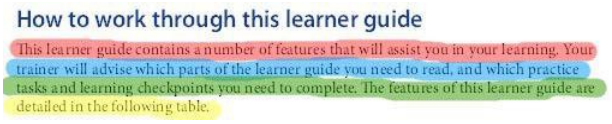
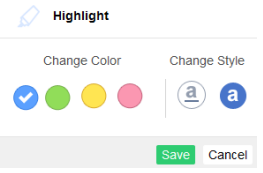
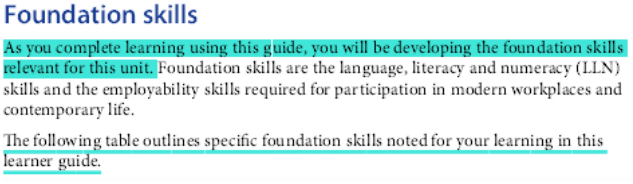
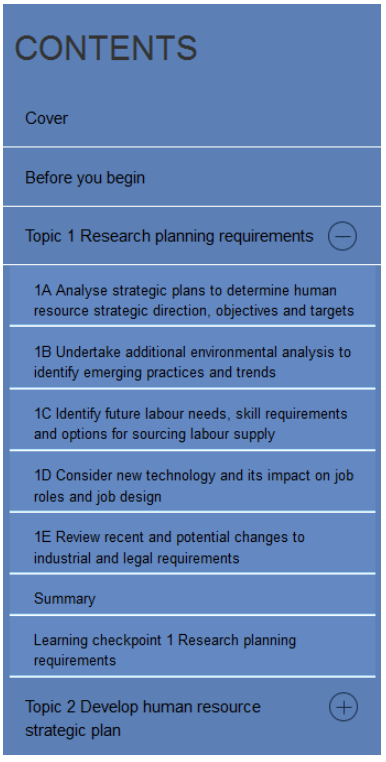
Key features of Aspire's eBooks and the MyConnect platform

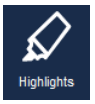
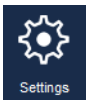
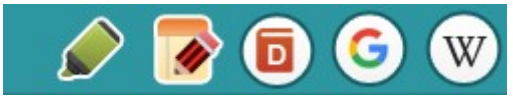
Top panel of the eBook reader	
Menu icon: This icon allows you to view the list of various menu items available within the eBook. To hide the left menu panel, click the icon again.	
Search icon: You can search a key word using this icon. From the list of search results, select the item you want to navigate to	
Add note icon: You can use this icon to add a note. On the page that you would like to add a note, click (mouse) or tap (finger) on the add note icon in the top panel. Click/tap the place on the page where you would like to add your note. A text box will appear and you can type your note and click save.	
Drawing icon: This icon shows a drop down menu which allows you to select different drawing options. You can select pen, highlighter or eraser (more information on these features below)	
Pen tool: You can use this icon to draw or mark your page. You can also personalise the colour of the pen to suit your needs.	
Highlighter tool: Use this icon to either highlight freehand or highlight a selected area. You can personalise the colour of the highlighter. If you highlight by freehand, the highlighted area will be saved to the page and will look like this → You can also highlight a chunk of text by selecting the area you would like to highlight with your mouse. Click on the highlighter tool and this pop up box will appear: Select the colour you wish use to highlight the text and if you would like to highlight or underline the text then click save. See samples of block highlighting and underlining to the right →	   

Eraser icon: Select this icon to view the eraser options. **Eraser Drag Option:** Use this eraser option to erase the highlighted or scribbled area. Click on the area that you want to erase. **Erase All Option:** This option allows you a erase all highlights or pen marks that you have added in one click. Once you click this icon a pop up box will appear and ask you to confirm. Once you click yes, you cannot undo the action. Do you want to erase all the drawing that you have made on this page? No Yes	
Back to library icon: This allows you to exit the eBook and will return you back to your library home page.	

Left menu panel of the eBook reader

Note: If using PC, Mac or Web apps this panel will automatically appear. If using a tablet of iPad, click the menu icon (as explained above).

Content icon: Use this icon to view the table of contents for the eBook. You can navigate through the eBook quickly using this function. You can skip to different topics within the book and to specific chapters within the topics.	 

Bookmark icon: Use this icon to view the list of bookmarks you have created and jump directly to the bookmark. To create a bookmark, at the top right of each page on the eBook, you will see this icon. → Click on it. It will turn red. You have now bookmarked this page.	
Notes icon: Use this icon to view the list of notes that you have created. You can also click on a note and jump directly to the page that you created the note on.	
Highlights icon: Use this icon to view the list of highlights that you have created. You can also click on a highlight from the list to jump directly to that page in the eBook.	
Settings icon: *(Desktop app only)* Use this icon to change the display view. *Note:* An eBook viewed on a tablet will automatically display a one-page view when held upright (portrait) and will change to a two-page view when turned to the side (landscape)	
Collaborations: Trainers can use this icon to add notes, videos or extra documents to students to enhance learning experience	
Dictionary Highlight a word and be able to go to external websites to provide a definition to words or phrases.	

eBook page features

Note: If using PC, MAC or web use icons as per below. If using a tablet of iPad you will need to use your fingers by either pinching or expanding, tapping or holding.

Left and right arrow icons: Use these buttons to navigate through the eBook and change pages	
Zoom icon: Use this icon to zoom in and out of the eBook.	
Panning icon: This will appear when you are zoomed into the page. It will allow you to move around the page. Text selection will be disabled when this feature is in use.	
Text selection icon: This will appear when you are zoomed into the page. By clicking this icon you are able to select text. Panning will be disabled when this feature is in use.	
Video Icon: Click on this icon to activate the video. *Note:* This will use internet streaming data. If on the desktop app, the clip will open in a new tab in your internet browser. If on a tablet, you will be re-directed to Vimeo where the clip is hosted. To go back to the eBook, click 'X'	
Syncing Icon / Notifications Click the Sync Icon to get updated files and additional units that have been added to your library This is on the toolbar in the top right hand corner of the log in screen (next to your name)	