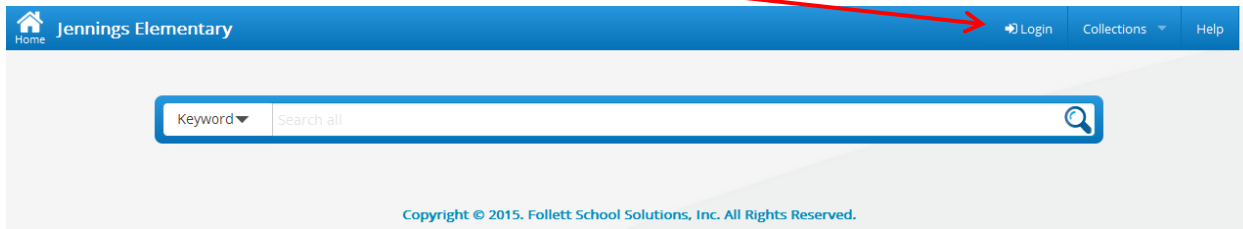


## How to access ebooks in Follett Shelf

1. Go to the Virtual Library, click on Destiny Search
2. Once you are in Destiny Quest click on Follett Shelf
- 3.



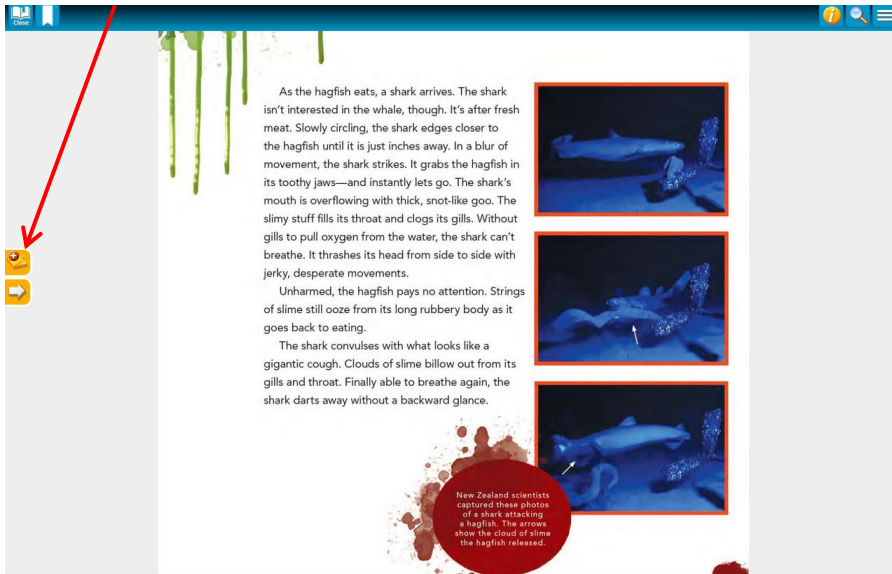
4. Login with the same username as when you login to the network. Password is your student ID number. Teachers' password is their ID number.



5. Once you are logged in click on Collections and then click on eBooks.
6. From the list of titles choose the one you want to read and click Open



7. If wanting to take notes, click somewhere on the right side of the screen, and a little yellow folder with a + (plus) sign will come up.



8. Click on it in order to add a note regarding information on that page. For the note title type in the main idea, and add notes that support that idea. Use your own words to paraphrase the information you learn from the text!

**Add note** p. 7

**Note Title**  
Note Title (optional - max. of 500 characters)

**Note**  
Note

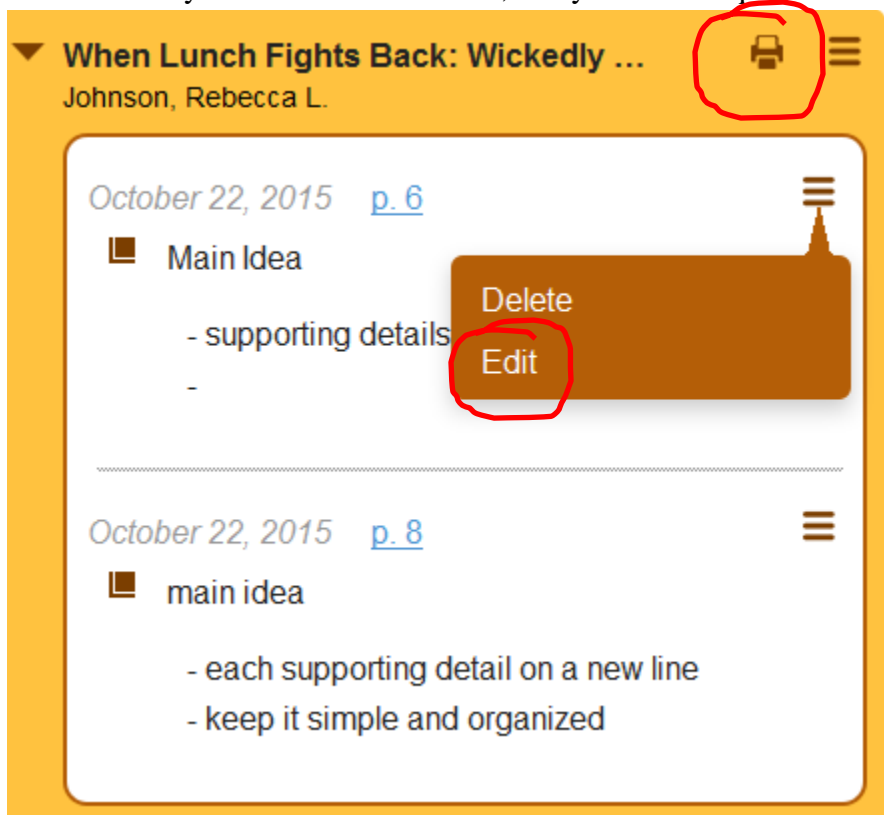
Characters remaining: 2048

**Tags**  
After labeling a tag, tap/click Enter to add it

Cancel Save

9. Click Save and your note will be added. You can add multiple notes on a page. Just make sure you Save them!

10. You can Edit your notes at a later time, and you can also print them



11. When done, click on Close on the top right corner, and choose Close title



12. Logout Follett Shelf. Your notes are all saved under your login so every time when you login you can access the notes you typed and saved.

