Bookshelf Online – Notebook

The button opens the Notebook tab, which consists of highlights and its associated notes.

Click the icon to filter and sort your Notebook.

Created By:

All – Displays all highlights created by yourself and the people you follow

Me – Displays only your highlights

Others – Displays highlights by the people you follow

View:

Highlights & Notes – Displays all highlights and notes

Notes – Displays only highlights with associated notes

Highlights – Displays only highlights

Sorted By:

Recent Activity – Sorts highlights ascending by recently created and/or modified

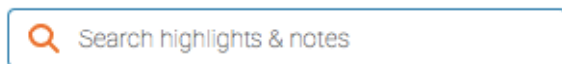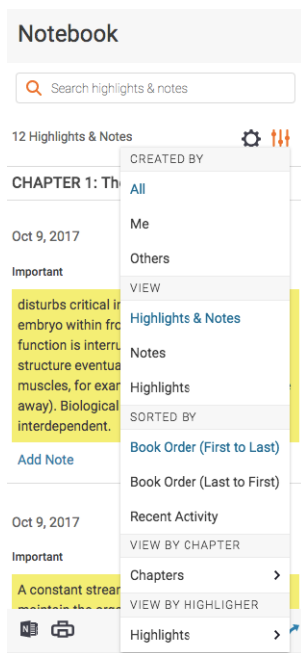**Book Order (First to Last)** – Sorts highlights in ascending book order

Book Order (Last to First) – Sorts highlights in descending book order

View by Chapter:

Select a Chapter to view your highlights/notes by Chapter

View by Highlighter:

Select a Highlighter name/color to display

 is used to search for a highlight or note

The button (located next to the date in which the highlight was created) displays options for that particular highlight

View in Book – Forwards you to the location of the highlight in the book

Delete Highlight – Removes the highlight from the book. If a note is associated with the highlight, then the note is deleted too.

Delete Note – Removes the associated note from the highlight. The highlight will remain.

Oct 9, 2017   •••

Important

> A constant stream of ene
> maintain the organized ar
> that sustain life. Every org
> and use energy to build new structures, repair
> old ones, and reproduce. This energy comes
> from the environment.

View in Book

Delete Highlight

Delete Note

⊟ Study for mid-term

Highlights that were created by people you follow will appear as underlined.

Nov 1, 2017   •••

JF **Important**

In 1973, Congress passed the Health
Maintenance Organization (HMO) Act, which
provided grants to employers who set up HMOs.
An HMO is a plan that provides healthcare to its
enrollees from specific physicians and hospitals
that contract with the plan. Usually there are no
deductibles (the amount of covered expenses
that must be incurred and paid by the insured
before benefits become payable by the Insurer)
to be met, no claim forms to be completed by
the enrollee, and a geographically restricted
service area.

Click the [printer icon] icon to print all of the highlights and notes in the Notebook tab

Click the [OneNote icon] icon to synch all of the highlights and notes in the Notebook tab to Microsoft OneNote