## **Using Vital Source and eBooks**

Access your eBook in your course in Moodle by clicking on eBook. Please note that some students have had difficulty using Internet Explorer as their browser. Chrome or Firefox seem to be working well with this program.



Click on the book. This will open Vital Source webpage on your computer.



The book will be available on this page to read; however, it will be best viewed through the Vital Source app. At the bottom of the page in the left hand corner is the option to download Vital Source to your computer, Kindle, phone, or tablet. Follow the steps in this process. This will allow you to read the book when offline. It is highly suggested that you do this. This app will be your library for your Vital Source books.



Once you have clicked on the "read offline with the Bookshelf Desktop App", you should see this screen below. It may take a few seconds for the application to open, if it does not, click on the "Download the app" link.



You should see this page next and you can choose which device you are downloading the app to. This screen shot show for Windows and Mac, but if you scroll down on that page there are options for tablets, Kindle, and phones. This document shows how to download to a computer with Windows, but the general idea should be the same on any other device, and you should be able to walk through download step by step.

n Course: ACCBUS_18FA2UGE_BUS 🗙 🚺 Vitalia	ource: Human Relations for 🗙 💟 Book	cshelf Download Page - Bool 🗙 🚺	an monthland			0 <mark>- 2</mark>	-
	om/hc/en-us/articles/201344733-Boo	Ishelf-Download-Options			☆	0	
👯 Apps 🛛 👘 Baker University Moo 📃 Google Do	ocs - create 📑 Homepage - KC Risin 🛛	🗅 New Tab 💧 Astra Schedule - Hori 🗋	Join the John Maxwel				
	Bookshelf Down	load Page					*
	Bookshelf for Window	'S					I
	Windows 7/8/10	Bookshelf 7.6.1 Installation instructions					l
	Bookshelf for Mac	Bookshelf 8 Installation instructions DOWNLOAD	Mac: 05 X 10.9	Bookshelf 7.5.1 Instalation instructions DOWNLDAD	Оне	q	
BookshelfSetup (1).exe					Show	val	×

When you click on the device you want to download to, you should see a screen like this or similar to these next few for you to click through.

VitalSou	rrce Bookshelf - InstallShield Wizard					
ٹ	Select the language for the installation from the choices below.					
	English (United States)					
	UK Caricer					

When you see this screen, click next.



Most likely you will download to the default destination folder listed, so you will click next.



Then click Install.



You should see this screen come up.



## Followed by this screen. Click Finish

방 VitalSource Bookshelf - Ins	tallShield Wizard
	InstallShield Wizard Completed
	The InstallShield Wizard has successfully installed VitalSource Bookshelf. Click Finish to exit the wizard.
	< Back Finish Cancel

This page for the Vital Source bookshelf will open, and you should be directed to download the recent books you have accessed to your library. This may take a little time, but once downloaded, it will be added to your library. You can click on "All Titles" to see all of your books in your library.

Download one new book?						
	You have recently purchased one new book. Would you like to download this book now?					
	Download Download Later					

VitalSource Bookshelf				
Eile Edit View Account Window Help				
E Shop		Sort books by title	Search Green Q 🝷	
Collections			<u> </u>	
Welcome				
All Inties				
Titles by Subject				
Books with notes				
Recently Viewed				
Downloads Q				
Green				
Orange				
Yellow				
		(		
Share this	nighlighter with: () Anyone () Friends Only	Edit Friend		
There is 1 dow	nload remaining.		No book selected	



This is what your library will look like as you acquire more books.

You just need to click on the book you want to read by double clicking on it.



Moving forward, you should be able to open the VitalSource Bookshelf App through your start menu, as you would any other program or app on your device. This program/app allows you to access your book without the need to connect to WiFi, and you can read your book offline. This app also has the great tools that make eBooks so convenient.



## Print on Demand



The Print on Demand option is listed under the Account heading.

Once you click on that option, the following page will appear. Click to purchase the printed copy and follow the directions.



Fill out the order form and submit. Please note it can take 5 to 15 days for the book to be printed and shipped to you.

