

Quick Tips for Navigating The Story of Kappa Alpha Psi, 6th Ed. eBook



Upon purchasing the eBook, you will be directed to the “RedShelf eReader” platform. There will be a pop-up message that will allow you to learn how to navigate your new eBook.

If you ignore the message, you will go directly to the eBook content. On the top right banner, you will notice an icon with three vertical dots with a line to the right of each dot. That is the “Contents” button. When you click on it, you will receive a dropdown menu to select from several choices to view in order as they appear in chronological order within the hardcover book.

Those choices in the table of contents include:

- Book cover
- Title page,
- Copyright page,
- About the Authors page,
- History Review Committee page
- Dedication page
- Table of contents pages
- Preface
- Prologue
- Chapters 1-33
- Epilogue
- Reference Section
- Back cover

To the right of the Table of Contents, you may select to add a bookmark within the book.

Upon returning to the top right of the page, to the right of the Contents icon is the “Search” icon. Upon clicking this button, you can type the name of any subject you seek to locate within the eBook. You will be directed to each page this subject appears within the eBook.

To the right of the search icon is the “Appearance Settings” icon featuring an uppercase and lowercase “T.” Upon clicking this button, you may choose to increase the font size, change the page color from white (default), sepia, black or high color contrast. There are also seven different font styles to choose from. You may also select a variance of letter spacing, line height, and opt to modify the margin settings.

There are three vertical dots on the far-right side of the top margin. This is the “Additional Options” icon that allows the reader to print select pages, share notes and create keyboard shortcuts.

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On the left margin, you will find the “Learning Tools Drawer” icon (three horizontal lines), with three icons for additional features to select from.

- Notes and Highlights – You can create notes and highlight eBook sections for reference.
- Flashcards – For additional learning, you have the option to create flashcards of your choice material
- Copied Content – This section lets you view previously copied selections for a copy-and-paste feature.

The toggle arrows at the bottom left margin of the screen allow you to jump from one chapter to the next. The line at the bottom of the screen (“Scrub Bar”) has dots along the line that indicate where each chapter is located.

The icon, second to the right bottom margin of the screen, is the “text-to-speech” control that allows the computer's automated voice to read sections of the book to you.

If you highlight text, you will get a dropdown menu on the screen that gives you the following choices:

- Create a note
- Create a flashcard
- Copy text
- Create a citation
- Read aloud from here

The bookmark icon is the icon to the far bottom right margin of the screen. It allows you to save your place on specific pages, so you can quickly return to review that material.

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