

Getting Started with eBooks in Universal Search

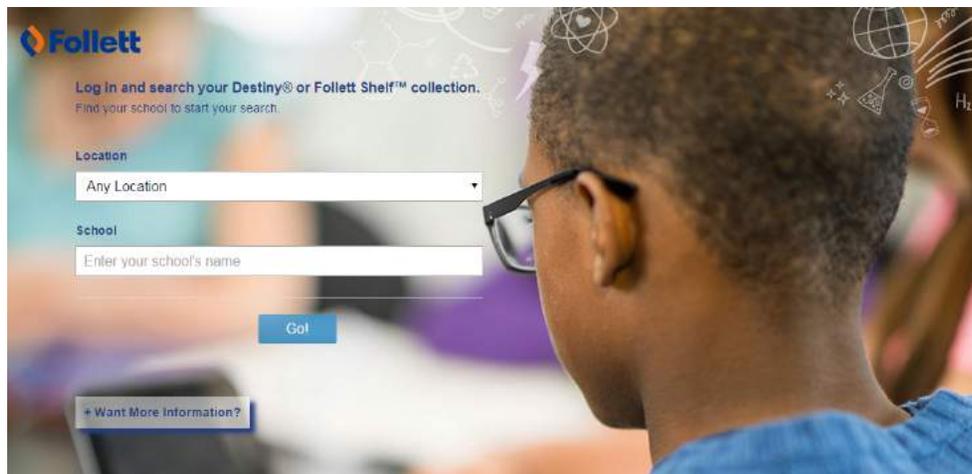
With Destiny's Universal Search, it is easy to find, check out, and read eBooks. Even after you return the eBook, you can access your notes, highlights, and bookmarks.

Log in

Accessing Universal Search

Before you can access your library's resources, you need to sign in to Universal Search. Use the following steps to access Universal Search from outside your school:

1. From any browser, go to www.gofollett.com.



2. Use the **Location** drop-down to select your state or province.
3. In the **School** field, type the first few letters of your school's name. When your school appears in the suggestions, select it.
4. Click **Go!**.
5. Type your user name and password, and then click **Submit**.

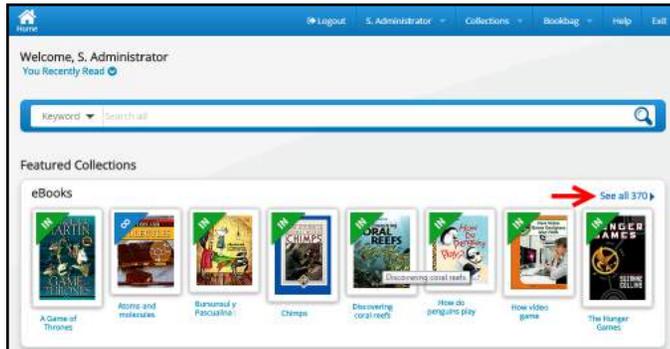
Note: If you are already in Destiny, you can access Universal Search from the **Catalog** tab, **Universal Search** option.

Search

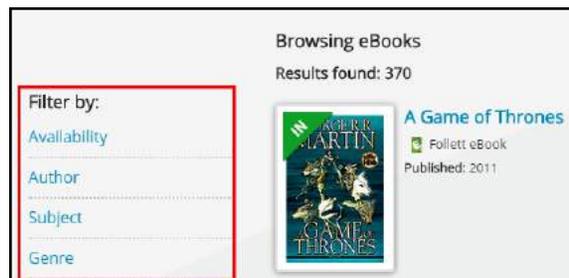
There are multiple ways to find eBooks. You can start by browsing only eBooks or performing a search of all resources.

To browse your library's eBook collection:

1. On the eBooks Featured Collections ribbon, click **See all**. Or, from any page, click **Collections** on the top toolbar.

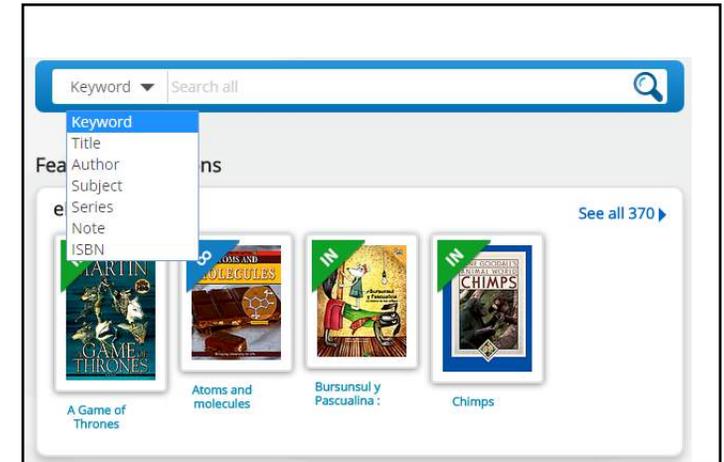


2. To narrow down the eBooks you are browsing, use the search limiters.

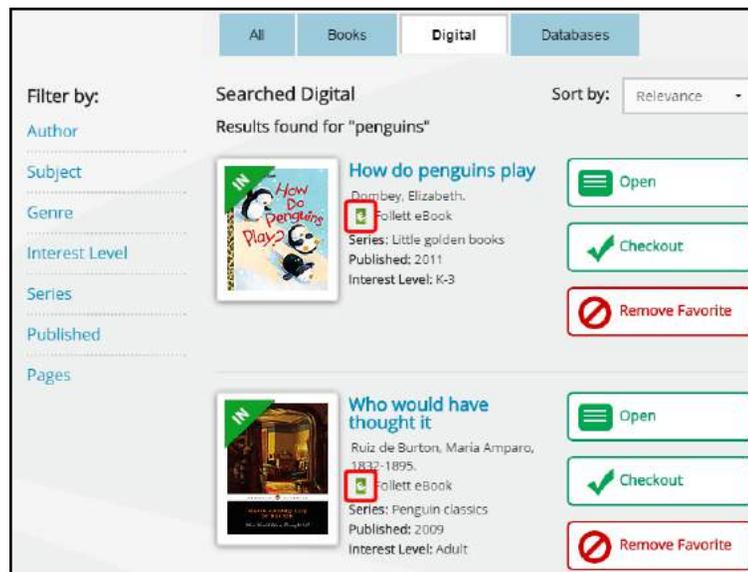


To view eBook search results in a search for all resources:

1. Use the drop-down to select the type of search you want. If you skip this step, Universal Search performs a keyword search.
2. In the **Search all** field, type your search term.
3. Press **Enter** or click .
4. Do any of the following:
 - To see eBooks, click the **Digital** tab.
 - To view search results that are a different material type, click **See all** in the appropriate ribbon, or click the appropriate tab.
 - To narrow your search, use the search limiters.



The  or  icon appears when the material type is an eBook.  indicates the item is a Follett eBook, which means you can use the Notebook feature.



The search results show whether there are available copies. Some eBooks have unlimited copies. Click the cover or title for more information about an eBook.

Check out

There are two ways to check out eBooks:

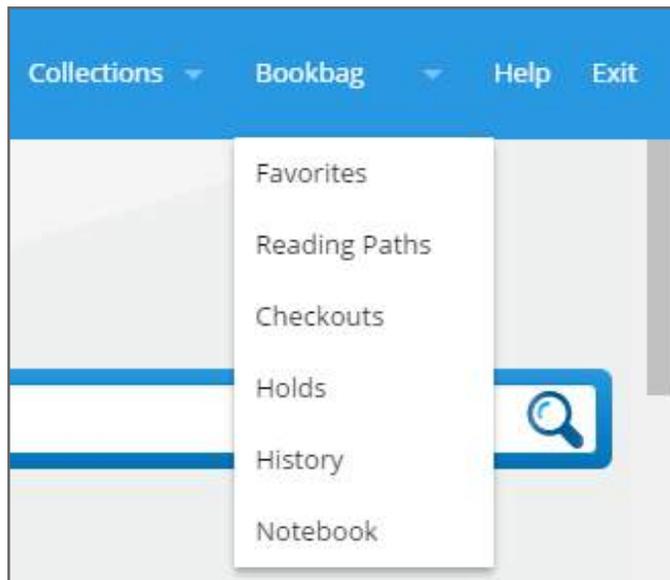
- From the search results: Click **Checkout** next to the title.
- From an open eBook: Click **Book** or  > **Check Out Title**.

If there are no available copies of a title and your school lets you place holds, click **Hold** to place a hold.

Read

To read a checked-out eBook:

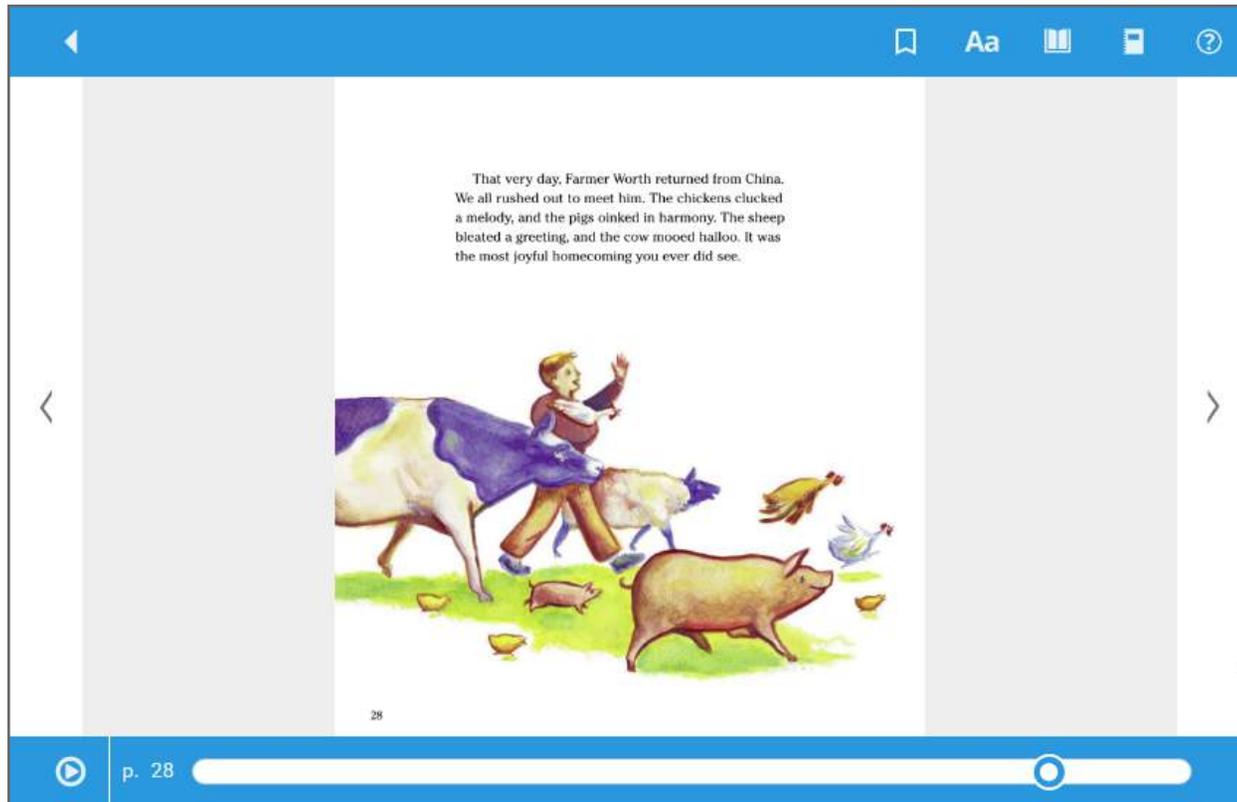
1. Select **Bookbag > Checkouts**.



2. Click **Open**.

3. Do the following:

- Use the toolbar to access bookmarks, display options, information about the title, your notes, and more.
- Use the slide bar or the forward and back arrows to turn the pages.



Note: If an eBook has text-to-speech capabilities, a 'play' option appears at the bottom of the book.

Take notes, make highlights, and use the dictionary

Whether you check out an eBook or just open it, you can create and save highlights and notes. Publisher permissions determine whether these options are available.

Bookmarks:

Click  on any page to mark a place in the eBook you want to come back to later.

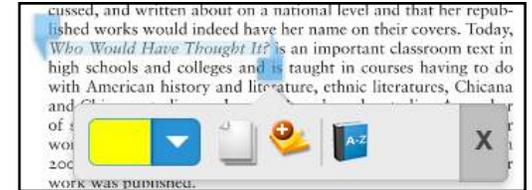
Highlight and note tools:

To select a word, click and hold on it.

To select more than one word, click and hold on the first word you want to include. The word becomes shaded blue, and quotation marks appear. While still holding, drag your mouse over the rest of the words or sentences.

When you release your mouse button, a toolbar displays additional options:

- Click the **Highlight Selector** drop-down to select a highlight color. Then, click that color to apply the highlight.
- Click the **Copy Text** icon to copy your selection and paste it into another document.
- Click the **Add highlight note** icon to add a note to content you already highlighted.
- Click the **Dictionary** icon to look up the meaning of the selected word.



To access your notes and bookmarks, click **Notebook** or . View the notes for the current title, or click **Titles > All** to see all of your notes, even if the eBook is not available.

Return

To return or renew an eBook from Universal Search, select **Bookbag > Checkouts**, and then click **Return** or **Renew**.

Note: Checked-out Follett eBooks and Follett Audiobooks are automatically returned on their due date.

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