

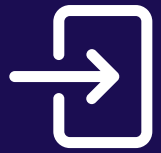
ACCESS OUR DIGITAL LIBRARY



1

SIGN IN

- Sign in to the Digital Library
 - OUR staff, use your OUR login credentials
- Now Click libraries ,then
- Click OUR digital library



2

BROWSE

To browse the Collection for an item:

- Use the "Find a book" search option in menu OR
- Browse the Collection and select an item by clicking on the cover

OPTIONAL-

- Before proceeding to borrow you may choose to interact with details associated with the item, including Description; Table of Contents and Reviews etc.
- There is also a SHARE icon which allows you to share a link to the item with friends on social or other media



3

BORROW/READ

- BORROW
 - After selecting an item, click borrow to add the item to your bookshelf.
- READ
 - Navigate to the bookshelf, locate the item and click on book cover again to select it.
 - Click *Read* and you're good to go!

OPTIONAL-

Before checking the item out of your bookshelf, hover mouse over book cover to reveal horizontal 3-dot menu at the lower right hand corner of the book cover, with additional options



4

CUSTOMISE

Once you hit "Read" the eBook will be loaded in full text on the reading screen. You may navigate the pages by using the arrows on the pages. or by vertical scrolling. You can also customize your e-Reader to optimize your reading experience. These options are available via the menu of icons in the upper right hand corner of the page. The 3rd icon "A" allows you to:

- Change Page Colour, Text/font size;
- View one or two pages at a time;
- Zoom page
- Interchange between horizontal and vertical page scroll

Full screen mode is available using the 4th icon. Other menu icons are explained below



5

ANNOTATIONS

The Notes icon is the 1st menu icon to the right in the reading view. Highlighted notes, tags and comments are saved here.

6

BOOKMARKS

Bookmarked pages and Contents are located using the 2nd menu icon in the reading view. To bookmark a page use the bookmark icon located to the right of the progress bar which is at the bottom of your reading screen



7

HOW TO MAKE HIGHLIGHTS

Select the section of the text you wish to highlight. A menu of options comes up, allowing you to choose your desired highlight colour or snip the desired section.

After highlighting the text, a second menu comes up with the following options :

- Add Tags , Notes , Comments
- Share the highlighted text on social media
- Delete the highlight
- Sort highlights based on the date they were made. OR based on progress. i.e. their exact location in the ebook

