# ELSEVIER

# Drexel University
# Guide to Using eBooks

# Evolve eBooks Installation

We recommend you download the eBooks to your computer first and then to your Evolve Homepage.

**Note**: You need to have administrative rights to download the bookshelf to your computer. If you do not have these rights with your work computer, contact your IT department.

## Installing Bookshelf | Mac OS X 10.4 or Later
Go to the following Website: http://vitalsource.com/software/evolve-ebooks

**1- Download Bookshelf**
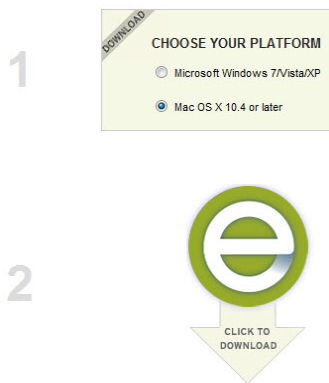
Select the **'Mac OS'** option. Click

on the [icon] icon to start the download. The eBooks Bookshelf Disk Image will download to your Mac.

**2- Open Installer**

Locate the Evolve eBooks Bookshelf Disk Image and double click on it, to mount the disk image on your desktop.

**3- Install Evolve eBooks Bookshelf**

Once the Disk Image is mounted to your desktop double click on Bookshelf or Evolve eBooks disk. Drag The Bookshelf icon to your Applications folder.

**4- Add to Dock**

Go to your Applications folder, Locate Evolve eBooks Bookshelf and drag it to your dock.

**5- Clean Up**

Drag the Disk Image *Bookshelf* to the trash to eject it, as well as the Bookshelf installer.

**6- Launch Bookshelf**

Click on the Bookshelf icon in your dock to launch VitalSource Bookshelf.
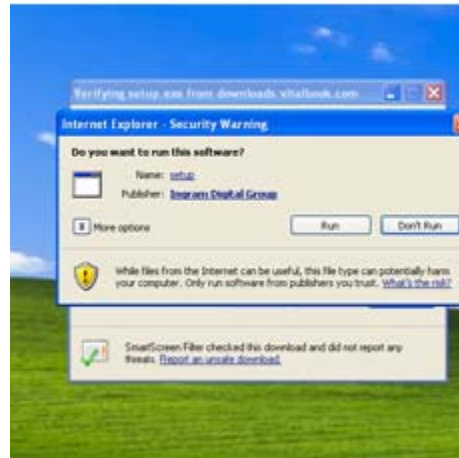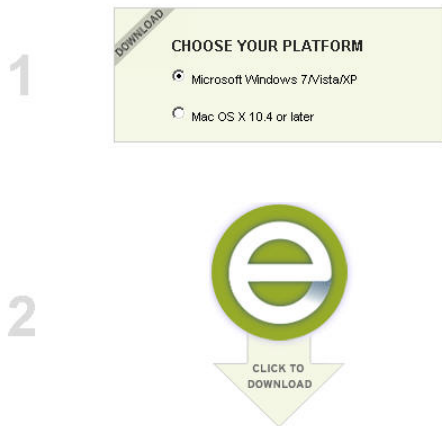
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# Installing Bookshelf | Microsoft Windows XP/Vista/7
Go to the following Website: http://vitalsource.com/software/evolve-ebooks

**1- Download Bookshelf**

**2- Run Installer**

**3- Install .Net 3.5SP1**



Select the **'Microsoft Windows'** option and click on the icon to start download. When prompted click the **Run** button.

Once the Installer has been downloaded, click another **Run** button and then choose your language for the installer.

If you do not have Microsoft .Net 3.5SP1 installed, it will install prior to Bookshelf being installed. If .Net is present, you will be taken to step 5.

**4- Restart Computer**

**5- Install Bookshelf**

**6- Launch Bookshelf** (Evolve eBooks)
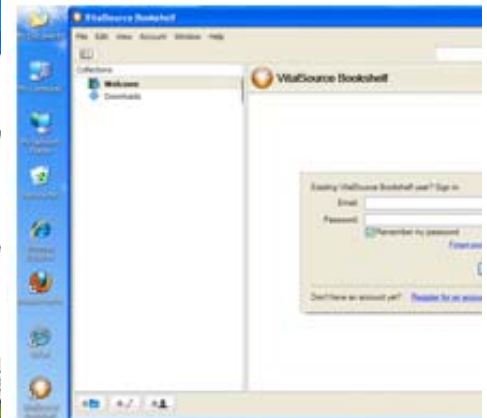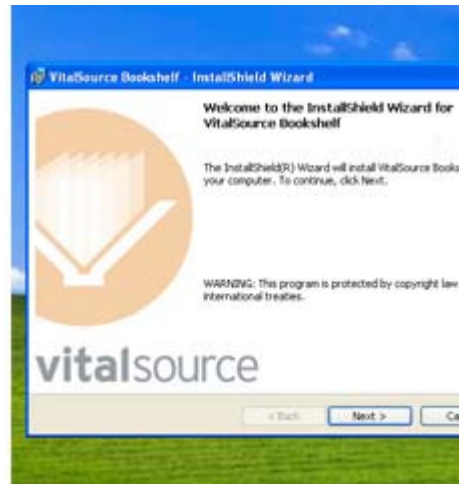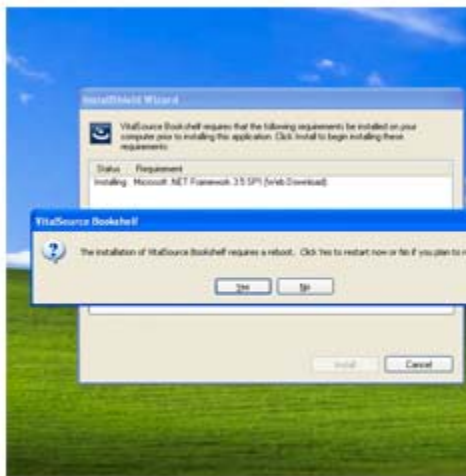


Once .Net is installed, you will be prompted to restart your computer.

Click on the **Next** buttons until you come to the **Install** button. Click install. Then click the **Finish** button.

Double click on the Evolve eBooks icon on your Desktop to launch VitalSource Bookshelf.

**Follow these instructions to make your Evolve Select eBooks available on your Evolve Homepage.**
**Note**: you need to be using an Internet Explorer 7 (or higher) or Firefox browser.  This installation will not work using an Internet Explorer version lower than 7.

1. Log into Evolve using your Evolve username and password.  This will be different than your '*Evolve Select*' username and password. http://evolve.elsevier.com/staticPages/index.html
2. Choose  from the Evolve login page.
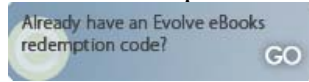3. Enter your Evolve eBook password.  The username field will be automatically populated with your email address.
4. When asked for a redemption code, click on '**Skip this Step**'.
5. You will automatically return to your homepage, and in a moment the eBooks heading should appear under "**MY CONTENT**".
6. Click on the eBooks Online link.
7. Your books will appear.


**Follow these instructions to make your Evolve eBooks available on a second computer.**
1. Start by downloading the bookshelf at this site: http://www.vitalsource.com/software/evolve-ebooks/. Click **Run** and follow the prompts while downloading the bookshelf.  You may be asked to download Microsoft.Net Framework 2.0 as well. If so, just follow the cues as directed.
2. After the bookshelf installation is complete, open the Evolve Select bookshelf using the  icon found on your desktop.
3. The bookshelf should open on the Welcome Page.  If not, click the welcome button on the left side.
4. Click on **"Log-in"** and enter your email address and password for Evolve eBooks.

# Evolve Select eBooks Getting Started

Now that you've completed the download and registration and synced your account to Evolve, you may access your eBooks from your computer (offline) or online from any device with an Internet connection including most web-enabled mobile devices via the browser. If you are not able to access your online account via Evolve, please use the following URL http://evolveebooks.elsevier.com

In order to ensure all your notes and highlights sync between computers, please enable syncing. From the library, click on 'Edit' from the menu on the top of the screen and select 'Preferences'. Select 'Syncing' and check the box as shown here:
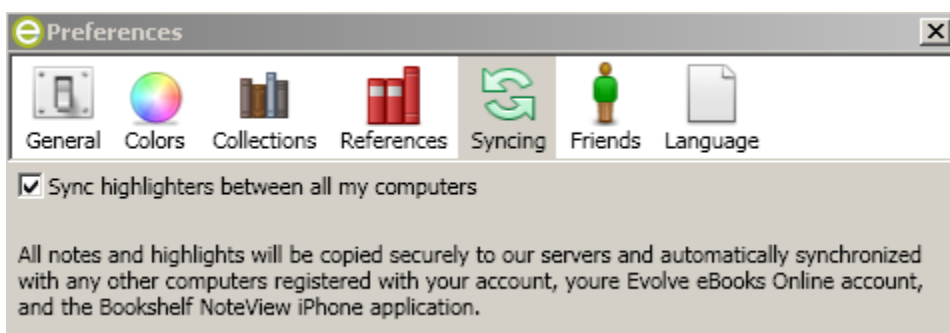


## Working With Highlighters

The Evolve eBooks Bookshelf gives you complete control over your highlighters. Updates made to highlighters are done in real time and all of your notes and highlights are fully searchable.

Adding a new highlighter in Bookshelf
1- Press the New Highlighter Button 2- Name the Highlighter          3- Adjust the color
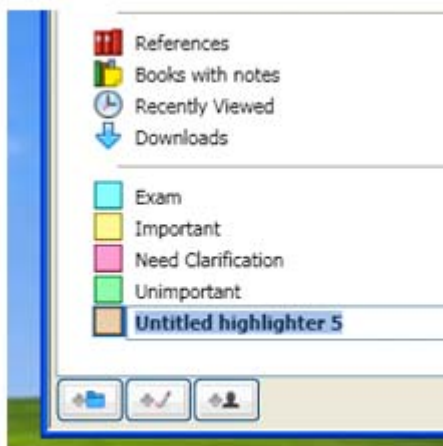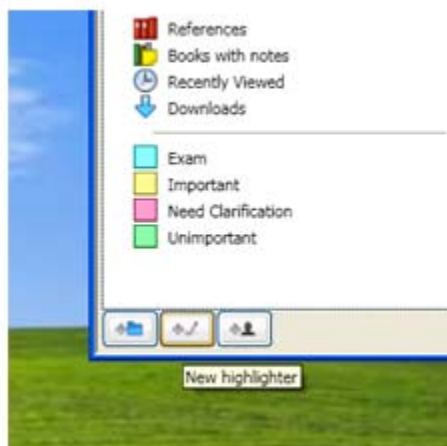


To make a new highlighter for use in your books press the **New highlighter** button at bottom right side of the primary bookshelf window. Or go to the **File** menu and select **New Highlight**

A new highlight will appear with the rest of your global highlighters. From there you can 'right click' on the highlighter and select **Rename Highlighter** to change its name. Once you are finish, click with the left mouse button and your name will be set.

To adjust the color of the highlighter, 'right click' on the highlighter you want to change and select the **Change color for "Name of highlighter"** select a color from the palette and click the **Okay** button.

**How to delete a global highlighter**

| 1- Locate Highlighter to delete | 2- Delete Highlighter | 3- Transfer Highlights *(if applicable)* |
|---|---|---|
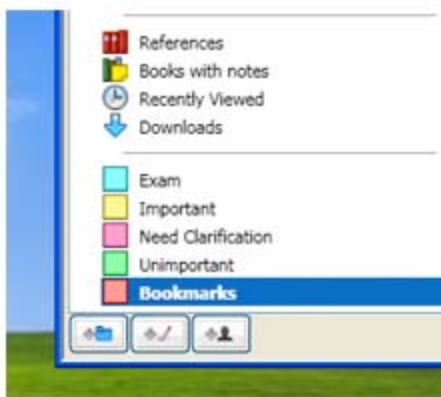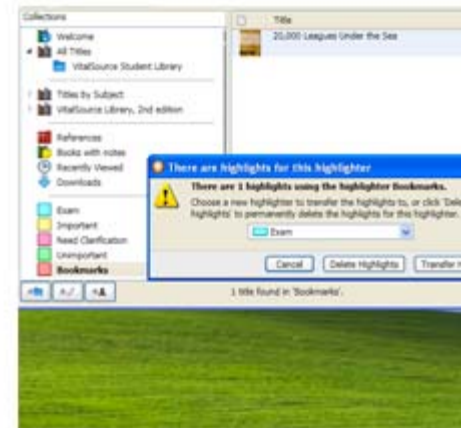


To delete a highlighter, 'right click' on the highlighter you wish to delete.

Select **Delete highlighter "Name of highlighter"** (if there are no highlights or notes present the highlighter will be automatically deleted).

If you have made notes and highlights with that highlighter, you will be presented with a dialog box for reassigning your highlights and notes or to delete all of the notes and highlights for that highlighter.

**How to create a highlighter and a note in a book:**

| 1- Select Text | 2- Select Highlighter to use | 3- Press Highlight (or Make Note) button |
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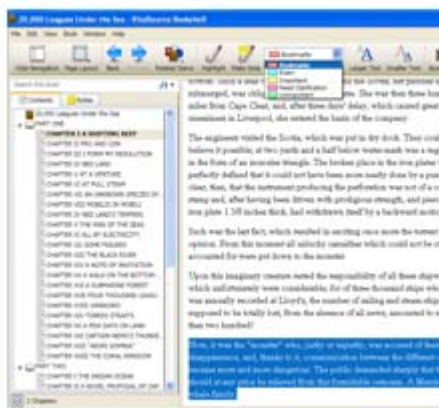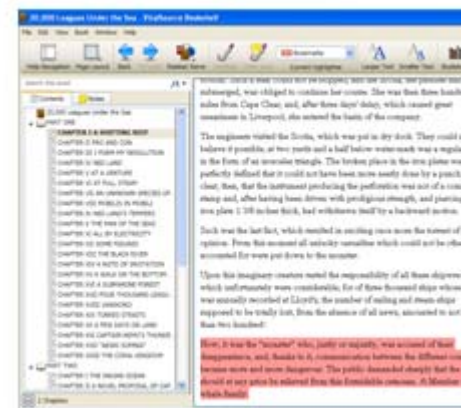


To make a highlight (or a highlight with a note) in a book, select text as if you were going to copy and paste.

Select the highlighter you want to use from the drop down list in the book window.

Press the **Highlight** button to highlight the text. Press the **Make Note** button to make a highlighter and to bring up a window to add a note with the highlighter. *To save the note:* simply close the window and the note will be auto saved.

**Tips and Tricks for working with Highlighters and Notes:**

- In order to make a note, you have to have a highlighter that accompanies it. But you can have a highlight by itself.
- Highlighters with notes will have a '**Sticky Note'** icon next to the highlight.
- If you have a highlight you want to add a note to, 'double click' anywhere on the highlight and the note window will appear. Once you have typed your note, close the window to save the note.
- You can add new text at any time by 'double clicking' on the highlight to bring up the note window, add the text you want to and close the note window to save the updates to the notes.
- To delete a note, 'double click' on the highlight to have the note window appear and delete all the text in the note window and close the note window.
- When you change the highlighter color in the main bookshelf window, it will change all of the highlighters to the new color.
- To delete a highlight, 'right click' on the highlight and select **Remove Highlight**.

**Notes Sharing & Friends Feature**

With the Evolve eBooks Bookshelf, you can share your notes and highlights with your friends and classmates. It is also possible to subscribe to your friends' notes and highlights or have your students subscribe to yours. Before you can share notes and highlights you will need to have 'Note Syncing' turned on.

**Sharing a highlighter-** *Requires an Active Internet Connection*

| 1- Find the highlighter you wish to share | 2- Turn on Shared Highlighters | 3- Select sharing preferences |
|---|---|---|
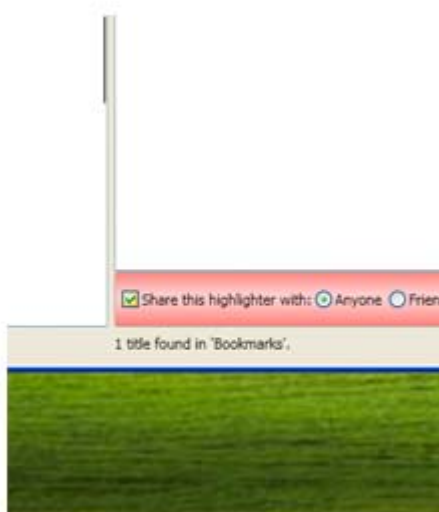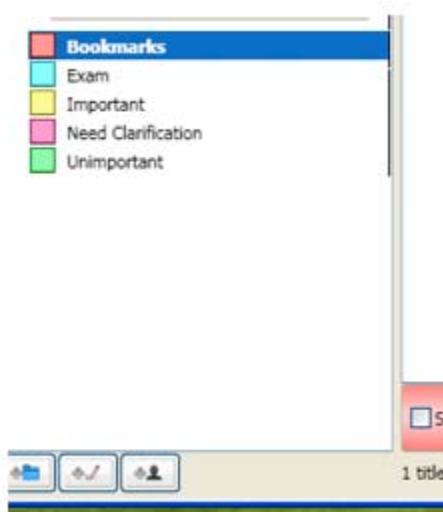


To share a highlighter, click on the highlighter you want to share in the Bookshelf window.

In the main Bookshelf window, you'll see the box where you can turn on your notes and highlights, click the **Share this highlighter with:** checkbox.

Choose '**Anyone'** or '**Friends Only'**

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**About Sharing Notes to *Anyone:***

- Before you can share notes and highlights you will need to have 'Note Syncing' turned on.
- In order for another user to see your Notes and Highlighters that are set to 'Anyone', they will need to know your Bookshelf User ID.
- When someone is subscribing to your notes, they will **only** see notes for books that you both have in your license.
- You will have to have an active internet connection and Bookshelf open to publish any changes to your notes.

**About Sharing Notes to *Friends Only:***

- Before you can share notes and highlights you will need to have 'Note Syncing' turned on.
- You can have only one friends list, so any highlighter that is set to '**Friends Only'** will share the same friends list.
- Anyone who subscribes to your notes and highlights that are in your friends list will also automatically be subscribed to any shared highlighters that are set to be shared to 'Anyone' as well.
- When someone is subscribing to your notes, they will **only** see notes for books that you both have in your license.
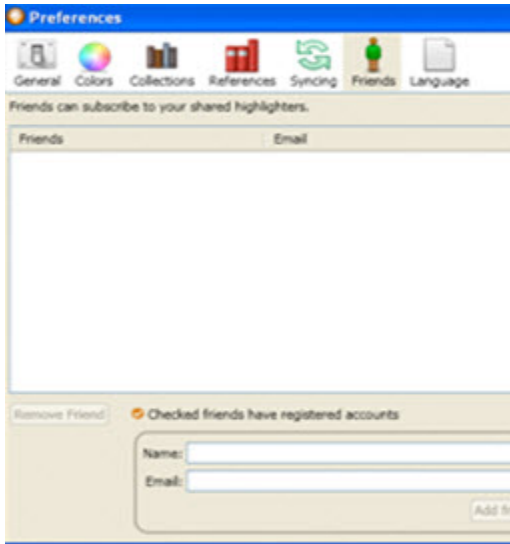- You will have to have an active internet connection and Bookshelf open to publish any changes to your notes.

**How to set up your Friends list-** *Requires an Active Internet Connection*

1- Open Friends Tab

2- Enter in Friend
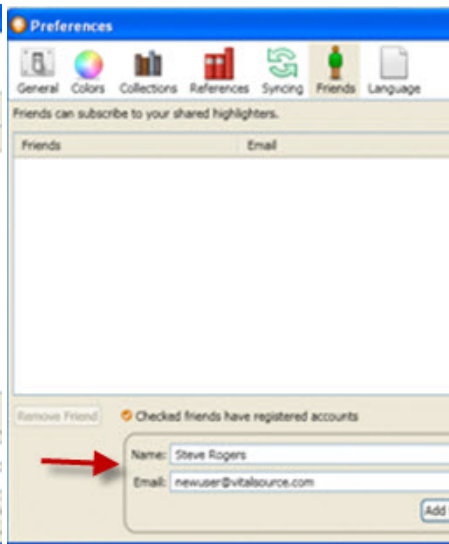
3- Verification
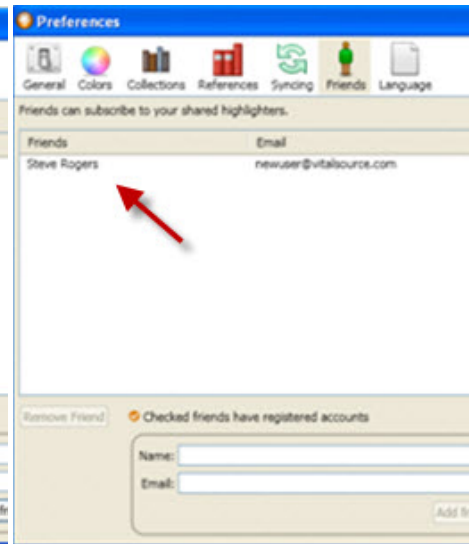


First you will need to open up your friends list. Go to the **Edit menu > Preferences > Friends tab** (Windows) | **Bookshelf menu > Preferences > Friends tab** (Mac OS X)

Enter in the user's name and email address and click the Add Friend button. *(Note:* the person you are adding must have an account with the Evolve eBooks Bookshelf in order for them to see your notes and highlights)

Once your friend has been verified, add another friend, or if you are finished close the window.

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**How to Subscribe to a users Notes and Highlights-** *Requires an Active Internet Connection*

1- Click the 'Subscribe' button          2- Enter in Bookshelf ID          3- Sync Other User's Notes

To subscribe to another user's notes and highlights, first click on the '**Subscribe**' button.

Enter in the user's Bookshelf ID *(The email address they used to register for eBooks)* and press the '**Subscribe**' button.

Beneath your highlighters will appear the highlighters of the user you just subscribed to.

**Tips and Tricks for working with Shared Notes and Highlights:**

- It can take up to 15 minutes or more before the shared notes and highlighters fully sync to your computer.
- When you subscribe to other users' notes, you will **only** see notes for books that you have in common.
- You cannot edit another user's notes and highlighters
- A shared note will be identified by the buddy icon that is attached to it.
- To unsubscribe from another user's shared notes and highlighters, right click on the user's name and choose **Unsubscribe "User Name."**

**Backing up your Books, Highlighters, and Notes**

Your books, highlights, and notes are important to you and your studies.  The Evolve eBooks Bookshelf allows you to automatically store your notes and highlights to our redundant servers safely and securely.  Also, unlike other digital services, you can download your book as many times as you need (as long as the computer you are downloading it to is one of your two activated machines.)

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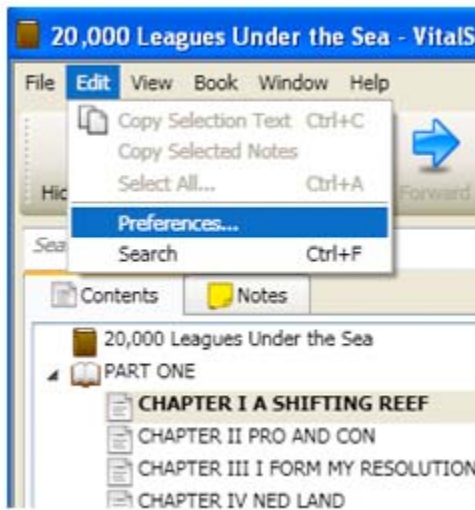_____
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**How to enable automatic highlight and note syncing** *(synching requires an active internet connection)*

1- Go to preferences          2- Select Sync Tab          3- Toggle Syncing



To turn on Syncing go to the:

- **Edit > Preferences menu** (Windows users)
- **Bookshelf > Preferences menu** (Mac OS X users)

Click on the '**Syncing'** tab

Select the '**Sync Highlighters between all computers'** checkbox.

**About note syncing**

- On second launch of Bookshelf, you will be prompted to turn on Syncing.
- In order to Sync your notes between your two computers you will need to have syncing turned on for both machines.
- When '**syncing'** is turned on, your notes and highlights will also be viewable through Bookshelf Online.
- If you want to Share notes and Highlights, you will need to have '**note syncing'** turned on.

**Editing your Profile**

Editing your Profile r*equires an Active Internet Connection*

To edit your profile you will need to log into your account page.
Once you have logged in to your Profile Page, you can update the following:

- The email address associated with your account
- Your name
- Your security question and response
- Your password
- Communication preferences

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**Content Reuse- Copy, Paste, Print, Figure capture**

Elsevier and Evolve eBooks allow the user unlimited use of content to copy & paste text for reports, study guides, and patient teaching handouts.  Pages of eBooks may also be printed for portability and to use as handouts in class.  A final great feature that users love is the ability to 'right-click' on an image or table, copy and paste it into PowerPoint, Word or other document.  Images and tables may also be saved as .jpgs to insert into your documents, to use on exams or for reports.  **The reuse of content falls under fair use of copyrighted material and is not to be done for profit, resale or mass distribution beyond your institution.**

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Evolve eBooks offer two font sizes depending on your reading preference.  The font toggle icon  is found on the Book toolbar at the top of your eBook.

There are various navigation tools and page layout options available depending on your preference - look for these icons 

Evolve eBooks utilize the text-to-speech (TTS) reader in your computer's operating system (OS).  The quality of the TTS voices depends on what your OS offers and is not a function of Evolve eBooks.  To use TTS, open a book and go to the Book Menu then choose 'Start Reading'.  Evolve eBooks is Americans with Disabilities Act (ADA) compliant and works with JAWS and other third-party accessibility programs.  Please visit this URL for the ADA VPAT and for more information on accessibility http://www.vitalsource.com/508

Navigating the contents of your book is simple using these tabs in the eBook.



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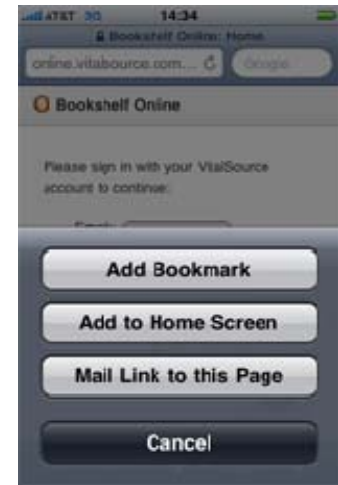
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**Accessing your Books through your Mobile Device**

Step 1: Adding a link Bookshelf Online to your iOS device's home screen



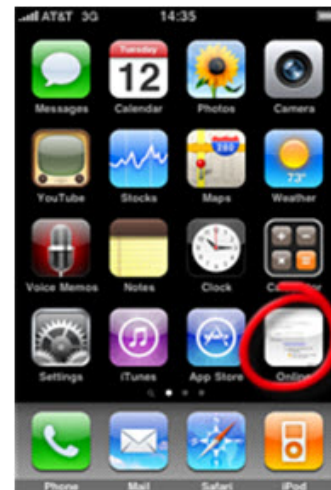Click on the Safari icon on your iPhone/iPod Touch/iPad



Go to http://online.vitalsource.com



Once the page loads, press the "+" button and then press the "**Add to Home screen button**."



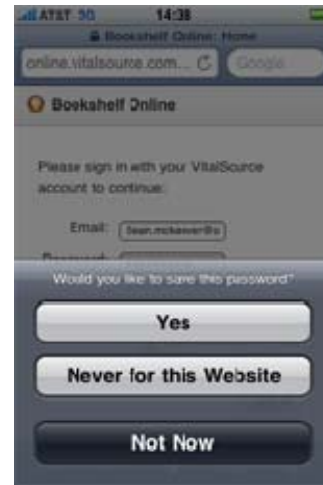Choose the name for your Alias to Bookshelf Online and press the "Add" button.



You will now have an Alias to Bookshelf Online on your iPhone/iPod Touch/iPad.

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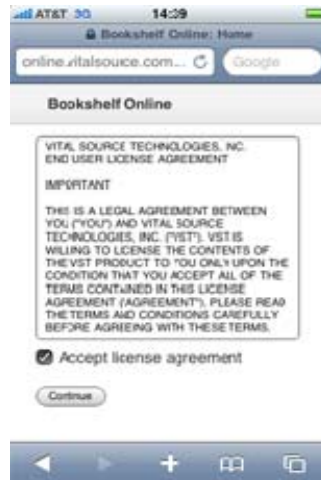_____
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Step 2: Logging into Bookshelf Online through your iPhone/iPod Touch/iPad





Once you click on the Bookshelf Online link you created, Safari will launch and you'll be taken to the login screen.

Once the page loads, you will enter in your login and password. Then click the "Sign-In" button. You'll be asked if you want to store your password. You can choose either option.



On first launch, you'll be asked to accept the EULA. Once accepted, you'll be taken to your eTextbooks.

# Evolve eBooks System Requirements

**<u>Hardware:</u>** Online and offline eBook access each has a set of optimal system requirements defined more specifically herein.

**Bookshelf Online Browser Requirements:**

- Apple's Safari 3.0 or greater
- or
- Microsoft's Internet Explorer 6 or greater
- or
- Mozilla's Firefox 2.0 or greater

**Computer Requirements**

- 1024x768 resolution monitor/display or greater
- Internet Connection for registration and viewing of eTextbook

**Hardware Specifics:**

- 2.0 gHz INTEL processor
- 1 GB of RAM
- DVD Drive
- 1024x768 resolution monitor/display
- Ethernet port, internet access, and online registration

**Software Requirements:**

- Windows XP SP2 (32 bit) / Windows Vista (32 or 64 bit )/ Windows 7 (32 or 64 bit)
- Windows users are also required to install Microsoft .Net 3.5SP1
- Mac OS 10.4 or greater

**Bookshelf Online for Mobile Devices Browser Requirements:**

- iOS's Safari mobile

**Supported Mobile Devices**

- iPhone
- iPod Touch*
- iPad*

* In order for an iPod Touch/iPad to work with Bookshelf Online, you must have a constant connection to a wireless network.