ITpreneurs ™
Effective Learning Solutions

eBook Instructions

Congratulations, you are about to download, open and work with your eBook.

1 Redeem your Voucher. Go to ivouchers.itpreneurs.com and redeem the voucher that you received by email. Create an account if you don't have one, or login if you have an account and then redeem your voucher. Follow the instructions in the system to access your eBook on the campus.

2. Download the eBook

1. Download the file
2. Open it with Adobe Reader
   a. Download Adobe Reader here
3. Click on "Comments" and start using the eBook

.

Technical Requirements:
- Internet for downloading the eBook
- Windows and Mac based systems
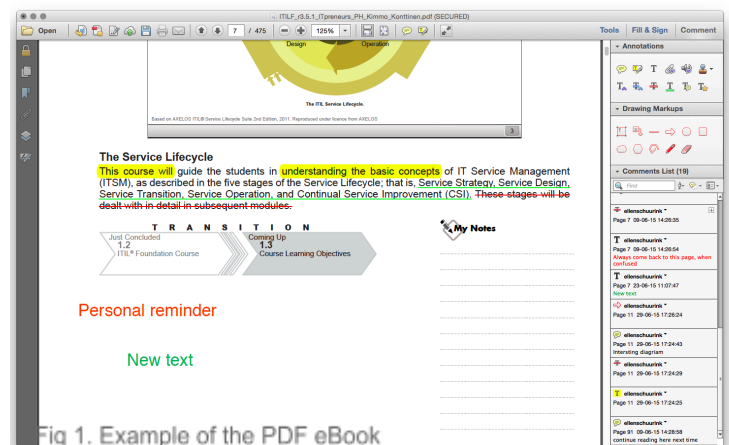- Android, iOS, and Windows Phone based Tablet and Smartphones

Fig 1. Example of the PDF eBook

3. Install on your eReader app

How to install an eBook onto your eReader is described in the instruction guidelines of your eBook. In many cases you download the Book on your computer and sync it with your device.

www.itpreneurs.com

4. Rights and Regulations

Access
You are provided with three months access time to download the eBook. Once you download the eBook on a device (tablet, laptop, eReader or smartphone), you have unlimited access to the eBook.

Individual License
The eBook is licensed to one individual. This means that you are not allowed to share the eBook and/or sell it to third parties.

Authorization
You can authorize the eBook with your device or with an Adobe ID. We recommend using the Adobe ID, to access the eBook on multiple devices. How to create an Adobe ID is explained in the section "How to create an Adobe ID".

> **Important:** The Adobe ID gives you permission to change your device once. For example, if you start using a new device, it is possible to access/authorize the eBook with the same Adobe ID one more time and access the eBook from your new device.

5. How To Best Use the eBook

The eBook has some advantages over the printed book. Not all eReaders are the same, but most eReaders share the same features. Some of these common features are described below:

1. **Viewing:** To have the best quality of the images and text adjust the screen of Adobe Digital Editions. On Windows computers: use the fullscreen button. On Mac computers: made the ADE program ⅔ of the wide of your screen.
2. **Note taking**: It is possible to make notes. When you want to make a note you click or tap the section you want the note to be about, type your note and your note will be stored on the eBook. Some eReaders offer a note section, which you can view and print separate.
3. **Bookmarking**: When you have found an important page and you want to remember this page, it is possible to set a bookmark. The eBook can give a list of all your stored bookmarks. This makes it easy to find them back.
4. **Highlighting**: Interesting text that you want to emphasize can be highlighted. Just use this feature and it will mark the text with a color. Useful to remember key items when studying.
5. **Searching**: With one click or tab it is possible to search for words, numbers and sentences through the whole book.
6. **Changing font-size**: There is a solution when you find text too small or too large. Just change the text size in your eBook.
7. **Table of Content**: The Table of Content (TOC) gives the eReader a quick navigation through the eBook. The headings of the TOC are linked to the chapters. Click on the heading and you will go directly to that chapter.

8. **Having multiple books on one device**: Most readers can store more than 100 eBooks on a single device.

There are lots more features available on most eReaders like: Fast scrolling through the book, changing font and background color, zooming images, sharing notes with others, defining a word in Google, etc. We highly recommend that you explore the eReader and make use of the relevant features that help you read and study the materials.

6. How To Download the Workbook

It is possible to download the workbook from the Campus onto your device by clicking on the link – Click here to download the workbook. The "Click here to download the workbook" link is the common link for all our courses. This link will only work if the workbook is available for that particular course

Clicking on the link, will take you to workbook download page:

Click download now to download the workbook. Your browser says when the workbook is downloaded. You have downloaded a PDF and you can open it with Adobe Reader (download for free). Please read the instructions carefully before starting filling up workbook. Other PDF reader will be able to open the file, but you can not add text in the file.

7. FAQs

General

What is an eBook?
An eBook is a digital version of a printed book. We refer to the eBook when we talk about the secured digital publication. The eBook can be read on any digital device, including your computer, laptop, tablet, smartphone or eReader.

What is an eReader?
An eReader is a device designed for the purpose of reading digital books (eBooks). Other devices have eReader software and can be used as eReaders as well.

How long will the eBook be available?
The eBook is available forever, the same as with a printed copy.

When a new version of the book becomes available will I get access to the new version?
No, you will not automatically receive a new version (same as printed books).

Is it also possible to get the printed version of the eBook?
Yes. This is possible in most cases. Please contact your training provider for a printed book.
The PDF format PDFs can be printed for personal use only.

Devices

Do I need an eReader to read the eBook?
No, the eBook can be read on >250 devices. Most learners will use tablets (e.g., iPad) or laptops. This [link shows the complete list](#) of possible devices.

Which devices can I use?
Your device has to support the Adobe DRM security. Most readers support this security, but there are some readers that do not. The following link gives you more information about devices that are compatible with the Adobe DRM security. This [link shows the complete list](#) of possible devices.

Is it also possible to download the eBook on a Kindle device?
No, it is not possible to download the eBook on a Kindle device. Kindle is not compatible with the Adobe DRM security.
Yes, the PDF format can be opened on Kindle. Please follow Kindle instructions on placing a PDF on your eReader.

Authorization

Help, I need an Adobe ID! Where can I get it?
It is possible to create a new Adobe ID on the Adobe website. Click on the following link to go immediately to the right place: http://www.adobe.com/in/products/digital-editions/download.html

I have downloaded the eBook and authorized it with a wrong device. What can I do?
You can download the eBook twice from campus within the three month access period.

Download

I cannot download the eBook.
Please try it again after 5 minutes. You have two download options.

What is the ASCM file?
The downloaded file is an ASCM file. This ASCM contains a DRM security. We have made use of DRM security to protect our IP rights.

I have changed devices. What can I do?
If you used Adobe ID for authorization, you can access the eBook with your Adobe ID on your new device.

8. Need Help?

If you need help, please feel free to contact the ITpreneurs Global Service Desk
servicedesk@itpreneurs.com