

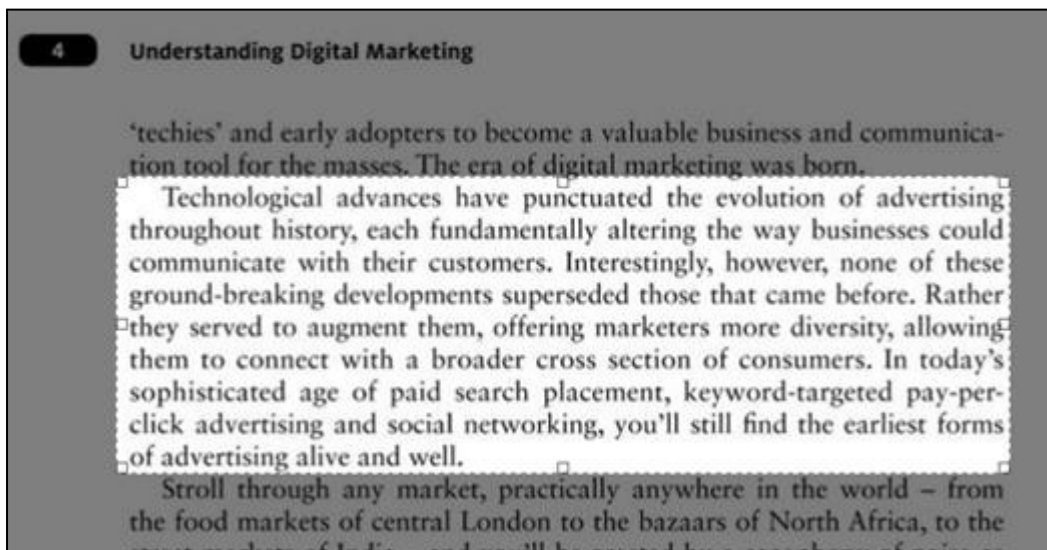
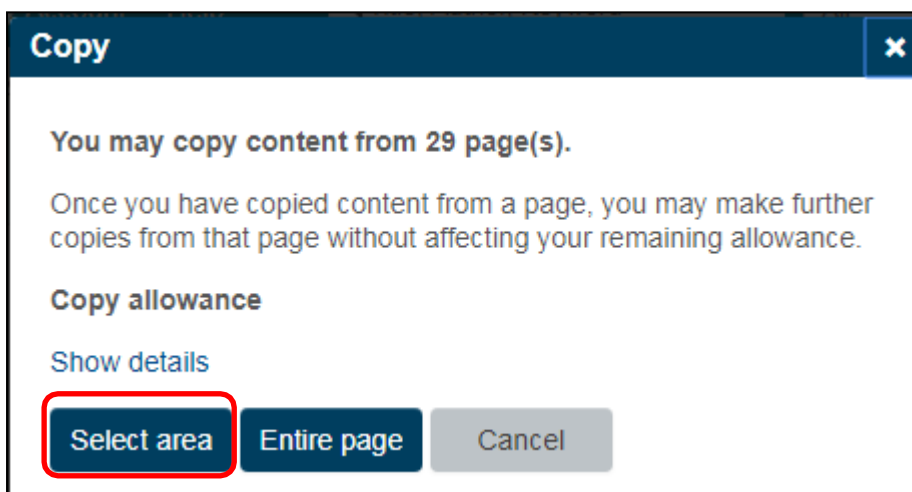
## Copy and Printing from ebooks

### Copy



### **How to copy a section of text from an eBook**

Simply click on **Copy** and then **Select area**. Using your mouse, click and drag the crosshair selector over the text you want to copy. Please note this function is not enabled on devices e.g. iPad.



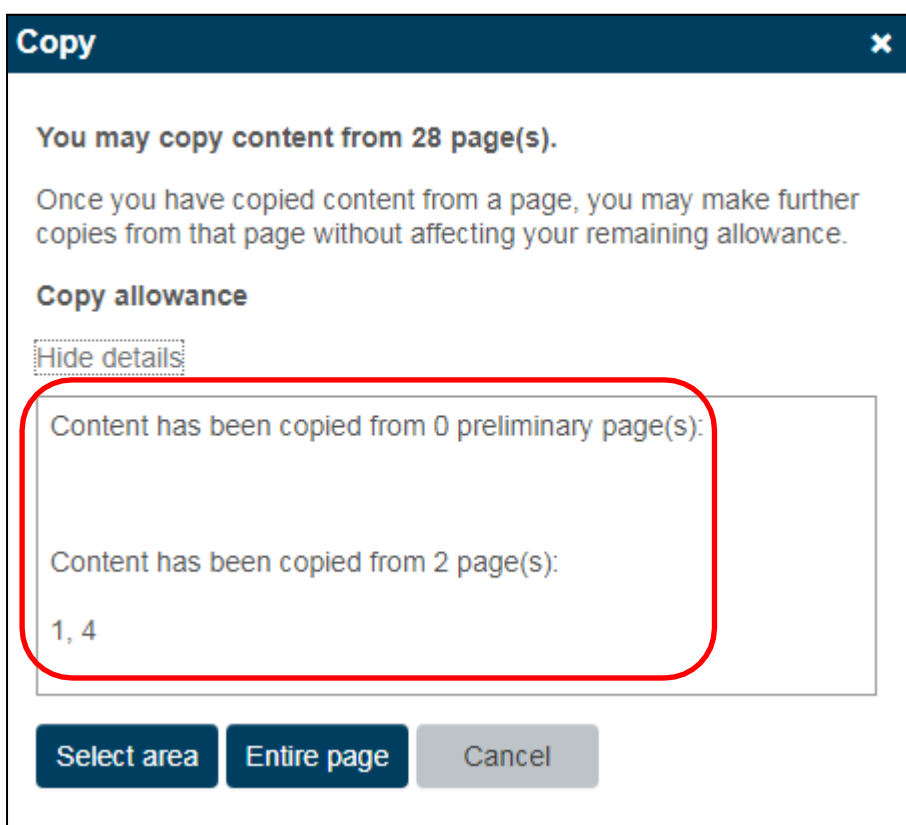
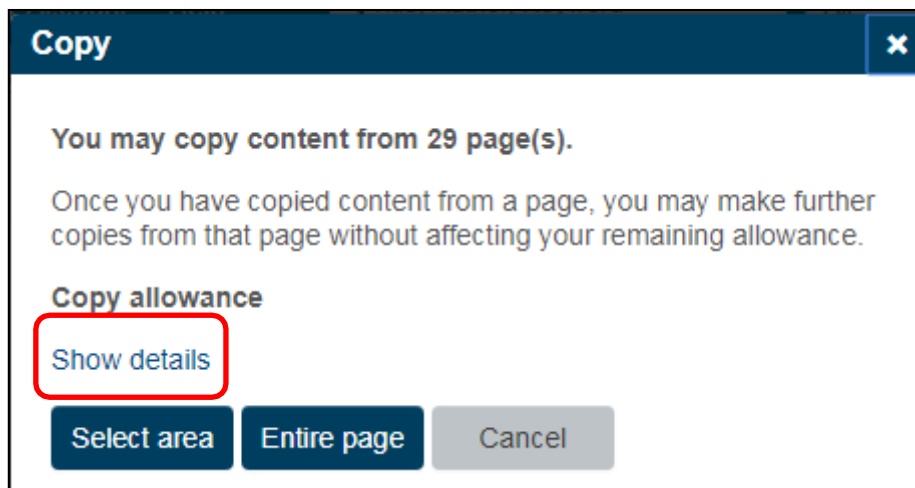
The text will then appear in a popup ready for you to copy and paste into your relevant document.

### **How to copy an entire page of an eBook?**

Simply click on Copy and then Entire page. This will bring up the copy popup box containing the text, which you can copy to the clipboard or copy directly out of the popup.

### Can I see a list of pages I have already copied?

When you click Copy and the popup appears, you can click on **Show details**, which will list all the pages you have previously copied from.



### Printing from an eBook

It is possible to print a single page or a range of consecutive pages.

**Print** ✕

Print current page


Pages: 4 to: 15

**You may print up to 30 page(s).**

Once you have printed a page, you may print that page again without affecting your remaining allowance.

**Print allowance**

[Show details](#)

[Preview](#) 

[Cancel](#)

Select “print current page” if you want to print the page you are on, or if you want to print a range of consecutive pages, insert the page numbers as demonstrated.

When you click Preview, you will be able to review the page/s you have selected to print are correct and proceed to print by clicking the Print button.

If you click Show details it will show you all the pages you have previously printed.