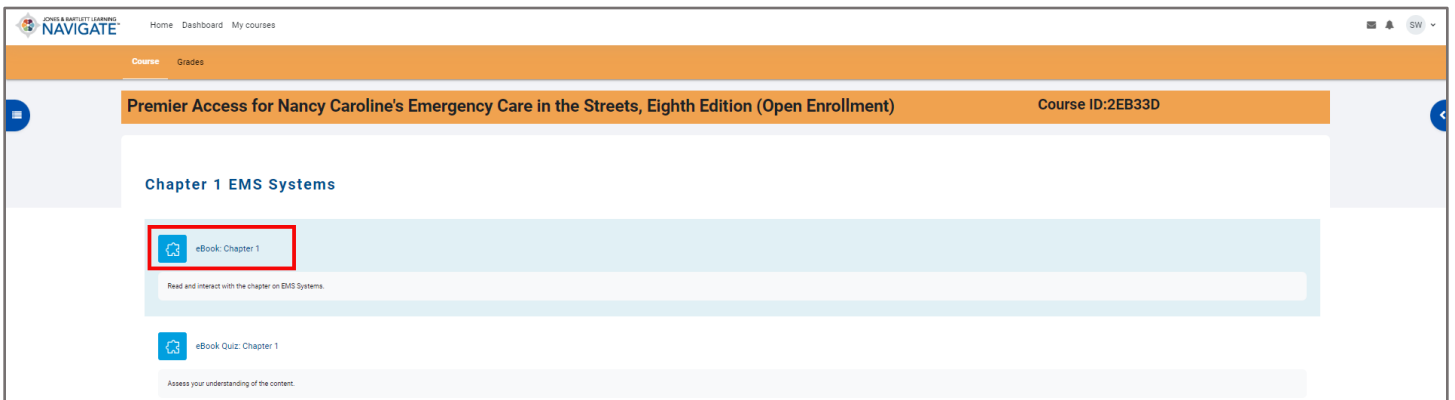


## How to Use the eBook

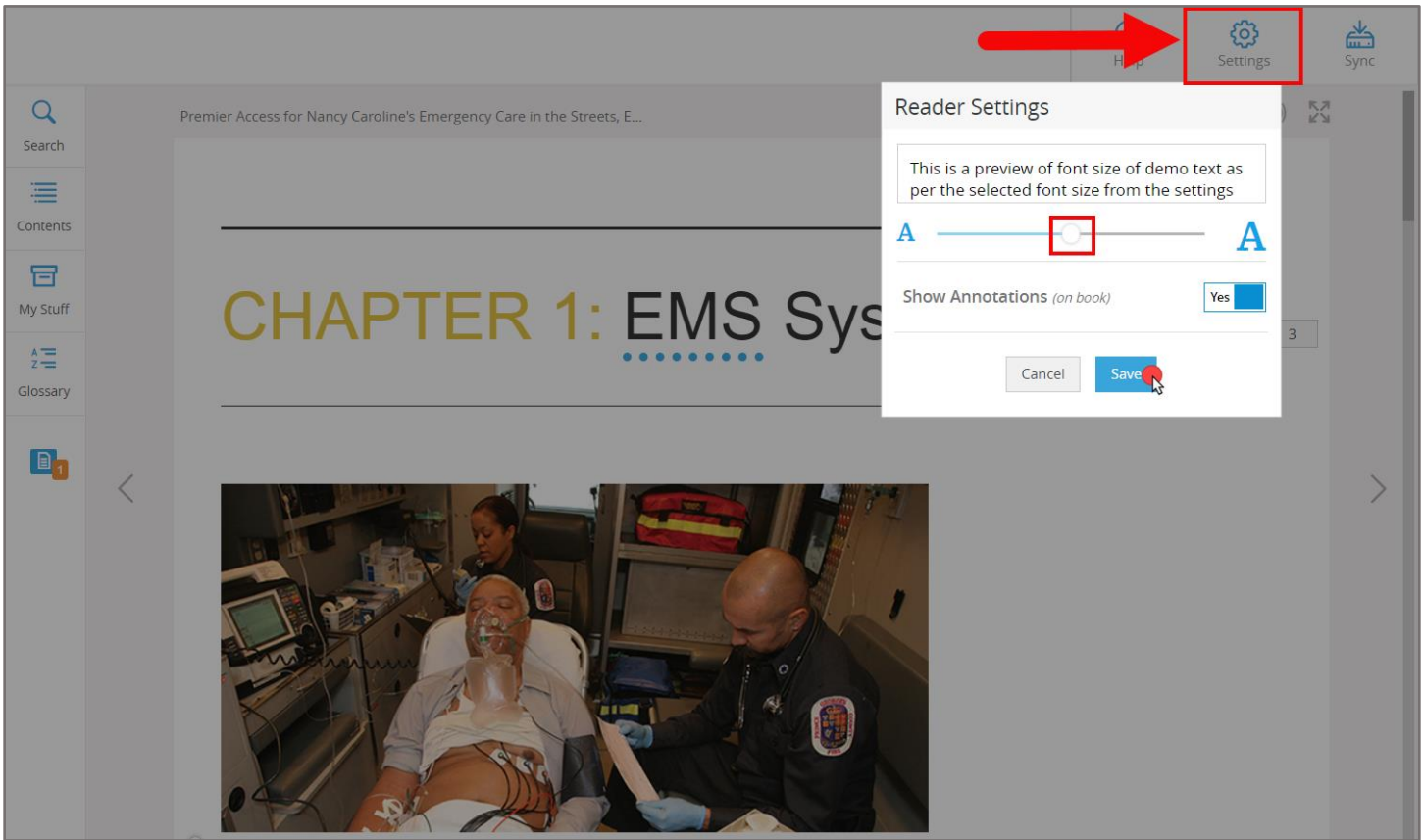
*This document contains a walkthrough of a variety of features within the eBook, such as annotations, text-to-speech, bookmarking, and more. It is intended to show how to make the most of the eBook's capabilities. Please note, eBook features and asset types will vary by title.*

1. eBooks may be available as a standalone product launched directly either from within your user account or from within your Navigate course by clicking on an eBook chapter link.
2. To open the eBook within a Navigate course, launch your course and click on a chapter for which you want to open the **eBook**. Next, click on the eBook link displayed as part of the chapter's resources.




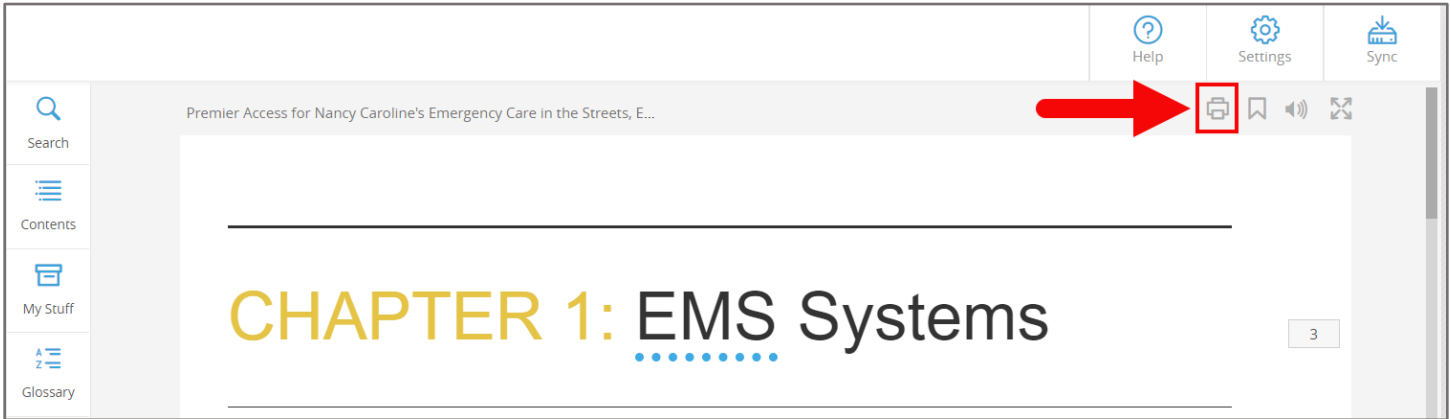
3. Clicking the eBook chapter will load the first page of selected chapter in a new tab in your web browser. If this is your first time opening the eBook, take a moment to explore and learn about the features available using the tour overlay.


- The **Settings** button in the top-right provides you with the option to expand or reduce text size to suit your reading preference. To toggle the text size, click and drag the button on the scale left or right while viewing the text size in the preview section provided, then click **Save** to apply the adjusted size.

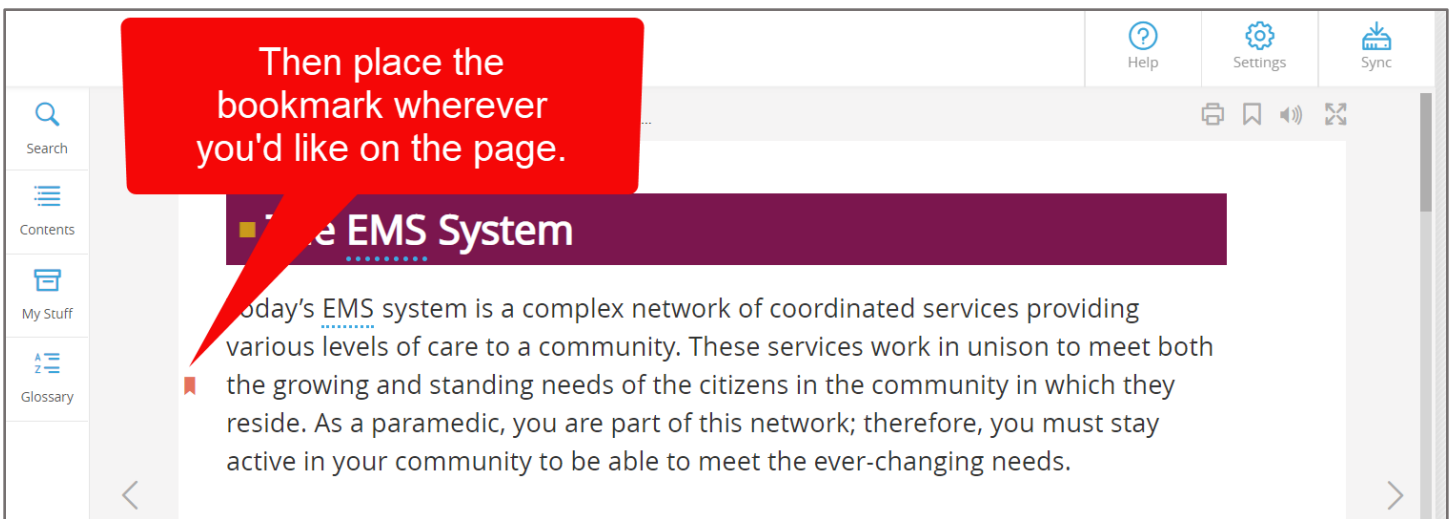
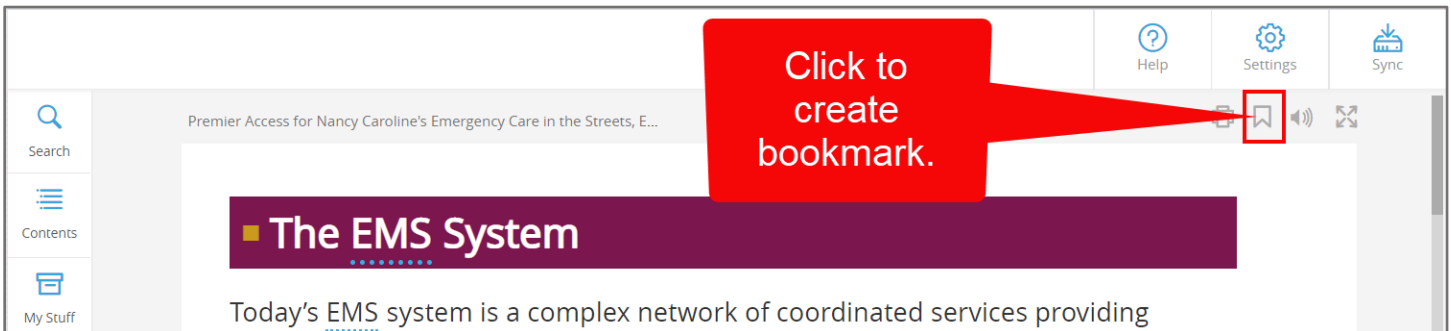


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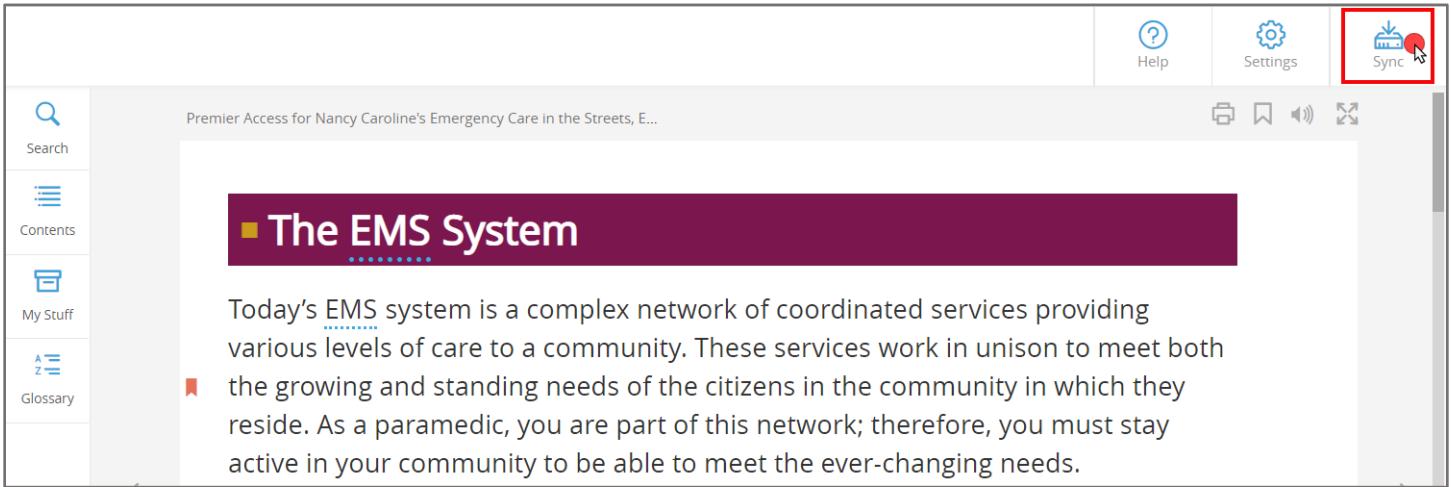
5. The **Print** button  may be used to print the desired pages of the chapter section you are viewing.




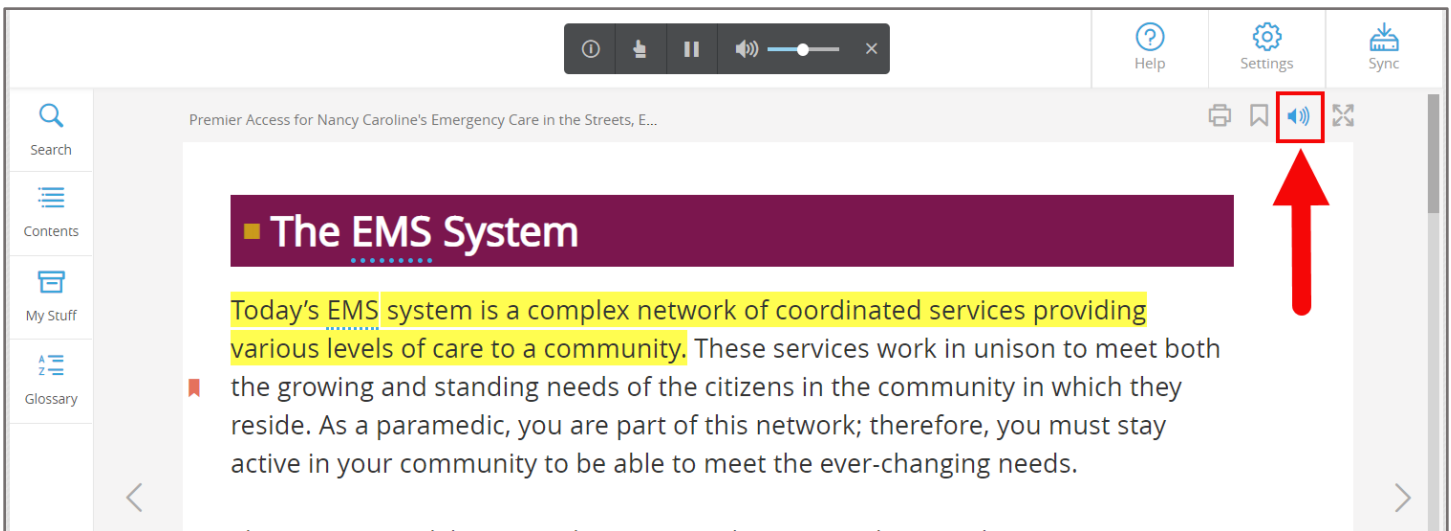
6. The **Bookmark** button is a tool used to save a reference point on the page, providing you with a quick link to return to the exact location that was chosen. To create a bookmark, click the  button first and then click on the desired location of the page to apply it.



7. Next, click the **Sync** button at the top right of the page to save your progress.

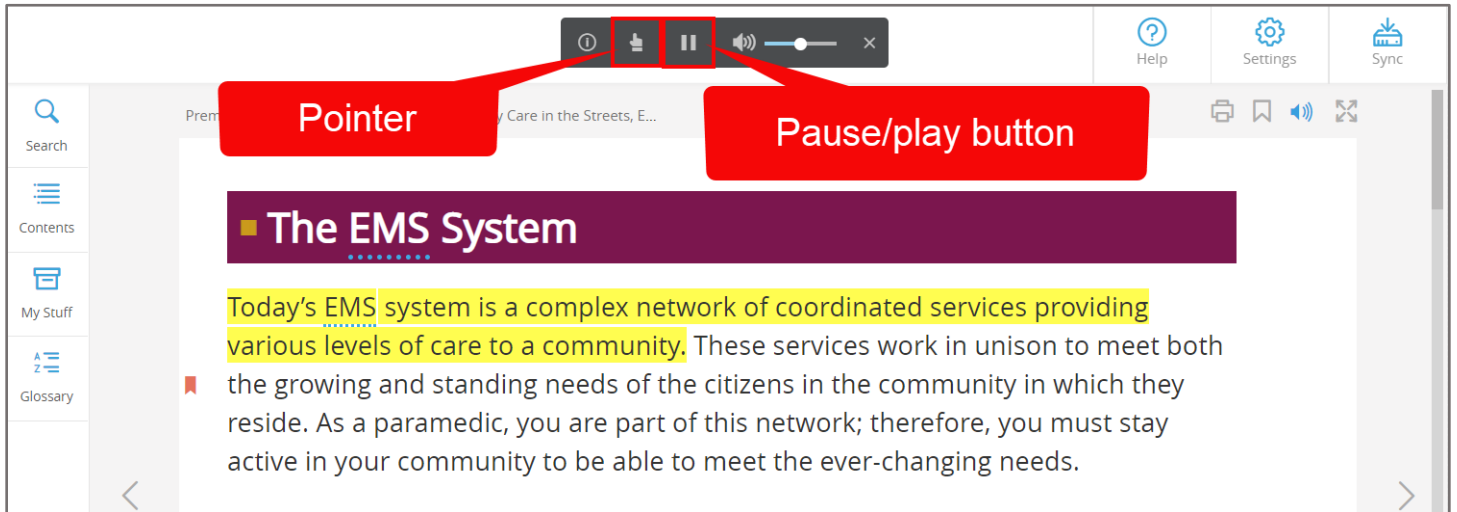



8. The **Listen** button  will enable the eBook screen-reader and highlight text as it is read aloud.

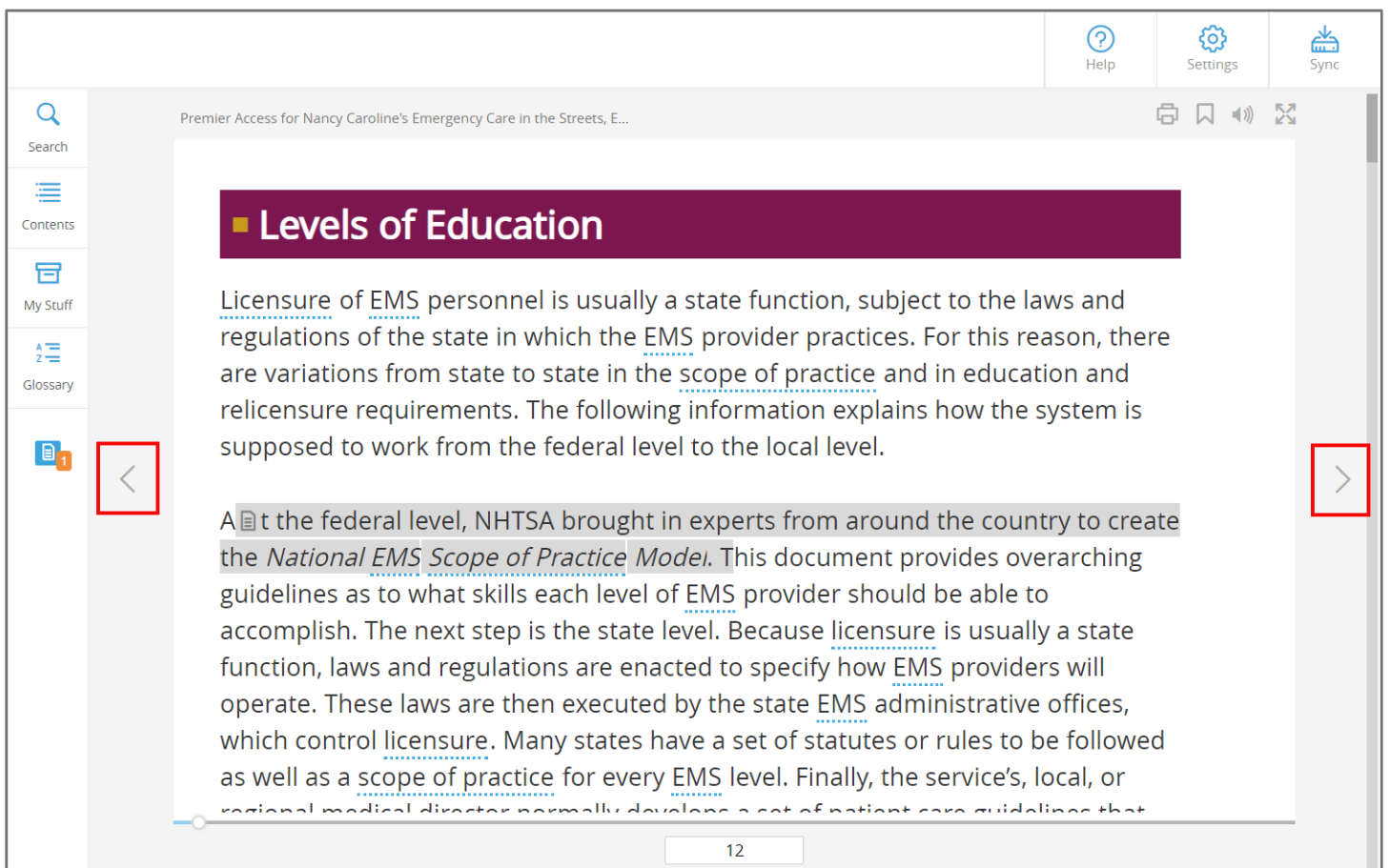


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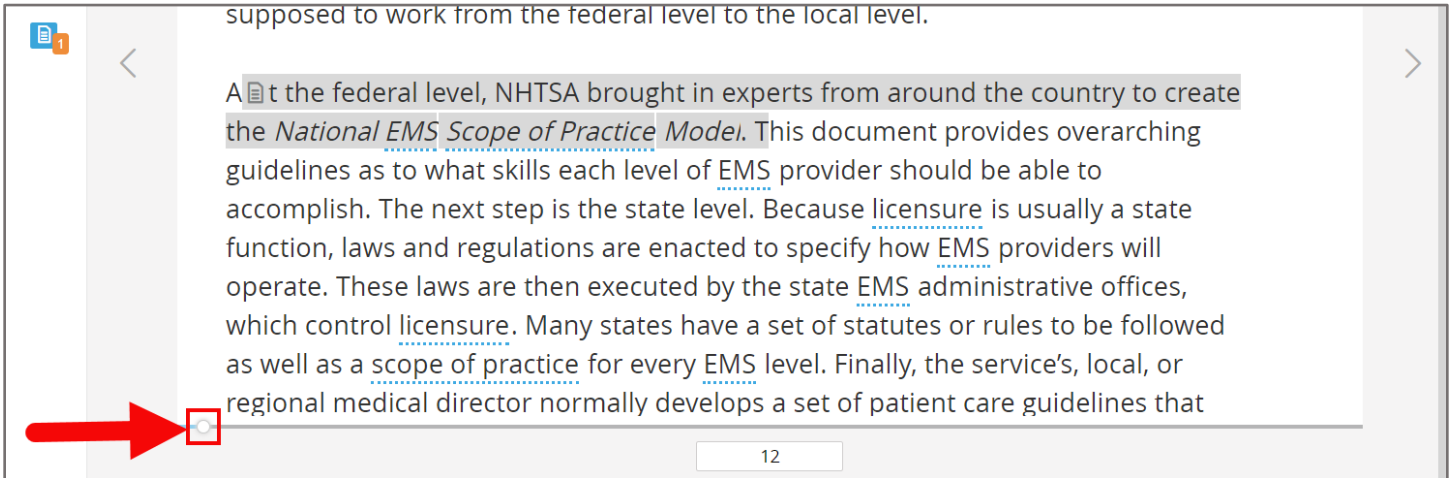
9. The reading may be paused at any time using the **Text-to-speech toolbar** displayed at the top of the page. The **Pointer** button within the toolbar may be selected and then used to click on a specific sentence for it to be read aloud.



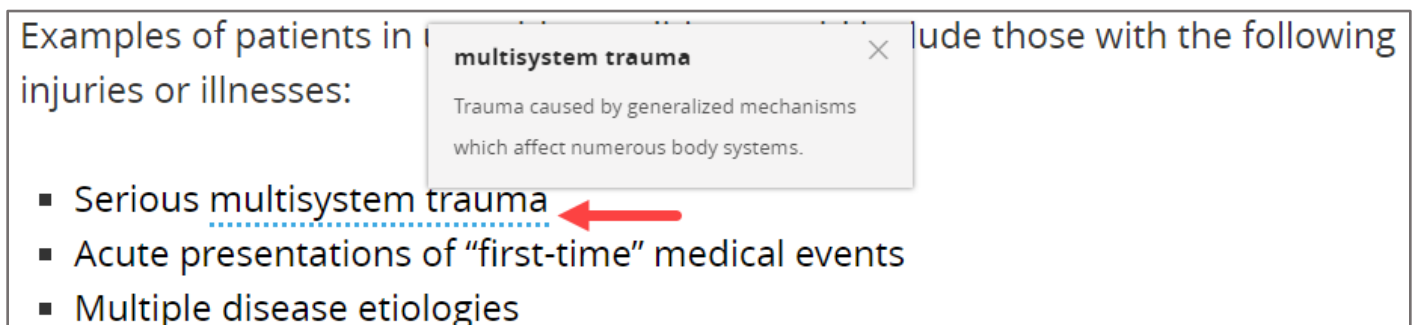
10. Use the **Arrow** buttons  to the left and right of the page to navigate from page to page.



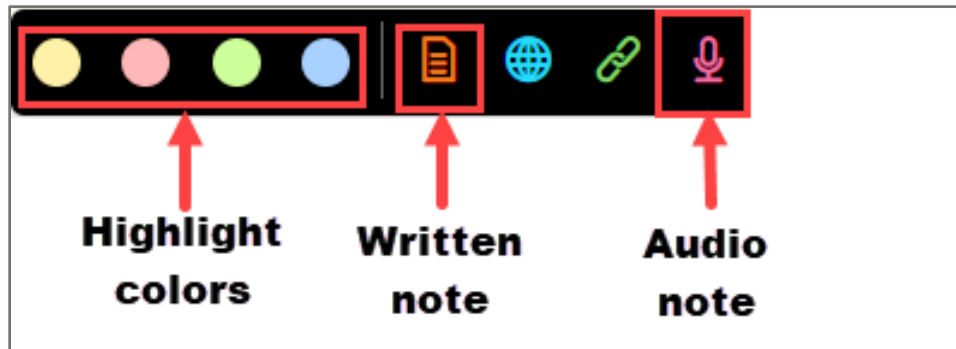
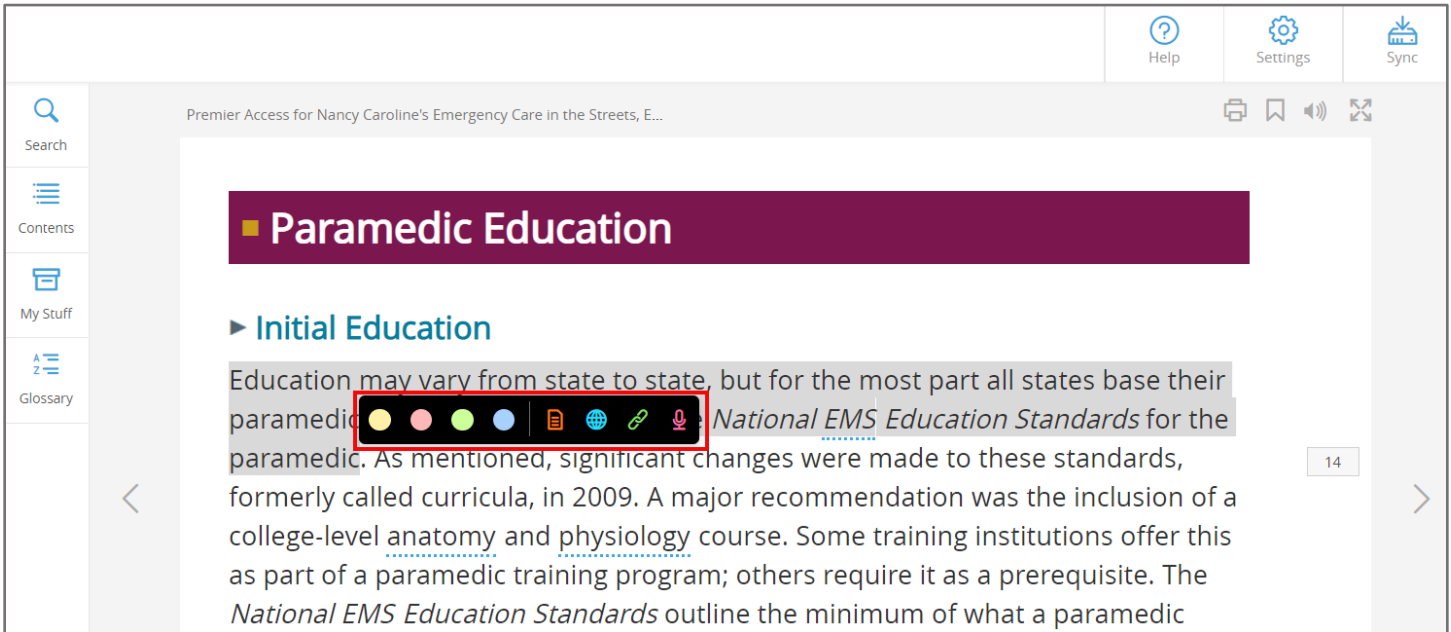
11. Alternatively, you may use the **Scrollbar** at the bottom of the page to jump to any desired section of the eBook, and you can refer to the scrollbar as an indicator of your progress.



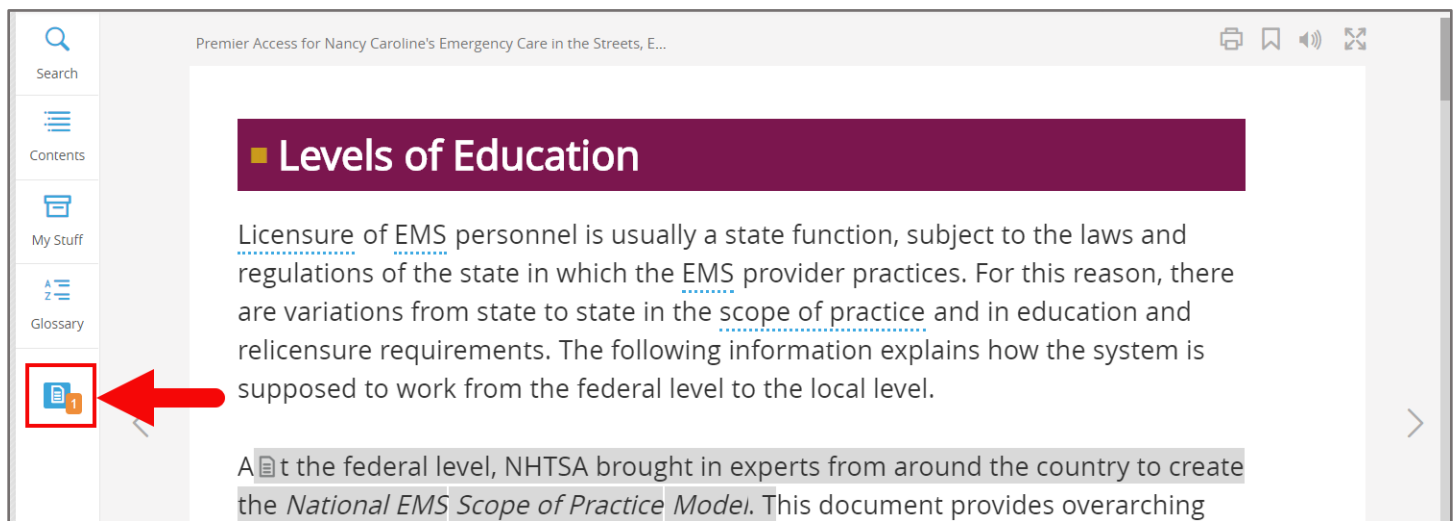
12. As you read, you may encounter underlined glossary terms within the text, which you can click on to view their definition in the resulting popup window.



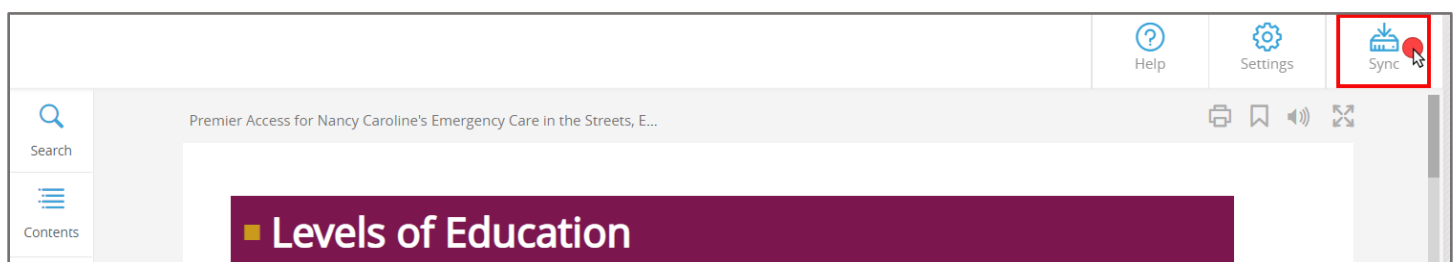
13. Highlighting any section of text with your cursor will open an **Annotation Toolbar**, which may be used to highlight the eBook text or create either written or recorded audio notes.



14. When you leave a note, the selected text will highlight in grey and will also display a notation icon at the beginning of the section, which indicates a note is available to review for the highlighted text. A note icon at the bottom of the left-hand toolbar will reveal the presence and number of notes created on a given page.



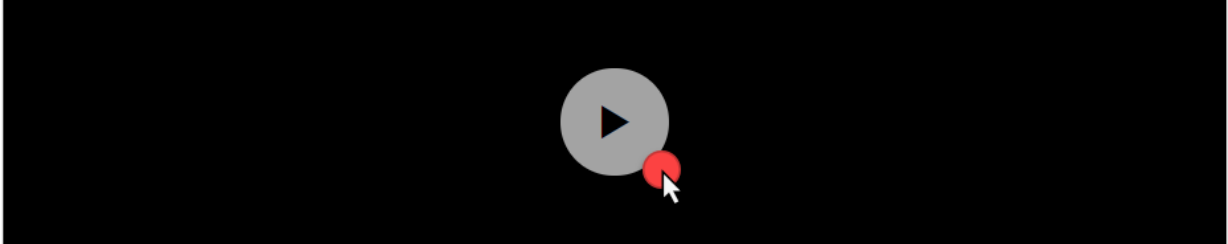
15. After creating annotations and before closing the eBook, it is important to click the **Sync** button at the top right of the page to ensure all changes are saved for your next session.





16. All supporting media resources (images, videos, animations, and audio) are embedded in-line with the text where applicable and may be launched or played with a click of your mouse.

## Body Mechanics



As a paramedic, you will be required to lift and move a variety of patients. Some patients are small and lightweight, whereas others may have significant obesity. You can develop a number of habits to prepare yourself to safely lift most weight ranges, including the following actions:

17. Select titles have **Knowledge Check** questions in the concluding chapter sections. These questions can be used to self-evaluate reading comprehension. Knowledge Checks are not graded and may be attempted an unlimited number of times.

Epidemiology involves:

- watching over society and collecting and analyzing data.
- measures of the number of nonfatal injuries and subsequent disability.
- information regarding the number and nature of medical calls compare to the expected volume of calls.
- the study of the causes, patterns, prevalence, and control of disease in groups of people.

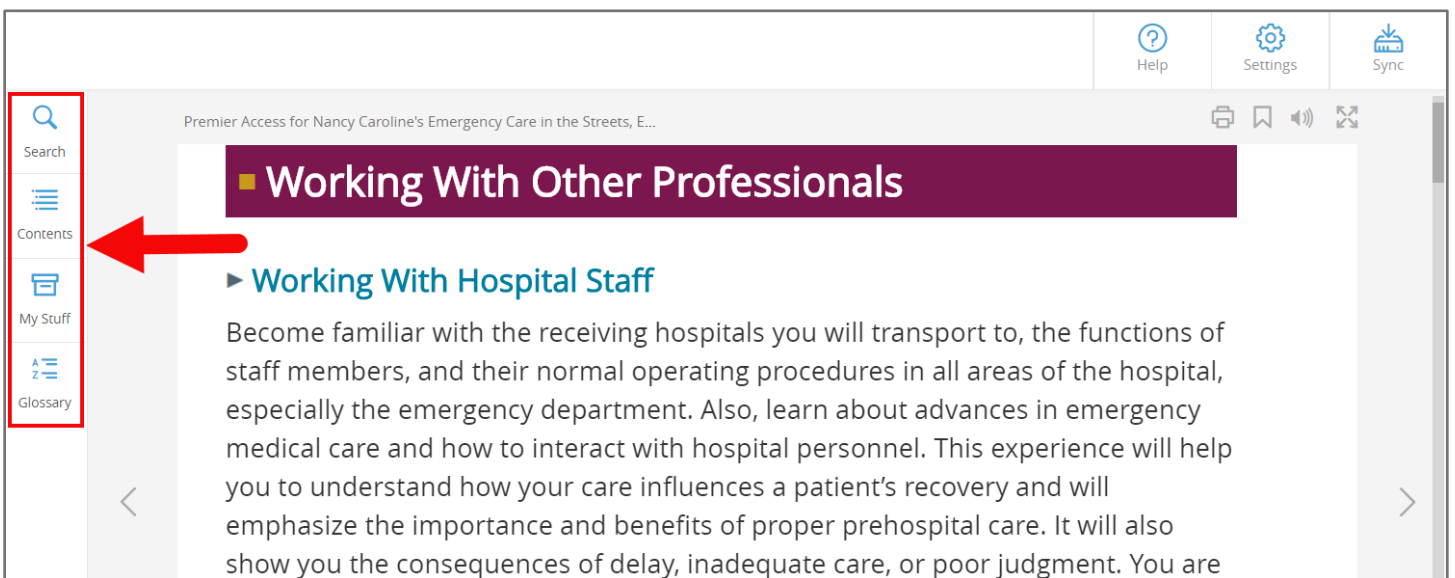
? Knowledge Check 3.11

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18. Select titles have a comprehensive **eBook Quiz** at the end of each chapter. This quiz allows five attempts total, the highest of which will be reported to the Navigate Gradebook.

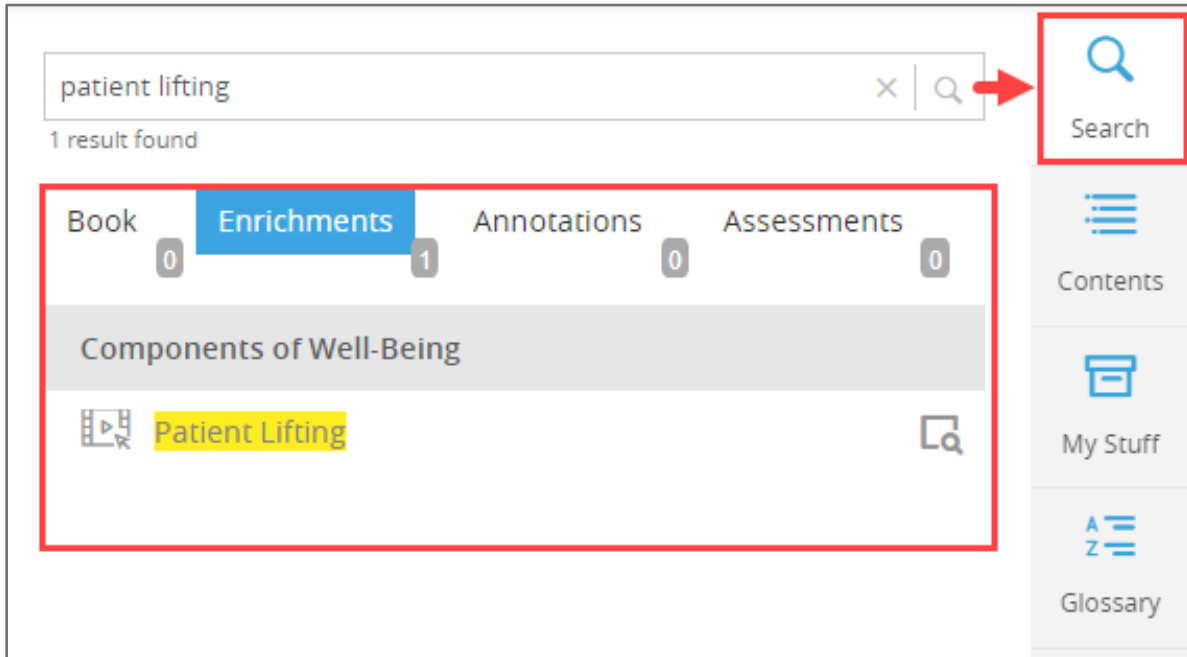


19. The left side of the page hosts additional navigation tools.

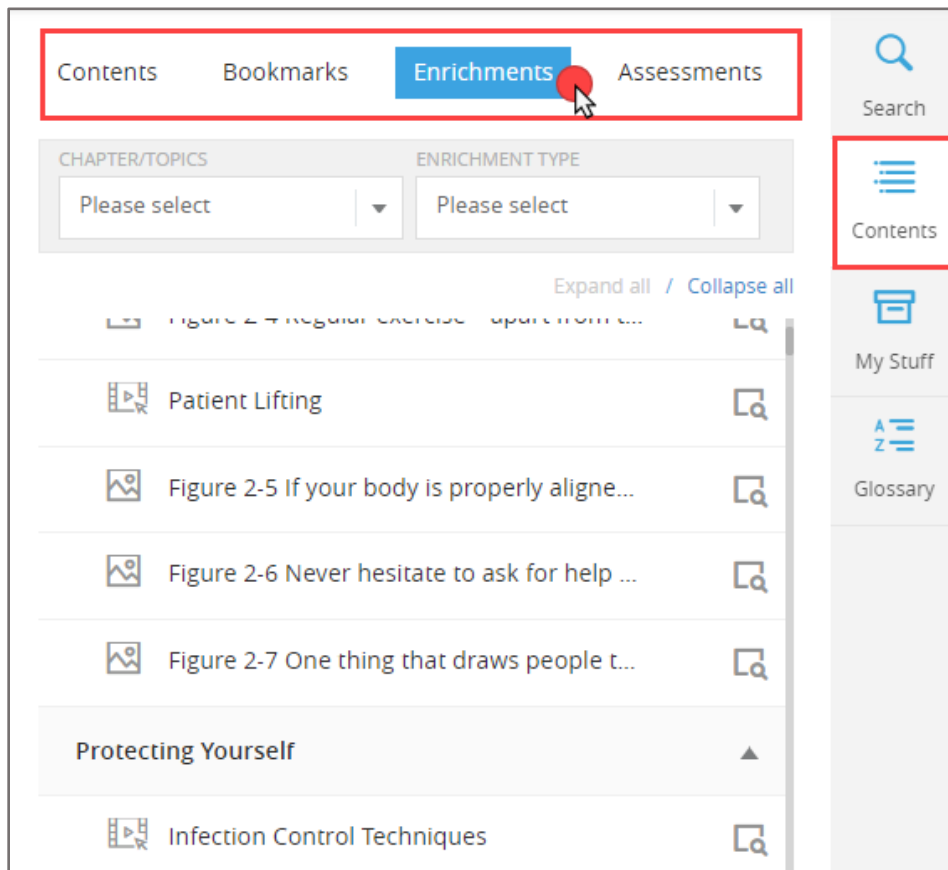


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20. The **Search** option may be used to locate key terms found in the eBook text, enrichments (media), user annotations, or quizzes.

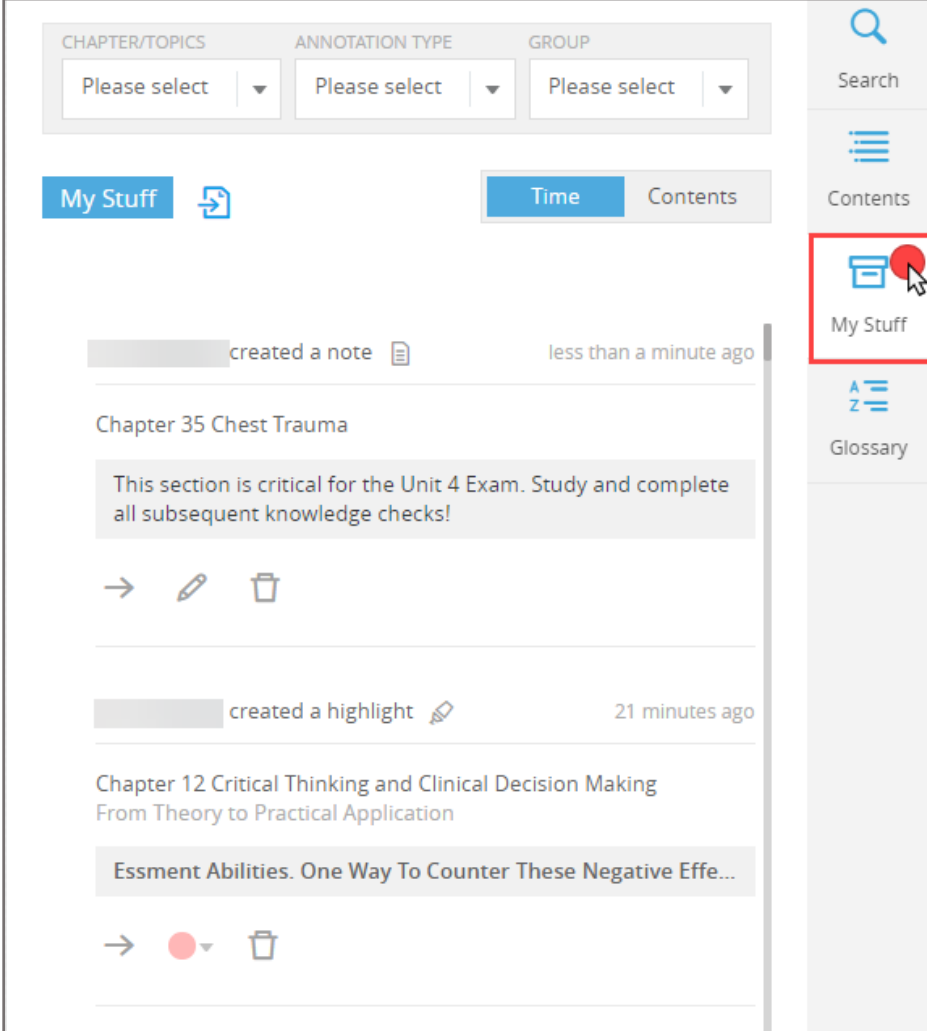


21. The **Contents** tab allows you to search a catalogue of eBook content and features.



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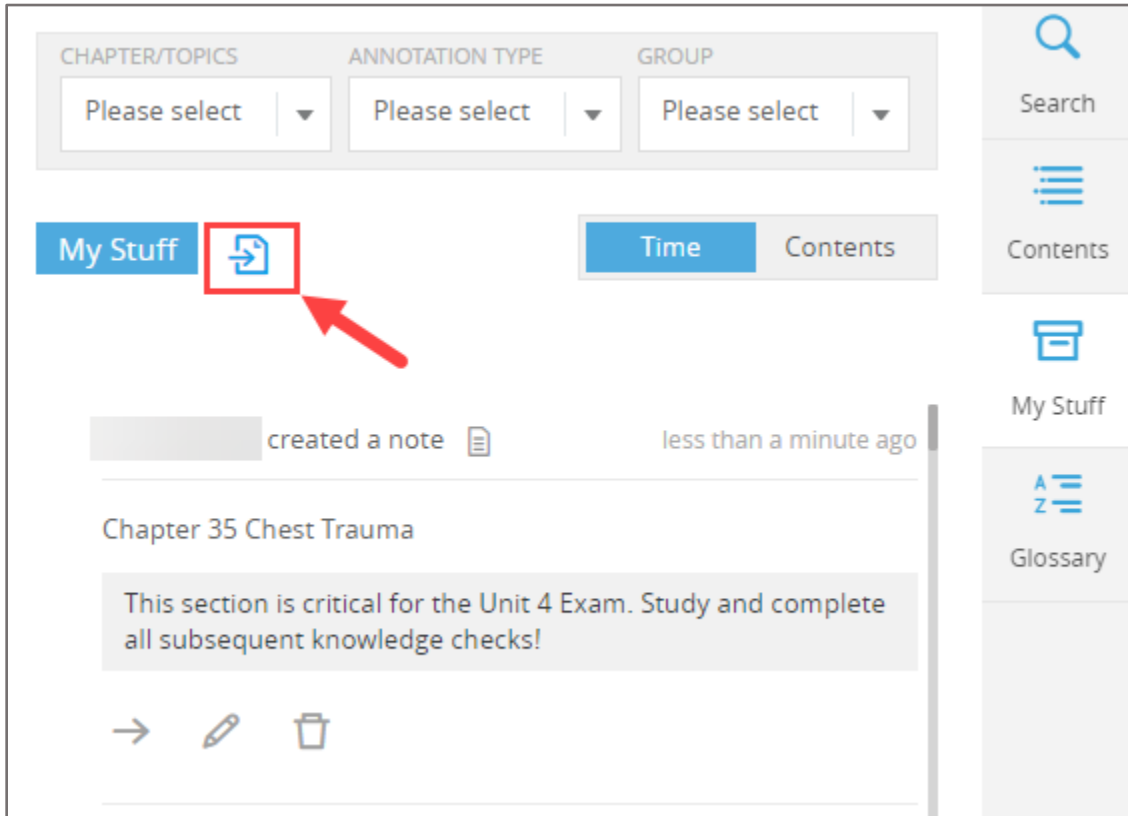
22. The **My Stuff** tab provides a catalogue of all your annotations, including all highlights and notes taken. These may be browsed and clicked on to jump directly to them. You may also delete  or edit  your annotations from this tab as needed.



The screenshot displays the 'My Stuff' interface. At the top, there are three filter dropdowns: 'CHAPTER/TOPICS' (Please select), 'ANNOTATION TYPE' (Please select), and 'GROUP' (Please select). Below these are two tabs: 'My Stuff' (active) and 'Time'. To the right of the main content area is a vertical sidebar with a search icon, a 'Contents' button, a 'My Stuff' button (highlighted with a red box and a mouse cursor), and a 'Glossary' button. The main content area shows a list of annotations. The first annotation is 'created a note' with a document icon, dated 'less than a minute ago'. Below it is a preview for 'Chapter 35 Chest Trauma' with a highlighted text box: 'This section is critical for the Unit 4 Exam. Study and complete all subsequent knowledge checks!'. Below the preview are icons for navigation, edit, and delete. The second annotation is 'created a highlight' with a pencil icon, dated '21 minutes ago'. Below it is a preview for 'Chapter 12 Critical Thinking and Clinical Decision Making From Theory to Practical Application' with a highlighted text box: 'Essment Abilities. One Way To Counter These Negative Effe...'. Below the preview are icons for navigation, a dropdown menu, and delete.

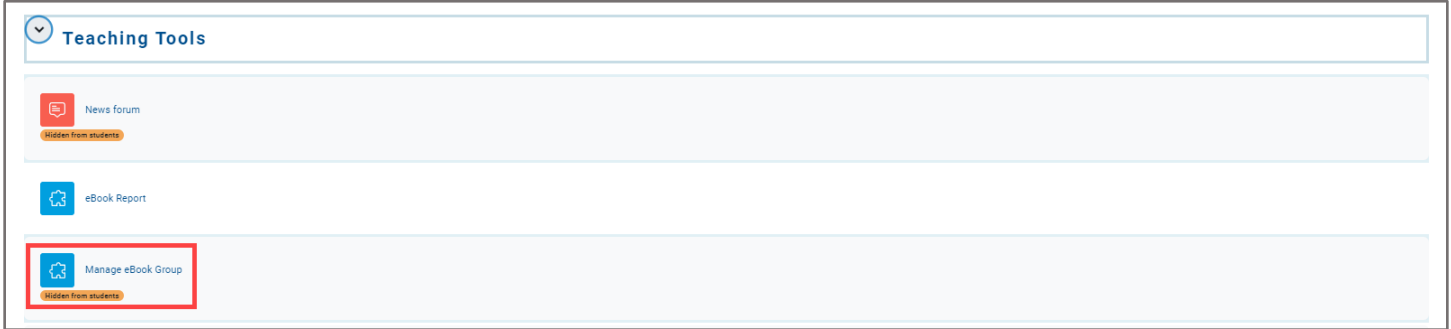
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23. All annotations can be exported to an external document by clicking the **Export** button within the **My Stuff** tab. The file can be saved to your computer and/or printed.



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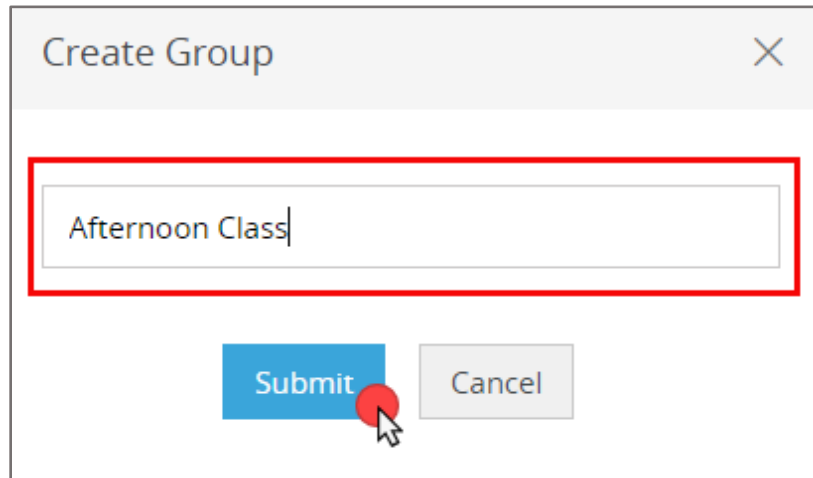
24. As an instructor, you have the capability of creating notes and sharing them with your students so that they display in your students' eBooks. To do this, you must first create at least one eBook Group using the **Manage eBook Groups** tool, found within the course's **Teaching Tools**.



25. After launching the **Manage eBook Groups** tool, click the **Create Group** button in the top right of the page.



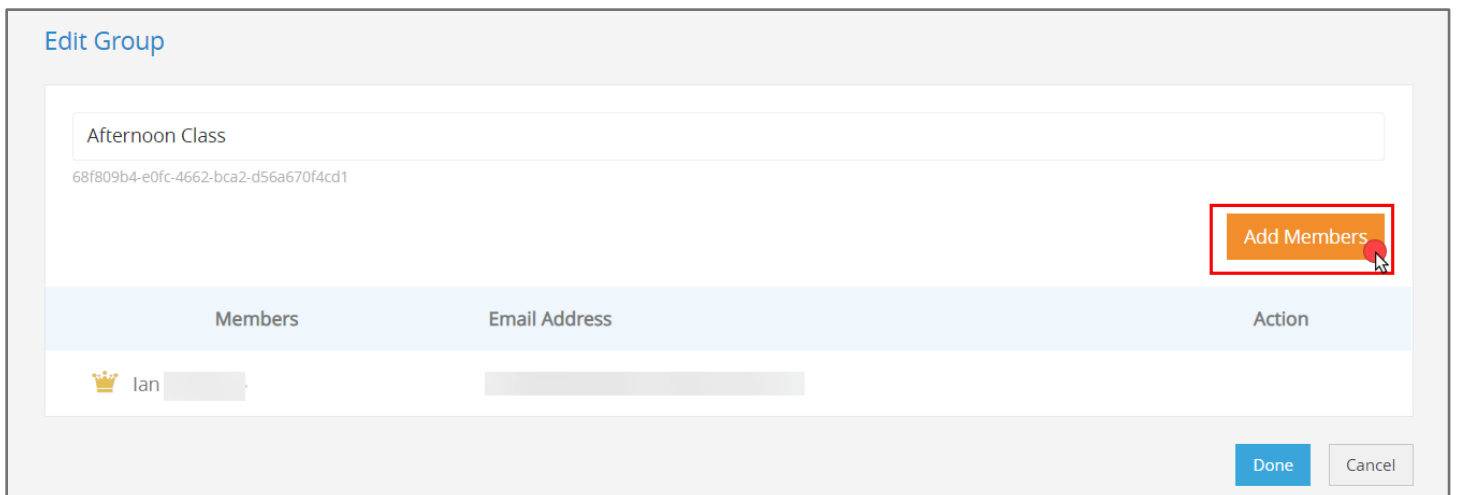
26. Enter in a name of your choosing for the Group and click **Submit**.



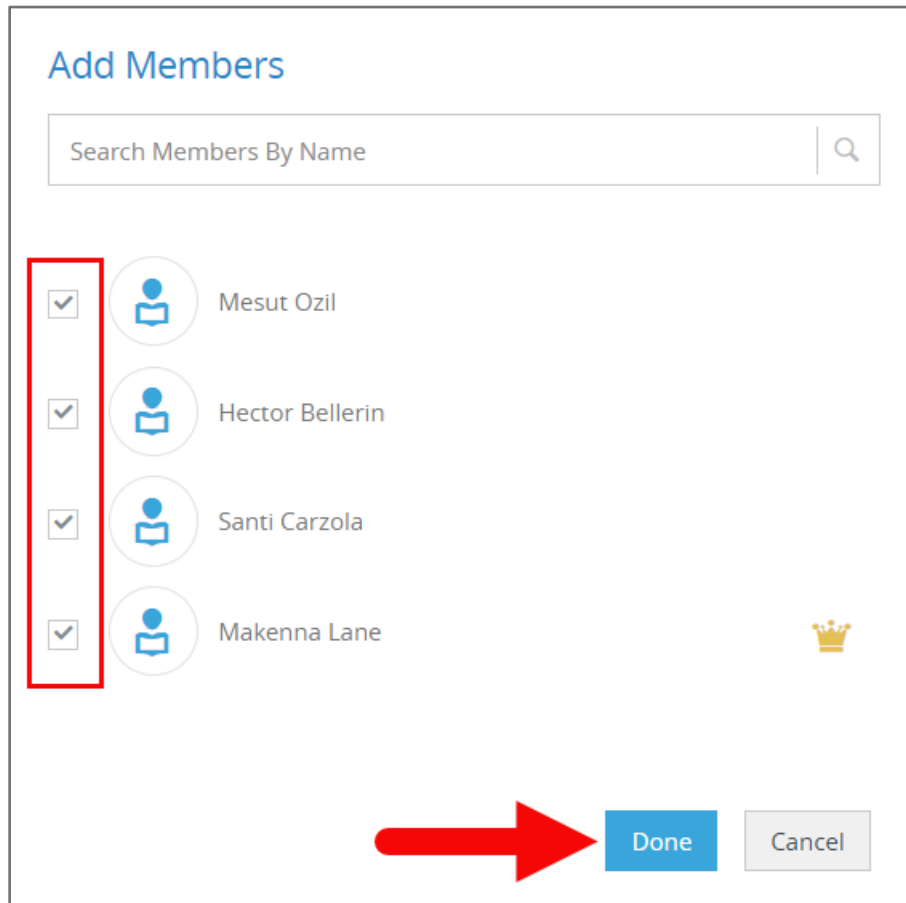
27. The created Group will now display on your page. You must click the **Edit** option to its right to begin adding members.



28. On the **Edit** page, click the **Add Members** button to the right.



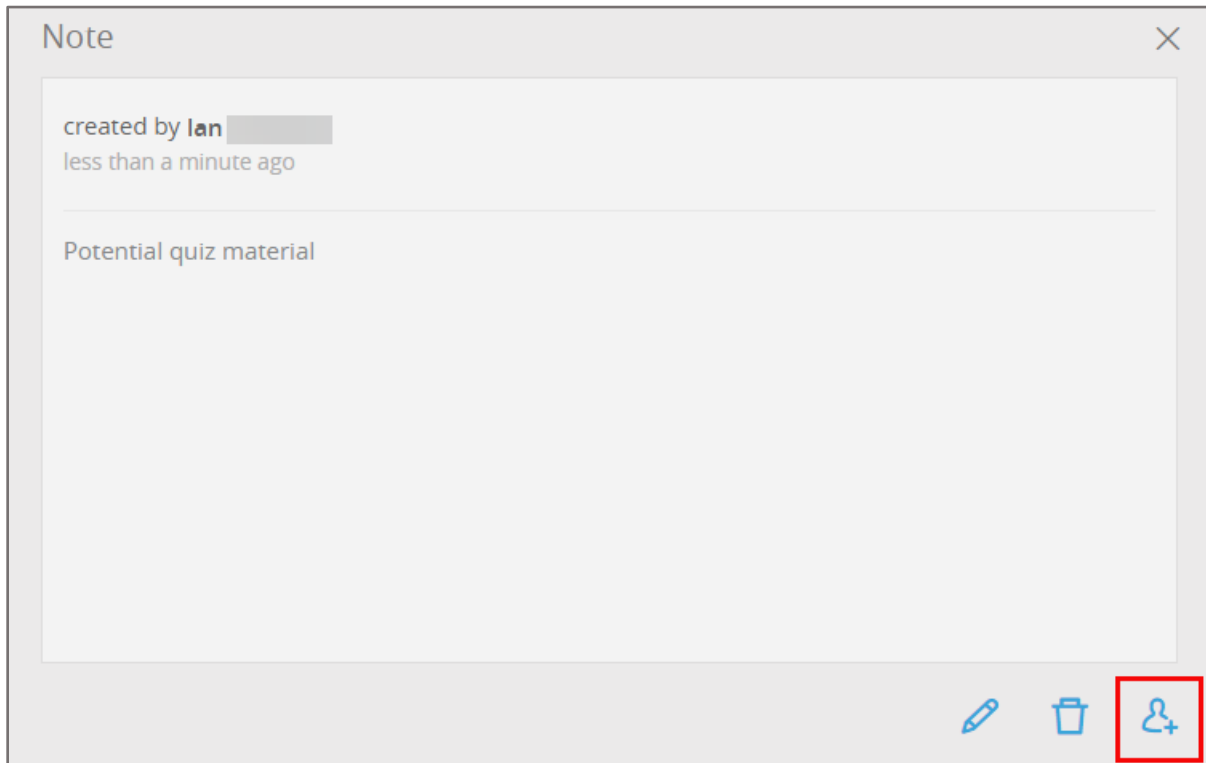
29. Proceed by selecting all individuals with whom you would like to share eBook notes within the resulting popup window. When finished, click **Done**.



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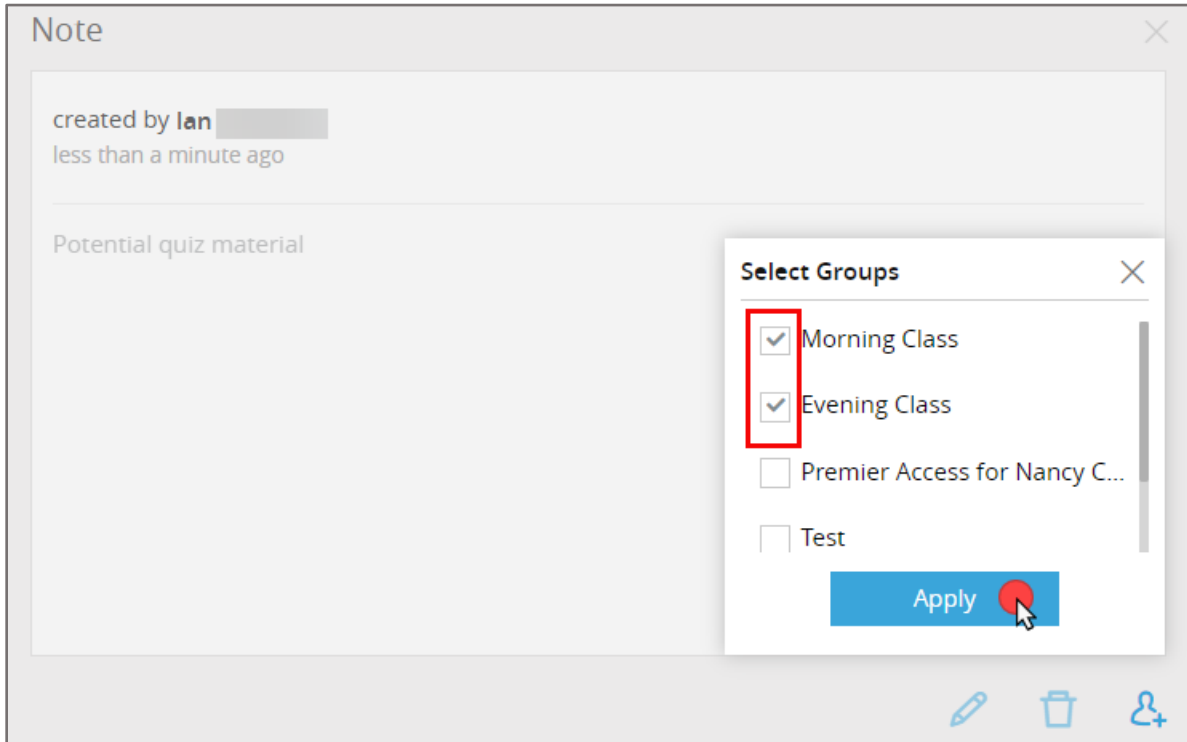


30. As you create notes in your eBook, you may now share them individually by clicking on the note to open it and then selecting the **Share** button to the bottom right of the note window.



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31. Select the user Group(s) with which to share the note from the **Select Groups** menu and click **Apply**. The individuals within the Group will now see your selected note available in their eBooks.



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