

# The American College of Greece



## Bookshelf by Vital Source Student Guide

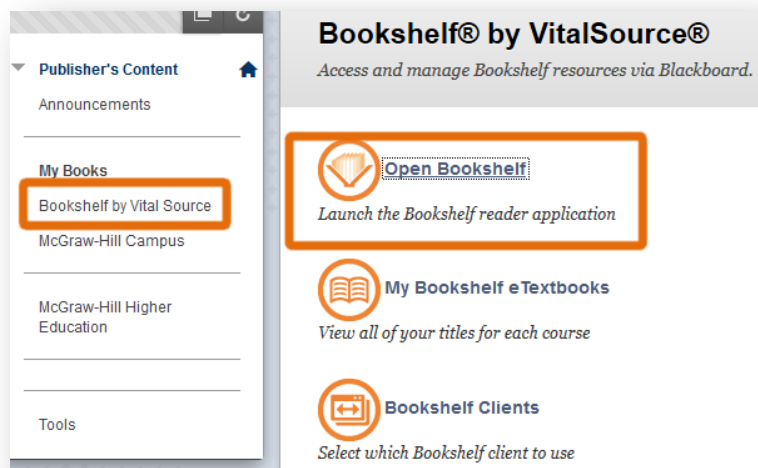
### What is Bookshelf?

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.

### Activate your Vital Source user account via Blackboard Learn

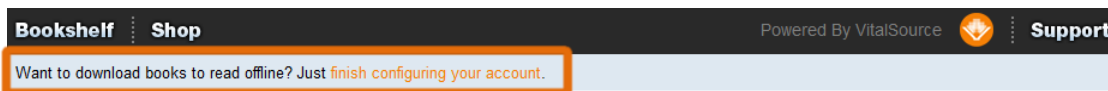
In order to be able to access the content of the eTextbook, you will need to activate your Vital Source user account via Blackboard Learn **once and only the first time you log in.** To do this, follow the steps below:

- Log in to Blackboard Learn and visit your 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

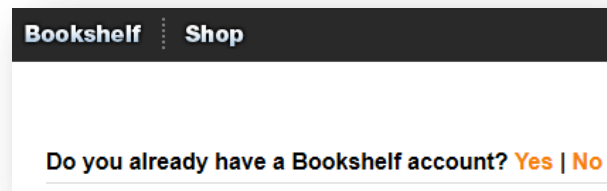


Now you are lead in the Vital Source platform in a new window/tab

- Read and then click the **Accept license agreement** checkbox
- Click the **Continue** button to continue
- Click on **finish configuring your account** to be able to download your eTextbooks, read them offline and print them

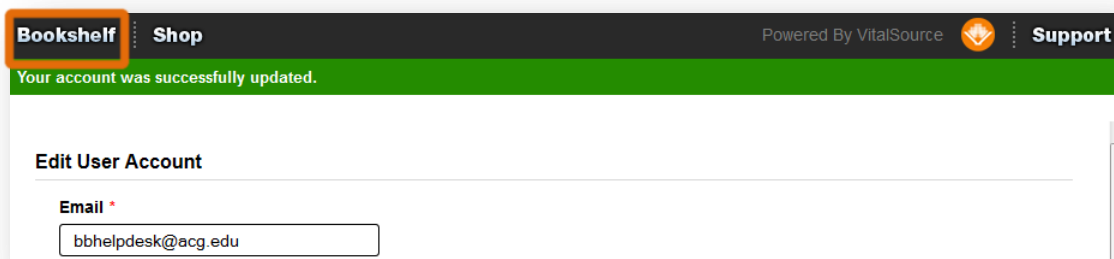


- A new page appears with a question. Do you already have a Bookshelf account? **Yes|No**. Click **No** so as to configure your user account

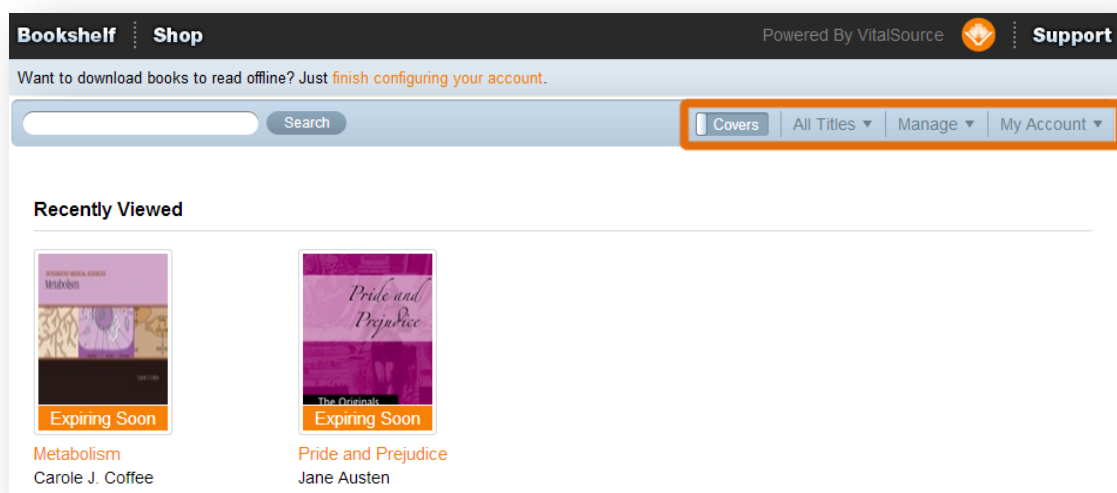


- The following page with a form comes up. Fill in all required fields (\*) and click **Update Profile** to update your user account

- You will receive a message in a green bar saying that “**Your account was successfully updated**”. You have now updated your user account for Vital Source. Click on the **Bookshelf** link to return to the Bookshelf home page



- You are now on the Bookshelf home page. Click on the menu items to see **All Titles**, click **Manage** to add highlighters and subscription and click **My Account** to make any changes to your user account and *Sign Out*
- Click on an eTextbook to see its contents and print any material needed

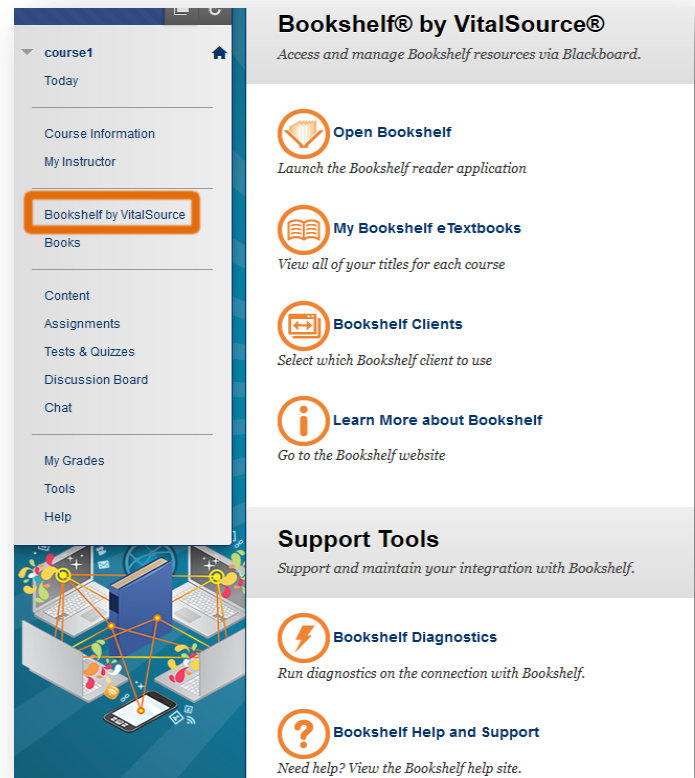


## View your eTextbook(s) through your Blackboard Learn course

- Visit your Blackboard Learn course
- Choose **Bookshelf by VitalSource** 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



**Bookshelf® by VitalSource®**  
Access and manage Bookshelf resources via Blackboard.

**Open Bookshelf**  
Launch the Bookshelf reader application

**My Bookshelf eTextbooks**  
View all of your titles for each course

**Bookshelf Clients**  
Select which Bookshelf client to use

**Learn More about Bookshelf**  
Go to the Bookshelf website

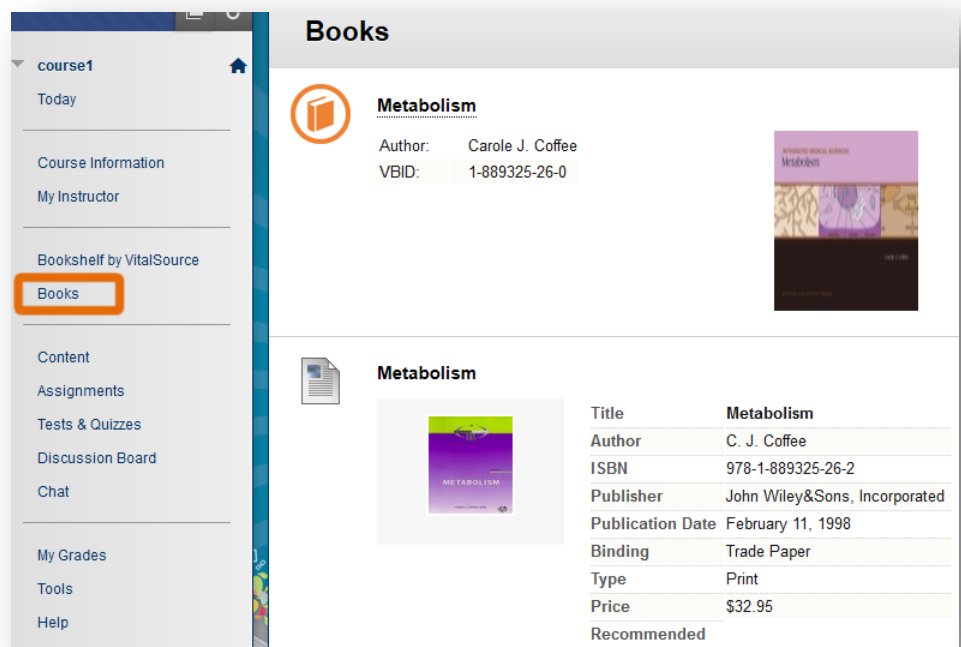
**Support Tools**  
Support and maintain your integration with Bookshelf.

**Bookshelf Diagnostics**  
Run diagnostics on the connection with Bookshelf.

**Bookshelf Help and Support**  
Need help? View the Bookshelf help site.

## You can also see the eTextbook(s) and any accompanying content if you:

- Click on the **eTextbook(s) or Books** link
- Click on your eTextbook



**Books**

**Metabolism**  
Author: Carole J. Coffee  
VBID: 1-889325-26-0


**Metabolism**


Title	Metabolism
Author	C. J. Coffee
ISBN	978-1-889325-26-2
Publisher	John Wiley&Sons, Incorporated
Publication Date	February 11, 1998
Binding	Trade Paper
Type	Print
Price	\$32.95
Recommended	


## 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:


**Open Bookshelf**  
*Launch the Bookshelf reader application*


**My Bookshelf eTextbooks**  
*View all of your titles for each course*

**Bookshelf Clients**  
*Select which Bookshelf client to use*

**Learn More about Bookshelf**  
*Go to the Bookshelf website*

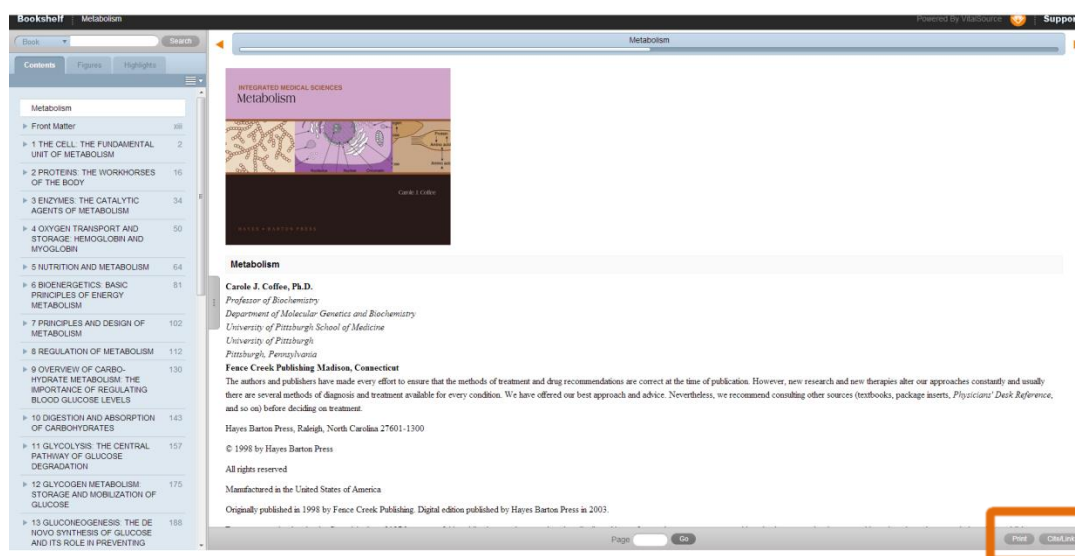
**Support Tools**  
*Support and maintain your integration with Bookshelf.*

**Bookshelf Diagnostics**  
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**Bookshelf Help and Support**  
*Need help? View the Bookshelf help site.*

### Open Bookshelf

Click this link to view and manage all adopted eTextbooks in the Bookshelf **Home** page. Click on an adopted eTextbook to read it. Next, click on any link from the index to your left to reveal the chapter contents. Below, you will see how an eTextbook looks like:



To download as a .pdf file and print your eTextbook via the Vital Source web page click on the **Print** button at the bottom right part of the page.



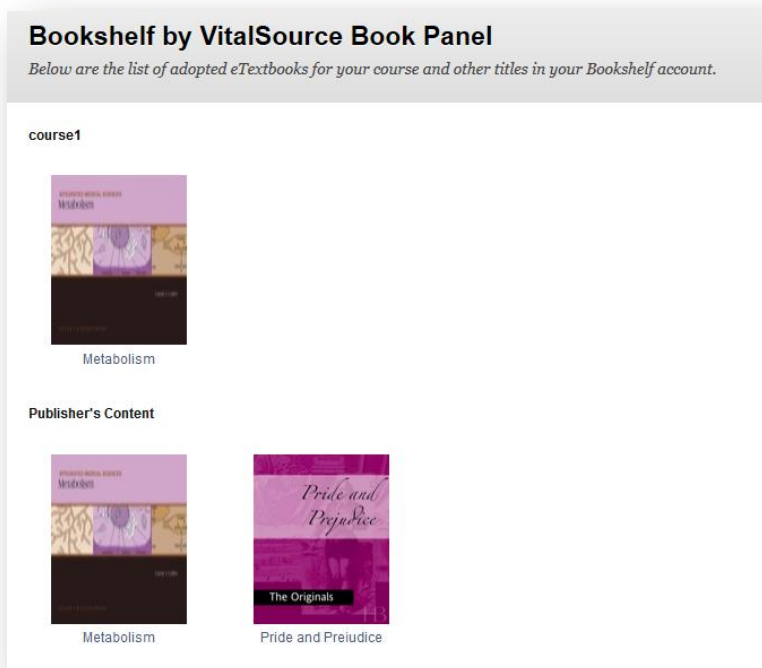
The following window will appear:



***Keep in mind that you are allowed to print a limited number of pages per printing effort, according to each publisher's restrictions.***

### **My Bookshelf eTextbooks**

See all your eTextbooks for each course.



## 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**.

**Presentation Settings**  
*Select whether to view the links on the native Bookshelf or online application on your computer and mobile devices.*

Cancel Submit

**1. Launch Preference**

Preference For Launching Bookshelf on a Computer ☒ Online ☐ Native  
*Select whether to launch Bookshelf online in the browser or in the native application on a computer.*

Preference For Launching Bookshelf on a Mobile Device ☒ Online ☐ Native  
*Select whether to launch Bookshelf online in the browser or in the native application on a mobile device.*

**2. Submit**

***IMPORTANT:** Before changing these you need to have 1) configured your account for offline by opening a book in Online and following the prompts, 2) have installed the native application, and 3) have launched the native application for the first time and logged in.*

Cancel Submit

## 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

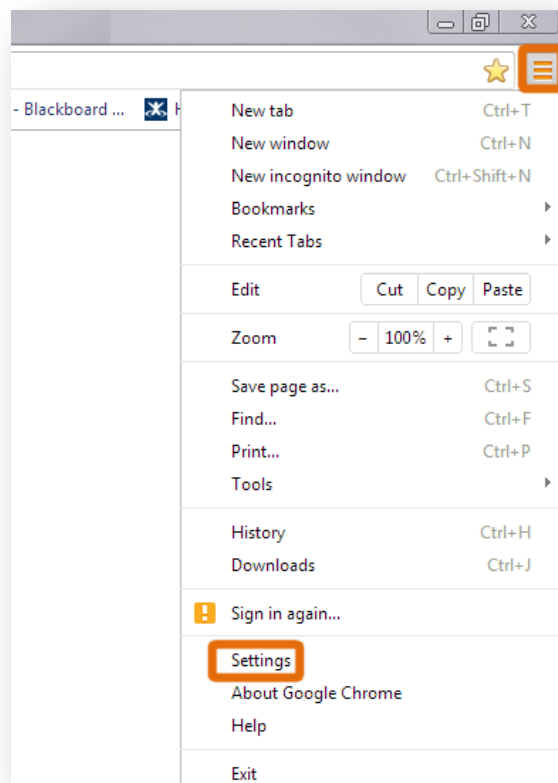
**Keep in mind:** For some Bookshelf links to work properly there may be a need to enable pop-up windows for some browsers. Below you can find the steps for the main web browsers:

#### 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**

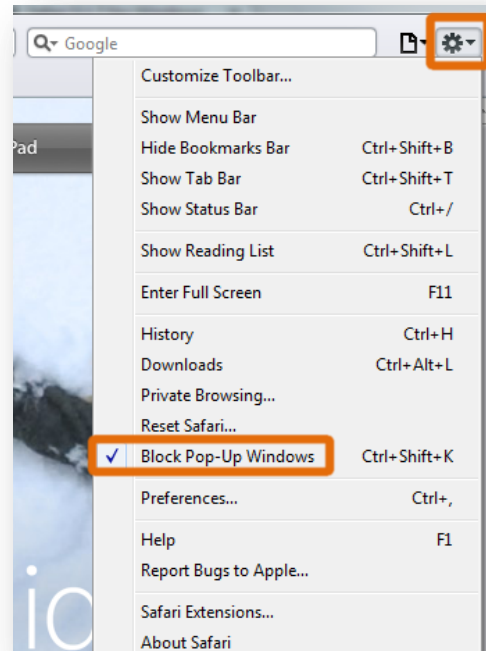


#### Internet Explorer:

- 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



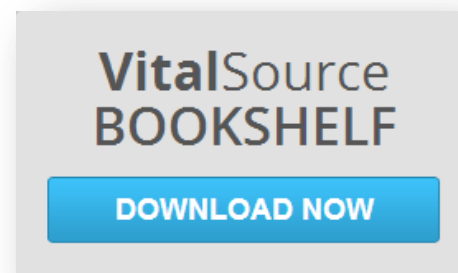
### Optional: Download and Install the Vital Source Bookshelf application on your devices (pc/laptop/mobile)

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 eTextbook(s) 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.

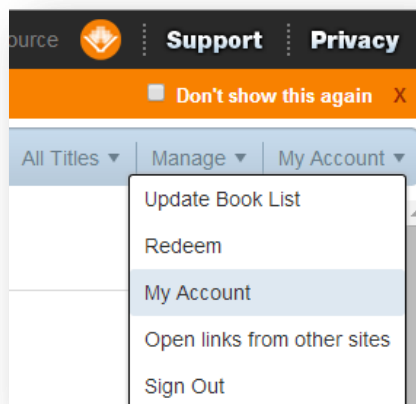
*You are allowed to install the VS BookShelf application to 2 computer and 2 mobile devices.*

To do this, 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 Bookshelf Download 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**
- If an eTextbook has been placed for you by your instructor a download message will appear. Click **Download** to download your eTextbook locally and read it offline. You are also able to save it as a .pdf file and print it (limited number of pages per printing effort according to each publisher's restrictions)
- You have now activated the Vital Source Bookshelf on your device 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 Bookshelf user account and the **My Account** 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/> or
- Click the **Bookshelf Help and Support** link through your Blackboard Learn course and the Bookshelf by Vital Source page.