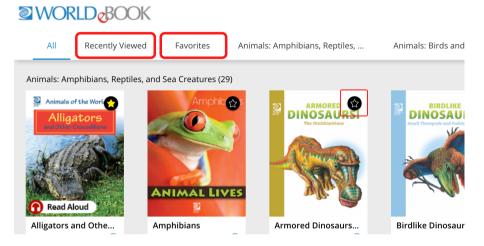


EBOOK BASICS

The *eBooks* online viewer offers multiple ways to navigate and several other interactive tools for the reader.

NAVIGATING THE HOMEPAGE



- Click on **Recently Viewed** to access titles viewed within the last 30 days
- Click on the **star** to add titles to your Favorites. Click on the **Favorites** tab to view titles you have starred and saved.



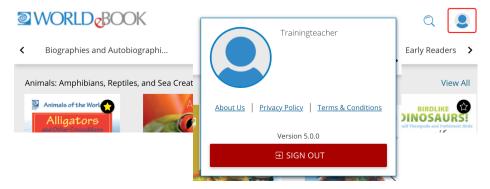
- If the book has read-aloud functionality, you'll see the **Read** Aloud icon on the cover.
- Click on the i icon to view more details about the book
 - From this pop-up window, you can copy the direct link to the eBook and download an accompanying guiz.



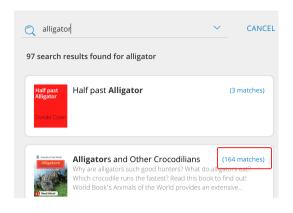


- Use the toolbar across the top to browse *eBooks* by **category**.
- Use the magnifying glass icon to search by keyword or narrow results using filters.

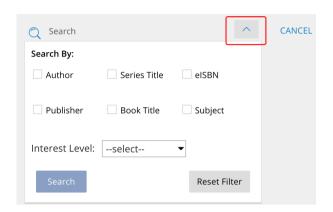
- eBooks has many personalization features that can enhance your experience.
- Log into your My World Book
 Account using the profile icon in
 the top-right corner of the page.



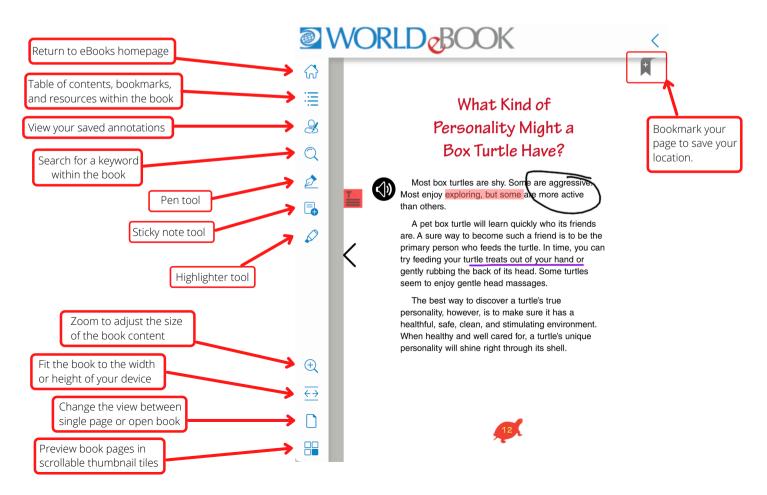
HOW TO SEARCH THE LIBRARY



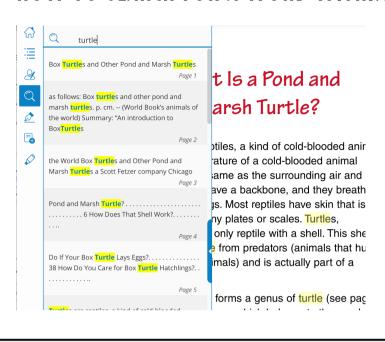
- 1. Click the **magnifying glass** on the homepage.
- 2. Type a keyword and press enter.
- 3. This will search the entire text of all books within the *eBooks* library and populate results.
- 4. The number of times the keyword appears within the book will be displayed on each search result as well.
- 5. You can also add filters by clicking the **arrow** next to the search bar.
- 6. Select your desired filters.
- 7. Click **search.** This searches the entire eBooks library for matching books and narrows down the existing search results.



NAVIGATING THE ONLINE VIEWER



HOW TO SEARCH FOR A WORD WITHIN A BOOK



- 1. Click the **magnifying glass** in the tool bar.
- 2. Type your desired keyword in the search bar and press enter.
- 3. This searches the entire book for the keyword and displays a list of locations where the word appears within the book.
- 4. Search results show a preview of the text and page number within the book. Click on a result to jump to that specific page in the book.
- 5. The keyword will be highlighted on the page so it is easy to spot.

HOW TO ANNOTATE AN EBOOK

