E-BOOK BREAKDOWN

E-Books are a new learning environment that promotes both convenience and portability in textbook access. Learn to breakdown and extract information in an organized manner to get the most out of your e-book.

FOCUS

E-Books can vary regarding what features are available, so keep an eye out for these useful tools to focus your attention:

- **NAVIGATION:** Locate your previous and next buttons, "go to" functions, and page skip. The keyboard commands Ctrl+F on PC, ⌘command+F on Mac, and "Find" options on smart devices are useful for searching for key words.

- **TABLE OF CONTENTS:** As in a physical textbook, the table of contents tells you where in your e-book you can find chapter names, sections, and often sub-topics. Clicking these will auto-jump to the page in some e-books.

- **GLOSSARY/DICTIONARY:** A glossary is a list of key terms that you may need to understand your text. Traditionally found at the end of a textbook, your e-book may also have an interactive version or a built-in dictionary accessible by right-clicking words.

COMFORT

Read your e-book on the right device. Smart phones cause eyestrain and make it difficult to absorb information. Also consider these comfort-increasing options:

- **SCREEN BRIGHTNESS/CONTRAST:** Most devices will let you change these options in your device's display settings to reduce eyestrain.

- **FONT SIZE:** To zoom in on text: PCs hold "Ctrl" and use the mouse scroll wheel or "+" Macs: Hold "⌘command" and press "=" Touch screen devices: Settings > Accessibility > Magnification.

- **REDUCE CLUTTER:** Pop-ups, ads, and animations may be present in your textbook. Consider an adblock add-on, plug-in, or extension if these distract you.

- **PRINTING:** Print complex graphics, difficult information, or activities. Physical copies are easier to visually look at during long periods of studying.

LEVERAGE

Make sure to leverage whatever features your e-book may have to help your learning process, such as:

- **HIGHLIGHTING:** Some e-books have a highlight tool that lets you highlight words. Even better, some have "highlight consolidation" options that will gather anything you highlight onto one page summaries for you.

- **NOTE-TAKING TOOLS:** Look for options called notes, annotations, comments, or other similar terms that will let you add in your own words just like you were using a real textbook to add notes.

- **EXERCISES/ACTIVITIES:** Go through your textbook and complete interactive exercises and self-assessments to practice and examine your learning of the material.

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