

ESWA vBook

INSTRUCTIONS for LOGIN AND USE

LOGIN

1. To log in to the **ESWA vBook**, simply go to EasternSkiWriters.org and click on "[ESWA vBOOK Registration](#)", which will bring you to a self-registration page:

Before logging in, you will need the following:

Registration Code: ESWA09

2. Once you've landed at the site above, simply complete the form:

Username = (email address)

Password (x2)

First Name

Last Name

Registration Code: (ESWA09)

then click on the "Sign Up" button.

(You will automatically be sent a *confirmation email* containing your login information, for future reference).

3. Once you're logged in and initial registration is complete, you will be brought into your "vOffice" (in which you will have the *ESWA - Reference Material* vBook on a bookshelf)

Important Note: You should only use the "[ESWA vBOOK Registration](#)" (above) when you first sign up.

TO RETURN to your "vOffice", simply log in at <http://www.myvbooks.com>

(link also on website, and this is also the URL provided in the *confirmation email*).

USING YOUR vBOOK

Once in your "vOffice", do the following:

1. Click on the "*ESWA - Reference Material*" vBook on the Bookshelf. (It will open in a new browser window)

Note: Please disable "pop-up blockers" if you have them.

2. To **Turn/Navigate the Pages** of the vBook:

a. Use the Left and Right Arrows in the top Left corner (above the Table of Contents)

b. Use the Table of Contents List in the Left Column to navigate to the pages you desire.

If you see a " + ", you can click it to expand the list of sections in that Chapter.

Then click " - " next to the Chapter name again, and the list of sections will collapse.

3. **To go to a Section within a Chapter**, simply click on the name of the Section

4. Searching for Keywords

a. You can search for a keyword by typing it in the search box above the Largest, middle section on the vBook, then press 'enter' or click the gold magnifying glass to the right of the box for it to obtain results. Once results are listed, click on any of the results listed and it will take you to that section where your keyword appears.

b. You can also click on any of the words in the Index in the column on the far Right, and it will drop down sections of the book where that keyword is found. Then you can click on any of those sections to be brought directly there.

5. Website or Image Links

Click on website or image links within the page contents and the websites or images will open in a new window.

6. Icons & Tools

Hold your cursor over any of the icons or tool buttons of the vBook and a description of the tool will appear.

You may also watch a brief instructional video posted on EasternSkiWriters.org

For Questions with initial use, Please call Sara Shaw: 603.379.2410