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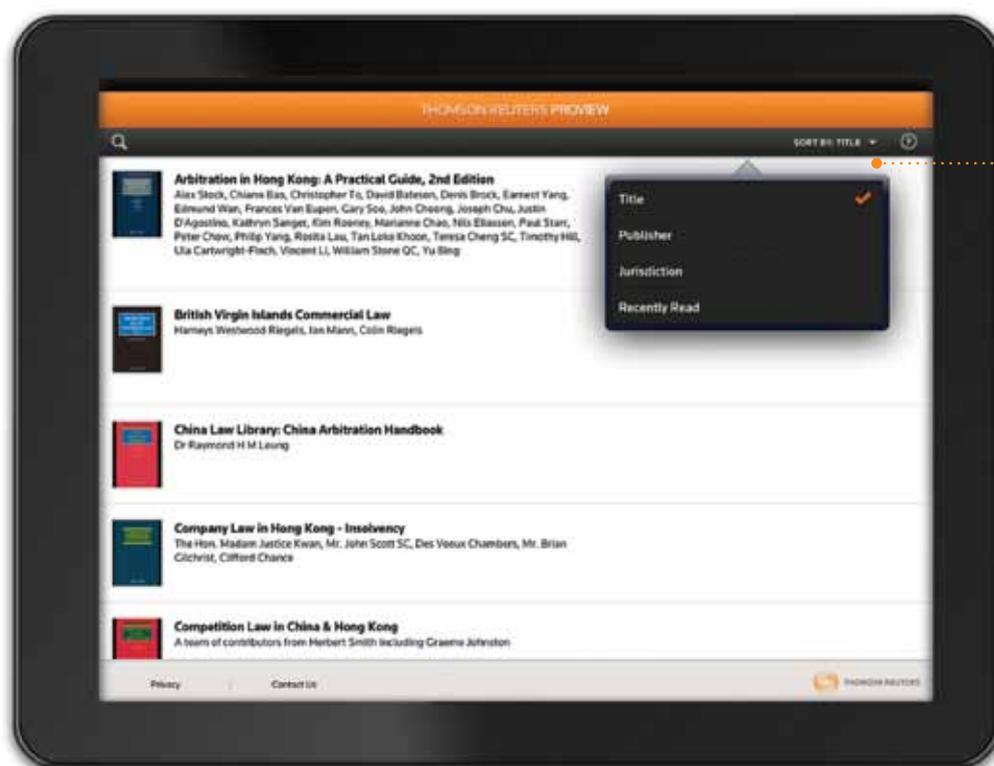


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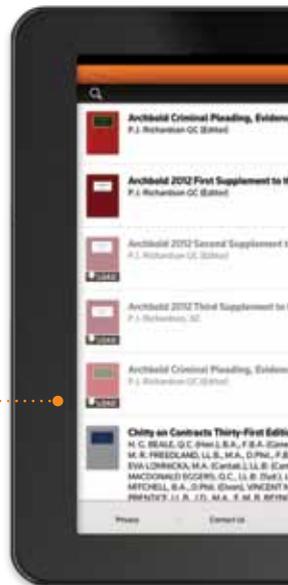


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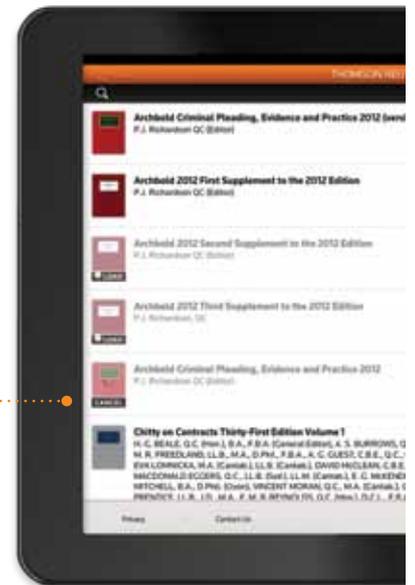
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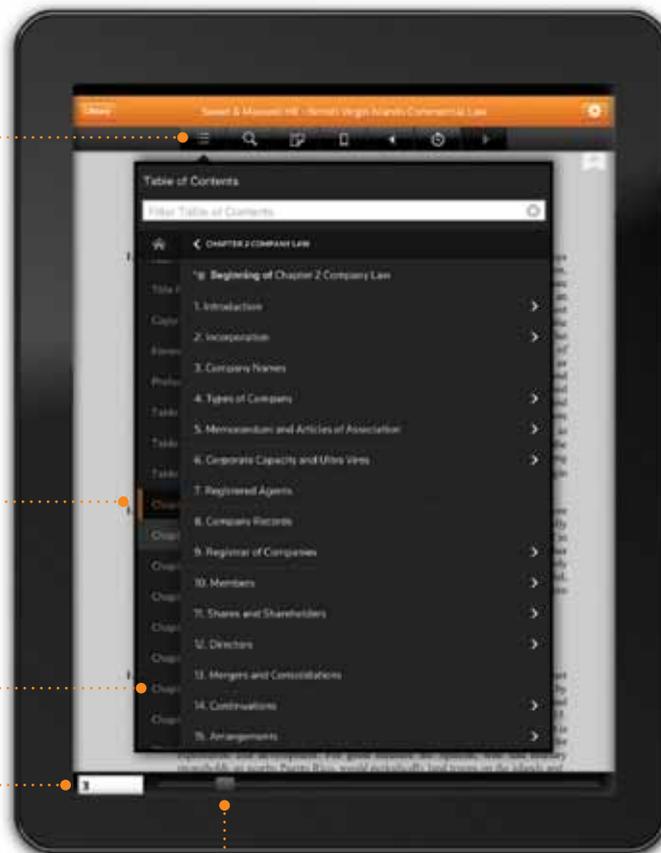


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Tap/click this icon to bring up the Table of Contents.



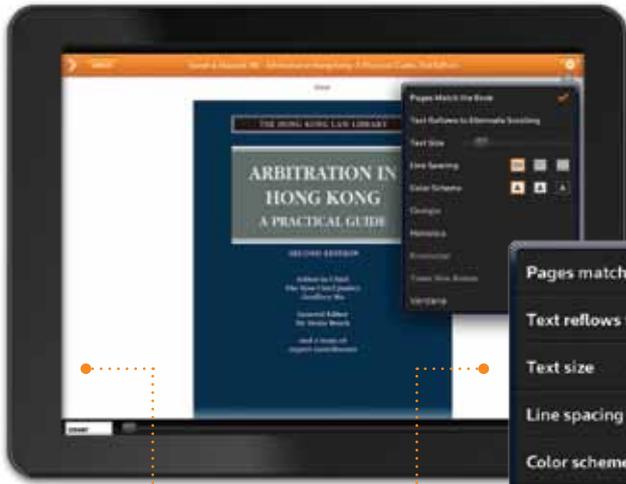
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View your contents list in layers so you always know where you are in the book.

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Scroll through the book using the navigation bar.

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To go back a page, tap/click the **left** hand side of the screen.

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USEFUL TOOLS

There are a whole series of features in each eBook. You can add notes, jump to the contents table, highlight text and configure how the text appears to suit you.

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Tap/click the settings icon on the top right hand corner.

- a. Select this so the eBook follows the same layout as the hard copy edition
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- d. Allows you to choose the line spacing
- e. Change the brightness of the screen from light to dark
- f. Select your preferred font

COPY, HIGHLIGHT & ADD NOTES

Select any text and a magnifying glass and blue shaded bar appears.



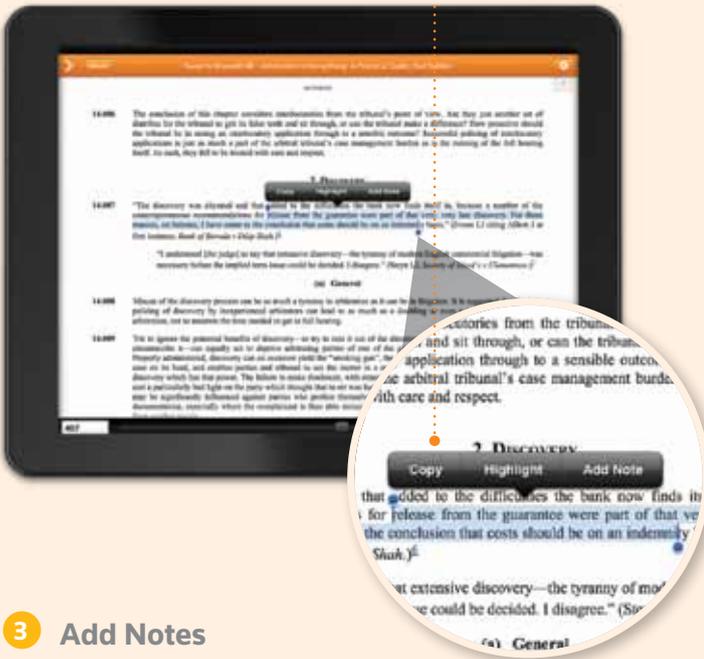
Use the blue dots to expand the covered text.



The options to copy, highlight or add note appear.

1 Copy

If you select "Copy", the shaded blue bar disappears and your selected text is ready to be pasted into another document.



2 Highlight

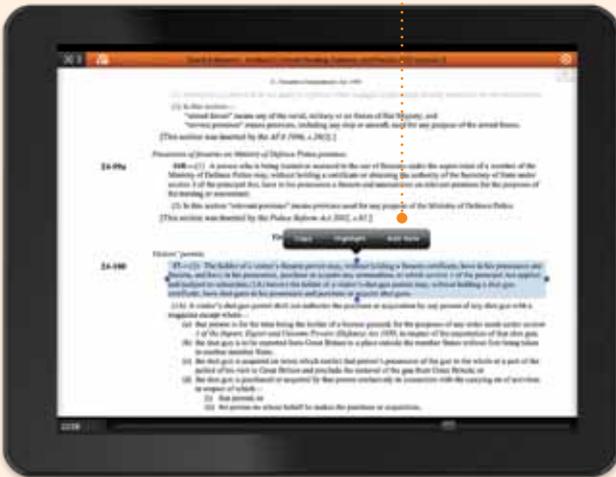
Choose "Highlight" to shade important text in a colour of your choice.



3 Add Notes

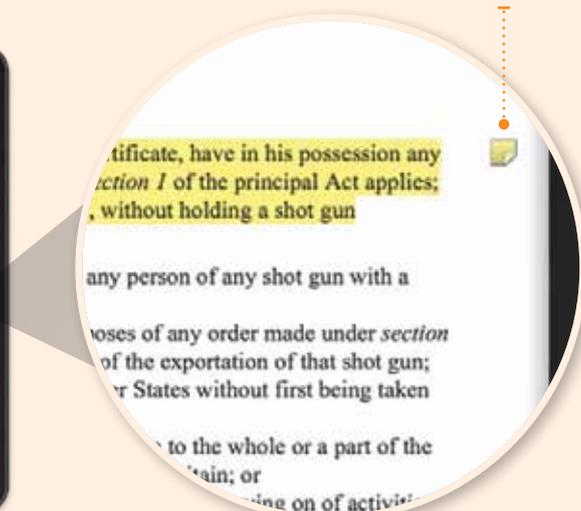
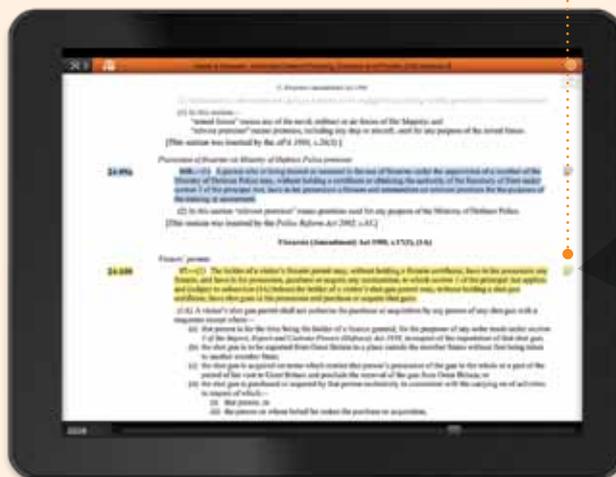
Press "ADD NOTE".

A keyboard and notepad appear if you are using an iPad. Type your notes, select a colour and click "SAVE NOTE".



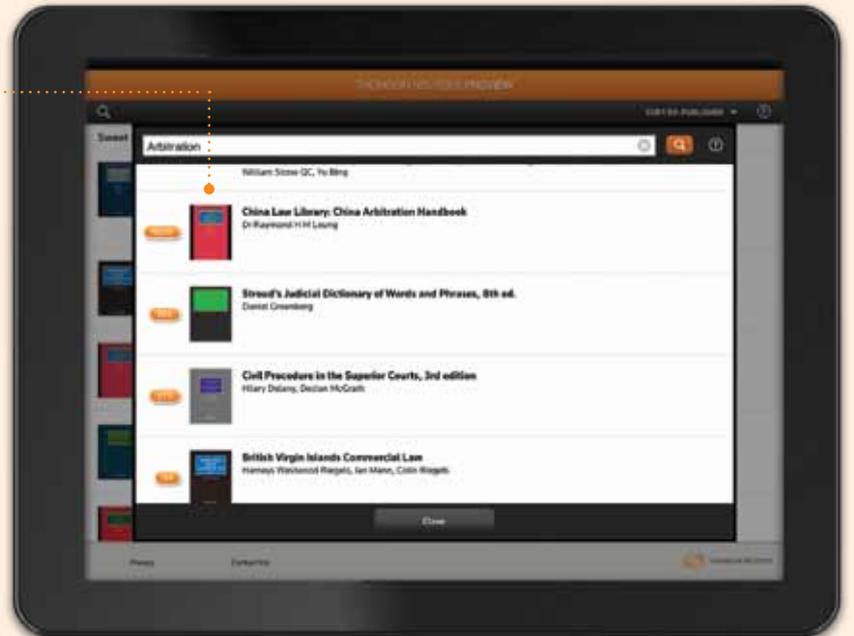
The text will remain in the colour you have chosen and a small note icon appears on the right hand margin.

Select the note icon to open your note. You then have the option to make amendments or delete the note if required.



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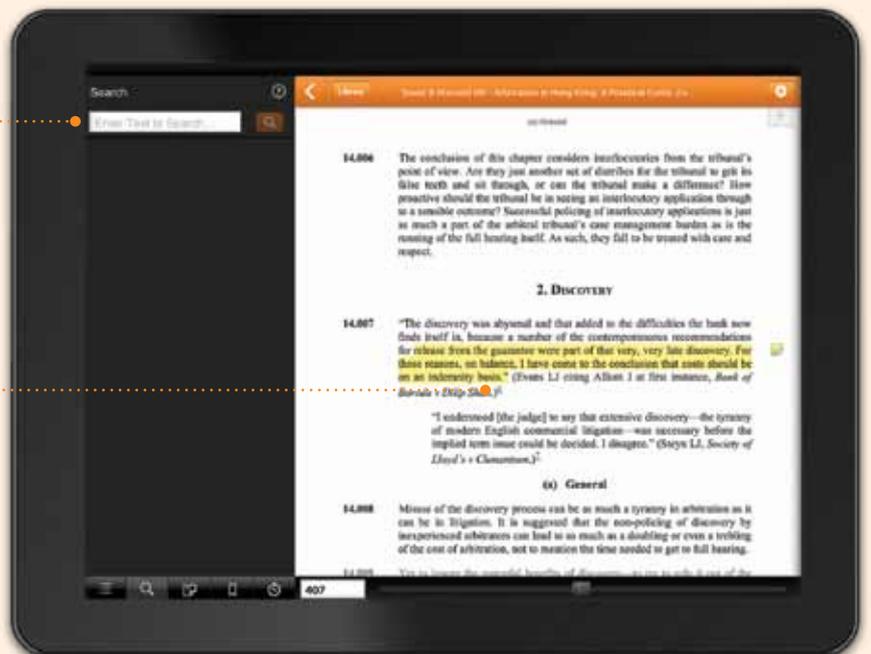
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You can also search through the eBook without having to leave the page.

Paragraph references have active hyperlinks throughout the text to enable seamless research.



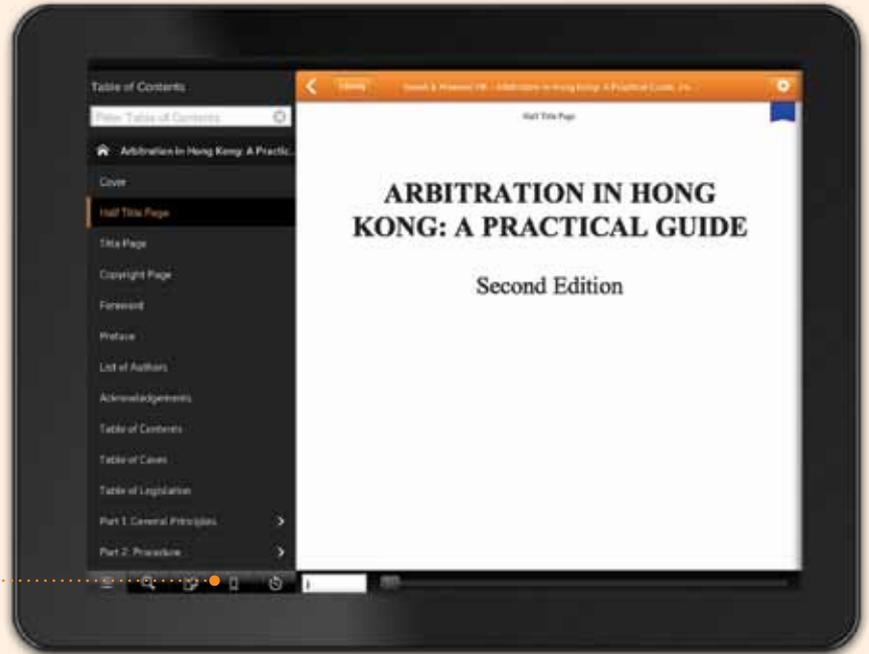
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You can see the full list of your bookmarked pages by pressing this icon on the menu screen.



Select the bookmark icon at the top of the page and it changes to blue.

The blue icon shows that a page has been bookmarked and saved to your eBook.

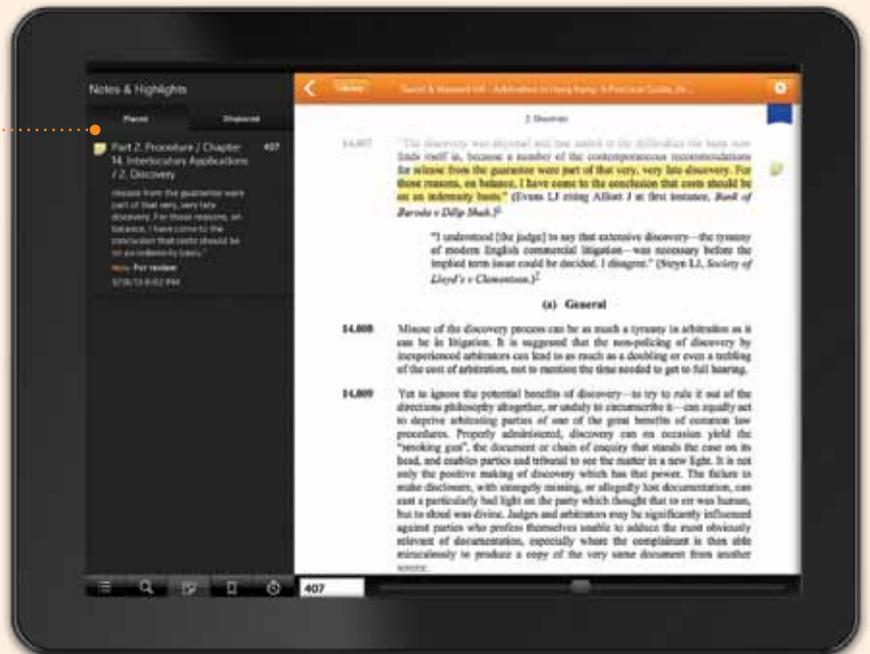


REFERRING TO NOTES

Open the menu.

Select on the note icon. Your saved notes and highlighted text will appear, along with the first line of text and page number.

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