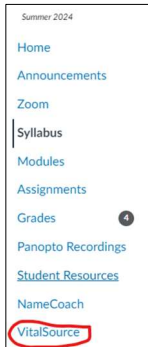

VITALSOURCE – HOW TO GUIDE

Accessing VitalSource Bookshelf

All students are automatically enrolled in TAAP and will be able to access all course textbooks unless they choose to opt out.

1. Open the Canvas course for the class to access the book.



2. Click the VitalSource tab on the left-hand side.
3. A screen will be presented with all of the different books for the class.

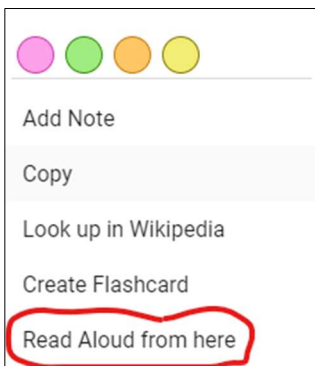
Or all of course materials can also be accessed through the [VitalSource bookshelf](#) by using UCCS credentials to log in.

Accessibility Features

VitalSource uses a platform called Bookshelf. The app allows users to turn various accessibility features such as read aloud, screen masking, font size, highlighting and other annotating functions. This helpful [video tutorial](#) describes how to use all the built-in tools.

Read Aloud

To start read aloud select a section of text and press the “Read Aloud from here” button:



The following menu will appear:



Click the play/pause icons to read the book aloud. There is also an option to face forward 10 seconds or rewind 10 seconds.

The gear settings icon allows the user to change the speed and select different voices for the read aloud function.

To add and change voices, download voices from Microsoft or Mac settings to the preferred computer system. Once voices are downloaded, they can be changed through the settings. Follow the steps on how to download different voice options below depending on the device;

Tip: Choose 5 different voices and use the same text to hear all voices before making a selection. This can help narrow down which voice will work the best.

Windows PC

1. Open Narrator settings by pressing the **Windows logo key + Ctrl + N**.
2. Under **Narrator's voice**, select **Add legacy voices**. This will take the user to the **Speech** settings page.
3. Under **Manage voices**, select **Add voices**.
4. Choose the voice and select **Add**. The new voices will download and be ready for use in a few minutes.

Mac OS

1. **Access the voice settings:** Go to Apple menu > System Settings > Accessibility > Spoken Content.
2. **Select a voice:** Choose a language and then select the voice.
3. **Download if needed:** If the voice isn't already downloaded, it will start downloading when it is selected.

Screen Masking

When a textbook is opened through vitalsource, certain features of the display can be adjusted such as text size, background color, line separation and margin size. All of these options can be accessed from the Reader Preferences by clicking the circle icon with the two A's in the center.



Workbook

The workbook can be used to highlight and annotate important information the same way a student would a physical book. Different notes and highlights are separated by highlight color. Students can also access flashcards from this section.

Annotations: Bookshelf allows students to highlight and gather notes when reading and reviewing. [VitalSource has great tips on](#) how to use this feature in the workbook including how to incorporate the annotations into Flashcards.

FlashCards: As a helpful study tool Flashcards can be created through the workbook or when highlighting. Once the flashcards are created, students can use the "study" icon to quiz themselves on the content. Learn [how to use and set up Flashcards](#) from the Vital Source webpage.