



CafeScribe Quick Start Guide

Creating your CafeScribe Reader user profile:

Creating an account with CafeScribe is simple, quick and FREE! All you need to do is:

- 1) Go to www.cafescribe.com to access your digital textbook(s) using the CafeScribe Reader.
- 2) Click on "CafeScribe Reader" listed in the banner at the top of the homepage.
- 3) You will be taken to the "Login" page where you can select to create a new account, or login if you already have an account.
- 4) When you create a new account, the site will then ask you to fill in a series of fields including your name, email, username, password and school. Please choose a username and password that you can remember easily.

Activating your digital textbook:

- 1) Visit www.cafescribe.com and log in to the CafeScribe Reader.
- 2) Click the "Activate Book(s)" button.
- 3) Enter your access code and click the magnifying glass icon to lookup your book.
- 4) Select your book, click "Activate Book(s)", and your book will be ready to use.

Reading your book:

- 1) Open a web browser and go to www.cafescribe.com.
- 2) Log in to the CafeScribe Reader using your username and password.
- 3) The digital bookshelf where all of your purchased titles are stored will appear, then click on the book you wish to read in your bookshelf.
 - The icons to the right of the book cover will allow you to access different CafeScribe features related to that particular book: the last page you read, your bookmarks, notes, Snap Summary, and other book information.
 - If you wish to return directly to the page you last accessed, click on the page number in the "Last Viewed Page" column.

Going On A Book Tour: A Guide Through Your New CafeScribe Digital Textbook

notes: allows you to quickly see and search all of your saved notes as well as Community Notes from other CafeScribe users

search: allows you to search the text for a keyword or phrase

contents: helps you skip to different chapters in the text without having to know their specific page numbers

This buttons allows you to return to the bookshelf and select a different book.

View information about your digital textbook.

highlighter: allows you to highlight a few words in the text or an entire passage and keeps your information color-coded and organized

Snap Summary: compiles all of your notes and highlights in one convenient

bookmark: like in a physical textbook, CafeScribe allows you to add a bookmark within your book to save your place or remind you of a passage you'd like to return to later

The screenshot displays the CafeScribe digital textbook interface. At the top, a blue header bar contains the CafeScribe logo, the user name 'Todd S.', and links for 'Help' and 'Log Out'. Below the header is a dark navigation bar with icons for home, search, and Snap Summary. The main content area is split into two panels. The left panel, titled 'My Notes (6)', contains a search bar and a list of notes: 'Info about Cycloalkanes' (page 110), 'Diagrams for Study' (page 110), 'Important Information' (page 200), 'Question to Ask' (page 225), and 'Prochiral' (page 315). The right panel shows a page from the textbook, 'CHAPTER 4 Organic Compounds: Cycloalkanes and Their Stereochemistry', page 110. The page includes chemical structures, problems (4.1, 4.2, 4.3), and a section on 'Cis-Trans Isomerism in Cycloalkanes'. At the bottom, a dark footer bar contains navigation icons for 'Fit to page', zoom in/out, and page navigation (PREV, page: 110, 138/1350, NEXT).

These icons allow you to zoom in and out and resize the page as needed.

These icons allow you to flip through the pages of your book one at a time or jump to specific page numbers.

page notes: add a note to a particular page to help you remember key points in the text

The search tool:

- 1) Click on the search icon in the toolbar on the left-hand side.
- 2) Type the word you want to search for into the search box at the top and hit enter.

Adding a bookmark:

- 1) Locate the bookmark icon on the right side of the screen.
- 2) Click on the bookmark, which will turn blue after it is clicked indicating that your bookmark has been saved.
- 3) Use the bookmark button in the left toolbar to flip back to that bookmarked page from anywhere within the textbook.

Taking a page note:

- 1) Locate the page note icon on the right side of the screen.
 - 2) Click on the page note icon.
 - 3) A box will appear for you to type in your note. You also have the option to make each note a public note by clicking the "Make Public" box. This allows other students to view your note and makes studying a more collaborative experience. You can also view other public notes written by students and professors who own the same textbook.
 - 4) When you've finished, click "Save".
- You can also attach a note to a specific highlight. For details, please see "Adding a note to a highlight" in the section below.

Highlighting:

- 1) Click on the highlighter icon in the black toolbar at the top of your screen. The button will turn a lighter shade of gray when it's ready to highlight.
- 2) Drag the cursor over the portion you wish to highlight. All of your highlights will be saved for later use and can be easily accessed through CafeScribe's Snap Summary feature (see below).

Selecting a new color:

- 1) Click on the down arrow beside the highlighter icon and select the color you wish to use.

Deleting a highlight:

- 1) Right-click on the highlight you wish to delete.
- 2) Select "Delete Highlight".
- 3) A box will appear asking if you are sure you want to delete the highlight. Click "Yes".

Adding a note to a highlight:

- 1) In order to make color-coding your notes and highlights simpler, CafeScribe allows you to add notes directly to each of your highlights. Just right-click on the highlight you wish to add a note to.
- 2) Select "Add Note to Highlight".
- 3) A box will appear for you to type in your note. You also have the option to make each note a public note by clicking the "Make Public" box.
- 4) When you've finished, click "Save".

Snap Summary:

- 1) Click the “Snap Summary” button in the upper right-hand corner of your screen.
- 2) The Snap Summary page will appear. From here, you can use the boxes on the left side of the page to filter the results to include only notes, only highlights, only information from specific chapters and more, making it easy to find exactly what you’re looking for and making studying for exams a snap!
- 3) When you want to return to the page you were reading, simply click the blue “x” in the upper right-hand corner.

Community Notes:

- You have the option to make each note “public” and share it with other students. To do so, simply click the “Make Public” box when creating a note within the text.
- You can always go back and edit whether your note is shared or private.
- “Community Notes” that have been shared by other students and professors will automatically appear whenever you add a new book to your bookshelf.

Using CafeScribe Mobile:

- Your CafeScribe digital textbooks can be accessed from multiple mobile devices as long as they have a web connection.
- Point your mobile web browser to: <https://reader.cafescribe.com/html5reader>
- Login using your CafeScribe Reader username and password.
- The user experience is always synced across devices, so your notes stay with you at all times.

Using CafeScribe Offline:

- While the CafeScribe Reader is meant to be an online reader, you have the option to download your books onto your computer for offline reading for a ten-day period.
 - 1) Go to your name in the upper right-hand corner (i.e., where it shows you are logged in).
 - 2) Click on the downward arrow next to your name.
 - 3) Choose “download offline.”
 - 4) Follow the instructions from there.
- Every time you access CafeScribe Offline while connected to the internet, your downloaded books will automatically be ‘renewed’ for another ten days.