



# Texidium Online




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

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	
View book 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 apps.
Sort and filter library	 All Collections ▾ OR  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	<b>In scrolling view (default):</b> Scroll up/down <b>In side-scrolling view:</b> Swipe left/right
Move forward/back one chapter	> or <
Jump to page	
View your navigation history	
Access the table of contents	
Search book	
Print	 <b>Note:</b> Some books do not allow printing through the online Reader. To print from an eText, download the Texidium app for Windows or Mac at: <a href="https://reader.texidium.com/dist/#/apps">https://reader.texidium.com/dist/#/apps</a> .
Copy text	<ol style="list-style-type: none"><li>1. Click and drag your cursor across the text you wish to copy.</li><li>2. Click .</li><li>3. Use your device's Copy command to copy the text in the pop-up window to your clipboard.</li></ol>



Change navigation style (Page-flip / Scroll)	 + Select navigation style
Change text size or zoom in/out (EPUB eTexts)	 +  or 

## 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	 +  + Toggle category visibility on/off
Highlight text / Add note	<ol style="list-style-type: none"><li>1. Click and drag your cursor across the text to which your note applies.</li><li>2. Select a highlight/note category from the dropdown list.</li><li>3. Click  to highlight the text</li><li>4. Click  to place a note.</li><li>5. Type your note in the text field that pops up.</li><li>6. Click <b>Done</b>.</li></ol>
Browse notes	
Customize highlight categories	<ol style="list-style-type: none"><li>1. In the Options menu, click <b>Highlights and Sharing</b>.</li><li>2. Click the arrow beside a category name, and then click <b>Edit</b>.</li><li>3. Change the category name or colour as desired.</li><li>4. Click <b>Save</b>.</li></ol>
Add a highlight category	<ol style="list-style-type: none"><li>1. In the Options menu, click <b>Highlights and Sharing</b>.</li></ol>



	<ol style="list-style-type: none"><li>2. Click <b>Add Category</b>.</li><li>3. Give your category a name and assign it a colour.</li><li>4. Click <b>Save</b>.</li></ol>
Share a highlight category	<ol style="list-style-type: none"><li>1. In the Options menu, click <b>Highlights and Sharing</b>.</li><li>2. Click the arrow beside a category name, and then click <b>Share</b>.</li><li>3. Distribute the subscription code that is generated to anyone with whom you wish to share the category. These users can then use that code to subscribe to your shared category as described below.</li></ol>
Subscribe to a shared highlight category	<ol style="list-style-type: none"><li>1. In the Options menu, click <b>Highlights and Sharing</b>.</li><li>2. Click <b>Add Subscription</b>.</li><li>3. Enter the subscription code the sharer gave you.</li><li>4. Click <b>Subscribe</b>.</li></ol>

## MANAGING YOUR ACCOUNT

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

View your Profile	
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.

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