

Quick User's Guide for World Book eBooks

NAVIGATING THE HOME PAGE

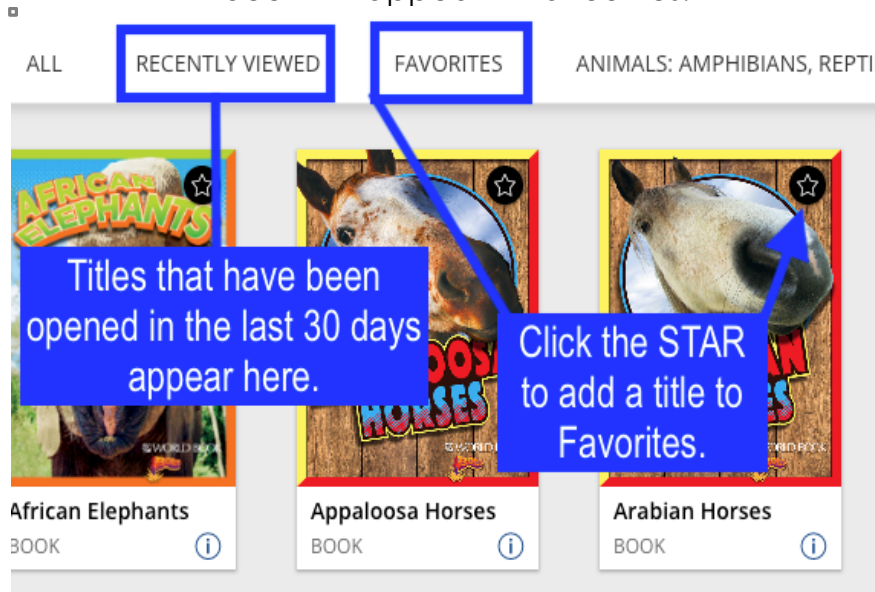
UNDERSTANDING TOOLS WITHIN EACH BOOK

HOW TO SAVE

How to save individual books to shelves

Option 1. Open the book and it will automatically save to Recently Added for the next 30 days.

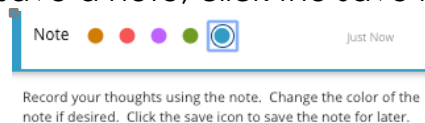
Option 2. Click the star on a book cover to add it to Favourites. As long as a star is yellow, that book will appear in Favourites.



How to save your annotations

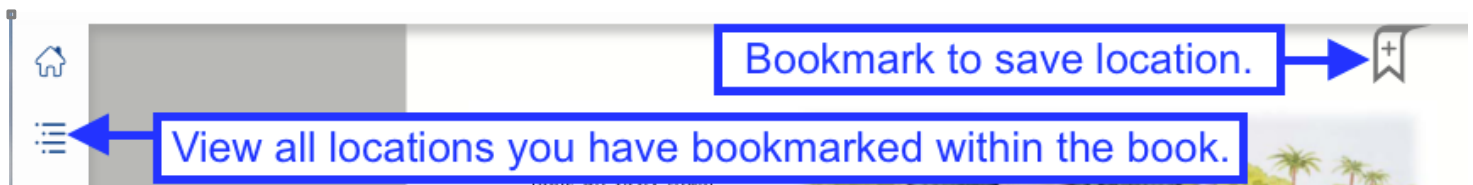
Pen and highlights will save automatically.

To save a note, click the save icon.



How to save your spot in a book.

Click the bookmark icon to mark easily open to this location later.



****Note: You must be logged in to your eBooks account for anything on this page to save****

HOW TO SEARCH

How to search the library using keywords

1. Click the magnifying glass.
2. Type a keyword.
3. Hit search. This searches the entire text of all books within the library and populates results.

How to search the library using filters.

1. Click the magnifying glass to open search.
2. Click the up arrow to reveal filters.
3. Select desired filters.
4. Click search.
5. This searches the entire eBooks library for matching books.

How to search for a word within a book

1. Open the book.
2. Click the magnifying glass icon in the tool bar.
3. Type the desired keyword in the search bar and hit enter.
4. This searches the entire book for the keyword and displays a list of locations where the word appears within the book.