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**How Do I?**

**Search within the text**
At the top of the page, there is a search box. Click on it and enter your search terms to easily find pages that contain the term you are searching for. Use the “Limit Results To” drop-down menu to drill down to particular chapters and narrow your search.
View recent searches
To look back at your most recent search results, click on “My Searches”. Your search history will be displayed on the left-hand side of the screen.

Highlight
Highlighting allows you to mark up the book as much as you want while studying. Click on the Highlight tool along the top navigation and select the text you wish to highlight. To show or hide your highlights, click the drop-down arrow to the right of the Highlight tool, and select show or hide highlights. Your instructor may also include highlights in your text, and these will be indicated in a different color on your screen.

If you need to delete your highlight, double-click the highlight and click the “X” button on the top right-hand corner. If you need to resize, double-click and drag to your desired size.
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Note taking is a breeze in your eText. You can even include hyperlinks in your notes. To take notes, click on the Note tool, which looks like a thumbtack. Click the area on the eText in which you want to make a note. (Notes from your instructor will appear as green, and your own private notes will appear as yellow)

To delete your note, double-click and click “Edit” and then “Delete”.

You can access your notes via the Notes Manager by clicking the drop-down arrow to the right of the Notes (Pushpin) icon. Notes Manager will allow you to search for your notes, export them to your desktop and print them so they can be used as a study guide.

**Bookmark**

Use the bookmark tool to mark where you left off on your eText or mark an important page. Click on the bookmark tool to mark the current page you are viewing.

If you want to view all of your bookmarks, click “Bookmarks” on the left-hand navigation of your eText, typically located underneath the Table of Contents section. To delete a bookmark, go to the marked page and click on the Bookmark tool on the top navigation.
Print
To print a single page or two facing pages in an eText:
1) Navigate to the page or facing pages that you wish to print
2) Click the Print button
3) Enter settings in the print dialog box, as needed, and click Print.

Notes on printing
You cannot print the pages which are restricted from printing. The print button is disabled for such pages.
When printing facing pages, each page is printed on a separate sheet.
Any external information added on a page, such as notes and highlights, are not printed. Only original book content on the page is printed.

View Facing Pages
To view two facing pages in the eText viewer, click the Single/Two Page View Button located in the toolbar. The facing pages will be displayed, and the navigation pane is hidden.

To display the navigation page
In the facing page view, the left navigation pane collapses to the left. To expand it, click and drag the slider to the desired width for the navigation pane. The slider is shown below, and is on the screen at the far left, vertical-center of the page.

Access more help
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