VitalSource SetUp Spring 2020

Some of you may have already been using VitalSource textbooks in your courses. You may keep using the VitalSource books in those courses as usual.

For the rest of you, in light of the ongoing disruption to on-campus learning, we’ve partnered with our digital course materials platform, VitalSource, and leading publishers to launch VitalSource Helps, a program offering free access to eBooks for students who may have lost access to course materials with the rapid move to distance learning.

If you previously accessed textbooks via the library, shared a book with a classmate, or left your books on campus, visit VitalSource Helps Sign In/Sign Up “borrow” up to 7 free eBooks through May 25. VitalSource Helps provides access to an expansive catalog of eBooks, but some content may not be available.

Use this guide to create a Bookshelf account and access your textbooks online via a web browser or offline via an app.

Contents

VitalSource SetUp Spring 2020 ..................................................................... 1
Contents ................................................................................................. 1
Setup and Online Textbook Access ............................................................. 2
Online User Interface ................................................................................ 7
Left navigation tools .............................................................................. 7
Lower toolbar (scrubber bar) ................................................................. 9
Context menu ..................................................................................... 10
Bookshelf App & Offline Access ............................................................. 11
Printing ................................................................................................. 12
Setup and Online Textbook Access

1. Go to [https://bookshelf.vitalsource.com/#/user/signin](https://bookshelf.vitalsource.com/#/user/signin)

2. If you already have a VitalSource Bookshelf account, you may enter your CMU email address and the password you used to create the account.
   a. If you’ve had a Bookshelf account before, you should be able to log in using your previous credentials.
   b. If you forgot your password, click on the Forgot password link and follow the prompts.
   c. 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.
   d. If this happens, or you are otherwise unable to log in, contact support ([https://support.vitalsource.com/hc/en-us](https://support.vitalsource.com/hc/en-us)) for assistance in merging your accounts together.

3. If you haven’t created an account previously, click on the Create a VitalSource account link.
4. In the Create a VitalSource Account screen,

   ![Create a VitalSource Account screen]

a. Enter your **First Name** and **Last Name**.

b. When prompted for an email address, enter your **CMU email address**.

c. 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.

d. Checkmark I agree to the Terms of Use, Privacy Policy, and Cookie Policy.

e. Click **Create**.
5. Use the search feature in the Library tab to search for your textbook.

6. Select the correct textbook.
7. Double check the details to make sure it is the correct author, edition, year, ISBN, etc. If it’s the correct text, click on the Borrow button.

8. The book will be added to your Library.

9. Click on the Open Book link to start reading.

10. If prompted, make sure you have your **pop-ups** and **cookies** are enabled in your web browser.
11. You will now have access to your online book.

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.

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

- **Bookshelf Getting Started Overview**:
  https://support.vitalsource.com/hc/en-us/articles/360020561994-Bookshelf-Overview

- **Bookshelf Online Browser Support**:
Online User Interface

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

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); 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. **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.)

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

C. **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.

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

**Emoji Reactions:** This option is currently also in beta mode.

**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. **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.)

C. **Enhanced Formatting**
   a. **Text Size** (Small, Normal, Large, Extra Large)
   b. **Font** (Default, Sans Serif, Old Style, Modern, Humanist, Monospace, OpenDyslexic)
   c. **Mode** (Background and text color combination: Day, Night, Sepia, Cyan)
   d. **Margin** (Margins affecting the line of text length: Small, Medium, Large)
   e. **Line Height** (Space between lines of text: Small, Medium, Large)

You may reset to publisher format (default), too.
D. **Read Aloud**

![Read Aloud Settings](image)

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 alt text**.

E. **Fast Highlight**: Select a highlighter color.

F. **Citation**: Textbook citation in MLA, APA or Harvard format. Note: Check for accuracy before use.

G. **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: https://support.vitalsource.com/hc/en-us/articles/201344733. **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 to sign up for the VitalSource Bookshelf account.

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**.
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**.

![Print Preview dialog](image)