



## Digital Textbook Student Tutorial

Here are a few important points regarding the digital textbooks -

1. You cannot share these digital textbooks with anyone else. Once they are unlocked, they cannot be moved or used on another computer. So please only unlock the digital textbooks on the pc that you intend using for the duration of that course.
2. During your period of study, you will need access to the internet everyday to validate your ability to continue opening any of the digital textbooks.
3. Each textbook is an encrypted .pdf file (each one has the extension .enc) and each one needs to be downloaded and saved to your pc for later access. You will also need a free “Reader” to be able to read the files. This can be downloaded from our web site, via the page [http://www.cyberschoolsa.com/digital\\_textbooks.html](http://www.cyberschoolsa.com/digital_textbooks.html).
4. To download the Reader, click on the link provided and save it to your pc. Once downloaded, double click on the setup file and follow the instructions to complete the installation.
5. Once installed, you can now download each book from the web site we provide below. We suggest that you create separate folders for each subject so that you know where to find your textbooks easily and quickly, on a daily basis if required.
6. You cannot print out or copy any content from within these digital textbooks. All content that is required to be printed, will be supplied as separate .pdf files.
7. Once you cease being an active student or at the end of your academic year or at the end of your course, your digital textbooks will be disabled and you will not be able to re-gain access to the content.

Here are the steps you should follow to use your digital textbooks –

1. Once you are registered as a student, we will send you an email with login details for the web site to download the books. The email will look similar to this –

Dear Sarah

A subscription has been created for you to access protected documents.

The info to use to login or for the PDF Reader is:

Username = (your email address)

Password = xxxxx xxx

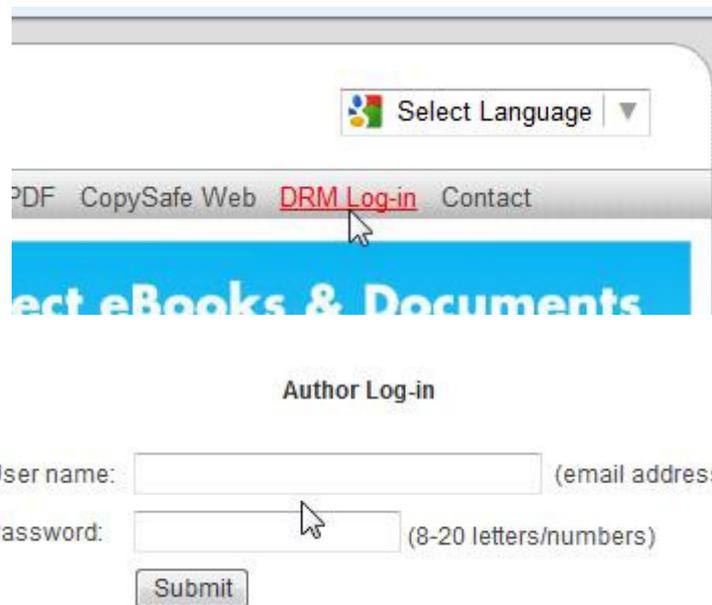
URL = <http://www.copysafe.net> (for the Protector DRM setting)

Note that this account enables access for one computer only.

You can log in and update your account details at any time.

-----  
ArtistScope - <http://www.copysafe.net/drm/login.asp>

2. Once you receive this email, you should go to <http://www.copysafe.net>, login via the link “DRM Login” with your details provided in the above email.



The screenshot shows the 'Author Log-in' page. At the top, there is a 'Select Language' dropdown menu. Below it is a navigation bar with links for 'PDF', 'CopySafe Web', 'DRM Log-in', and 'Contact'. A mouse cursor is pointing at the 'DRM Log-in' link. Below the navigation bar is a blue banner with the text 'ect eBooks & Documents'. The main heading is 'Author Log-in'. There are two input fields: 'User name:' with '(email address)' to its right, and 'Password:' with '(8-20 letters/numbers)' to its right. A 'Submit' button is located below the password field.

3. Once logged in, go to “My Documents” to find the list of textbooks that you are able to download.



The screenshot shows the user's account page. On the left, under 'Documents:', there are links for 'My eBooks', 'My documents', and 'User-guide (eBook delivery)'. On the right, under 'My account:', there is a link for 'My account details'. Below these, under 'Links:', there are several links: 'eBook Cover Designer --[ new ]', 'eBook Knowledge Base', 'Download CopySafe PDF Reader', 'DRM & Keymaker Information', 'Recent Changes', and 'Shopping Cart Integration'. A mouse cursor is pointing at the 'My documents' link.

4. This list shows the books you can download based on the grade for which you are registered. If you are not registered for a grade, then you will not be able to download textbooks for other grade/s. In this example, this user is registered for GED Level 1 and can therefore only access books for that grade.

Group: GED Level 1									
Subject	E	V	P	R	File	Size	ENC	Dated	
ArtistScope DRM - Getting Started					PDF	0.065 Mb		2010-12-24	
<a href="#">GED Maths - Level 1 -31 JULY</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PDF	4.846 Mb	DRM	2012-08-08 21:27	
GED Level 1, SS, World History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PDF	1.633 Mb	DRM	2012-08-08 16:18	
GED LEVEL 1 Social Studies, Geography	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PDF	7.779 Mb	DRM	2012-08-08 16:15	
GED LEVEL 1 SS - ECONOMICS module 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PDF	5.551 Mb	DRM	2012-08-08 16:12	
GED LEVEL 1 SS CIVICS AND GOVERNMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PDF	4.285 Mb	DRM	2012-08-08 16:10	
GED Science Level 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PDF	11.638 Mb	DRM	2012-08-08 16:07	
GED LEVEL 1 - LANG ARTS - WRITING - MODULE 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PDF	7.568 Mb	DRM	2012-08-08 16:01	
GED LEVEL 1 Language Arts Reading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PDF	1.220 Mb	DRM	2012-08-08 15:55	

E = Expiry date applied    V = View limit applied    P = Print limit applied    R = Remote view enabled

To download a book, click on its name and you will be asked to save the book to your pc. If asked whether you wish to open or save it, be sure to save it. (Save it to a folder that is clearly labelled for easy re-access later on!)

- Once you have downloaded and saved all the books you require, you can open them (one at a time) by using the free Reader. After installation of the Reader, you will see its desktop icon and you should double left click to open it.



- Once the Reader is open, to open a book, click "Open" at the upper left and browse your pc for the book you require. (Find the book/s in the folder where you downloaded them) Once located, double left click and the book will then open, and you will be able to scroll through the pages as well as find any word/s by using the "Find" function. To close a book, simply close it via the upper right "x" as you would any other document.

Thank You.