eLibro









User Manual





CONTENT

- 1. User Registration / Login
- 2. Home Page
- 3. Searches
- 4. My Bookshelf
- 5. Preview
- 6. Reading Modes: Online and Download
- 7. User Profile
- 8. Artificial Intelligence Tool **eLi**

1. REGISTRATION

* The "register" option will only be available if the user accesses from an authorized environment.

What is an authorized environment?

Authentication by IP, Referral URL, proxy.

If the library does not have any of these accesses configured then the user will never see the option to register, it will be the

library that creates the accounts for its students/users.

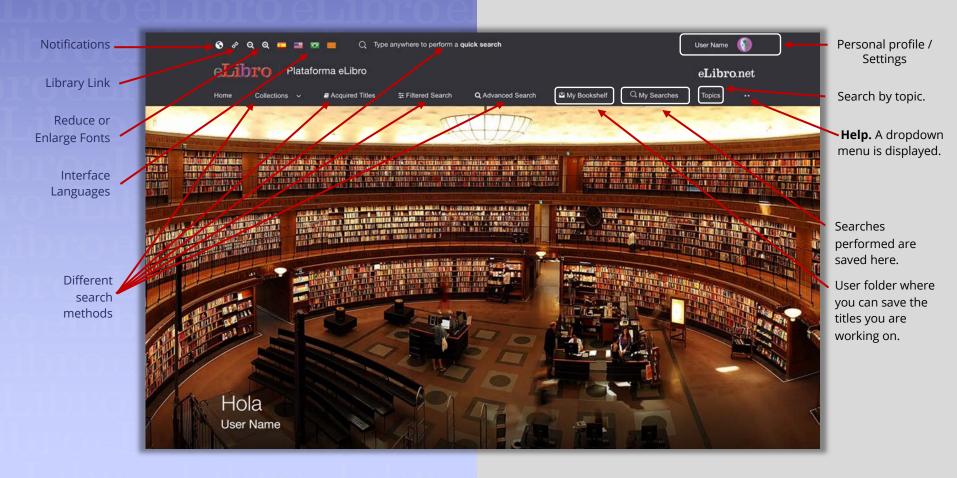
USER LOGIN

The first step is to **register*** or enter **your email** or **username** and **password** from the right side of the platform's home page.



2. HOME PAGE

This is what the main page of the platform looks like, from here you can access all the other sections.





The platform hosts a large amount of content, which is why it has **6 types of searches** so that the user can use the one they prefer.



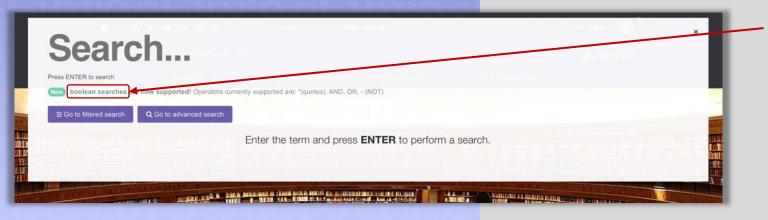
- a. General / Quick
- **b.** By Collections
- c. By Acquired Titles
- d. Filtered
- e. Advanced
- f. By Topics
- g. Help





Quick or General Search

This search is activated by pressing any key from any page on the platform.



VERY USEFUL: Boolean

searches work by combining words and phrases with what are known as operators, to limit, broaden and define what you are looking for.

Operators include quotation marks ("") and the words **AND**, **OR** and **NOT**.

These can be entered in either upper or lower case and are recognized as Boolean operators.





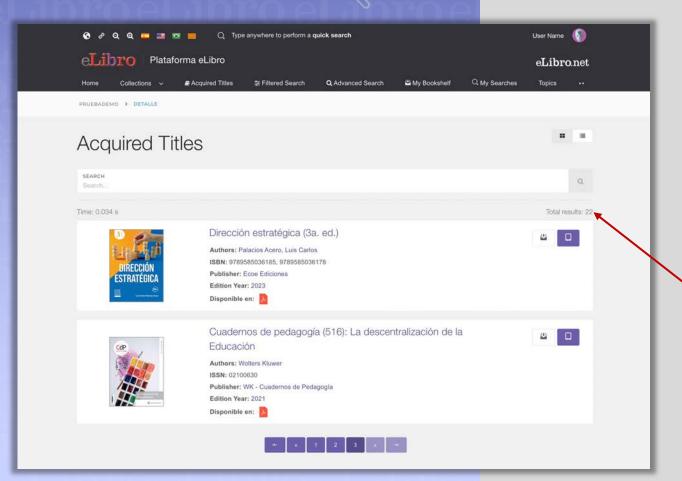
Search by Collections

Allows you to filter titles by the collection(s) that the institution has subscribed to.





Search by Acquired Titles

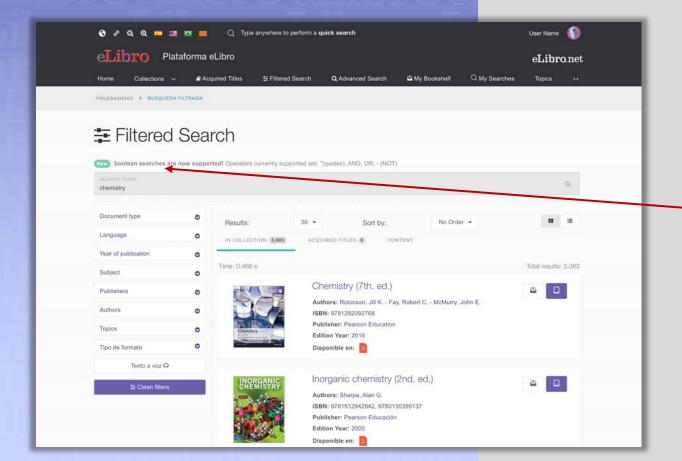


Here you will find titles that have been acquired separately.

The total of your acquired titles







Allows you to filter your search by document type, language, year of publication, author, and other categories. Results that do not match the applied filters are removed.

VERY USEFUL: Boolean

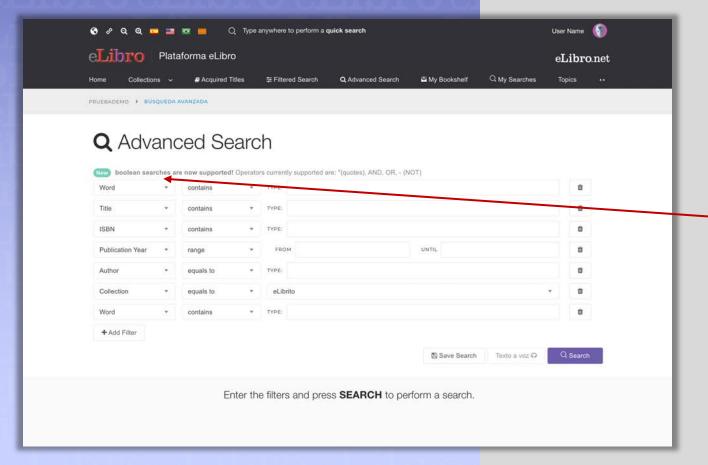
searches work by combining words and phrases with what are known as operators, to limit, broaden and define what you are looking for.

Operators include quotation marks ("") and the words **AND**, **OR** and **NOT**.

These can be entered in either upper or lower case and are recognized as Boolean operators.







Allows you to use different types of filters to deepen your content search.

Add or remove filters according to your preference or need.

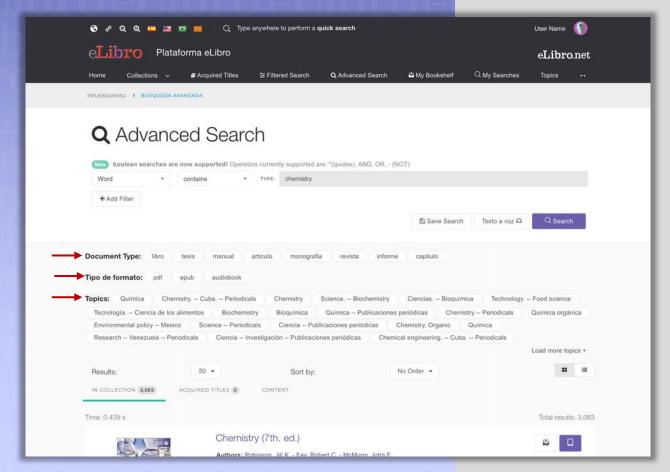
VERY USEFUL: Boolean searches work by combining words and phrases with what are known as operators, to limit, broaden and define what you are looking for.

Operators include quotation marks ("") and the words **AND**, **OR** and **NOT**.

These can be entered in either upper or lower case and are recognized as Boolean operators.







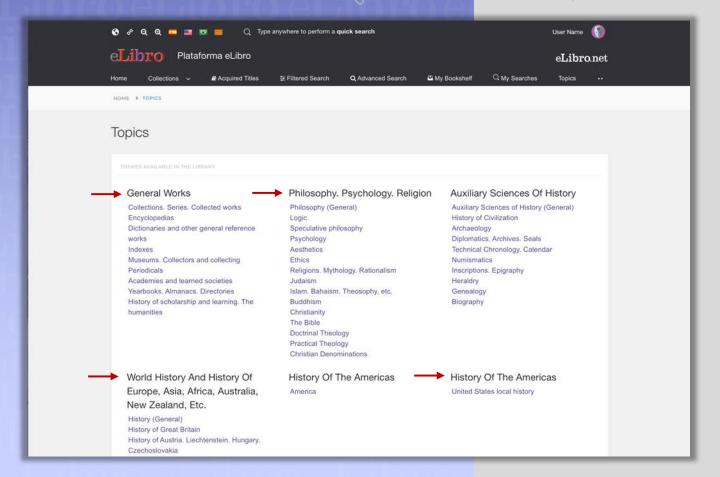
Advanced searches can be saved for future reference.

They can be filtered by document type, document format, and by topic.



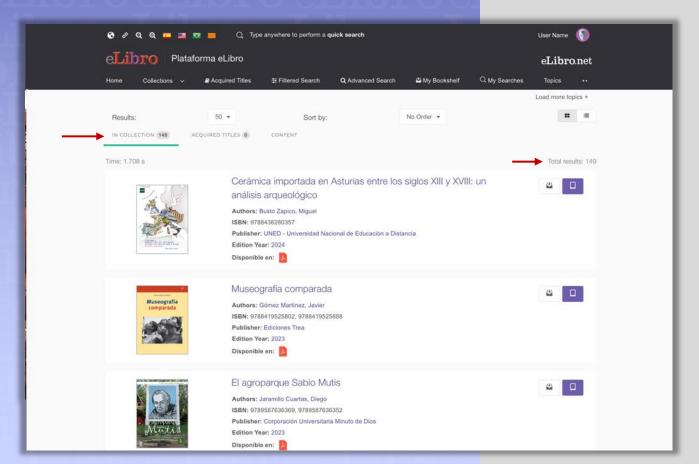
Search by Topics

Allows you to search for titles based on the area of interest.





Results



In some searches, the results are grouped according to **3** categories:

In collection: these are texts that are within the collection(s), in case they have subscribed to collections.

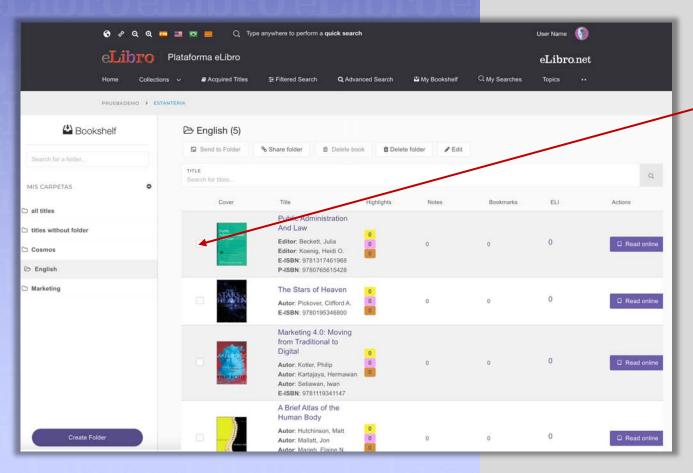
Acquired titles: titles acquired by the institution are shown, in case they have titles with this modality.

Content: is the result of the search found within the documents.

4. MY BOOKSHELF



It is personal to each user, where the chosen documents can be saved and organized in subfolders.

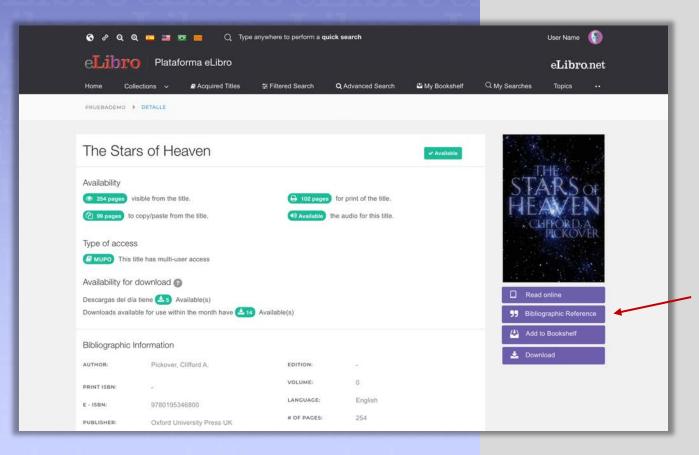


Checking the box for the document enables options such as:

- Send the document to one of our folders that we can create ourselves.
- Delete it from your bookshelf.

5. PREVIEW

When you open a document, you access the Preview, which displays bibliographic information, availability, and many other options.



From here you can perform the following actions:

- Read online
- Get a Bibliographic Reference
- Add to bookshelf
- Download



There are two ways to read the texts:



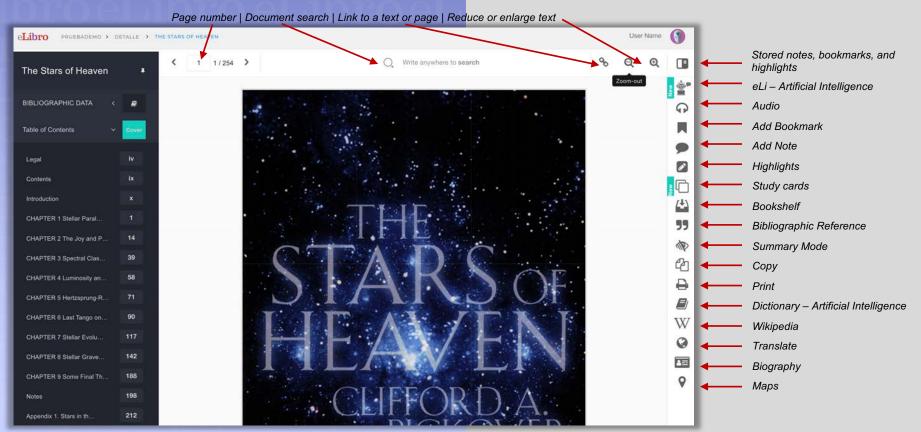
a. Online



b. Downloaded



When you open the title in the online reader, you can see the table of contents and its bibliographical information on the left side, **general tools** at the top and more **specific tools** on the right.





Tools

Our users' favorite!



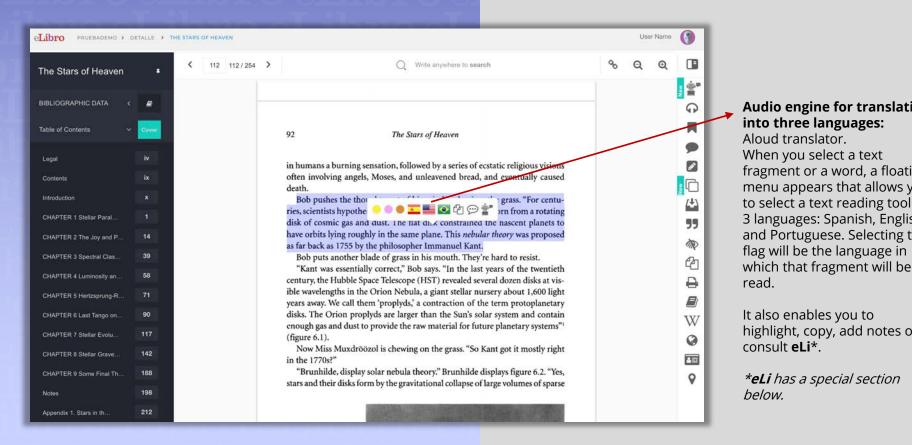
Page reader: (Audio)
Allows you to listen to the current page being read continuously until you press the pause button.

It can be disabled by clicking on the icon again.



Tools





Audio engine for translation into three languages:

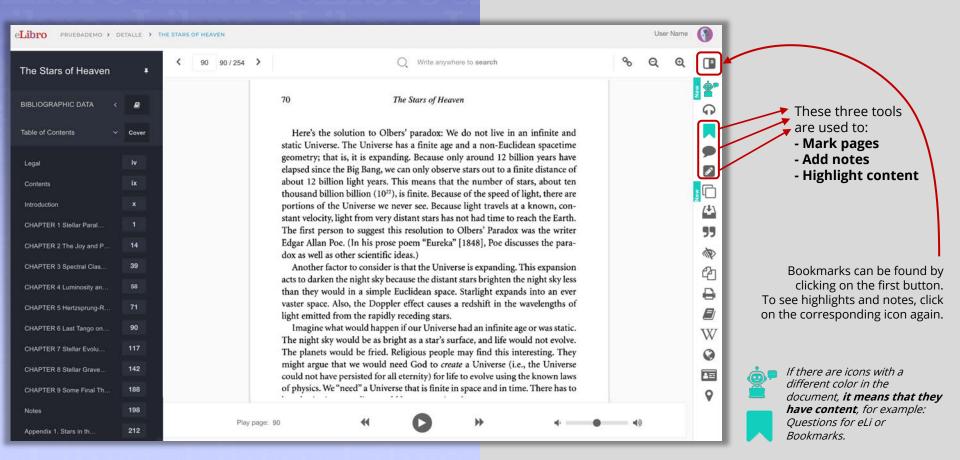
Aloud translator. When you select a text fragment or a word, a floating menu appears that allows you to select a text reading tool in 3 languages: Spanish, English and Portuguese. Selecting the flag will be the language in

It also enables you to highlight, copy, add notes or consult eLi*.

*eLi has a special section helow

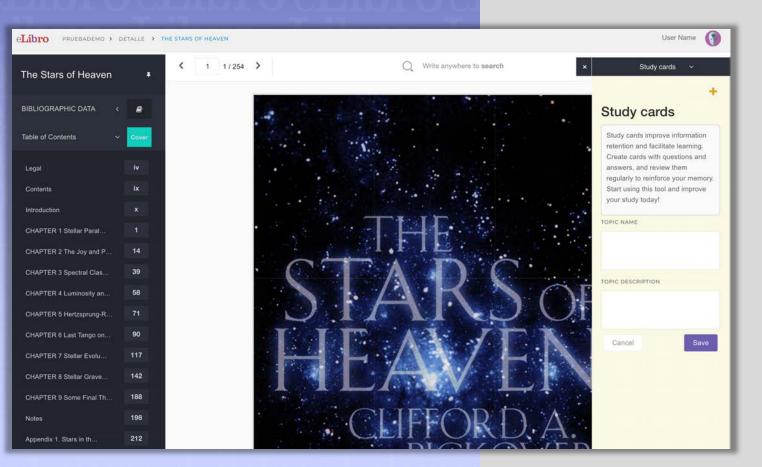


Tools





Tools



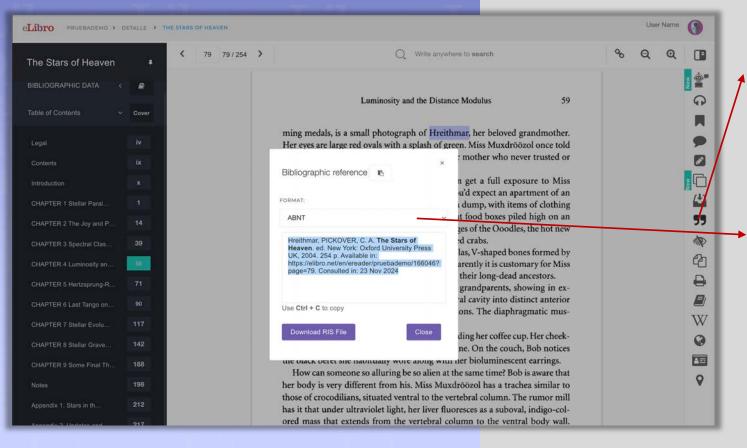
NEW TOOL



Study CardsTo improve your study.



Tools



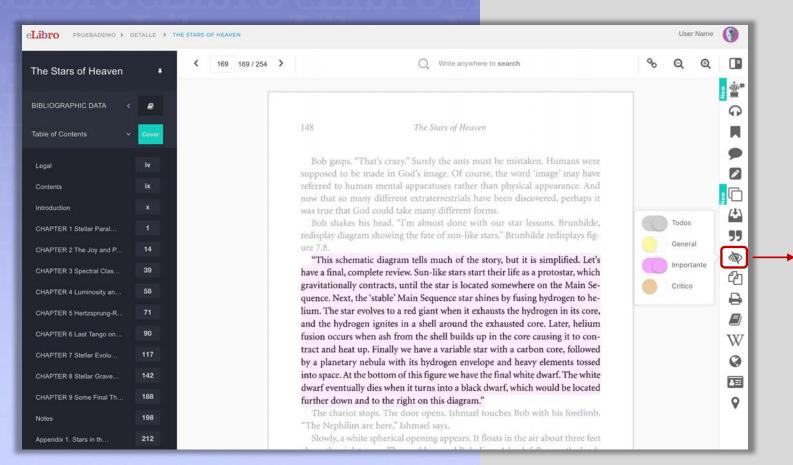
The **Bibliographic Reference** facilitates the citation of the text in different formats.



There are 9 formats.



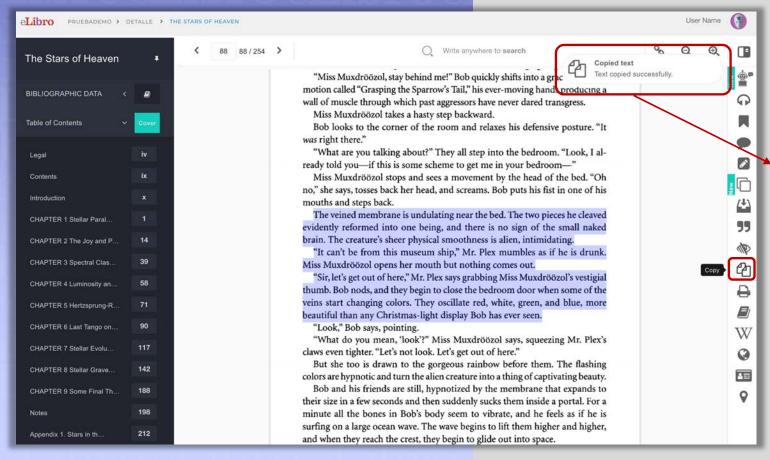
Tools



summary mode allows you to view shaded text according to the color with which it was highlighted.



Tools

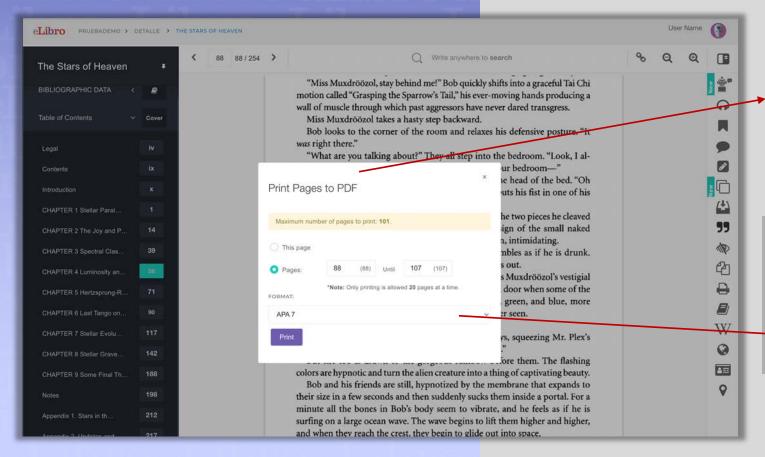


Copy: allows you to select and copy text to paste it elsewhere.

In addition, the platform automatically adds the bibliographic reference of the source document, making the process easier for the user and respecting copyright.

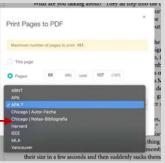


Tools



→ Print: allows you to download pages to a PDF document.

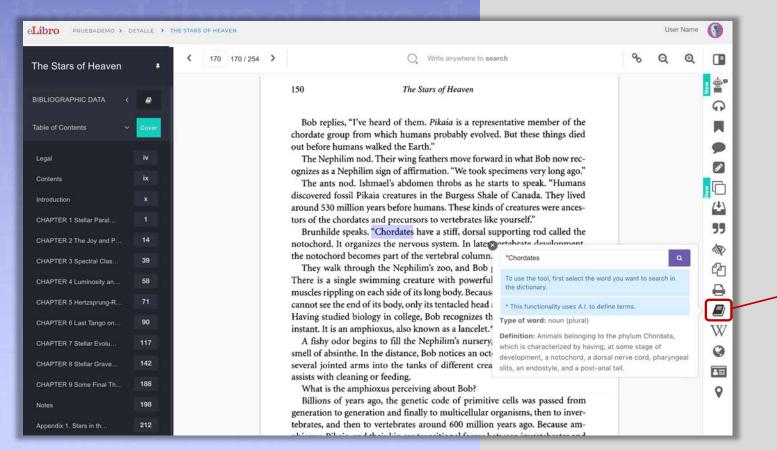
Each book has a maximum number of pages to print.



There are 9 formats.



Tools

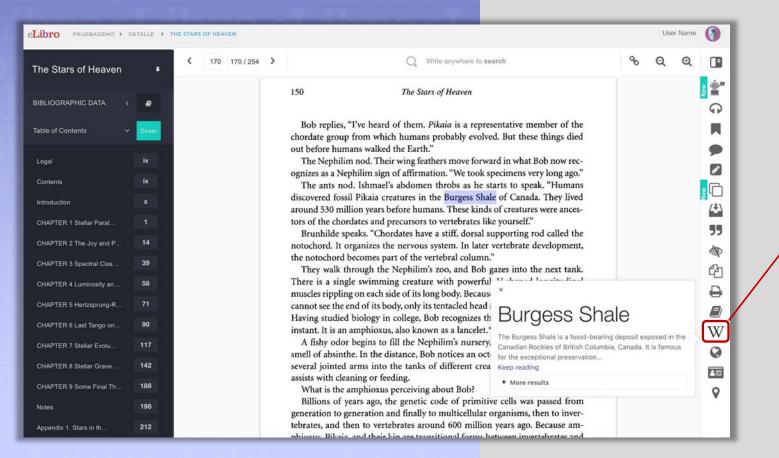


 Dictionary: allows you to look up definitions of selected terms in the Oxford dictionary.

This tool uses Artificial Intelligence.



Tools

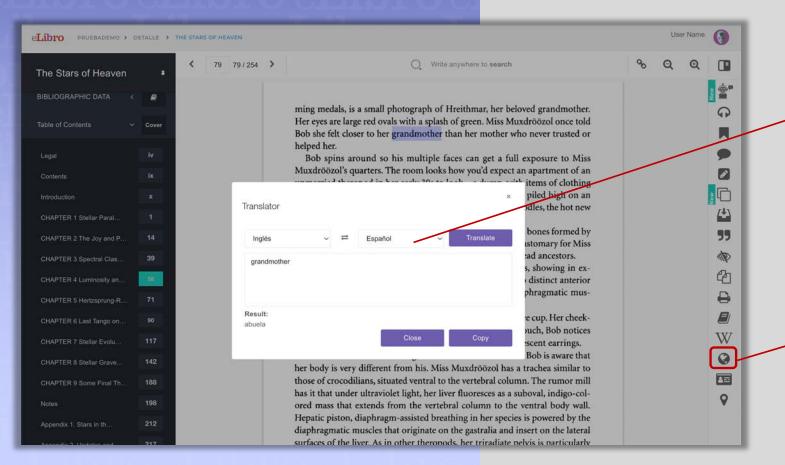


Wikipedia:

Selecting terms allows you to search for more information about it on Wikipedia.



Tools

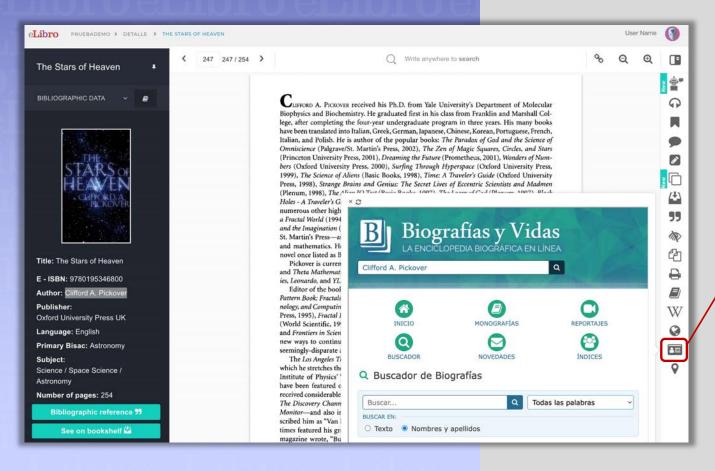


Coreano Corso Criollo Haitiano Dinka Divehi Dogri Francés Griego

Translate: Allows you to translate terms, phrases and even paragraphs into all languages.



Tools



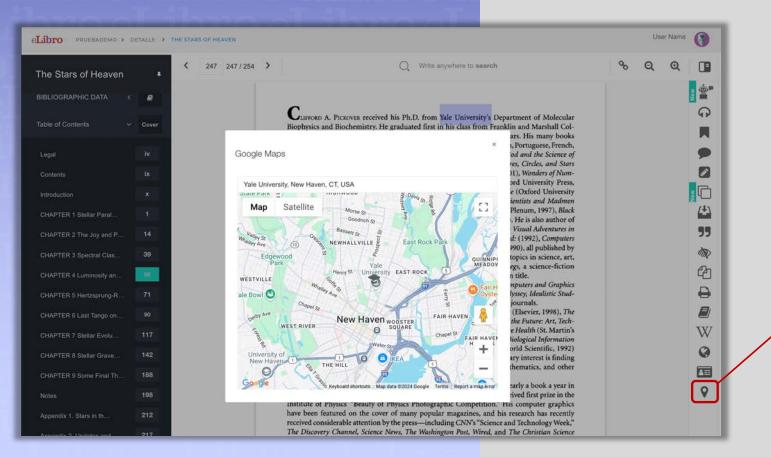
Biography:

Activates a biography search window for a person who is in or out of the document.

Available in Spanish language



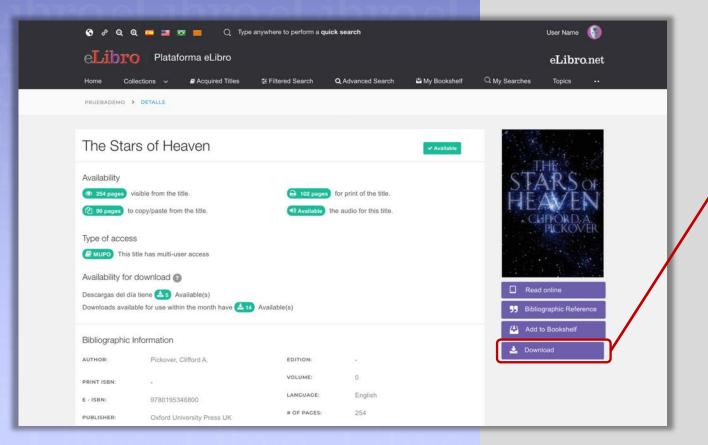
Tools



Maps: Allows you to search and locate places on a map.



Download



Download: Titles can also be read offline by downloading them to mobile devices, laptops or PCs using the new app.

To do this, click on "Download" and the text will automatically be placed in the "My Bookshelf" section.

This is done from the book preview.

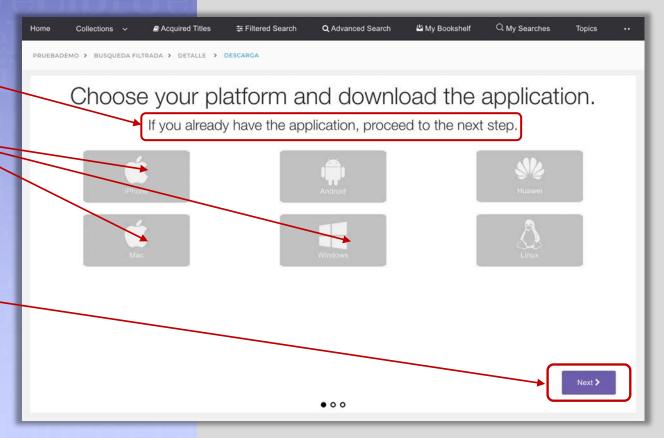


Download

IMPORTANT!

You must choose the device and its operating system to download and install the eBook application.

Then click on 'Next'

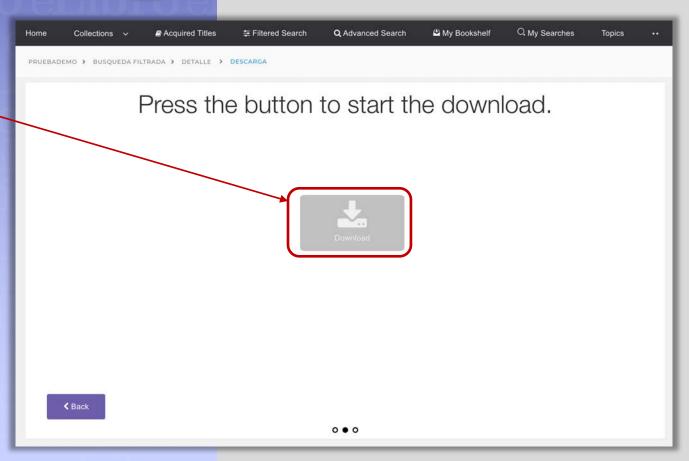




Download

Then proceed to download the title.

If you have not authenticated your system, the following screen will appear.

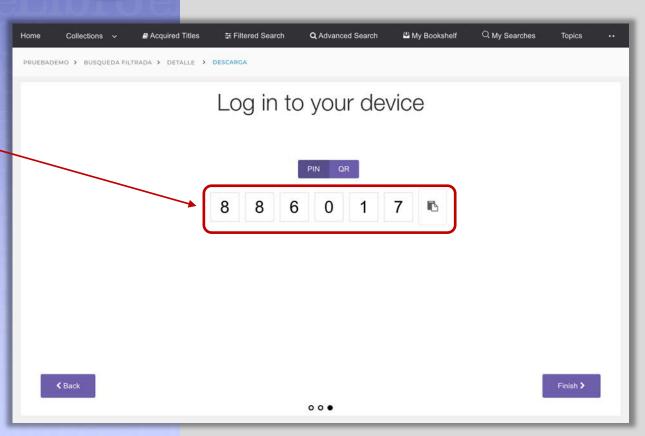




Download

Then log in to your device by authenticating with the PIN that the system displays.

(The PIN that is displayed is an example)

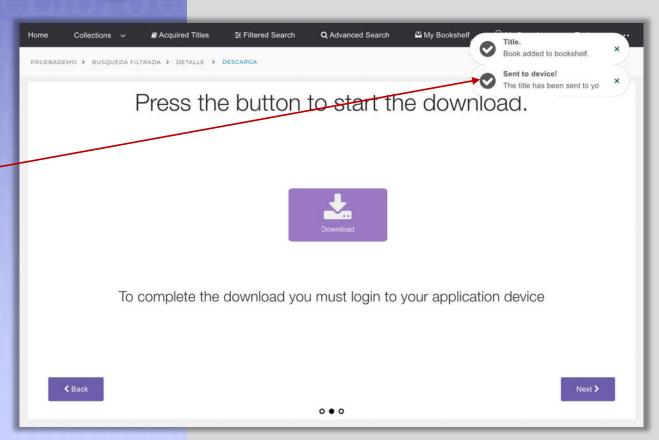




Download

If your device is already authenticated, a message will appear on the top right of your screen indicating the status of your document.

The system actually 'leaves' it in the application, which allows you to read it offline.



7. USER PROFILE MENU

Your settings

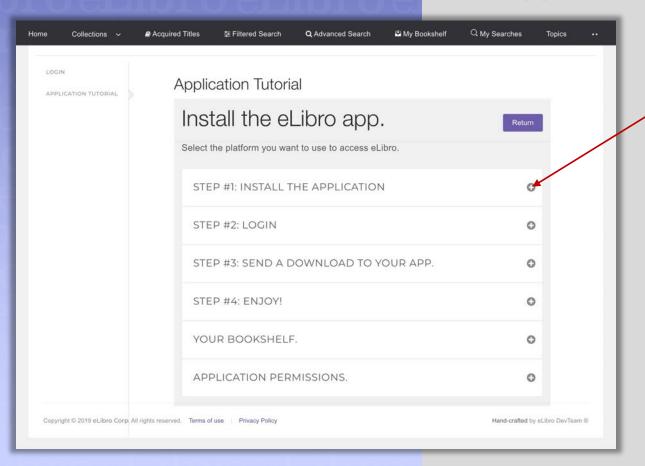


Remember that if you need to download the application or obtain the PIN or QR code for access, you will find this information in your personal profile.

By clicking on 'Mobile App' you will access a tutorial on how to download and install the **eLibro Reader Application**

7. USER PROFILE MENU

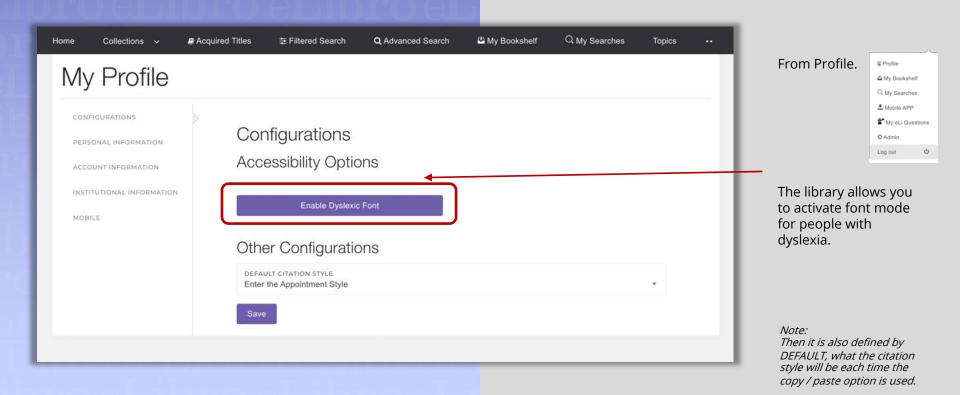
Application Tutorial



Just follow the steps by pressing the + sign.

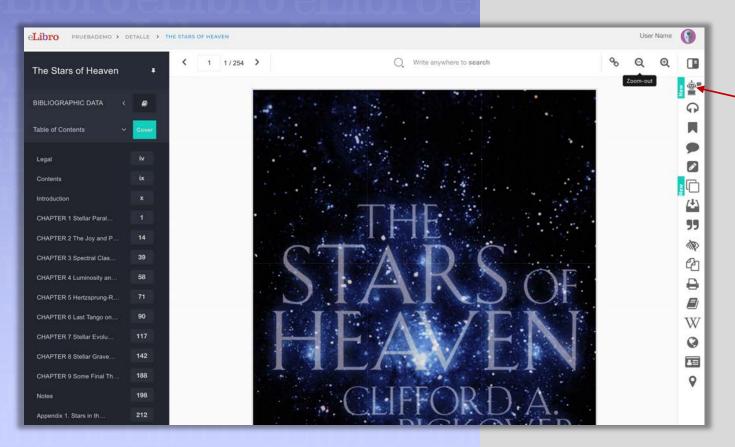
7. USER PROFILE MENU

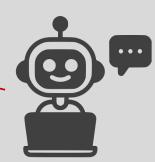
Dyslexic font



8. eLi - Al TOOL

Artificial intelligence





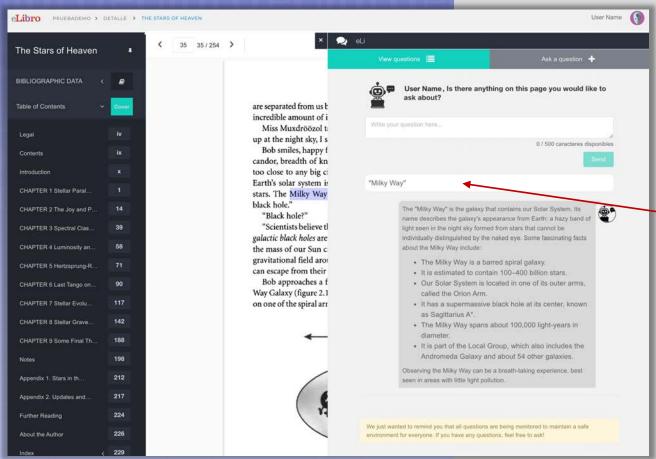
It's at the top of the toolbar.

It's grey, but if it's green, it means that that title has questions from other users or yours that are answered by **eLi** and you can take advantage of that.



8. eLi – AI TOOL

Artificial intelligence



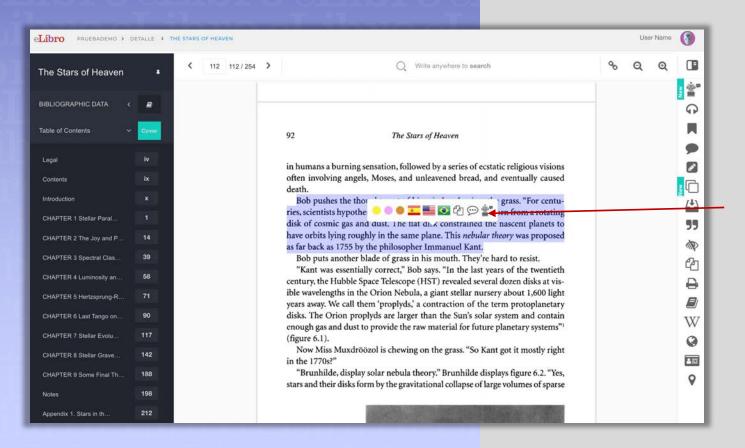


Clicking on the icon opens the tool allowing you to ask questions or access previous queries.

Questions and answers are stored and other users can also access them.

8. eLi – AI TOOL

Artificial intelligence





Ask eLi: When you select a word or phrase from the work you are reading, a pop-up menu appears where, in addition to highlighting or translating by voice, you can click on the eLi icon and ask your question from the highlighted word or phrase.





offline.

Enjoy our Library's extensive catalogue and all its tools both online and

eLibro



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Trainings: capacitacion@elibro.com

Contact us:



ventas@elibro.com

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