

Creating Your Bookshelf Account

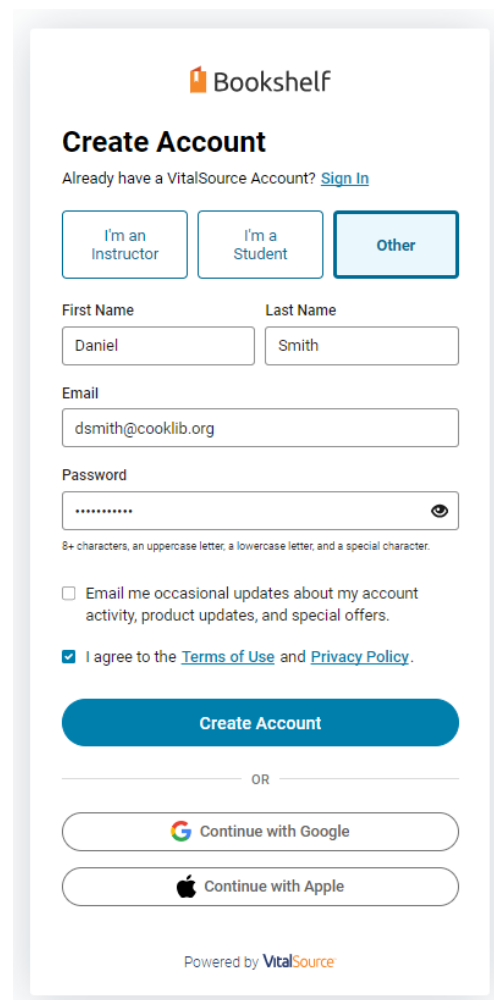
To use the new Genealogy eBook Collection from Genealogical Publishing Company, you will need to create a free Bookshelf account. Follow these instructions to create your account.

1. Open <https://login.vitalsource.com/registration>.
2. Select the “Other” button.
3. Enter your First Name, Last Name, and Email.
4. Create a password. Please note, your password “must include 8+ characters, an uppercase letter, a lowercase letter, and a special character.”
5. Check the “I agree to the Terms of Use...” box.
6. Select Create Account.*

*If you have a Google or Apple account, you can use it to create a Bookshelf account.



You can also download the Bookshelf app from the (Apple) App Store and Android Apps.



The screenshot shows the 'Bookshelf Create Account' page. It features three selection buttons: 'I'm an Instructor', 'I'm a Student', and 'Other'. Below these are input fields for 'First Name' (Daniel) and 'Last Name' (Smith), an 'Email' field (dsmith@cooklib.org), and a 'Password' field. A checkbox for 'Email me occasional updates...' is unchecked, while the 'I agree to the Terms of Use and Privacy Policy' checkbox is checked. A prominent blue 'Create Account' button is at the bottom, with 'OR' and social login options for Google and Apple below it. The page is powered by VitalSource.

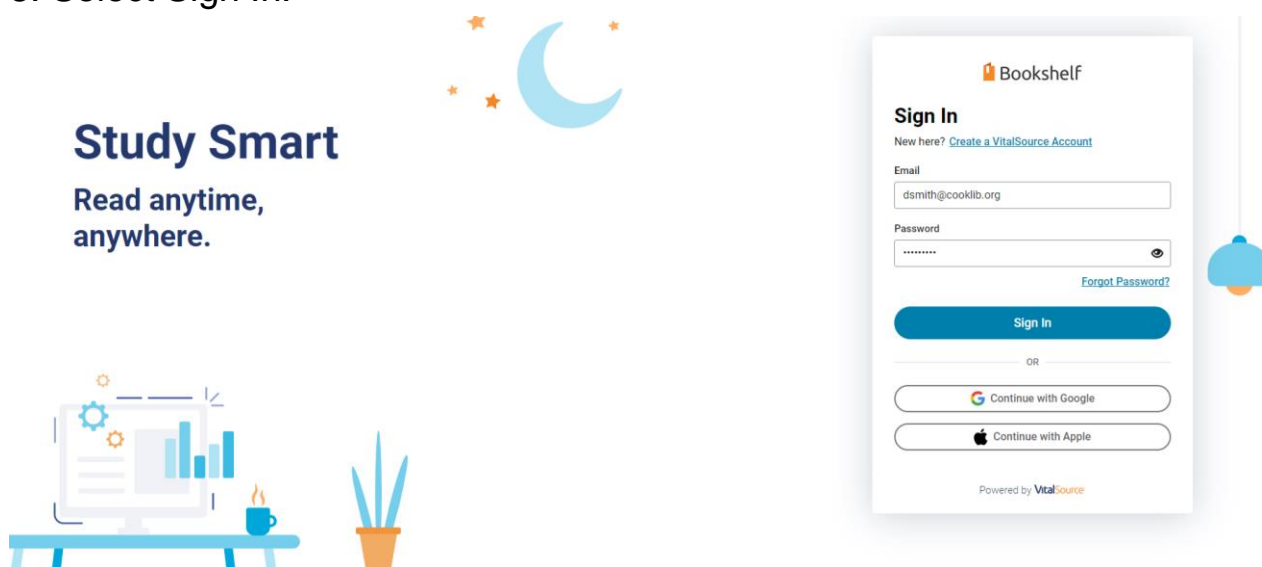
*Please note, you will need to use the “Genealogy eBook Collection” link on the library’s Genealogy webpage before logging in to your Bookshelf account. From the library, your account will allow you to check out, search, and read the hundreds of eBooks available! Once you borrow an ebook, you can continue to access it via the Bookshelf website and app at home.

Additional Information about Creating an Account can be found at <https://support.vitalsource.com/hc/en-us/articles/4402042010391-Create-an-Account>.

Accessing & Using Your Bookshelf Account

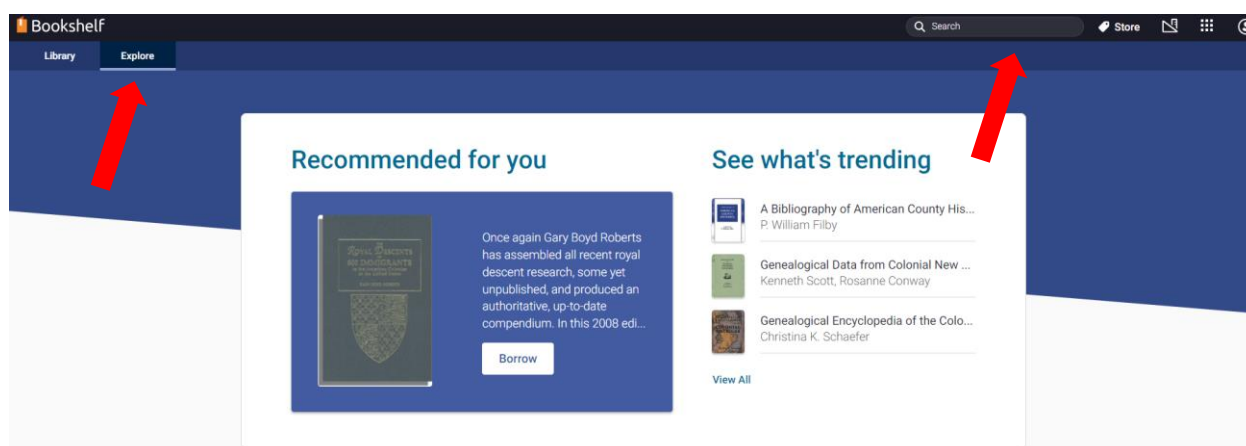
To **access** your Bookshelf Account, follow these instructions.

1. Open <https://genealogical.vitalsource.com/>.
2. Enter your Email and Password.
3. Select Sign In.



To **use** your Bookshelf Account after logging in, follow these instructions.

1. Click on the Explore tab to see what eBooks are available.
2. Use the Search box at the top to find eBooks of interest.



Hover over any book cover and select Open Book to borrow it. Then, you can search within it using the magnifying glass at the top. The book will also appear in the Library tab until you return it.

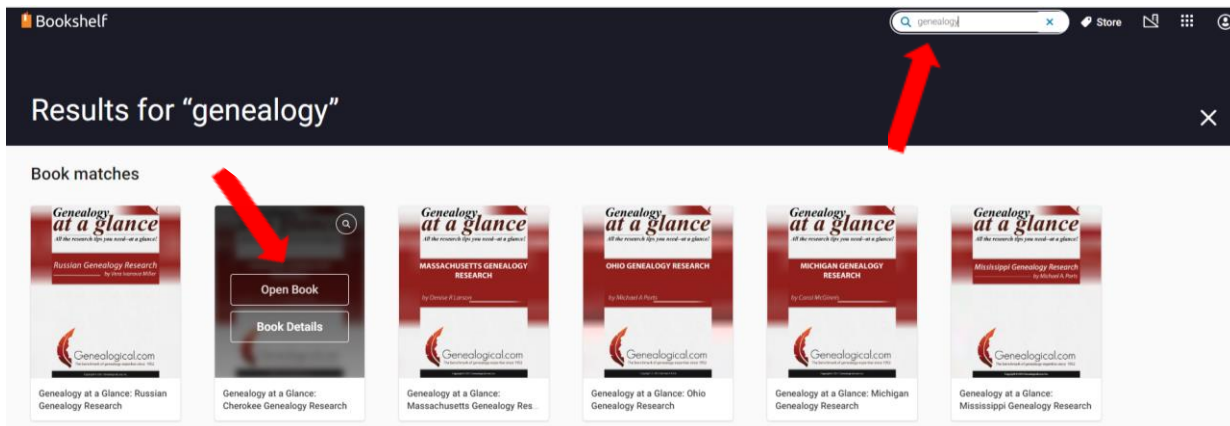
For additional information, explore the Bookshelf Support Page: <https://support.vitalsource.com/>.

Searching the eBooks

Searching for eBooks

To search for eBooks, use the search box at the top.

1. Select the Browse tab.
2. Enter your search terms in the search box.
3. Hover over the book cover and select Open Book.
4. You can now search within this specific book using the magnifying glass.

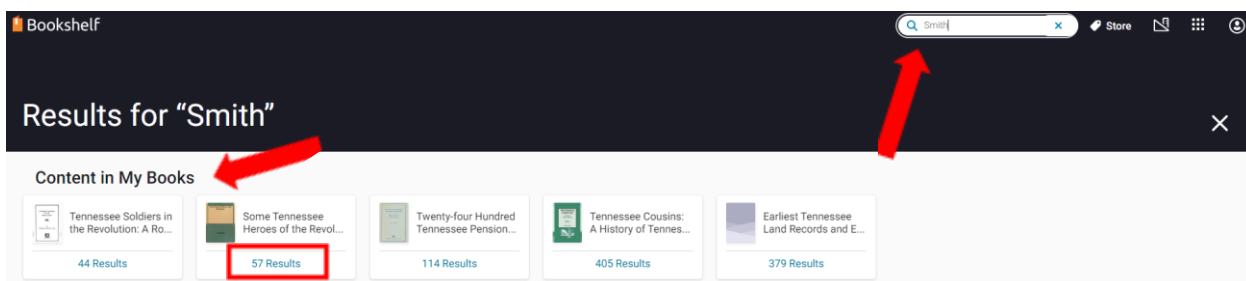


Please note, it is necessary to first open a book before you can search inside it. The initial search on the Browse tab only searches the information about the book.

Searching Inside eBooks

To search inside multiple eBooks, open the Library tab and enter your search terms in the search box at the top.

1. Select the Library tab.
2. Enter your search terms in the search box.
3. All results will display at the top of the page as "Content in My Books."
4. Click on the Results to view the complete list from the book.



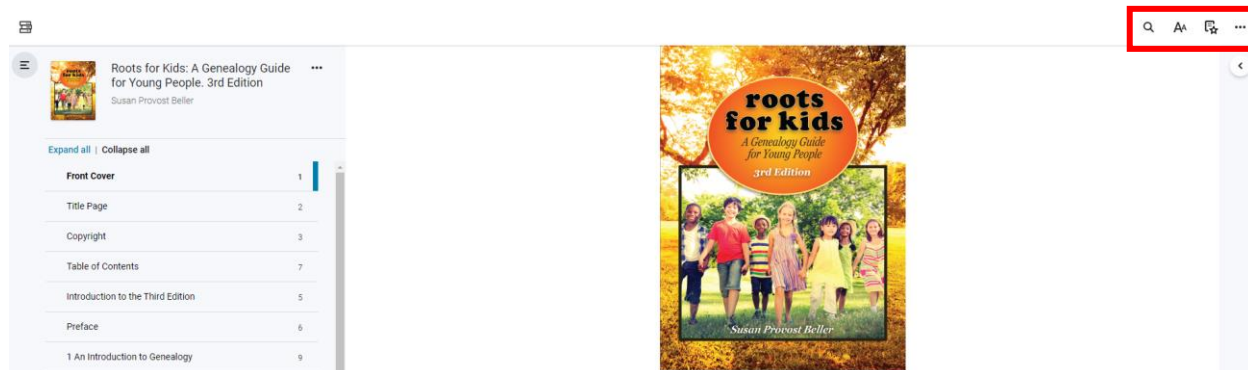
Opening & Searching Within eBooks

To **open** the eBooks after you borrow them, follow these instructions.

1. Click on the Library tab.
2. Select the Continue Reading button. If your book does not appear at the top, scroll down to the My Books section, hover over the book cover, and select Open Book.



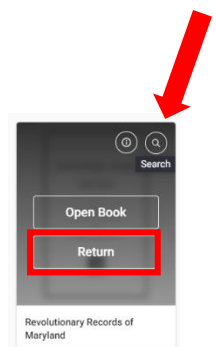
After you open a book, you can use the tools at the top to search within, highlight, take notes, set your preferences, read aloud the text, and more!



Alternatively, to **search** within an eBook, follow these instructions.

1. Click on the Library tab.
2. Select the magnifying glass above the Continue Reading button or hover over the book cover and select the magnifying glass at the top.

If you want to search within all the eBooks that you have borrowed, you can use the Search box at the top of the Library page.



When you are finished with the eBook, you can select the Return button next to the Continue Reading button or hover over the book cover and select Return.