

Navigation

You will use these tools to navigate through the book.



Table of Contents allows you to navigate to a specific location within the book. Click on a destination and the page will open. To close the **Table of Contents**, click on the same button.



Use the **Right Arrow button** to go to the next page, and the **Left Arrow button** to go to the previous page in the book. The **page window** allows you to view page numbers for your current page spread. To go to a different page, click inside the box, type a page number, and press Enter on your keyboard.

View Settings

You can use these settings for the ease of viewing.



Two Page View allows you to view the book in 2-page spreads. Click the button to activate this view.



Single Page View allows you to view the book one page at a time. Click the button to activate this view.



Pan Tool allows you to quickly drag the page without using scroll bars.



Click the **Zoom Out** button to reduce the page by 25%. You can reduce the view back to 100%.



Click the **100%** button to view the entire page or pages.



Click the **Zoom In** button to expand the page by 25%. You can expand the view up to 200%.



Zoom To allows you to zoom in on a specific area of the page. Click the button and highlight the area you'd like to magnify.

Tools

You can access a variety of tools using these buttons.



The **My Data** button allows you to view the Notes/Bookmarks present in the book. Click on the My Data button. It will open up a window containing **Bookmarks** and **Notes** tabs. You have the option to view the data under the **Notes** tab in either a list format or a grid format by clicking on the buttons in the top right corner of the My Data window.



Notes allow you to save ideas as you read a page. Click the button to activate this tool. Then, point and click on the spot where you want to add a note. The note text box will display. Click inside the text box and input your note. Click Save to save the note and close the box.



With the **Pen** tool, you can draw and write in multiple colors on any part of a single page. Click the pen button to activate the tool. Select a color. Then, with your mouse button pressed, draw or write on a page. To remove all of the pen tool markings, select Erase. Click the pen button again to deactivate this tool.



With the **Highlight** tool, you can highlight text on a page. Click the highlighter button to activate the tool. Select a color. Then, select the text you would like to highlight. To remove all highlighted text on the page, select Erase. To remove only specific highlights, select text to remove its highlighting. Click the highlighter button again to deactivate this tool.



Search allows you to look for any word or phrase in the book. Click inside the Search box and type your search term, then press the Enter key. A new window will open up on the screen. Click on the blue page number to navigate to that page in the book.



The **Index** lists the terms available in the book in the alphabetical order along with page number.



The **Glossary** button allows you to view the meaning/explanation of the terms present in the book, arranged in alphabetical order. Click on the Glossary link. It will open up a window with the letters of the alphabet displayed along the top. Click on a letter to see the words in the glossary that start with that letter. Then click on a word to see its meaning/explanation.



The **Answer ON/OFF** toggle button allows teacher user to view the answers in the blank spaces available in the book.



The **Standards** button allows you to view the State Standards and the corresponding lessons. It will open up a window containing **View by Lesson** and **View by Standard** tabs.



The **Docking Station** allows you to access the features present in the book. Some of these features include Vocabulary, Tools, Check, etc.

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