Bookshelf® User Guide

IATA's Digital publications

are designed to run exclusively on the Bookshelf platform. The Bookshelf ecosystem is comprised of the Bookshelf family of eReader applications, and a backend named eVantage.

The Bookshelf applications are available online, on Android and iOS mobile devices as well as for Windows and MacOS desktops.

This document will guide you through the steps to:

- ✅ Creating a Bookshelf account online.
- ✅ Accessing a title in Bookshelf.
- ✅ Use the Bookshelf application.

Creating a Bookshelf Account Online

To access a title, you will need to create a Bookshelf account using the following steps:

01 Open any web browser and visit:
https://digitalpublications.iata.org/

02 Click on "**Create an account**".

03 Complete all fields in the registration form.

04 Read and agree to the Terms of Use, Privacy Policy and Cookie Policy and confirm your account by selecting Create.

05 An email will be sent to you to validate your account. Simply click the **"Confirm your email"** link.
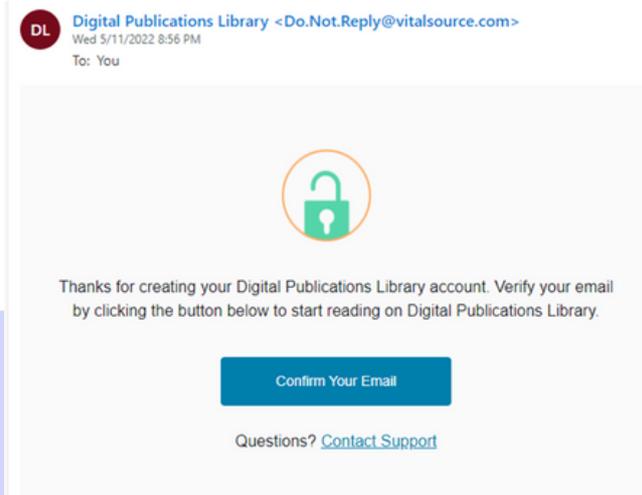
Accessing a Title in Bookshelf

To access your purchased title, you will need to redeem the code provided to you in the purchase confirmation email you received. The code:

| ✓	✓	✓
Is alphanumeric and 20 characters long.	Can only be redeemed when you are logged into your Bookshelf account.	Can only be redeemed once.

Upon code redemption, **the title will be accessible in your library.**

Redeeming Your Code

Redeem your code using the following steps:

1 Sign into your account by visiting https://digitalpublications.iata.org/ entering your email and password, then click "**Sign In**"

2 Once you are logged into Bookshelf, click on "**Redeem Codes**" at the bottom right-hand side of the page

3 Enter your code and click "**Redeem**"

4 If you do not automatically see your publication in your library, click the Tools icon and select "**Update Library**"

Redeem Code

C3JGKY6D9HSK90H8JK98

Add multiple codes
Selecting "Redeem" will add this book to your library.

Cancel   Redeem

Redeem Codes

Update Library

Sharing

Highlighters
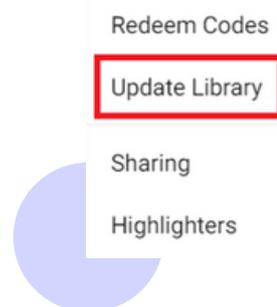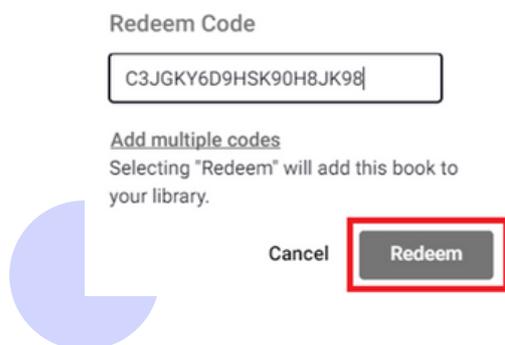
How to Navigate Bookshelf

Within the library tab below the publication title, you may see the following three icons:

ⓘ **View Details Icon**

Click on the View Details icon

A pane will appear to the right of the page displaying details about the title:

IATA Digital Publication (IDP)
Edition 1

IATA

Open Book

Details   Resources

Format:
epub

VBID:
IDP-4006-01

Copy URL

https://digitalpublications.iata.org/books/IDP-4006-01

Copy

Citation

⌄ MLA
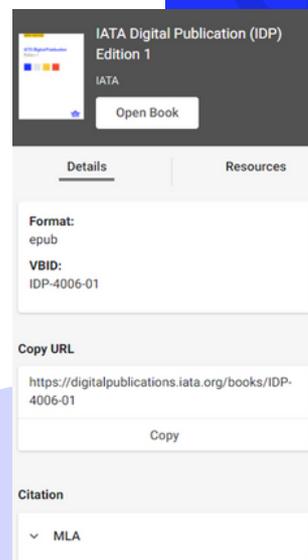
Search Icon

Click on the Search icon to find something specific within the publication or to navigate to a specific section. A pane will appear to the right of the page. Enter any key word(s) in the free text field and press the Enter key on your keyboard.
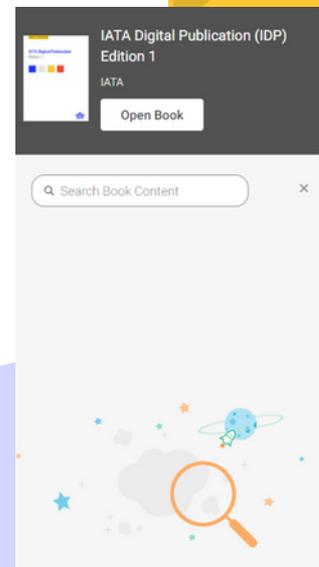

Resources Icon

If your title includes resources, you will see a Resources icon below the publication title. Resources are only accessible when using Bookshelf online. All resources are downloadable, printable, and fillable. Files formats include PDF, Word, XML, CSV, Excel, fillable PDFs, PowerPoint, etc.

Here are the steps to access your resources:

1. Click on the Resources icon below the publication title or hover over the title in the **"My Books"** swim lane and click on the Resources icon
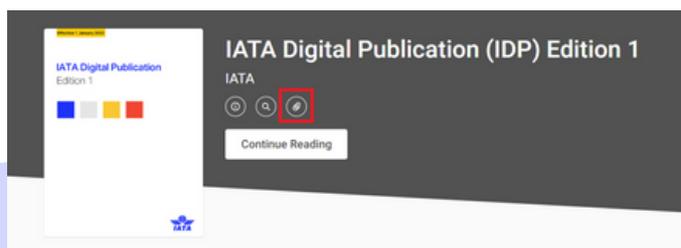

2. A panel will appear to the right of the page with all the resources allocated to the title. You can then download any file to your computer by clicking anywhere in the resource tile.
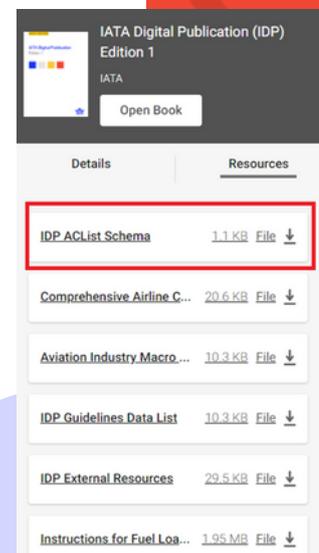
Toolbox Files

The purchased title may also include toolbox files. The "**Toolbox**" is directly integrated in the publication following the title name in the Table of Contents. Click on "**Toolbox**" and all the toolbox files associated to the title will appear to the right. Then click on any file name and the file will either be downloaded to your computer or open in a new browser tab.
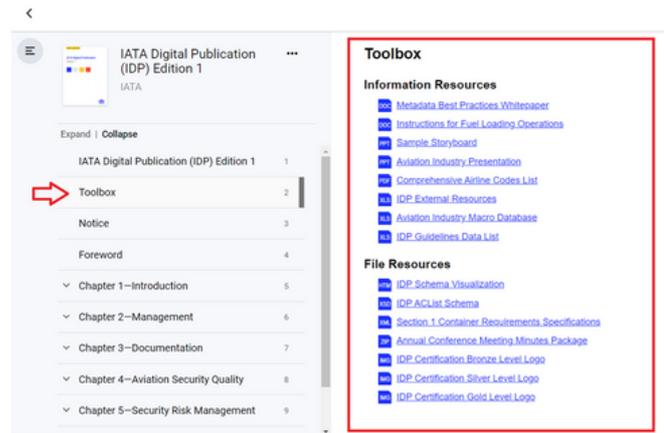
Navigating your Publications

By clicking on the three lines at the top left-hand corner of the Table of Contents panel, you can display or hide the Table of Contents.

All publications include a Table of Contents panel on the left-hand side to assist with navigation. Use the Table of Contents panel to select a location in the book where you want to begin reading.
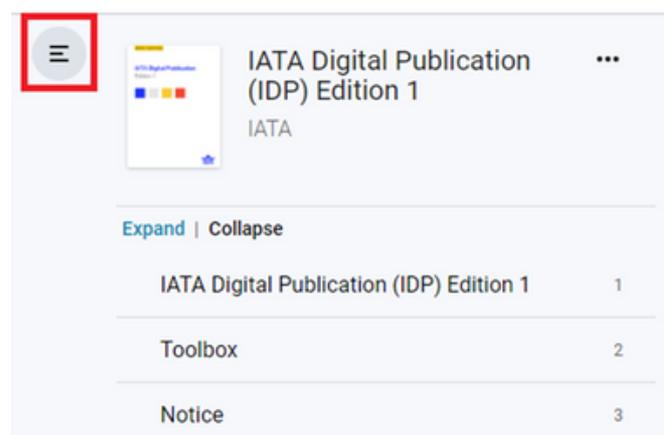
Navigation to specific pages or simply skipping to the next page is made easy through the "**Go to Page**" free text field and navigation arrows at the bottom of the page.

Reader Preferences

Important Note: IATA recommends to keep reader preferences to Publisher format for all titles.

Bookshelf provides several capabilities to view the title based on your preferences. Click the Reader Preferences icon to access your preferences.

The Reader Preferences window includes three tabs:

1   **Display**

The Display tab allows you to change the text size, font, display mode, content margin and line height.

The reset Publisher format option is found at the bottom of the Reader Preferences window.
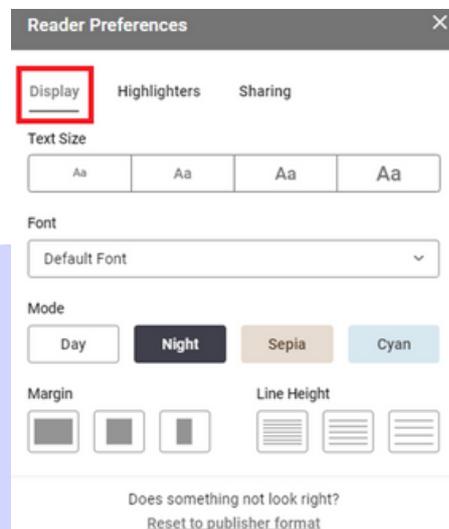
2 Highlighters

The Highlighters tab allows you to manage your highlighter preferences.

Reader Preferences ✕

Display   **Highlighters**   Sharing

Fast Highlight

My Highlighters   ⊕

🟡 Exam

🟢 Important

🔵 Needs Clarification

🔴 Rad Red
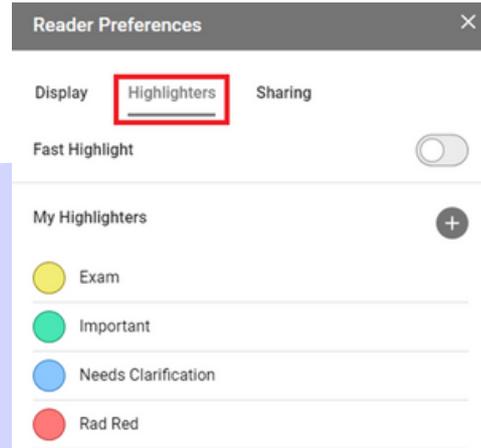
To share highlights and notes you will need to make them public. Click on each desired color highlight then check the public box.
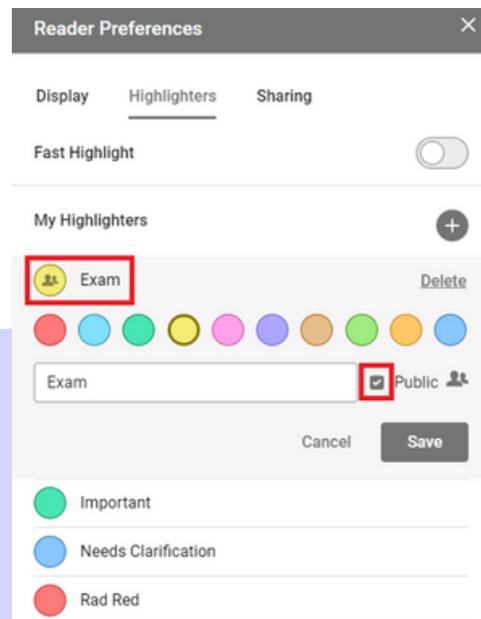
Note: You must follow someone to see their highlights and notes (see Sharing tab).

Reader Preferences ✕

Display   Highlighters   Sharing

Fast Highlight

My Highlighters   ⊕

👥 Exam   Delete

🔴 🔵 🟢 🟡 🩷 🟣 🟤 🟢 🟠 🔵

Exam   ☑ Public 👤

Cancel   **Save**

🟢 Important

🔵 Needs Clarification

🔴 Rad Red

3 Sharing

The Sharing tab allows you to share a link with another user that has access to the same title.

Reader Preferences ✕

Display   Highlighters   **Sharing**

My Shared Highlighters (1)   🔗 Copy share link

Anyone who clicks your share link will automatically follow your public highlighters

I'm Following

Looks like you're not following anyone yet!

Enter email to follow someone's shared highlights

Note: It may take up to 5 minutes for shared highlights to show up
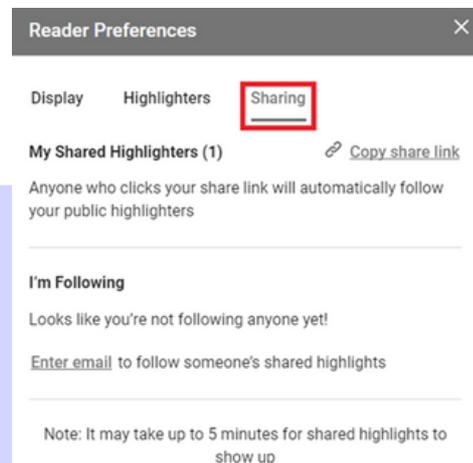
To see another user's highlights and notes you will need to follow them. Click on enter email, type in the correct email address, and click follow.
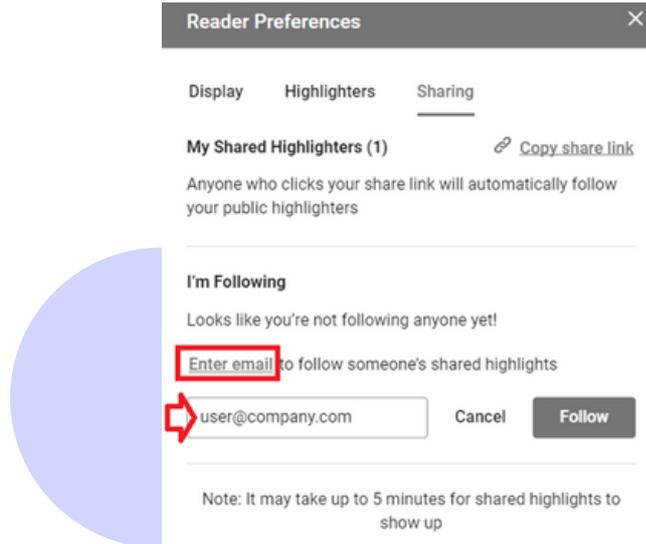
Bookmarks

In addition to using the Table of Contents pane to navigate to content in your publication, Bookshelf gives you the ability to bookmark specific pages for ease of reference at a later date.

The Bookmark Page icon is in the lower left-hand corner of the screen. Click on the icon to add a bookmark to that page.
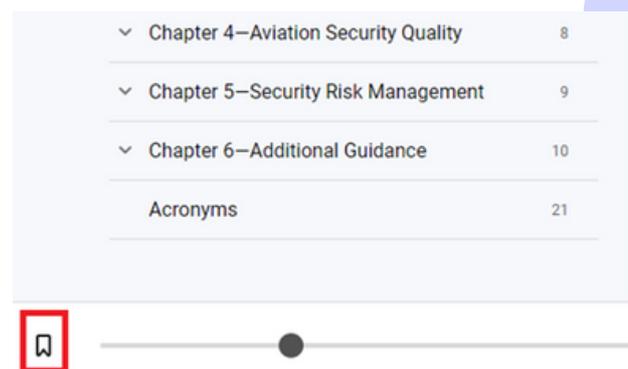
Highlights & Notes, Bookmarks and Flashcards

Clicking on the Highlights & Notes, Bookmarks and Flashcards icon will open up a **"Workbook"** panel on the right-hand side of your screen. This feature allows you to manage and customise your highlights & notes, bookmarks, and flashcards. Workbook can be managed on any platform and will be synced across all platforms when you have an active Internet connection.

1 Highlights

Highlights is similar to highlighting in a physical book. Your publication, however, allows you to add or remove your highlights and add your own notes. Any highlights or notes you create will be saved to your Bookshelf account and follow you across devices.
To create a highlight or note, select a section of text with your cursor and select from the drop-down menu. You can also look the text up in Wikipedia, create flashcards or read aloud.

You can access your highlights & notes, bookmarks, and flashcards within the Workbook section by clicking the icon below:
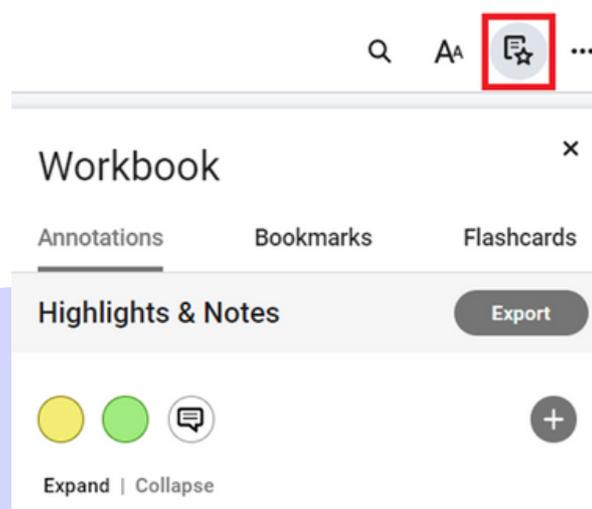
2   Annotations

Within your workbook under the annotations tab you can view your highlights & notes as well as export them, if required:

Workbook ✕

Annotations | Bookmarks | Flashcards

Highlights & Notes   Export

Expand | Collapse

⌃ **Notice**

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missions, misprints or misinterpretation of the contents hereof. Furthermore, the International Air Transport Association expressly disclaims any and all liability to
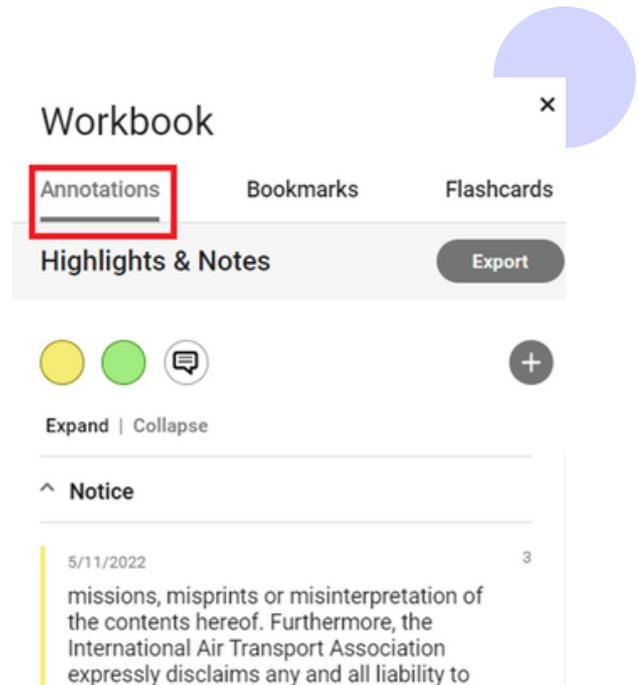
3   Bookmarks

Clicking on the Bookmarks tab will allow you to view all the bookmarks added to the title:

Workbook ✕

Annotations | Bookmarks | Flashcards

My Bookmarks   ⊕

🔖 Chapter 1—Introduction   5

🔖 Chapter 3—Documentation   7
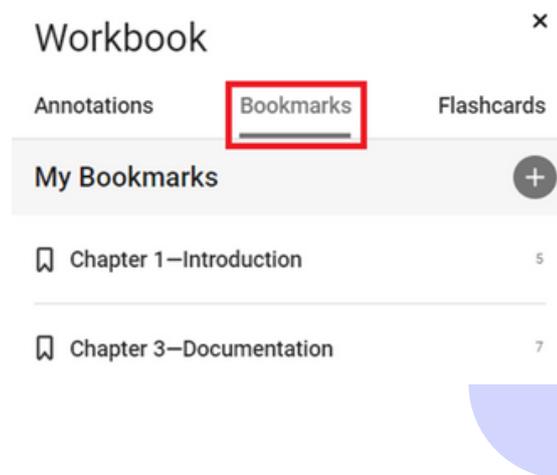
4   Flashcards

You can manage and create flashcards by clicking on the Flashcard tab:

Workbook ✕

Annotations | Bookmarks | Flashcards

‹ Include it in Presentation   Study ⊕

Chapter 4 —Aviation Security Quality

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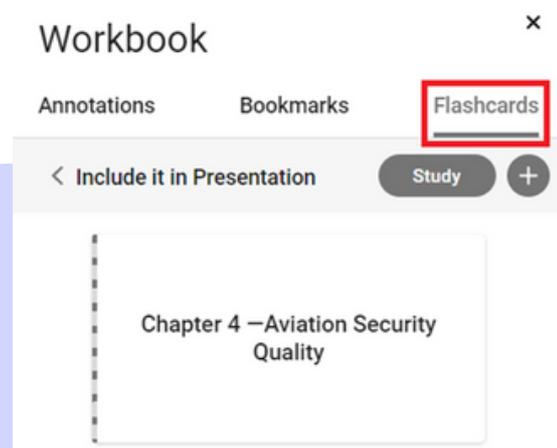
Editing or Deleting a Highlight or Note

To edit or delete an existing highlight or note, click on the three dots next to the highlight or note. A submenu will appear that will allow you to view, delete or edit.
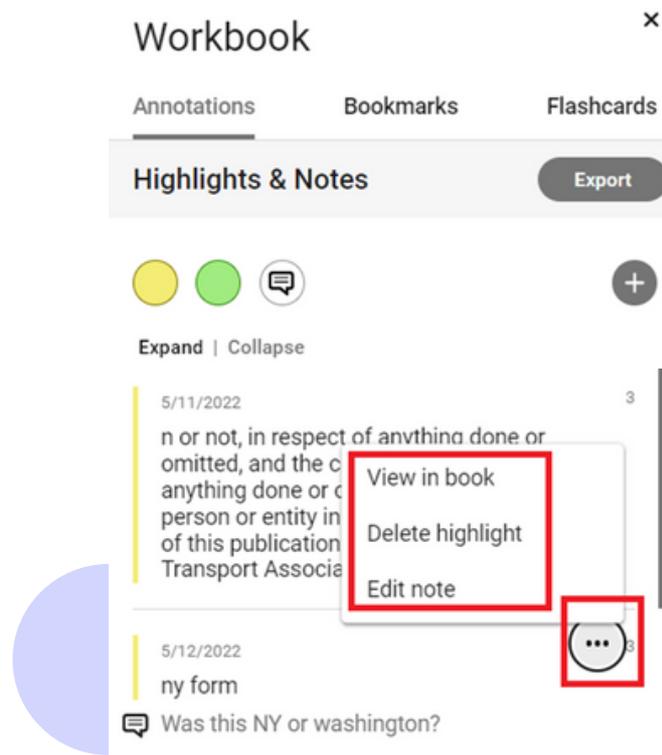
Account Management

Selecting the Account Settings icon will open a browser window and bring you to your account center.

On this page you will have access to the following:

☑ User Info   ☑ Devices   ☑ Resources

User Info

Allows you to update the name and email address associated with your account, as well as change your password and security question and/or answer.
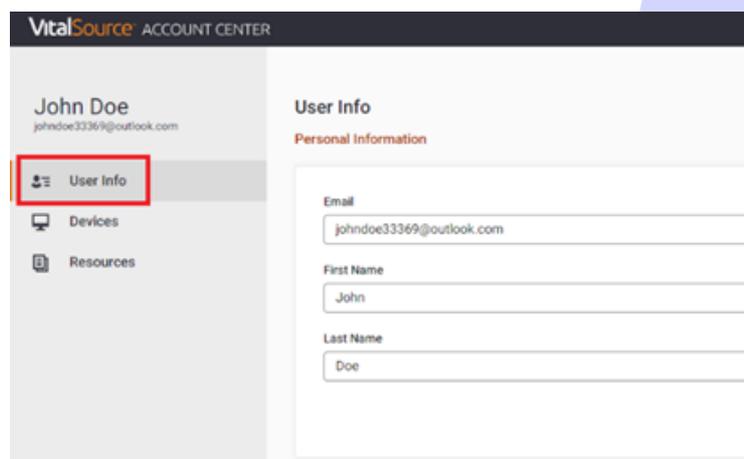
Devices

Enables you to manage the devices you use to access your Bookshelf titles. If you need to remove a device you no longer use, you can do that here. Bookshelf allows up to a maximum of one computer and one mobile device activated at any given time.
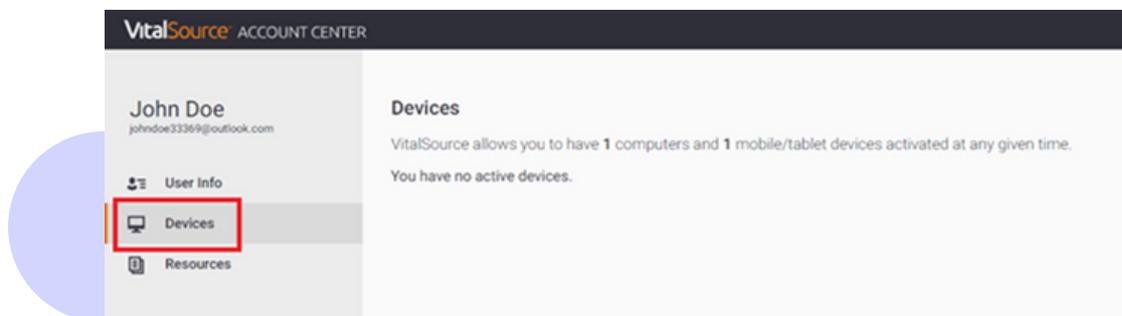
Resources (if any)

Displays any resource file(s) associated with the purchased title.
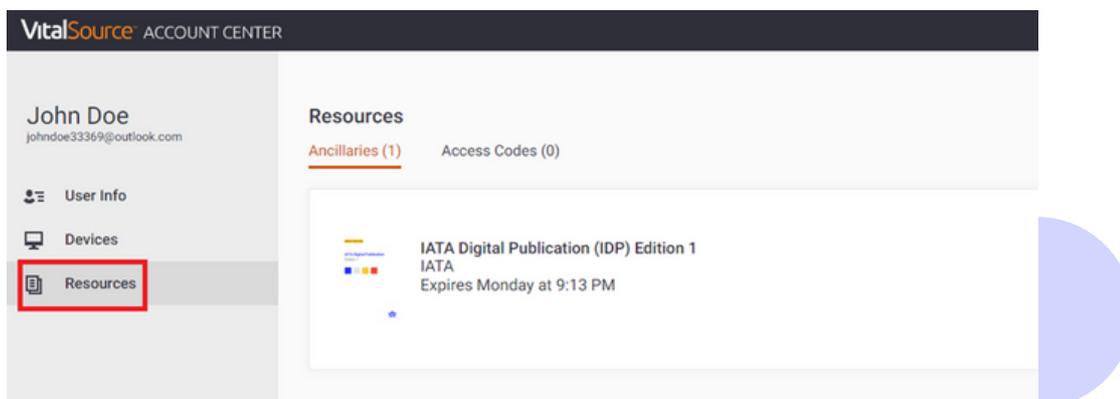
Contact Support

For all support requests please visit:

https://support.vitalsource.com/hc/en-us/requests/new