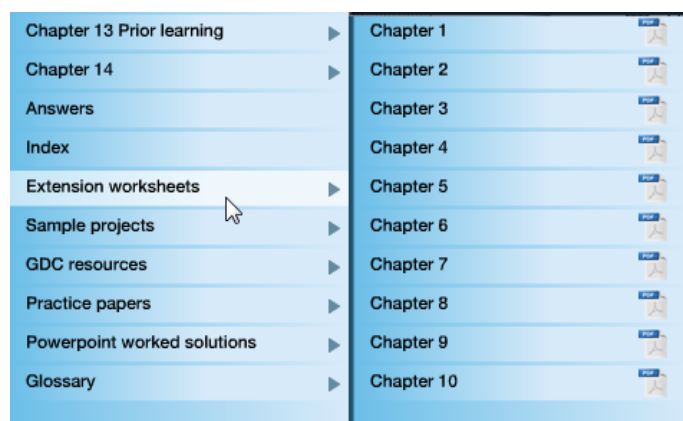


To delete a bookmark, select the bookmark from the list and then click on the trash can button.

Contents

The Contents button can be used to navigate the eBook quickly and easily.

- ⇒ Click on the **Contents** button in the footer bar.
- ⇒ Select which part of the eBook you wish to see by single-clicking on the text.
- ⇒ Relevant files such as PDFs or Word documents may appear in the contents menu. Browse the menu to find a file and click on the file icon to open it.



Keyword search

The Search function will help you find pages relevant to a particular topic/subject.

- ⇒ Click on the **Search** button in the footer bar.
- ⇒ In the entry box that appears, type in your keyword and click **Find**.
- ⇒ A results window will appear, listing the instance(s) of that keyword in the eBook index. Click on a result to be shown that double-page spread.



Using the Tools menu

Inside the Tools menu you will find several tools to help you make the most of your eBook by annotating, highlighting and adding to its contents.

Drawing

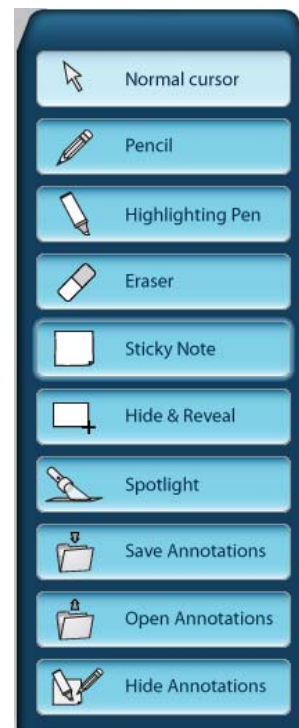
The Pencil tool can be used to draw diagrams or shapes.

- ⇒ Click on the **Pencil** button in the Tools menu and choose a colour.
- ⇒ Draw your shapes or lines.

Highlighting text

You can simply highlight text using the Highlighting Pen tool.

- ⇒ Click on the **Highlighting Pen** button.
- ⇒ Select the colour you want from the pull-out colour panel.
- ⇒ Click and drag the cursor over the text you wish to highlight.



Erasing errors

If you make a mistake with the Pencil, Highlighting or the Hide & Reveal tools, you can use the Eraser tool to remove it.

- ⇒ Click on the **Eraser** button.
- ⇒ Single-click on the annotation you wish to remove.

Inserting a sticky note

- ⇒ From the Tools menu, select **Sticky Note**.
- ⇒ Choose the colour of your sticky note from the pull-out colour panel.
- ⇒ Type your text onto the sticky note. If you wish to insert a hyperlink, add 'http: //' before the main web address. A hyperlink will be displayed with underlined text.
- ⇒ Drag the note by the top-left area to where you want it on the page.
- ⇒ The minus and plus buttons respectively minimize and maximize each note.
- ⇒ Clicking on the cross in the top left corner will delete that note.

Spotlight

You can use the Spotlight tool to focus on a particular part of the eBook.

- ⇒ Click on the **Spotlight** button and then choose which shape Spotlight you would prefer to use.
- ⇒ This shape will appear over the eBook. You can move it and resize it.
- ⇒ Close it by clicking on the cross.



Hide & Reveal

The Hide & Reveal tool can be used to mask out key portions of a page which can later be revealed e.g. you can ask your pupils a question and then reveal the answer on the page.

- ⇒ For the best use of Hide & Reveal, click on the **Zoom in** button and single-click on the desired page.
- ⇒ Click on the **Hide & Reveal** button in the Tools menu.
- ⇒ Choose a colour for the mask that will hide the area of the page.
- ⇒ Click and drag to create the desired shape over the chosen area.
- ⇒ When you are done, click on the **Normal cursor** button to continue.
- ⇒ To reveal the area(s) masked, click on the **Hide Annotations** button in the Tools menu.
- ⇒ If you make a mistake, use the Eraser tool to remove the masks.

Saving, opening and hiding/showing annotations

Every time you use the tools available in your eBook, you are making annotations which can be stored for later use, or temporarily hidden.

- ⇒ You can save your annotations for later use by clicking **Save Annotations** in the Tools menu. Choose an appropriate filename and folder location and click **Save**.
- ⇒ To access saved annotations, click on the **Open Annotations** button and browse for the file.
- ⇒ You can choose to hide any annotations you have made using the eBook tools by clicking on the **Hide Annotations** button in the Tools menu. To reveal them again, click on the Tools menu and the button will have changed to **Show Annotations**.

Attached resources

Your eBook may have resources attached to certain pages that are relevant to the contents of that page. When you navigate to a page, pop-up menus for audio and/or resources will automatically appear above the footer.

- ⇒ Click the **Play** button to listen to the audio file.
- ⇒ If you wish to skip forward during playback, click and drag the round counter and release when necessary.
- ⇒ Press the **Pause** button to hold the playback and **Play** to continue.
- ⇒ This tab can be closed by pressing the 'x' button.



- ⇒ Other resources may appear on the left tab, above the footer bar. Simply click on the file icon to open the relevant resource. The file will open up outside of the eBook window.

