

VitalSource SetUp

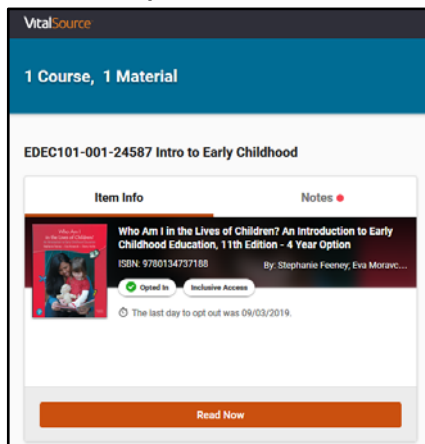
If your course is using VitalSource textbooks, use this guide to create a **Bookshelf** account and access your textbooks online via D2L/web browser or offline via an app.

Contents

VitalSource SetUp	1
Contents	1
Setup and Online Textbook Access	1
Online User Interface.....	4
Left navigation tools	4
Lower toolbar (scrubber bar)	6
Context menu	7
Bookshelf App & Offline Access	7
Printing.....	8

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.

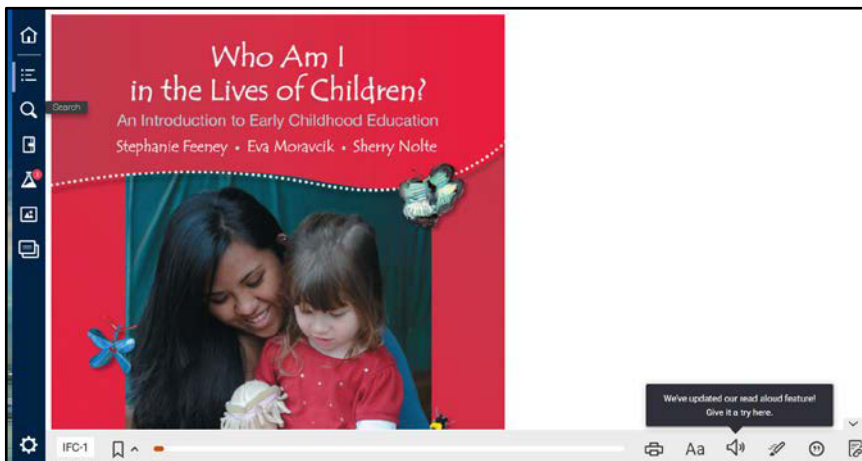


Note: VitalSource ebooks are provided via **Inclusive Access**. You should have received an email from the **Bookstore** about how this works. If you see two options, pick the textbook (**Read Now**) option (not the Launch Courseware option).

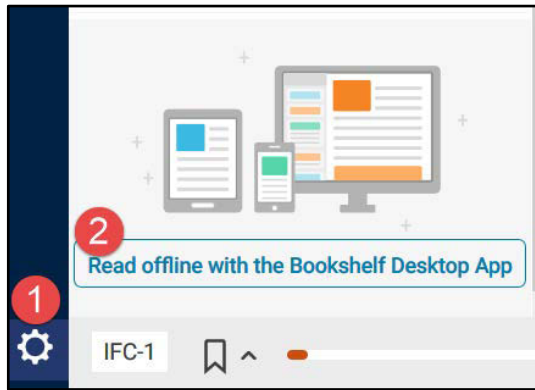
3. If prompted for an email address, enter your **CMU email address** and click **Continue**. Entering your email allows you to read books offline with the mobile and desktop apps and it allows you to share your notes and highlights with friends. If you only want to read your book online, you may click the **No thanks, I'll skip this step** button.
4. 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.
5. The first time you access your VitalSource ebook, you'll also probably need to accept a **license agreement**.
6. If prompted, make sure you have your **pop-ups** and **cookies** are enabled in your web browser.

We use cookies so you get the best experience on our website. By using our site, you are agreeing to our [Cookie Policy](#). [Accept & Close](#)

7. You will now have access to your online book.



- a. You may be prompted with the option to **Read Books Offline**. Just finish configuring your account. You will be able to set up offline reading later. You may access this option by going to **Settings** (gear icon) and scrolling down to the **Read offline with the Bookshelf Desktop App** button.



- b. **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](#)

Online User Interface

Your online ebook has many interactive features that may be accessed via the left-hand navigation tools or the lower toolbar).

Left navigation tools

These tools are permanently located on the left.



A. **Library:** Access to your textbook and any other VitalSource texts you currently have access to if you are logged in to BookShelf.

B. **Table of Contents:** Searchable, interactive table of contents for the textbook.

C. **Search:** Enter a term to search book content.

D. **Notebook:** Add highlights and notes to your book to get the most out of your reading experience.

E. **Labs:** Features in progress – You may leave feedback for VitalSource. **Note:** These features may be removed without warning.

F. **Figures:** Searchable figures from the text.

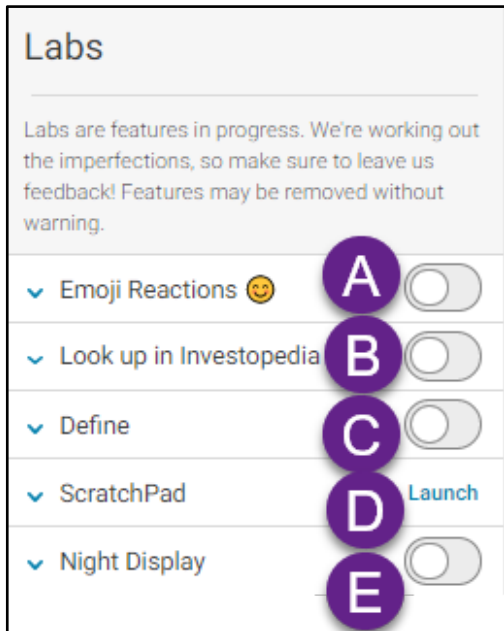
G. **Flashcards:** Click on the + button to create a new flashcard deck.

H. **Settings:** Include Account (User Info, Devices, Language, Sign Out); Tools (Sharing, Highlighters); App Menu (Store); Help (Support, Privacy); Give Feedback; and the option to Read Offline with the Bookshelf Desktop App.

More about Labs:

Features may be toggled on/off as you wish. The first set of features are in progress (like a beta mode), and the second group of features, listed under Graduates are fully functional.

In progress



A. **Emoji Reactions**

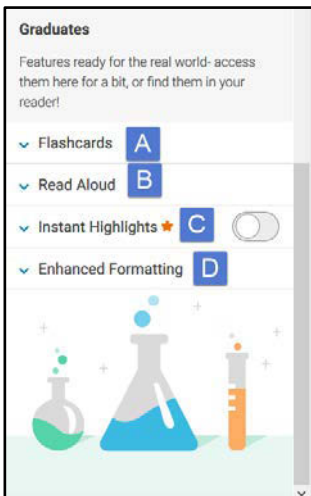
B. Look up in Investopedia: Select a term in the book, then choose **Look up in Investopedia** from the context menu. (This option is useful for applicable texts. If this option is not toggled on, you will just have the option to look up in Wikipedia.)

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

D. ScratchPad: Take quick notes while reading. **Note:** These notes will not be saved across devices. You have the option to **Print** your notes from ScratchPad.

E. Night Display: Makes reading in low light settings easier for some users.

Graduates



A. Flashcards: Create a new deck in the flashcard panel or select a word from the text and create one from the context menu.

B. Read Aloud: Uses your browser's text-to-speech capabilities so you can listen to your content.

C. Instant Highlights: Drag to select text to highlight.

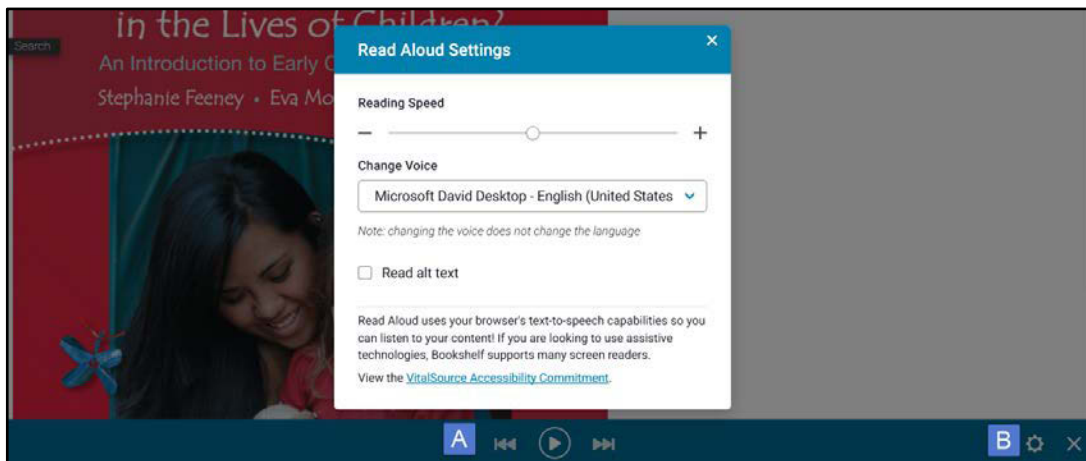
D. Enhanced Formatting: Control the width, font, margin, and line height of compatible books.

Lower toolbar (scrubber bar)

This toolbar may be minimized.



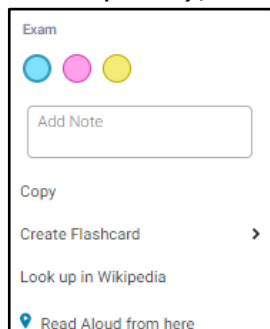
- A. **Add Bookmark:** Add a virtual bookmark in your text. This should be accessed across devices, too.
- B. **Scrubber Bar:** Move to navigate back and forth in the textbook.
- C. **Print Pages:** This depends on the publisher and textbook. (For example, the publisher may allow you to print up to 2 pages at a time.)
- D. **Zoom Options**
- E. **Read Aloud**



- a. Use the **Play/Pause** button to read text aloud and use the **Previous** and **Next Section** buttons to navigate.
- b. 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 all text**.
- F. **Fast Highlight:** Select a highlighter color.
- G. **Citation:** Textbook citation in MLA, APA or Harvard format. Note: Check for accuracy before use.
- H. **Copy URL:** Copies the page URL of your online text.

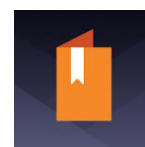
Context menu

Double clicking on a word in the text provides quick options for highlights, notes, copy, flashcard, look up in Wikipedia (look up in Investopedia if you've turned on that option), and/or read aloud from that point.



Bookshelf App & Offline Access

The Bookshelf app is available for Mac, 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 in to 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 have the opportunity to 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.

Updated 10/9/2020

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**.

