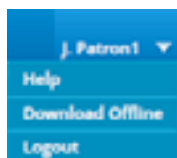


Follett | digital reader

Quick Reference Guide
Online

Browser based reader (requires Adobe® Flash®) used for reading eBooks on a PC or laptop. Preferences should be set to Online setting for Desktop.



User Options: Access the help menu, download Follett digital reader for Win/Mac or logout.



Read Aloud: Available for selected titles. Digital Reader text to speech feature.



Fit to Width: Resize page size to fit width of viewing pane.



Fit in Window: Resize page size to fit in window.



Page View: View a text as a single page or as a two-page spread.



Zoom: Increase or decrease the viewing/font size of the eBook.



Print: Allows users to print pages of the eBook.



Page Number: Displays the current page number. Enter a new page number to be taken directly to that page.



Page forward/backward: Navigate within the text by selecting the arrows to move forward or backward in the eBook.



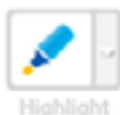
Contents

Table of Contents: Displays the eBook table of contents in either a list or visual format for easy navigation throughout the text. Also provides list of user-bookmarked pages.



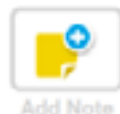
Search

Search: Typing in a word or phrase will produce a highlighted list of where the terms may appear and links directly to the location in the text.



Highlight

Highlight: Highlight important words or phrases in Yellow, Green or Pink.



Add Note

Notes: Add notes, questions or comments to any page.

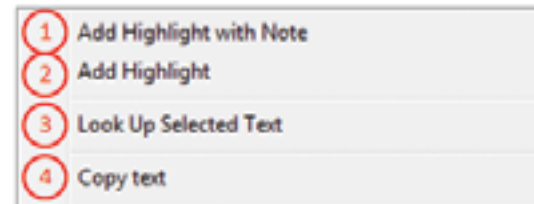


Book Notes

Book Notes: View all notes and highlights.



Bookmark: Add and name a bookmark.



To access an additional set of features, highlight a portion of text and use the click the right button on your mouse (Control-Click for Mac):

- 1. Add Highlight with Note:** Attach a note to a highlighted portion of text
- 2. Add Highlight:** Will use the last selected color to highlight text
- 3. Look Up Selected Text:** Opens the Merriam-Webster dictionary definition of the word
- 4. Copy text:** Enables a user to move text to another document. (Note: This feature must be enabled by publisher)



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Bookbag: eReader Bookbag enables a user to view all of the eBooks that they currently have checked out.