



SABIS®

SABIS® E-book

User Manual

V. 3.0

*Education for a changing world.®*

Americas | Europe | Africa | Middle East & Asia

**sabis.net**



---

## Table of Contents

Introduction .....	1
Prerequisites .....	1
SABIS® Digital Platform.....	1
SABIS® Student Dashboard.....	1
Quick Access Menu .....	2
E-book Bookshelf .....	2
FAQ .....	2
Settings.....	2
Send Log .....	2
Log out.....	3
SABIS® E-book Bookshelf .....	3
Navigate between E-books .....	3
Search for an E-book .....	3
Download E-books.....	3
Offline Mode .....	4
E-book Information.....	4
SABIS® E-book Player.....	5
Quick Navigation.....	5
Glossary .....	5
Draw and Highlight Tools .....	5
Upper Toolbar .....	6
Lower Toolbar .....	9
Appendix – Hotspots .....	11



## Introduction

The purpose of this user manual is to provide a detailed and comprehensive guide on how to access and use the new SABIS® E-book solution.

This document will detail how to log in to SABIS® Digital Platform application to access SABIS® E-books, navigate through and view the collection of e-books, and use the various tools and interactive features embedded within.

## Prerequisites

Prior to accessing the SABIS® E-books, the following prerequisites will need to be completed.

- Enable the Wi-Fi on the tablet and ensure that there is an active Internet connection.
- Create or use an existing Google account to access the Google Play Store.
- Download the SABIS® Digital Platform application from the Google Play Store.

## SABIS® Digital Platform

SABIS® Digital Platform is dynamic, and has been designed to give you access to a wide range of SABIS® academic products.

The focus of this document will be only on the SABIS® E-book solution.

Using your tablet, open SABIS® Digital Platform by tapping on the application icon and you will be redirected to the following welcome page.

Welcome to  
SABIS® Digital Platform

This dynamic platform has been designed for you to access the wide range of SABIS® operational and academic components, as well as useful school information.

Username

Password

Remember Me [Forgot credentials?](#)

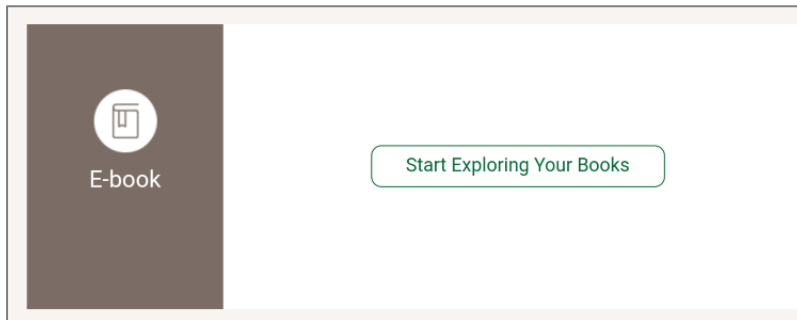
Log in

Enter your SABIS® Digital Platform username and password and tap on the *Log in* button.


**Note:** Check the *Remember Me* option to save your username.

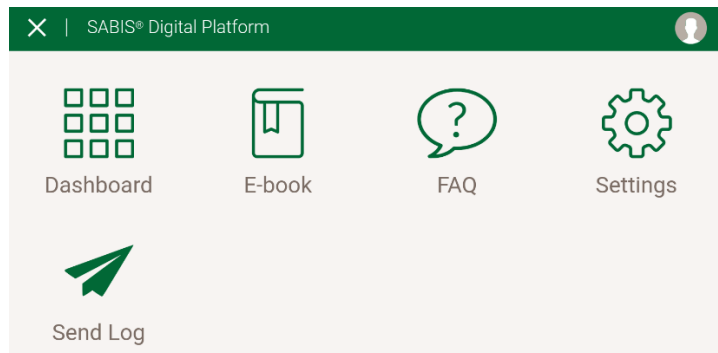
## SABIS® Student Dashboard

Once logged in, you will be redirected to the SABIS® *Student Dashboard*. Within this dashboard, a list of your SABIS® digital products will be available — currently, only the *E-book* widget is displayed.



## Quick Access Menu

The *Quick Access Menu* may be accessed by tapping on the menu button  found at the top-left corner. Tapping on *Dashboard* will open up the SABIS® *Student Dashboard*.



## E-book Bookshelf

To access the bookshelf of the SABIS® *E-book*, either tap on *E-book* from the *menu* list or tap on the *E-book* widget shown on the *Student Dashboard*.

## FAQ

Tap on *FAQ* to visit the page that contains frequently asked questions.

## Settings

To access the settings, tap on *Settings* from the *menu* list.

- View the *version of the application*.
- Change the download *storage location* either to the *Internal Memory* of the tablet or to an *SD card* if available.


## Send Log

If you experience an issue, immediately tap on *Send Log* in order to report the issue and help improve on the application.

**Note:** This feature is only available in online mode (i.e. using an internet connection).



## Log out

To log out and exit the SABIS® Digital Platform, tap on  at the top-right corner, and then on *Exit*.

## SABIS® E-book Bookshelf

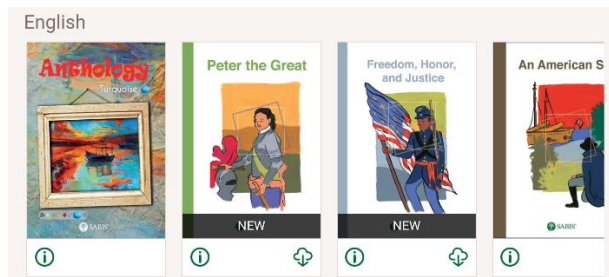
Your comprehensive list of e-books is displayed on the SABIS® E-book bookshelf.

Within the bookshelf, you can:

- Navigate between the available e-books.
- Search for a particular e-book.
- Download one or more e-books and view the download progress.
- Obtain information about an e-book.

## Navigate between E-books

The collection of e-books is grouped alphabetically by subject. You can navigate between the various subjects by swiping upwards or downwards, and within each subject by swiping left or right.





## Search for an E-book

To search for a specific e-book, tap on the *Search* tool at the top-right corner of the *bookshelf*, and then type in your search within the provided space.



## Download E-books

To download all e-books that have not yet been downloaded, tap the *Download All* icon  located at the top-center of the bookshelf. To view the download progress of any e-book, to pause, or stop a download, tap the *View Download Progress* icon  located at the top-right corner of the bookshelf, under the *Search* tool.

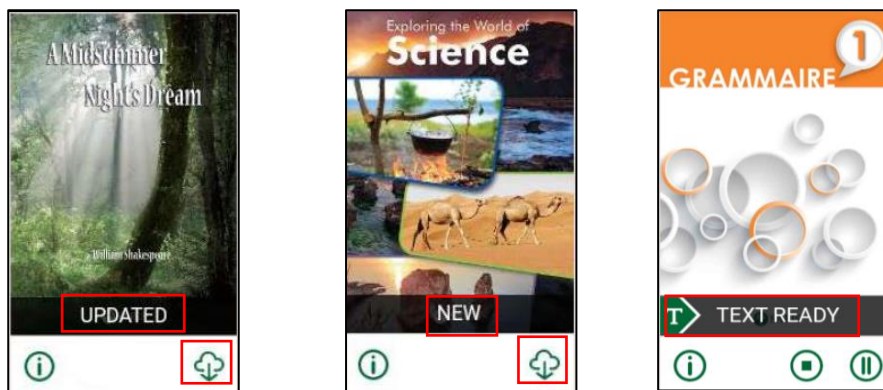


**Note:** The *Download Progress* icon turns green (i.e. enabled) when there is at least one download in progress. If there are no downloads in progress, then the icon's color is grey (i.e. disabled).

- New e-books that need to be downloaded are indicated by *New*.
- Updated e-books that have been previously downloaded but that require an update are indicated by *Updated*.

To download a *New* e-book or an *Updated* e-book, tap on the *Download* icon located at the bottom-right of the e-book, as shown below.

**Note:** Once the text of an e-book has downloaded, a *Text Ready* banner will show up on the cover of the e-book indicating that you can open the e-book and read the text while the additional features continue downloading.



## Offline Mode


You must log in to the SABIS® Digital Platform for the first time using an Internet connection (i.e. online mode) in order to download your respective e-books. Once your e-books are downloaded, you can log in without an Internet connection (i.e. offline mode).

**Note:** While in offline mode, you will not be able to download any new or updated e-books. Also, only the e-books that you have downloaded will appear on your bookshelf.

The offline mode is only valid for a specific period of time; typically, 30 days. Once this period ends, you must log back in using an internet connection.

**Note:** When the offline mode expires, a message will appear reminding you to log in while being connected to the internet (i.e. online mode).

## E-book Information

Tap on the *Information* icon  found on an e-book to view the following details: *Book Name, Version, E-book ID, Data Usage, Size on Device, etc.*



## SABIS® E-book Player

To view the contents of an e-book, tap on any one of the downloaded e-books displayed within your SABIS® E-book bookshelf.

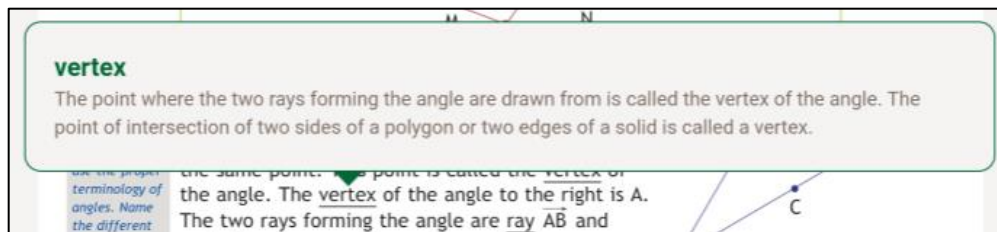
**Note:** If an e-book is opened for the first time, it will open on its title page. Otherwise, the e-book will open on the most recent page that was viewed before.

### Quick Navigation

- Slide two fingers on the screen away from each other to zoom in, and towards each other to zoom out. Double-tap anywhere on the screen to return to the original screen size.
- To navigate between the pages of an e-book, swipe the screen to the left or right.
- Within the *Table of Contents*, tap on any section or page number to quickly go to the respective section.

### Glossary

Embedded within specific SABIS® e-books is a glossary of words. These words are underlined within the pages of an e-book, and tapping on any one of them will open up its embedded glossary definition.

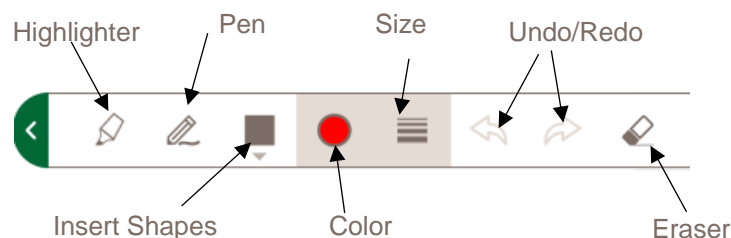


### Draw and Highlight Tools

Within any page of an e-book, you can use the embedded tools to add annotations to the page. To do so, tap on the following icon found towards the right of any e-book page.



Once expanded, the set of tools available will be shown.



Tapping on any one of the tools will turn the background color of the icon to green meaning that this tool is enabled. To disable the tool, simply tap on its icon to revert the background color from green to white.

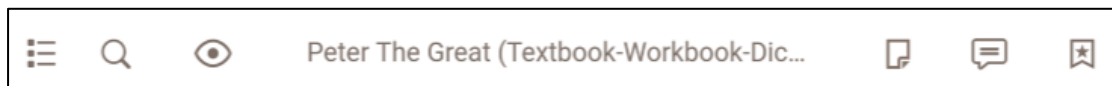


**Note:** All tools must be disabled in order to continue navigating within an e-book.

In addition to the above tools and features, the SABIS® E-book Player allows you to compose notes and bookmarks, create white pages, and search for words, etc. These features are split between the upper and lower toolbars.

## Upper Toolbar

To make the upper toolbar visible, tap anywhere on an e-book page.



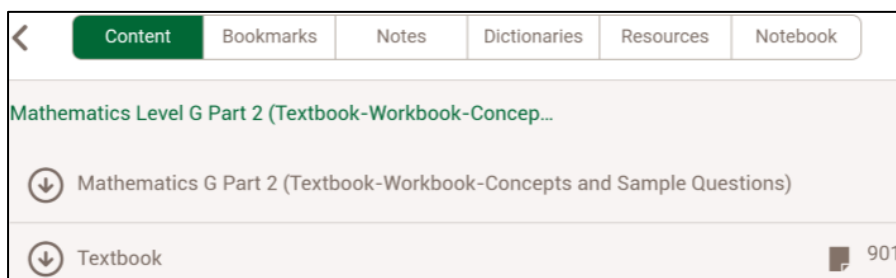
The upper toolbar allows you to:

- Quickly access the e-book content and available resources.
- Search for a word in an e-book.
- Hide/show resources and embedded features within an e-book.
- Create and design white pages.
- Compose and save notes.
- Create bookmarks.

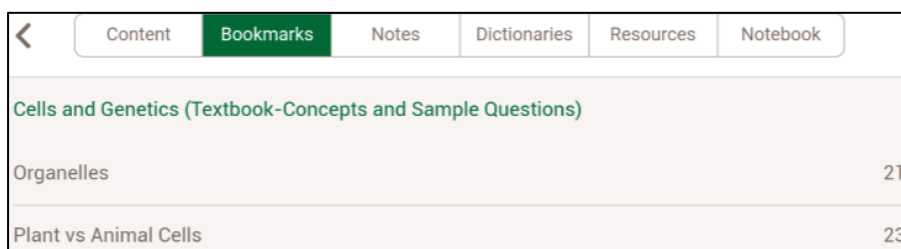
## Quick Access Menu – E-book Content and Resources

Tap on to access the menu and navigate quickly to any of the following resources:

- Access the Content of an e-book.

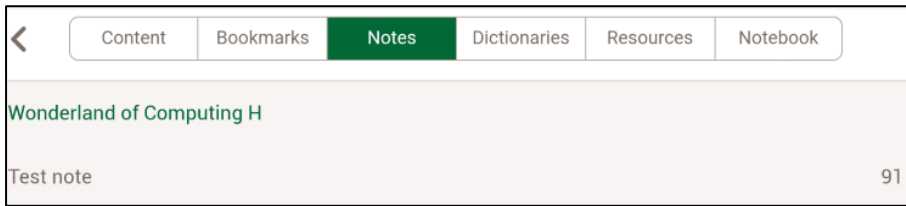


- Access the assigned Bookmarks.

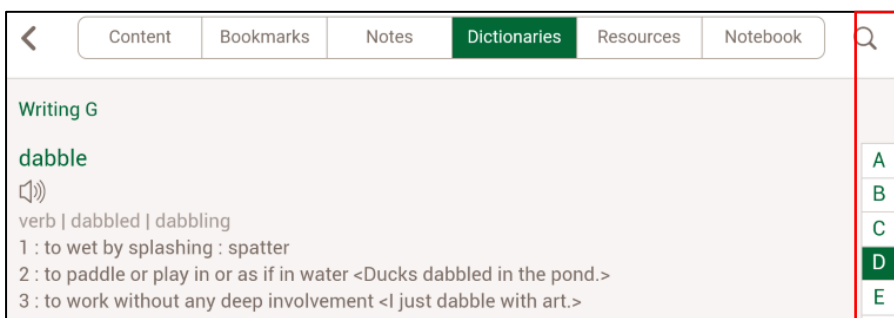


- Access the composed Notes.





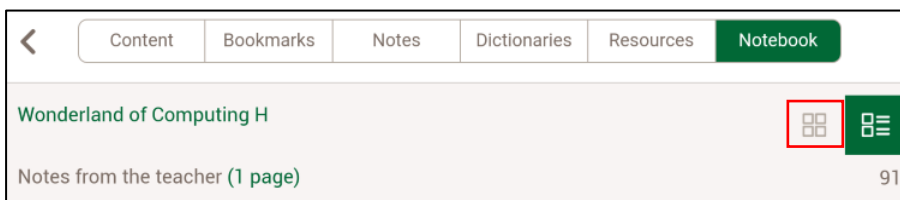
- Search for a word within the built-in Dictionaries. To do so, type in a particular word using the search tool at the top-right. Alternatively, tap on a specific letter and scroll through the available dictionary words starting with this specific letter.



- Access any of the five types of Resources, which include from left to right *Documents*<sup>1</sup>, *HTML files*<sup>2</sup>, *Images*, *Videos*, and *Audios*.



- Access the White Pages.




**Note:** Tap on  to view your white pages as large icons.

<sup>1</sup> Documents may come in the form of a Word, PDF, or Excel document.


<sup>2</sup> HTML files denote a collection of computer-correctable questions to practice on.

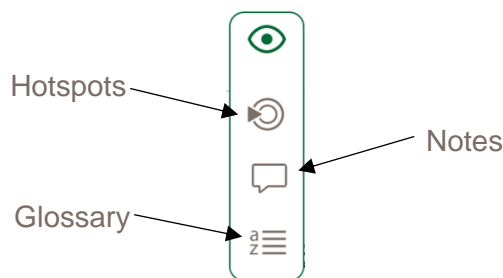


## Search for a Word

Tap on the Lookup icon  found in the upper toolbar to search for a word within an e-book. Upon doing so, the search results showing all of the pages containing that word will appear. Tap on any of the occurrences to go to the page; all matching words within the page will be highlighted.


## Hide/Show Resources and Features

Tap on the *Hide/Show* icon  to hide any of the following resources and features within an e-book.








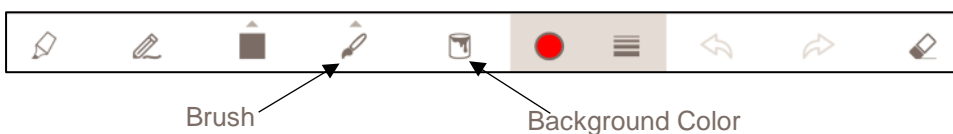
**Note:** Tapping on any icon will change the background color of the icon to green indicating that the respective feature is hidden within the pages of an e-book. By default, the background color of the icons are white (i.e. not hidden).

## Create and Design White Pages

The White Page feature provides a blank white page, which may be used as a notepad to make notes. To create a blank white page, tap on the *white page* icon .


A white page may be customized by using the following options:

- Add a title name to the white page.
- Create additional pages by tapping on the white page icon, or delete pages by tapping on the delete icon .
- Create notes on the white page by tapping on the notes icon .
- Bookmark a white page by tapping on the bookmark icon .
- Add grid lines by tapping on  and horizontal lines by tapping on .
- Insert annotations to the white page by using the toolbar located at the bottom of the white page.



**Note:** This toolbar contains the same features as those described under the *Draw and Highlight Tools* section, with the addition of the *Brush* and the ability to customize the *Background Color* of the white page.



To save the white page, tap on the back button  found towards the top-left of the page. The white page icon will then be visible on the respective e-book page, and the number of pages within the white page will be shown.



Tap on this icon to open up the specific white page, edit the white page, or scroll through the different pages if more than one page has been added.

### Compose and Save Notes


To compose a note, simply tap on the *Notes* icon  and the following window will appear.



Once you have composed the note, tap anywhere on the page to close the window and automatically save the note. Once done, the following icon will appear on the respective e-book page indicating that a note has been added.

To edit the note, tap on the  icon to open it. To delete a note, tap on the *delete* icon.

### Create Bookmarks

To bookmark a specific page of an e-book that is currently open, tap on the *bookmark* icon . The below window will appear where you will be able to enter a bookmark title.



Tap anywhere on the page to close the window and automatically save the bookmark. To remove the bookmarked page, tap again on the *bookmark* icon.

**Note:** The *bookmark* icon will turn green for a page that has been bookmarked.

### Lower Toolbar

The lower toolbar allows you to navigate to a specific page within an e-book. To make the lower toolbar visible, tap anywhere on the page.

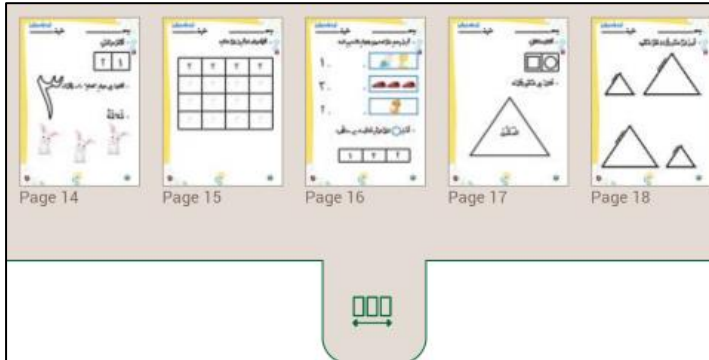


Using this toolbar, you can perform the following actions:

- Go to a specific page by typing in the page number.



- Tap on  to quickly scroll through thumbnails of pages to select the desired one.



- Go to the first or last page of an e-book.





## Appendix – Hotspots

SABIS® E-book is enriched with interactive content such as audio clips, videos and animations, web links, and computer-correctable questions specifically customized per course and learning objective(s).

The following is a list of hotspot icons that are available within specific SABIS® e-books. Each icon is associated with a different interactive feature, as described below.



**Image:** An image used as a visual illustration/photo of a word.



**Culture Icon:** An image or a text that provides a cultural background.



**Prerequisite:** A prerequisite content of a concept.



**Learning Point:** A list of learning points following a section or a topic.



**Common Core State Standards (CCSS):** CCSS following a topic or a concept.



**Hint:** A hint in the form of a sentence following a section or a topic.



**History:** A sentence related to history following a section or a topic.



**Audio:** An audio recording.



**Video:** A visualization tool in the form of a video or an animation.



**Interactive Animation:** An interactive animation used as a tool of visual interactivity.



**Slideshow:** A group of images used as visual illustrations.



**Computer-Correctable:** A collection of computer-correctable questions for practice.



**Multiple Files:** Multiple files to be downloaded.



**Text:** A supplementary text.



**Tooltip:** An indicated description/caption.



**Web Link:** An external link to a website for more details on a topic.



**Go to Page:** Go to a specific page in an e-book.



**Concepts and Sample Questions:** A link to a page in the merged Concepts and Sample Questions book.



**Textbook:** A link to a page in the merged textbook.



**Workbook:** A link to a page in the merged workbook.



**Revision Book:** A link to a page in the merged revision book.



**Dictionary:** A link to a page in the merged dictionary book.



**Textbook TOC:** A link to the Table of Contents (TOC) of the merged textbook.



**Workbook TOC:** A link to the TOC of the only merged workbook.



**Workbook 1 TOC:** A link to the TOC of the 1<sup>st</sup> merged workbook, if multiple.



**Workbook 2 TOC:** A link to the TOC of the 2<sup>nd</sup> merged workbook, if multiple.



**Workbook 3 TOC:** A link to the TOC of the 3<sup>rd</sup> merged workbook, if multiple.



**Dictionary TOC:** A link to the TOC of the merged dictionary book.



**Concepts and Sample Questions TOC:** A link to the TOC of the merged *Concepts and Sample Questions* book.