



## Logging on for the first time



The screenshot shows the VLeBooks website interface. At the top left is the VLeBooks logo. To its right are links for 'SIGN UP' (with an envelope icon), 'Twitter' (with a bird icon), and 'Facebook' (with an 'f' icon). Below these are three green buttons: 'Enquiries', 'About Us', and 'FAQ's'. The main content area is divided into two sections. On the left, a blue box with a sunburst background contains the text 'Welcome to VLeBooks' and a paragraph describing the service. On the right, a white box titled 'Login to VLeBooks' contains three input fields: 'Organisation ID', 'username', and a password field with dots. Below these is a 'LOGIN' button and a link for 'Forgotten Password?'. At the bottom of the login box, there is a 'Shibboleth Login' link and another 'LOGIN' button. The footer is a dark grey bar with links for 'About us', 'FAQs', 'Terms & Conditions', 'Enquiries', and 'Forgotten Password?'.

To log into VLeBooks and get started with reading eBooks wherever you are, you'll need to go to <http://www.vlebooks.com> or follow the link on your school's website. You'll need to enter the organisation ID, user name and password given to you by your librarian or teacher. Once you've logged in, you'll be asked to enter a few details like your name and your school email address, and be prompted to change your password – make sure you change it to something secure and keep it safe!

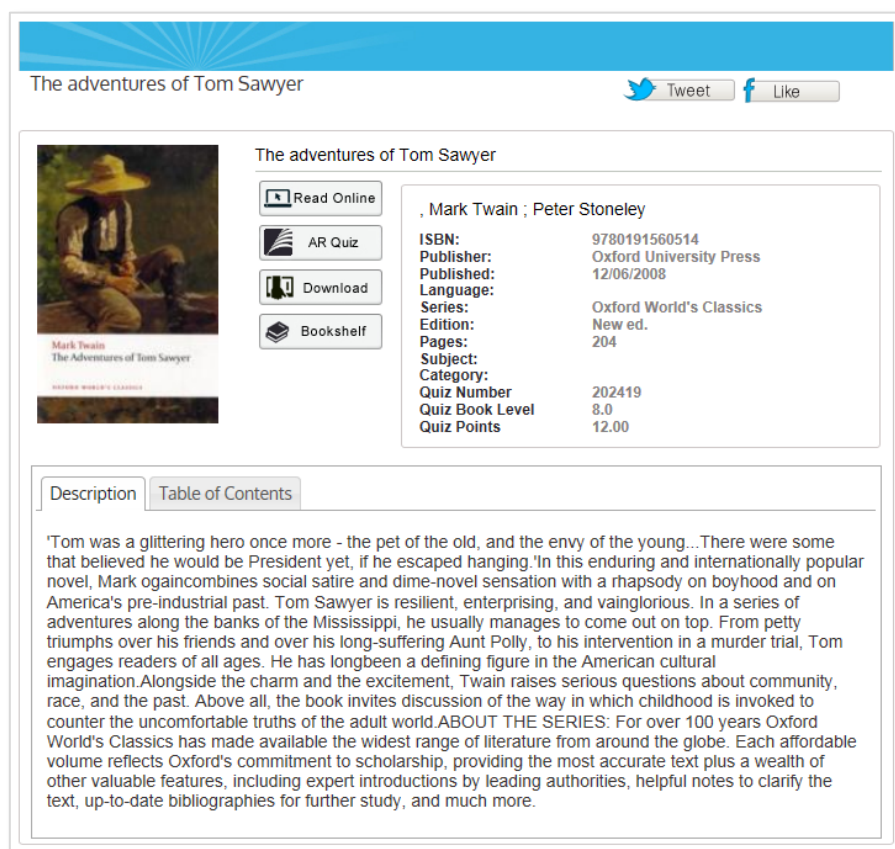
## The VLeBooks Home Page

The screenshot shows the VLeBooks Home Page after a user has logged in. The page layout includes a top navigation bar with links for Home, Bookshelf, Advanced Search, and Help, along with a search bar. A sidebar on the left contains sections for 'Your Virtual Library' (listing 'Browns Books for Students'), 'My Bookshelves' (listing various subjects like Alice in Wonderland, black beauty, etc.), and 'Browse' (listing categories like My Library, Book Categories, etc.). The main content area features a 'Welcome to VLeBooks.com' message, a 'Book of the Week' section (highlighting 'A Monster Calls'), a 'Last Read...' section (displaying book covers for 'Lizzie Zipmouth', 'Put Out the Light', etc.), a 'Readers Recommend' section (displaying book covers for '15 Days Without a Head', 'The Demon Headmaster', etc.), a 'Recommended Product' section (highlighting 'Death of a Salesman'), and a 'Reading Group - August' section (highlighting 'I Shall Wear Midnight').

Once you've logged in, you'll see a home page like the one above. From here, you can start reading books, make collections of your favourites, and get help.

## Reading eBooks

Have you seen a book you'd like to read? All you'll need to do now is click or tap on the jacket image and you'll be asked what you'd like to do:

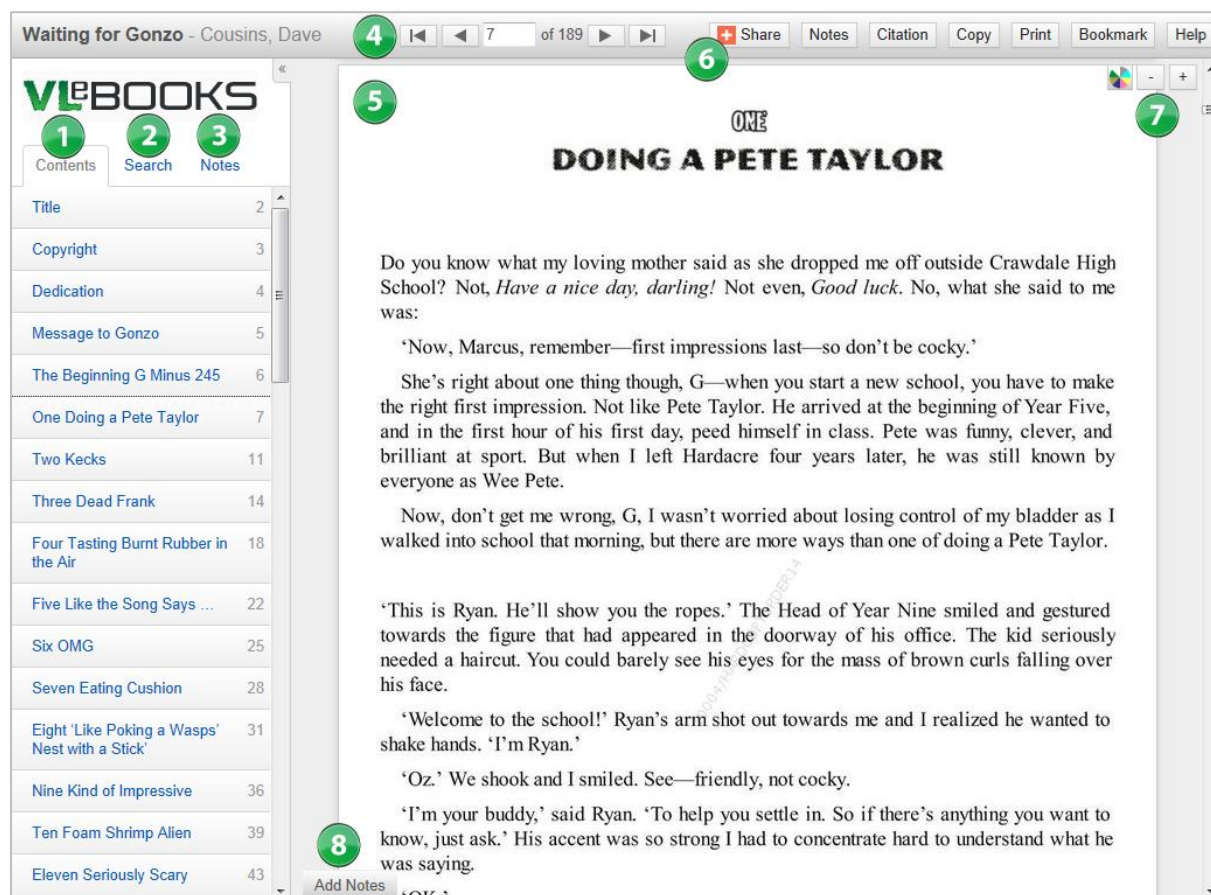


If you're in the library, on your home computer, or on the internet with an iPad or Android tablet, you can start reading straight away by choosing "Read Online". If you want to save the book to your tablet or eReader for reading later, choose "Download". You can also add the book to a custom collection using the "Bookshelf" feature – this way you can keep track of the books you'd like to read, or what you need for your homework or coursework.



## Reading Online

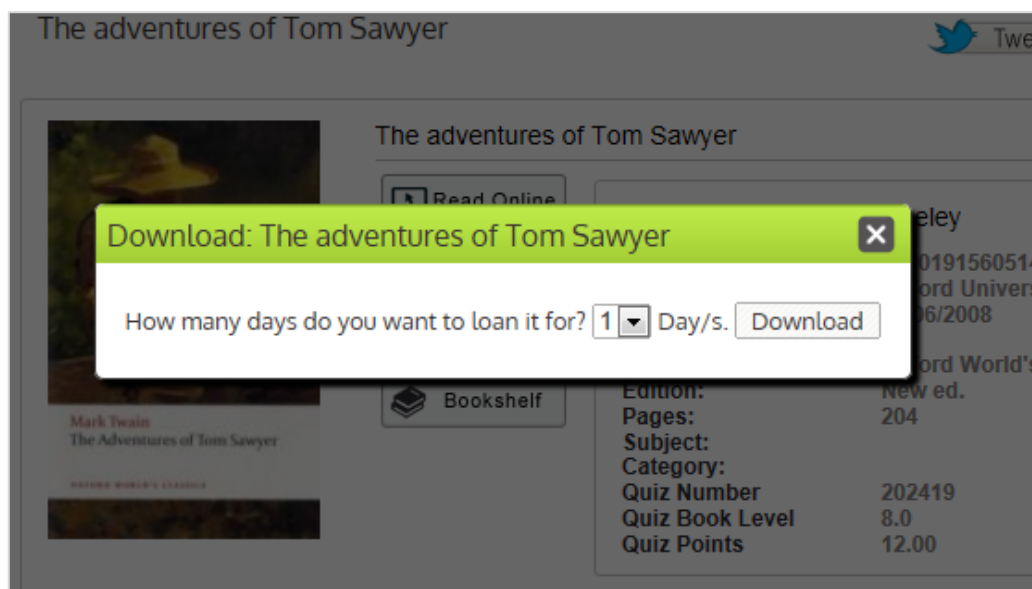
Click or tap “Read Online” to start reading straight away:



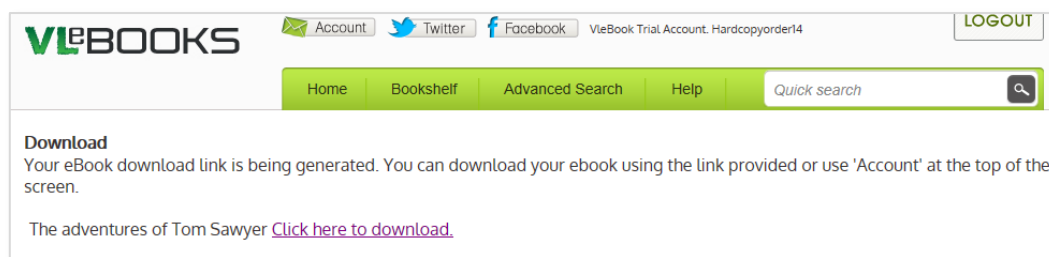
1. Table of Contents – Click on a chapter to go straight to it.
2. Search – Search the whole book for words or phrases, or check the dictionary for spelling and example phrases.
3. Notes – Click on a saved note to view it and go to the page.
4. Navigation – Scroll through pages or enter a page number.
5. Book Pane – This is where your selected eBook will display.
6. Options – Share what you’re reading, share your notes, copy and print portions of the text, and drop a bookmark on a page.
7. Zoom and Colour – Zoom in and out of the book, and click the colour wheel to change the page tint.
8. Add Notes – Write notes on any page or edit your saved notes.

## Downloading

Click or tap “Download” to loan the eBook from the library for downloading:



You can choose the number of days you’d like to have the book for using the drop-down box. Once you’ve chosen, click “Download” to request the book.



You will then be presented with a download link. You’ll need to make sure you’ve got the right app or program installed before you download for the first time. You’ll be given links to all of the help guides for setting these up, so just click on the one that’s right for your device and you’ll be taken through what to do, step by step. If you’re on a tablet or a phone, you’ll need the free VLeBooks Reader app, and if you’re on a computer or want to read on an eReader, you’ll need Adobe Digital Editions.