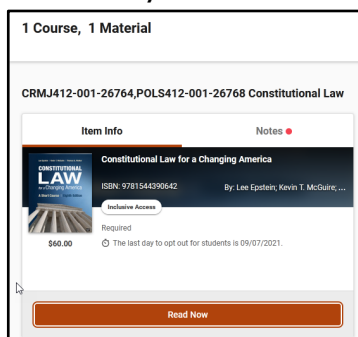# VitalSource Setup

If your course is using VitalSource textbooks, use this guide to create a **Bookshelf** account and access your textbooks online via D2L/web browser or offline via an app.

Contents

Updated 1/10/2024

Setup and Online Textbook Access

1. To Access your e-book, click on applicable link in your course **Content**. There should be a module called **Course Materials**. Check with your instructor if you can't locate it.

2. Click on your textbook's **Read Now** button.

    Note: VitalSource ebooks are provided via **Inclusive Access**. You should have received an email from the **Bookstore** about how this works. If you see two options, pick the textbook (**Read Now**) option (not the Launch Courseware option).

3. You may be prompted with a **cookies** policy. You may opt out of all cookies but your book features will not work with your device if you opt out of the **Required Cookies**. You **can** opt out of the **Analytics Cookies** from Google. Click **Save**.
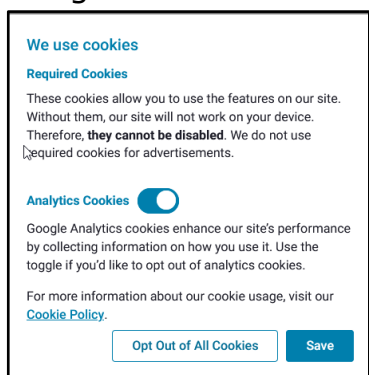

4. If prompted for an email address, enter your **CMU email address** and click **Continue**. Entering your email allows you to read books offline with the mobile and desktop apps and it allows you to share your notes and highlights with friends. If you only want to read your book online, you may click the **No thanks, I'll skip this step** button.

5. If you entered your email, you will be prompted to create a **Bookshelf password** and **security question**. The password needs to be a strong password with at least 8 characters, an uppercase letter, a lowercase letter, and a special character. Click **Finish**.

    a. If you've had a Bookshelf account before, you should be able to log in using your previous credentials.

    b. NOTE: if you already have a Bookshelf user account but you choose to create a new account, you may not be able to access all your titles in one account.

    c. If this happens, or you are otherwise unable to log in, contact [VitalSource Support](#) for assistance in merging your accounts together.

6. The first time you access your VitalSource ebook, you'll also probably need to accept a **license agreement**.

7. You may be prompted with a Welcome message for some tips. You may x out of this or click Tell me more!
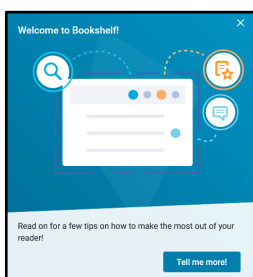
8. If prompted, make sure you have your **pop-ups** and **cookies** are enabled in your web browser.
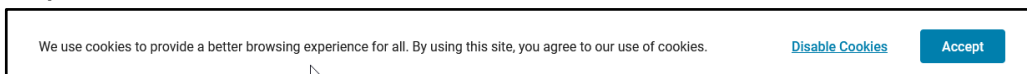
9. You will now have access to your online book.

Note: When you access your books for the first time, you may notice an "expiring soon" message. This is because of the drop/add period. If you are still enrolled in your course after your drop/add period expires, your expiration date will get updated. This should happen behind the scenes and you shouldn't encounter any errors. However, if you ever do discover you can't access your book in the downloadable/mobile apps, simply go back through your online

classroom and go open your book through your course module. Your date will be updated and you'll be all set.

For more information for your **online** textbook, check out:

- Bookshelf Getting Started Overview
- Bookshelf Online Browser Support
- VitalSource Accessibility (and features) Options

If you have more than one VitalSource ebook, you can access **My Library** using the bookstack icon at the top left of your screen.


Online User Interface

Your online ebook has many interactive features that may be accessed via the Table of Contents in the left-hand navigation, or tools on the top or lower toolbars.

Table of Contents

The table of contents on the left allows you to quickly navigate the book. If you click on **More book options** (3-dot icon), you have the option for **Citation**, **Copy Page URL**, or **Read Offline**.
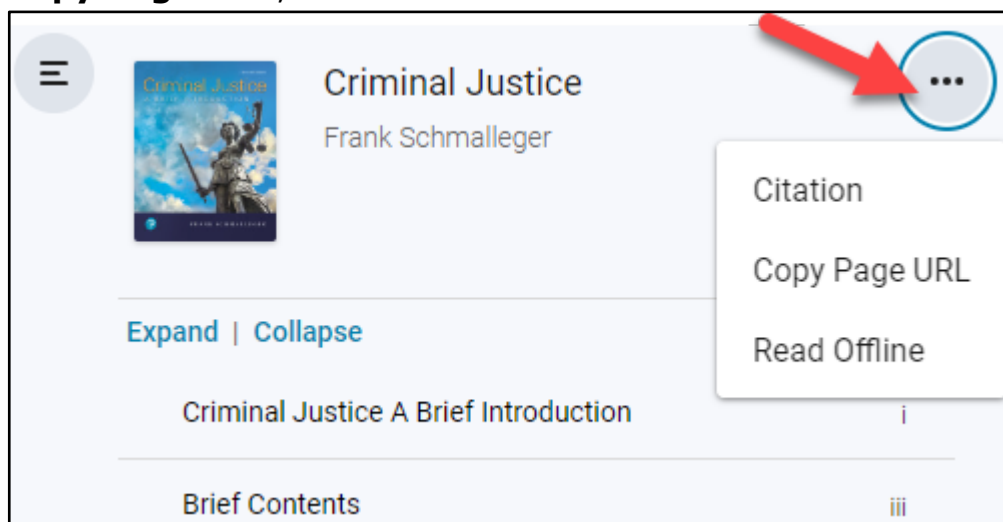
Citations are available in the following formats: **MLA**, **APA**, **Harvard**, and **Vancouver**.
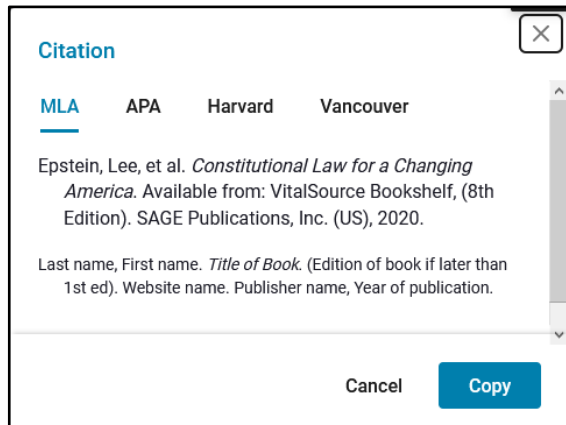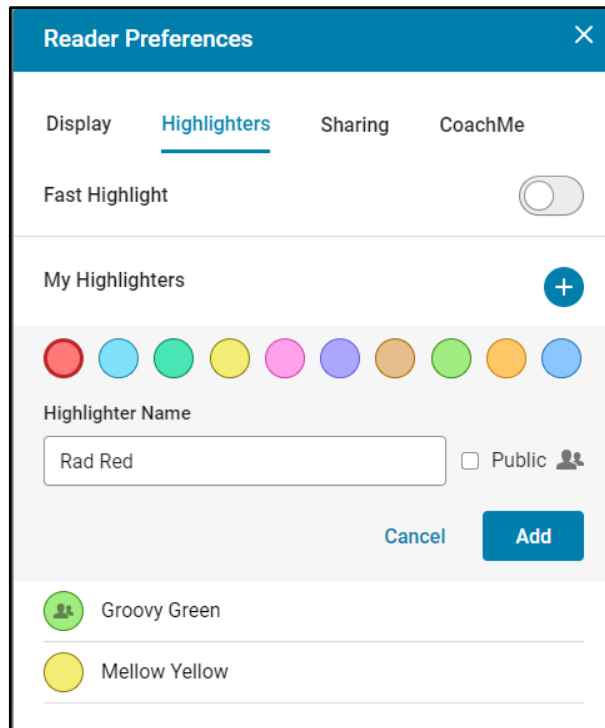

Top Toolbar

- A. **Analytics Integration**: This option is available for instructors.
- B. **Search Across Book**: Enter a term to search book content.
- C. **Reader Preferences**: This allows you customize your experience by adjusting **Display**, **Highlighters**, and **Sharing** settings.
    - a. **Display**: Adjust **Text Size** (Small, Normal, or Large, Extra Large), **Font** (Default, Sans Serif, Old Style, Modern, Humanist, Monospace, OpenDyslexic, or Atkinson Hyperlegible), **Mode** (Day, Night, Sepia, or Cyan), **Margin** (Small, Medium, or Large), and **Line Height** (Small, Medium, or Large). You may also **Reset to the publisher format**.
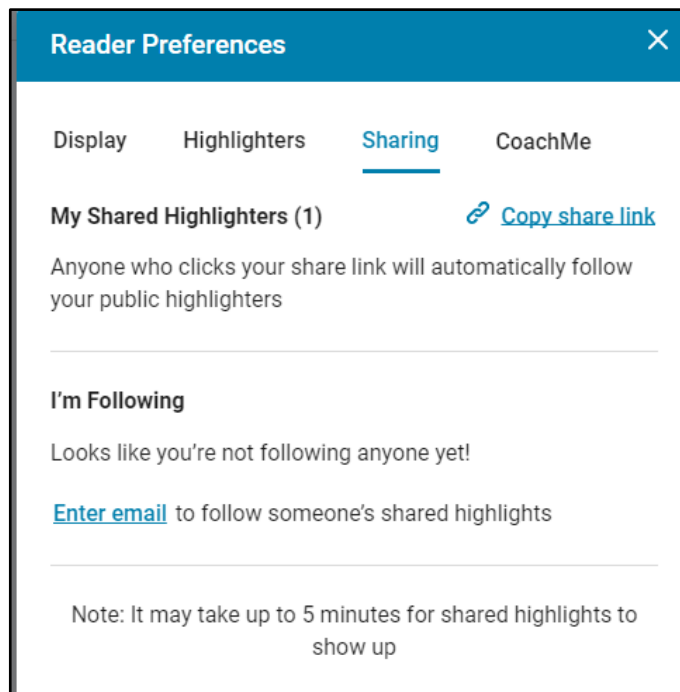

Updated 1/10/2024
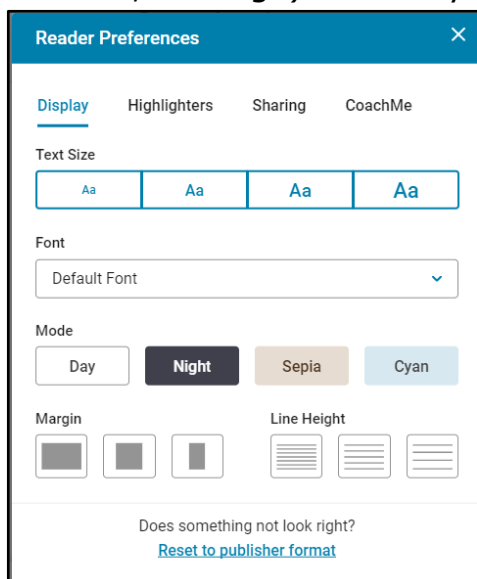
b. **Highlighters**: You may select the Fast Highlight option. You may adjust the colors and public or private settings for the default highlighters, as well as remove them or add new highlighters.
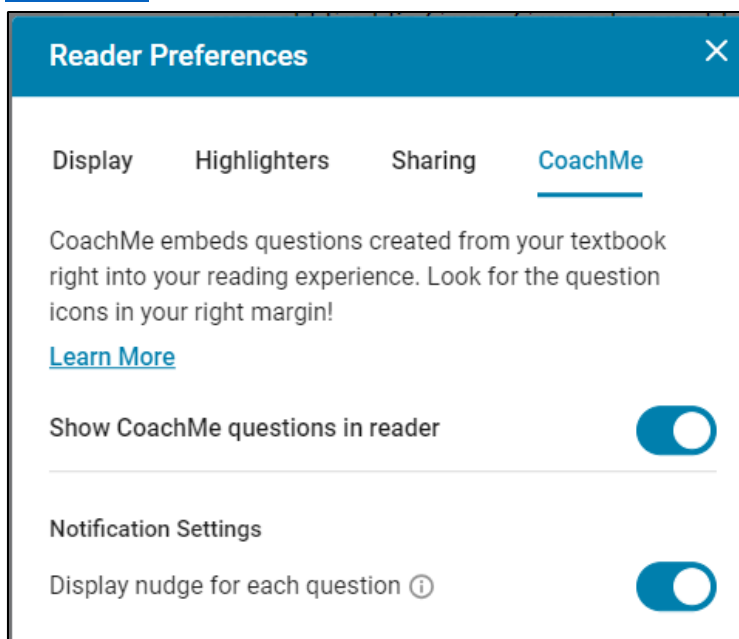
c. **Sharing**: You may copy the link for your shared highlighters or add people you wish to follow for their shared highlights by entering their email.

d. **CoachMe:** This AI feature embeds questions created from your textbook. Questions will appear in the right margin when you enable this feature. For more info, check out CoachMe Feature Overview for Students.

Reader Preferences   ✕

Display   Highlighters   Sharing   **CoachMe**

CoachMe embeds questions created from your textbook right into your reading experience. Look for the question icons in your right margin!

Learn More

Show CoachMe questions in reader   ⬤

Notification Settings

Display nudge for each question ⓘ   ⬤

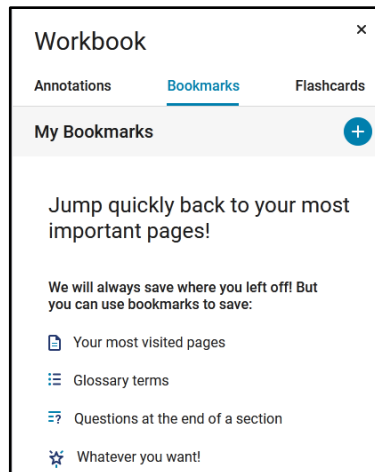D. **Highlights, Notes, Bookmarks, and Flashcards**: This opens your **Workbook** for **Annotations**, **Bookmarks**, and **Flashcards**.
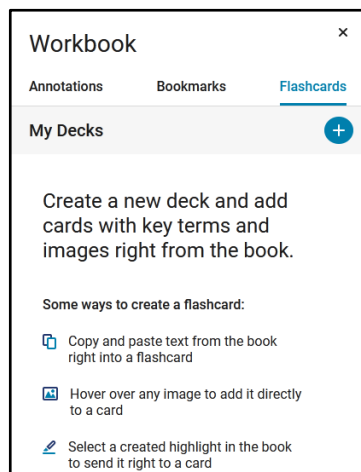
    a. **Annotations**: This area displays all of your highlights and notes.
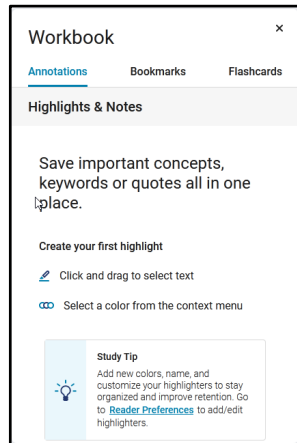
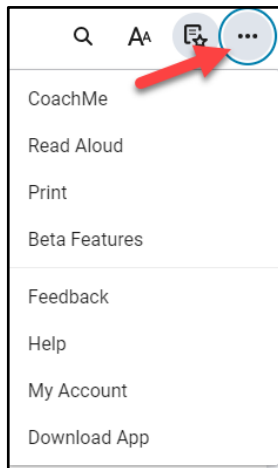   b. **Bookmarks**: This area displays your bookmarks.

    c. **Flashcards**: This area allows you to create decks of flashcards.

E. **More Options**: Use the 3-dot menu to access **CoachMe**, **Read Aloud**, **Print**, **Beta Features**, **Feedback**, **Help**, **My Account**, or **Download App**.

a. **CoachMe**: This option provides practice questions based on your textbook chapters.
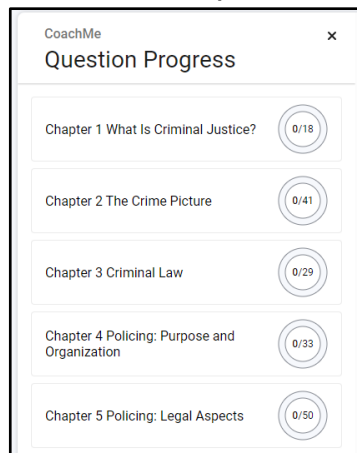
b. **Read Aloud**: Uses your browser's text-to-speech capabilities so you can listen to your content.
   i. Use the **Play/Pause** button to read text aloud and use the **Skip Back** and **Skip Forward** buttons to navigate.

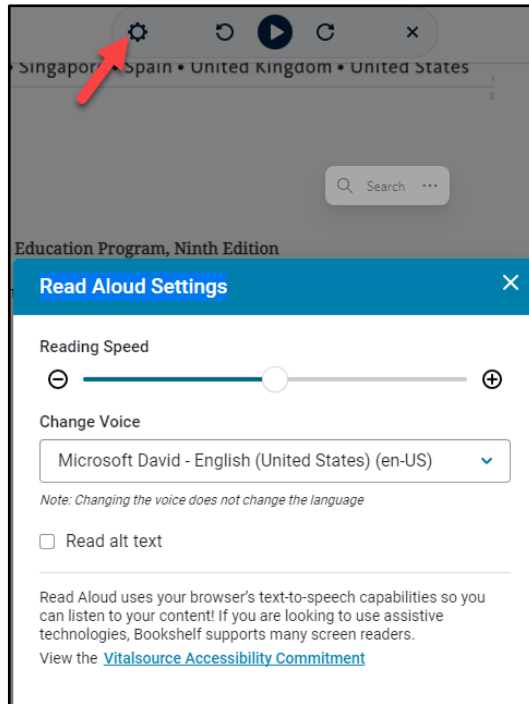ii. Click on **Settings** (gear icon) to access the **Read Aloud Settings**. You may adjust the **Reading Speed** by using the – or + buttons or moving the slider. You may **Change Voice** by using the dropdown menu. The options will depend on the voices installed on your device. You also have the option to **Read alt text**.

c. **Print**: Enter the pages you wish to print. There is a 2-page limit per print.
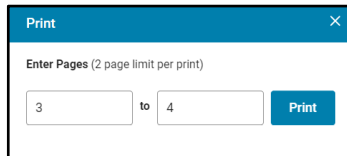
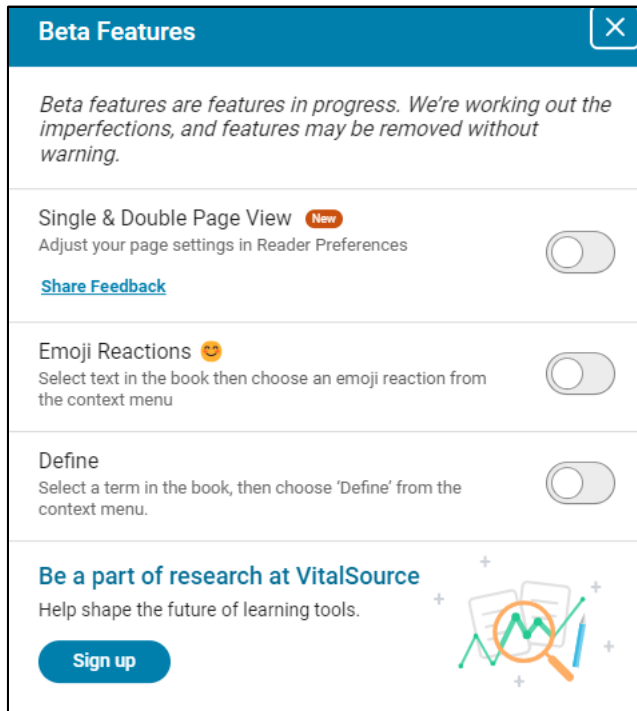d. **Beta Features**: These features may be toggled on/off as you wish. They are in progress and may be removed without warning.

    i. **Single & Double Page View:** Adjust your page settings in Reader Preferences.

    ii. **Emoji Reactions**: Select the text in the book then choose an emoji reaction from the context menu.

    iii. **Define**: Select a term in the book, then choose **Define** from the context menu.

e. **Feedback**: This takes you to SurveyMonkey to provide feedback on VitalSource.

f. **Help**: Check out **What's New**, **Reader Overview**, or **Contact Support**.

g. **My Account**: Use this area to **Edit Profile**, **Reset Password**, **Download Apps**, **Manage Devices**, **Quick Mobile Sign In**, or **Select Your Language**.

h. **Download App**: Use your device's camera to scan the QR code to login to the mobile app instantly. If you don't already have the Bookshelf app, you may scan the QR code to download the Bookshelf mobile app from the App Store or Google Play. This page also provides links to download apps for desktop (Mac, Windows, or Chromebook).

Lower toolbar (scrubber bar)

A. **Bookmark Page**: Add a virtual bookmark in your text. This should be accessed across devices, too.
B. **Scrubber Bar**: Move to navigate back and forth in the textbook.
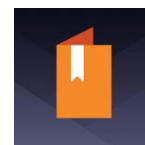C. **Go to Page**: Skip to the page number entered.

Context menu

Double clicking on a word in the text provides quick options for highlights, notes, copy, look up in Wikipedia, flashcards, and/or read aloud from that point.
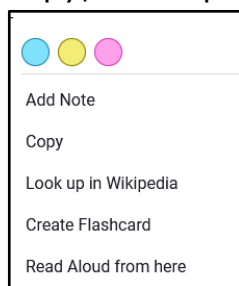
Bookshelf App & Offline Access

The Bookshelf app is available for Mac, PC/Windows, Android phones/tablets, Kindle Fire, Chromebook, and iOS.

To get started with offline access:

1. Go to the [Download Bookshelf](#) page and check out the installation instructions: **Note: You will need to be online in order to download the app and the textbook(s).** Once you've completed all applicable downloads, you'll have access to your Bookshelf text(s) whether you are on or offline.
2. Download the app you want.
   a. If you're using a Windows PC or a Mac, you may use the applicable link from that site to download the app to your computer. (**Note**: If you have an older operating system, you may need to use the Mac or Windows download in the **Previous Bookshelf Downloads** section.)
   b. If you wish to use one of the mobile apps, you may use the link on your device to start the download or find the app on the Chrome, Play, or Apple store.
3. Once you've installed the app, sign into Bookshelf using the same account information you used in D2L to access the online version of the textbook.

4. Once you're signed in, you should be able to see your textbook(s) and can download an offline copy of each to your computer/device.

[Can I download my book for offline use?](#)
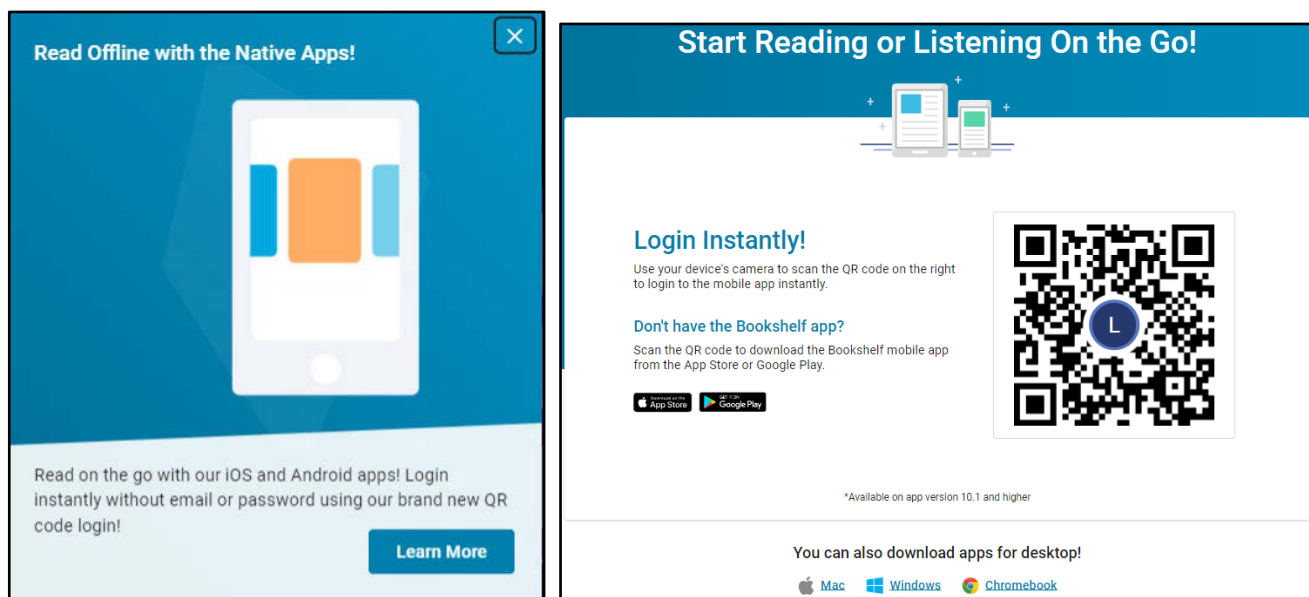
For more information on app features, such note taking (notes, highlights and bookmarks), read aloud, and zoom and font size, check out the [VitalSource Accessibility Options](#) handout.

Printing

Using one of the Mac or Windows versions of Bookshelf allows you to print a few pages at a time. The number depends on the title of your text. For example, some books allow you to print 10 pages at a time. Other texts, such as this example, only allow you to print 2 pages one time.

1. Go to **File**.
2. Select the **Print** option.
3. In the **Print Preview** dialog, choose your **range of pages**.
4. Click **Continue**.
5. In the **Print** dialog, select your desired **printer** and then click **OK**.