



# WILEY E-Text User Guide

VITALSOURCE BOOKSHELF  
VITALSOURCE BOOKSHELF

**WILEY**

# Create an Account



1. **Create an account** from Bookshelf Online - <https://bookshelf.vitalsource.com/>.

Welcome to  
**Bookshelf**

Email

Password

**Sign In**

[Forgot password](#)

New to VitalSource? [Create an account.](#)

2. With your VitalSource(Bookshelf) account, you can choose to **redeem a code** or browse the VitalSource Store.

You don't have any books yet.  
Start building your library!

[Redeem Code](#) [Browse Store](#)

## Redeem a Code



1. **Sign into** Bookshelf Online using your account.
2. Click **Redeem** in the menu bar along the top of the page.
3. Add your **redemption code** to the code box and click **Redeem**. To redeem multiple codes, click the **Add more** button and redeem up to 100 codes.
4. Your library will update with your new book(s) and may take a few minutes.  
Note: You can manually update your app by tapping **Menu > Update Library**.

**Redeem Code** ×

Code

Code

Code

[Add more](#)

Selecting "Redeem" will add this book to your library.

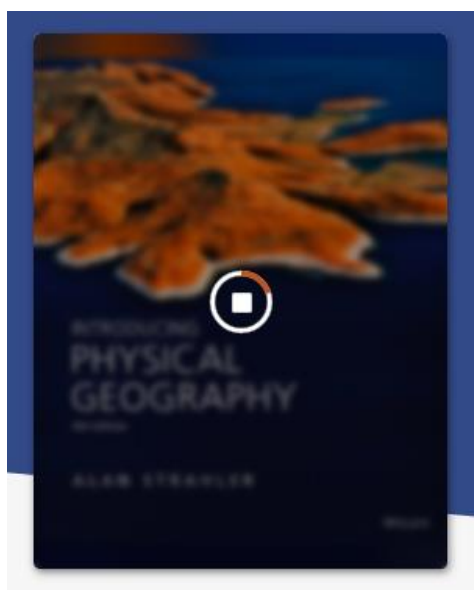
**Cancel** **Redeem**

**Note:** If you are using an iOS device, you will need to redeem the code through Online Bookshelf before you can access it in the app.

## Download your eTextbook

**Bookshelf Downloads** (<https://support.vitalsource.com/hc/en-us/articles/201344733>)

- To download your book to your device, please click the link and **install** the **application for the device** you are using.
- You can install the application on up to **2 computers** and up to **2 mobile devices** at one time. Your notes and highlights will **sync across all** your registered devices.
- Once you have downloaded the app, open Bookshelf and **download your book**. Further, you do not need an internet connection to view it.



For more information : **Managing Device Activations**










(<https://support.vitalsource.com/hc/en-us/articles/115012562288-Managing-Device-Activations>)

# Book Menu – Scrubber Bar

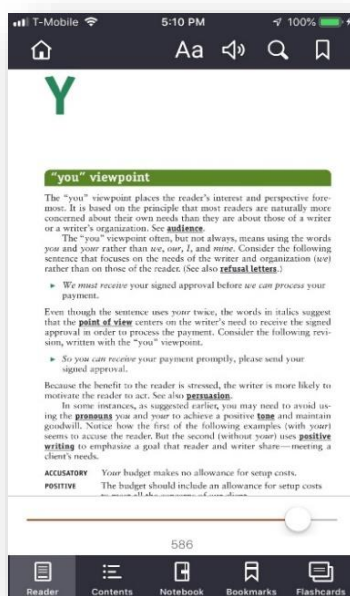


To access the full book menu bar, tap  on the bottom of the screen.




	<b>Page Number</b> : Enter a page number to navigate to a specific page.
	<b>Bookmark</b> : Bookmark your current page. Also can view a list of saved bookmarks and navigate to a specific bookmark.
	<b>Scrubber Bar</b> : Tap and move to skip to different pages.
	<b>Print Page</b> : Allowed to print a certain number of pages from the current text.
	<b>Zoom Options</b> : Open text resizing options, as well as a zoom percentage. When using a phone/tablet, use two fingers to pinch open or closed to zoom.
	<b>Read Aloud</b> : Listen to your text and also can control the reading speed.
	<b>Fast Highlight</b> : Available on non-touchscreen devices, choose a highlighter color. While this feature is active, any selected text will auto highlight.
	<b>Citation</b> : See citation for your text in MLA, APA, and Harvard formats. Check for accuracy before use.
	<b>Copy URL</b> : See and copy the URL for the current page of your text.


The screen of a phone or tablet >

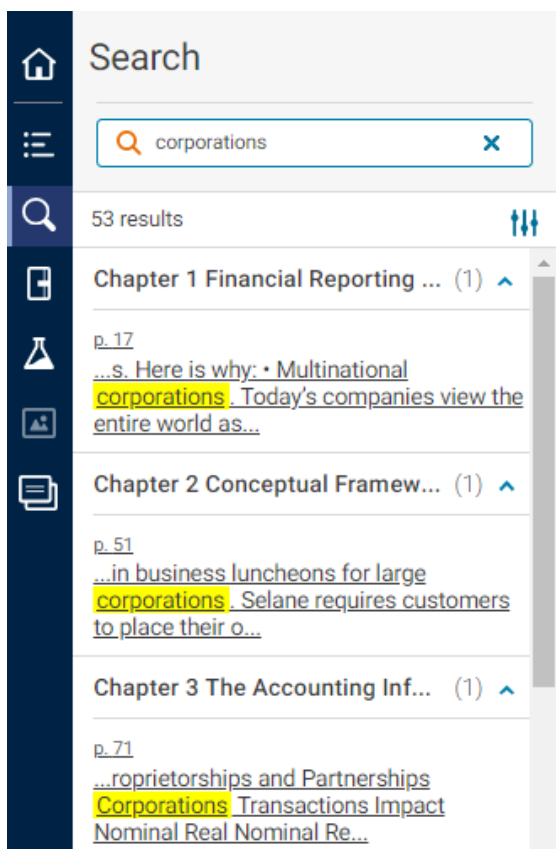


# Search and Navigate a Book



Quickly **navigate** to any **chapters** by clicking the **Table of Contents** icon  from the left menu bar.

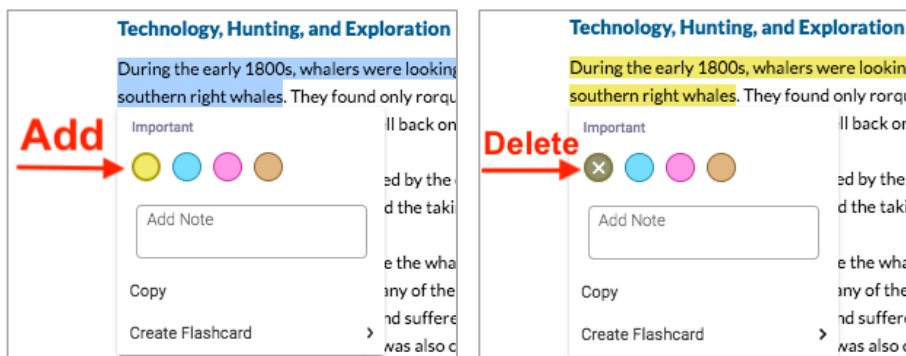
Click the **Search** icon  to find the **specific text** you need. When you search in Bookshelf, the chapter/section heading will display the number of search results found.



# Make Notes and Highlights

## Making Highlights



Select the desired text and **click the color highlighter** you wish to use.

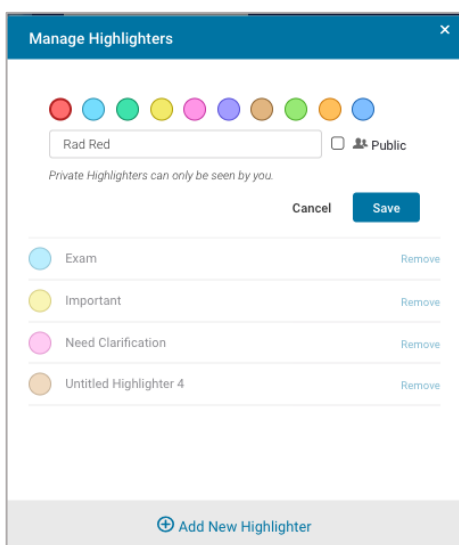


## Making Notes

To create a Note, select the text, and start **typing into the Add Note** field. It will autosave your note with a highlight. View your note by clicking on the highlight.

## Add a New Highlighter

From your Notebook , you can **Manage Highlighters** on the Notebook setting . Select **Add New Highlighter** and decide on the color, name, and if you want this to be public(shared) or private. You can also **edit or remove** highlighters here.





**Note:** Bookshelf Mobile does not support adding or editing highlighters, please use Bookshelf Online or Desktop.


# Share Notes and Highlights

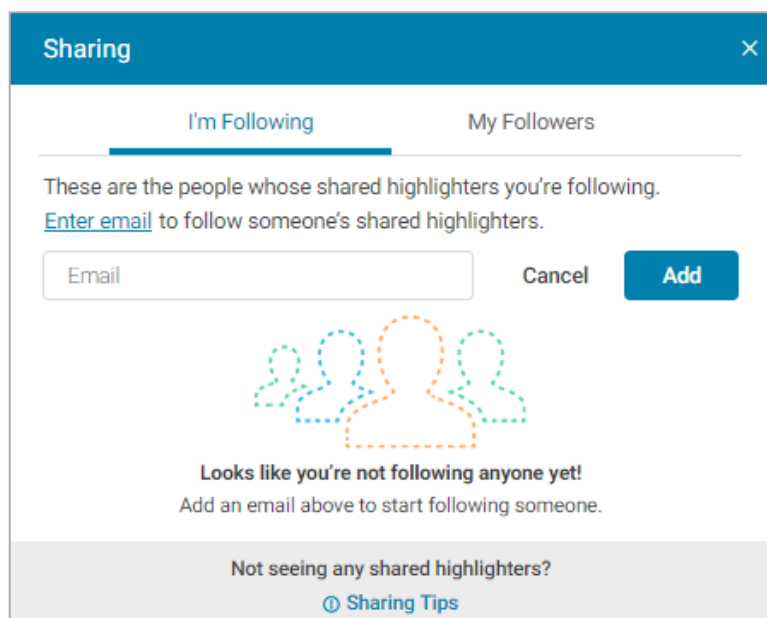
You can **share** your Notes and Highlights with your friends and classmates. You can also **follow** them to view their Notes and Highlights. (You must have the same book in your library.)

Shared notes and highlights will appear in your Notebook as **underlined** text.

You can **hide** shared notes and highlights in your Notebook. Open your Notebook , then click the Filter , and then click **Me**.

## To Follow Someone

From your Notebook setting , you can **Manage Sharing**. Enter the email address of the person you wish to follow under **I'm Following**. If you no longer want to see, click **Unfollow**.

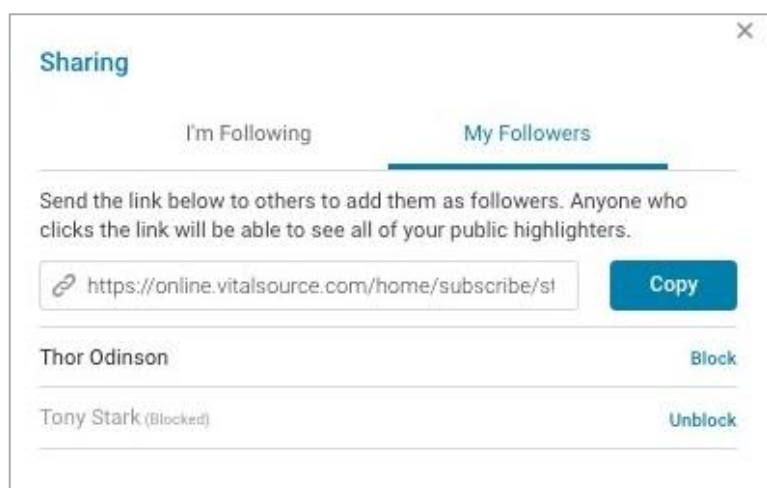




## To Manage Your Followers

Managing your followers can only be done in Bookshelf Online.

From the **Manage Sharing** on the  , click **My Followers** this time.




Click the **Copy** button to send someone a custom link that will allow them to follow you.

You can **Block** or **Unblock** followers at any time. Blocked users will not be able to see your notes and highlights.

### What if my Followers cannot see my notes and highlights?

If someone says they are unable to view your notes and highlights, check the following:

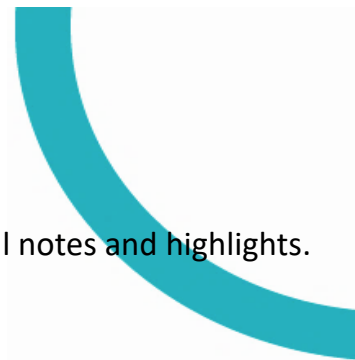
- Are they listed on your account as a follower?
- Are they blocked?
- Do they have the exact same book ISBN? (Find this by clicking the book's information button  in your Library)

### What if a link I provided someone to share my highlights does not work?

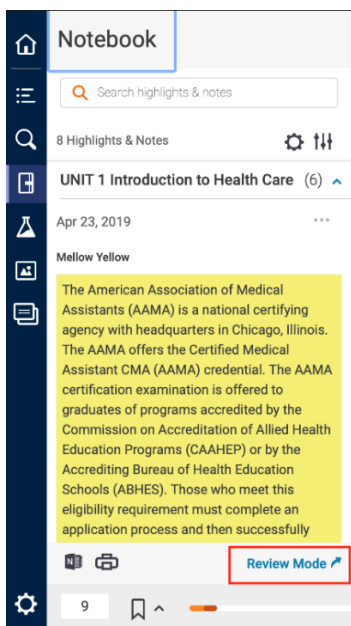
Typically, this means your Bookshelf account email address has changed. Go back under My Followers and copy a new link for them.

# Review Mode

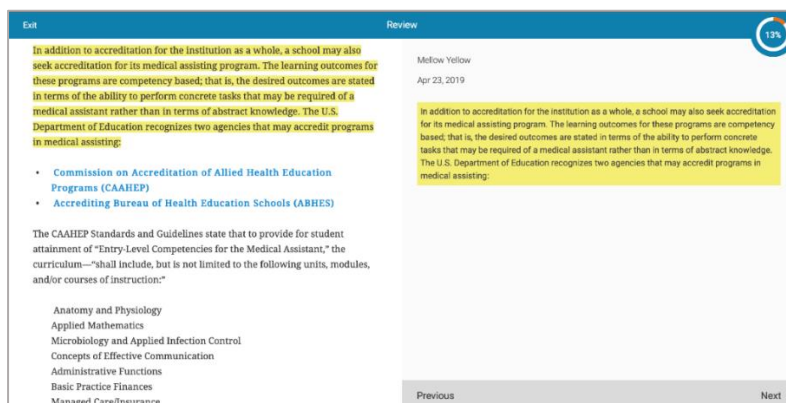
Review Mode allows the learners **focused learning** with their personal notes and highlights.



1. From your Notebook, click the option 'Review Mode'.



2. Select specific sections and chapters to review.
3. You can **review** your notes and highlights in context of the book.



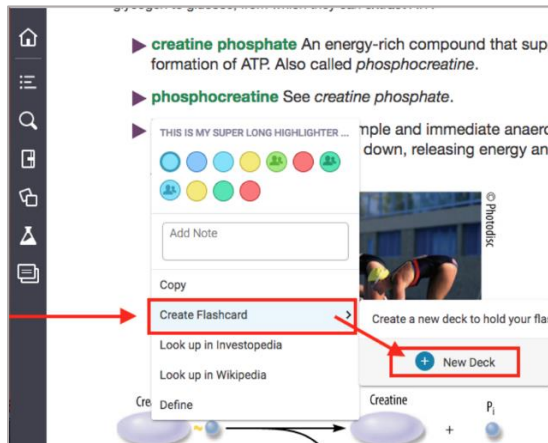
**Note:** The Review Mode is a feature for Bookshelf Online only and is not available in the Apps.

# Get Started with Flashcards



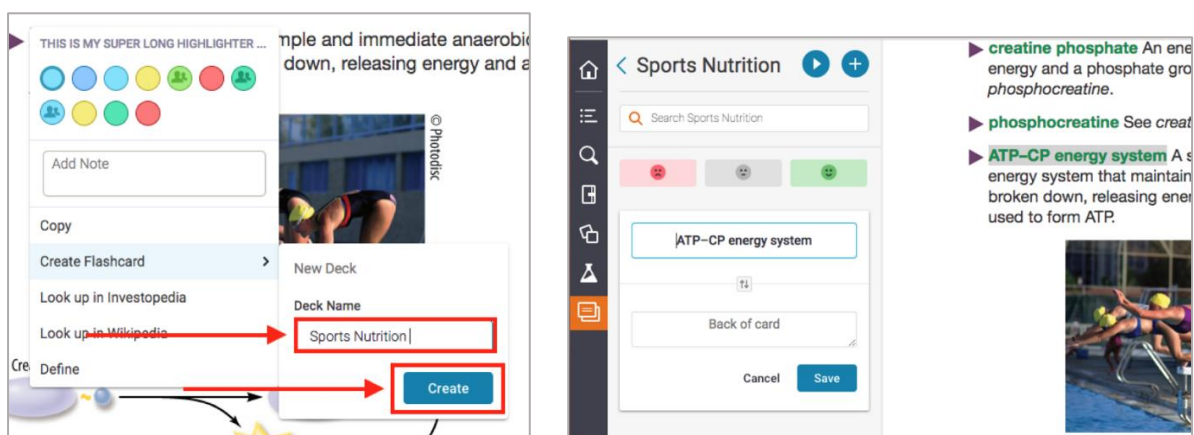
## Create a Flashcard Deck first

1. Select Text > Create Flashcard >  **New Deck**





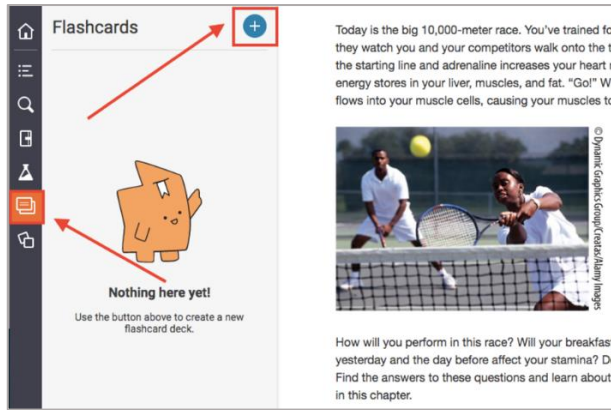
2. Enter your deck name and click **Create**.

Then the Deck will open, and a **Flashcard** will be added based on your selected text.

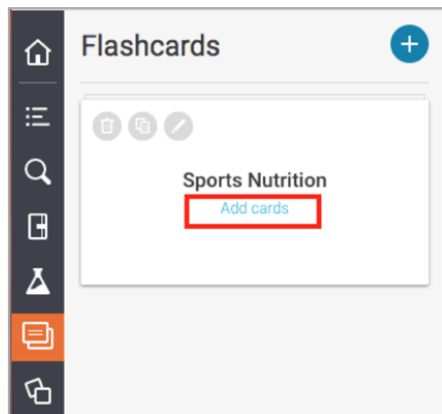
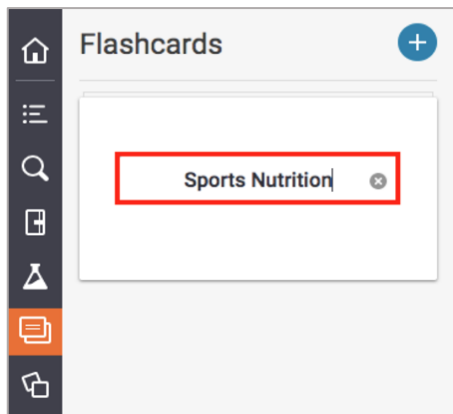


**You can also create a Flashcard Deck in the Flashcard pane**

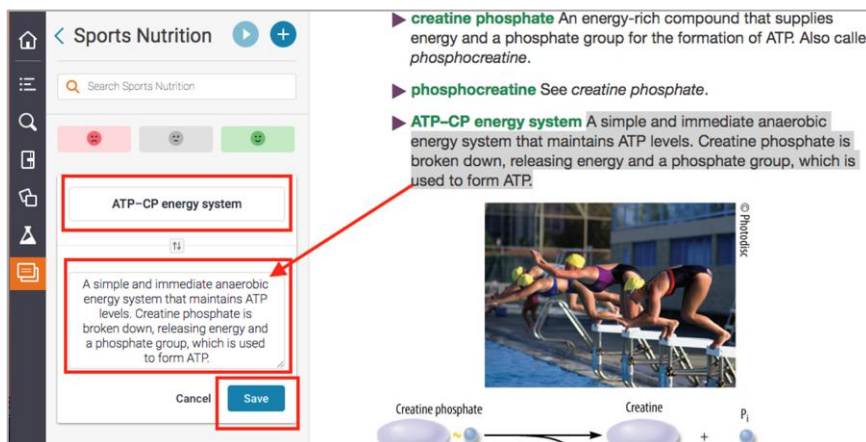
1. Click the Flashcard pane icon (  ) and click on the **Add Deck** (  ) button



2. Name your Deck, click **Create**. Then click **Add cards** to get started adding to your deck.

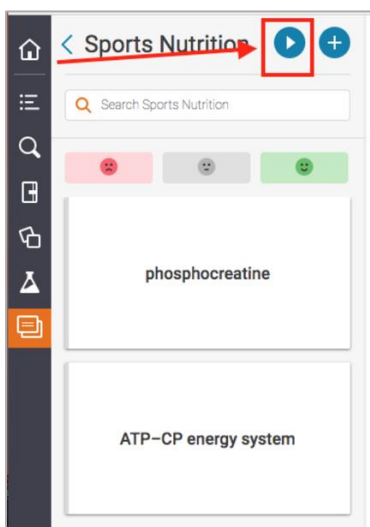


3. **Copy and paste** content at the text or create your own material.

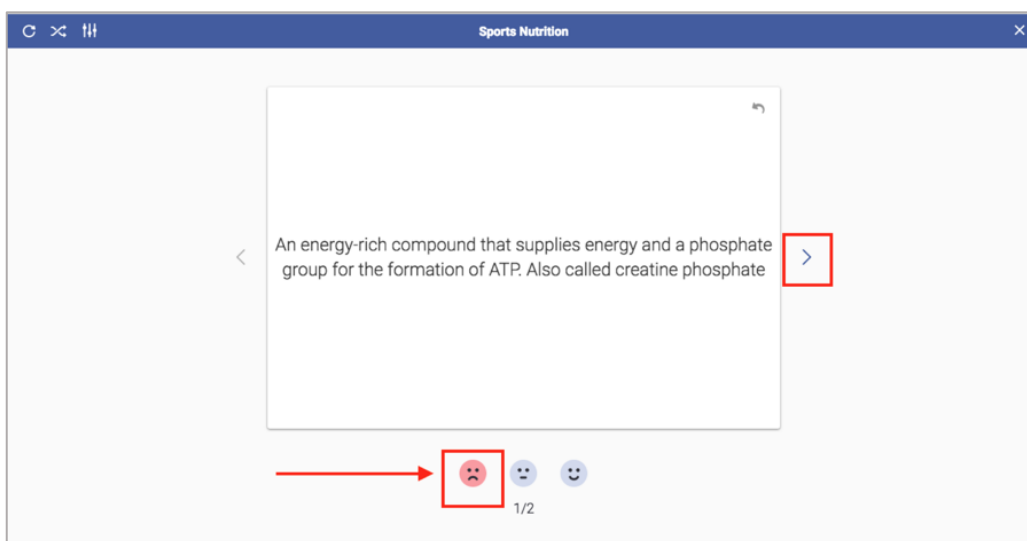


## Study Your Flashcards

1. If you are within a deck, click the **play** button in the upper right-hand corner.



2. Click on your cards to **flip** them over. Also, you can **rate** yourself.



### **\*\*\* Help!**

**VitalSource Support : [support.vitalsource.com](https://support.vitalsource.com)**

**Enquiry by email : [support@vitalsource.com](mailto:support@vitalsource.com)**