

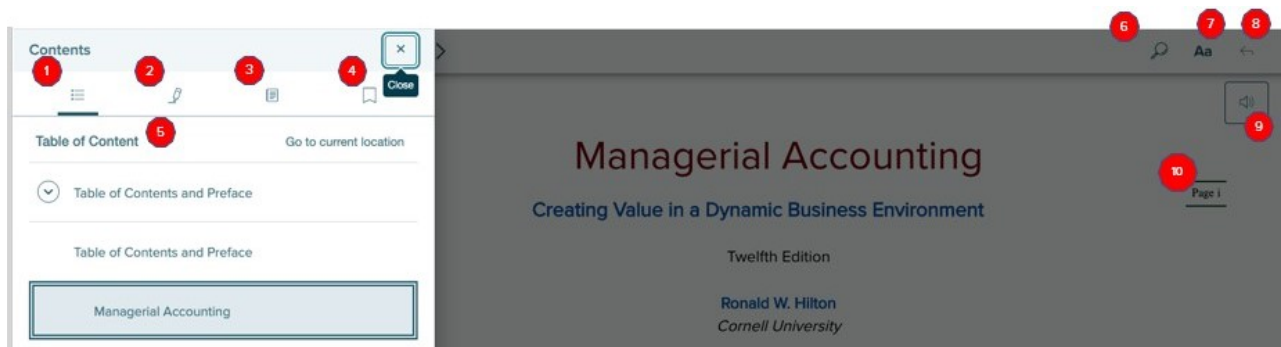
# eBook

## Contents

eBook Orientation.....	1
Accessibility Capabilities.....	2
Assign the eBook.....	2
Download the ReadAnywhere app.....	3
Take Notes & Create a Study Guide .....	4

## Quick Start

### eBook Orientation



Your Connect course automatically includes an eBook for you and your students. The eBook is the full digital textbook, with some additional tools built in. Here’s a quick guide to tools available within the eBook.

1. To open the Table of Contents, click on the three lines in the upper-left corner of the screen, then click on the chapter or section you want to open.
2. Click on the Highlighter icon to see sections of text you’ve highlighted in the eBook.
3. Click on the Notebook icon to see a list the notes you’ve taken in the text.
4. Click on the Placemark icon to see a list of placemarks you’ve set in the eBook.
5. Click through the Table of Contents to go to specific chapters or pages.
6. Use the Magnifying Glass icon to search for terms or page numbers.
7. Click on the Back Arrow icon to go back to your previous spot in the eBook.

*Need help? Call our Customer Experience Group at 800-331-5094*

8. Click on the Three Buttons icon in the upper-right corner to choose different versions of the textbook. You're automatically given the instructor version with additional material.
9. Click on the Sound icon to have the eBook page read aloud.
10. Please note that page numbers in the eBook coincide with page numbers in the printed textbook and are searchable.

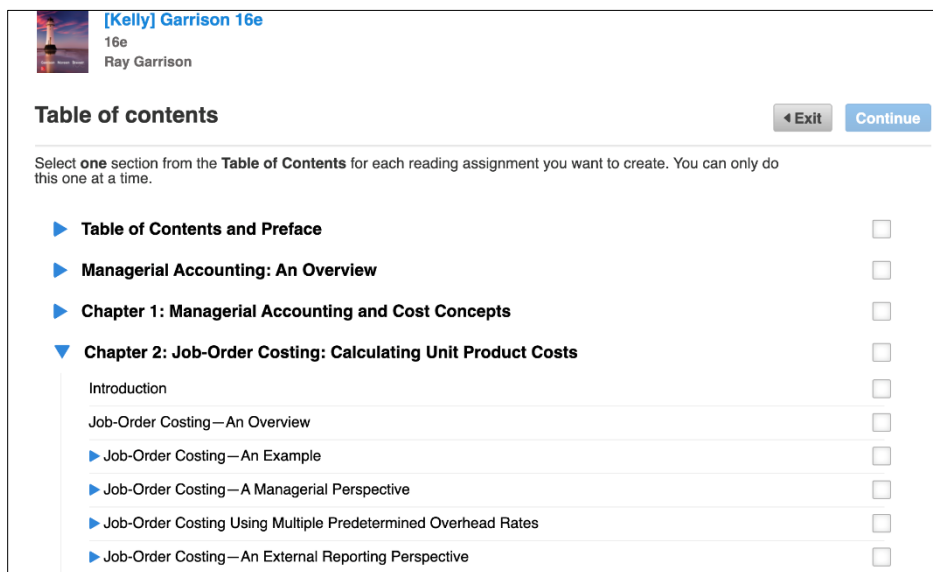
### Accessibility Capabilities

The eBook in Connect was built with accessibility in mind. User testing was completed for both laptop and mobile app versions. Image descriptions and closed-captioned videos are available. A recent technical audit shows that much of the reading experience is accessible, but there are still limitations with highlighting and with some multimedia content interactions. Continued development is underway to increase accessibility.

Our most recent copyrights contain an icon indicating read aloud functionality that has been built into the eBook.

### Assign the eBook

You can assign specific sections of a chapter, or a specific chapter you want students to read in the primary course textbook eBook. Click on Add Assignment, then choose Reading Assignment. This can help as an additional guide for students of where to start their reading in the book or chapter.



If you are syncing your Connect assignments with your LMS, create an eBook reading assignment to give students access to their eBook directly from your LMS course.

You can assign a whole chapter, a section, or segments within a section.

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### Set up policies and assign

**Assignment name:**

- Chapter 2: Job-Order Costing: Calculating Unit Product Costs

**Start Date:**

US/Central

**Due Date:**

US/Central

You can set Start and Due Dates, but please note that Reading Assignments do not include points. If you want to create a reading assignment with a points value, we recommend using SmartBook 2.0 assignments.

Once assigned, the reading assignment will appear with the students' other assignments in their Connect course. If you've synced your Connect assignments with your LMS, the reading assignment will also be available in your LMS assignments.

### Download the ReadAnywhere app

The eBook in Connect can be accessed on a smartphone or tablet using the free ReadAnywhere app. This is a great tool for you and your students to take advantage of since it enables reading offline – and it's available for iOS and Android devices.



To download the ReadAnywhere app, go to the App Store or Google Play and search for ReadAnywhere.

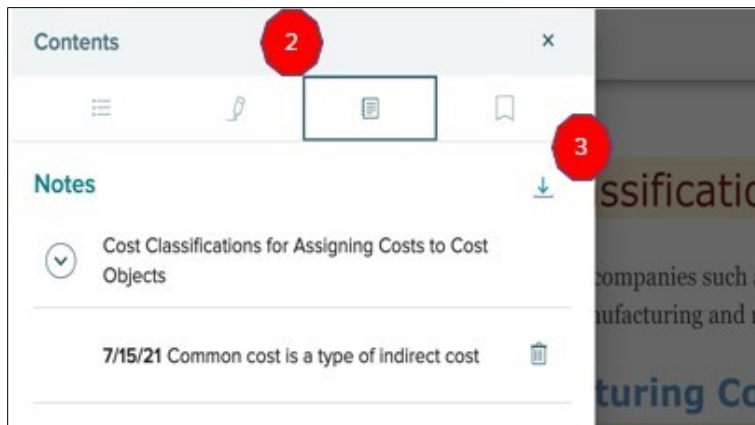
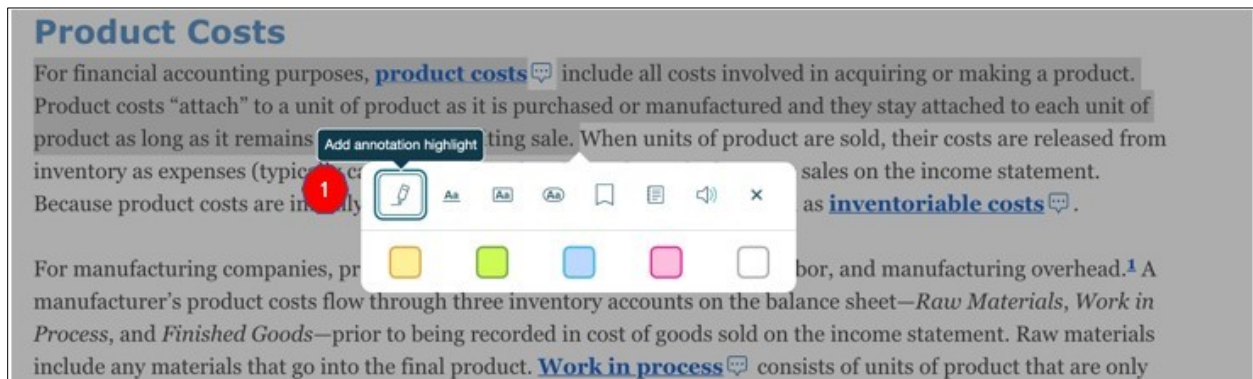
Download the app and log in with your Connect username and password. Your course textbook will automatically sync with the app and you can choose which chapters you want to download – or you can download the whole book depending on how much storage is available on your device.

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The ReadAnywhere app has the same functionality as using your eBook in Connect, and if you highlight any sections or use any of the annotation tools, those notes will sync when you open the app with Wi-Fi, so you have access to all your changes whether you access your eBook on your laptop or via the ReadAnywhere app.

## Take Notes & Create a Study Guide

If you would like to create a study guide for your students or take notes for yourself, you can do that in the eBook using the annotation tools.



1. Highlight the text you want to add a note to or highlight. The note toolbar will pop up and you can choose which tool you want to use. You can continue to add notes as you read.
2. Once you’re ready to review your notes, click on the Table of Contents icon and choose either your highlighted or written notes, shown in the icons.
3. If you want to share your notes, or print them off, click the Export button and you’ll receive a PDF file to save, share, or print.