

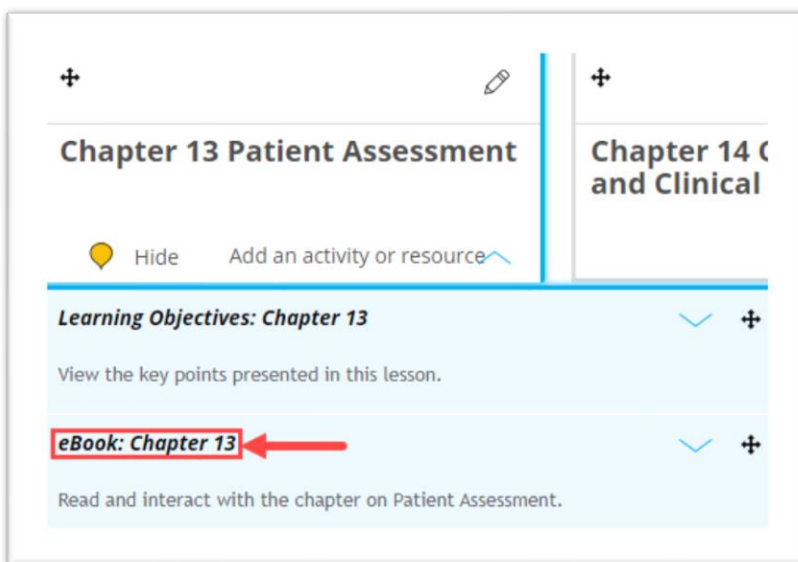
## How do I use the eBook?

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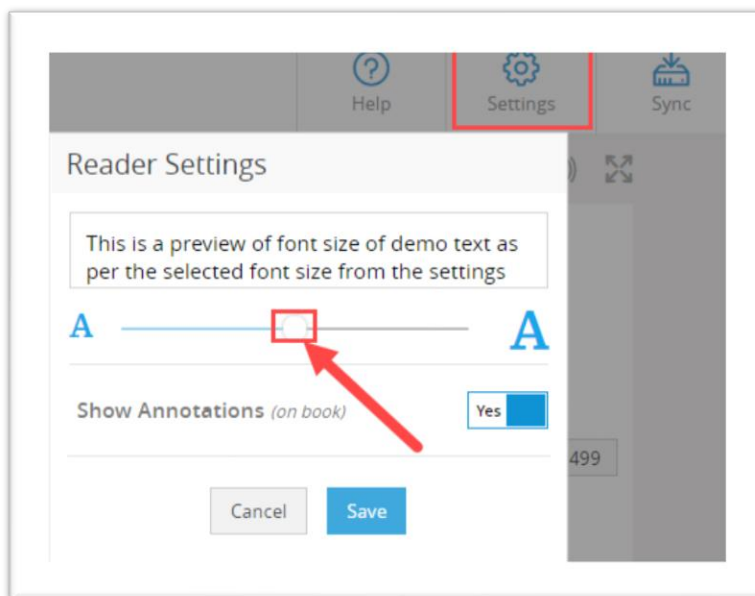
***This document provides step-by-step instructions for how to use the eBook from within your Navigate 2 course. If you are launching the eBook from your Account page, please skip to Step 3.***



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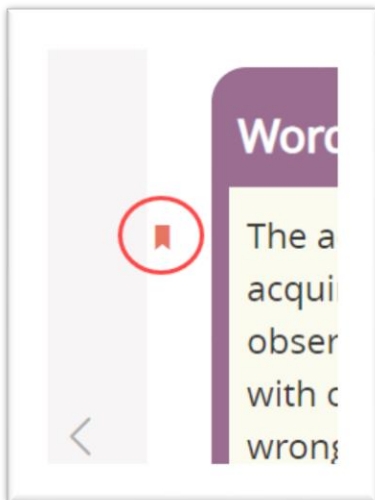
1. To open the eBook, launch your course and select the **eBook** chapter you would like to open from its corresponding chapter placard.




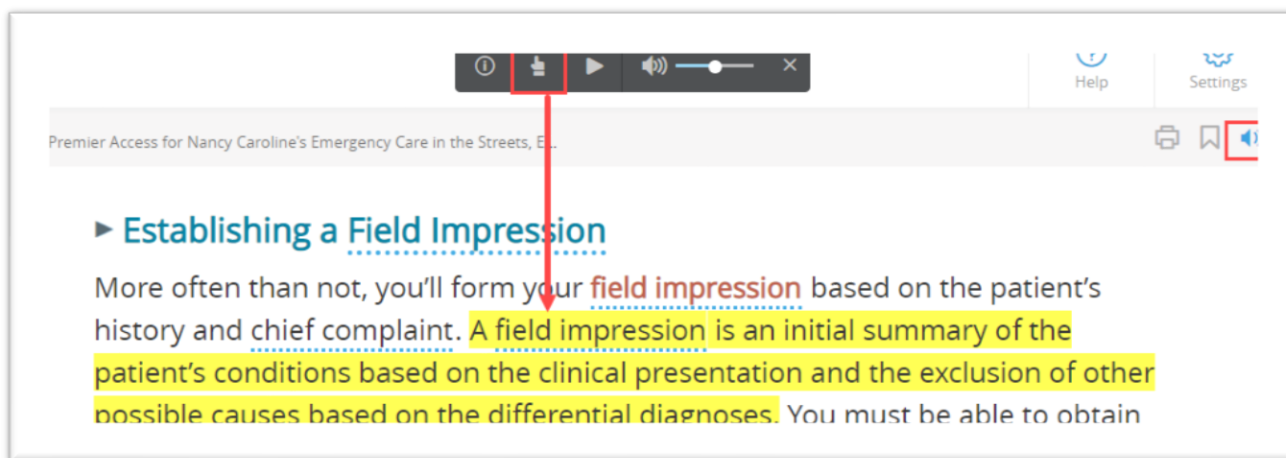
2. Clicking the eBook chapter will load the first page of desired chapter in a new tab in your web browser.
3. The **Settings** button provides you with the option to expand or reduce text size to suit your reading preference. To toggle the text size, use your mouse to click and drag the button on the scale left or right while viewing the text size in the preview section, and click **Save** to apply the desired adjustment.




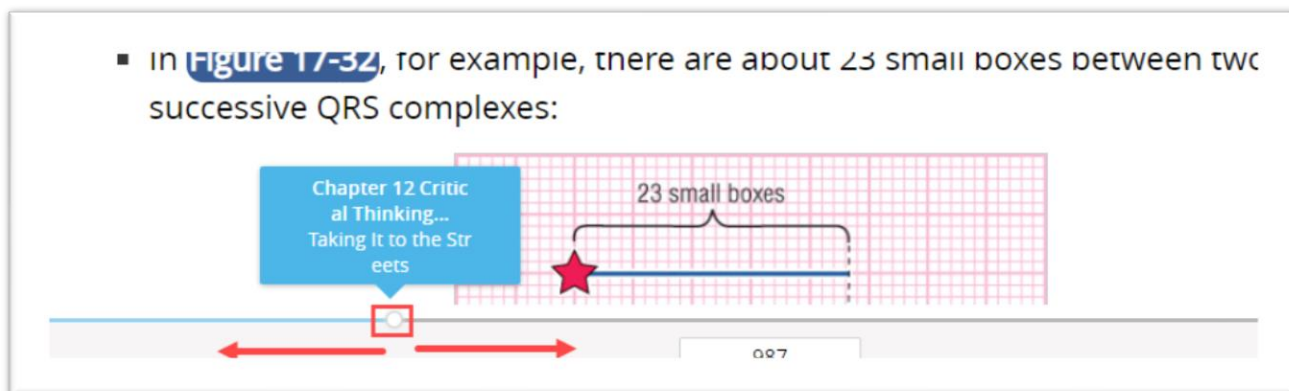
- The **Print** button  may be used to print the desired pages of the chapter section you are viewing.
- The **Bookmark** button is an option for saving a reference point providing you with a quick link to return to the desired section. To leave a bookmark, click the  button first and then click the location on an area of a page to apply the bookmark.



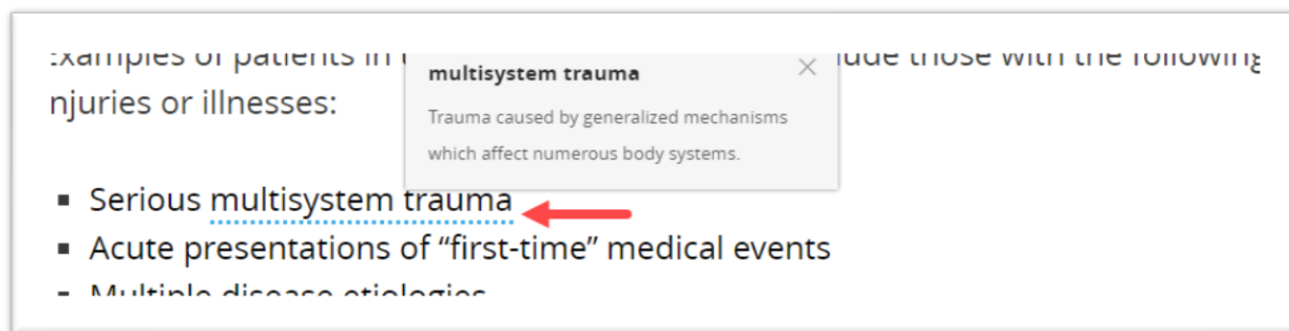
- The **Listen** button  will enable the ebook screen-reader and highlight text as it is read aloud.
- The recording may be paused at any time using the erReading toolbar, and the **Pointer** button in this tool may be selected and used to click on a specific sentence for it to be read aloud.



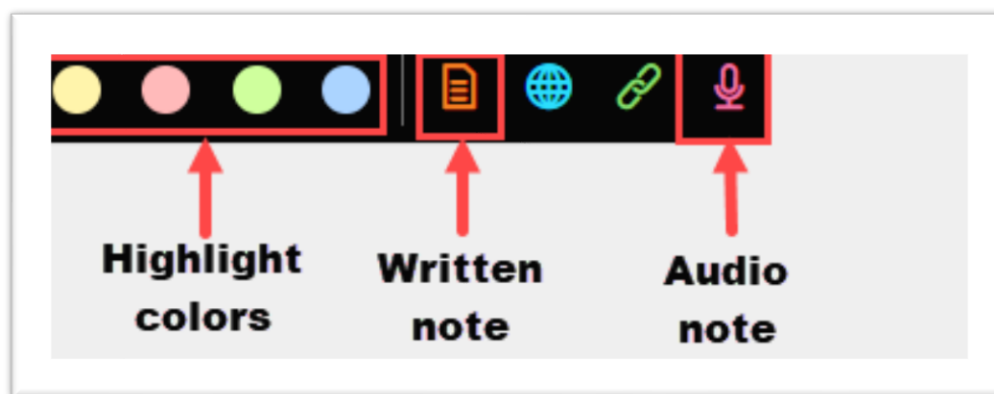
- Use the **Arrow** buttons  to the left and right of the page to navigate from page to page.
- Alternatively, you may also use the **Scrollbar** at the bottom of the page to jump to any desired portion of the full eBook and refer to it as an indicator of your progress.



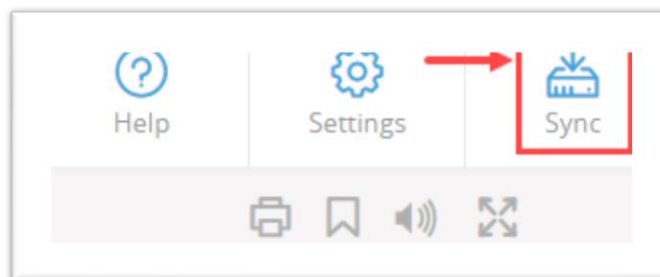
10. As you read, you will find underlined glossary terms within the text which may be clicked on to view their definition.



11. Highlighting a section of text on the page using your cursor will open an **Annotation Toolbar** which may be used to highlight eBook text or create both written and recorded voice notes.

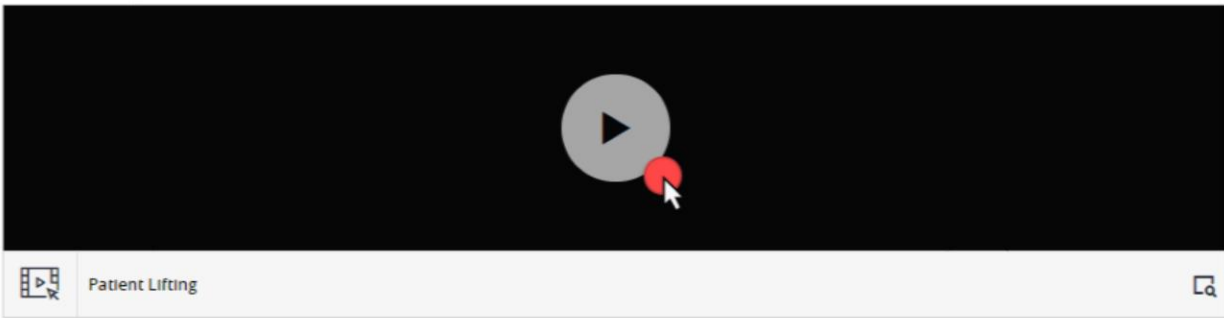


12. After creating annotations and before closing the eBook it is important to click the **Sync** button at the top right of the page to ensure all changes are saved for your next session.



13. All supporting media (images, videos, animations, and audio) is 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:

14. Concluding chapter sections are two **Knowledge Check** questions which students should use to test themselves on their 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.

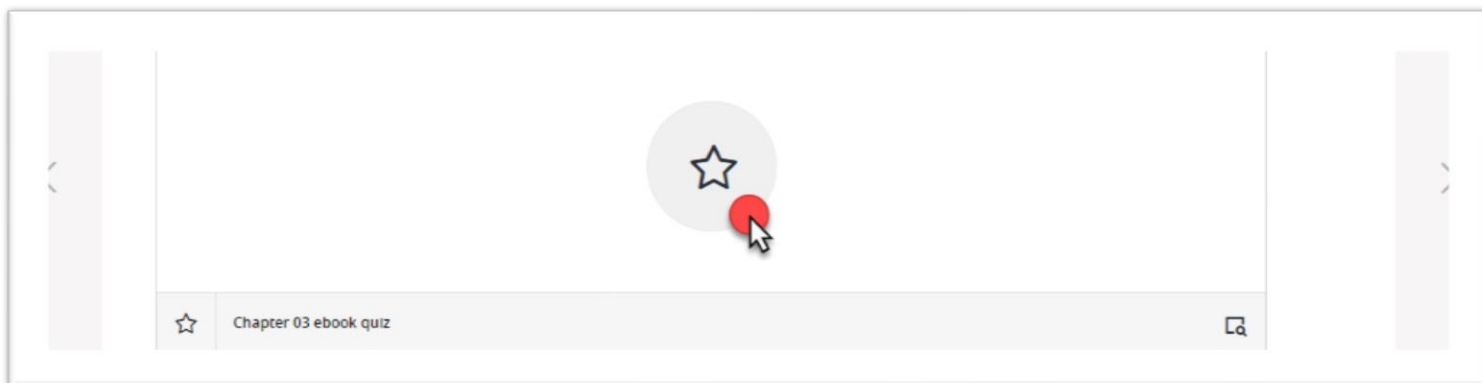
measures of the number of nonfatal injuries and subsequent disability.

information regarding the number and nature of medical calls compare to the expected volume of calls.

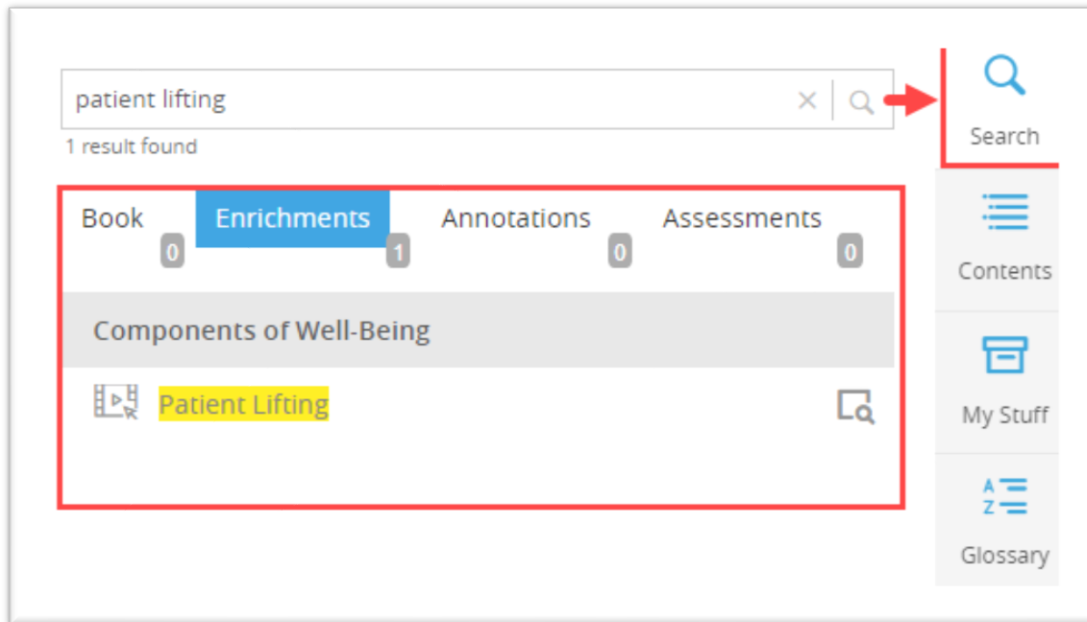
the study of the causes, patterns, prevalence, and control of disease in groups of people.

? Knowledge Check 3.11

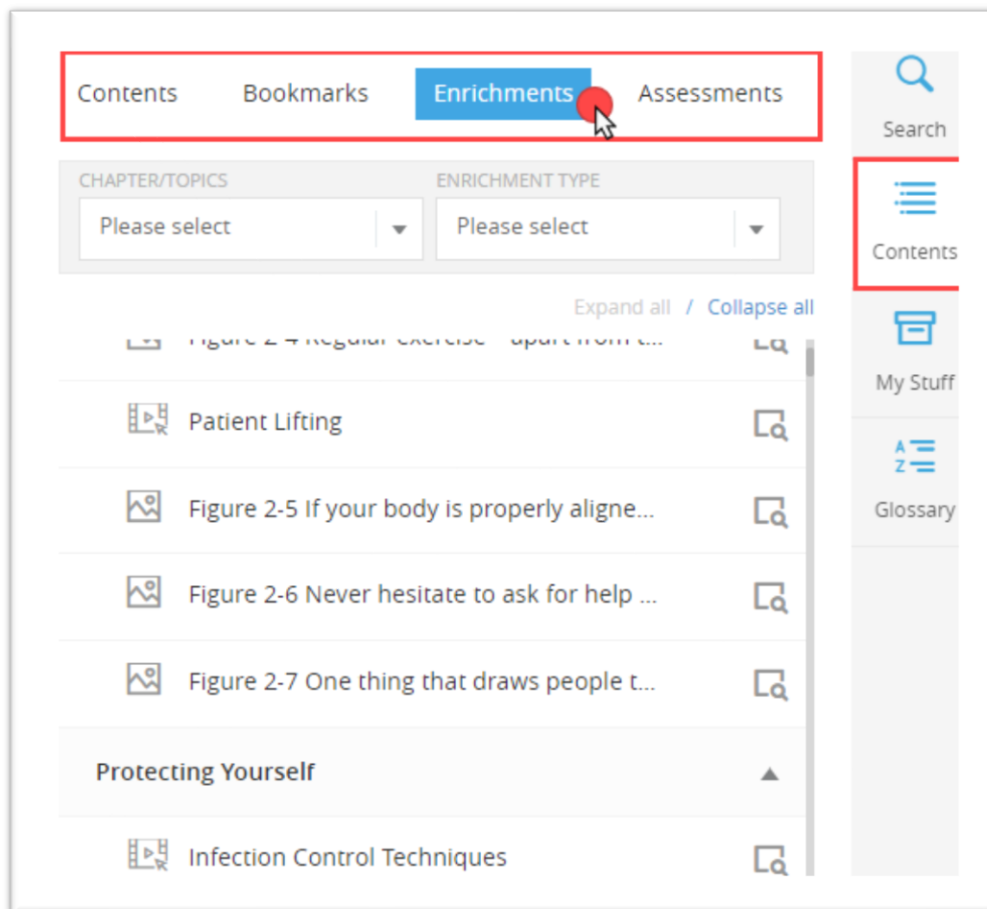
15. Concluding each chapter is a comprehensive 10-question **eBook Quiz** which affords a student 5 attempts, the highest of which will report to the Navigate 2 Gradebook.





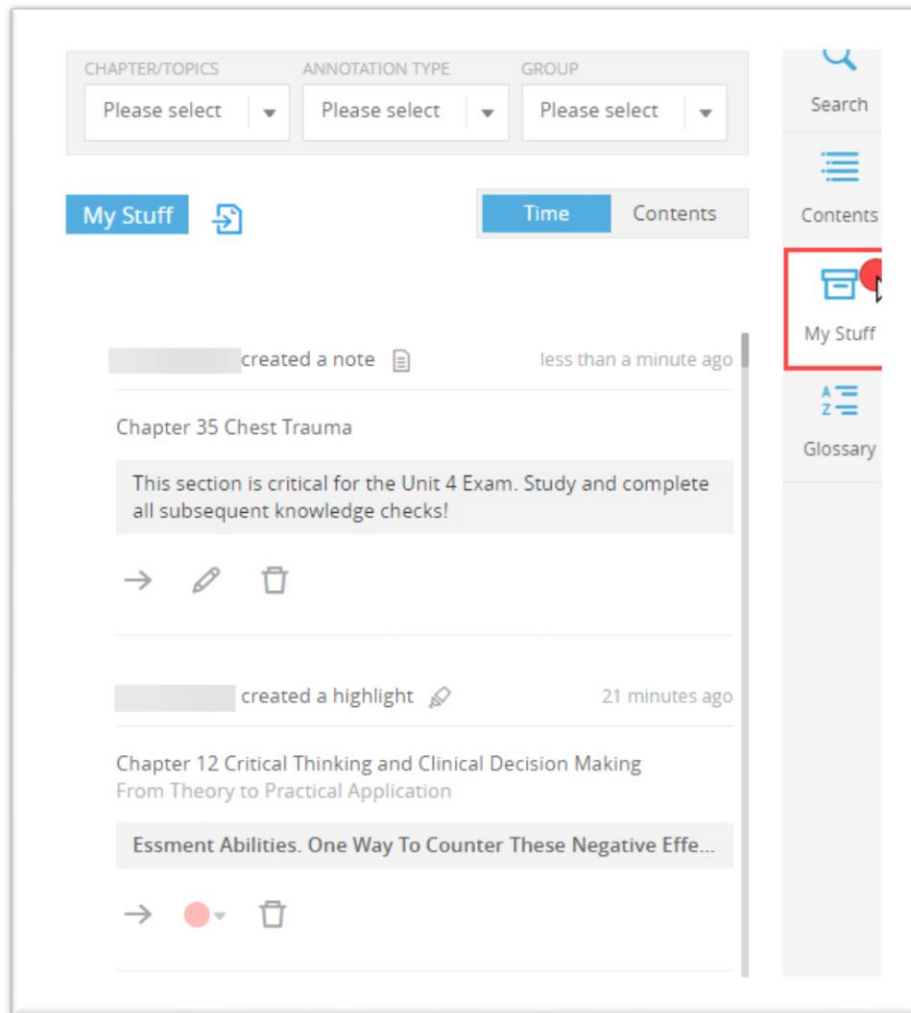
16. The left side of the page hosts additional navigation tools, including a **Search** option which may be used to locate key terms found in the ebook text, enrichments (media), user annotations, or quizzes.



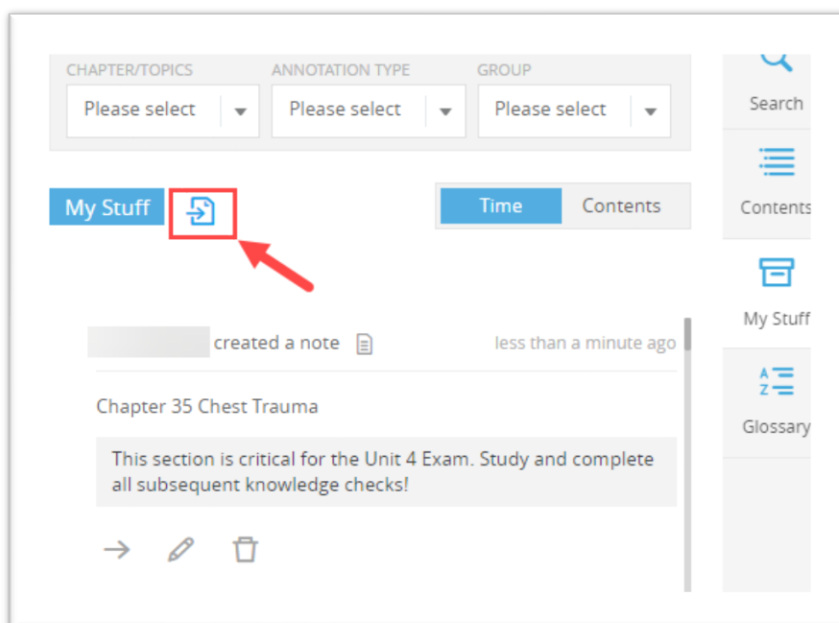
17. The **Contents** tab enables you to search a catalogue of eBook content and features.



18. 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 view. You may also delete  or edit  your annotations from this tab as needed.

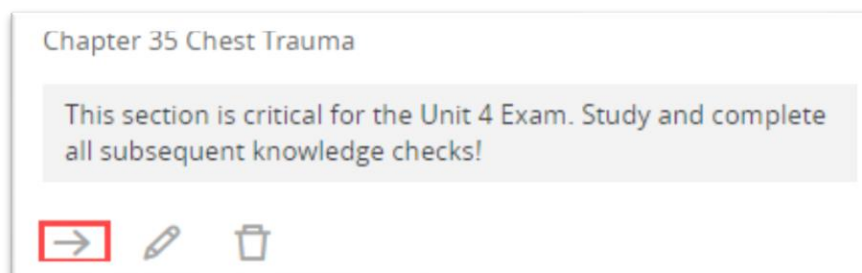


19. All annotations may be exported to an independent document which can then be saved to the student's computer and/or printed for future study needs.



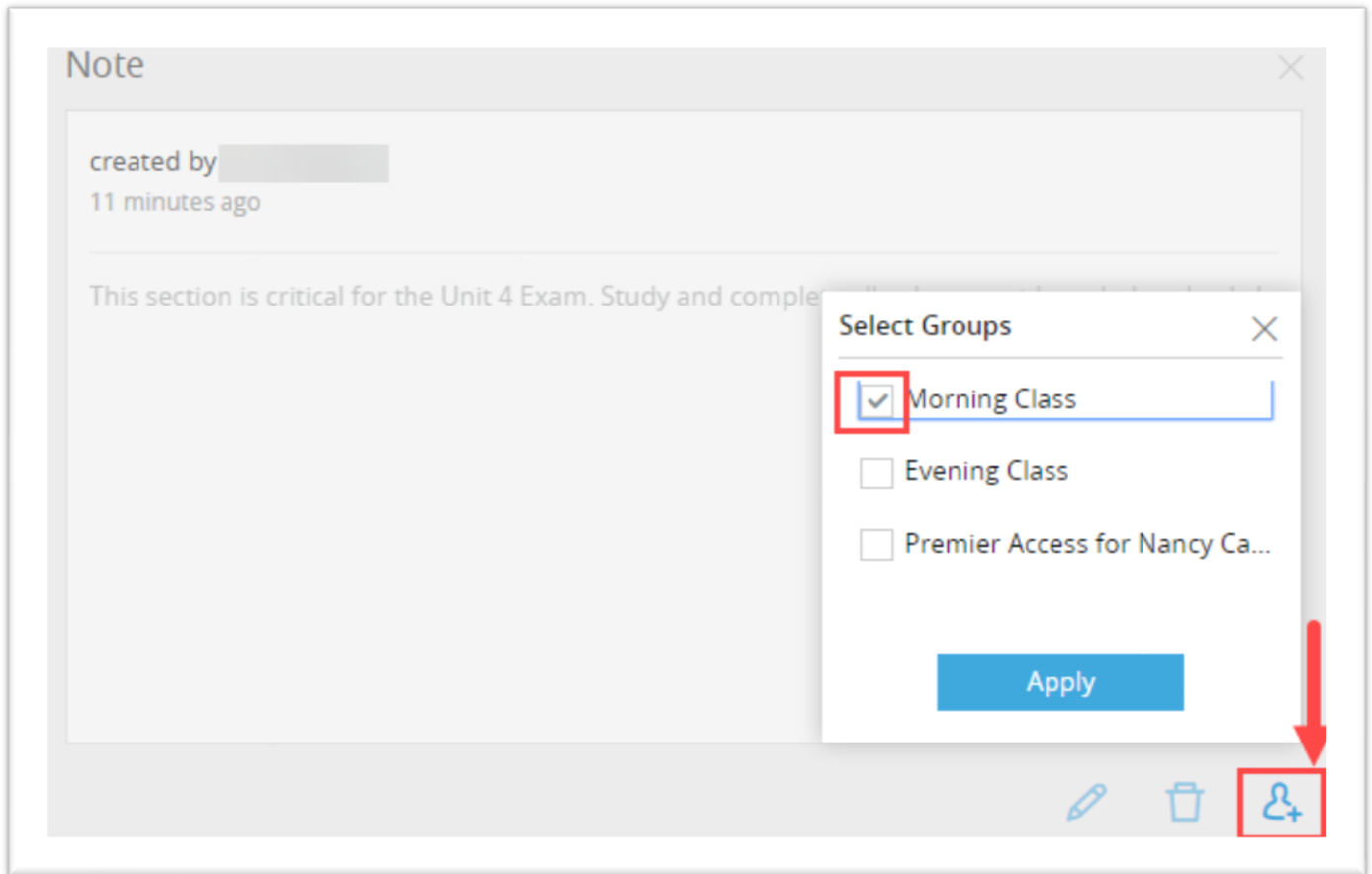
20. An instructor may also choose to share written notes they create in their eBook with students of their choosing. The shared notes will automatically populate to the students' eBooks. *Please note: an eBook Group is required before note-sharing is enabled.*

21. To share a note with students, click on the **Arrow** button underneath the note to open it first.



22. Then click the **Manikin** button on the bottom left of the note page, select which group of students in the class to share the note with, and click **Apply** to share.





The screenshot shows a 'Note' window with a close button in the top right corner. The note content includes 'created by [redacted]' and '11 minutes ago'. The main text of the note reads: 'This section is critical for the Unit 4 Exam. Study and complete...'. A 'Select Groups' dialog box is open over the note, containing three options: 'Morning Class' (checked), 'Evening Class', and 'Premier Access for Nancy Ca...'. An 'Apply' button is at the bottom of the dialog. In the bottom right corner of the note window, there are three icons: a pencil, a trash can, and a person icon with a plus sign. A red arrow points from the 'Apply' button down to the person icon, which is also highlighted with a red box.