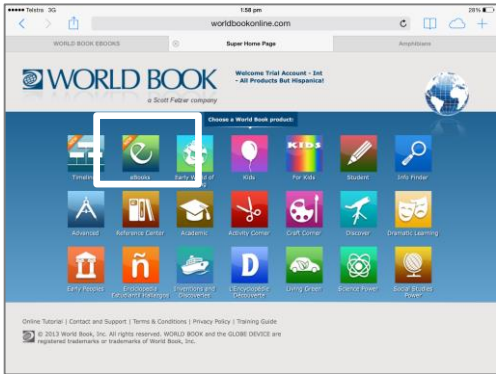




### WORLD BOOK eBooks for iPad and TABLET

In your browser go to: [www.worldbookonline.com](http://www.worldbookonline.com)

### Welcome! Page



Tap on *eBooks* and you will be automatically directed to the iPad or tablet format.

Log-in ID: \_\_\_\_\_

Password: \_\_\_\_\_

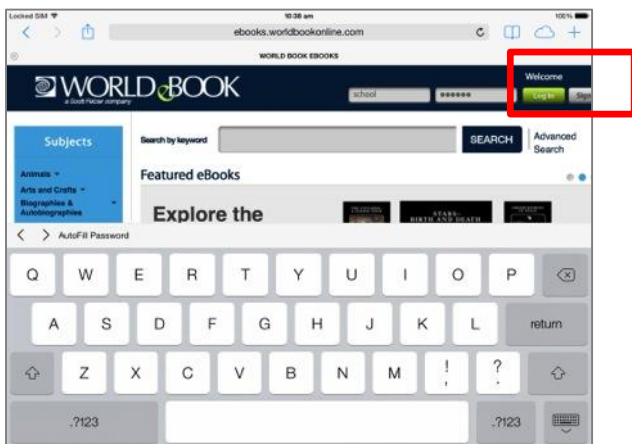
Tick  Remember my ID and Password

World Book eBooks works in both landscape and portrait modes.

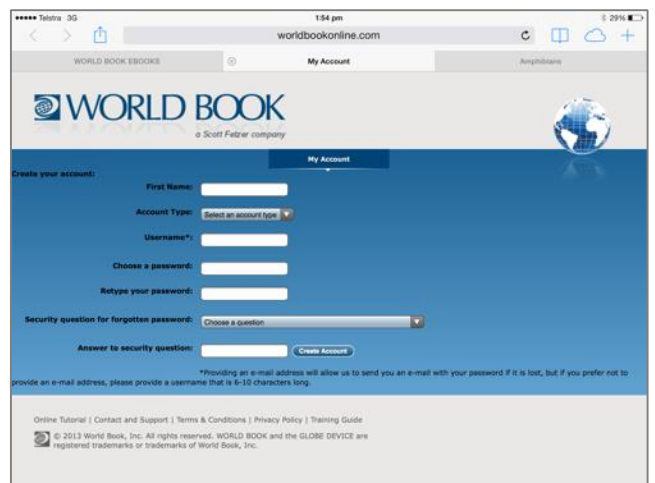


### To save your work

> Log-in to your **My Bookshelf** account at the top right-hand side of the screen



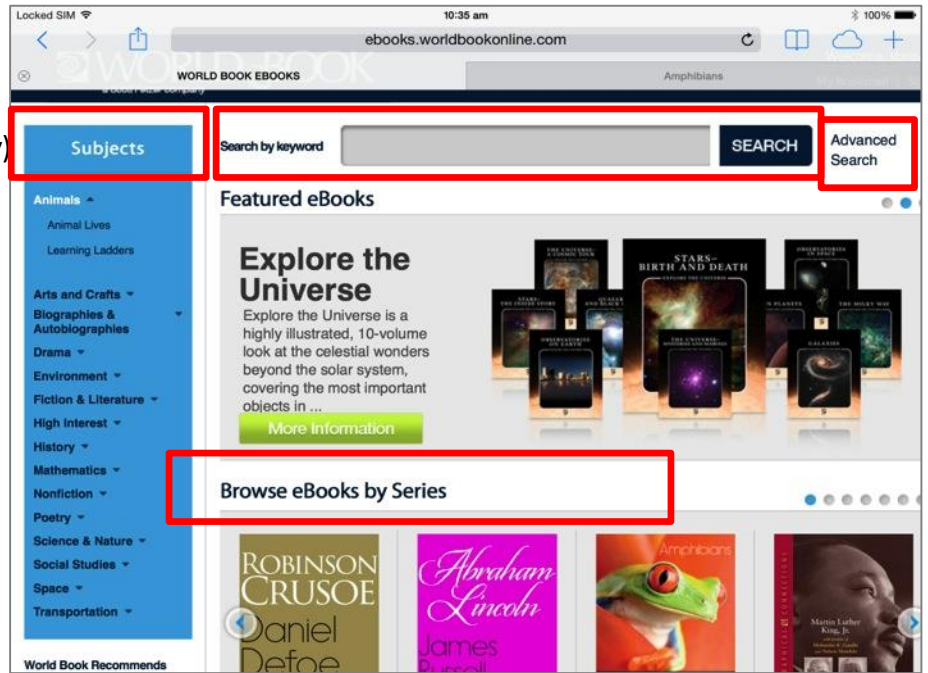
\*If you don't have an account, tap 'Sign Up'. A new page will open – fill out your details and create an account



**\*Note:** You can use your My Research account details with World Book Online on World Book eBooks

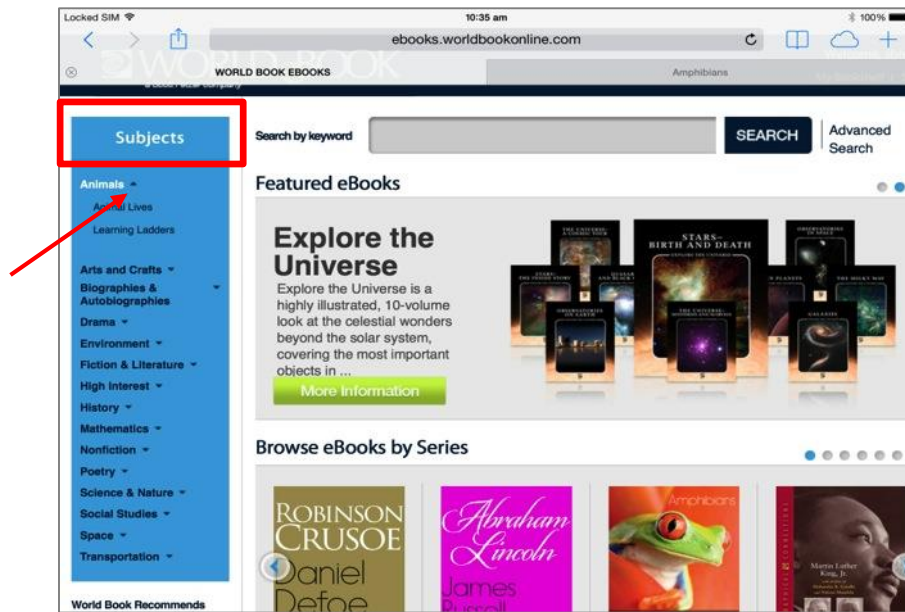
▪ **SEARCH** – *There are four (4) ways to search through eBooks*

1. Search by Subject
2. Search by Keyword
3. Advanced Search (*see below*)
4. Browse eBooks by Series



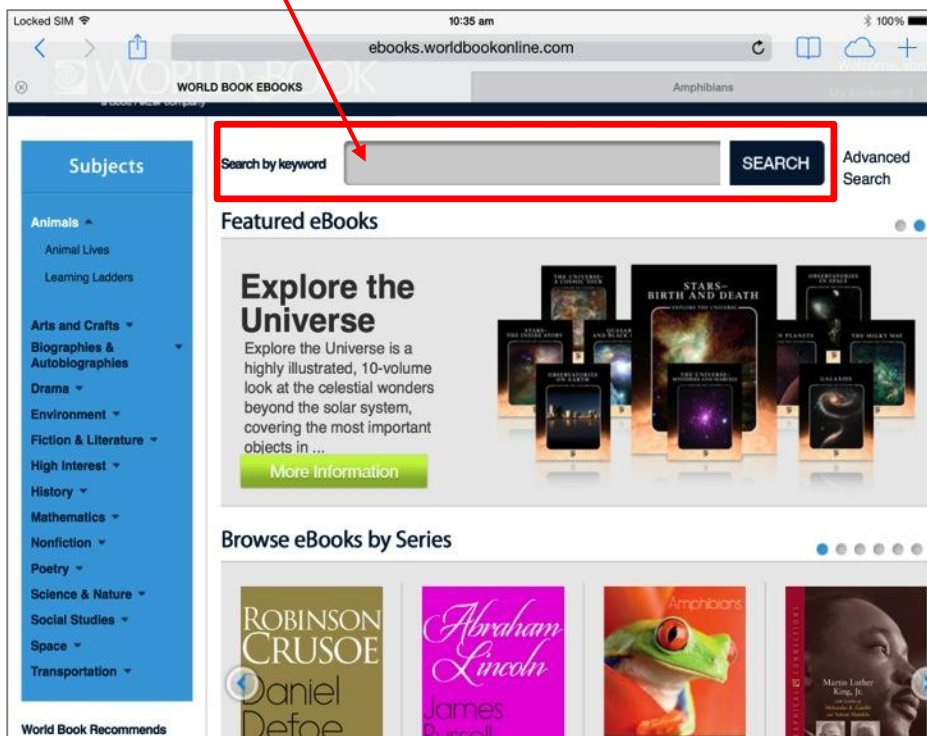
**1. Search by Subject**

*Tap on the arrow beside the subject and see what books are available under that subject heading*

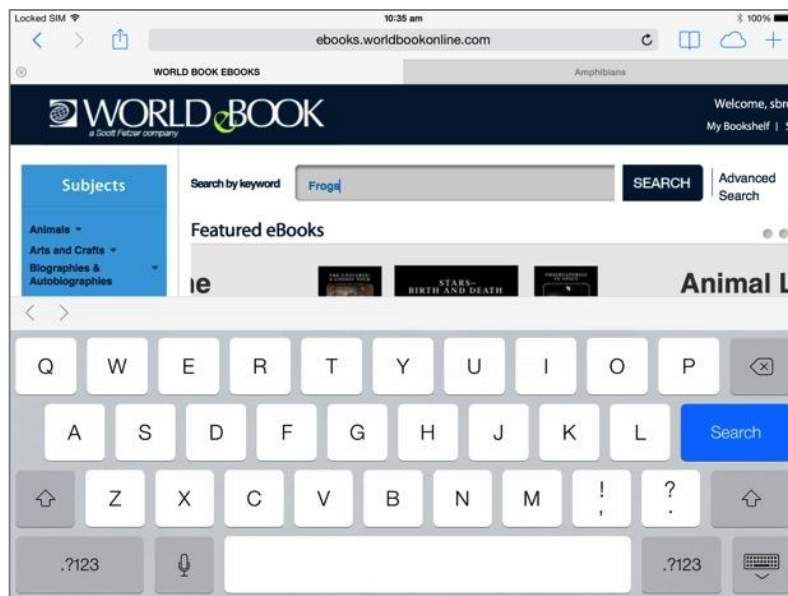


## 2. Search by keyword

Enter in a keyword that you are searching for in the Search box. Tap the box and a cursor will appear along with a keypad. Type in your keyword



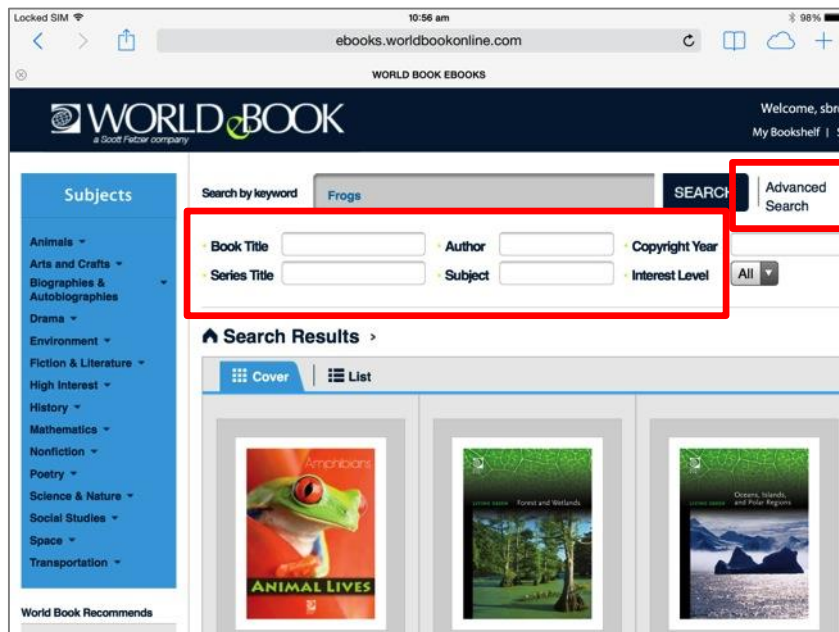
E.g. Frogs - Then tap "Search"



### 3. Advanced Search

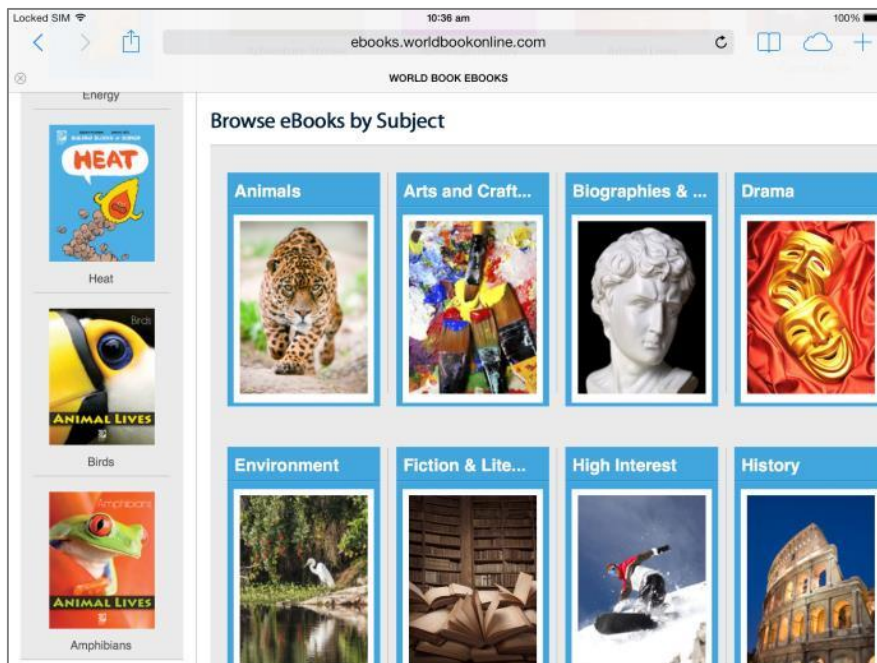
Use this if you want to narrow your search to something specific.

Tap 'Advanced Search' and tap the search box to type your search topic/title etc.



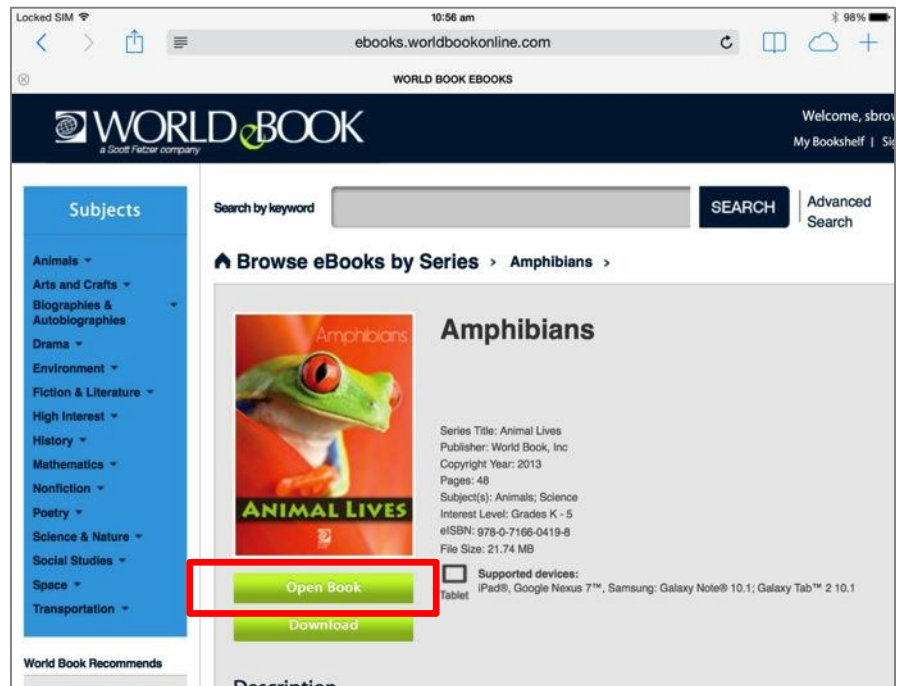
### 4. Browse eBooks by Series

Scroll down the page by moving your finger up the screen. Tap on the image to browse the search options.

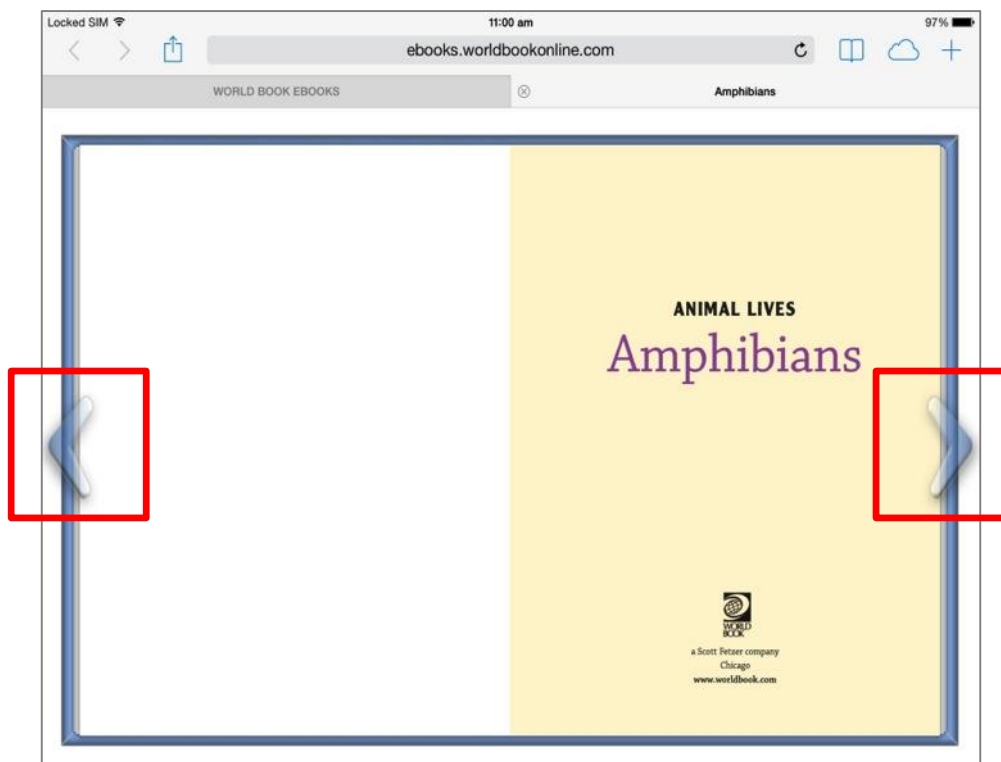


Once you have chosen your method of searching, a list of books will appear. Choose one you wish to browse by *tapping* on the image.

1. A summary of the book will appear
2. To open the book *tap* 'Open Book'



The book will load in another window.  
To turn the page, *tap* the arrows on the left and right.

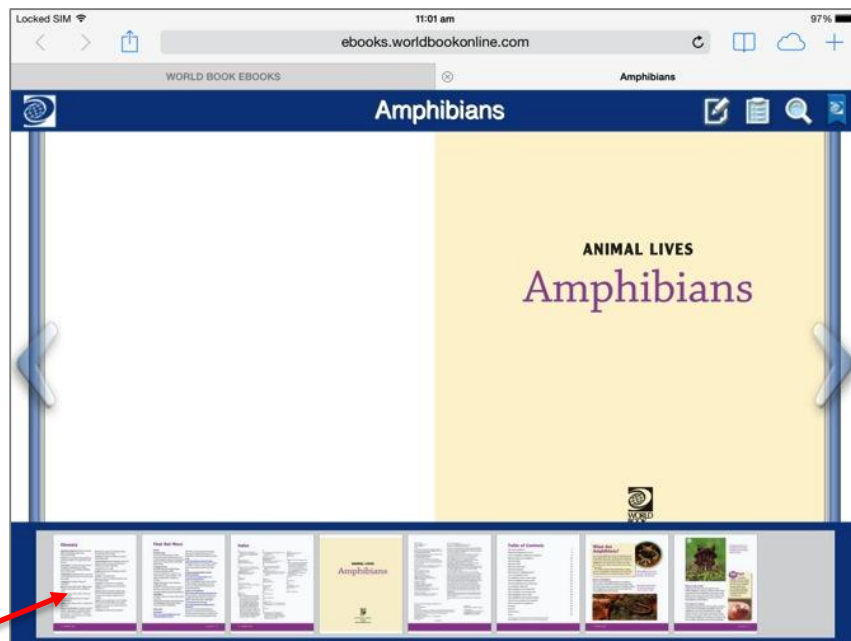
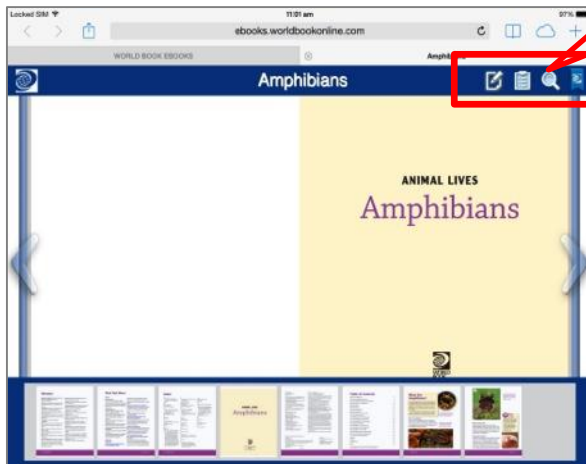


## ■ MENU

To bring up the menu items simply *tap the middle* of the screen and a number of icons will appear

The top bar allows you to do a number of different things within the book –search, make notes, and bookmark pages.

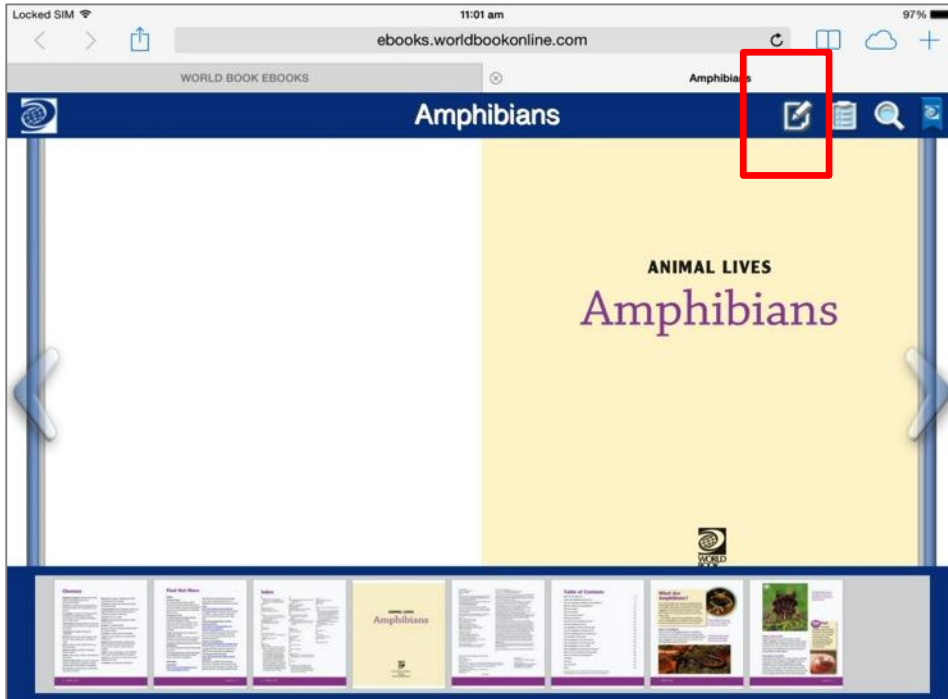
1. Pencil icon – edit and make notes to eBook
2. Clipboard – Table of Contents, search within eBook and view saved edits
3. Magnify glass – search within eBook
4. Bookmark – save pages




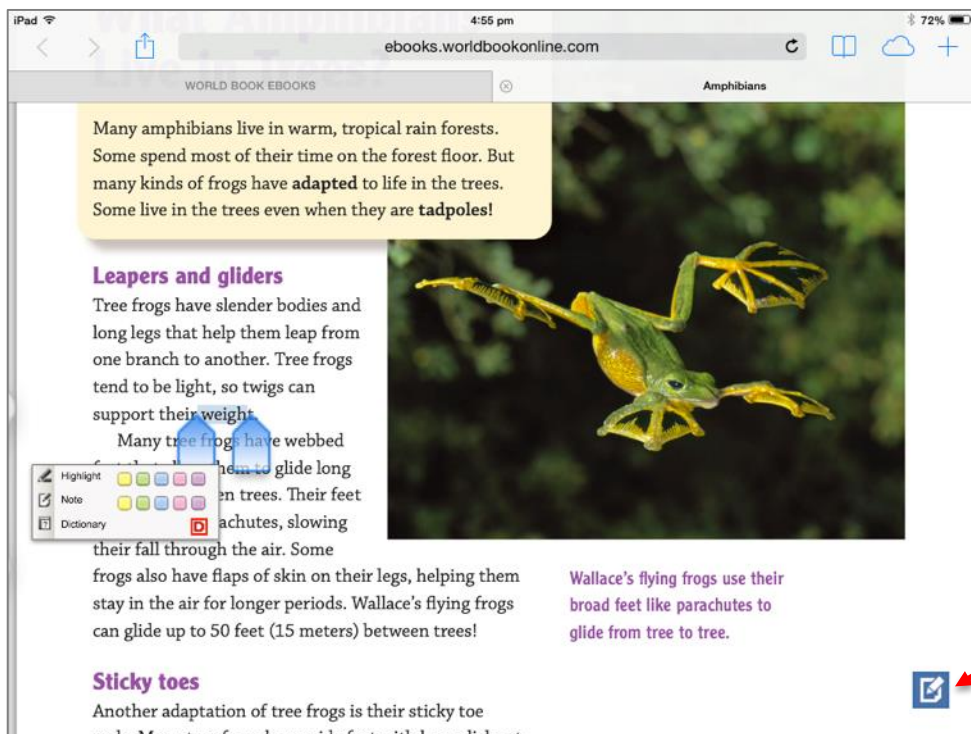
The bottom bar allows you to browse the book by page. *Slide* your finger across the screen (left to right/ right to left) to view thumbnails of all the pages. To view a page, simply *tap* the thumbnail to bring it up.





1. **The pencil icon** allows you to highlight text in the book, make notes and define a word. By *tapping* this icon you have activated these functions in your eBook



After *tapping* the pencil icon  you can then highlight, make a note or define a word by selecting the text in the book.

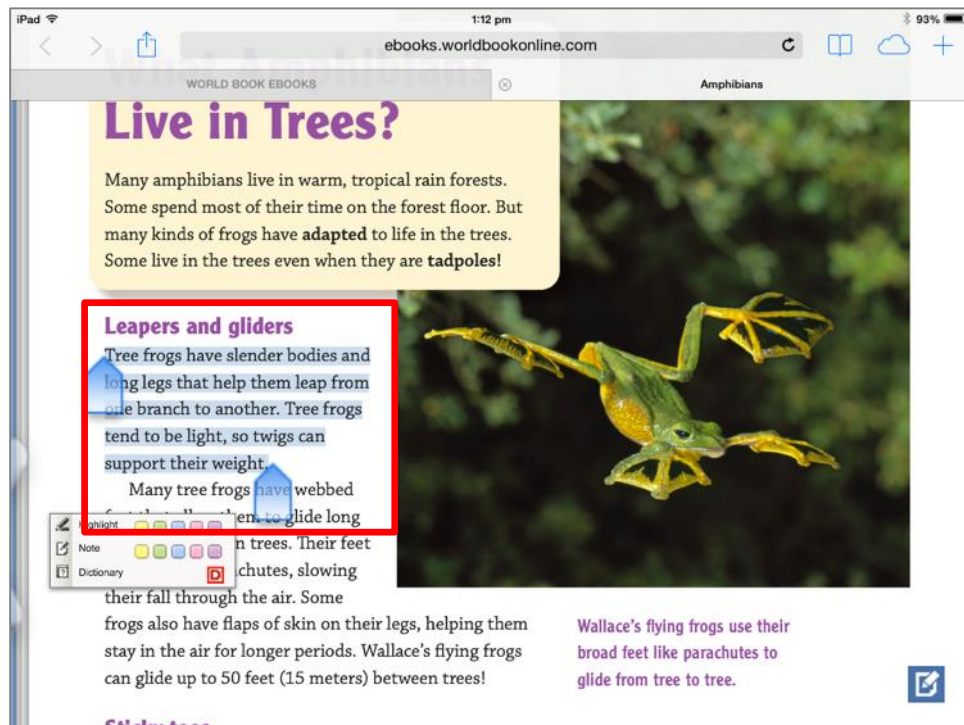


NOTE: You know the function is on when the pencil icon  appears in the bottom right-hand side of the screen and the icon button in the toolbar is blue. To turn the function off – *tap* this icon 

**HIGHLIGHT, NOTE, DICTIONARY:** To either highlight text, make a note or define a word, you need to select the text you wish to use these features on.

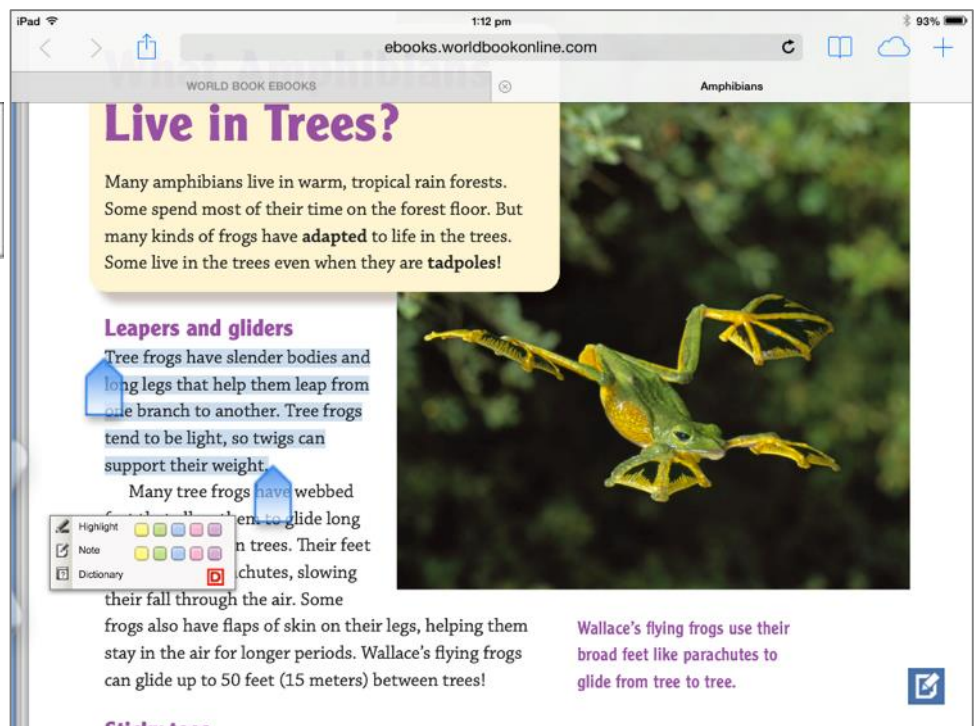
Select the text to be highlighted by *tapping* on the word or sentence. Then move the grab points with your finger to adjust the selection.

You know you have selected all the text when it is coloured blue, see below.



Once you have selected the text you can highlight it, add a note and look up the meaning of a word using the Quick Menu box:

- Highlight
- Note
- Dictionary





- **Highlight (plus note taking):**



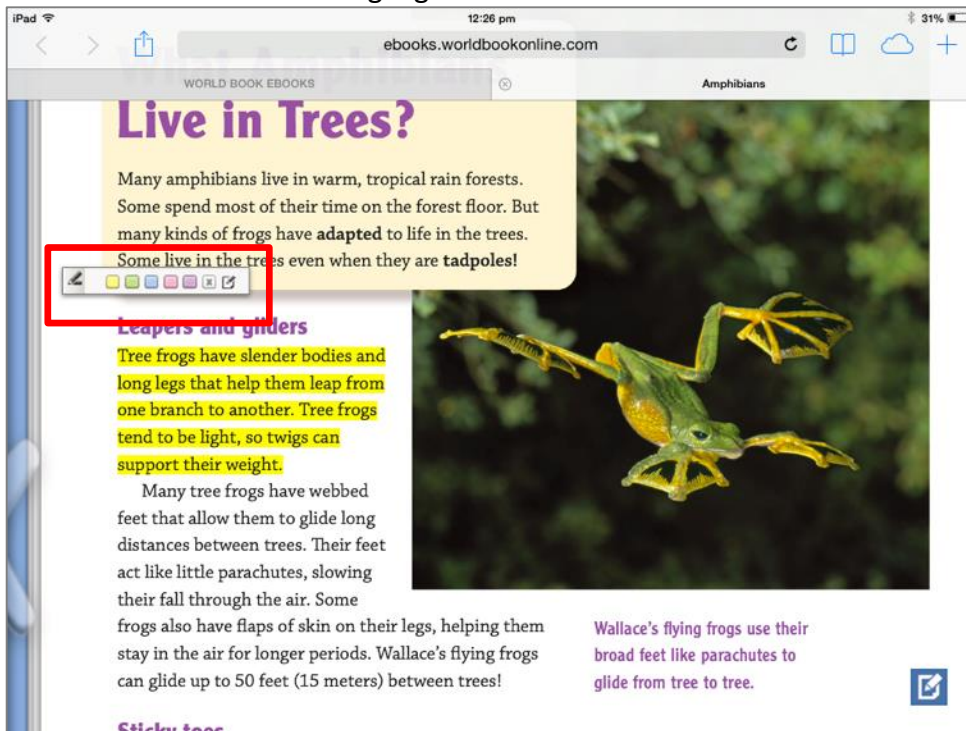
You can choose from 5 different colours to highlight your text. This can help you colour code different information.

Tap on the colour of your choice to highlight the text.

Once you 'highlight' text a variety of options appear when you tap on the highlighted text.



- Tapping on the highlighted text brings up a 'menu' box. This is where you can change the colour, delete the highlighted text or add a note to the highlighted area.
- Tap on the "x" button to delete the highlighted area.



**How to create a Note when you have highlighted text:**




- Tap the note taking icon
- A box will appear that allows you to create a note. After you have finished your note, tap the 'tick' icon to close the box.
- To close the note without saving, tap the 'x' icon.
- The text will now have a black outline so you will know where a note has been added.

**Leapers and gliders**  
 Tree frogs have slender bodies and long legs that help them leap from one branch to another. Tree frogs tend to be light, so twigs can support their weight.




TIP: To view or edit your notes, tap on the highlighted text and tap on the 'note' icon. Tap the 'tick' icon to close the box. Tap the 'x' icon to close the note if you don't want to save the changes.

NOTE: You will need to click on the pencil icon  if you want to delete a note.

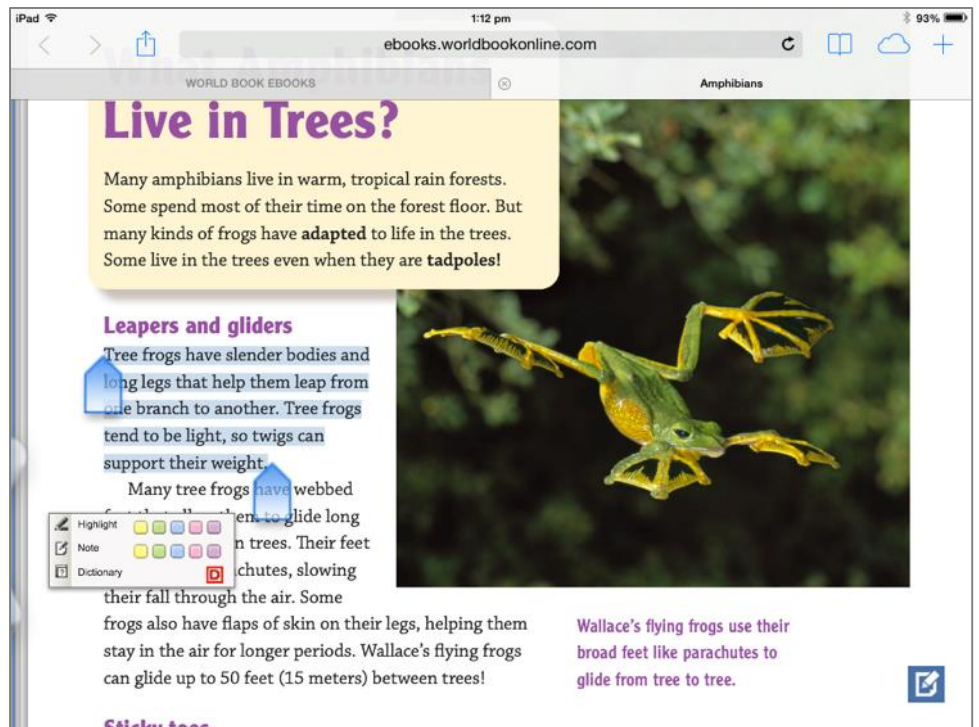
- **Note:**

Making notes is similar to highlighting.

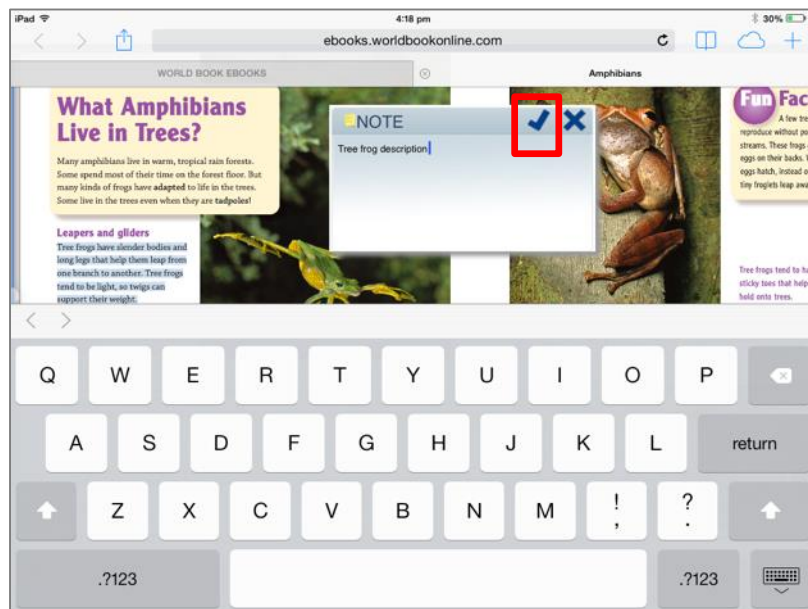
Select the text by *tapping* on the word or sentence. Then move the grab points  with your finger to adjust the selection.

You know you have selected the text when it is coloured blue, see below.

After you have selected the text, *tap* on one of the five colour swatches next to “Note”.




A box will appear that allows you to make a note. After you have finished making your note *tap* the ‘tick’ icon.



To close the note without saving *tap* the ‘x’ icon.

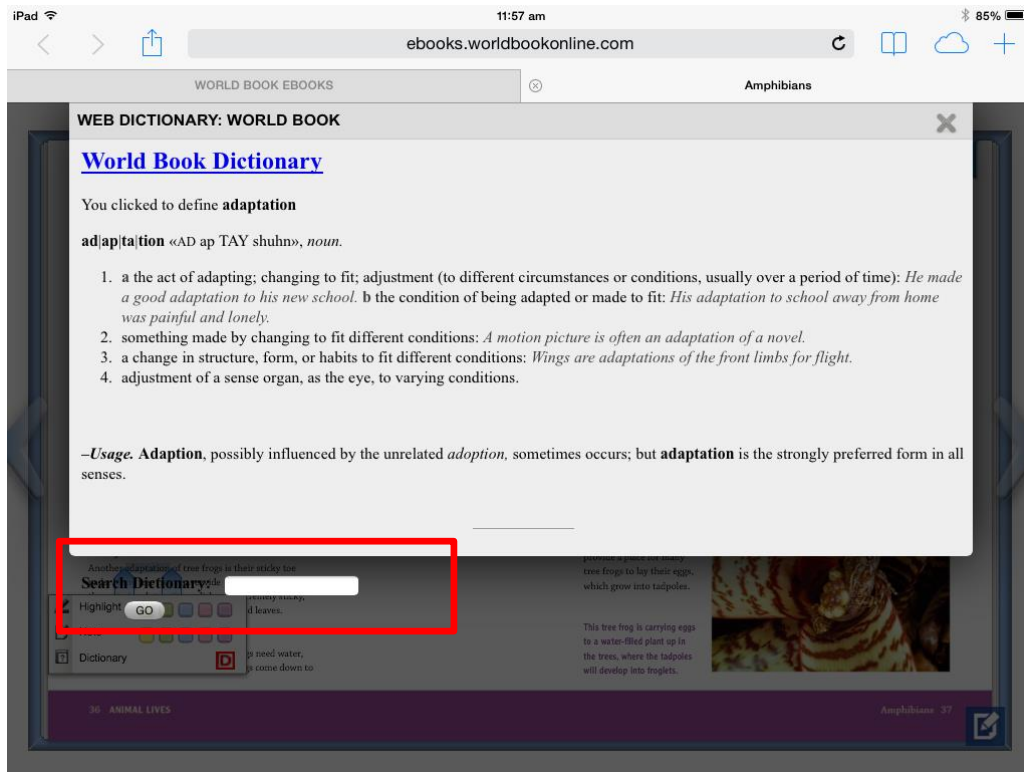
- **Dictionary:**

To define a word, select the word by *tapping it*.

- The word will be highlighted between the grab points .
- Then *tap* anywhere along the 'Dictionary' bar.




The dictionary will open as an overlay over the screen.



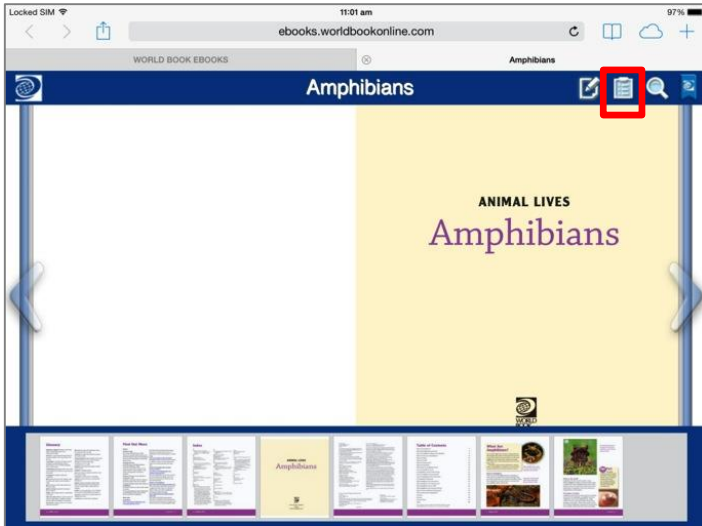
To close the dictionary *tap* the 'x' icon.

NOTE: You can also search within the dictionary function using the Search Dictionary box.

**\*\*\* If you are zoomed in on the page whilst using this function, you need to close the pencil function in order to manoeuvre around the page again. You do this by simply *tapping* on the pencil icon  located in the bottom right hand corner of the screen.**

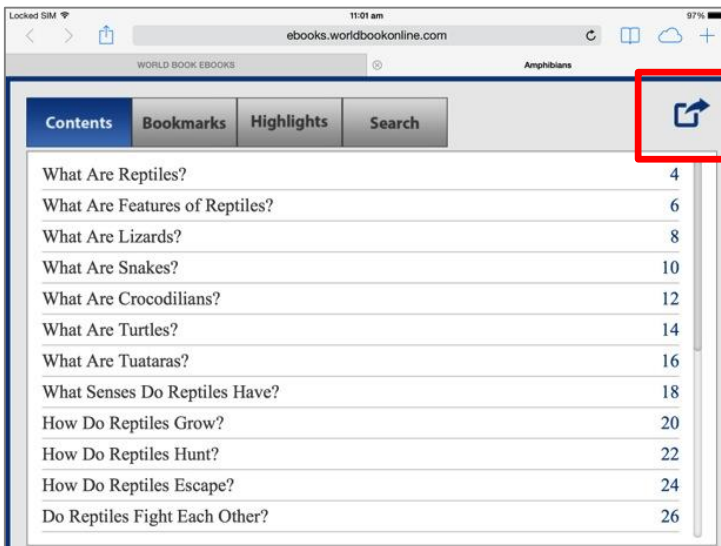


2. The clipboard symbol allows you to browse a number of saved functions –



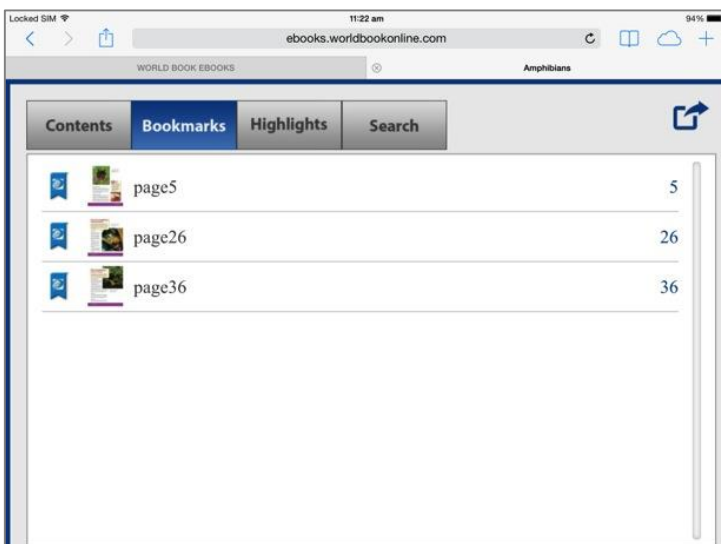
- You can view the eBook's List of Contents
- View saved bookmarks
- View highlighted text
- Perform a keyword search within the book

- The contents tab brings up the contents of the book and the various chapters and pages. Tap the chapter or page number of the page you wish you to go to and it will jump to that page.



NOTE:

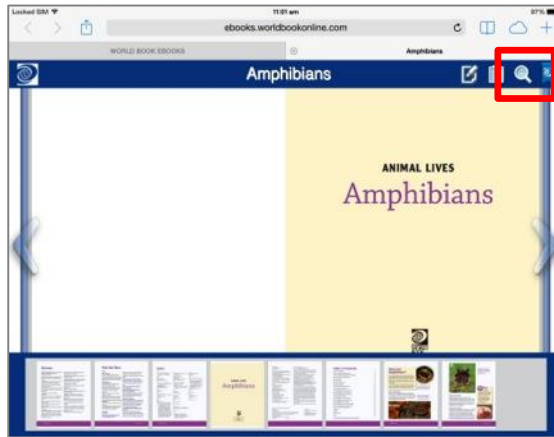
This symbol allows you to go back to the eBook and exit out of this function



- The bookmark tab shows all the pages that you have bookmarked in the eBook.
- See 4. to learn how to bookmark

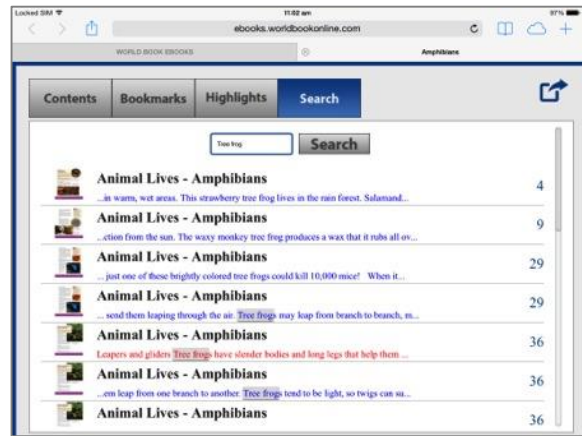
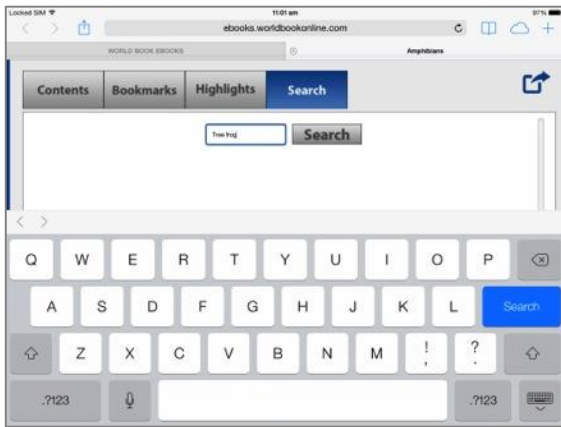


3. To search within the eBook select the magnify glass icon

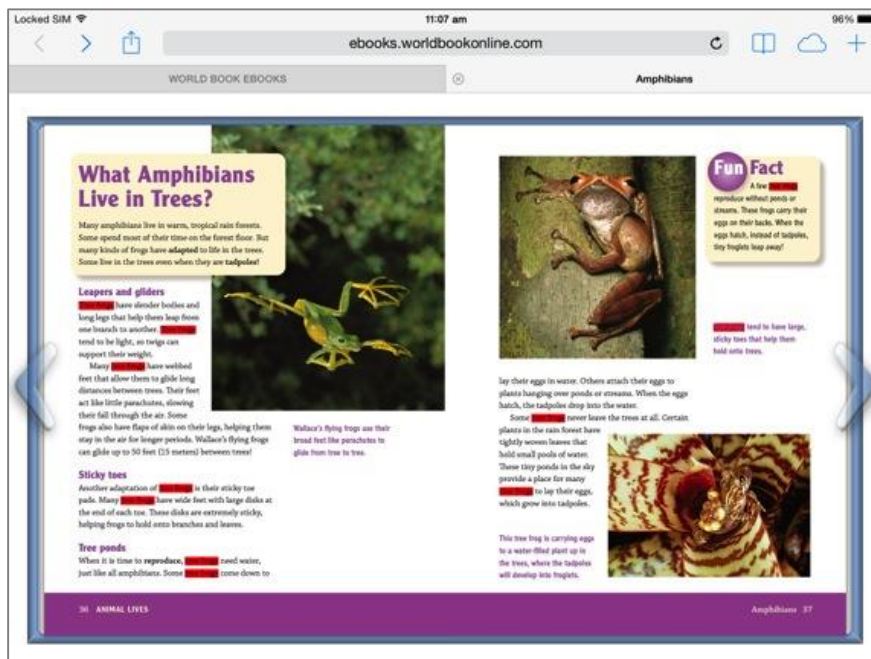


A search box will appear. To type in your search item, tap the box. Once the keywords are entered, tap search.


A list of search results will appear. Tap the option you wish to view and the page will open.



All the search word/s will appear highlighted on the page to make it easy to find.





4. To bookmark a page, open the eBook to the page you would like to bookmark. Then, tap the bookmark icon  on the right-hand side of your screen.



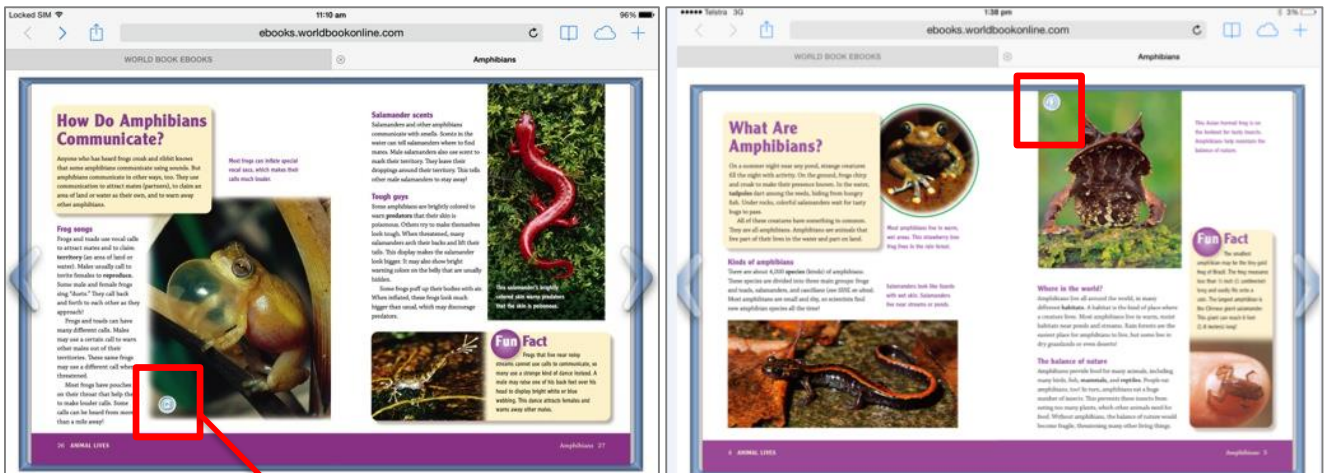
When you tap the bookmark icon, the icon will appear on the top corner of the page you have bookmarked. This indicates the page is bookmarked.



To remove a bookmark, tap the icon in the corner of the page and it will disappear. This means the page is no longer bookmarked.

▪ **INTERACTIVE FEATURES:**

Many of World Book’s eBooks contain interactive features which include audio (sounds) and videos. You can identify these features through the symbols located on an image:



A video will pop up when you press the video button



▪ To **exit** the eBook – simply close the tab the book is open in by *tapping* the ‘x’.

**NOTE:** to return to eBooks homepage, select tab ‘WORLD BOOK EBOOKS’ – your book will remain open

