BPP eBooks
(Hosted by VitalSource Bookshelf)

BPP's eBooks hosted by VitalSource Bookshelf offer an intuitive interface, enabling you to search, bookmark, highlight and annotate the contents of your eBooks. In addition, you can create your own revision flashcards, download an eReader App which provides offline functionality across all your devices, and activate the 'read aloud' function so you can listen to your eBook as well as read it.

This document outlines all you need to know about how to access and use your eBook.

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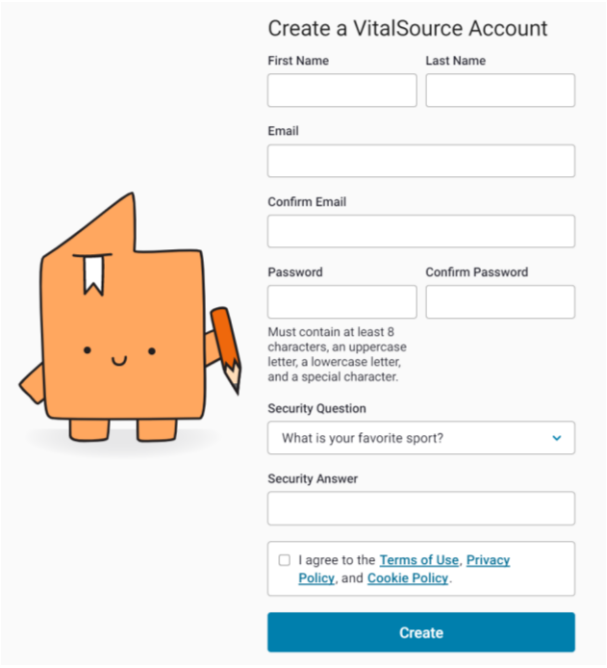
How do I access my eBook?

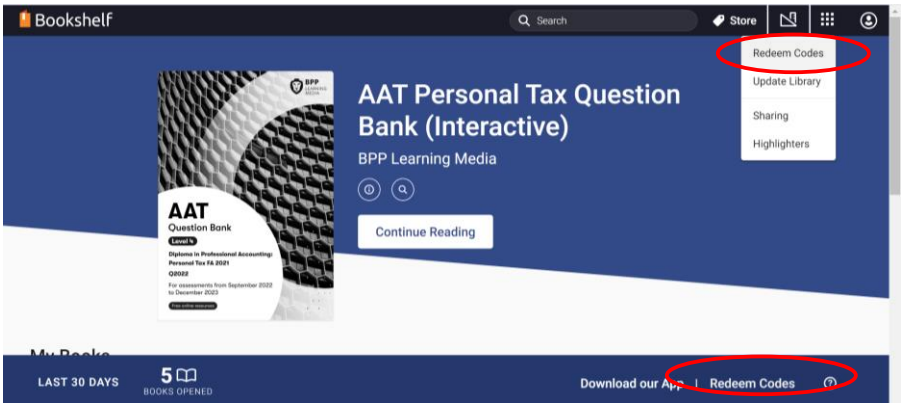
1. Go to **online.vitalsource.com**
2. Register (first time only) and confirm your email address, or login to your existing VitalSource account .

   Create an account:

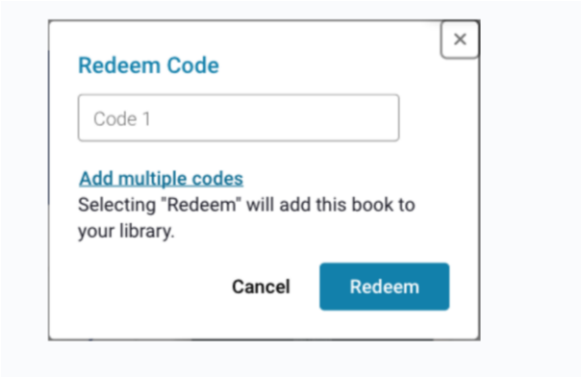


   OR sign in:

3. Select ‘Redeem Codes’ from the homepage



Add your redemption code provided to you in the “Redeem code” box and click Redeem. To redeem multiple codes, click the Add multiple codes button.



Your library will update with your new eBook(s) - note this may take a few minutes to refresh.

Note: You can manually update your bookshelf by clicking on Tools > Update Library.

Tap on a book cover to read it.

How do I download the VitalSource 'Bookshelf' Desktop App and Mobile App?

Your eBooks are available on the VitalSource bookshelf using the VitalSource Desktop App for laptops, or the VitalSource Mobile App for tablets and smartphones. These Apps allow you to access your content on the go, anywhere, anytime, and download your eBooks for offline viewing.

Simply search for 'Bookshelf' in your App Store, or scan the QR code below:

VitalSource eBook features (Click to jump to relevant section)

Our new eBooks come with a range of market-leading features. This user document provides a description of, and instructions to use, each of the following features.

- Bookmarking
- Citation
- Flashcards
- Margin notes
- 'More options' section
- Note-taking
- Page Navigation
- Read aloud
- Reader display preferences
- Reader highlighter preferences
- Search
- Table of content view
- Workbook

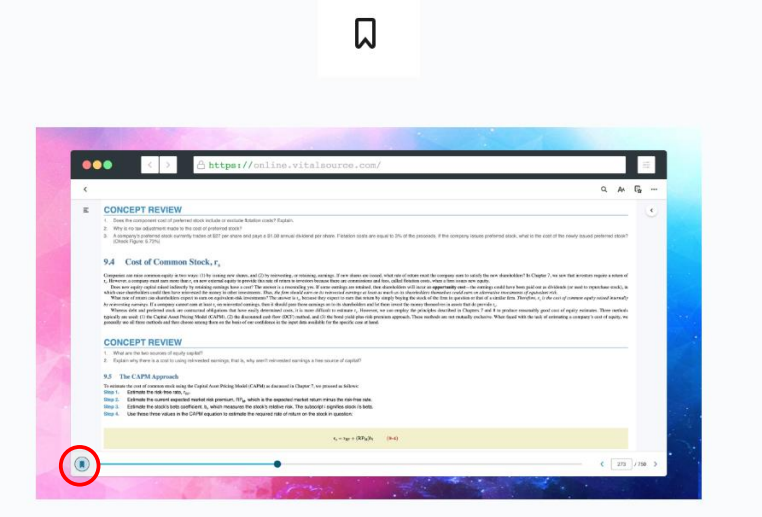
To watch a short video on the features of our eBooks click here, or click on each of the links below to view more details about each feature:

Features:

Bookmarking

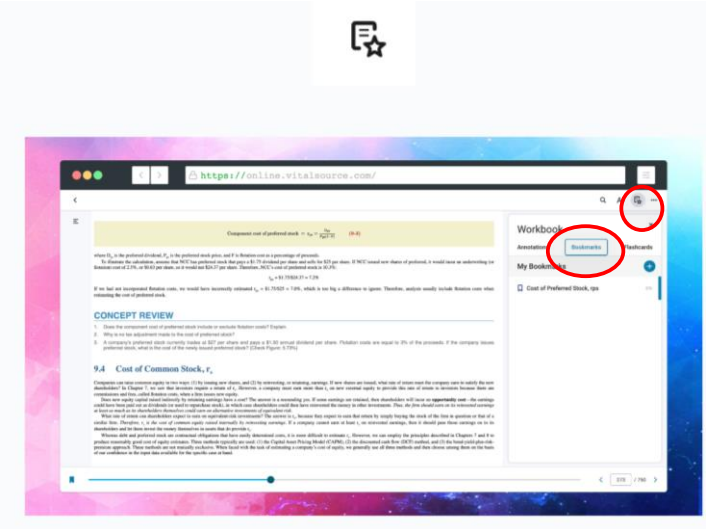
QUESTION: CAN I BOOKMARK A PAGE IN A BOOKSHELF EBOOK?

An eBook page can be Bookmarked using the following icon in any eBook or using the '+' icon in the Bookmarks Workbook section of an eBook.



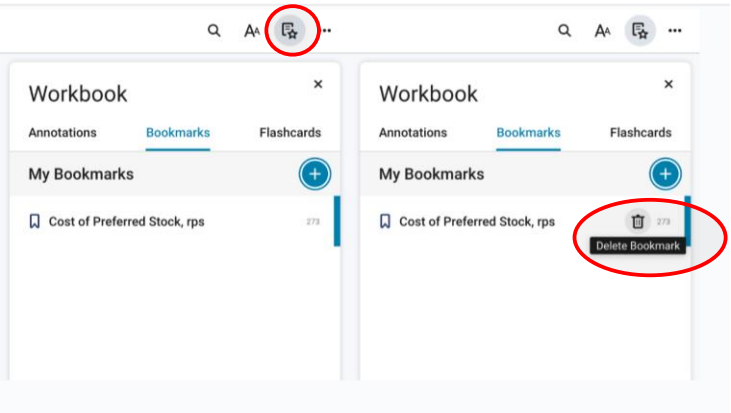
QUESTION: HOW DO I VIEW MY EBOOK BOOKMARKS?

To view your Bookmarks, use the following icon to open the Workbook. Then select the Bookmark tab to see the page/s you have Bookmarked in your My Bookmarks section. Selecting the Bookmark will take you to the page bookmarked.



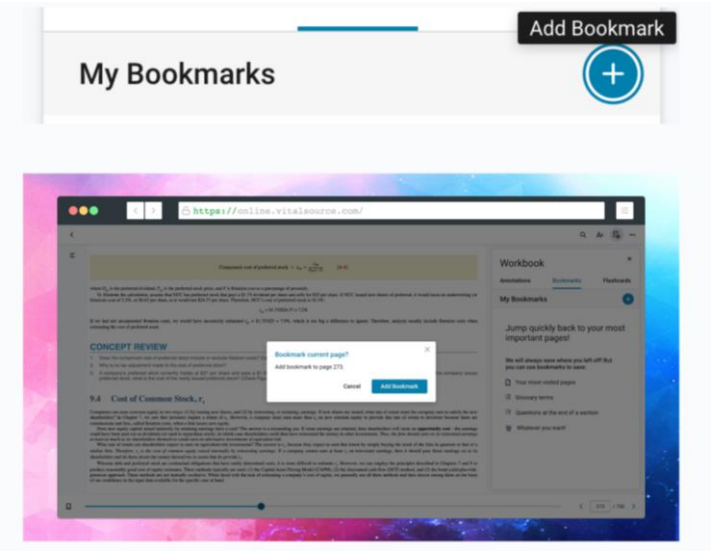
QUESTION: HOW DO I REMOVE AN EBOOK BOOKMARK?

From the Bookmarks Workbook section of your eBook locate the Bookmark you would like to remove in the My Bookmarks section, hover over the Bookmark and a delete icon (a trashcan) will appear. Click on the trashcan to remove the Bookmark.



QUESTION: HOW DO I ADD A BOOKMARK IN THE EBOOK WORKBOOK?

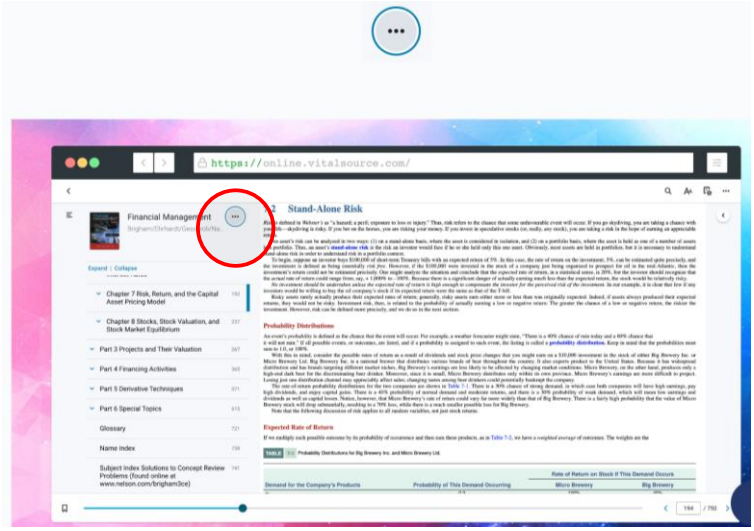
Use the '+' icon to the right of the My Bookmarks title to add a Bookmark of the page you are currently reading.



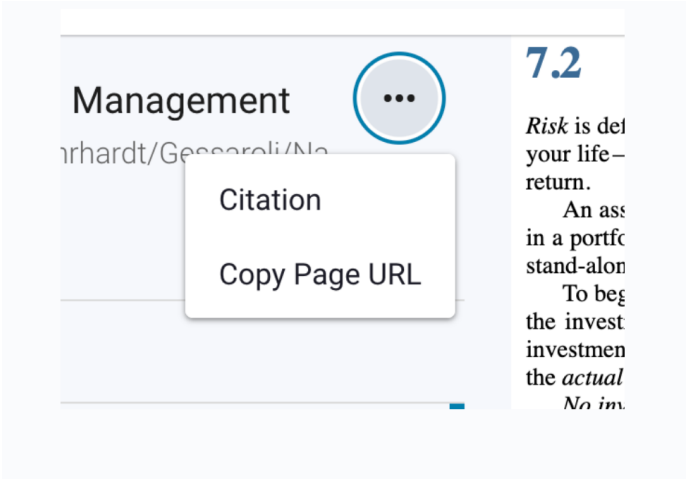
Citation

QUESTION: HOW DO I CREATE A CITATION IN AN EBOOK IN BOOKSHELF?

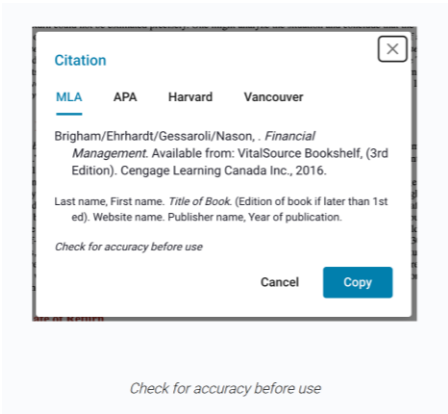
The Citation function is within the **Table of Content**'s view an eBook in Bookshelf. Select the following icon when the **Table of Content** is open.



That will show the following menu.



Selecting Citation will give you the following options.



Flashcards

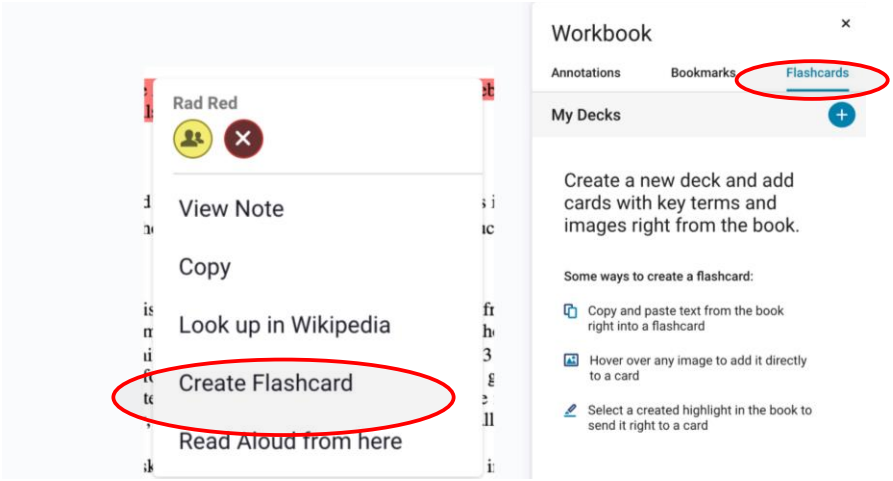
QUESTION: WHAT ARE FLASHCARDS?

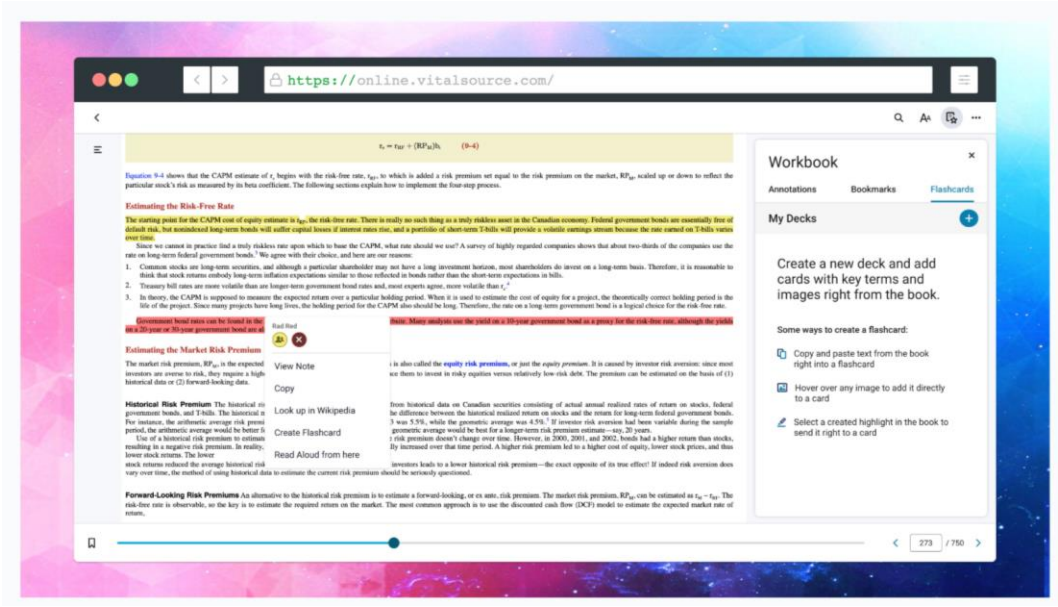
Flashcards are a study tool built into Bookshelf. They have a front and back, will shuffle, and allow you to notate if you know the information on the card or not.

QUESTION: HOW DO I CREATE FLASHCARDS?

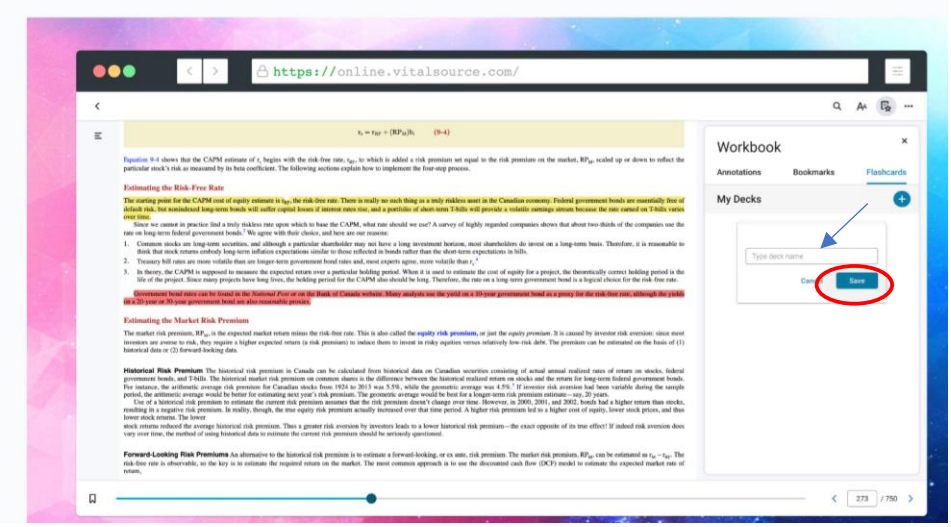
You can create Flashcards in two different ways.

1. Select a **Highlight** and use the 'Create Flashcard' option, or
2. Open the **WorkBook**, select 'Flashcards', and use the '+' icon to add a Flashcard.

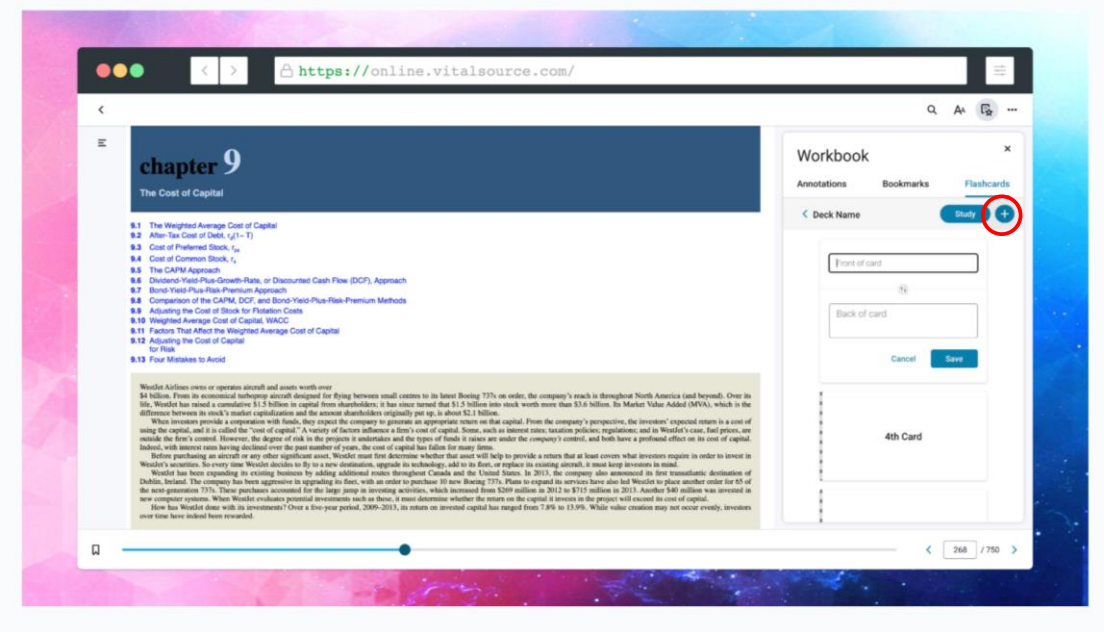




Next, add a deck name and select 'Save'.

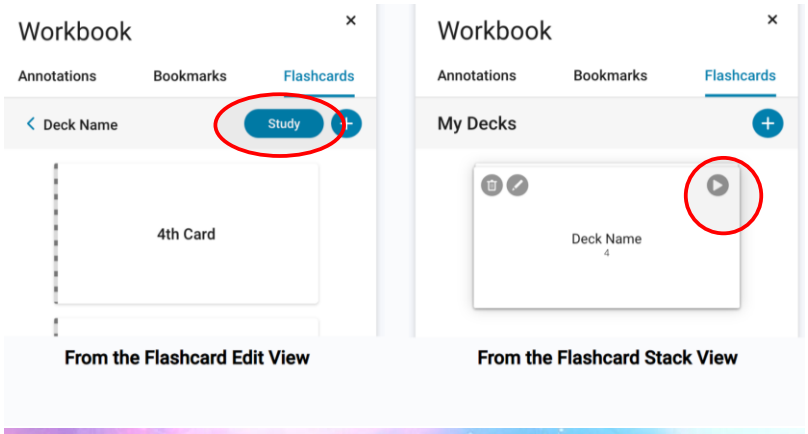


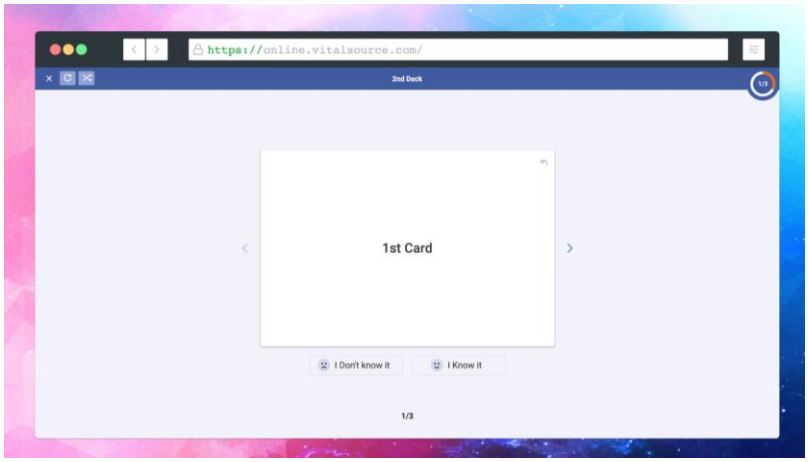
Then use the '+' icon to add cards to the deck, adding the information you would like to study.



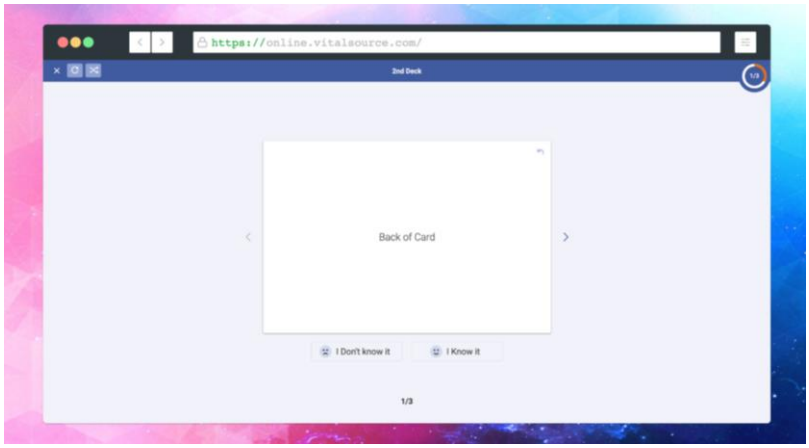
QUESTION: HOW DO I USE FLASHCARDS?

Once you have created a deck, you can use the 'Study' option or select the 'play' button from in or outside of the deck views.



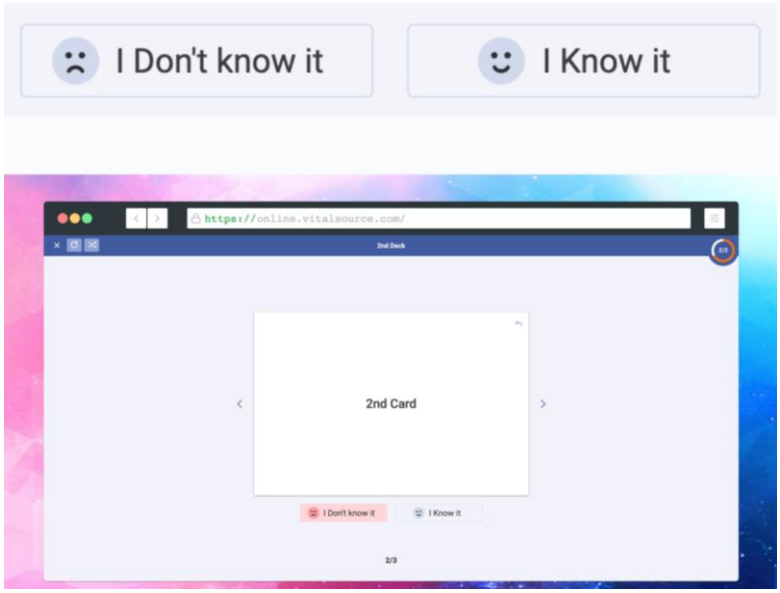


Clicking/tapping on a card face will reveal the back of the card.

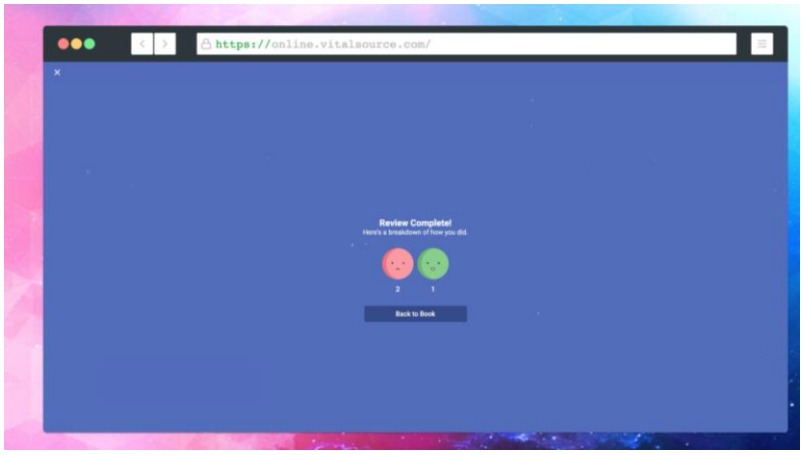


Close the Deck by selecting the 'X',. Restart by selecting the circled arrow or shuffle the deck using the crisscrossed arrows icons.

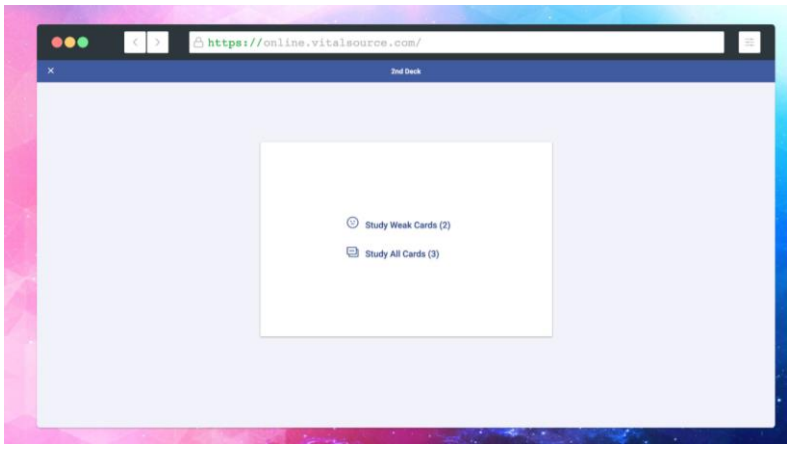
You can keep track of what you have retained, and what you still need to retain while studying the Flashcards by selecting the 'I Don't know it' or 'I Know it' options.



At the end of the Deck review, you will get results regarding your retention of the material.

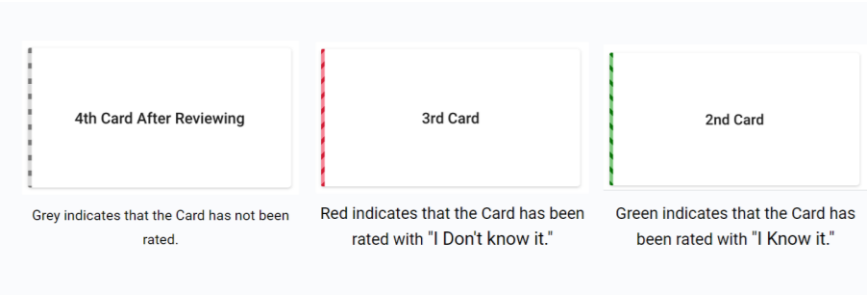


When you go back into the Deck, you will have options for studying the previously reviewed cards when you have rated your knowledge.



QUESTION: WHY DOES EACH OF THE CARDS IN MY FLASHCARD DECK HAVE A DIFFERENT COLOUR?

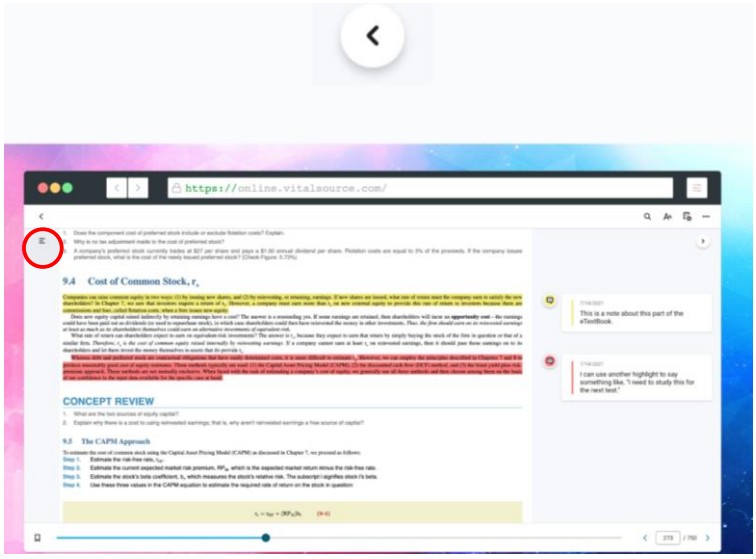
You can tell if you know the material or not by the colour of the left side of the Flashcard when viewed in the Deck.



Margin notes

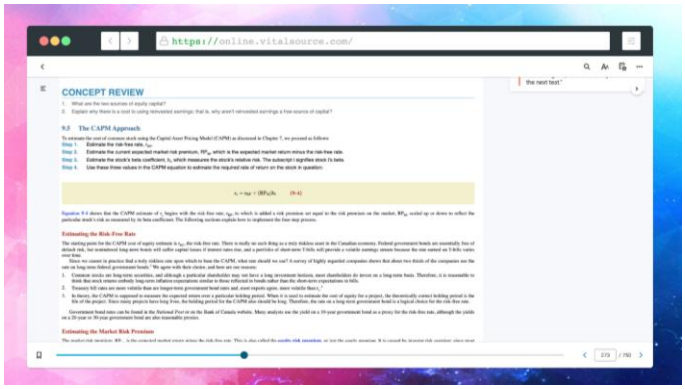
QUESTION: WHAT IS AN EBOOK'S MARGIN NOTES?

The following icon opens the current viewed section's Margin Notes. These are the notes you make when **Highlighting** your eBook.



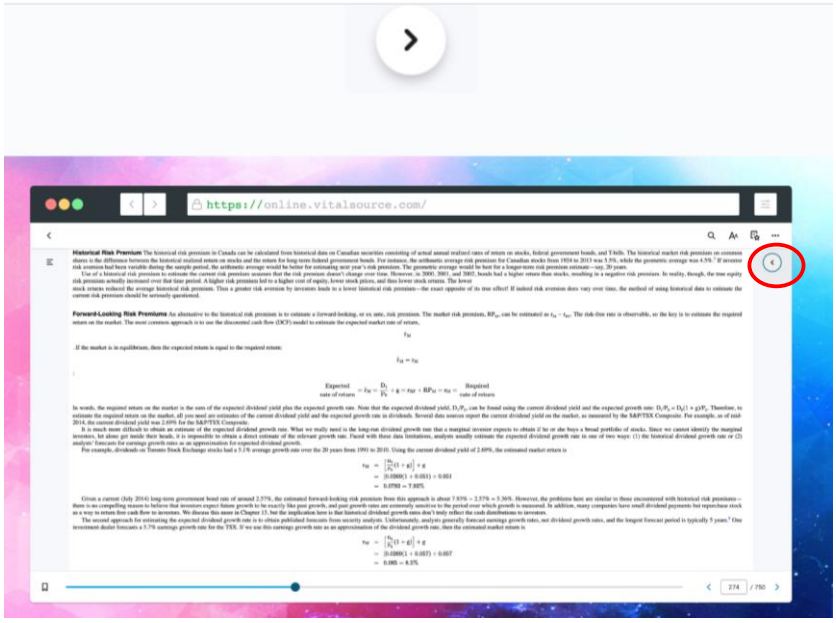
QUESTION: WHY DO MY MARGIN NOTES GO AWAY WHEN I CHANGE PAGES IN MY EBOOK?

You will only see Notes for the current section of the eBook you are on. When there are no Notes created for the section of eBook, your Margin Notes will be empty.



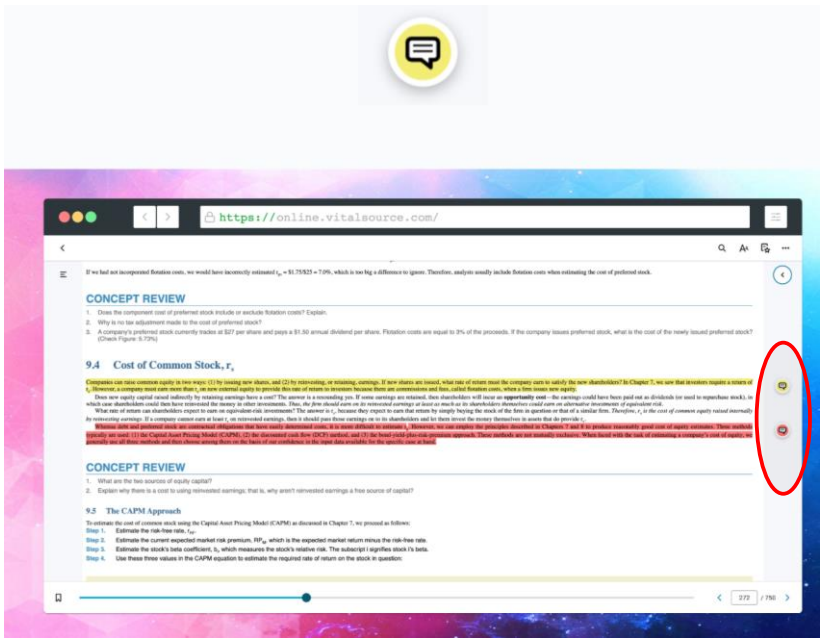
QUESTION: HOW DO I CLOSE THE MARGIN NOTES SECTION OF MY EBOOK?

You will use the following icon to close the Margin Notes section of your eBook.



QUESTION: HOW DO I KNOW IF I HAVE A NOTE(S) IN THIS SECTION OF THE EBOOK I AM IN?

You will see the icon below to the right of the text in your eBook. The icon's colour will depend on the colour of the Highlight used to create the Note. Selecting this icon will open the Margin Notes section as well.



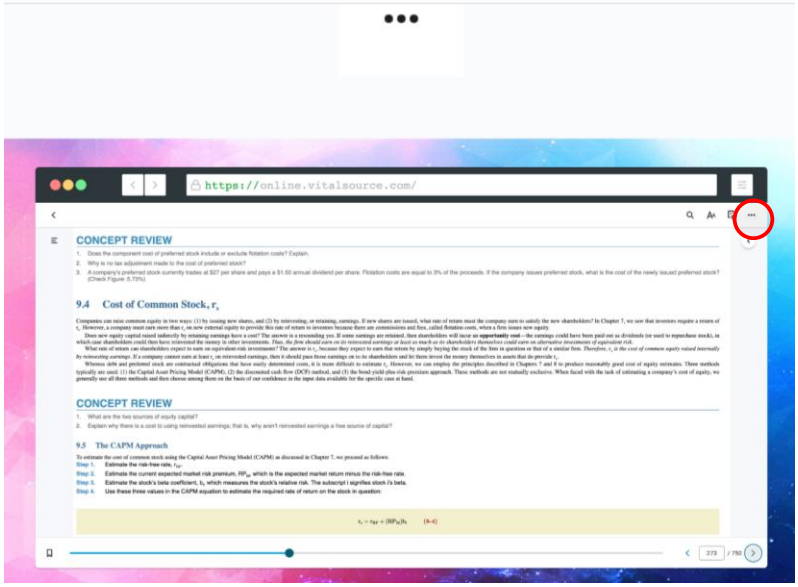
'More options' section

QUESTION: WHAT IS THE MORE OPTIONS SECTION OF MY EBOOK?

Read Aloud, Help, and My Account options are within the More Options menu.

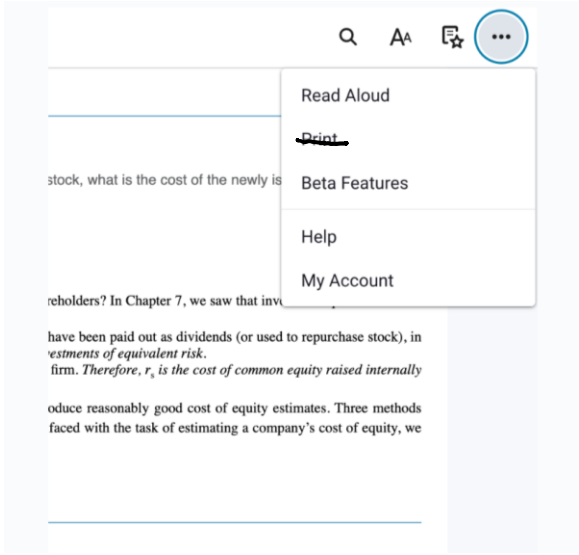
QUESTION: HOW DO I ACCESS MORE OPTIONS IN MY EBOOK?

You will select the icon below to open More Options.



WHAT ARE THE OPTIONS WITHIN THE MORE OPTIONS MENU?

In the More Options menu, you will find the Read Aloud, Help, and My Account links.

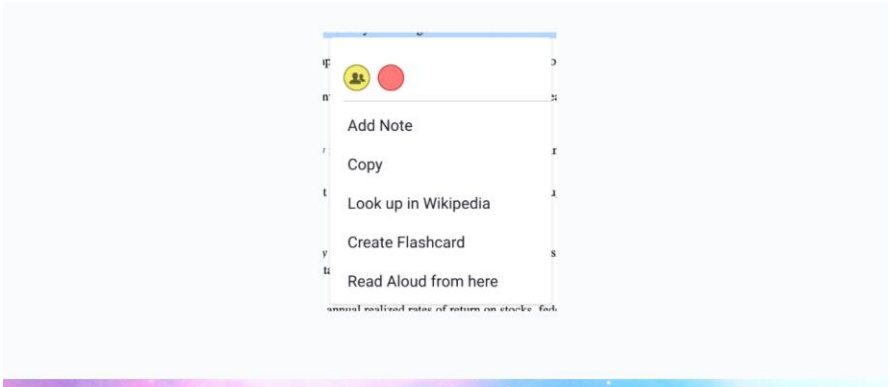


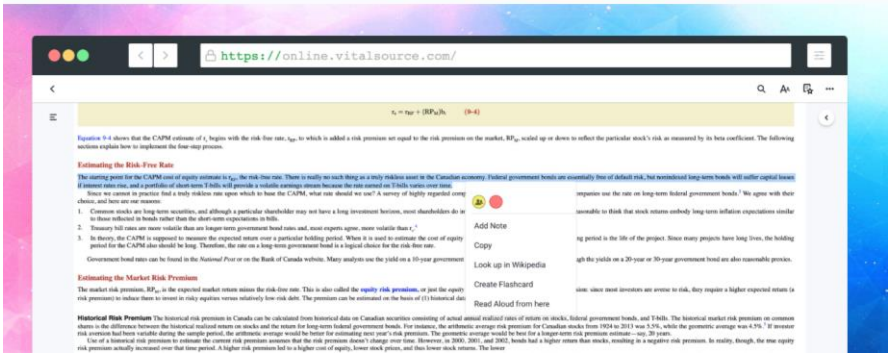
Note-taking

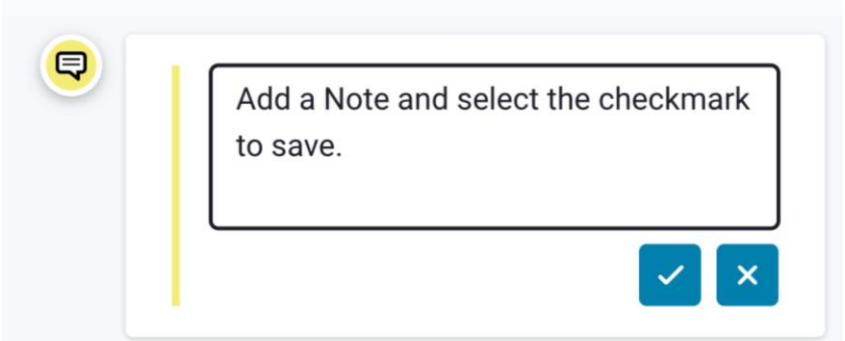
QUESTION: HOW DO I TAKE NOTES IN MY BOOKSHELF EBOOK?

Anytime you select text to create a Highlight, you will be presented with the following menu unless you have turned on Fast Highlighting. You then can select 'Add Note'.

Creating a note this way will create the Note with the first Highlighter shown at the top of the menu.





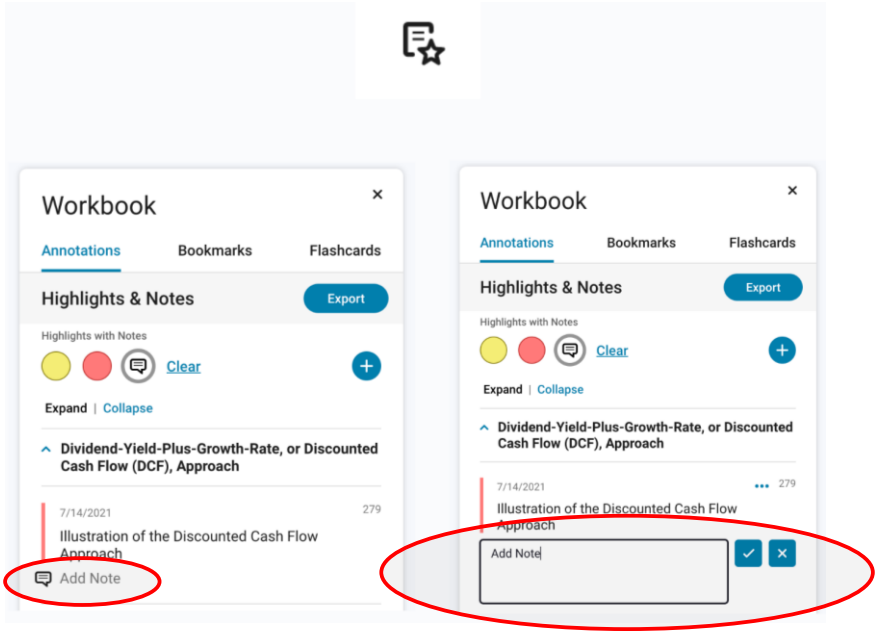


The 'Add Note' feature allows you to add your own study comments to the learning material. Once you have created a Note, the content of your note becomes part of the eBook's searchable content, and you can also view a summary of your Notes using the Workbook feature. Clicking on a Note or Highlight in the Workbook will take you to the page of the eBook where the note was created.

QUESTION: CAN I ADD A NOTE TO AN ALREADY CREATED HIGHLIGHT?

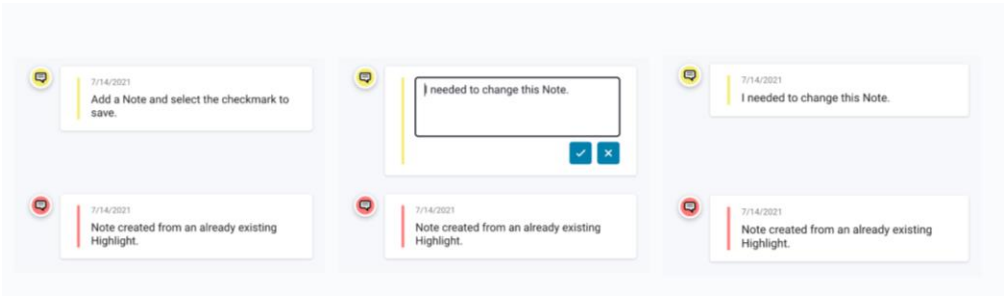
You can select the highlight you want to add a note to and then select 'Add Note' in the menu.

You can also add a Note from the **Workbook**.



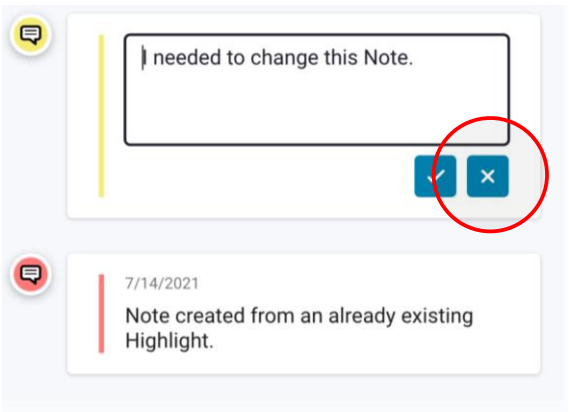
QUESTION: CAN I CHANGE A NOTE?

You change a Note by clicking on the content of the Note. That will open the Note and give you the option to change the text and save the changes by selecting the checkmark.



QUESTION: HOW DO I DELETE A NOTE?

When you click on a Note, you will be presented with an 'X' icon to delete the Note.

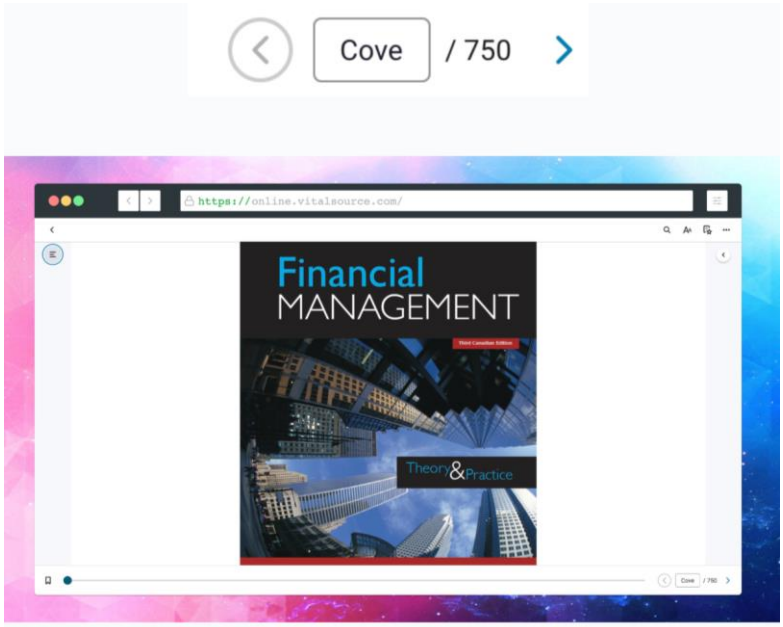


Page Navigation

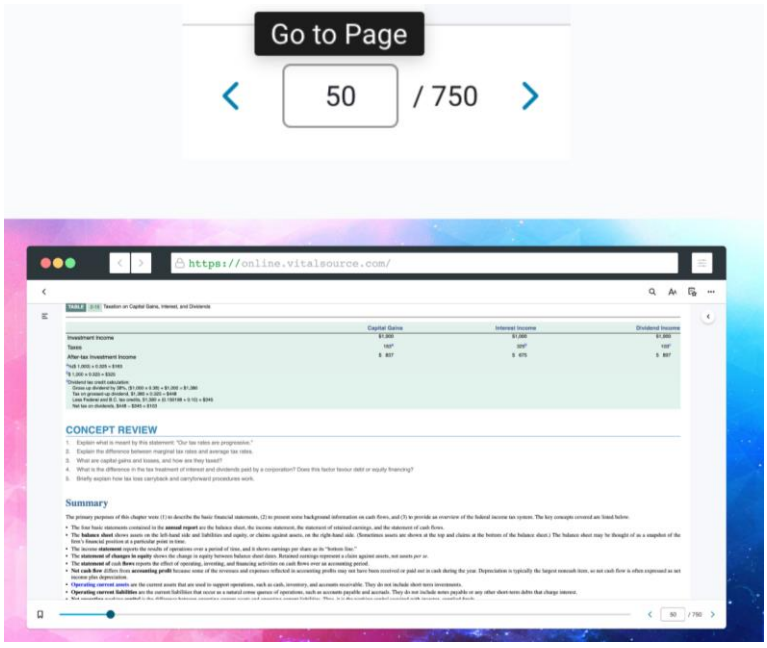
QUESTION: HOW DO I NAVIGATE PAGES IN A BOOKSHELF EBOOK?

Turning the page or navigating to a particular page in an eBook can be accomplished in a few ways.

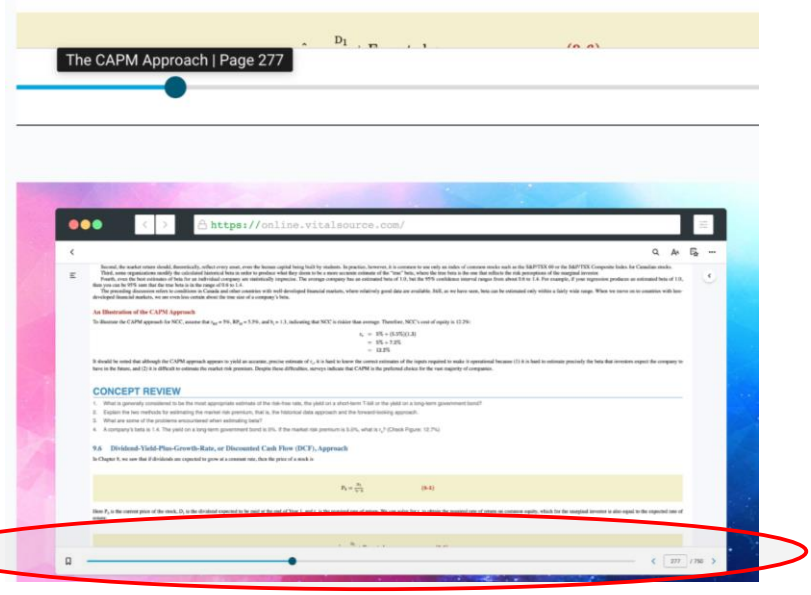
1. You can turn the pages of an eBook as you would a paper version by clicking or tapping on the Previous and Next icons.



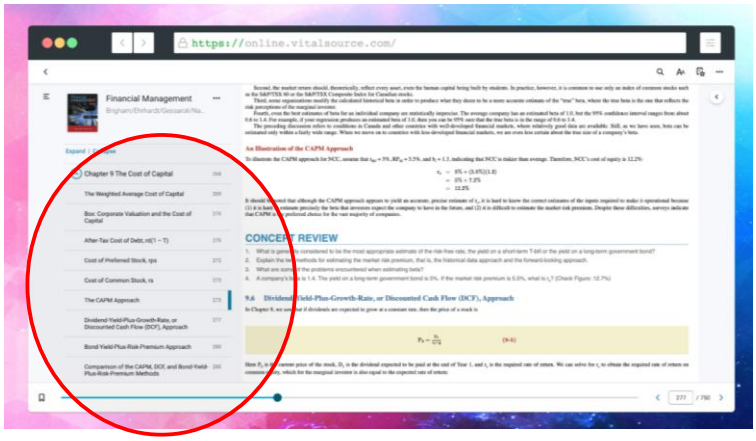
2. Or you can type the page number you need to navigate into the 'Go to Page' section of the page navigation area of Bookshelf and use the Return key.



3. You can also control the page navigation through the movement of the Page Navigation icon.



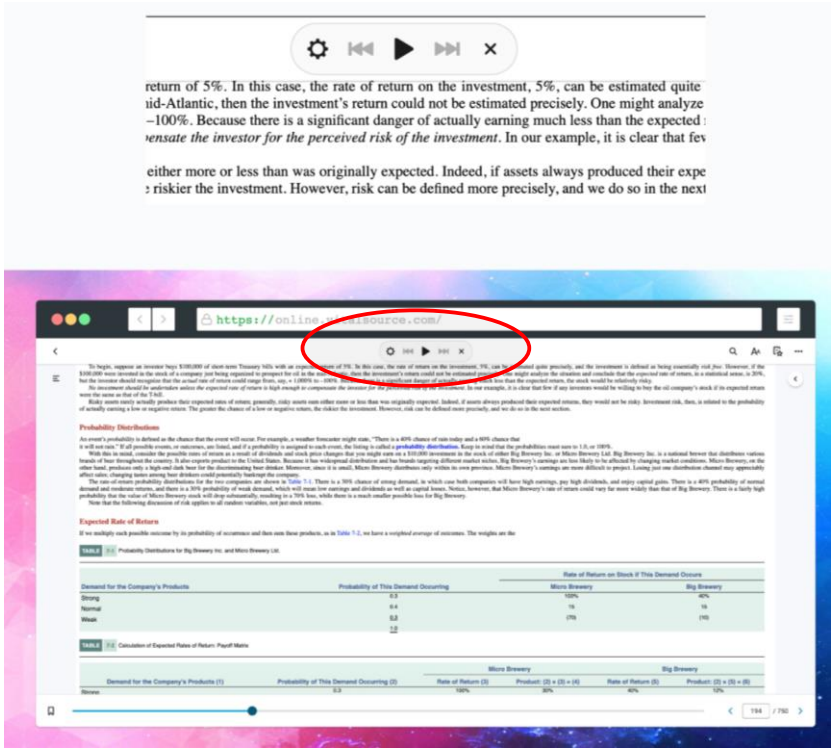
4. The **Table of Content** view also gives you the ability to navigate by page. Please visit the **Table of Content** article for more details.



Read aloud

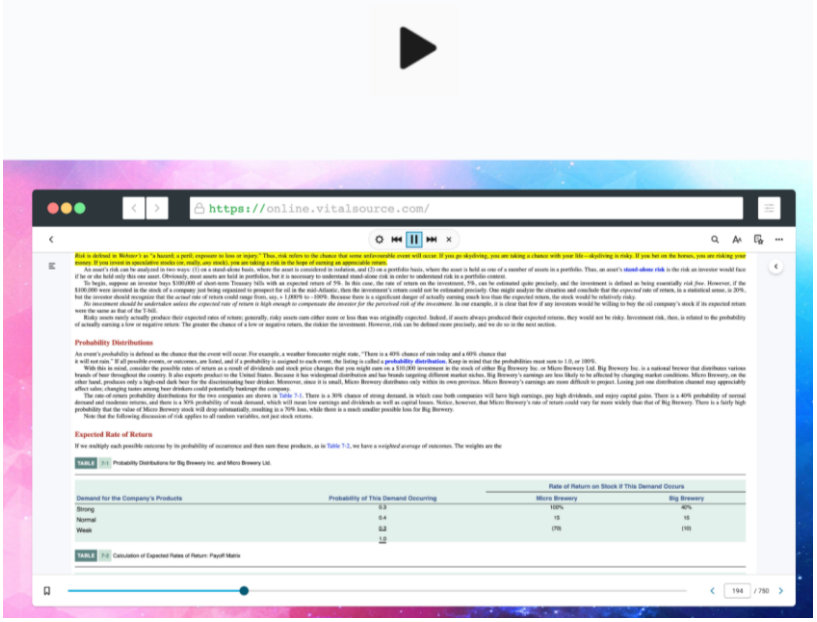
QUESTION: CAN I HAVE THE EBOOK READ ALOUD TO ME?

Bookshelf has a Read Aloud function that is located in the **More Options** section of the eBook.



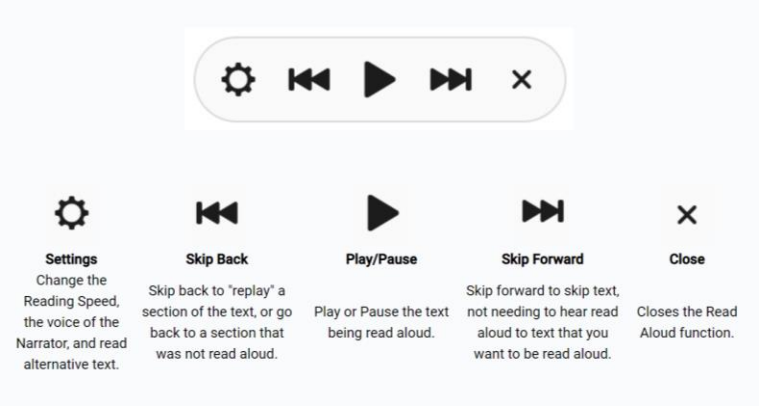
QUESTION: HOW DO I HAVE THE EBOOK READ ALOUD TO ME?

Once the Read Aloud function is opened through the **More Options** section of the eBook, you can have the book read aloud under the default settings by using the play icon as shown below. Once you have selected the play icon, you will see the text being read aloud in yellow, and the play icon will become a pause icon.



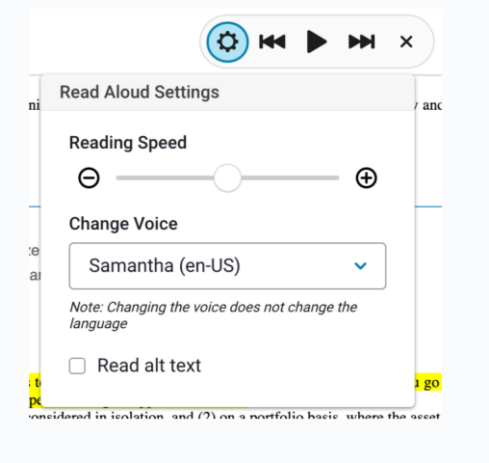
QUESTION: HOW DO I USE THE READ ALOUD FUNCTIONS?

The following is the Read Aloud menu. It includes the following functions: Settings, Skip Back, Play/Pause, Skip Forward, and Close.



QUESTION: HOW DO I USE THE OPTIONS IN SETTINGS?

Reading Speed can be changed on a sliding scale, you can select the '-' or '+' icons to slow or speed up the reading speed of the narrator. Or use the icon that allows you to manipulate the sliding scale control of the Reading Speed.



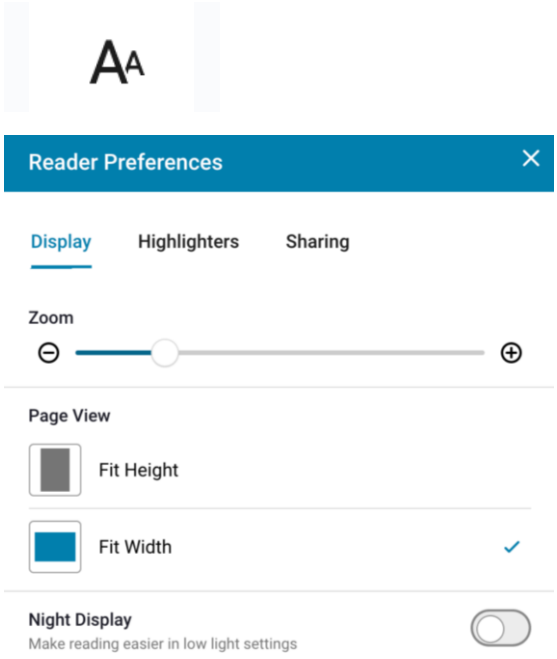
Reader display preferences

QUESTION: HOW DO I CHANGE THE WAY THE EBOOK DISPLAYS IN BOOKSHELF?

Each eBook has Reader Preferences that allow you to manipulate the eBook's text and overall look of the eBook. In addition, it allows you to change the Highlighter options and share them or follow other's Highlights.

QUESTION: HOW DO I GET TO THE READER DISPLAY PREFERENCES IN AN EBOOK?

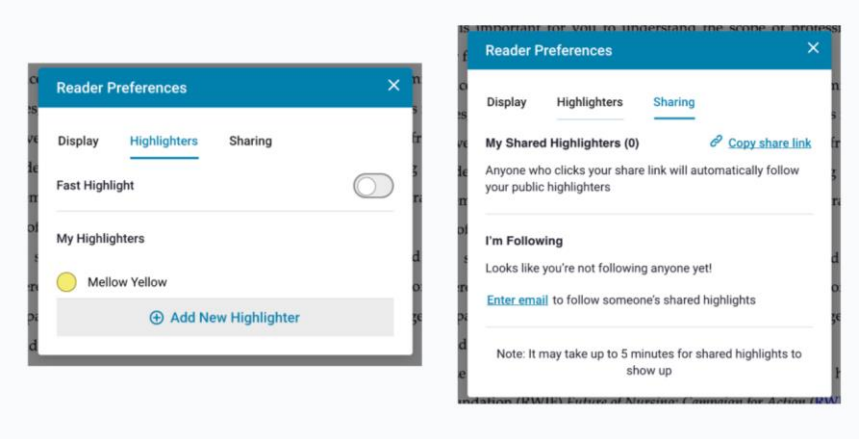
Select the following icon to open the Reader Preferences in an eBook and verify that 'Display' is underlined.



Reader highlighter preferences

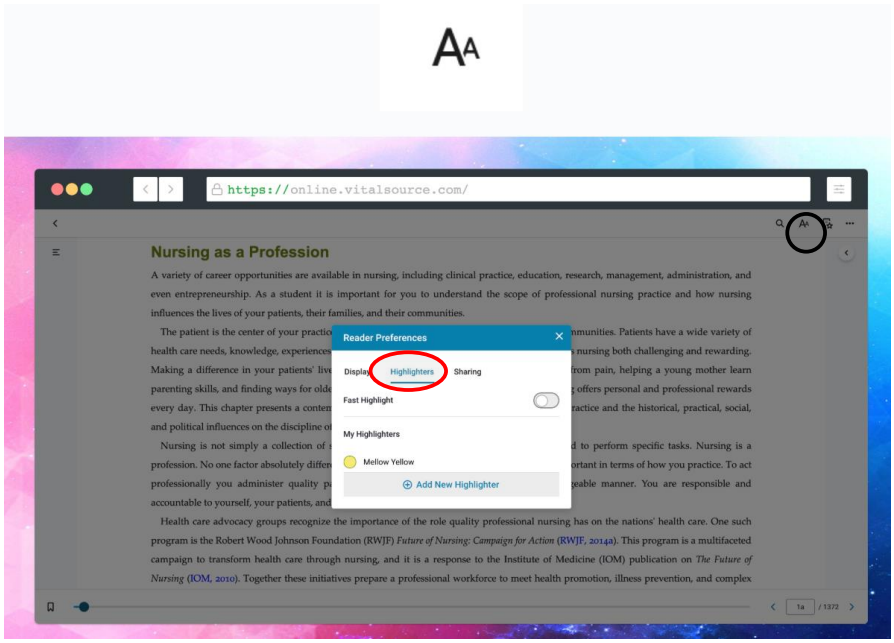
QUESTION: HOW DO I CHANGE HIGHLIGHTER SETTINGS IN BOOKSHELF, AND WHAT ARE THEY?

The Highlighter settings are within the Reader Preferences of an eBook view. There you can turn on or off Fast Highlight, add or remove a highlighter from your My Highlighters list, manage your Shared Highlighters or the highlights you may be following, or enter an email to follow someone's shared highlights.



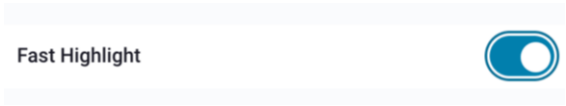
QUESTION: HOW DO I GET TO THE READER HIGHLIGHTERS PREFERENCES IN AN EBOOK?

Select the following icon to open the Reader Preferences in an eBook and verify that 'Highlighters' is underlined.



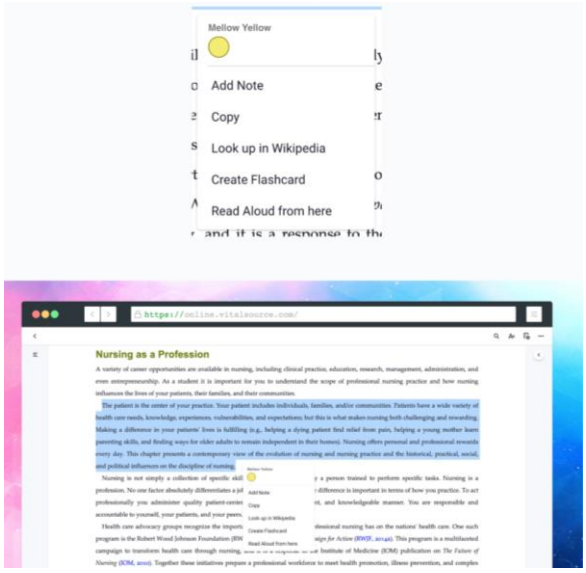
WHAT IS FAST HIGHLIGHT?

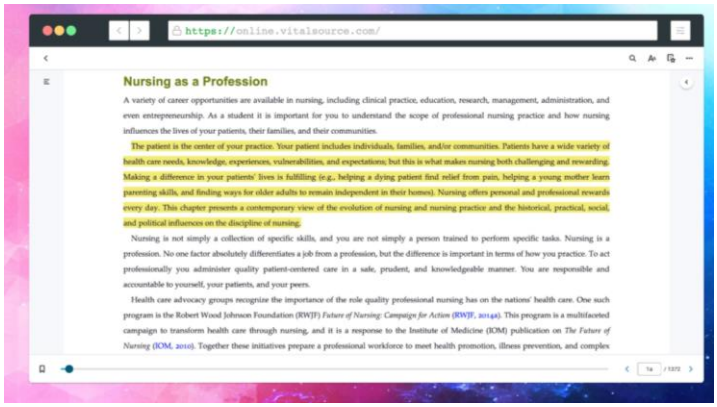
When Fast Highlight is 'on', as shown below, it will allow you to quickly highlight a section of text using the last highlighter used.



QUESTION: HOW DO I HIGHLIGHT TEXT IN AN EBOOK IN BOOKSHELF?

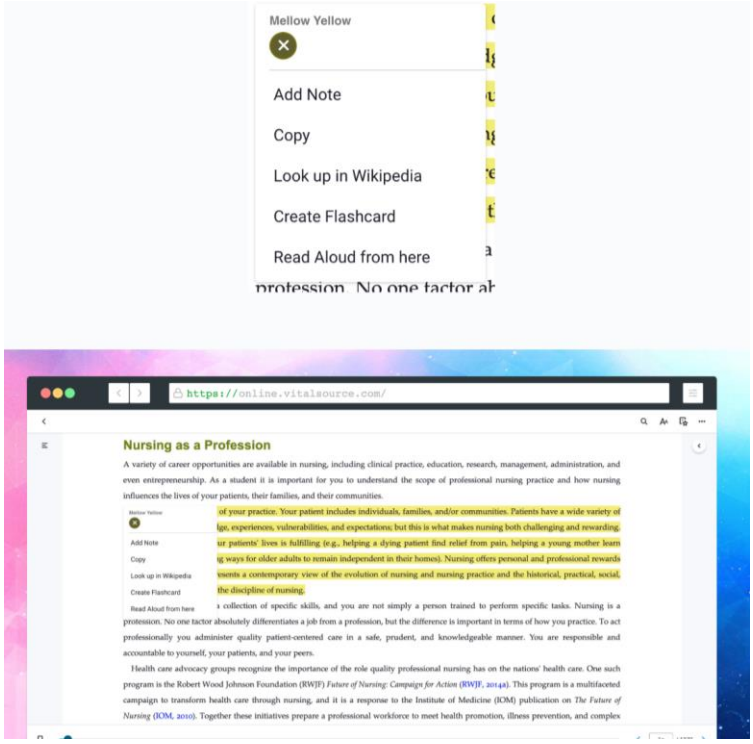
To highlight text, select the text you would like highlighted by holding the cursor while selecting the text and releasing it. This action will bring up a Highlighter Option menu. If you have more than one highlighter available, they will be listed. Selecting the highlighter will highlight the text.





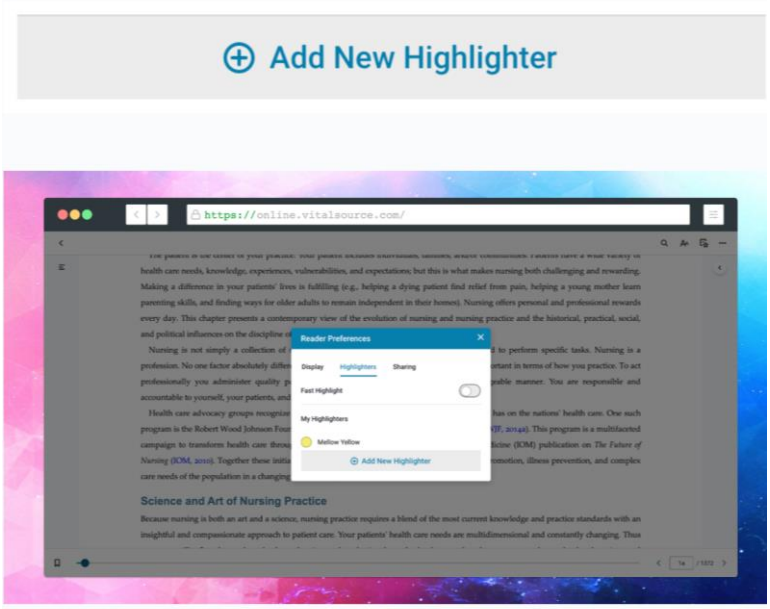
QUESTION: HOW DO I REMOVE A HIGHLIGHT?

Click/Tap on the highlight you would like to remove, a menu will pop up, click/tap on the 'x' within the highlight you want to remove.

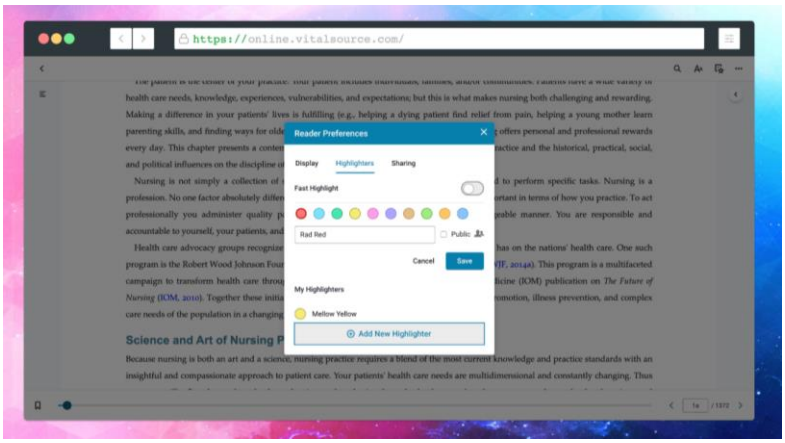


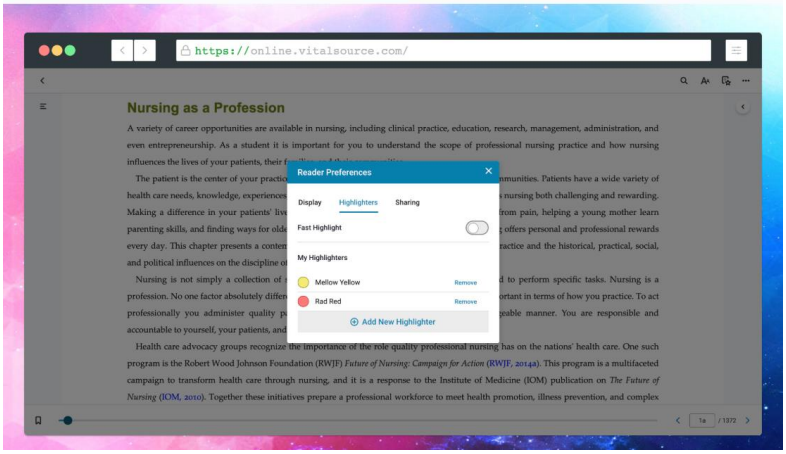
QUESTION: HOW DO I ADD HIGHLIGHTERS TO THE LIST OF MY HIGHLIGHTERS?

In the Highlighters section of any eBook's Reader Preferences, there is an 'Add New Highlighter' option. After you click/tap on that option, you will be given an option to select a colour and update the default name of the highlighter. You will also have the option to make the highlighter public. Finally, selecting 'Save' will add this highlighter to your 'My Highlighters' list.


Add New Highlighter

https://online.vitalsource.com/
Reader Preferences
Display
Highlighters
Sharing
Fast Highlight
My Highlighters
Mellow Yellow
Add New Highlighter
Science and Art of Nursing Practice

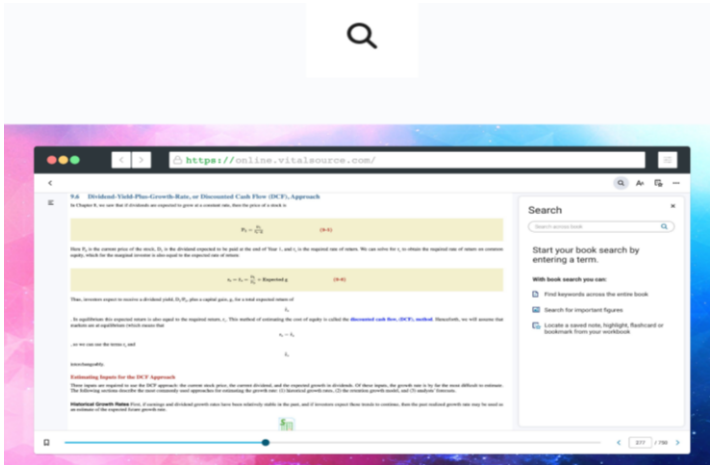

https://online.vitalsource.com/
Reader Preferences
Display
Highlighters
Sharing
Fast Highlight
Rad Red
Public
Cancel
Save
My Highlighters
Mellow Yellow
Add New Highlighter


https://online.vitalsource.com/
Nursing as a Profession
Reader Preferences
Display
Highlighters
Sharing
Fast Highlight
My Highlighters
Mellow Yellow
Remove
Rad Red
Remove
Add New Highlighter

Search

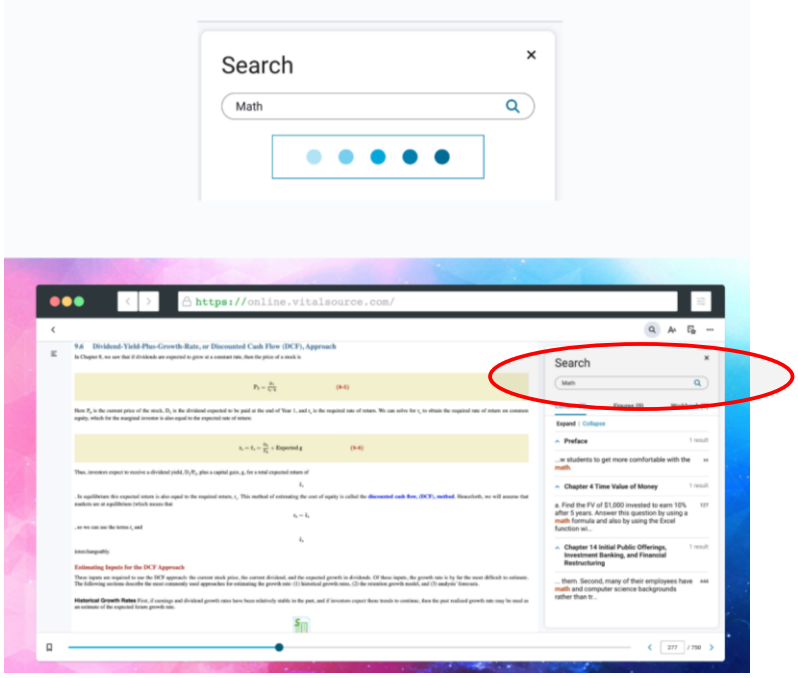
QUESTION: HOW DO I SEARCH IN AN EBOOK IN BOOKSHELF?

You can search by word or phrase by selecting the icon shown below and entering the word or phrase.



QUESTION: HOW DO YOU SEARCH ACROSS THE BOOK BY WORD?

Type the word you would like to locate in the search window and use the return key on your keyboard to prompt Bookshelf to search the word.



QUESTION: HOW DO YOU SEARCH ACROSS THE BOOK BY PHRASE?

Type the phrase you would like to locate in the search window and use the return key on your keyboard to prompt Bookshelf to search the word. Search results are categorized as Content, Figures, and Workbook.

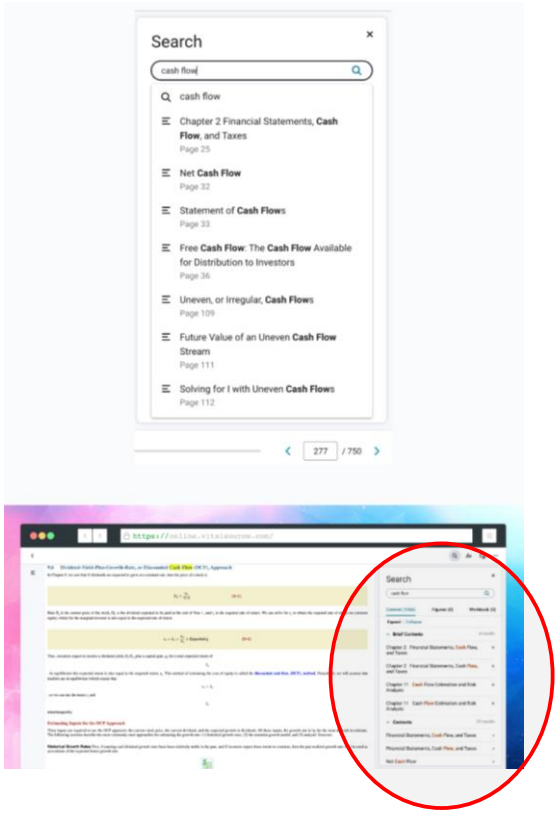


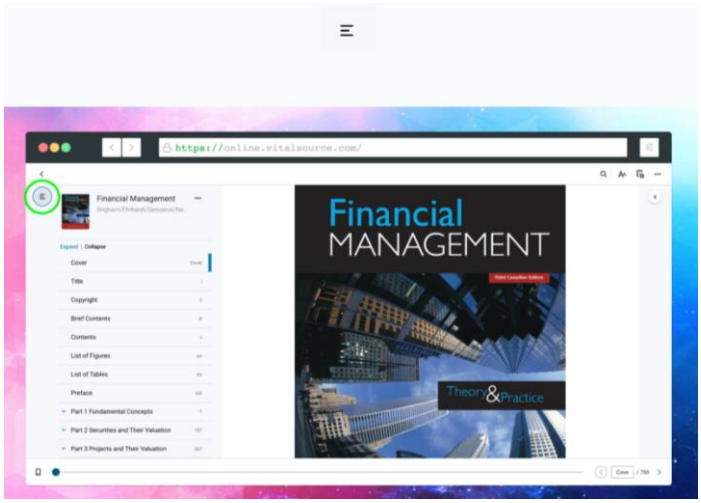
Table of content view

QUESTION: WHAT IS THE TABLE OF CONTENTS VIEW?

The Table of Content view gives you the option to navigate your eBook by chapter/section.

QUESTION: HOW DO I OPEN THE TABLE OF CONTENT VIEW?

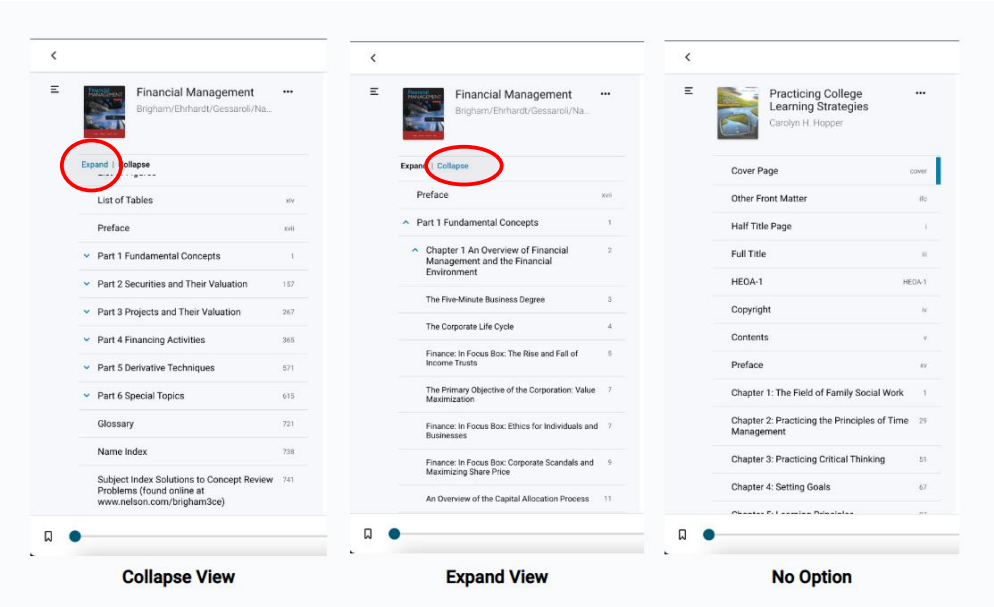
Select the icon shown below to open or close the Table of Content view.



QUESTION: HOW DO I COLLAPSE AND EXPAND THE TABLE OF CONTENT VIEW?

The default view of the Table of Contents view is in Collapse view. This view only shows the main chapters/sections of the eBook. If the eBook is in the 'Expand' view, click on 'Collapse' to collapse the content.

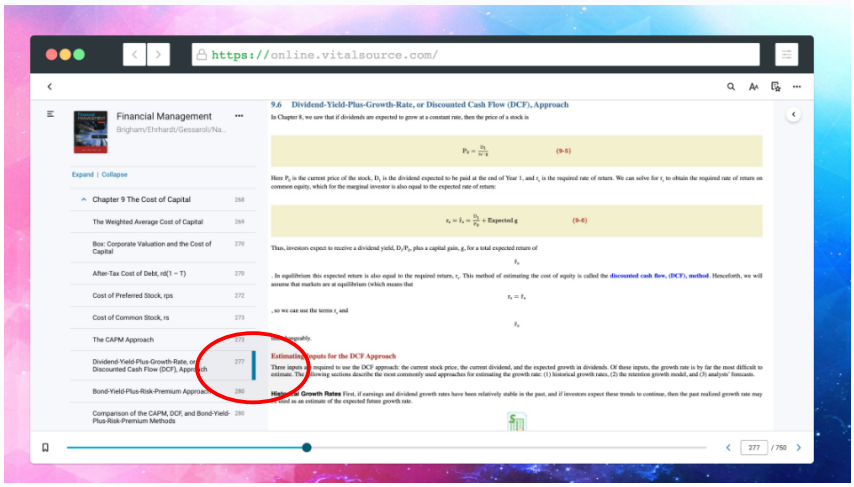
Selecting 'Expand' gives you a view of all sections within each chapter/section of the eBook. Note: not all eBooks will show the collapse option within the Table of Contents.



Collapse View **Expand View** **No Option**

QUESTION: HOW DO I KNOW WHERE I AM LOCATED IN THE EBOOK THROUGH THE TABLE OF CONTENT VIEW?

The blue bar to the right of the chapter/section/page indicates where the eBook has been navigated.



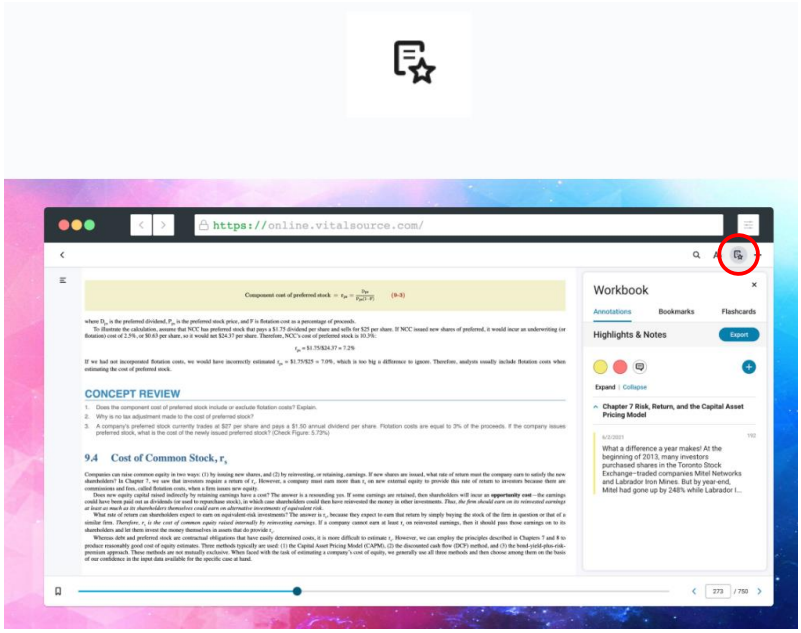
Workbook

What is the eBook Workbook?

The eBook Workbook features summarises your **Highlights**, Notes, **Bookmarks**, and Flashcards so you can locate these then click to the page where the highlight, note or bookmark was added.

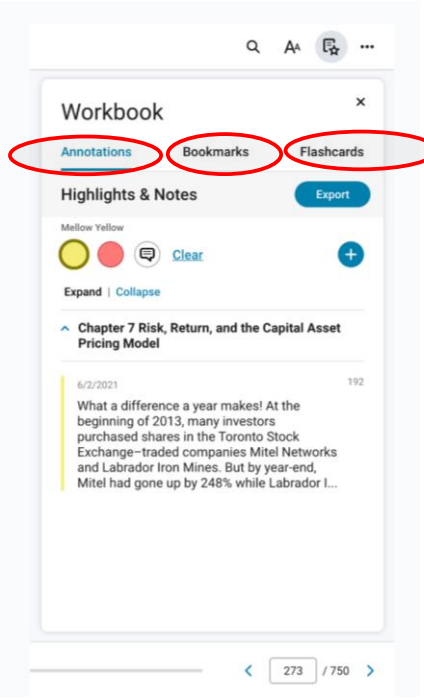
Question: How do I get to the eBook Workbook?

You will use the following icon to open up the Workbook.



QUESTION: WHAT ARE THE OPTIONS IN THE WORKBOOK?

Annotations (**Highlights** and Notes), **Bookmarks**, and Flashcards are within the Workbook of any eBook.



Other Features: please click on links below

Reader highlighter sharing preferences

Reader preferences

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1 April 2022

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