

Using a screen reader in the VitalSource e-book

This article helps you use a screen reader in VitalSource e-books. (If the address bar includes "VitalSource," this is a VitalSource text.)

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Accessing your VitalSource e-book

- To access a VitalSource e-book in Achieve, follow the steps to [download an Achieve e-book to read offline](#).
- If you purchased a standalone e-book from the Student Store or BFW Store, refer to the emailed instructions on how to access your e-book.

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General information for navigating a VitalSource e-book

- **Page Layout:** The section of the book you're currently reading occupies the major portion of the screen and usually scrolls off the screen. Use the buttons for

"Previous" and "Next" positioned before and after the body of this section to find the edges of the text.

- **For VoiceOver:** You'll need to interact with the region for the book, and that region will contain a frame with which you'll need to interact. So, when you first open the book in any session, you'll need to navigate to the book content region, interact with it (by pressing Control+Option+Shift+Down Arrow), then move to the book frame and interact with that.
- **Reading Features:** Above the main section of text, some reading features open in "panels" to reveal additional information. These reading features include the [table of contents](#), your bookmarks, and your notes or highlights. Expand these sections and leave them expanded for quick reference while reading, or collapse them to reduce the amount of material on the page at a time. To expand or collapse these, press "Space" on the corresponding button. (The screen reader will announce whether you are expanding or collapsing the panel.)

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Using the Table of Contents

Accessing the Table of Contents

A Table of Contents button is located near the top of the page. Follow these steps to navigate to the top of the page:

- **NVDA and JAWS users:** Press Ctrl+Home to navigate to the top. Press "b" to jump to the button.
- **VoiceOver users:** Press "Command + Up Arrow" to navigate to the top.

Interacting with the Table of Contents

1. Press "Space" on the Table of Contents button to expand it. Leave it expanded to navigate to the body of the chapter you're currently reading or collapse it to reduce the text on the screen.
2. In the expanded Table of Contents, press "h" to move to the heading for the listings, or use the arrow keys to navigate.
3. Inside the Table of Contents, each chapter is a link. Press "Space" on a chapter link to expand and view any subtopics. One of the options will be "Go to Chapter." Press "Space" on this link to jump to the first page of that chapter.

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Using the Notebook for notes and highlights

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Accessing the Notebook

The Notebook panel reveals your notes and highlights in the e-book. The Notebook button is located near the top of the page.

Follow these steps to navigate to the top of the page:

- **NVDA and JAWS users:** Press Ctrl+Home to navigate to the top. Press "b" to jump to the button.
- **VoiceOver users:** Press "Command + Up Arrow" to navigate to the top.

Press the Space key on the Notebook button to expand it. Leave it expanded to quickly access your notes and highlights while reading, or collapse it to reduce the text on the screen.

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Creating a highlight in the e-book

Create highlights in the text for studying later. In the e-book, the highlights will be identified with terms such as "Important" or "Confused," rather than by the actual displayed color.

Follow these steps for one way to create a highlight in your e-book:

1. Navigate to the page with the text you want to highlight.
2. Identify a link or button in the area where you would like to highlight it. Terms that have associated definitions are ideal, but links to Flashcards, tables, and other relevant resources will also work well.
3. Expand the highlight panel with Space/Enter.
4. Hit Enter or Space on the type of highlight. (Note that Fast Highlight has been turned on. This message is displayed immediately after the last highlight color in the list and is also located at the very bottom of the page.)
5. Turn off NVDA browse mode (or turn on Focus Mode) with Insert+Space. Turn off JAWS browse mode (or turn on Forms Mode) with Insert+Z. Skip this step for VoiceOver.
6. Tab to the item you identified as being near the text you want to highlight.
7. With Browse mode off (Focus mode on), select the text using Shift+Arrows. (Note: Screen reader will not read the selected text.)
8. Press Tab. The screen reader will announce the number of highlights, and that number will have increased.

9. Return to browse mode by pressing Insert+Space for NVDA or Insert+Z for JAWS. Skip this step for VoiceOver.
10. Turn off Fast Highlight.

Note: If you don't have Fast Highlight turned on but do leave browse mode and select text within the book region, a list of items (such as highlights, citations, etc.) may appear at the bottom of the page. Choose the one you want or cancel.

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Adding a note to the e-book

Notes are associated with highlights. There are two ways to add a note:

1. **Add a note to an existing highlight:** Expand the Notebook panel. Move down your list of highlights until you find the one you want. After the highlight's text, use the Space or Enter key to select the "Add Note" or "Edit Note" button. Type the note and select the "Submit" button to save it.
2. **Create a new note where you haven't added a highlight:**
 - a. In the section of the book where you wish to make a note, identify an item that you can tab to. Figures, definitions, and so on are good choices and will be identified in the text as buttons or links.
 - b. Turn off browse mode (turn on focus mode) by pressing Insert+Space for NVDA and Insert+Z for JAWS. Skip this step for VoiceOver.
 - c. Tab to the item in the text that you identified above.
 - d. Use Shift+Right+Arrow to select some text. The screen reader won't read the text as you scroll through it.
 - e. With the text still selected, return to browse mode.
 - f. Move to the bottom of the page, then arrow up to find the menu for highlights and notes that popped up when you selected text.

- g. Select Add Note, then type your note in the edit field.
- h. Select the button for the type of highlight you wish to associate with your note by pressing Space or Enter on it.

You can return to the Notebook panel to verify that the number of highlights has increased and that your new note is there.

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Discovering whether a page contains a note

- If the current page contains one of your notes, an icon will appear at the top of the Book Content Region. The screen reader will identify it as "notes_icon".
- If you wish to know whether a page you're reading contains a note, press Shift+b to go back to the "Previous" button. Then, arrow down once to check if the icon is present.

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Navigating to a page with a note

1. Within the Notebook panel, move down the list of highlights to find one you wish to jump to.
2. Below the highlight you choose, you'll find an unlabeled button that can be collapsed and expanded. Expand it, and then select the "View in Book" button.

Deleting a highlight or note

To delete a highlight or note in JAWS and NVDA:

1. Expand the Notebook panel by pressing Space/Enter.
2. Each note and highlight will begin with a number, followed by the details of that item. Sort your notes and highlights using the Filter option. (This can be useful if you have many highlights.)
3. Locate the one you'd like to delete.
4. Within the collection of details about the highlighted item, immediately preceding the "color" of the highlight, there will be a button that NVDA reports as "Unlabeled 2 Collapsed"—press Space on that button.
5. Below the expanded button, press the Space or Enter key on the "Delete Highlight" button. (The highlight will be gone from the list, and the screen reader will announce the new number of highlights.)

To delete a highlight or note in VoiceOver:

1. Expand the Notebook panel.
2. Each note and highlight will begin with a number, followed by the details of that item. Sort your notes and highlights using the Filter option. (This can be useful if you have many highlights.)
3. Locate the one you'd like to delete.
4. Within the collection of details about the highlighted item, immediately preceding the "color" of the highlight, there will be a button that VoiceOver reports as "Collapsed" (or "Expanded" if you select it). Select that button.
5. Below the expanded button, select the "Delete Highlight" button. (The highlight will be gone from the list, and the screen reader will announce the new number of highlights.)