



Bookshelf® User Guide



IATA's Digital publications

are designed to run exclusively on the Bookshelf platform. The Bookshelf ecosystem is comprised of the Bookshelf family of eReader applications, and a backend named eVantage.

The Bookshelf applications are available online, on Android and iOS mobile devices as well as for Windows and MacOS desktops.

This document will guide you through the steps to:

- Creating a Bookshelf account online.
- Accessing a title in Bookshelf.
- Use the Bookshelf application.

Creating a Bookshelf Account Online

To access a title, you will need to create a Bookshelf account using the following steps:

> Open any web browser and visit: https://digitalpublications.iata.org/



Click on "Create an account".

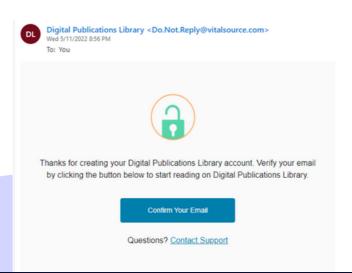
Complete all fields in the registration form.

First Name	Last Name
Email	
Confirm Email	



Read and agree to the Terms of Use, Privacy Policy and Cookie Policy and confirm your account by selecting Create.

An email will be sent to you to validate your account. Simply click the **"Confirm your email"** link.





Accessing a Title in Bookshelf

To access your purchased title, you will need to redeem the code provided to you in the purchase confirmation email you received. The code:

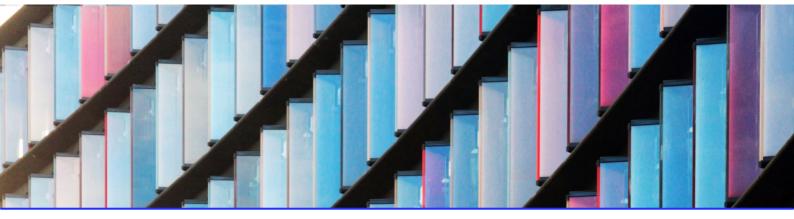
Is alphanumeric and 20 characters long.

 \checkmark

Can only be redeemed when you are logged into your Bookshelf account.

Can only be redeemed once.

Upon code redemption, the title will be accessible in your library.





Redeeming Your Code

Redeem your code using the following steps:

1	Sign into your account by visiting https://digitalpublications.iata.org/ entering your email and password, then click "Sign In"	Once you are logged into Bookshelf, click on " Redeem Codes " at the bottom right-hand side of the page
3	Enter your code and click " Redeem "	If you do not automatically see your publication in your library, click the Tools icon and select " Update Library "
	Redeem Code C3JGKY6D9HSK90H8JK98 Add multiple codes Selecting "Redeem" will add this book to your library. Cancel Redeem	Redeem Codes Update Library Sharing Highlighters

How to Navigate Bookshelf

Within the library tab below the publication title, you may see the following three icons:



View Details Icon

Click on the View Details icon

A pane will appear to the right of the page displaying details about the title:

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Deta	ils	Resources
Format: epub VBID: IDP-4006-0	1	
Copy URL		
https://digit 4006-01	alpublication	s.iata.org/books/IDP-
	Сор	у
Citation		
~ MLA		



Search Icon

Click on the Search icon to find something specific within the publication or to navigate to a specific section. A pane will appear to the right of the page. Enter any key word(s) in the free text field and press the Enter key on your keyboard.



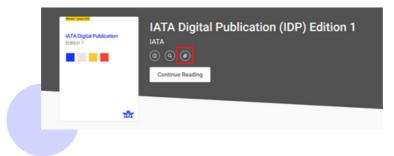
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Resources Icon

If your title includes resources, you will see a Resources icon below the publication title. Resources are only accessible when using Bookshelf online. All resources are downloadable, printable, and fillable. Files formats include PDF, Word, XML, CSV, Excel, fillable PDFs, PowerPoint, etc.

Here are the steps to access your resources:

1. Click on the Resources icon below the publication title or hover over the title in the "My Books" swim lane and click on the Resources icon



2. A panel will appear to the right of the page with all the resources allocated to the title. You can then download any file to your computer by clicking anywhere in the resource tile.







Toolbox Files

The purchased title may also include toolbox files. The **"Toolbox"** is directly integrated in the publication following the title name in the Table of Contents. Click on **"Toolbox"** and all the toolbox files associated to the title will appear to the right. Then click on any file name and the file will either be downloaded to your computer or open in a new browser tab.

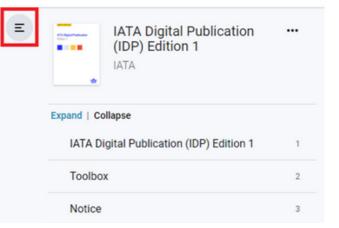
IATA Digital Publication (IDP) Edition 1		Toolbox
IATA		Information Resources
•		Metadata Best Practices Whitepaper
mand Collapse		Instructions for Fuel Loading Operations
pand Collapse		sample.Storyboard
IATA Digital Publication (IDP) Edition 1	1	Aviation Industry Presentation
	. I. I.	Comprehensive Airline Codes List
Toolbox	2	IDP External Resources
Notice	3	Aviation Industry Macro Database
	- 1	IDP Guidelines Data List
Foreword	4	File Resources
Chapter 1-Introduction	5	IDP. Schema Visualization
		IDP ACList Schema
Chapter 2-Management	6	Section 1 Container Requirements Specifications
Chapter 3-Documentation	7	Annual Conference Meeting Minutes Package
	_	IDP Certification Bronze Level Logo
Chapter 4-Aviation Security Quality	1.1	DP Certification Silver Level Logo
Chapter 5-Security Risk Management		IDP Certification Gold Level Logo



Navigating your Publications

By clicking on the three lines at the top left-hand corner of the Table of Contents panel, you can display or hide the Table of Contents.

All publications include a Table of Contents panel on the left-hand side to assist with navigation. Use the Table of Contents panel to select a location in the book where you want to begin reading.



Navigation to specific pages or simply skipping to the next page is made easy through the "Go to Page" free text field and navigation arrows at the bottom of the page.

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Reader Preferences

Important Note: IATA recommends to keep reader preferences to Publisher format for all titles.

Bookshelf provides several capabilities to view the title based on your preferences. Click the Reader Preferences icon to access your preferences.



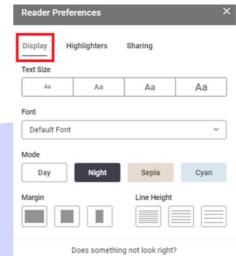
The Reader Preferences window includes three tabs:



Display

The Display tab allows you to change the text size, font, display mode, content margin and line height.

The reset Publisher format option is found at the bottom of the Reader Preferences window.



Reset to publisher format





Highlighters

The Highlighters tab allows you to manage your highlighter preferences.

Reader Preferences	×
Display Highlighters Sharing Fast Highlight	\bigcirc
My Highlighters	0
Important	
Needs Clarification	
Rad Red	

To share highlights and notes you will need to make them public. Click on each desired color highlight then check the public box.

Reader Pr	references		×
Display	Highlighters	Sharing	
Fast Highlig	pht		\bigcirc
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	00		
Exam			Public 🚨
		Cancel	Save
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Note: You must follow someone to see their highlights and notes (see Sharing tab).



The Sharing tab allows you to share

a link with another user that has access to the same title.

Display	Highlighters	Sharing	
My Shared	l Highlighters (1)	6	Copy share li
your public	c highlighters		
	ing		

Note: It may take up to 5 minutes for shared highlights to show up





Sharing

To see another user's highlights and notes you will need to follow them. Click on enter email, type in the correct email address, and click follow.

Reader P	references			>
Display	Highlighters	Sharing		
My Shared	Highlighters (1)	6	Copy share li	nk
2	no clicks your shar chighlighters	e link will auto	matically follow	
I'm Follow	ing			
	you're not followin	ig anyone yet!		
Looks like				
	il to follow someo	ne's shared hig	ghlights	

Bookmarks

In addition to using the Table of Contents pane to navigate to content in your publication, Bookshelf gives you the ability to bookmark specific pages for ease of reference at a later date.

The Bookmark Page icon is in the lower left-hand corner of the screen. Click on the icon to add a bookmark to that page.

 Chapter 5–Security Risk Management Chapter 6–Additional Guidance Acronyms 21 	 Chapter 4–Aviation Security Quality 	8
	 Chapter 5–Security Risk Management 	9
Acronyms 21	 Chapter 6–Additional Guidance 	10
	Acronyms	21



Highlights & Notes, Bookmarks and Flashcards

Clicking on the Highlights & Notes, Bookmarks and Flashcards icon will open up a "Workbook" panel on the right-hand side of your screen. This feature allows you to manage and customise your highlights & notes, bookmarks, and flashcards. Workbook can be managed on any platform and will be synced across all platforms when you have an active Internet connection.

Highlights

Highlights is similar to highlighting in a physical book. Your publication, however, allows you to add or remove your highlights and add your own notes. Any highlights or notes you create will be saved to your Bookshelf account and follow you across devices. To create a highlight or note, select a section of text with your cursor and select from the drop-down menu. You can also look the text up in Wikipedia, create flashcards or read aloud.

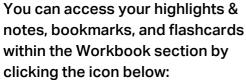
Chapter 1 —Introduction

Security is not only the responsibility of top-level management or the Head of Security. Security involves everyone and a positive security or and maintaining a secure environment. Positive reinforcement of correct security actions sends the message throughout the organization th security to be a priority.

The Security Management System (SeMS) is the element of corporate management responsibility that sets out a company's security policie security as an integral part of its overall business. It is important to keep in mind, however, that each entity must implement the system that situation-there is no "one-size-fits-all" system.

SeMS is a business-like approach to security. As with any business plan, goals are set and levels of authority are established. Ultimately, or organization and becomes part of its culture. rs, but not necessarily directly related to compliance with the National Civil Aviation Security Program) (**1**1 MS is designed to be an all-encompassing security process that promotes corporate security awarene ance. It is not meant, however, to replace the NCASP. Add Note ess throughout the organization and verifying compliance through quality assurance, can be a signific impliance. Specific security practices, training and audit functions of a SeMS should be built to ensure Look up in Wikipedia Create Flashcard to be implemented by airlines through the IATA Operational Safety Audit, IOSA) is to serve as a guidel ures. A standardized structure, such as SeMS, provides better and more uniform security standards th Read Aloud from here effective and focused risk assessment should contribute to making security practices proactive, rathe traditional reactive and prescriptive procedures

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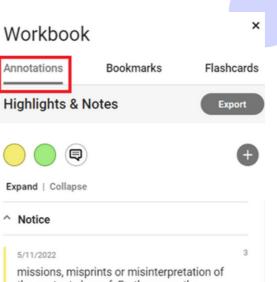




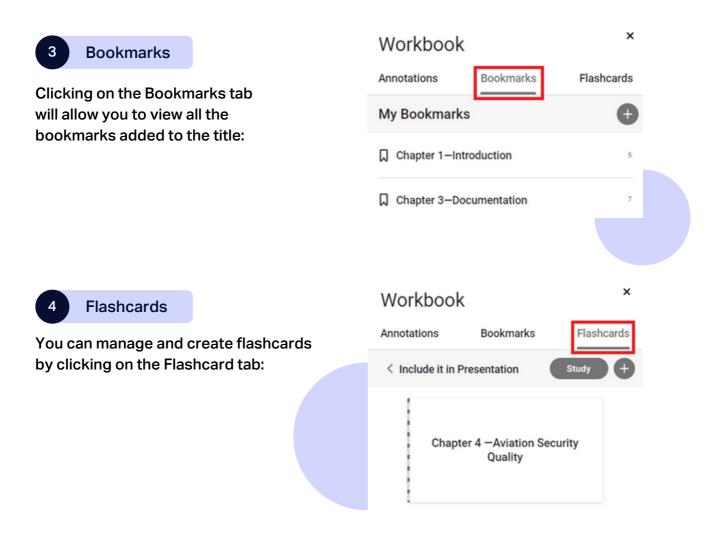


Annotations

Within your workbook under the annotations tab you can view your highlights & notes as well as export them, if required:



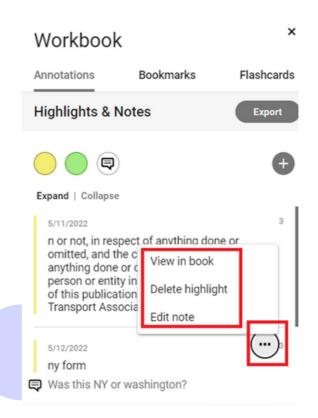
the contents hereof. Furthermore, the International Air Transport Association expressly disclaims any and all liability to





Editing or Deleting a Highlight or Note

To edit or delete an existing highlight or note, click on the three dots next to the highlight or note. A submenu will appear that will allow you to view, delete or edit.



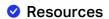
Account Management

Selecting the Account Settings icon will open a browser window and bring you to your account center.

On this page you will have access to the following:

🗸 User Info

Oevices



User Info

Allows you to update the name and email address associated with your account, as well as change your password and security question and/or answer.

VitalSource Account of	ENTER
John Doe johndoe33369@outlook.com	User Info Personal Information
\$∃ User Info	Email
Devices	johndoe33369@outlook.com
Resources	First Name John
	Last Name Doe



Devices

Enables you to manage the devices you use to access your Bookshelf titles. If you need to remove a device you no longer use, you can do that here. Bookshelf allows up to a maximum of one computer and one mobile device activated at any given time.

VitalSource Account Center	8
John Doe johndoe33369@outlook.com	Devices VitalSource allows you to have 1 computers and 1 mobile/tablet devices activated at any given time. You have no active devices.
Devices Resources	

Resources (if any)

Displays any resource file(s) associated with the purchased title.

VITALSOURCE ACCOUNT CENTER		
John Doe johndoe33369@outlook.com	Resources Ancillaries (1) Access Codes (0)	
SIE User Info Devices Resources	IATA Digital Publication (IDP) Edition 1 IATA Expires Monday at 9:13 PM	



For all support requests please visit: <u>https://support.vitalsource.com/hc/en-us/requests/new</u>

