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**#PearsoneLibrary** 



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# User Manual

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# **Student Journey - Self Registration**

**1.** Student can register himself by entering the basic details and can create their account:



2. Clicking on the "Create Account" button, you will be registered to the system. An account activation will be sent to your entered email ID which will have an activation link. Click on the Activation link or copy/paste the link in browser to instantly activate your account. Once you activate your account, you can subscribe to books.

# Login to Application

- **1.** A user can login into Application by entering the Email ID as username and Password
- 2. Once the credentials have been entered, click on Login Button.

Pearson eLibrary
Log In Register
Email Address or Username
abc@demo.com
Password
Log In
Trouble logging in?

# Trouble Logging in?



- **1.** In case if you forget your password to your account, you can easily choose a new password using the "Trouble login in?" feature.
- **2.** Clicking on "Trouble login in?", will take you to a page for entering your email address which was used for registering the account.
- 3. Enter your email address and click on "Reset my password" button.
- 4. You will be sent a password recovery link to your email address.
- **5.** From the email, either click on the "Reset Password" button or copy/paste the URL mentioned in email.
- **6.** This will take you to a page where you can set a new password for your account. Your new password is saved and you can login with your new credentials and continue reading your books.

#### Student Journey (Redeem book via My Library)

MY BOOKSHELF	MY LIBRARY								
16 book(s) are available					Sort By: Last Re	ad <b>↑↓</b>	Search books		٩
SILLING AND SALES MANAGEMENT	Selling and Sales Management		Page States	Visual Basic .N	ET			testwtoc	
	Add To Bookshelf	:						Add To Bookshelf	:

- 1. After login click on My Library Tab
- 2. User will able to see all the books in My Library Tab
- 3. Click on "Add to Bookshelf" for any book
- 4. The books will be added to Bookshelf
- **5.** On My Library Tab, "Add to Bookshelf" button will convert to "Added" button and will be in disabled once the books are added to My Bookshelf.

#### Student Journey (Redeem book via Access Code)

Add Books	×
Activate Access Code	

- 1. From the bookshelf screen, click on '+ Add Bok' button from the top right corner to add new book via access code:
- 2. Once the user adds the access code and click on  $\rightarrow$  icon, the book will be added to user's bookshelf.

#### My Bookshelf

The bookshelf would display all the books you have subscribed for. This will be your landing page when you log in with your account. When you open the bookshelf for first time, there is a help overlay which provides you help/instruction text for key actions available on the bookshelf.



- 1. User will have option to sort the books in each section by Last Read, Recently Added, A to Z and Z to A
- 2. The search functionality in bookshelf will search the books on the basis of ISBN#, Book Title, Author and Book Description.
- 3. Book Progress (horizontal line) will be shown in each book.
- 4. Last read 'x' days ago is shown on each book above Read button
- 5. Users can click on the "Read" button to read the book.
- **6.** Users can click on the "Overview" button (in the context menu) to view the Book Summary and Table of Contents.

#### **Inside the Book**

On clicking "Read" from the bookshelf, the book will open in reading mode. The interface broadly comprises of 3 sections: Book section, left menu and top menu. The first time the book is launched, the cover page is shown.

When you open the reader for first time, you will be provided help overlay which provides help text to identify various icons available in the reader frame. Navigate within the overlay pages to get an idea of additional help/instruction text



# Layout & Navigation

Application supports both Reflow Layout ePUBs, Fixed Layout ePUBs and PDF books. Different navigation styles have been designed for fixed layout/PDF and reflow type of books to utilize the full potential of each format for a better user experience.

# Fixed Layout ePUB / PDF Books

Fixed layout / PDF books are those in which the layout for a page is fixed, irrespective of the screen dimensions on which it's being rendered. Publishers usually create fixed layout books when they want their digital ebook to match their print book counterpart 'exactly'. Users cannot control font sizing, spacing, etc. This is completely controlled by the publisher.

#### **Navigation in Fixed Layout / PDF Books**

**Page Views:** For fixed layout, Application supports both single page and double page view in reader screen.

**Zoom In/Out:** The feature enables the user to zoom in and zoom out, on the book content to their usage necessities. After zooming of content, user can navigate on the page by selecting the "Hand Tool".

**Fix to Page Width or Height:** Application also enables the user to set the layout of content to fix to page width or height.

**Page Navigation:** For fixed layout books, Application supports 3 options for navigating with the book.

- Horizontal Scroll Bar: User can navigate to previous or next pages by dragging the scroll bar to the left or right respectively
- Next & Previous: With next and previous buttons, user can navigate 1 page forward or backward.
- **Goto Page No:** Using Goto page number, user can jump to any page in eBook. The application will also clearly indicate the current position of the users in fixed layout books.
  - $\circ\,$  The page number will not be shown on the page. It will only be shown in pagination box below the slider.
  - If page list is available, then page numbers will be displayed into the pagination box. It can be alphanumeric as well (viii, ix, 1, 2, 3, etc). It will not be displayed in the form of A/B. (A is the number of current page and B is the total no of pages available in the book).
  - If page list is not available, then in the pagination box the page number will be displayed in the form of A/B. Also, an exclamation mark will be displayed to notify the user that the page index doesn't necessarily map to the print page numbers.

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# **Reflow Layout ePUB**

Reflowable ePUB is a flexible layout that scales to fit different screen and font sizes by changing page breaks and paragraph widths. The advantage is that the ebook is legible on all types of screens (from small mobile devices to large desktop screens).

## **Navigation in Reflow Books**

- **1.** Vertical Scroll Bar: The scroll bar is used to navigate vertically within the content of page
- **2.** Next & Previous: With next and previous buttons, user can navigate 1 page forward or backward. (Refer item 2 in embedded image)
- **3.** Below the slider, the user will be displayed with a agination box showing the PageNav label (Page numbers). The pagenav label will be shown for the paragraph that is currently at the top on the reader screen. So even if the user will have two sections on the page with different page numbers, pagenav label will be displayed for the section which is on the top.
- **4.** Page-nav labels can be alphanumeric and can contain viii, ix, 1,2, 3, etc. It need not be a numeric value.
- **5.** The pagination box will NOT be shown in case page-list is not defined for the current book.



# Search

The user can initiate a search by clicking on "Search" icon in the left menu. Application allows partial search of any string with length greater than 3 characters within the book content, annotations. The search of string in book will show the search results topic/chapter wise. The user will have option to select any of the search result and jump to the specific page of the book. The keyword searched will be highlighted in yellow color for clear identification.

Reader will maintain the search results and will show the search filter on reader screen. User will have option to clear the search results which will remove the highlighted text in book.



#### **Table of Contents**

The user can view the book contents by clicking on the "Table of Contents" icon in the left menu. The TOC will list out all chapters which are present in the eBook. On clicking any of the chapter/topic links, user will be taken to that chapter/topic in reader.



#### Annotations

A "Annotations" icon is a listing of all the annotations in the book. The user can view annotations by clicking on the icon the left menu. All annotations can be filtered by Chapter / Topic or by Annotation Type. Additionally, the user has the option of viewing annotations chronologically (most recent annotation on top), or by Table of Contents (in which each annotation will be slotted into a particular chapter / topic of the TOC).



#### **Bookmarks**

The bookmarks section will display the list of all bookmarks created by user in the eBook. The bookmarks will be listed chapter/topic wise and additional information on the time when the bookmark was added will be displayed. The user will also have the option to rename and delete any bookmark. Clicking on any of the bookmark, the user will be re-directed to bookmark location.

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Q	My Bookmark			×			Ĺ
≔	BOOKMARK	Exp created on	and all / Collapse ACTION	s all			
E	Chapter 3. Setting Prop	erties Using the Propert	ies Wi	<b>~</b>	Chapter 3		
	Bookmark 1	22/06/21	Ø 1	<u>۲</u>	Setting Properties Using the Properties Window		
	Bookmark 2	22/06/21	1	<u>ت</u>			
D	Bookmark 3	22/06/21	1	۵	After reading this chapter you will be able to set the properties of objects by using the Properties window. You will learn About the classification of properties based on the process of settings: test type property, numerated type property, and dialog-box type property. In addition, you will be able to set the following properties of form. BackColor property,		>
	Chapter 7. Visual Basic	.NET Programming Lar	nguag	~	Backgroundimage property, ControlBox property, Cursor property, Enabled property, Icon property, MaximizeBox property, MinimizeBox property, Opacity property, ShowInTaskhar property, StartPosition property, and WindowState property, and He following properties of label: Dock property, FormeColor property, and KindowState		-
	Bookmark 1	24/06/21	1	ēr	property.		
					3.1 CLASSIFICATION OF PROPERTIES		
					As told earlier, on the basis of setting their values, properties can be classified into three types as follows:		
					1. Text type property: (All the properties we set in Chapter 2 belong to this type.)     2. Enumented type property:     3. Dalage-box type property:		
					Given a property, you can identify its type with the following procedure (see Figure 3.1). Click the given property in the left or the right column (of the Properties window). The property gets selected.		
					•		

# **Flash Cards**

Flash card will be available in all books whether Highlight/ note annotation is present in book or not".

- All: The Notes and Highlight annotations are shown in All.
- Key Facts: All the Highlight annotations are shown in the Key Facts.
- Revision Cards: All the Notes annotations are shown in the Revision Cards.

Side A of the Flash Card will appear with the selected text of book in which annotation is present.

Side B of the Flash Card will appear with the nearest topic under which the Highlight/ Note annotation is created.



# Annotation Tools

Application allows user to create following types of annotations in Reader

- 1. Notes
- **2.** Highlights
- 3. Weblink
- **4.** Hyperlink
- 5. Voice

A user needs to select the text, a single word or multiple words or multiple lines where he/she wants to create annotation. Once the text is selected, user will be displayed pop-up showing all the annotation types.



# **Show/Hide Annotations**

Toggle between hide and show annotations to make them visible in the book from the Settings option on the top right corner of the book.



# Sync

The Sync feature will synchronize all the annotations, bookmarks and settings created by user/instructor with server. If the user does not have internet connectivity, then an error message will be shown. This feature allows user to login to reader from any other computer or mobile devices and view only the updated content.



#### **Readers Settings**

User can adjust the size of the text within the book using the available slider in the settings. The size can be increased by sliding to the right and decreased by moving the slider to the left. The user can see the demo text size in the popup box. By clicking on save the changes would be reflected in the book. If a user hits cancel the previous font size would be restored.



#### **Creating Bookmarks**

Users can select the page to bookmark by clicking on the  $\Box$  icon given on the top right hand panel. To bookmark a certain section, users need to drop the anchor within that section. A red bookmark icon will appear in the line next to your selected section.

```
3.1 CLASSIFICATION OF PROPERTIES
As told earlier, on the basis of setting their values, properties can be classified into three types as follows:

1. Text type property. (All the properties we set in Chapter 2 belong to this type.)
2. Enumerated type property.
3. Dialog-box type property.
```

#### **Full Screen Layout**

User can switch to full screen mode by clicking the  $\sum_{i=1}^{n}$  icon. This would switch the screen to full screen mode. The reading experience is better in this mode and the book covers the entire screen.



Once the user enters fullscreen mode, "Exit FullScren" will be displayed on the top right. By clicking on this button the screen would switch back to the regular view.

SOP for Offline reading:

- Login to the account with the Username and Password,
- On the dashboard you will find these plugins: Based on the OS you are using, you can click on Plugin for windows or for apple devices, and install the setup file.

Pearson eLibrary	Get it on Windows Get it d Mac S	n tore					+ Add Book	
MY BOOKSHELF 3 book(s) are available	MYLIBRARY				Sort By: Last Read ↑↓	Search books		Q
STATISTICS ST BUSINESS Sti	atistics for Business		Contraction of the second	Marketing Ma Kotler, 16e by	nagement by Kotler	000	Microeconomics, Global Edition	
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- •
- Once you install the setup file on your laptop, You will get the icon on the desktop:



• Double Click on this desktop application, and Login again with the Username and Password.



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• Click on Download tab on every title that you have in your account, and it will download the copy in fee minutes.

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• Once the book is downloaded, you can see the tab converting into Read, You can click on read, and continue reading the title offline.