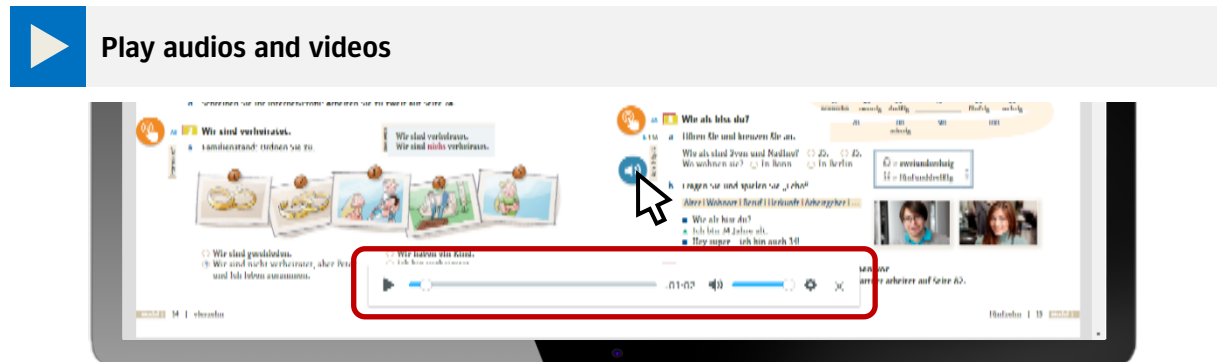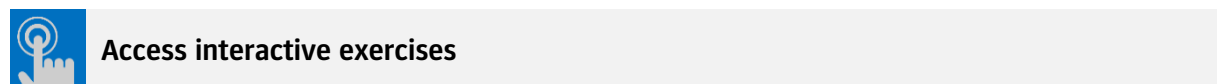# Functions of our digital textbooks

Below you will find an overview of the most important functions. They are integrated in every interactive digital edition of our textbooks, which can be accessed via the Hueber web portal or the Hueber App. Online or offline.
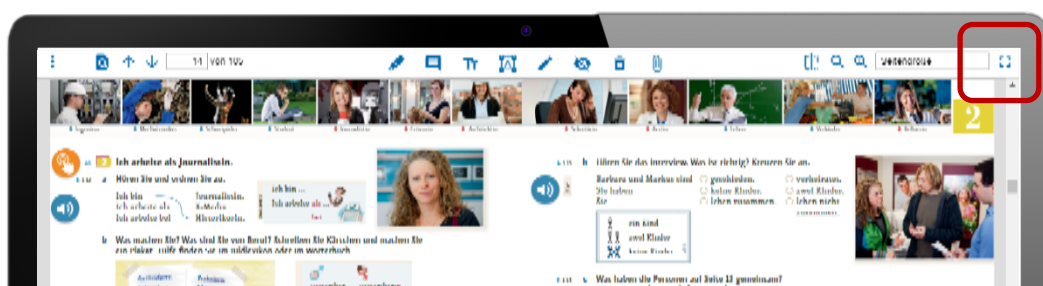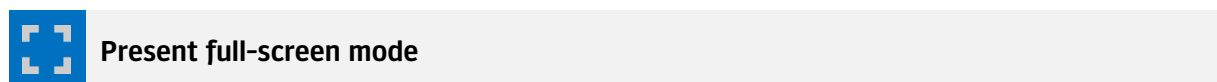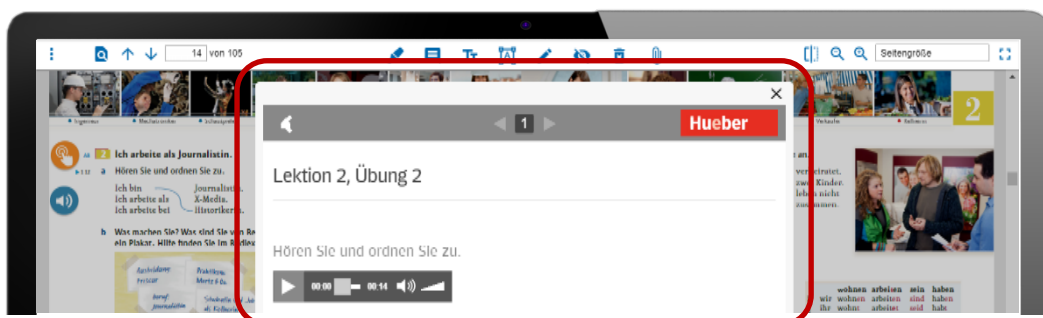
Please note The term textbook is used for printed material like coursebooks, workbooks etc.

▶ Play audios and videos

Start audios and videos in the integrated player by clicking on the speaker icon or on the play icon next to the exercises first to start the media player. Click on the X icon to close the media player.

Access interactive exercises

Open interactive exercises with the options to correct given answers and/or to check the key by clicking on the hand icon next to the exercise.

Present full-screen mode

In order to present the complete double-spread of the textbook pages, select full-screen mode from the menu bar at the top in the upper right-hand corner. In full-screen mode, you can still use the arrow keys on the keyboard or wipe on the touchscreen to scroll forwards/backwards or access audio files, videos, and interactive exercises.

Switch back to standard view to show the menu bar by pressing the ESC key or by clicking on the icon in the upper right-hand corner.

Navigate in the digital textbooks

- In the menu bar at the top you can open the sidebar ⋮
- In the open sidebar, you can scroll through the thumbnail pages in the gallery view ⊞
- In the open sidebar, you can also select lessons and chapters directly in the interactive table of contents ☰
- In the menu bar, you can browse for a keyword 🔍
- You can also scroll up/down using the arrows or enter a page number directly.

Work with the tools in the textbooks

Select a required tool from the toolbar at the top.

Marker (*Textmarker*)

- Select colour and line thickness of the marker.
- Highlight text passages.
- Edit marked texts, etc. > see <u>Delete</u> and <u>Edit text</u>.

Comment (*Kommentar*)

- With the mousekey held, drag a frame onto the page to add a comment.
- Change the size of the comments by dragging the lower right-hand corner.
- With the mousekey held, move position of comments.
- Open and close comments by clicking on the icon.

Insert text (*Text einfügen*) and edit text (*Texteditor*)

- First select a colour in the text tool **Tᴛ**
- Then enter a text using the keyboard.
- Put the text anywhere on the page by moving the text frame.

- In order to correct and complete texts, select the text editor by double-clicking on the icon ⬚
- Change the colour of the text by selecting one. The colour will be changed by double-clicking on the text.
- Change the size by dragging one of the four corners of the selected text frame.
- Move the text anywhere on the page by dragging it to the required area on the page.

Pen (*Stift*)

- Select colour and thickness of pen and draw lines freehand.
- Edit your notes > see <u>Delete</u> and <u>Edit text.</u>

Cover (*Abdecken*)

- With the mousekey held, drag a frame to cover/hide a selected area on the page.
- Activate and deactivate the hidden area by clicking on the eye icon.
- Change the hidden area by dragging/moving the lower right-hand corner of the area.

Delete (*Löschen*)

- Select the icon recycling bin and delete the particular item by clicking on the drawing, text or comment.
- To delete several elements, drag a frame to mark them. Press ENTER to confirm the deletion.

  Please note There will be no double-checking! The deletion process takes place immediately after selecting or marking and cannot be reversed.

Adapt page view

- Switch between single- and double-page view with a click on the icon 𝕀:
- Zoom out or zoom in by clicking on the magnifying glass icons.
- Select a page size directly and adjust it automatically to the width or height of the screen.
- If you want to focus on the content, switch to the full-screen mode by clicking on the icon ⌞⌝

If you have any further questions, you can write an e-mail to <u>kundenservice@hueber.de</u>