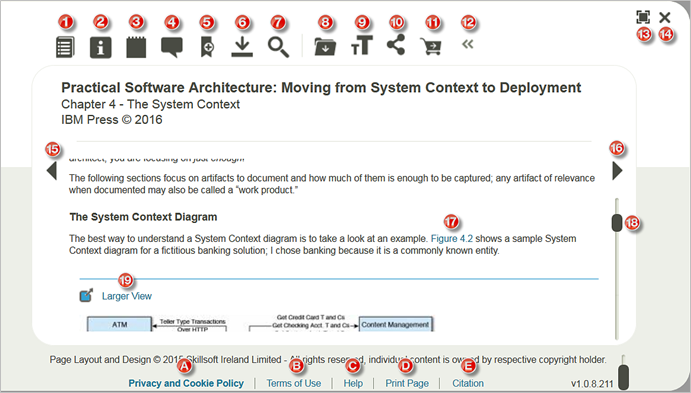
# Skillport® Book Viewer Quick Reference for Learners



## Launch a title

After gaining access to Skillport, select the launch link for a title to open it in the Book Viewer. Skillsoft books and videos utilize the Book Viewer interface.



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|  | Viewer Controls |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e862fcd.PNG | Maximizes or minimizes the reading screen. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e86f494.PNG | Closes out of the Book Viewer. |

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|  | Toolbar |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8bb475.PNG | Opens the Table of Contents in the Book Viewer. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8bee81.PNG | Provides back cover and related information, such as author’s bio, in an overlay window. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8c0360.PNG | Adds a personal note at the top of the page or inline below a paragraph. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8c16d9.PNG | Adds a community note at the top of a page or inline below a paragraph. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8c2408.PNG | Adds or removes a bookmark to the page. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8c6c9a.PNG | Downloads the current chapter, video, summary, companion files or other materials. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8c7aa4.PNG | Searches just the title’s content, personal notes, community notes or code sections. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8c893a.PNG | Saves the title to your Learning Plan. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8d636d.PNG | Increases or decreases the text size. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8d71a6.PNG | Obtains the page URL or sends the page URL via email. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8d828e.PNG | Purchases the title. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e8d98a6.PNG | Expands or collapses the toolbar. |

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|  | Page Navigation |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e90edbd.PNG | Move backward a section using the stationary arrow buttons. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e90fcd0.PNG | Move forward a section using the stationary arrow buttons. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e91080b.PNG | **Navigate up and down the page using the scroll bar.** |

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|  | Content |
|  | Text and graphics reflow to the size of the window, and can be copied and pasted from the screen. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e92c905.PNG | Select Larger View near a graphic to zoom into it. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3e92d78c.PNG | **Deep links in the text jump you directly to figures, footnotes, tables, etc.** |

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|  | Footer Links |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3eafff79.PNG | Opens a page to the Skillsoft Privacy Policy and Cookie Statement. |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3eae2cbd.PNG | Opens a page to the ****Skillsoft** **Terms and Conditions of Use.**** |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3eb2650f.PNG | **Opens an overlay window containing links to the Knowledge Base -- a help documentation portal, a Request a Title form and the Skillsoft Customer Support page.** |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3eb56bb8.PNG | **Prints the entire current page.** |
| C:\Users\kylin\AppData\Local\Temp\SNAGHTML3eb7900f.PNG | **Opens an overlay window showing a title citation that can be copied and pasted. Choose from three different citation formats: MLA, APA and Chicago Manual of Style. Subscribers with a RefWorks account can select the ‘Export to RefWorks’ link to export the reference into their account.** |