ClinicalKey® Student

FOUNDATION User Guide
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Appendix A

Elsevier Products with Shared Sign-on Capabilities

Appendix B

Bookshelf Feature Matrix
ClinicalKey Student Overview

ClinicalKey Student is an interactive education platform that supports both students and faculty with trusted medical content and comprehensive learning tools. Within this User Guide, you will find access instructions and technical support information for the application. As well as, step-by-step instructions on the features and functionality of the application itself.

Getting Started

Get started by utilizing information contained in the following sections:

- Accessing ClinicalKey Student
- Accessing ClinicalKey Student for Shibboleth/OpenAthens Users
- Accessing ClinicalKey Student on Mobile Device
- Help & Support
- Managing Your User Profile
- Using ClinicalKey Student

Browser Requirements

ClinicalKey Student is supported across all major browsers:

- Google Chrome - Desktop: OSX and Windows; App: iOS 7+ and Android 4.0+
- Internet Explorer - 8+*
- Mozilla Firefox - Desktop: OSX and Windows
- Safari** - Desktop: Mac 5.1.10+; App: iOS 7+

* Please note the following compatibility notices regarding specific versions of Internet Explorer (IE):
  
  o IE 8 or 9 with Compatibility Mode enabled does not support the full ClinicalKey Student experience, due to browser limitations. (Refer to the ClinicalKey Student Help topic entitled “How do I switch off Internet Explorer’s "Compatibility Mode"?” for more information.)
  
  o As of January 2016, Microsoft no longer provides security updates or technical support for versions prior to the latest version of IE. As such, Elsevier highly recommends using the latest version of IE.
  
  o Although ClinicalKey Student is functional in IE8, Elsevier does not recommend its use due to the aforementioned security issues. IE8 use may also result in minor aesthetic and functional limitations; however, these will not prevent effective use of ClinicalKey Student.

** ClinicalKey Student does not require a particular version of OSX or Windows to run on Safari; it will run on any desktop OS version that is able to run Safari as stated.
Accessing ClinicalKey Student Overview

To access the full spectrum of features ClinicalKey Student offers, you must first register or create a User Profile. By doing this, you will be able to; build your personal bookshelf, create presentations, and much more. Your access method is determined by your institution’s set-up, check with your admin before proceeding.

This section provides step-by-step instructions on doing the following:

- Register or Create Your User Profile/Personal Account
- Log in to ClinicalKey Student
- Reset a Forgotten Username or Password

**Note:** For OpenAthens users: Please refer to the “Accessing ClinicalKey Student (Open Athens Users)” section for detailed instructions.

### Register or Create a User Profile/Personal Account

1. Navigate to the ClinicalKey Student application at: [https://www.clinicalkey.com/student](https://www.clinicalkey.com/student)
2. Click **Register** link in the upper right-hand corner of screen. The **REGISTER** screen displays.
3. Enable the appropriate radio button to select your role.
   - Student
   - Faculty
4. Enter the following information in the fields provided:
   - **Note:** An asterisk (*) indicates a required field.
   - First Name
   - Last Name
   - Email Address
   - Password
   - **Note:** Your email address and password will be your login credentials.
5. Enable the checkbox to acknowledge that you have read the Registered User Agreement.
6. Click **Register** when done. The following occurs:
   - A success confirmation message displays at the top of the screen.
   - A confirmation email is sent to your email address.
## Log In to ClinicalKey Student

1. Navigate to the ClinicalKey Student application at: [https://www.clinicalkey.com/student](https://www.clinicalkey.com/student)
2. Click the **Login** link located in the upper right-hand corner of the screen. The **LOGIN** screen displays.
   - **Note:** If you have an account with another Elsevier product (e.g. ClinicalKey, ScienceDirect, Scopus) you can use those credentials to log in to ClinicalKey Student. For a full list of Elsevier products that share single sign-on with ClinicalKey Student, please refer to Appendix A at the end of this document.
3. Enter your **Username** and **Password** in the fields provided.
4. Click **[Login]**.
   - **Note:** If you have ClinicalKey access through multiple products, the **CHOOSE PRODUCT** screen displays after you log in. Enable the radio button next to the appropriate product name and click **[Continue]** to proceed.

The **ClinicalKey Student** home page displays.

   - **Note:** ClinicalKey Student automatically logs you out after 30 minutes of inactivity. You can also logout manually by clicking the **Logout** link, located in the upper right-hand corner of the screen, under **My Account**.

## Reset a Forgotten Username or Password

1. Navigate to the ClinicalKey Student application at: [https://www.clinicalkey.com/student](https://www.clinicalkey.com/student)
2. Click the **Login** link on the ClinicalKey Student home page. The **LOG IN** screen displays.
3. Click the **Forgotten username or password?** link.
4. Do one of the following:
   - To retrieve your **Username**:
     - Contact Elsevier ClinicalKey Support. Refer to the “Help & Support” section for more information.
   - To reset your **Password**:
     - Enter the email address associated with the site in the **Email address** field.
     - Click **[Submit]**.
     - An email is sent containing instructions and a link to reset your password.
     - **Note:** The reset password link in the email will expire 30 minutes after the time requested.
Accessing ClinicalKey Student for Shibboleth/OpenAthens Users

When using ClinicalKey Student through Shibboleth/OpenAthens, you have direct access to content subscribed to by your institution. However, if you would like access to Bookshelf, or further customize your experience, you will need to activate your Personal Account profile. Once activated, your personal profile will automatically be available whenever you access ClinicalKey Student using your Shibboleth/OpenAthens login credentials.

This section provides step-by-step instructions on doing the following:
- Create Your User Profile/Personal Account (Shibboleth/OpenAthens)
- Log in to ClinicalKey Student (Shibboleth/OpenAthens)
- Reset a Forgotten Username or Password (Shibboleth/OpenAthens)

### Create Your User Profile/Personal Account (Shibboleth/OpenAthens)

1. Navigate to the ClinicalKey Student at: [https://www.clinicalkey.com/student](https://www.clinicalkey.com/student)
2. Click the OpenAthens login link. The OPENATHENS SIGN IN page displays.
3. Enter your OpenAthens Username and Password in the fields provided.
4. Click [Sign in]. The CLINICALKEY STUDENT Register page displays.
5. Enable the appropriate radio button to select your role.
   - Student
   - Faculty
6. Enter the following information in the fields provided as necessary:
   - **Note:** The asterisk (*) indicates a required field.
     - First Name
     - Last Name
     - Email Address
   - **Note:** Use your Institutional email address when registering for your OpenAthens profile. Your OpenAthens username and password will continue to be your login credentials. If you do not have an institutional email address, then use a personal email address.
7. Enable the checkboxes acknowledging that you have read the following:
   - Registered User Agreement,
   - Terms and Conditions, and Privacy Policy and Cookies statement.
8. Click [Register] when done. The following occurs:
   - A success confirmation message displays at the top of the screen.
   - An email is sent confirming your activation.
9. Click [Continue] to proceed. The CLINICALKEY STUDENT HOME PAGE displays.
Log In to ClinicalKey Student (Shibboleth/OpenAthens)

1. Navigate to the ClinicalKey Student application at: [https://www.clinicalkey.com/student](https://www.clinicalkey.com/student)
2. Click the **OpenAthens login** link. The **OPENATHENS SIGN IN** page displays.
3. Enter your OpenAthens Username and Password in the fields provided.
4. Click [Sign in]. The ClinicalKey Student Home page displays.

**Note:** ClinicalKey automatically logs you out after 30 minutes of inactivity. You can also logout manually by clicking the **Logout** link, located in the upper right corner of the screen under My Account.

Reset a Forgotten Username or Password (Shibboleth/OpenAthens)

**Note:** Elsevier does not maintain OpenAthens Username and Password administration. Please contact your Institutional Administrator for more information about resetting a forgotten OpenAthens Username or Password.

Mobile Access for Shibboleth/OpenAthens Users

Once you have registered a personal profile with Shibboleth/OpenAthens, you can log into the Bookshelf Mobile app like normal to access your Bookshelf content offline at any time. See the section “Access ClinicalKey Student on a Mobile Device” for further information.
Access ClinicalKey Student on a Mobile Device

ClinicalKey Student is optimized for all mobile devices, meaning it will adapt to the screen of any mobile device or tablet. You can use your device’s internet browser to visit https://www.clinicalkey.com/student and access content on the go.

ClinicalKey Student Offline Access

For the best experience using a mobile device, Elsevier recommends that you use the ClinicalKey Bookshelf App. The App is available on Android, Microsoft and iOS formats for mobile phones and tablets at no charge. There is also the Desktop Offline Reader available for Windows 10 and Mac users. Refer to the section “How to Use the Bookshelf App on a Desktop and/or Mobile Device” for more information.

You can access your ClinicalKey Student account while not on your institution’s network, using the following:

- How to Redeem a Registration ID and Password*

*Contact your institution's ClinicalKey Student Administrator to request a Registration ID and Password.

How to Redeem a Registration ID

2. Enter the assigned Registration ID and Password and click Continue.
   - If you currently have a User Profile for ClinicalKey Student or another Elsevier product, continue to step 3.
   - If you do not have a User Profile for ClinicalKey Student or another Elsevier product, skip to step 5.
3. Click the Login link.
4. Enter your ClinicalKey Student or Elsevier Username and Password, then click Login. The Home page displays, with you logged into the system. The application is now associated with your existing login.
5. Click the Create Profile link. The Register page opens.
6. Enter the First and Family (last) Name, Email Address, and Password
   
   
   © Note: Use your Institutional email address when registering your profile. Your email and password will continue to be your login credentials. If you do not have an institutional email address, then use a personal email address.
7. Verify the information is correct as the email address serves as your username.
8. Enable the Registered User Agreement and Terms & Conditions checkboxes, then click Register. There will be a pause while the system creates the profile. When finished, you will be logged in with your new credentials and taken to the ClinicalKey Student homepage.
Help & Support

We are always happy to help you with your questions. You can search or browse through the latest FAQs online to find answers on popular questions and topics; these are continuously updated and are a great online resource for quick answers. The following links are available from the ClinicalKey Student application:

- **Get Support** – appears at top-right corner of every ClinicalKey Student screen and provides links to Help and Contact Us options.
- **Help** – provides access to ClinicalKey Student’s Support Center.
- **Contact Us** – provides email, chat (only available in English) and phone contact options to access support.
- **General Information** – Click the links located in the footer bar of any ClinicalKey Student page to view the following:
  - Privacy Policy
  - Terms and Conditions
  - Resource Center

### Access the ClinicalKey Student Resource Center

1. Log in to the ClinicalKey Student application one of the following ways:
   - As detailed in the “Login to ClinicalKey Student” section.
   - As detailed in the “Login to ClinicalKey Student (OpenAthens)” section.
2. Click the Resource Center link, located in the footer bar of any ClinicalKey Student page. The CLINICALKEY STUDENT RESOURCE CENTER page displays in a new browser window.
3. Click any of the links in the Left pane to access specific content. For example:
   - Clicking the English Content and Resources link displays the ENGLISH CONTENT AND RESOURCES page, which provides access to User videos, quick reference cards, and other useful information.
   - Clicking the Implementation link displays the IMPLEMENTATION page, which provides access to Marc Records and much more.
# Customer Support Contact Information

**FAQs / Global Support Center URL (English):**
https://service.elsevier.com/app/home/supporthub/ckstudent/

**Additional Support:**
- Email Webform: https://service.elsevier.com/app/contact/supporthub/ckstudent/
- Chat (English only): https://service.elsevier.com/app/chat/chat_launch/supporthub/ckstudent/
- Phone: https://service.elsevier.com/app/answers/detail/a_id/26032/supporthub/ckstudent/

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<td><strong>Americas (United States, Canada, Central America, and South America):</strong></td>
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| Phone: | North America (toll-free): +1 (866) 344-2088  
South America: +1 (314) 447-8070 | North America: Monday – Friday 24/5  
(Chat and Webform are 24/7)  
South America: Saturday 12 a.m. – 8 a.m. / Sunday 6 p.m. – 11:59 p.m. CST (Chat, Webform only 24/7) |
| **Europe, Middle East, and Africa:** | | |
| Phone: | UK: +44 (0) 1865843987  
Netherlands: +31 20 485-3767 | UK: Monday – Friday 24/5  
Netherlands: 9 am–6 pm GMT+1 |
| **Asia and Pacific:** | | |
| Phone: | Japan: +81 (3) 5561 5035  
Singapore: +65 6349 0222  
China: +86 1085 2087 65  
New Zealand: 0800 170166  
Australia: 1800 572 139 | Tokyo office: Monday – Friday, 9:30 a.m. – 5:30 p.m. JST  
(excluding national holidays)  
9 am–6 pm SST |
Managing Your User Profile

The User Profile allows you to personalize your ClinicalKey Student account information. The profile is available whenever you are logged in to ClinicalKey Student and can be edited by you during that time.

The following sections detail step-by-step instructions on how to manage your User Profile:

- **Edit User Profile Settings** – Allows you to edit your name, update your email address (institutional email is preferred), and change your password. You can also update credentials and contact information.
  
  **Note:** For OpenAthens users: Please refer to the “Reset Forgotten User Name or Password for OpenAthens users” section.

- **Change Product** – If you have access to multiple ClinicalKey Student products, you can change your product options here to access your other subscriptions.

### Edit User Profile Settings

1. Log in to the ClinicalKey Student application one of the following ways:
   - As detailed in the “Login to ClinicalKey Student” section.
   - As detailed in the “Login to ClinicalKey Student (OpenAthens)” section.

2. Click the **My Account** icon, located in the upper right corner of the screen.

3. Select **Settings** from the drop-down menu options. The **SETTINGS** page displays.

4. Modify the account information in the fields provided, as necessary.

   **Note:** The asterisk (*) indicates a required field.

5. Click **Submit** when done. A success confirmation message displays at the top of the page.

### Change Password

1. Log in to ClinicalKey Student one of the following ways:
   - As detailed in the “Login to ClinicalKey Student” section.
   - As detailed in the “Login to ClinicalKey Student for OpenAthens Users” section.

2. Click the **My Account** icon, located in the upper right corner of the screen.

3. Select **Settings** from the drop-down menu options. The **SETTINGS** page displays.

4. Click the **Change password** link. The **CHANGE PASSWORD** page displays.

5. Do the following:
   - Enter the current password in the **Current Password** field.
   - Enter the new password in the **New password** field.
   - Re-enter the new password in the **Confirm new password** field.

6. Click **Continue** when done. A success confirmation message displays at the top of the page.
<table>
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<th>Step</th>
<th>Description</th>
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</table>
| 1.   | Log in to ClinicalKey Student one of the following ways:  
    - As detailed in the “Login to ClinicalKey Student” section.  
    - As detailed in the “Login to ClinicalKey Student for OpenAthens Users” section. |
| 2.   | Click the **My Account** icon, located in the upper right corner of the screen. |
| 3.   | Select **Change Product** from the drop-down menu options. The **CHOOSE PRODUCT** page displays. |
| 4.   | Enable the radio button of the appropriate organization.  
    **Note:** Enable the **Remember this product** checkbox to set as the default for future visits. This is an optional setting. |
| 5.   | Click **Continue** when done. The **CHOOSE PRODUCT** window closes and the application refreshes. |
Using ClinicalKey Student

ClinicalKey Student provides access to trusted content from a wide-range of medical resources and study tools designed for academic improvement. It allows users to quickly search and browse through core medical texts, videos and images, save content, create presentations and build educational resources using intuitive study tools.

This section provides step-by-step instructions on how to do the following:

- How to Search for Content or Find Resources
- How to Use the Bookshelf Application on a Desktop or Mobile Device
- How to Create and Manage Presentations

How to Search for Content or Find Resources

You can access ClinicalKey Student content by using either the Search bar or the Find Resources menu options. The Search Bar allows you to enter full or partial terms to easily search for content. In addition, several filters are available to help narrow your search. The Find Resources menu is a more defined search method utilizing several filter options. Using this menu gives you the opportunity to search exclusively for books, videos, or images. Additional filter options allow you to further customize and narrow your search or browse results.

This section provides step-by-step instructions on doing the following:

- How to Search for Content
- How to Find Resources

### How to Search for Content

1. **Access the ClinicalKey Student Search Bar from the HOME page.**
2. **Select a content type** from the ALL TYPES drop-down menu options to limit your search to either books, images or videos.
3. **Enter a full or partial search term in the Search field.**
   - **Note:** As you type, ClinicalKey Student uses “smart search” functionality to automatically display suggestions including book titles.
4. **Begin your search one of the following ways:**
   - **Click the magnifying glass or hit <Enter>.**
   - **Click a link** from the Suggestions drop-down options. The **SEARCH RESULTS** page displays with the following sections:
     - **Filter Results** on the left allows you to customize and narrow search results.
     - **Results List** in the middle. Use the drop-down to select the number of **Items per page** shown; 20, 50, or 100.
     - **Display option** on the right allows you to determine how results are shown for images and videos:
       - List
       - Grid
     - **Note:** Multiple results from the same book are grouped beneath that book on the SEARCH RESULTS page.
5. **Locate the desired content item using any combination of the following:**
   - **Enable checkboxes in the FILTER RESULTS section to narrow search results.**
How to Search for Content

- **Note:** Results are filtered by Content Type (such as images or books), and Specialties.
- Use the scroll bars to navigate through the Results list.
- **6.** Click the **title** link of the desired item to view its full content.
- **Note:** Selecting a book title will display the book and any associated images and videos in the search results. A search on a medical condition will display a summary for that condition where one is available.
- **7.** Click the **Next** link or buttons at the bottom of the page to view additional results pages.

How to Find Resources

1. Click the **Find Resources** link located at the top of the screen.
2. Select the desired **Find Resources** content type option.
   - Books (default)
   - Images
   - Videos

The **Find Resources Results** page displays for the selected content type.

3. Locate the desired content item using any combination of the following:
   - Select **Content Type** and/or **Specialty**.
   - For books: Enter a full or partial title in the **Filter List by Title** field.
     - **Note:** As you type, ClinicalKey Student uses “smart search” functionality to automatically display suggestions including book titles.
   - Click an **alphabet letter** link located below filter options section to filter the list alphabetically.
   - Use the scroll bars to navigate through the list.

4. Click the **title** link of the desired item to view its full content.
How to Use the Bookshelf on a Desktop and/or Mobile Device

When logged in, ClinicalKey Student Bookshelf allows you to add books to your Bookshelf. There are multiple ways to access your Bookshelf: Bookshelf Desktop Offline Reader (aka the Desktop app), Bookshelf mobile app, and Bookshelf web app (bookshelf in the platform/browser). Refer to Appendix B for a feature comparison between the multiple access options.

Note: The Bookshelf can be accessed by up to 2 computers and 2 mobile/tablet devices at any given time.

Within the Bookshelf, you can:

- Highlight text,
- Create reading assignments,
- Create and share notes,
- Create flashcards, and much more.

By adding books to the bookshelf, you can also access them offline via the ClinicalKey Student Bookshelf mobile app and/or the Desktop Offline Reader app (for Windows or Mac) and use the range of bookshelf tools to support your learning.

This section provides step-by-step instructions on doing the following:

- How to Download and Install the Bookshelf App
- How to Use the Bookshelf
  - How to Manage Highlights
  - How to Manage Notes
  - How to Manage Flashcards
  - How to Create Reading Assignments
  - How to Use Review Mode
  - How to Export to OneNote
  - How to Use Figures
  - How to Remove Books from the Bookshelf

---

1. Download the Offline Reader App one of the following ways:
   - Search for ClinicalKey Student Bookshelf Desktop Offline Reader in the Google Play or App store.
     i. Select the appropriate URL:
        o Windows 10: ms-windows-store://pdp/?productid=pPN5PXKX5Lj7
        o Mac: https://downloads.vitalbook.com/vsti/bookshelf/7.5.1/MAC/Elsevier/Elsevier_eBooks.zip
     ii. Search for “ClinicalKey Student Bookshelf” and follow the steps indicated to complete the download and install process.
     iii. Open the ClinicalKey Student Bookshelf Desktop Offline Reader.
   - Use the App icon in the upper right corner of the Bookshelf screen.
     i. Click the App icon.
     ii. Click the [Download] button. A new tab opens to the appropriate web browser for your system.
Install ClinicalKey Student Bookshelf Desktop Offline Reader

iii. Click the Download link associated with your system. Follow the steps indicated to complete the download and install process.

iv. Open the ClinicalKey Student Bookshelf Desktop Offline Reader.

Download and Install ClinicalKey Student Bookshelf Mobile App

Note: Ensure you are on your institution’s IP network before logging into the Bookshelf app the first time.

1. Open the App Store on your mobile device.

Note: ClinicalKey Student users in China with an Android, refer to the VitalSource link provided.

2. Search for “ClinicalKey Student Bookshelf” and follow the steps indicated by the device to install.

3. Open the ClinicalKey Student Bookshelf App.

Note: Ensure you are on your institution’s IP network before logging into the Bookshelf app the first time. If issued a Registration ID and Password, first redeem the Registration ID before proceeding. See the “How to Redeem a Registration ID” section for instructions.

4. Enter your ClinicalKey Student Username and Password in the fields provided.

5. Click [Login] to start using the Bookshelf App.

Note: You can now log in to the Bookshelf app using the credentials remotely from anywhere.

How to Use the Bookshelf

Note: You must be logged in to ClinicalKey Student to use this feature and have books already saved to your Bookshelf.

1. Log in to ClinicalKey Student.

2. Search or find a book title.

3. Click the book to open by navigating to a chapter.

4. Click the Launch Bookshelf link, located beneath the book title on the right. The Bookshelf opens displaying the selected book.

   Note: If using the Bookshelf mobile app, the Bookshelf opens displaying the BOOKSHELF HOME screen with your selected book shown under My Books. Select a book and proceed to next step.

5. Do one of the following:

   • Home – displays the Bookshelf library.
   • Table of Contents – this icon displays the table of contents.
   • Search – displays a search bar and results field.
   • Notebook – displays any notes or highlighted text you have made.
   • Figures – displays any images, charts, or other visuals found in the book.
   • Flashcards – displays card decks you have created from book content.
How to Use the Bookshelf

- **Settings** – links to Support and Bookshelf Apps.
- **Page counter** – displays current page number. Go to specific page by entering a page number and hit <Enter>.
- **Bookmark** – click to add bookmark to current location. Click UP arrow to view bookmarks.
- **Book Slider** – allows you to scroll through book quickly.
- **Zoom** – allows you to adjust font size and/or page size.
- **Fast Highlighter** – adds highlight to indicated text. Disable by clicking icon again.
- **Citation** – displays a citation window for you to copy the citation to be used elsewhere. Citations can be copied in three formats; MLA, APA, Harvard.
- **Copy URL** – copies the page URL to either; embed links to specific reading material, share the URL with others, or save in your notes to jump back to later.

How to Manage Highlights

**How to Highlight Content**

1. Navigate to desired section, text or image.
2. Select desired content.
3. Highlight content one of two ways:
   - Select the desired highlight color.
   - Enable the icon to quickly highlight text.
4. Select whether the highlight is private or public/shareable.
5. Name or label the highlighted area to refer it to a specific subject. This is optional.
6. Repeat steps 1-4 to highlight additional content.
7. Click the ClinicalKey Student tab on your browser window to return to the ClinicalKey Student home page.
### How to Use the Bookshelf

#### How to Delete a Highlight

1. Delete a highlight by doing one of the following:
   - Select highlighted content directly in book:
     i. Click highlighted content.
     ii. Click the \(^{x}\) icon over the highlight color.
   - Use the *Notebook* menu option:
     i. Click the \(\hat{H}\) icon.
     ii. Navigate to desired highlight.
     iii. Click the ... to open the options menu.
     iv. Select the *Delete Highlight* option.

2. Click the *ClinicalKey Student* tab on your browser window to return to the *CLINICALKEY STUDENT* home page.

### How to Manage Notes

Students can connect with study partners in their school, to expand their knowledge by; sharing notes, supporting peer-to-peer, group study and case-based learning. Faculty can select and annotate core content to supplement their lectures and share directly with students.

**Note:** Users can only share notes and highlights with other users that have access to the same titles and edition.

#### How to Create a Note

1. Navigate to desired section or image.
2. Select desired text or image.
3. Add a note one of the following ways:
   - Select content directly in book:
     i. Select content.
     ii. Enter text in the *Add Note* field provided.
     
     **Note:** Text will be automatically highlighted.
   - Use the *Notebook* menu option:
     
     **Note:** This method only applies if text is highlighted.
     i. Click the \(\hat{H}\) icon.
     ii. Click the *Add Note* link of the desired text.
     iii. Enter text in the *Add Note* field provided.

4. Repeat steps 1-3 to add more notes.
5. Click the *ClinicalKey Student* tab on your browser window to return to the *CLINICALKEY STUDENT* home page.
How to Use the Bookshelf

How to Share or Follow a Note

Note: Sharing can only be accessed from Bookshelf Online. Once followers have been established you can view them across all Bookshelf applications.

1. Open Bookshelf.

2. Click the Tools icon.

3. Select the Sharing link. The Sharing pop-up window opens.

4. Do one of the following:
   - To add Followers:
     i. Click the My Followers section.
     ii. Click the [Copy] button to copy the custom link provided.
     iii. Email link to desired person(s).

   Note: The person you are adding must have a ClinicalKeyStudent account.

   - To Follow someone:
     i. Click the link shown in your email. Your ClinicalKey Student Bookshelf app will launch and display a confirmation message stating you are now successfully following that person.
     ii. Click the icon.
     iii. Select the Sharing link. The following occurs:
        • The Sharing pop-up window opens.
        • The I'm Following section displays the names of everyone you are following.

   Note: To unfollow a user, click the Unfollow link next to their name.

5. Click the ClinicalKey Student tab on your browser window to return to the CLINICALKEY STUDENT home page.

How to View Notes and/or Highlights

1. Click the icon.

2. Click the Sort icon. The Sort menu drop-down displays.

3. Select which Notes to view under Created By.
   - All: displays all notes created by you and those you are following. User notes are labeled by the user’s initials
   - Me: displays only the notes created by you.
   - Others: displays only the notes of those you are following. User notes are labeled by the user’s initials.

4. Select what to view under View.
   - Highlights & Notes: displays all highlights and notes made in the book.
   - Notes: displays only notes made in the book.
   - Highlights: displays only highlights made in the book.

Note: Options selected under Created By and View directly affect the Notebook panel. For example, if you select Me under Created By and select Highlight under View, the Notebook panel only displays highlights you have made in the book.

5. Click the ClinicalKey Student tab on your browser window to return to the CLINICALKEY STUDENT home page.
How to Use the Bookshelf

**How to Delete a Note**

1. Delete a note by doing one of the following:
   - Select highlighted content directly in book:
     i. Click highlighted content.
     ii. Click the ✗ icon over the highlight color.
   - Use the Notebook menu option:
     i. Click the Notebook icon.
     ii. Navigate to desired note.
     iii. Click the ... to open the options menu.
     iv. Select the Delete Note option.

2. Click the ClinicalKey Student tab on your browser window to return to the ClinicalKey Student home page.

**How to Create a Flashcard Deck**

**Note:** Flashcards can ONLY be created in Bookshelf Online.

1. Create a new deck from the Flashcards menu:
   i. Click the + icon.
   ii. Click the + icon.
   iii. Enter the desired name of the card deck.
   iv. Click the Save button or <Enter>.

2. Create directly from book content:
   i. Select desired text or add your own text.
   ii. Click the Create Flashcard link from the pop-up window.
   iii. Click + icon.
   iv. Enter name for Deck in field provided.
   v. Click Save button.

3. Click the ClinicalKey Student tab on your browser window to return to the ClinicalKey Student home page.

**Add Flashcards to an Existing Card Deck**

1. Click the + icon.
2. Select the desired Deck to add cards.
3. Click the Add Cards link.
4. Enter text in the Front of card field provided.
### How to Use the Bookshelf

1. Enter text in the Back of card field provided.
2. Click the [Save] button.
3. Click the icon to add additional cards and follow steps 3-6 until done.
4. Click the ClinicalKey Student tab on your browser window to return to the CLINICAL KEY STUDENT home page.

### How to Review Flashcards or Test Your Knowledge

1. Click the icon.
2. Click the icon to play the flashcards and test your knowledge.
3. As each card is displayed, click the appropriate answer [I Don’t know it] or [I Know it].
4. Click the icon to flip the card over and view the back.
5. Click the Left or Right arrows to move to another card.
6. Do one of the following when done:
   - Click the icon to shuffle the card deck.
   - Click the icon to restart the card deck.
   - Click icon to close the card deck.
7. Click the ClinicalKey Student tab on your browser window to return to the CLINICAL KEY STUDENT home page.

### How to Edit or Delete a Flashcard Deck

1. Click the icon.
2. Select the desired Card Deck or Flashcard to either:
   - Edit:
     i. Hover over the Deck or individual flashcard to be edited.
     ii. Click the icon.
     iii. Make necessary changes and click [Save] when done.
   - Delete:
     i. Hover over the Deck or individual flashcard to be edited.
     ii. Click the icon. The selected item is removed.

   **Note:** If deleting a Card Deck, a confirmation pop-up displays. Click the [Delete] button to remove the deck.
3. Click the ClinicalKey Student tab on your browser window to return to the CLINICAL KEY STUDENT home page.
How to Use the Bookshelf

How to Create Reading Assignments

1. Click the icon. The Library home screen displays.

2. Click the Tools menu icon.

3. Select Create Assignments from the menu options. The Assignment Creator screen displays.

4. Click the [Get Started] button.

5. Select the book from your library to be assigned.

6. Enter the Assignment Name in the field provided.

7. Add readings to the assignment using the following tools:

   - **Contents**: Click the icon to open the Contents Selection.
     i. Click the down arrow to select a Chapter or Section from the drop-down menu provided.
     ii. Enter a Reading Name in the field provided if desired.
     iii. Click [Save]. The Readings assignment(s) display at the bottom of the Assignment section.

   - **Easy TOC**: Click the icon to open the Table of Contents.
     i. Enable the radio buttons of corresponding chapters.
     ii. Click [Create Readings] button when done. The Assignment Creator screen displays.

   - **Start-End**: Click the icon to open the Start-End section.
     i. Click the [Start Pin] button to indicate the Reading start point.
     ii. Drag pen icon to desired start point and click the mouse to drop the pin.
     iii. Click the [End Pin] button to indicate the Reading end point.
     iv. Drag the pin to the end of the desired selection and click the mouse to drop the pin.
     v. Enter a name (optional) for the reading in the Reading Name field provided.
     vi. Repeat steps i-v to add additional pins.
     vii. Click [Save] when done.

   - **Page Range**: Click the icon to open the Page Range section.
     i. Enter a page number in the Page Start field to indicate the start of the reading assignment.
     ii. Enter a page number in the Page End field to indicate the end of the reading assignment.
     iii. Click [Save] when done.

8. Click [Done]. The Assignment successfully created page displays.
How to Use the Bookshelf

9. Select one of the following options to proceed:
   • Click the [Copy Link] button to copy the assignment link to send to your students.
   • Click the [Preview] button to preview the assignment.
   • Click the [Edit] button to edit the assignment.
   • Click the Go to All Assignments link to return to the Assignment Creator page.
10. Click the ClinicalKey Student tab on your browser window to return to the ClinicalKey Student home page.

How to Use Review Mode

2. Click the icon. The NOTES pane displays.
3. Click the Review Mode link. The Customize Your Review pop-up window displays.
4. Click the More Options link to do either of the following:
   • Review highlights with notes only: Use the toggle switch to turn On or Off.
   • Random Order: Use the toggle switch to turn the order On or Off.
   • Highlighters: Enable the checkboxes of the highlighters to be reviewed.
5. Click [Apply] when done to set the options. The More Options pop-up window closes.
6. Click the [Start Review] button to start your review of the notes created. The REVIEW screen displays with highlighted content on left and highlight details on right.
7. Click Next or Previous to move between highlighted sections.
8. Upon completion, click one of the following:
   • The [Review Again] button to go through the highlights again.
   • The [New Review] button to create a new review session.
   • The [Exit Review Mode] button return to the book.
9. Click the ClinicalKey Student tab on your browser window to return to the ClinicalKey Student home page.

How to Use Figures

2. Click the icon. The FIGURES pane will display all available figures in the book.
3. Select the desired Chapter.
4. Locate a Figure and click the image to open.
5. Do either of the following:
   • Zoom: Click corresponding icon to zoom in or out on the figure.
   • Skip to next: Click the corresponding to move back and forth one image at a time (within the chapter).
6. Click the back arrow to return to the Chapter list.
7. Repeat steps 3-5 to view additional figures.
### How to Use the Bookshelf

8. Click the ClinicalKey Student tab on your browser window to return to the CLINICALKEY STUDENT home page.

### How to Export to OneNote

2. Click the icon. The NOTES pane displays.
3. Click the OneNote icon. The ONENOTE application opens.
4. Sign in to your OneNote account and allow access to your info.
   - **Note:** Create a OneNote Notebook account, if you do not already have one.
5. Enable the checkbox(es) of the desired content to export.
6. Click the [Preview] button when done.
7. Do the following:
   - Review content in Preview.
   - Select the preferred notebook to export content.
   - Add additional content or change content by clicking [Options] to return to selection page.
8. Click [Send] when done. The export is complete, and the content is now located in your OneNote.
9. Click the ClinicalKey Student tab on your browser window to return to the CLINICALKEY STUDENT home page.

### How to Remove Books from the Bookshelf (Mobile app Only)

- **Note:** This action ONLY un-downloads books from your device. The book cover remains displayed under My Library and can be downloaded again at any time.
2. Select the View all titles link. This displays all the books that have been added to your Bookshelf.
3. Do one of the following:
   - View one book at a time:
     i. Select the ... icon under the desired book title. The Book information opens.
     ii. Scroll down to bottom of screen.
     iii. Select the Remove from Device link.
   - View multiple books at a time:
     i. Select the icon in upper right corner of screen. All downloaded books will have a checkmark indicator next to them.
     ii. Swipe left on the title of the book to be removed. Additional options are displayed.
     iii. Select the red icon. The Remove Device pop-up window displays.
     iv. Select Remove.
4. Click the ClinicalKey Student tab on your browser window to return to the CLINICALKEY STUDENT home page.
How to Create and Manage Presentations

Presentations allows you to curate a selection of images from key medical texts and export them to Powerpoint fully cited. There are multiple ways to create, view and update presentations. This section provides step-by-step instructions on doing the following:

- **How to Create Presentations**
  - Create New Presentation from the Presentation Menu
  - Create New Presentation from the Image screen

- **How to Manage Presentations**
  - Add Images to an Existing Presentation
  - View a Presentation
  - Rename a Presentation
  - Download a Presentation
  - Delete a Presentation

---

**How to Create Presentations**

⚠️ **Note:** You must be logged in to ClinicalKey Student to use this feature.

**Create a Presentation from the Presentation Menu**

1. Select the **PRESENTATIONS** menu. The **PRESENTATION** screen displays.
2. Click the **Create Presentation** button. The **CREATE NEW PRESENTATION** pop-up window displays.
3. Enter the **Presentation name** in the field provided.
4. Click the **Create** button when done. The **PRESENTATIONS** screen refreshes with the new presentation ready for images to be added.

**Create a New or Add to Existing Presentation from the Image Screen**

1. Select the **BROWSE RESOURCES** menu.
2. Select **Images** menu option.
3. Select the desired image or use the **Filter Results** to narrow your search.
4. Click the image to be added to a Presentation by doing one of the following:
   - **Add an Image to a New Presentation:**
     i. Click the **Add to Presentation** icon below the image description.
     ii. Click the **Create New Presentation** icon.
     iii. Enter the **Presentation name** in the field provided.
     iv. Click the **Save** icon when done. The screen refreshes with the Presentation name listed.
     v. Click the **Add** button to add the image to the new presentation. Confirmation message displays.
   - **Add an Image to an Existing Presentation:**
     i. Click the **Add to Presentation** icon below the image description.
     ii. Select the Presentation from the **ADD TO PRESENTATION** drop-down menu.
     iii. Click the **Add** button. The screen refreshes and confirmation message displays.
How to Manage Presentations

**Note:** You must be logged in to ClinicalKey Student to use this feature.

**View or Download a Presentation**

1. View a Presentation from the **PRESENTATIONS** Menu;
   i. Select the **Presentations** menu. The **PRESENTATIONS** screen displays.
   ii. Select the desired presentation from the **Select Presentation** drop-down menu.
   iii. Select the **Download** icon. The **PRESENTATION DOWNLOADED** confirmation pop-up window displays.
      **Note:** An additional pop-up window will opens asking whether you want to Save the file or open it to view.
   iv. Click **[OK]** to acknowledge the download. The confirmation window closes, and the **PRESENTATIONS** screen redisplay.
   v. Locate the presentation on your local system or wherever you saved the file.

2. The **PRESENTATIONS** screen opens with the updated Presentation open.

3. Follow the steps outlined in the “Download a Presentation” section to view the selected presentation.

**Rename a Presentation**

1. Select the **Presentations** menu. The **PRESENTATIONS** screen displays.

2. Open the Presentation to rename and select the **Rename** icon. The **RENAME PRESENTATION** pop-up window displays.

3. Enter the new **Presentation name** in the field provided.

4. Click the **[Rename]** button when done. The **PRESENTATIONS** screen refreshes with the new Presentation name displayed.

**Delete a Presentation**

1. Select the **Presentations** menu. The **PRESENTATIONS** screen displays.

2. Select the presentation to be deleted from the **Selected Presentation** drop-down menu.

3. Select the **Delete** icon. The **DELETE PRESENTATION** confirmation pop-up window displays.

4. Click the **[Delete]** button. The **PRESENTATIONS** screen refreshes.
Appendix A

Elsevier Products with Shared Sign-on Capabilities

The following list of Elsevier products all share Elsevier credentials with ClinicalKey Student. If you have one of the following products, those credentials allow you access to ClinicalKey Student Products purchased by your institution.

<table>
<thead>
<tr>
<th>A</th>
<th>Admin Tool</th>
<th>Amirsys</th>
<th>Aries – Editorial Manager</th>
<th>Author Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Services Platform (Webshop)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>BePress Digital Commons</td>
<td>BePress Expert Gallery</td>
<td>Browser Extension</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Chemical Materials Selection (CheMSel)</td>
<td>ClinicalKey</td>
<td>ClinicalKey Nursing</td>
<td>ClinicalKey – Patient Engagement</td>
</tr>
<tr>
<td></td>
<td>ClinicalKey Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Elsa</td>
<td>Elsevier APIs and Developer Portal</td>
<td>Elsevier eCommerce</td>
<td>Elsevier Editorial System (EES)</td>
</tr>
<tr>
<td></td>
<td>Engineering Village</td>
<td>Enhanced Reader</td>
<td>EVISE</td>
<td>Expert Lookup</td>
</tr>
<tr>
<td>F</td>
<td>Funder Console</td>
<td>Funding Institutional</td>
<td></td>
<td></td>
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<tr>
<td>G</td>
<td>Geofacets</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>H</td>
<td>Hivebench</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Institutional Console</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Literatum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Mendeley</td>
<td>Mendeley Data</td>
<td>Mendeley Institutional Edition (MIE)</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Oracle Service Cloud</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pathway Studio</td>
<td>PharmaPendium</td>
<td>Pure</td>
<td></td>
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<tr>
<td>R</td>
<td>REaxys</td>
<td>Researcher Academy</td>
<td>Researcher Console</td>
<td></td>
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<td>S</td>
<td>ScienceDirect</td>
<td>ScienceDirect – eCommerce Checkout</td>
<td>SciVal</td>
<td>Scopus</td>
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<tr>
<td></td>
<td>Sobotta</td>
<td>Social Science Research Network (SSRN)</td>
<td>Stay Up To Date</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>User Privacy C</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Appendix B

## Bookshelf Feature Matrix

The following matrix outlines the bookshelf features available for each access point of the bookshelf app.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Desktop Offline Readers</th>
<th>Mobile Apps</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mac App 8.x</td>
<td>Windows 7, 6</td>
<td>Windows 8.x</td>
</tr>
<tr>
<td>Operating System Support</td>
<td>MacOS 10.10+</td>
<td>Windows 7, 8, 8.1, 10</td>
<td>Requires Windows 10 &amp; access to Microsoft Store</td>
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</table>

### Account Functions

<table>
<thead>
<tr>
<th>Vital Source Support / How-to Guide</th>
<th>i</th>
<th>i</th>
<th>i</th>
<th>✔</th>
<th>✔</th>
<th>✔</th>
<th>✔</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Management</td>
<td>i</td>
<td>i</td>
<td>i</td>
<td>i</td>
<td>i</td>
<td>i</td>
<td>✔</td>
</tr>
<tr>
<td>Manage Device Authorization</td>
<td>i</td>
<td>i</td>
<td>i</td>
<td>i</td>
<td>i</td>
<td>i</td>
<td>i</td>
</tr>
<tr>
<td>Redeem a Code</td>
<td>i</td>
<td>i</td>
<td>i</td>
<td>✗</td>
<td>i</td>
<td>✔</td>
<td>i</td>
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<td>Subscriptions</td>
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<td>✗</td>
<td>✔</td>
<td>✔</td>
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### Overall Functionality

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<th>✔</th>
<th>✔</th>
<th>✔</th>
<th>✔</th>
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<tbody>
<tr>
<td>Accessibility (508-conformance)</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
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<td>37 languages</td>
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<td>✔</td>
<td>✔</td>
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<td>Collections</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

### Inside the Book

| Navigate Table of Contents | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |

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Revised 6/12/19
<table>
<thead>
<tr>
<th>Feature</th>
<th>Desktop Offline Readers</th>
<th>Mobile Apps</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notebook and Figures Tab</td>
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<td>✓</td>
<td>✓</td>
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<tr>
<td>&quot;Go to Page&quot; functionality</td>
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<td>✓</td>
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<tr>
<td>Print book content</td>
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<td>✗</td>
<td>✗</td>
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<tr>
<td>Generate citations for APA/MLA bibliographic format</td>
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<td>✓</td>
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<tr>
<td>Generate citations for Harvard format</td>
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<td>Ability to change font size</td>
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<td>Remember last page read</td>
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<td>Multi-tasking/split-screen support</td>
<td>✓</td>
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<td>Flashcards (consumption)</td>
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<td>Flashcards (creation)</td>
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<td>✗</td>
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<tr>
<td>Labs (NOT ENABLED FOR Elsevier)</td>
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<td>✗</td>
<td>✗</td>
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<tr>
<td>Review Mode</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
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<tr>
<td>Access codes &amp; eResources</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
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<tr>
<td>Search Functionality</td>
<td>Desktop Offline Readers</td>
<td>Mobile Apps</td>
<td>Web</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------------------</td>
<td>-------------</td>
<td>-----</td>
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<tr>
<td>Library Search (title, author, ISBN)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Content Search (downloaded books only)</td>
<td>✔️</td>
<td>✖️</td>
<td>✔️</td>
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</table>

<table>
<thead>
<tr>
<th>Annotations</th>
<th>Desktop Offline Readers</th>
<th>Mobile Apps</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage highlighters (create, edit, delete)</td>
<td>✴️</td>
<td>✖️</td>
<td>✔️</td>
</tr>
<tr>
<td>Sync Notes &amp; Highlights</td>
<td>✴️</td>
<td>✖️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add/edit/delete highlights/notes</td>
<td>✴️</td>
<td>✖️</td>
<td>✔️</td>
</tr>
<tr>
<td>&quot;Fast highlight&quot;</td>
<td>✖️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Copy/paste highlights</td>
<td>✴️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Bookmarks</td>
<td>✴️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Print notes and highlights</td>
<td>✖️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

- ✔️ = available
- ✴️ = available with internet connection
- ✖️ = to come in a scheduled future release
- ✎️ = no support