

ClinicalKey[®] Student

Explore Bookshelf Tools on the Online Platform

This guide describes Bookshelf tools on the ClinicalKey Student online platform.*

- [Overview](#)
- [Flashcards](#)
- [Highlighters](#)
- [Notes](#)
- [Read Aloud](#)
- [Sharing Highlighters and Notes](#)

*To learn about tools on the mobile app, please see the [Explore Bookshelf Tools on the Mobile App](#) guide.



Overview

My Library (Fig. 1)

A. My Books

View books in your Bookshelf. The first time you use a book in the app, ensure you are connected to the internet; then click the cover to download the book.

Note: Books cannot be removed from the Library once they've been added/launched on the online platform. (In contrast, on the mobile app, downloaded content of a book can be removed, but the book cover cannot.)

B. Book Information (see also H)

View book details (eg, citation, VBID, and URL).

C. Search This Book

Navigate to content within this title.

D. Search for a Book

Search books by title.

E. Tools

Link to Update Library, [Sharing](#), and [Highlighters](#).

F. Account Settings

Menu includes Support, Languages, and more.

G. Help / What's New

This links to What's New (I), and Contact Support.



Figure 1. My Library in the online platform view.

Overview

Inside a Book (Fig. 2)

- A. Table of Contents**
- B. More Book Options**
View Citation and Copy Page URL.
- C. Bookmark Page**
Save link to this page in your bookmarks area (I).
- D. Search Menu**
Search keywords, images, [notes](#), [highlights](#), and [flashcards](#).
- E. Reader Preferences**
View Display (eg, text size, font), [Highlighters](#), and [Sharing](#) options.
- F. Workbook**
Access your [notes](#) (H), [bookmarks](#) (I), and [flashcards](#) (J).
- G. More**
Link to [Read Aloud](#), Feedback, Help, and My Account sections.

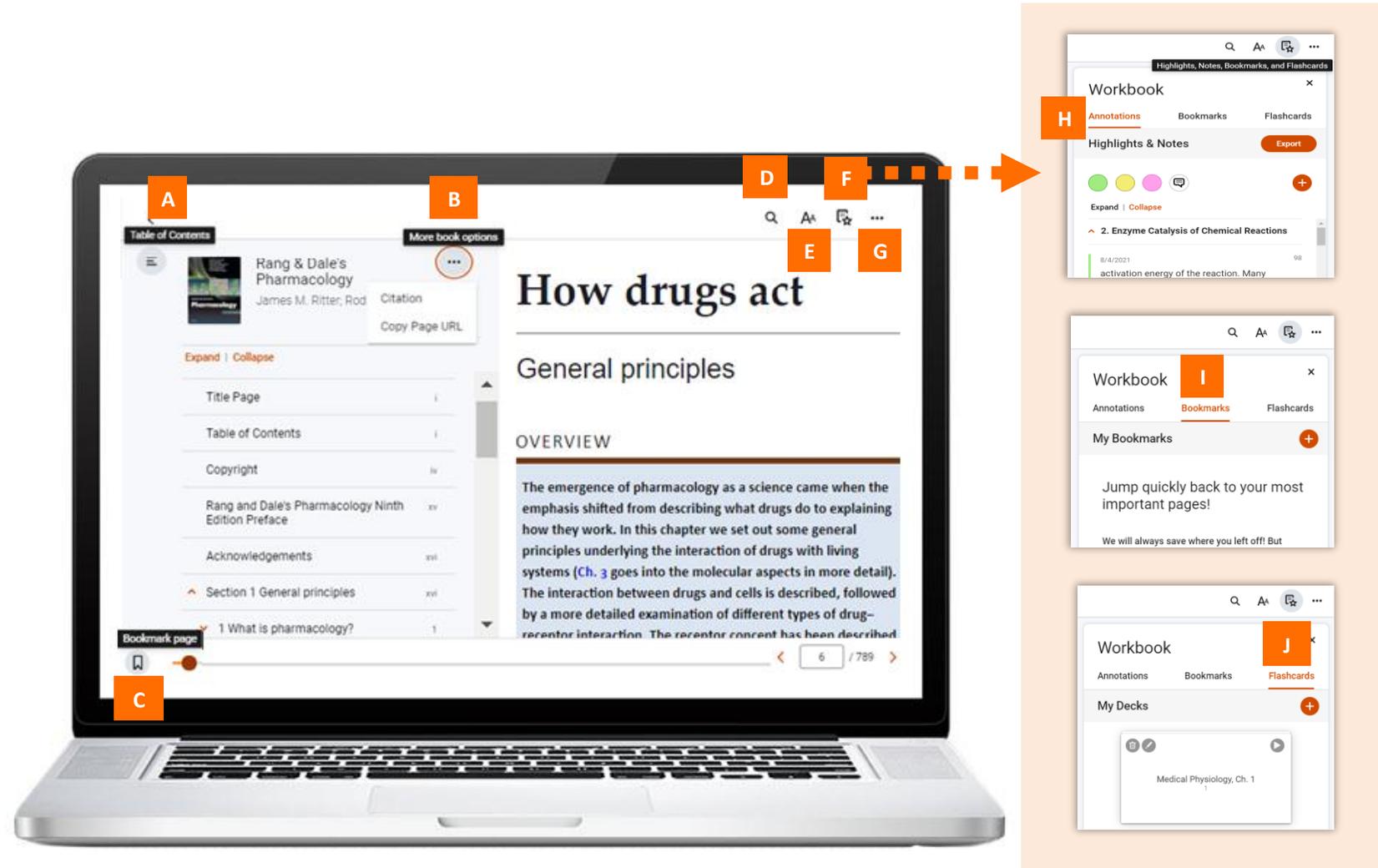


Figure 2. Inside a book in the online platform view.

Flashcards

Create flashcards in a book as a study tool.

1. Open the book for which you want to create flashcards.
2. Highlight the text to be added to a flashcard (**Fig. 3, A**) (or see [step 7](#) to add a figure).
3. Select *Create Flashcard* (**Fig. 3, B**).
4. Create a flashcard in the current deck (**Fig. 4, A**). Or click the back arrow (**Fig. 4, B**) to visit My Decks (**Fig. 5**) and choose another deck or create a new one (**Fig. 5, C**).
5. The text you selected will appear in the Front of Card field (**Fig. 6, A**).

Note: You also can create a deck and flashcard starting from the Workbook area by selecting the Flashcards tab (**Fig. 5, A, B**).

6. For the back of the card, return to the book, and copy and paste text into the Back of Card field (**Fig. 6, B**).

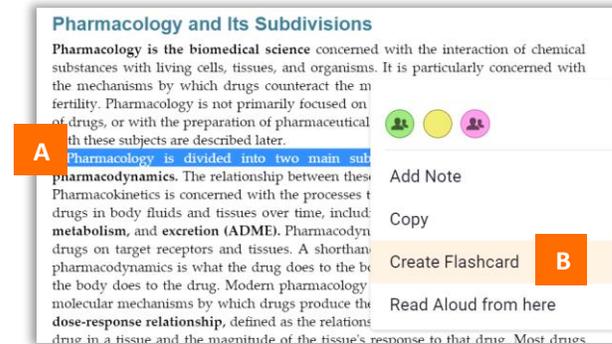


Figure 3. When text is selected (A), the Tools menu opens, as shown. B, *Create Flashcard* option.

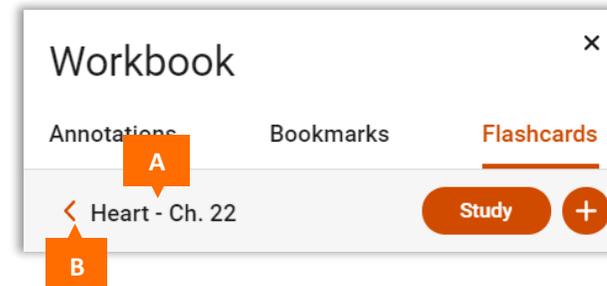


Figure 4. A, Name of current deck. B, Back to My Decks, where you can create a new deck.

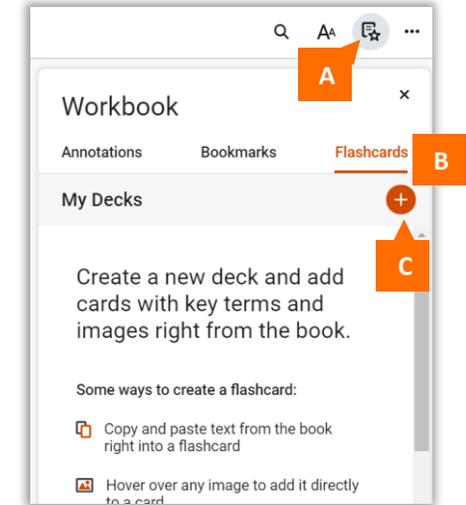


Figure 5. A, Workbook link. B, Flashcards tab. C, Add deck.

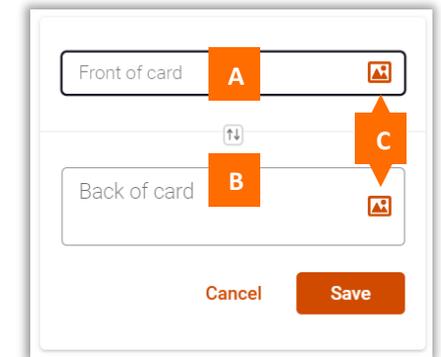


Figure 6. A, Text field for front of card. B, Text field for back of card. C, Links to add image.

Flashcards

7. To add an image:

- Click the image icon in the Front or Back field (**Fig. 7**).
- From the list of figures (organized by chapter) (**Fig. 8**), select the image you want, and click *Add to Card*.
- You also can add an image while viewing it in a book. Hover your mouse over it, and click the image icon that displays (**Fig. 9**).

8. To review your flashcards:

- Open the Workbook by clicking the Workbook link (**Fig. 10, A**).
- Select the Flashcards tab (**Fig. 10, B**).
- Select the deck, and click the *Study* button (**Fig. 10, C**).
- Indicate your confidence level (*I don't know it* or *I know it*) (**Fig. 11, A**) to color-code the flashcard. This enables you to quickly identify the questions you need to study more in future reviews.

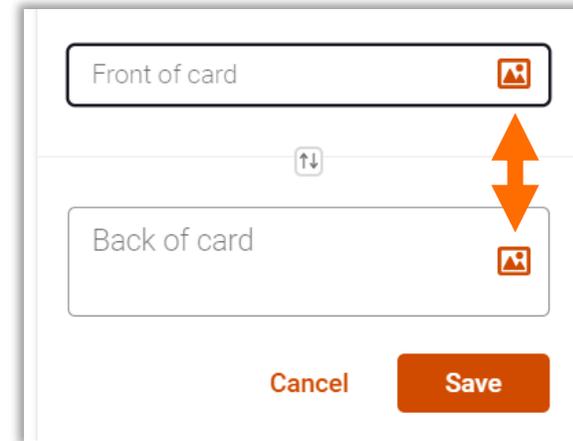


Figure 7. Arrows, Links to add a figure to a flashcard.

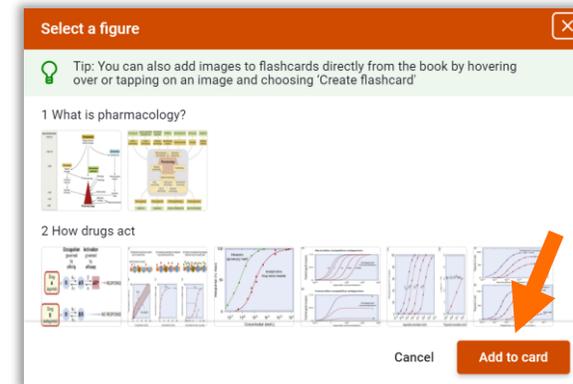


Figure 8. Select a Figure page shows images organized by chapter. Arrow, Add to card button.

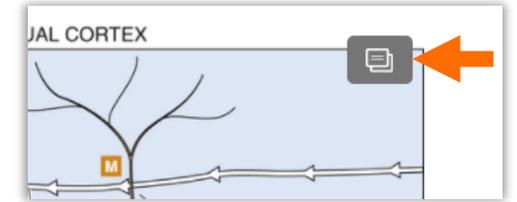


Figure 9. Image in Book. Arrow, Flashcard link.

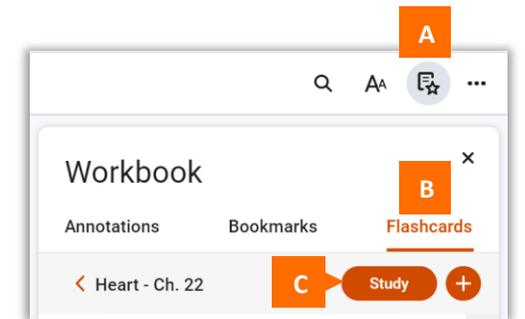


Figure 10. A, Workbook link. B, Flashcards tab. C, Study button.

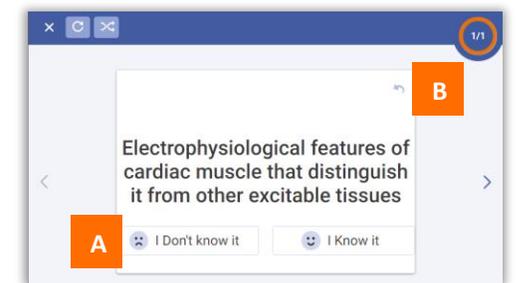


Figure 11. Flashcard question. A, Confidence buttons. B, Flip card.

Highlighters

Mark text with highlighters.

1. Click and drag to select the text you want to highlight.
2. Select the Highlighter option in the pop-up menu that opens (**Fig. 12**).
3. To manage highlighters, click the Tools icon (**Fig. 13, A**) in My Library. Then select *Highlighters* (**B**) to open the Manage Highlighters window (**Fig. 14**).
4. To share Public highlighters, see [Sharing](#).

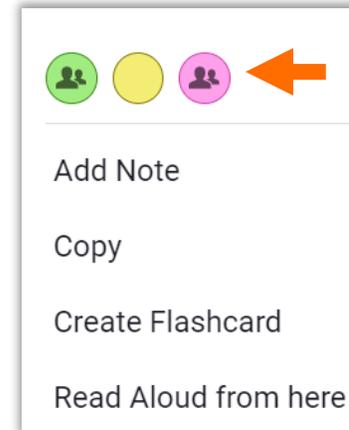


Figure 12. Pop-up window. Arrow, Highlighter choices.

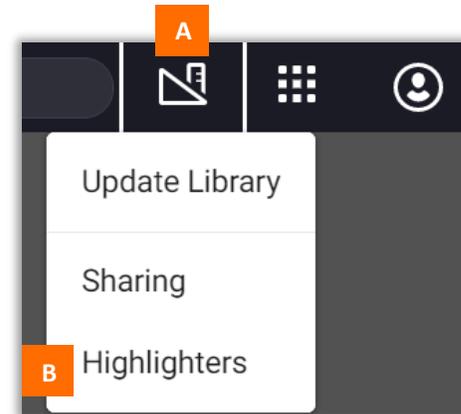


Figure 13. My Library, upper-right corner. A, Tools menu; B, Highlighters link.

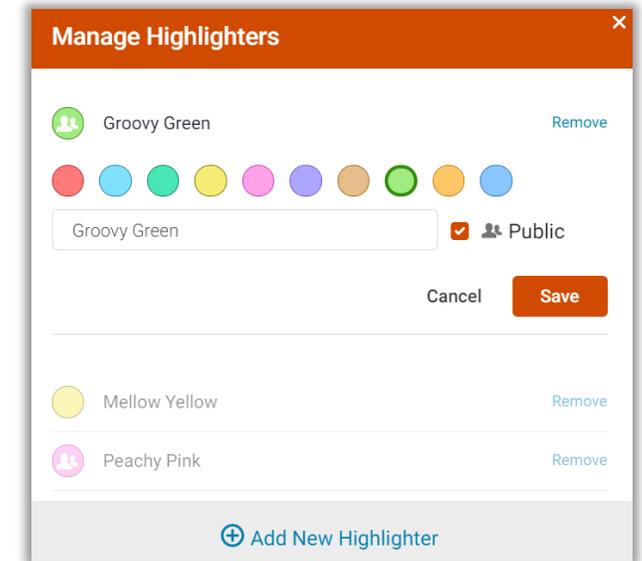


Figure 14. Manage Highlighters.

Notes

Add and view notes about text you select.

1. Click and drag to select the text to which you want to add a note.
2. Select the *Add Note* option in the pop-up menu that opens (**Fig. 15**).
3. Enter and save your note (**Fig. 16**).
4. View your note in the Annotations area of your Workbook (**Fig. 17, B**) or by clicking the box icon in the margin of the book.
5. Click the red *Export* button (**Fig. 17, C**) to print a note or save it as a PDF.
6. To share notes, see [Sharing](#).

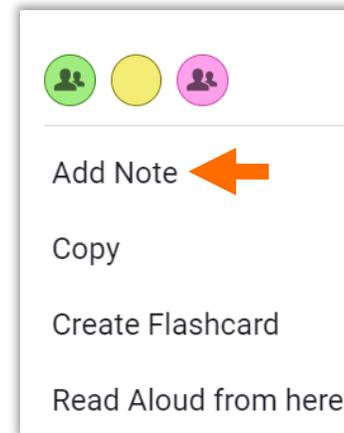


Figure 15. Pop-up window.
Arrow, Add Note link.

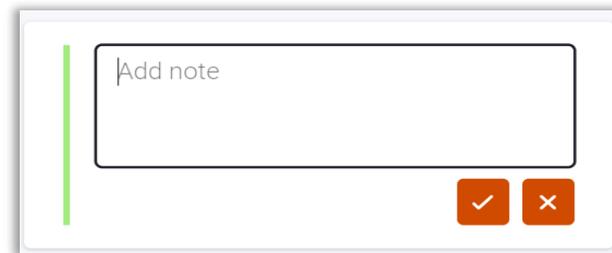


Figure 16. Add Note window.

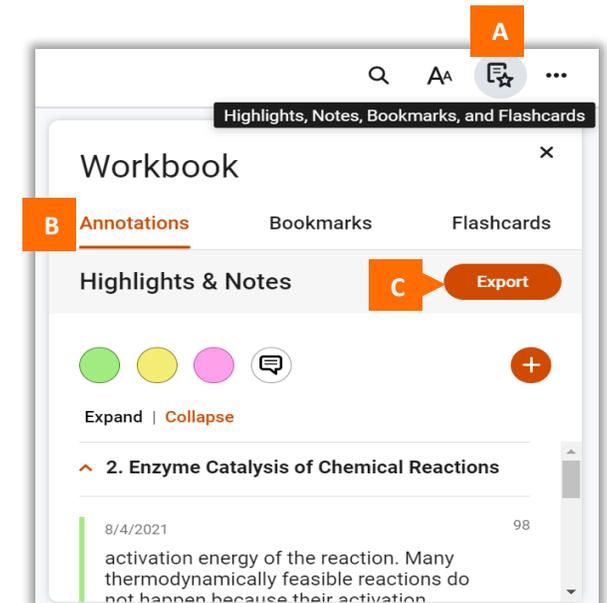


Figure 17. A, Workbook link.
B, Annotations tab. C, Export button.

Read Aloud

Listen to book content.

1. Click the ellipses at the top (**Fig. 18, A**); select *Read Aloud* (**B**).
2. Click the play icon (**Fig. 19, A**). The system begins reading from the start of the chapter.
3. To select a different location from which to start the audio:
 - Click the ellipse (**Fig. 18, A**), and select *Read Aloud* (**B**).
 - Highlight the start of the text you want to hear.
 - Select *Read Aloud from Here* in the pop-up menu (**Fig. 20**).

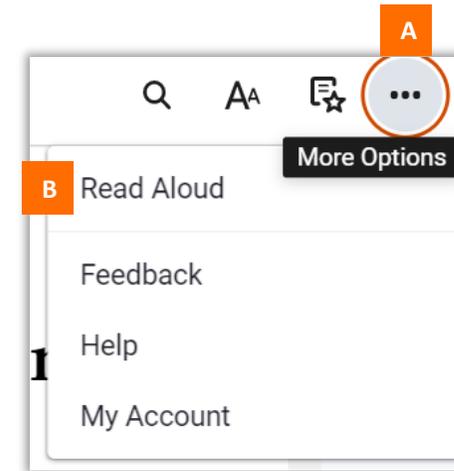


Figure 18. Ellipses/More options (A) include *Read Aloud* (B).

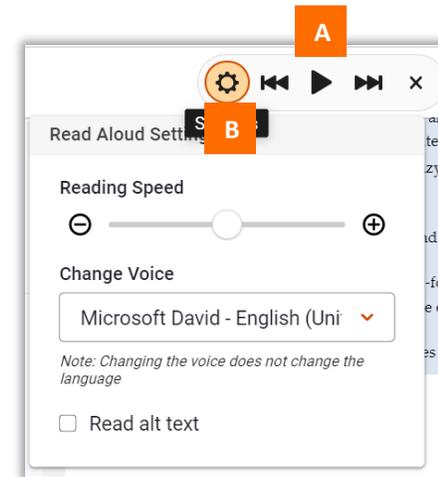


Figure 19. Once *Read Aloud* has been selected, controls (A) and settings (B) appear at the top.

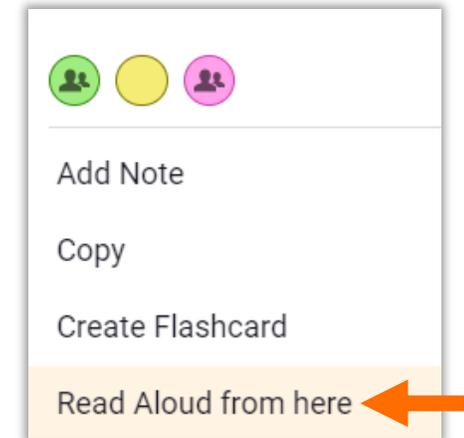


Figure 20. *Read Aloud from Here* option (arrow) appears in pop-up menu after text is selected.

Sharing Highlighters and Notes

This feature allows students to collaborate with peers on a study guide, helps teachers to guide students by selecting key passages, and enables faculty to share insights with fellow instructors. Sharing is not available for the mobile app.

1. Access the Sharing feature through the Tools menu in the upper-right corner of My Library (**Fig. 21**).
2. To initiate sharing, choose the My Followers tab (**Fig. 22, A**).
3. Click the *Copy* button to copy the link (**Fig. 22, B**).
4. Paste the link into an email, and send it to those with whom you wish to share public notes and highlights.
Note: To be able to share, both parties must be ClinicalKey Student users and have the same titles in their account.
5. Shared notes will then show up in the Workbook Annotations tab of your book (**Fig. 23, A**).

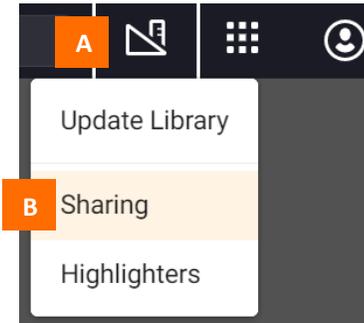


Figure 21. My Library, upper-right corner. A, Tools menu. B, Sharing link.

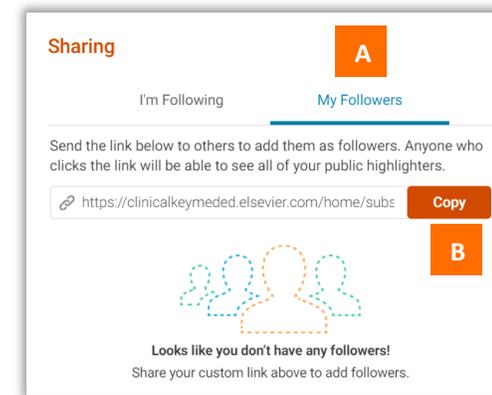


Figure 22. Sharing window. A, My Followers tab. B, Copy button.

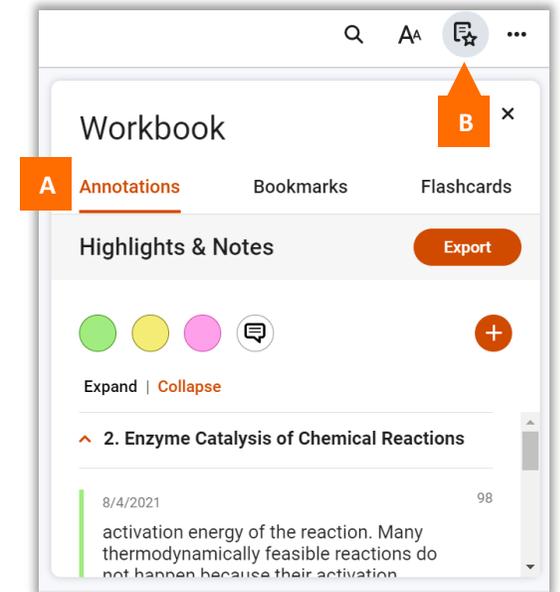


Figure 23. A, Annotations tab. B, Workbook link.

Sharing Highlighters and Notes

How can I follow another user?

- If you receive a link from someone you wish to follow, click the link to view that person's highlights/notes in your book.
- If you wish to remove someone from your followers, you can block the person at any time.
 - Blocking is permanent and non-reversible.
 - Blocked users are not notified that you blocked them.

Public vs. Private

- By default, all your notes and highlights are private.
- To create a new public highlighter (**Fig. 24**), which anyone following you can see:
 - Go to the Tools menu, and select Highlighters (**Fig. 25**).
 - In the Manage Highlighters window (**Fig. 26**), select the checkbox next to Public.
- The Public option is available only for the online platform. (It is not available on the mobile app.)



Figure 24. Public highlighter has silhouette of people in circle.

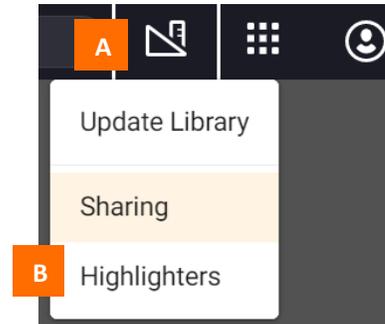


Figure 25. My Library, upper-right corner of screen. A, Tools menu. B, Highlighters.

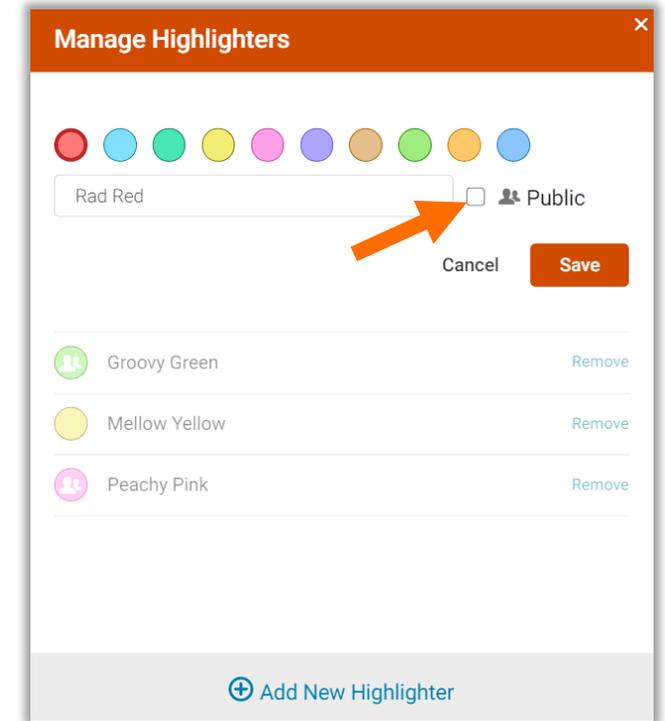


Figure 26. Manage Highlighters. Arrow, Public setting.