



Texidium Online






This Cheat Sheet is for users of Texidium's online eReader.

The specific tasks described in this Cheat Sheet are grouped based on which of the following more general tasks they relate to.

- **Organizing your Library**
- **Managing Your Account**
- **Reading a Book**
- **Getting Texidium Apps**
- **Using Notes and Bookmarks**

ORGANIZING YOUR LIBRARY


The following table describes how to sort and filter your eText library from your home page in Texidium Online.










View as tiles	
View as list	
See more information	
Delete a book	eTexts cannot be deleted through Texidium Online once downloaded. They remain tied to your account and accessible through Texidium Online. Books can only be deleted from Texidium eReader apps.
Sort and filter library	<input type="text" value="All Collections"/>  OR <input type="text" value="Recent"/> 




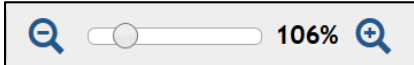



READING A BOOK

The following table lists basic tasks performed while reading an eText in Texidium Online.

Note: Some features listed in this section are only available when reading eTexts of a certain file type (EPUB or PDF). The applicable format is identified when this is the case. Click the  icon on an eText in your Library to determine its file type.





Turn the page	In scrolling view (default): Scroll up/down In side-scrolling view: Swipe left/right
Move forward/back one chapter	 or 
Move forward/back through navigation history	 or 
View your navigation history	
Access the table of contents	
Search book	
Print	eTexts cannot be printed through Texidium Online or the Texidium mobile apps. eTexts can only be printed using the Texidium desktop apps for Windows and Mac.
Copy text	<ol style="list-style-type: none">1. Click and drag your cursor across the text you wish to copy.2. Click: Copy.3. Use your device's Copy command to copy the text in the pop-up window to your clipboard.
Change navigation style	 OR  + Choose layout



Change text size (EPUB eTexts)	 + Increase or decrease size
Zoom in/out (PDF eTexts)	
Full screen (PDF eTexts)	
Fit content to screen width (PDF eTexts)	
Fit whole page on screen (PDF eTexts)	

USING NOTES AND BOOKMARKS

The following table describes how to use notes, bookmarks and highlighting to get the most out of your study sessions with Texidium.

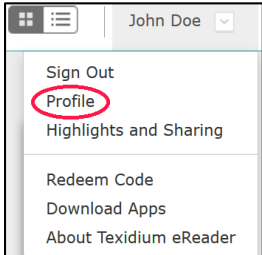
Bookmark the current page	
Browse bookmarks	
Show, hide or filter highlights	
Place note	<ol style="list-style-type: none">1. Click and drag your cursor across the text to which your note applies.2. Select a category from the dropdown list.3. Click Add Note.4. Type your note in the text field.5. Click Done.
Browse notes	




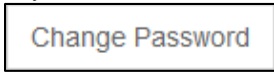

Customize highlight categories	<ol style="list-style-type: none">1. In the Options menu, click Highlights and Sharing.2. Click the arrow beside a category name, and then click Edit.3. Change the category name or colour as desired.4. Click Save.
Add a highlight category	<ol style="list-style-type: none">1. In the Options menu, click Highlights and Sharing.2. Click Add Category.3. Give your category a name and assign it a colour.4. Click Save.
Share a highlight category	<ol style="list-style-type: none">1. In the Options menu, click Highlights and Sharing.2. Click the arrow beside a category name, and then click Share.3. Distribute the subscription code as needed. Other users can then use the code to subscribe to your shared notes/highlights.
Subscribing to a shared highlight category	<ol style="list-style-type: none">1. In the Options menu, click Highlights and Sharing.2. Click Add Subscription.3. Enter the subscription code the sharer gave you.4. Click Subscribe.

MANAGING YOUR ACCOUNT

The following table describes tasks involved in managing your Texidium account and profile settings.

View your Profile	
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Change your email address	In your Profile: 
Change your password	In your Profile: 
Remove a synced device	In your Profile: Under “Devices,” click  next to the device you wish to remove.

GETTING TEXIDIUM APPS

The following table describes how to download Texidium apps.

Download Texidium desktop apps (Available for Windows and Mac)	Go to https://reader.texidium.com/dist/#/apps , and click the Download button next to the app you wish to download.
Download Texidium mobile apps (Available for iOS and Android)	For iOS: Search for “Texidium” on the App Store. For Android: Search for “Texidium” on Google Play.