**Annotation Tools Tutorial Video Script**

In this video, we’re going to go over how to use the annotation tools on *eBooks*. I’m going to start with the “Baby Giraffes” book, which I have not yet annotated. The first button I want to point out here is the “My Data” button. This tab will collect all of your annotations- your highlights and your notes. As you annotate your book, they’ll all be added to this list, which you can easily jump to to find again later.

Before we begin, it’s important to note that for your annotations to save, you must be logged in to your My World Book account. To check if you are, click the “Profile” button in the top right and you should see your username. If it says guest, click “Sign Out” and sign back in to your My World Book Account. You can still annotate without being logged in, but they won’t save so you won’t be able to come back to them in the future.

The three annotation tools will be listed underneath the magnifying glass on the left-hand side. The Pen tool allows you to write in the book, so you can circle things, draw arrows, write text, whatever you’d like. You can change the color of the Pen tool as well as the thickness. You can also erase, undo, clear all, or save your drawings.

The next tool is the Sticky Note. The Sticky Note is your virtual post-it. You can click on any page, add your note. You can change the color of your note. And press the button in the bottom right to save. Your note will appear in whatever color you chose and you can move it around wherever you’d like on the page.

The Highlight tool acts as a virtual highlighter. Simply select the text you’d like to highlight, choose your color, and, if you’d like, you can attach a note to your highlight as well.

Another annotation tool is the Bookmark. Click the plus sign at the top of each page to add a bookmark. So maybe you really like an image, you could bookmark that page. Leave the text that it autofills if you’d like, or you can edit it, and add your bookmark.

Now that we’ve added some notes, highlights, and bookmarks, let’s see where we can find them if we come back to this book in the future. Obviously the first place to find them would be right on the page that you made the annotation, but if it’s a particularly long book or you don’t remember the page your annotation is on, you can find a list of your annotations under the “My Data” tab. You’ll see both the Sticky Note that we made and the note that we attached to our Highlight here under “Notes.” The reason the Highlight does not show up under “Highlights” is because we added text to it. If we were to just highlight without adding a note, it would appear here, under “Highlights.”

You may also notice that our Bookmark is not here under the “My Data” tab. You can find your Bookmarks in the tab above, called “Table of Contents and Bookmarks.” And you can see, there’s our Bookmark there. These menus aren’t just a list of our annotations, you can actually click and jump to those pages from the menus as well. So if I wanted to jump to this Bookmark, I can just click and it will bring me straight to that page. Or if I want to find that Sticky Note that I made, I can click here and it will take me to that page.

To delete an annotation, click the trash can button.

Every World Book eBook will have the same annotation tools available, but for our World Classics collection, it looks a little bit different. I’m going to show you a World Classics book that I’ve done a lot of annotations in, which is “Great Expectations.”

So you’ll notice for the World Classics, those annotation tools we were using in the “Giraffes” book are not there on the side. However, we can still annotate this book. I’ll show you some of the ones that I’ve done. So, just like in the “Giraffes” book, you can highlight the text and add a color for your highlighter, and you can add text. Unlike the “Giraffe” book, it won’t show up as a square with a “T” in it, but you can click on that highlight and find your note within there.

So there’s a lot of opportunity here to color-code with different annotations, add notes, and again, just like in the “Giraffes” book, you can find all of your annotations under that “My Data” tab. So anything that you simply highlight without adding a note will go under “Highlights.” And highlights that you add notes to will go under the “Notes” tab. Unfortunately on the World Classics, you can’t add post-it notes, but adding the notes to the highlights acts very similarly to the post-it note.