What is Bookshelf?
Bookshelf by Vital Source is an e-text delivery system for higher education that collaborates with more than 300 publishers and it is used in 200 countries worldwide. It is an e-textbook distribution system that enhances learning through digital content. You are able to access it via Blackboard Learn wherever you are located.

If a user is about to access Bookshelf by VitalSource and her e-Textbook for the first time, then she has to activate her VitalSource account first. This procedure only takes place once. If you use VS for the first time, see below how to activate your user account.

Activate your Vital Source user account via Blackboard Learn

In order to be able to access the content of the eTextbook, you will need to activate your Vital Source user account via Blackboard Learn once and only the first time you log in. To do this, follow the steps below:

- Visit your Bb course.
- Click the Bookshelf by Vital Source menu item from the course menu. A page opens that concentrates various Vital Source links.
- Click Open Bookshelf to launch the Bookshelf reader application.
When you try to open an eTextbook, you will be redirected to the Launch Bookshelf Link page with an acknowledgement message. **ATTENTION:** This page informs you about the fee that will be charged if the e-Textbook is launched. **Do not Launch the eTextbook if you plan to use a hard copy of the book because you will not get a refund!**

If you wish, select the **Do not show me this message again**, and proceed by clicking Launch.

- After you click **Launch**, you will be redirected to another page with the prompt to **Register** or **Sign In**.

The window below appears:
• Fill in all the fields and as an email use your @acg.edu email user account. Click Register so as to proceed.
• After you login with your VitalSource account, another message will appear. Check the “I agree to the Terms of Use and Privacy Policy, including Cookies use” and click Continue.

![Bookshelf]

Now a new window pops up. The Introducing the Reimagined window for launches the new VS interface. Click the Take me there! button.

![Introducing the Reimagined Bookshelf]

• A Welcome to the New Bookshelf! Window appears. Click on Next to proceed and then again Next on the next pages. Then, finish with Done.
You have now completed the activation of your VS user account. The new page that comes up is the one in the image below. **You do not need to Redeem any eTextbook Code.** You can browse the store if you wish but **you DO NOT buy your eTextbook(s) from here.** The eTextbooks are automatically adopted to your Bb course by the Blackboard Learn administration. Close the VitalSource window to return to your Blackboard Learn course and access your eTextbook.

![Image of the VitalSource window](image-url)

**View your eTextbook(s) through your Blackboard Learn course**

- Visit your Blackboard Learn course
- Choose **Bookshelf by Vital Source** from the course menu
- Click **Open Bookshelf** to see the eTextbook for your course

**OR**

- Click **My Bookshelf eTextbooks** to view all eTextbooks for all your courses
You can also see the eTextbook(s) and any accompanying content if you:

- Click on the eTextbook(s) or Books link from the Bb’s course menu
- Click on the name of your eTextbook

How to use Bookshelf via Blackboard Learn

**Bookshelf by Vital Source page**

The Bookshelf by Vital Source page provides you with links so as to access and manage your digital content via Blackboard Learn. Below, you will find the available links and their use:
Click this link to view all adopted eTextbooks in the Bookshelf Home page. Click on an adopted eTextbook to read it. Next, click on any link from the Table of Contents to your left to reveal the chapter contents. Below, you will see how an eTextbook looks like:

- **Library** – contains all adopted eTextbooks
- **Main Menu** – Open it to manage your user account, sharing settings & highlighters
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- **Table of Contents** – Navigate the eTextbook efficiently
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- **Return to Classic** – If you don’t like the new VS interface, you can return to the old one
- **Tab** – Show/Hide the toolbar
- **Display & Highlighting Options** – Zoom in and out, choose a page layout, or activate fast lighting
- **Print** – Print a page range from your eTextbook
- **Citations** – Create MLA or APA style citations
- **URL** – Copy the URL of your current page
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Bookshelf Clients

Choose if you will view the links on the native Bookshelf or online. The native Bookshelf concerns configuring your user account for offline use, install the application on your pc/laptop and launch the application so as to login.

The default and recommended settings are the Online.
Learn More about Bookshelf

Visit the Bookshelf website.

Support Tools

Support tools assist you with Bookshelf in the following:

- **Bookshelf Diagnostics**: helps with troubleshooting the connection issues with Bookshelf
- **Bookshelf Help and Support**: In case you need help with Bookshelf visit the Vital Source website

**Keep in mind**: For some Bookshelf links to work properly there may be a need to enable pop-up windows for some browsers. Below you can find the steps for the main web browsers:

**Mozilla Firefox**:

- Open the web browser
- Click the **Tools** menu item
- Click on the **Content** tab
- Uncheck the **Block pop-up windows** check box
- Click **OK**

**Google Chrome**:

- Open the web browser
- Click the **Customize and control Google Chrome** button next to the address bar
- Click on the **Settings** button
- Click **Show advanced settings** at the bottom of the page and scroll down to the **Privacy** section
- Click the **Content settings** button
- In the Content settings window that comes up scroll down to the Pop-ups section
- Click the **Allow all sites to pop-ups** radio button
- Click **Done**
Internet Explorer:

- Open the web browser
- Click the **Tools** menu item
- Click on **Internet Options**
- Click on the **Privacy** tab
- Uncheck the Turn on **Block Pop-up Blocker** check box
- Click **OK**

Safari by Apple:

- Open the web browser
- Click the **Display a menu of general Safari settings** gear button
- Uncheck the **Block Pop-Up Windows** option
Optional: Download and Install the Vital Source Bookshelf application on your devices (pc/laptop/mobile)

You are able to download the Vital Source application on your pc/laptop, tablet or smart phone from http://bookshelf.vitalsource.com/ and download your eTextbooks so as to read them offline. You can also print your eTextbooks. Note that you may be limited on the number of pages printed per printing effort according to each publisher’s restrictions.

You are allowed to install the VS BookShelf application to 2 computer and 2 mobile devices.

To download and install the Vital Source Bookshelf application, follow the steps below:

- Click on the Vital Source Bookshelf Download button
- In the Download the Latest Version of Vital Source Bookshelf page click the corresponding button for the device you wish to install the application (i.e. for Windows, Mac, iPad, Android tablets and smart phones)
- Save the BookshelfSetup.exe on your device and install the file (find installation instructions on the Download the Latest Version of Vital Source Bookshelf page)
- Launch the Vital Source Bookshelf application and accept the License Agreement
- You are now presented with the Vital Source Bookshelf environment and a window requires your Vital Source user credentials to login. As username put your @acg.edu email user account and as password the password you entered when you activated your user account via Blackboard Learn
- A message comes up and asks to enable Page Sync. Click Enable Syncing
- In case there is an adopted eTextbook in your Blackboard Learn course and the online Bookshelf you will be able to see your eTextbooks in the VS Bookshelf application. If not, you first need to wait for the eTextbooks to be adopted. Then, visit the Account menu and select Update Book List
- You have now activated the Vital Source Bookshelf on your pc and synchronized its contents
- To keep your list updated, click the Account menu item on the Vital Source Bookshelf application and choose Update Book List
Additionally, you are permitted to deactivate the VS application license from a device and use the activation for another device. You can do this via your online Bookshelf user account and the **Devices** option.

**IMPORTANT:** The American College of Greece IT Department does not host the Bookshelf utility and as a result support provided by us is very limited. Although ACG IT Staff is willing to provide extra help concerning the Bookshelf by Vital Source system, in case you need assistance and more **How-to Guides:**

- Visit [http://support.vitalsource.com/](http://support.vitalsource.com/) or
- Click the **Bookshelf Help and Support** link through your Blackboard Learn course and the Bookshelf by Vital Source page