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Welcome to *World Book eBooks!* You now have unlimited access to World Book's premier platform filled with highly engaging, interactive eBooks.

To help you get the most out of your eBooks subscription, we've compiled a list of support resources that will help you maximize your experience and ensure you and your users are taking advantage of all of the features available.



## General Information, Training & FAQ

### i. Platform overview

*A brief explanation and overview of World Book eBooks including key features, sample titles, summary of eBook Classics, and other general information.*

### ii. [Full listing of eBooks](#)

**Visit:** <http://www.worldbook.com/ebooks-title-list>

*An updated listing of all World Book series and titles available through the eBook platform. Organized by subject, this comprehensive list is updated monthly.*

### iii. [World Book eBooks App](#)

**Visit:** <https://itunes.apple.com/us/app/world-book-ebooks/id778446110?mt=8>

*Download the free App, which allows you to enjoy eBooks on the go!  
Available in iTunes®.*

### iv. [Brief video tutorial](#)

**Visit:** [http://www.worldbookonline.com/training/html/webinars\\_ebooks.htm](http://www.worldbookonline.com/training/html/webinars_ebooks.htm)

*Watch this 9-minute video that provides an overview of the platform, gives*

*tips on how to navigate through the eBook, and highlights important features within the platform.*

**v. World Book eBooks 101: [Recorded webinar](#)**

**Visit:** <https://attendee.gotowebinar.com/register/110945271>

*Watch this 27-minute recorded webinar that provides an in-depth overview.*

**vi. [Training Guide](#)**

**Visit:** [http://www.worldbookonline.com/training/ebooks/html/ebooks\\_1.htm](http://www.worldbookonline.com/training/ebooks/html/ebooks_1.htm)

*Visit the Training Guide to instantly find explanations and diagrams that provide in-depth information on how to browse and search the collection as well as a handy guide to the navigational tools found within the online viewer.*

**vii. eBooks FAQ**

*Visit the Training Guide to find explanations and diagrams that provide in-depth information on how to browse and search the collection as well as a handy guide to the navigational tools found within the online viewer.*

**vii. MARC Records FAQ**

*Your guide to MARC Records for eBooks including what they are, where to find them, and how to make changes.*

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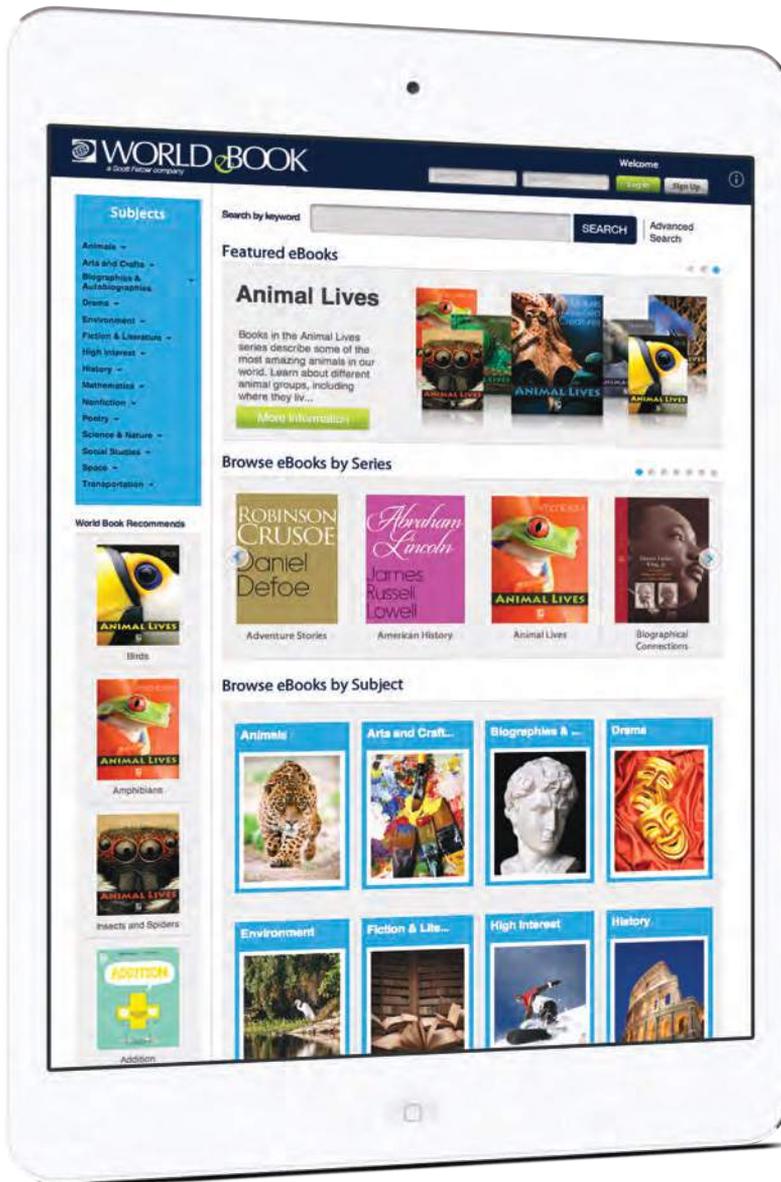


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# WORLD BOOK eBOOKS

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World Book now offers a selection of its acclaimed series nonfiction titles in eBook format. The collection supports a span of curriculum areas and reading levels. These highly illustrated and engaging titles can be accessed 24/7 on desktop computers, iPad®s, and a selection of Android devices.

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—Cynthia N., School Librarian

### **Do our eBooks work with Destiny? Follett? If so, how does it all work?**

*World Book eBooks* can be accessed in Destiny. Customers will need to download the free MARC records and add them to Destiny. Library users will then be able to click on a link that takes them directly to *World Book eBook* titles. *World Book eBooks* are currently not supported by Follett Shelf.

### **How does a customer download our MARC records?**

Customers can download World Book MARC records via their Tools administrative account. Here are the steps:

1. Log in to your Tools account.
2. Under Downloads, click eBooks Marc Records.
3. Click the Download link at the bottom of the page to download all MARC records for the site. You may also fill in your proxy server information or choose to download by date.

World Book keeps track of which MARC records you have already downloaded so that when you update your records, you receive only the new records that have been added since your last download.

### **How does a school district technical head unblock the pop-up blockers on all school district computers to enable World Book's eBooks on all the school district computers without affecting other school district databases that do not have this requirement?**

This would need to be answered by the IT administrator. However, in general, the pop-up block setting is browser-specific. Within each browser, the following settings should be enabled:

1. Cookies should be enabled
2. Pop-up windows should be enabled
3. Javascript should be enabled
4. The security level in the browser should be medium or lower (should not be high)

## Can a student use same login/password with My Research as with the eBook login?

Yes.

## How do you create a My eBook account?

You can use an existing My Research username/password, but you don't have to. To set up an account, select the Sign Up button next to the login button.

## How do I download a book to my tablet?

To download eBooks, you must first log in to your personal account at the top of the page.



Then go to the title information page for a volume and tap on the Download button. This will launch you into the app, where the book will download to your bookshelf. [Note: eBooks are not available to download for desktop users. Therefore, desktop users will not see the Download button.]

## Where do I find the eBook App for my tablet?

Users may download the app for free from Google Play™ (Android devices) or iTunes® (iPads). If they haven't installed the app, they will be prompted to do so and automatically directed to iTunes or Google Play the first time they attempt to download an eBook.

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## What devices are supported?

iPad

Google Nexus 7

Samsung Galaxy Note

Samsung Galaxy Tab 2 (10.1)

## Can I open the eBooks on other nonsupported tablets in the devices browser?

It is highly likely that you will be able to open eBooks on many nonsupported tablets. However, the display might not be optimal, and we cannot guarantee proper functionality. “Support” means that we tested the platform on these specific tablets to make sure everything works.

## What browsers are supported on a desktop or laptop computer?

Google Chrome (all versions)

Internet Explorer 10 and above

Mozilla Firefox 17 and higher

Safari 6 and higher

## How does a student access eBooks from home?

This depends on the authentication mechanism that institution has set up with *World Book Online*. Some schools do referring URL authentication so that when a student goes through their school or library’s site to *World Book Online*, it automatically recognizes the institution’s URL and lets the student into *World Book Online*. Having a username and password for the school account is another option, or the schools can work with World Book to set up SSO access so that student’s school network credentials authenticate them at *World Book Online*.

## How can I get the eBook MARC records to add to my catalog?

You would need to contact your library software vendor and ask them the procedure for importing MARC records into your catalog.

## Do the MARC records include a link to the eBook for easy access to the book?

Yes, our MARC records include URL’s that link directly to the eBook title information page. From there, the user must click on OPEN BOOK to access the title.

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## How can I check my eBook usage?

You can check eBook usage from your Tools administrative account. When the account administrator logs into Tools, they click the link for usage, and it will show usage numbers for all of the products on the account by default. To view usage for eBooks only, simply click the link for eBooks on the left product section area.

## Where are there tutorial videos I can watch on how to use the eBooks?

We do not have a video tutorial, but we do have an eBook training guide: [http://www.worldbookonline.com/training/ebooks/html/ebooks\\_1.htm](http://www.worldbookonline.com/training/ebooks/html/ebooks_1.htm)

## How do I create my own bookshelf?

1. First, create a new bookshelf. From your home bookshelf, tap on the Shelves button at the top-right side of your toolbar.



2. Press the + button to add a new shelf.



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3. Name your shelf and select “Done” from your keyboard.
4. Turn Shelves Edit Mode to Off and Tap “Shelves” to close the menu.
5. Tap on the Edit button at the top-right side of your toolbar. All the titles from your home bookshelf should now have white circles on them. Select the books you wish to move, then press Move. Then tap select the bookshelf to which you’d like to move them and then select Done.



6. To view your different shelves, you can either swipe your screen or tap on the Shelves button in your toolbar and select the bookshelf from there.

### **How long do books stay on my bookshelf?**

Books stay on your bookshelf for 21 days, but you can re-download them as many times as you please.

### **Will I lose my bookmarks, highlights, and notes in a book if it is not renewed?**

No, personalized features are saved even after the book expires.

### **How do you set up a login and how can it be recovered?**

Click the “Sign Up” link underneath the login box at the top of the homepage and fill in the details on the next page.

If you can’t remember your password, you will be prompted to reset after you attempt to log in.

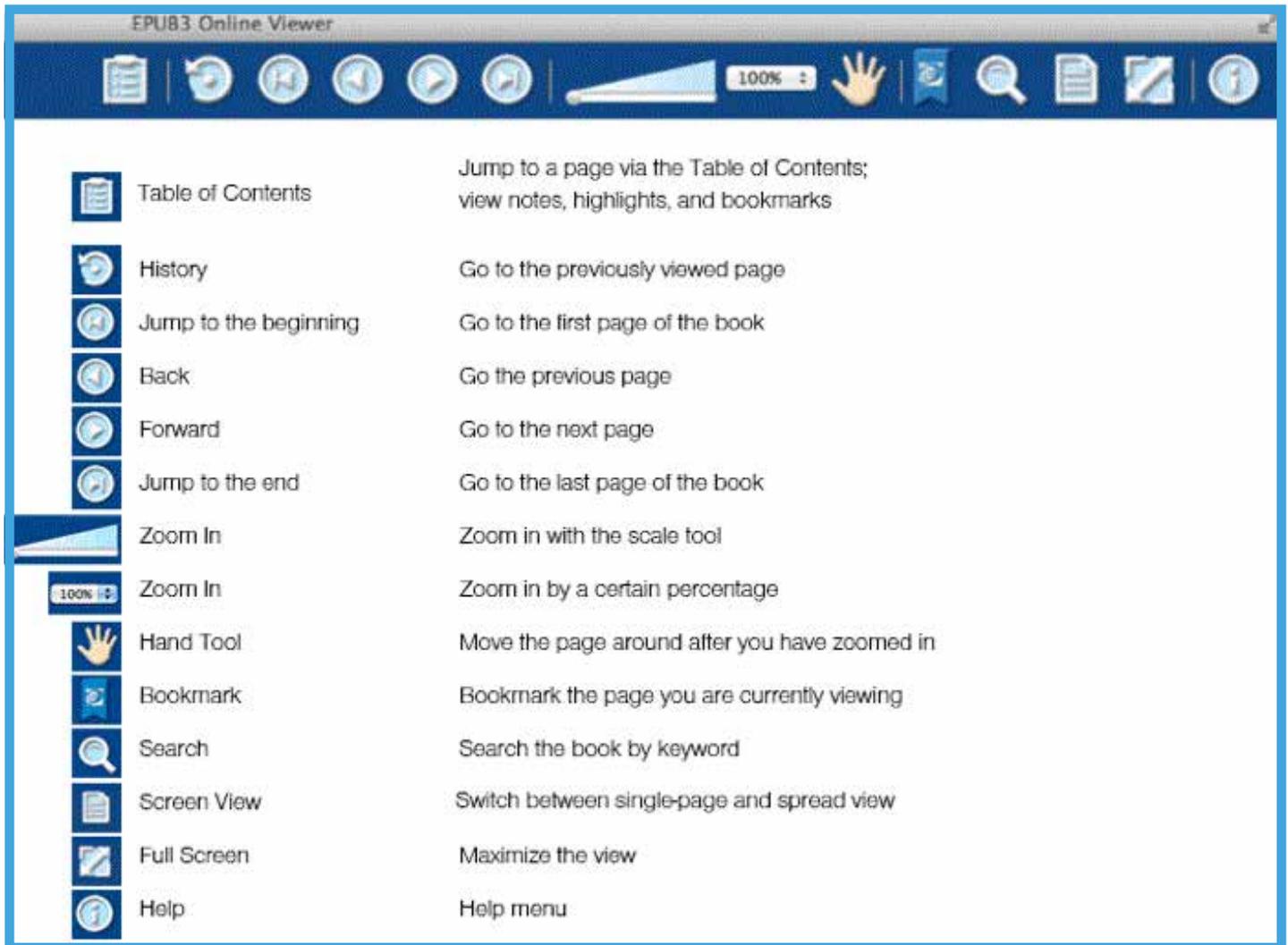
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## How do I navigate a book and use the table of contents?

The online viewer includes several options for advancing the pages, bookmarking, making notes, and highlighting.

### Menu Toolbar



The page tab toolbar at the bottom of the screen allows users to jump to a specific page in the book by entering the page number and clicking or tapping the GO button.

From this toolbar, users may also navigate the book via a thumbnail view of all pages. They may also view bookmarks by clicking or tapping the blue triangle icon on the right side of the toolbar.

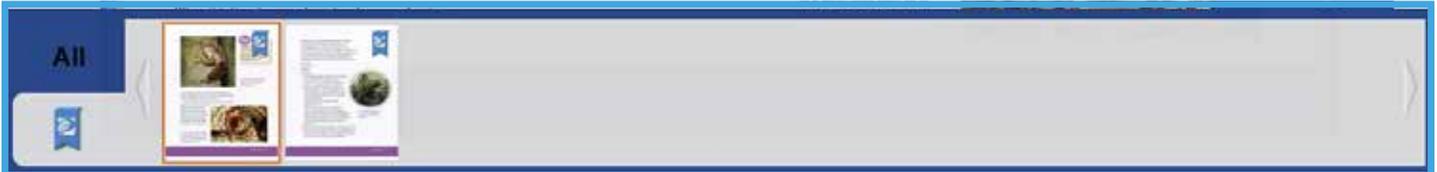


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Thumbnail view



Thumbnail view with bookmarks



## How do I highlight items and take notes?

The Quick Menu allows users to view menus for highlights and notes, conduct word or phrase searches, and search the online dictionary. To view the Quick Menu, click or tap and hold on selected word(s).

**Sea turtle**

A sea turtle can live for as long as 100 years! It usually spends its time paddling underwater in warm, shallow waters. For many years, a mother sea turtle returns to a sandy beach to lay her eggs. The eggs hatch on the shore and the young turtles which hatch.

At night, a mother turtle digs a hole to lay her eggs.

She covers the eggs with sand, using her short back flippers.

A sea turtle swims fast. It uses its

**Quick Menu:**

- Highlight
- Note
- Search
- Dictionary
- Online Viewer Quick Menu

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## Can one access eBooks through an app? Browser? Or both?

World Book eBooks are accessible through both an app and a browser. Desktop users may view our eBooks using the online viewer via a supported browser. Tablet users may view our eBooks via their mobile browser or by downloading titles to the World Book eBook app, available for free in iTunes and Google Play.

## Are eBooks available for offline viewing?

Tablet viewers may view eBooks offline once they have downloaded the title(s) to the app. You must be connected to wi fi in order to download titles. Offline viewing is not available for desktop users.

## Where do I find my notes?

To view your notes, you can either click or tap on the highlighted text, or select the Contents menu from your toolbar. From there, you can navigate to the Notes tab.

## How do I bookmark a page and look up my previous bookmarks?

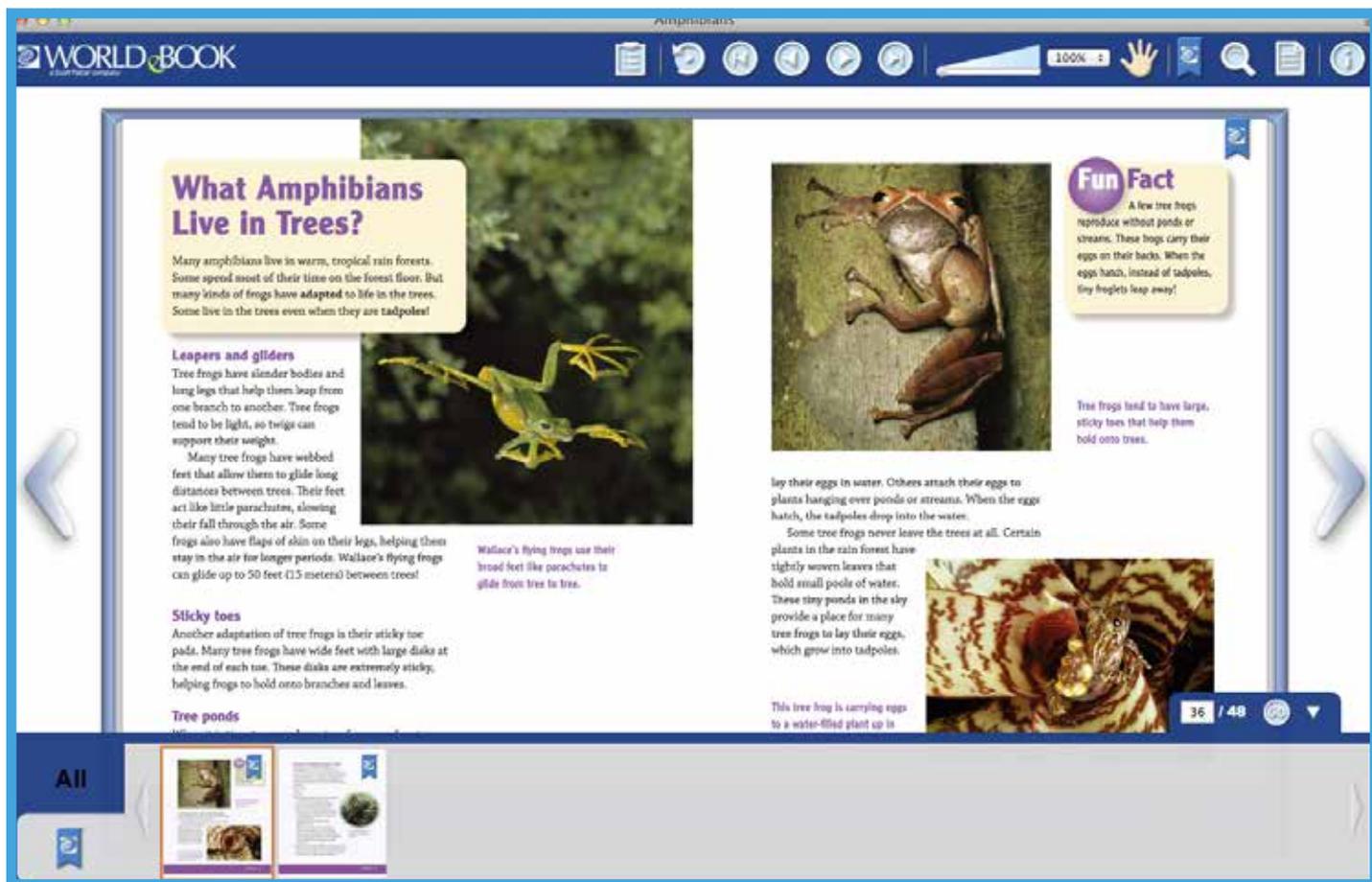
To bookmark a page, click on the top-right corner of the page, or select the bookmark icon from the toolbar.

To view your bookmarks, select the Contents menu from your toolbar. From there, you can navigate to the bookmarks tab.



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You can also view your bookmarks using the thumbnail navigation window:



## How do I look up a definition of a word?

Select the word or phrase with your cursor or finger to activate the Quick Menu. Then select the Dictionary feature.

## None of the toolbars shows up on the tablet; how do I access them?

If you are on a supported Android™ device or an iPad® running iOS 7 software, you can activate the toolbars by tapping anywhere on your screen.

Currently, the toolbar functionality is not compatible with changes Apple has made as part of their iOS 8 software update. We are working diligently to restore the toolbar functionality as quickly as possible. In the meantime, we recommend that iPad users view eBooks using our eBook app, which is available for free in iTunes.

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## MARC Records FAQs

### **\*What is a MARC record?**

A MARC record is a MACHine-Readable Cataloging record. It allows computers in a library to read and interpret the data in a cataloging record—the digital equivalent of the traditional card catalog.

### **\*What does a MARC record tell you?**

Information about the work, such as the title, author, call number, publisher, ISBN, and subject headings, are included within a MARC record.

### **\*Where do I get MARC records for World Book eBooks?**

World Book provides MARC records for all titles on World Book eBooks. Please visit <http://www.worldbookonline.com/training/marc/> to download MARC records for the eBooks site.

### **\*What is the 856 field in a MARC record?**

The 856 field is the “address” of the book on the Internet. This allows patrons to access the eBook from the library’s electronic catalog. The 856 field holds the URL for the eBook. Libraries that require custom URLs may need to modify the MARC records.

- If a library is using bar code authentication or is sharing authentication with other accounts (e.g., other schools in the district), the URLs must include the library’s World Book account ID in the 856 field.

Sample URL for the 856 field without World Book account ID:

<http://www.worldbookonline.com/wb/ebooks/mall/instt/catalog/urn:ISBN:978-0-7166-0419-8/detail.do>

Sample URL with World Book account ID appended:

<http://www.worldbookonline.com/wb/ebooks/mall/instt/catalog/urn:ISBN:978-0-7166-0419-8/detail.do?subacct=123X>

- If a library uses a proxy server (a server that acts as a “middleman”), the URL must be changed to replace [www.worldbookonline.com](http://www.worldbookonline.com) with the library’s proxy server (e.g., [www.worldbookonline.com.myschool.edu](http://www.worldbookonline.com.myschool.edu)).
- At this time, a librarian must edit the World Book MARC record as needed.

**\*Can a library make changes to the MARC records?**

Yes, librarians may edit the MARC records to include additional subject headings, change call numbers, or make other changes they see fit.