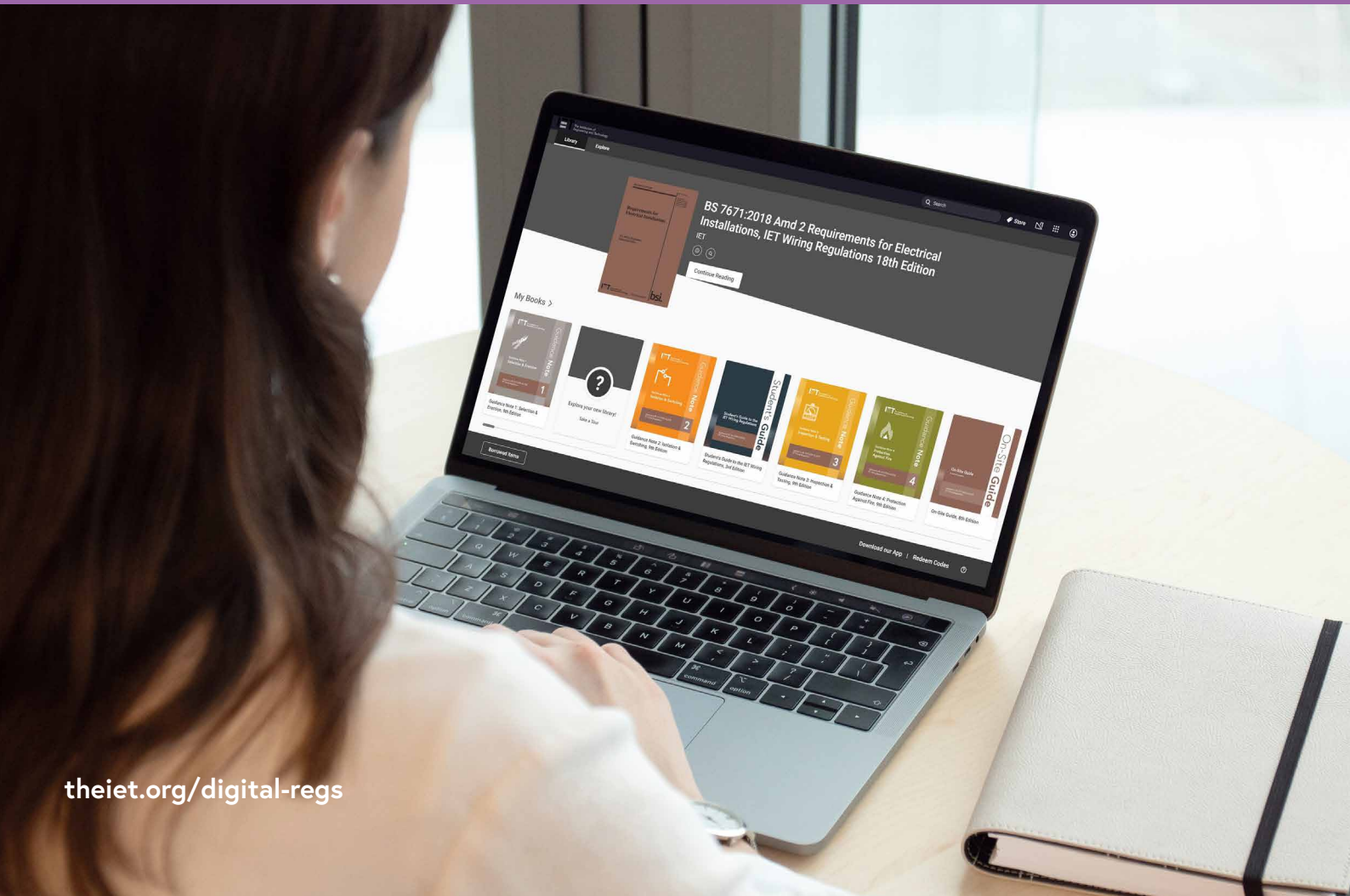




The Institution of
Engineering and Technology

User Guide VitalSource Bookshelf

Your access to the
IET Digital Wiring Regulations



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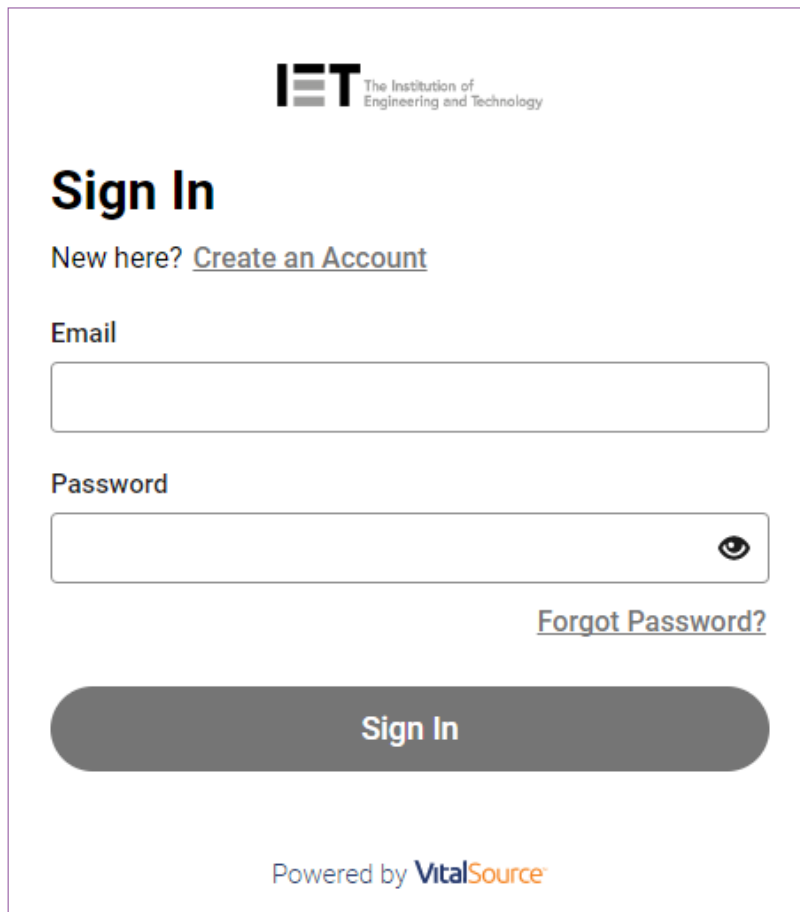
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1. How to access the Digital Wiring Regulations through VitalSource Bookshelf

VitalSource Bookshelf is the platform that the IET uses to provide digital copies of the IET Wiring Regulations and complementary guidance as well as other publications, such as our Codes of Practice and Guides. The platform is straightforward to use and allows you to download books for offline viewing, print pages and make highlights.

If you have any queries or issues after reading this guide, please contact digitalwiringregs@theiet.org.

Bookshelf can be accessed through any supported web browser at the following URL: <https://iet.vitalsource.com/#/user/signin>. We recommend bookmarking this page; below is what the login screen looks like.




The screenshot shows the IET Sign In page. At the top, the IET logo is displayed with the text "The Institution of Engineering and Technology". Below the logo, the heading "Sign In" is prominently featured. Underneath the heading, there is a link for "New here? Create an Account". The form consists of two input fields: "Email" and "Password". The "Password" field includes a toggle icon for visibility. To the right of the password field is a link for "Forgot Password?". A large, dark grey "Sign In" button is positioned below the input fields. At the bottom of the page, it states "Powered by VitalSource".

2. Creating a Bookshelf account

You will need to create an account to access the Digital Wiring Regulations. You can create one by clicking "**Create a VitalSource account**" on the login page, or by using the link below:

<https://iet.vitalsource.com/#/user/registration>

Here is the information you'll need to provide to create your account.



IET The Institution of
Engineering and Technology

Create Account

Already have an Account? [Sign In](#)

First Name

Last Name

Email

Password

8+ characters, an uppercase letter, a lowercase letter, and a special character.

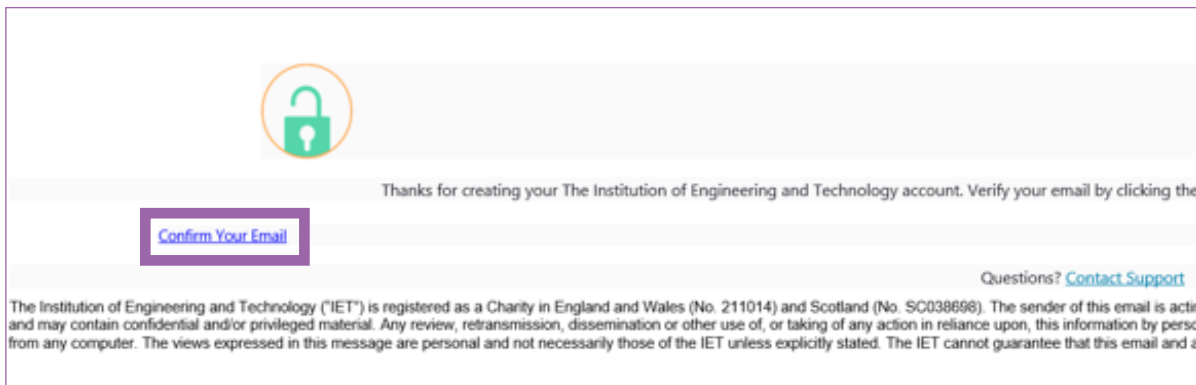
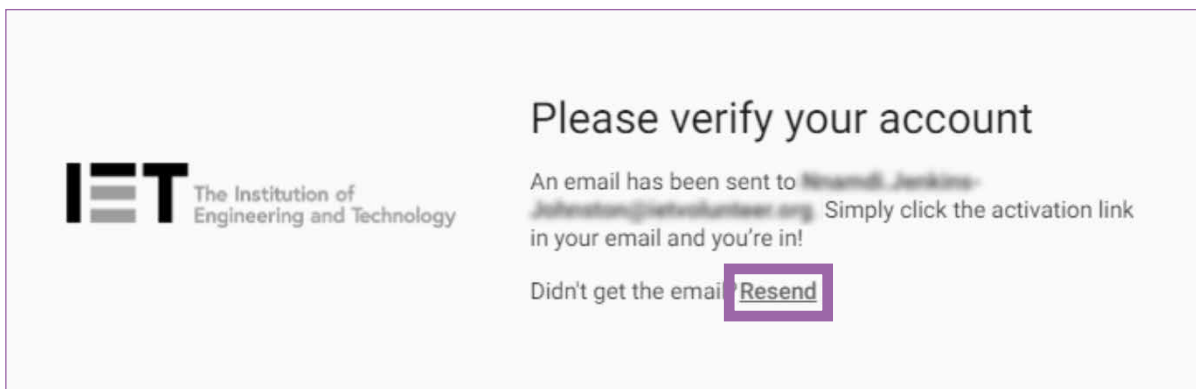
I agree to the [Terms of Use](#) and [Privacy Policy](#).

Create Account

Powered by **VitalSource**

3. Verifying your email

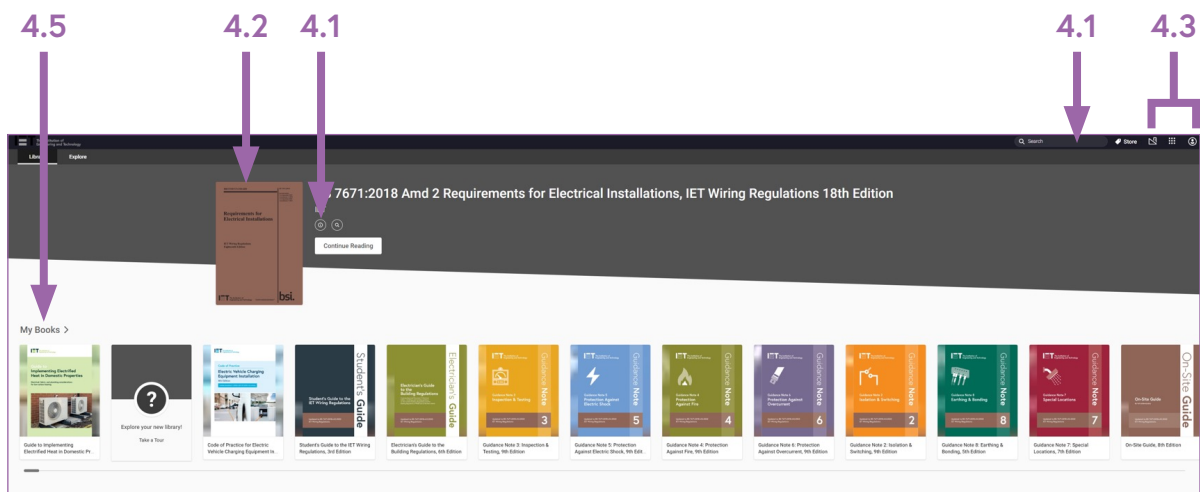
Once you've created your account, you will be sent an automated verification email. Click the "**Confirm Your Email**" button. This will take you directly into your new Bookshelf account. If you cannot find the email, please try checking your Junk and Spam folders, or re-sending the email. Verifying your email will automatically log you into your Bookshelf account, taking you to your Library page.



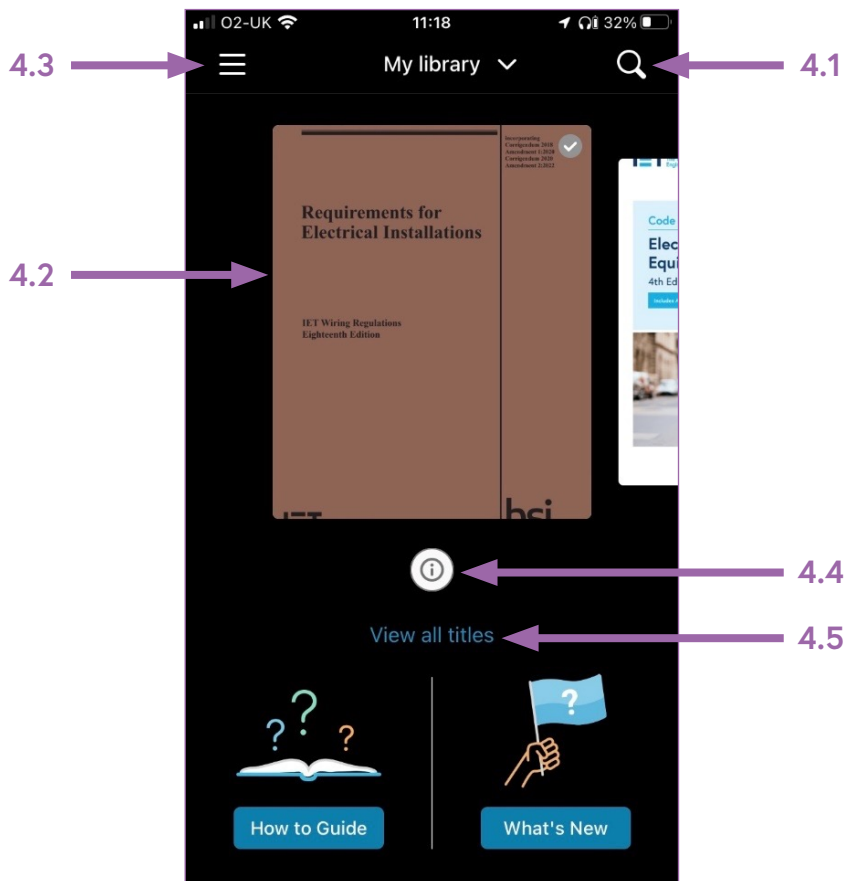
4. Overview of library page

The Bookshelf library page contains all the titles you've purchased or have access to via your subscription. This section will describe some of the key features that can be found on the library page.

Online library page view



Mobile app library page view



Desktop app library page view



4.1. Search bar/window



The search bar can be used to find a particular title, keyword, author, or term across all books in your library.

Please note there is also a search icon which is specific to the book you are currently reading or have recently downloaded. This is represented by the search icon below when using Bookshelf online or via the desktop app. For the mobile app, you can only perform this type of search after you have opened the book.

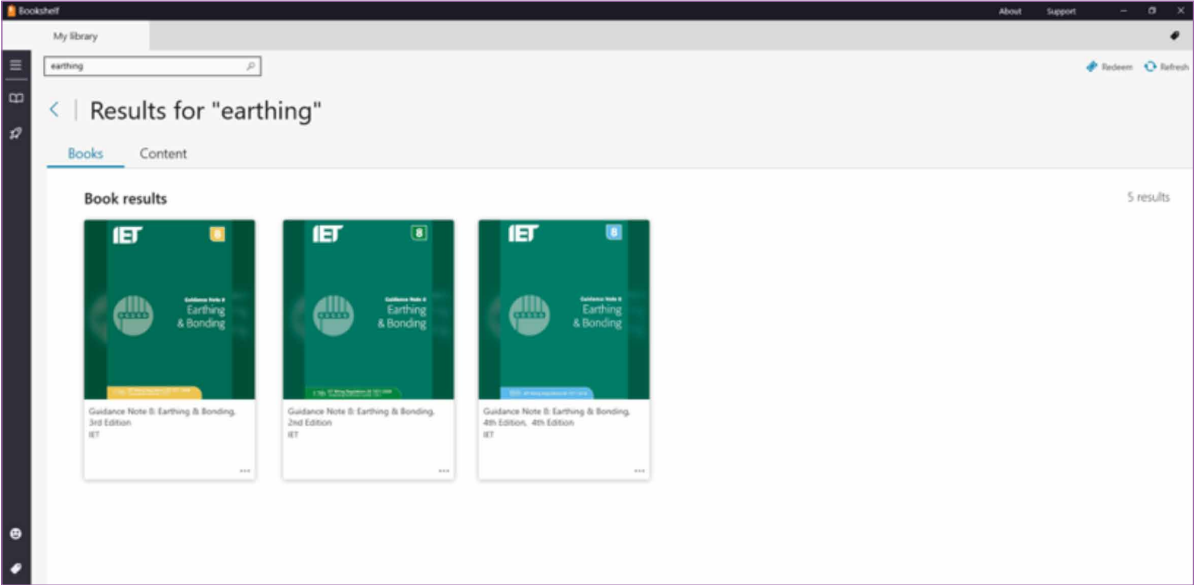
More information on searching within a book can be found in section [7.2](#).

4.1.1. How to search for a book title, keyword, term, or phrase in my library

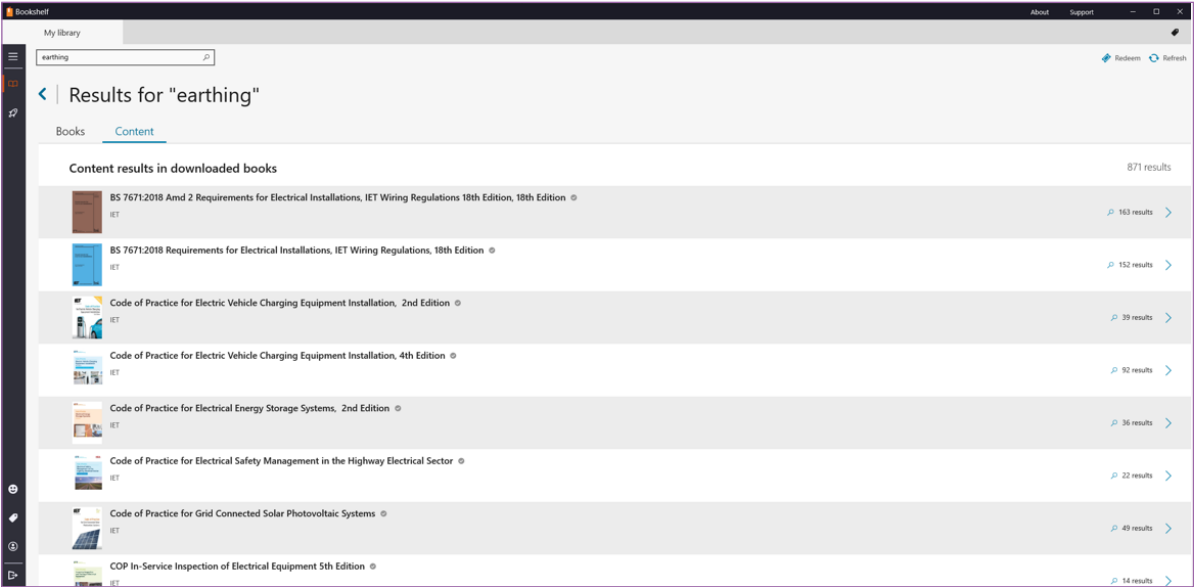
To perform this search, type the partial book title, a keyword or phrase you would like to locate in the search bar and use the return key on your keyboard.

The results returned will show you all the books in your library that contain the word(s) searched for in their title and all the books that contain the keyword, term or phrase searched for within the content of the books. The search results will also give you the number of "hits" or number of times the keyword, term or phrase appears within the book.

Desktop app showing search results for books with "earthing" in their title

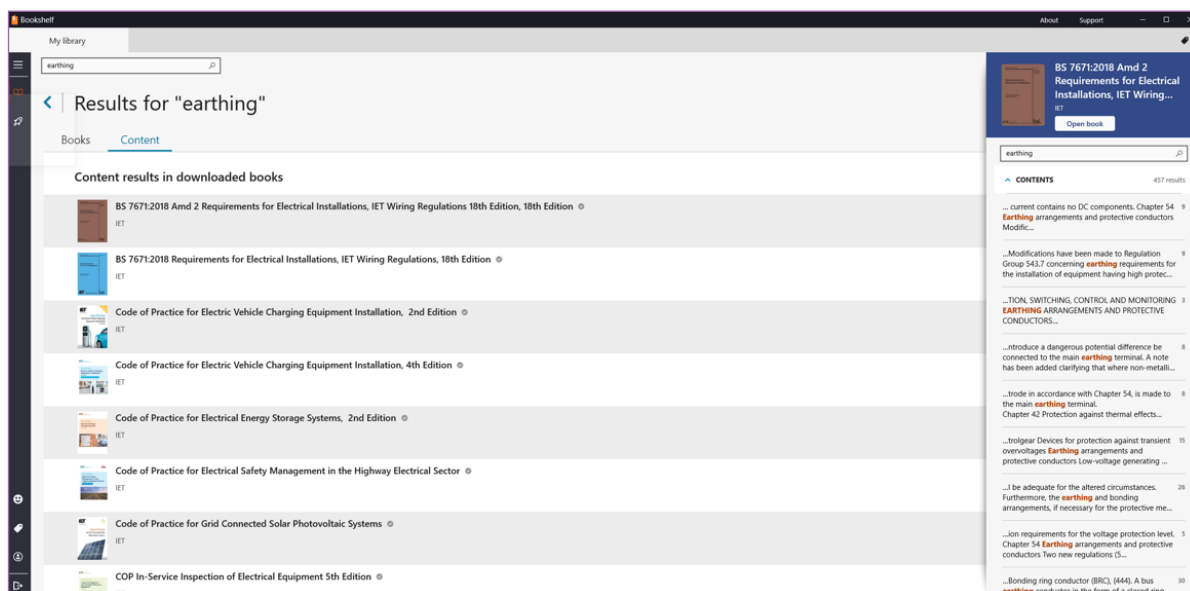


Desktop app showing books with number of content search results for "earthing"



4.1.2. How to locate the content search results within a book

Selecting the book to be searched in will bring up a navigation panel on the right of your screen. This will show all the sections within the book where the keyword, term, or phrase can be found. On the desktop app the page number will also be displayed.



Selecting a search result will take you to the page the keyword, term, or phrase that you searched is located.

4.2. Reading a book

Click on the cover of the book you wish to read. Please note to read a book offline on your mobile device or computer, you must first download the Bookshelf app. For further information on how to do this, please see section 5: [Downloading for offline viewing](#). For the online access of Bookshelf, all you need is to ensure you are using a compatible browser. A current list of all the Bookshelf compatible browsers can be found here:

<https://support.vitalsource.com/hc/en-us/articles/201949723-Browser-Support-Policy>

4.3. Main menu

From the main menu you will be able to manage your account, access help, give feedback, access the VitalSource online store and sign out of your account. If accessing your library page online this functionality is available across the top header of the page:



4.4. Book info

By selecting this you will be able to review book details such as author or publisher, ISBN and badges for notes, highlights and flashcards and several citation styles.

4.5. My Books/View all titles

This will enable you to browse all books in your library. Please note this option will be displayed as either **"My Books"** or **"View all titles"** depending on whether you are accessing Bookshelf online or via the desktop or mobile apps.







5. Downloading for Offline viewing

To view your books offline, you will need to download the Bookshelf app. It is available on all major devices. You can download it from this web page, which has direct links for each app store listed below:


<https://support.vitalsource.com/hc/en-us/articles/201344733-Download-Bookshelf>

Once you've added a book to your library, accessing it through the app will automatically download it onto your device before it opens.

Download Bookshelf

<p>iOS</p>  <p>Download on the App Store</p> <p>Learn More</p>	<p>Android</p>  <p>Download on Google Play</p> <p>Learn More</p>	<p>Kindle Fire</p>  <p>Download on the Amazon App Store</p> <p>Learn More</p>
<p>Mac</p>  <p>Bookshelf 10 Download Now</p> <p>Learn More</p>	<p>PC</p>  <p>Download on the Microsoft Store</p> <p>Learn More</p>	<p>Chromebook</p>  <p>Download on Google Play</p> <p>Learn More</p>

Previous Bookshelf Downloads

<p>Win 7&8</p>  <p>Bookshelf 7.6 Download Now</p> <p>Learn More</p>
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6. Adding books to your library

Once signed into your Bookshelf account, you'll have access to your library. You will see all the books available to you for the subscription package you have purchased. For more information on the books available in each subscription package visit the website below.

<https://electrical.theiet.org/bs-7671/18th-edition-resources/digital-subscriptions-to-bs-7671-and-iet-guidance/>

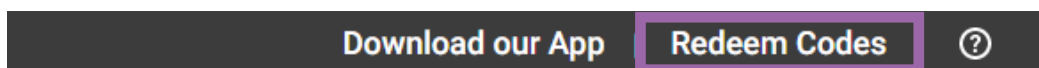
If you don't have a subscription package, you can purchase books individually and add them to your Bookshelf account. You can also purchase additional books that are not in your subscription package. A full list of books can be found on the website below.

<https://electrical.theiet.org/guidance-codes-of-practice/>

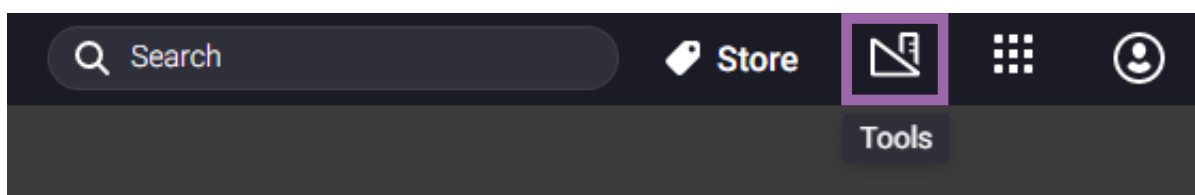
To add additional books to your library, use the redemption code provided to you when you purchased your book from the IET website. The code will be included in your order confirmation email. All VitalSource redemption codes are twenty-digit alphanumeric codes.

6.1. Adding books to your library: Online

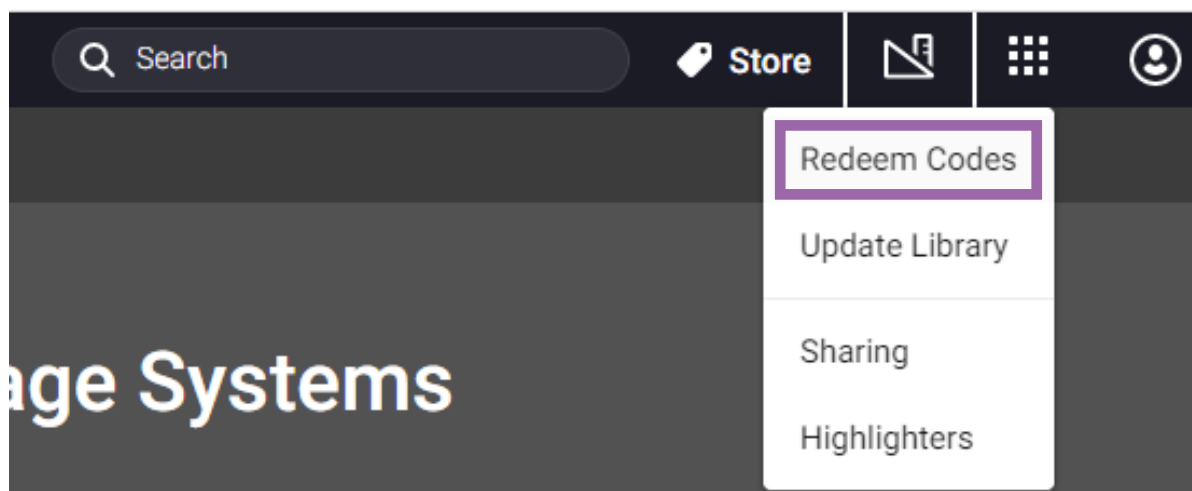
To add your book from a web browser, click on "Redeem Codes" in the menu bar along the bottom of the web page:



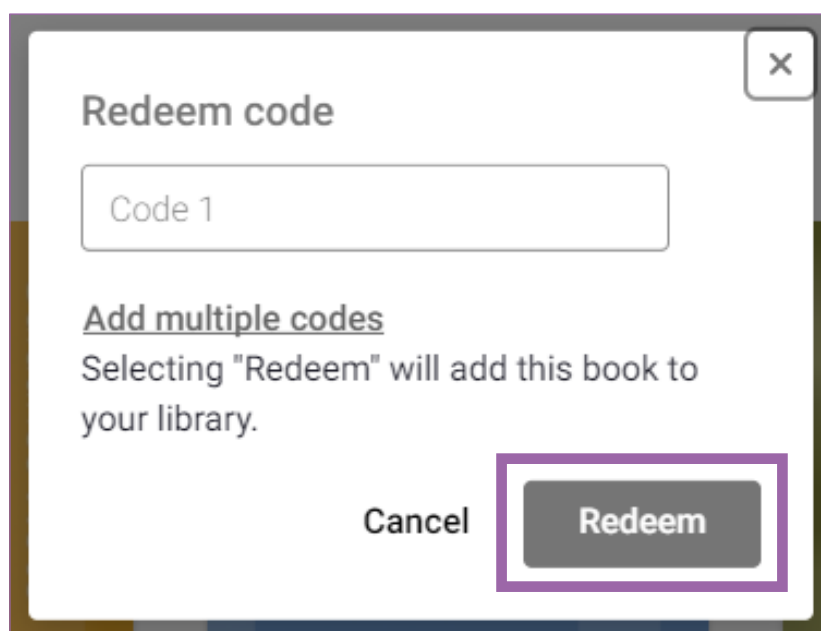
You can also click on the Tools icon in the menu bar along the top of the web page:



Select "Redeem Codes":

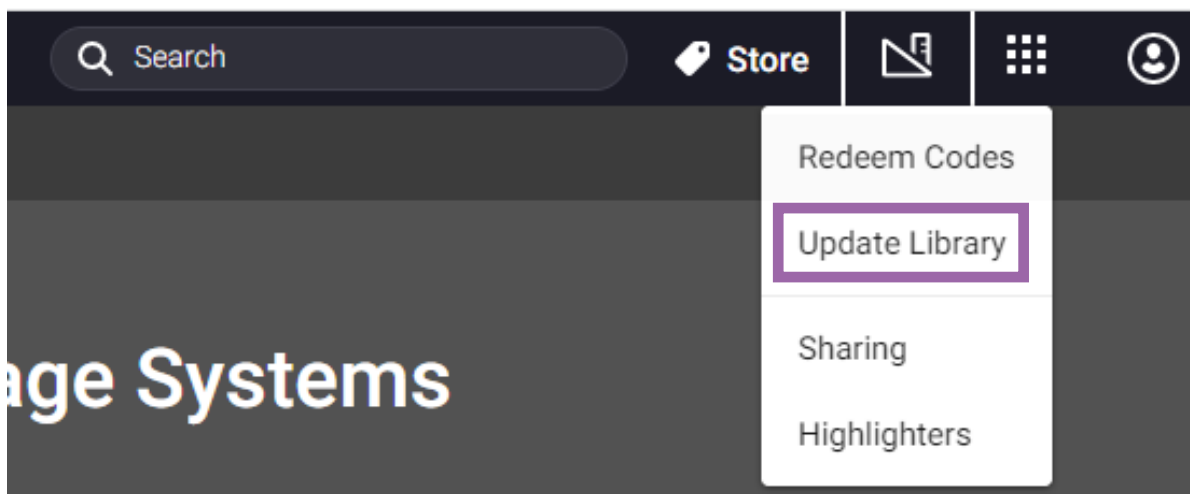


Add your redemption code(s) for the book(s) you have purchased to the code box and click on the "Redeem" button. To redeem multiple codes, click the "Add multiple codes" link and redeem up to 100 codes.



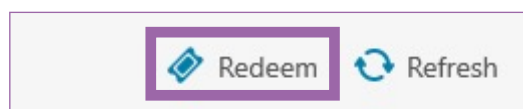
Your library will update with your new book(s). This may take a few minutes.

You can manually update your library by clicking on the Tools icon and selecting "Update Library".



6.2. Adding books to your library: Mac and Windows Desktop Apps

To add your book from a Mac or Windows desktop app, click on the "Redeem" icon which is located at the top righthand corner of the page:

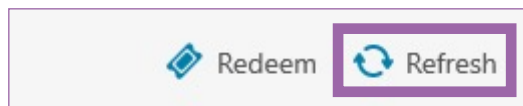


Add your redemption code(s) for the book(s) you have purchased to the code box and click on the "Redeem" button. To redeem multiple codes, click the "+ More Codes" link and redeem up to 100 codes.

A screenshot of a 'Redeem code' dialog box. It features a text input field with the placeholder text 'Enter Code'. Below the input field is a link labeled '+ More Codes' which is highlighted with a purple border. Underneath the link is the text 'Selecting "Redeem" will add this book to your library'. At the bottom of the dialog are two buttons: 'Redeem' (highlighted with a purple border) and 'Cancel'.

Your library will update with your new book(s). Updating the books in your library may take a few minutes.

You can manually update your library by clicking on the **"Refresh"** icon.



6.3. Adding books to your library: iOS Mobile App

If you are using an iOS device and have a redemption code, you will need to redeem the code online through a supported web browser before accessing it in the app. See section [6.1 Adding books to your library: Online](#) for information on how to do this.

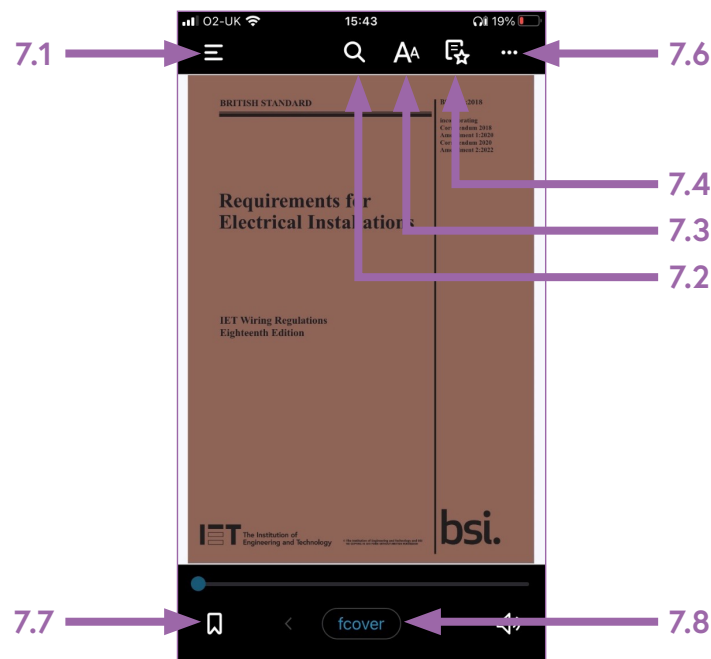
7. Reading tools within the Bookshelf reader

Once you've opened a book, there are several useful functions and tools to help with your reading experience.

Online reader page view



Mobile app reader page view



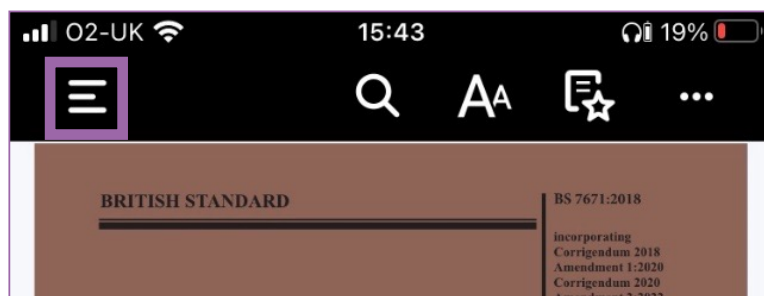
Desktop app reader page view



7.1. Table of contents

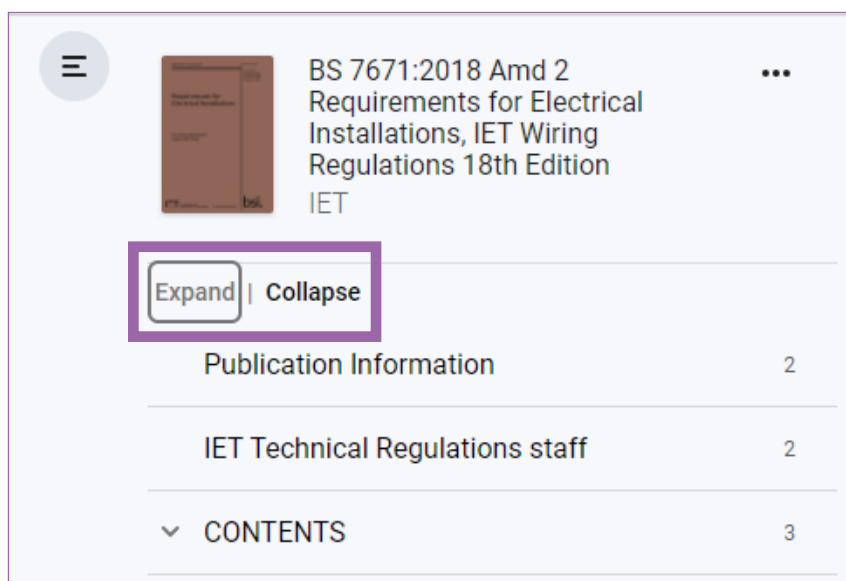
The table of contents allows you to navigate through the content within a book and go directly to a specific chapter/section, or subchapter/subsection within the book you have open. When using Bookshelf online and via the desktop app, the table of contents panel will open automatically on the left of your screen.

To access the table of contents from a mobile app you will need to select the icon below first, before being able to see the table of contents.



7.1.1. How to expand and collapse the table of contents view

The "Expand" and "Collapse" buttons can be found towards the top of the table of contents panel.



The default view of the table of contents is in "Collapse" view. This view only shows the main chapters/sections of the book. If the book is in "Expand" view, you can click on "Collapse" to collapse the content.

Selecting "Expand" gives you a view of all the sections within each chapter/section of the book.

Collapse view

This screenshot shows the 'Collapse view' of the table of contents. The 'Expand | Collapse' buttons are visible at the top. The table of contents is shown in a collapsed state, with only the main sections and their page numbers visible. The sections are: 'Joint IET/BSI Technical Committee JPEL/64 CONSTITUTION' (13), 'Preface' (15), 'Note by the Health and Safety Executive' (17), 'Notes on the plan of the 18th Edition' (17), 'PART 1 SCOPE, OBJECT AND FUNDAMENTAL PRINCIPLES contents' (19), 'PART 2' (29), 'PART 3' (50), 'PART 4' (59), 'PART 5 SELECTION AND ERECTION OF EQUIPMENT CONTENTS' (127), 'PART 6 INSPECTION AND TESTING CONTENTS' (230), 'PART 7 SPECIAL INSTALLATIONS OR LOCATIONS CONTENTS' (241), 'PART 8 FUNCTIONAL REQUIREMENTS CONTENTS' (350), 'APPENDICES' (384), 'Table of figures' (569), 'Table of tables' (573), and 'INDEX' (576). Each section has a small downward arrow next to it, indicating it is collapsed.

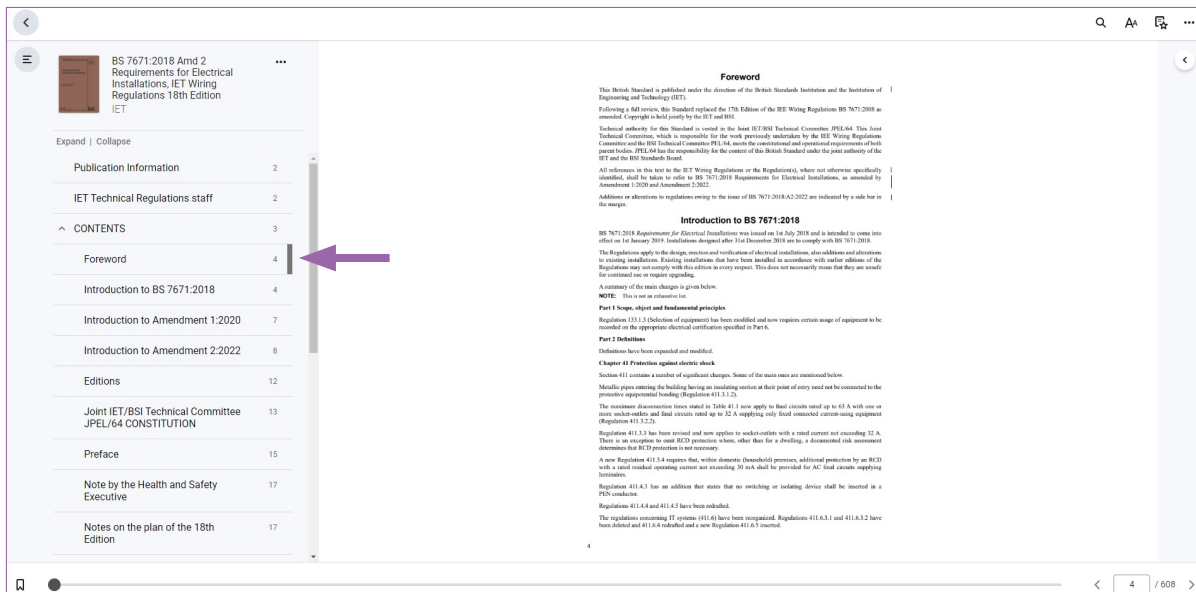
Expand view

This screenshot shows the 'Expand view' of the table of contents. The 'Expand | Collapse' buttons are visible at the top. The table of contents is shown in an expanded state, displaying all the sections within each chapter/section. The sections are: 'Joint IET/BSI Technical Committee JPEL/64 CONSTITUTION' (13), 'Preface' (15), 'Note by the Health and Safety Executive' (17), 'Notes on the plan of the 18th Edition' (17), 'PART 1 SCOPE, OBJECT AND FUNDAMENTAL PRINCIPLES contents' (19), 'CHAPTER 11 SCOPE' (20), '110.1 GENERAL' (20), '110.1.1' (20), '110.1.2' (20), '110.1.3' (21), '110.2 EXCLUSIONS FROM SCOPE' (21), '111 NOT USED' (21), '112 NOT USED' (21), '113 EQUIPMENT' (21), '113.1' (21), '114 RELATIONSHIP WITH STATUTORY REGULATIONS' (21), '114.1' (21), and '115 INSTALLATIONS IN PREMISES SUBJECT TO LICENSING' (22). Each section has a small circular icon next to it, indicating it is expanded.

7.1.2. How to navigate to a specific chapter/section or subchapter/subsection

With the table of contents view in "Expand" view, select the specific chapter/section or subchapter/subsection you wish to navigate to.

A grey bar to the right of the chapter/section/page within the table of contents panel indicates where in the book has been navigated to.



7.2. Search

There are two main types of search function within Bookshelf. The search bar/window found on the main library page can be used to find a particular book title, keyword, author, or term across all books in your library.

More information on searching your whole library can be found in section 4.1.

The search functionality in this section is focussing on searching within a book. The search function will enable you to find keywords, terms, or phrases within a book. It will also allow you to search for important figures and locate a saved note, highlight, flashcard, or bookmark from your workbook.

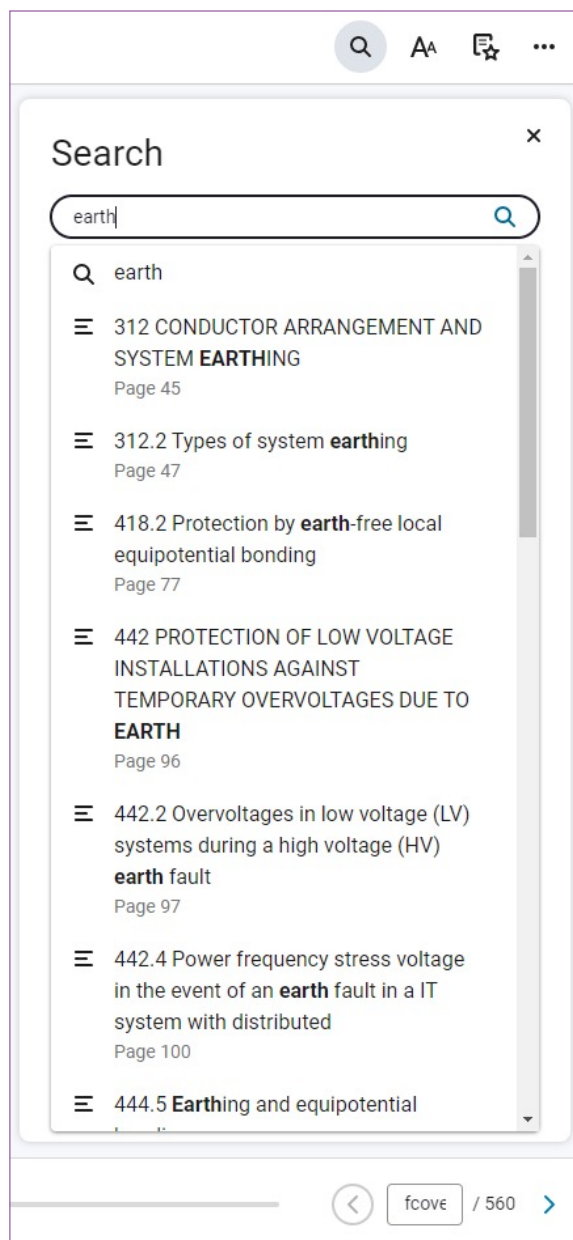
7.2.1. How to search across a book

To search within an individual book, open the book and select the search icon below. The icon will appear as a white symbol against a black background when using the mobile app.

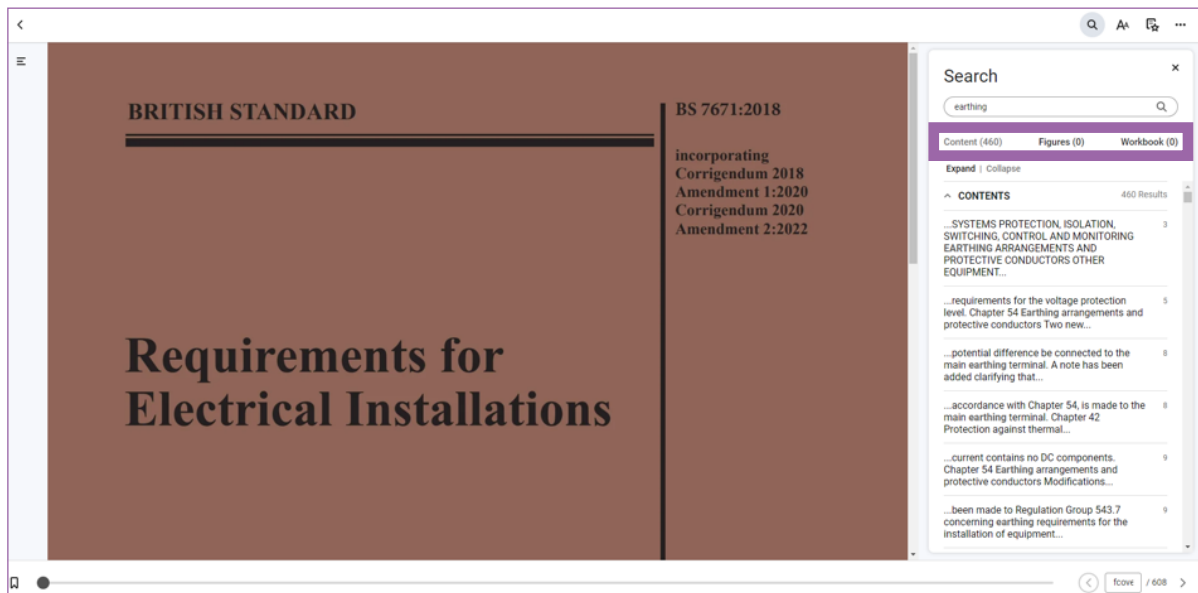
Type the keyword, term, or phrase you would like to locate in the search bar. As you are typing, the search panel will start returning partial results for the letters you have entered. The example below shows partial results when searching for the term "earthing".



Type the keyword, term, or phrase you would like to locate in the search bar. As you are typing, the search panel will start returning partial results for the letters you have entered. The example below shows partial results when searching for the term "earthing".



Once you've typed the keyword, term, or phrase in full use the return key on your keyboard. Search results will be categorised as Content, Figures, and Workbook.



7.2.2. How to locate the search results within a book

The results of either a keyword, term, or phrase search will show all the sections and page numbers within the book where the keyword, term, or phrase can be found by Contents, Figures, or Workbook. Selecting a search result will navigate you to the page the keyword, term, or phrase that you searched for is located.

7.3. Reader preferences

Each book has reader preferences that allow you to change the way the book is displayed by giving options to manipulate the book's text and overall look of the book. In addition, reader preferences will allow you to change the highlighter options. The specific options for reader preferences available to you will depend on whether you are reading the book on Bookshelf online, on the desktop app or on the mobile app. It will also depend on the format in which the publisher has created the digital book. Currently all IET digital books are created in a fixed PDF layout.

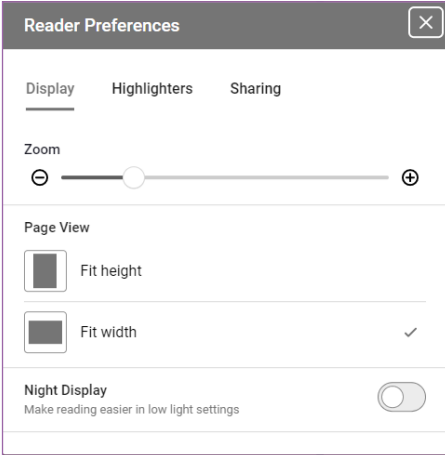
7.3.1. How to open reader preferences in a book

Select the icon below to open the reader preferences in a book. The icon will appear as a white symbol against a black background when using the mobile app.

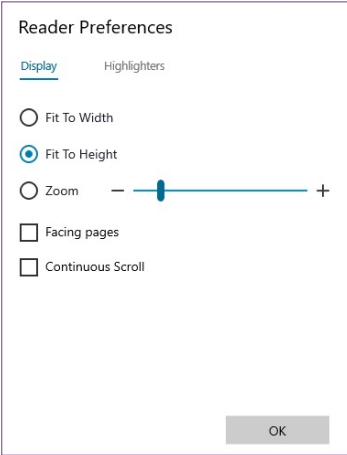


The reader preferences menu will appear in one of the following formats depending on how you are accessing the book.

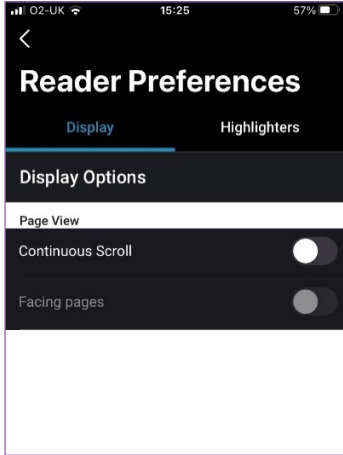
Online view



Desktop app view

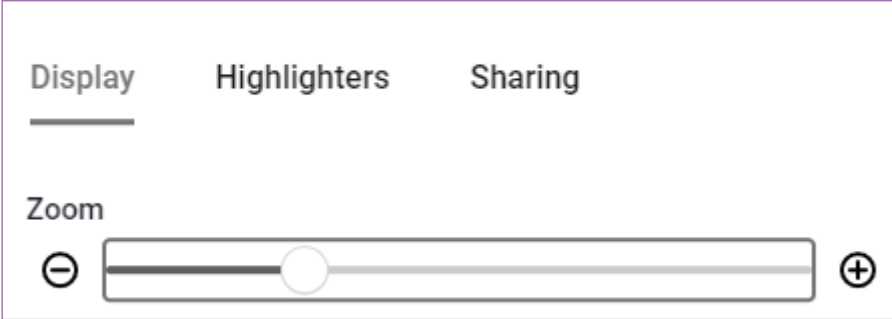


Mobile app view

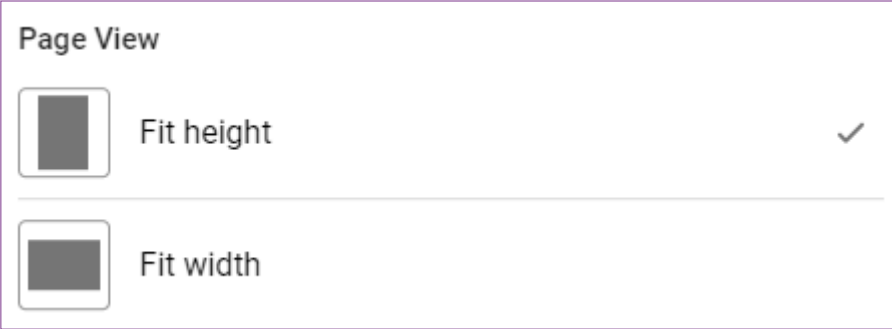


7.3.2. How to change the display settings in reader preferences

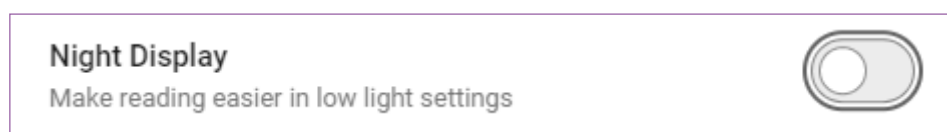
Use the Zoom slider to increase or decrease the size of the text in the book.



The Page View options will allow you to fit the content of the book to the height or width of your screen.



The Night Display option will make it easier to read in low light settings.

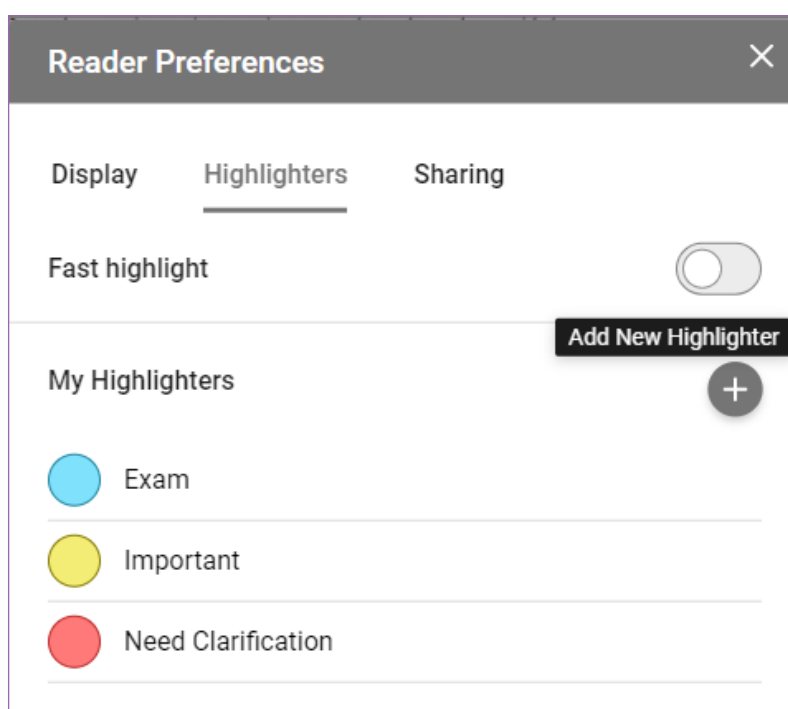


For the desktop and mobile apps, you can select Continuous Scroll to scroll vertically through your book.

In the desktop app you are also able to view the content as a two-page spread by selecting the Facing pages checkbox.

7.3.3. How to change highlighter settings in reader preferences

The highlighter settings are within the Reader Preferences of a book view. Select the Reader Preferences icon and verify that **"Highlighters"** is underlined. You can then select highlighter colours, assign different categories to the colours, add or remove a highlighter from your My Highlighters list or turn on or off **Fast Highlight**.

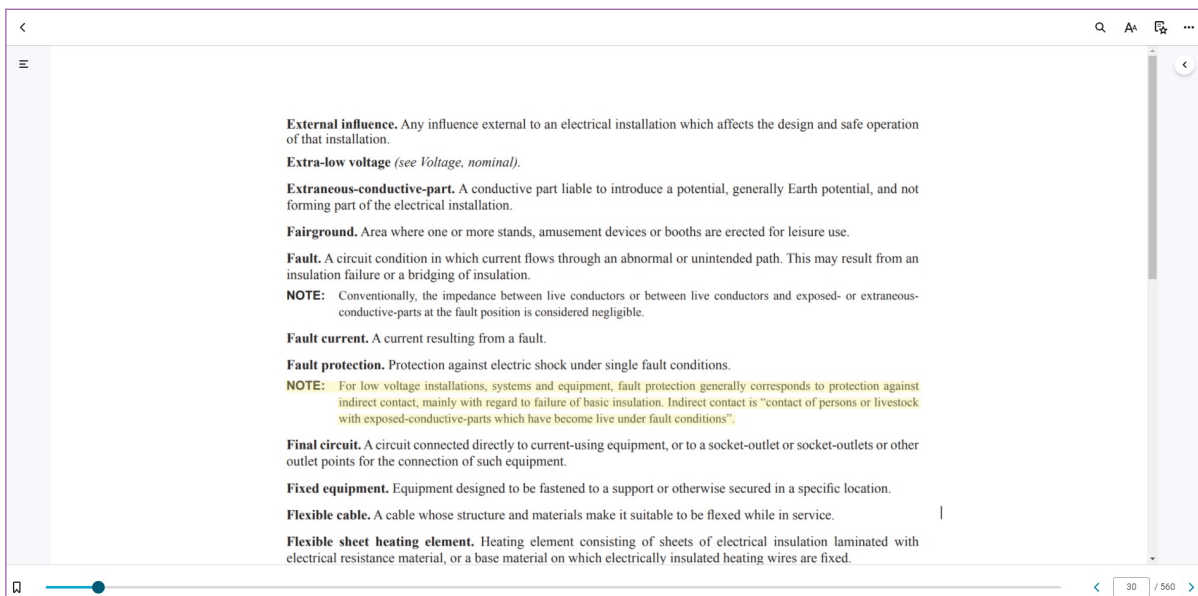
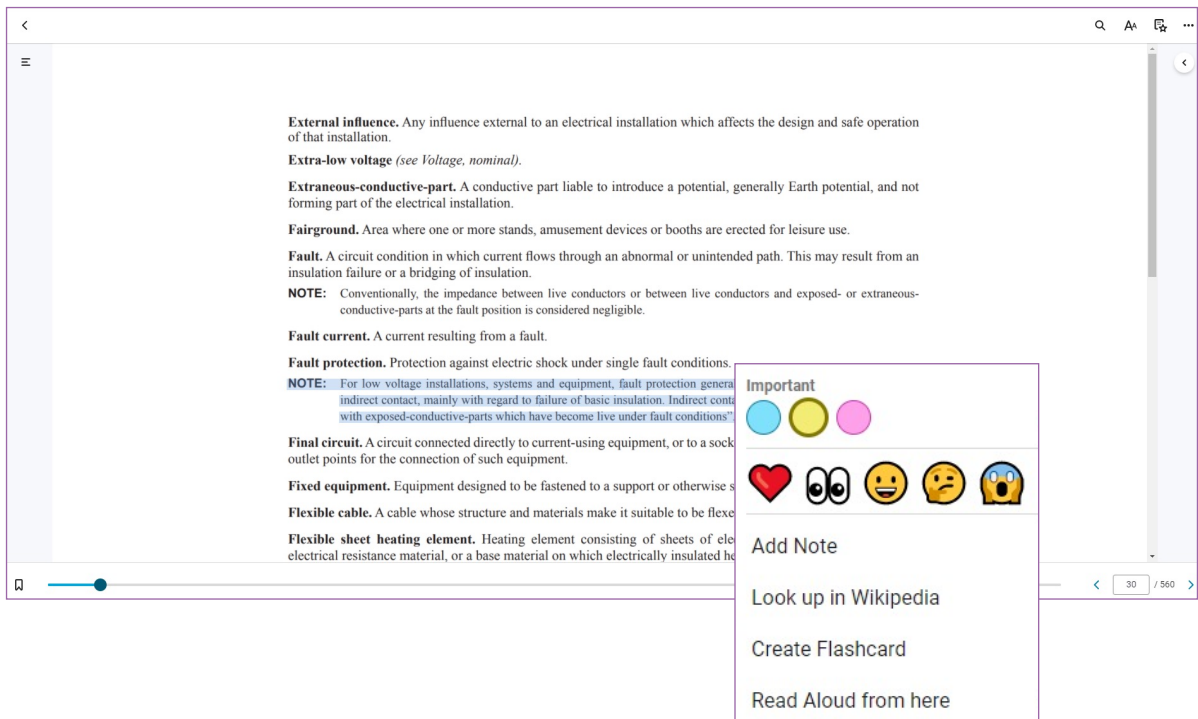


7.3.4. What is Fast Highlight?

When Fast Highlight is on, it will allow you to quickly highlight a section of text using the last highlighter used.

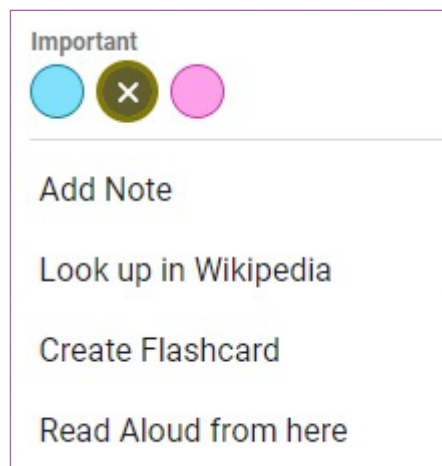
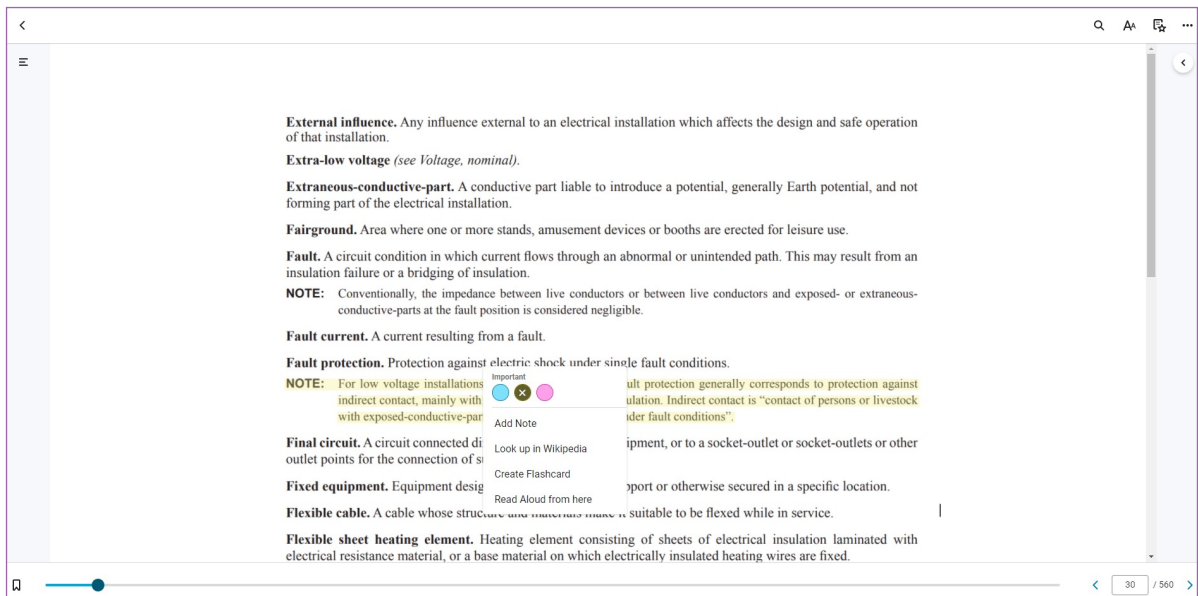
7.3.5. How to highlight text in a book

To highlight text, select the text you would like highlighted by holding the cursor while selecting the text and releasing it. When using the mobile app, select the text you would like highlighted by holding your finger down on the text while selecting the text by moving your finger over the text you would like to highlight and releasing it. This action will bring up a Highlighter option menu. If you have more than one highlighter available, they will be listed in the menu. Selecting the highlighter will highlight the text.



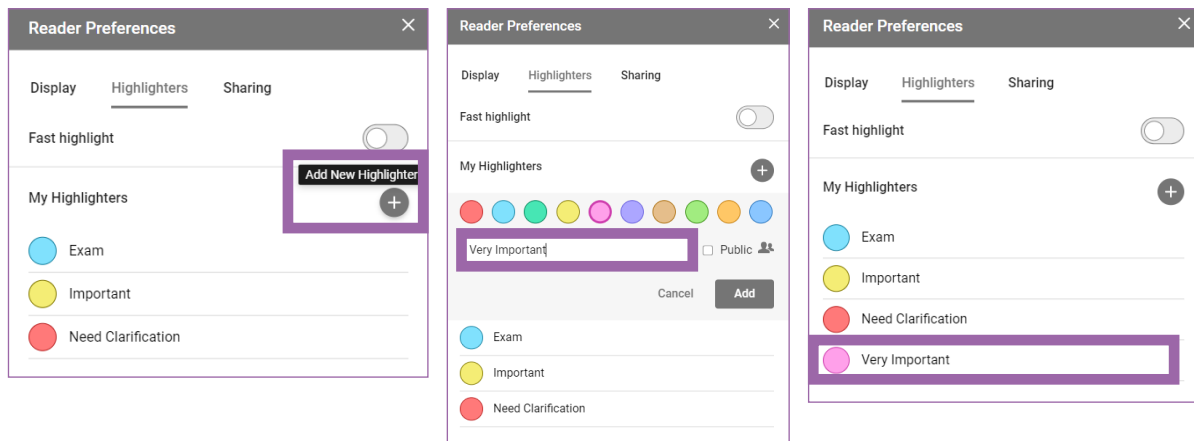
7.3.6. How to remove a highlight

To highlight text, select the text you would like highlighted by holding the cursor while selecting the text and releasing it. When using the mobile app, select the text you would like highlighted by holding your finger down on the text while selecting the text by moving your finger over the text you would like to highlight and releasing it. This action will bring up a Highlighter option menu. If you have more than one highlighter available, they will be listed in the menu. Selecting the highlighter will highlight the text.



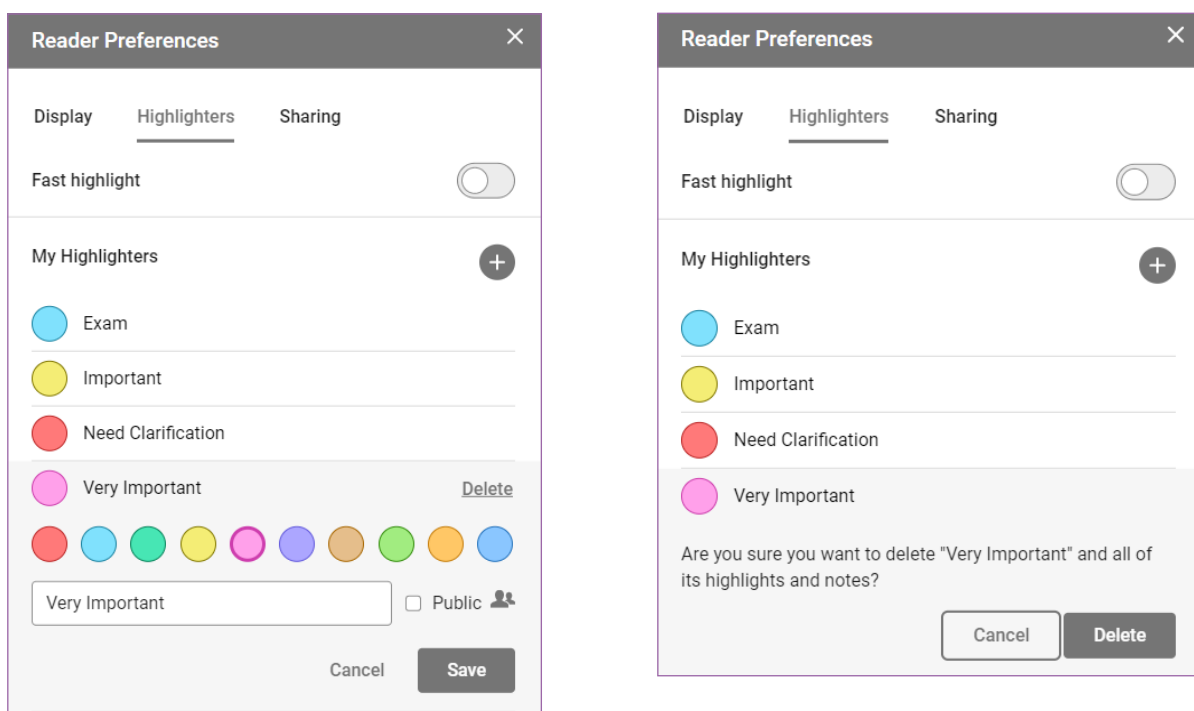
7.3.7. How to add highlighters to the list of My Highlighters

In the Highlighters section of any book's Reader Preferences view, there is an **"Add New Highlighter"** option. After you click/tap on that option, you will be given an option to select a colour and update the default name of the highlighter. You will also have the option to make the highlighter public. Finally, selecting **"Save"** will add this highlighter to your **"My Highlighters"** list.



7.3.8. How to remove a highlighter from the My Highlighters list

Select the highlighter you want to remove from your My Highlighters list. Select **"Delete"**, you will receive a warning that when you delete a highlighter, you will also be deleting what has been highlighted in your book and any note(s) associated as well.

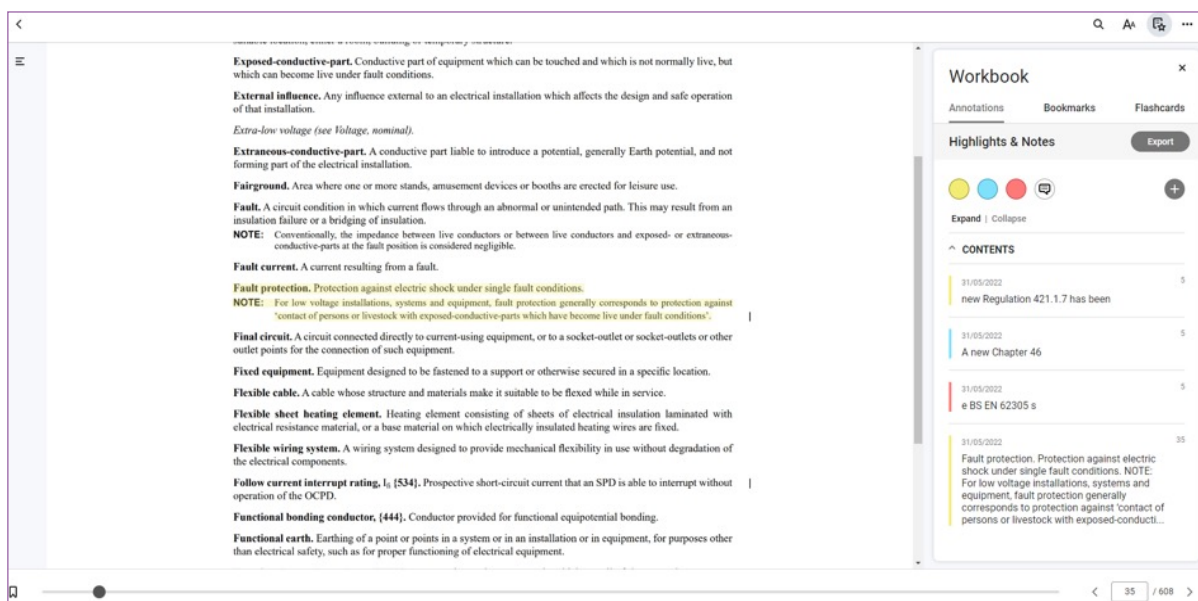


7.4. Workbook

Workbook is where you can view all your highlights, notes, bookmarks, and flashcards for a specific book.

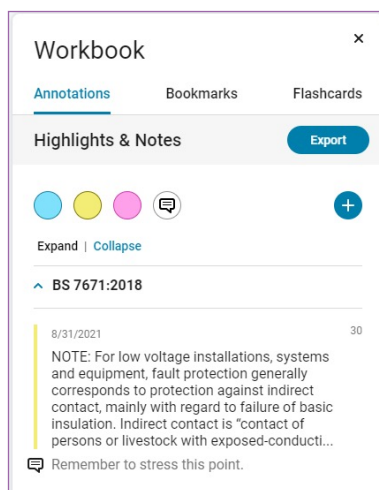
7.4.1. How to open Workbook in a book

Select the icon below to open the Workbook in a book. The icon will appear as a white symbol against a black background when using the mobile app.

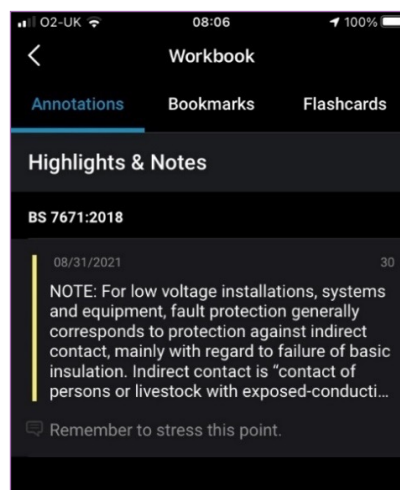


The Workbook menu will appear on the right of your screen when using Bookshelf online or on the desktop app, and in one of the following formats depending on how you are accessing the book.

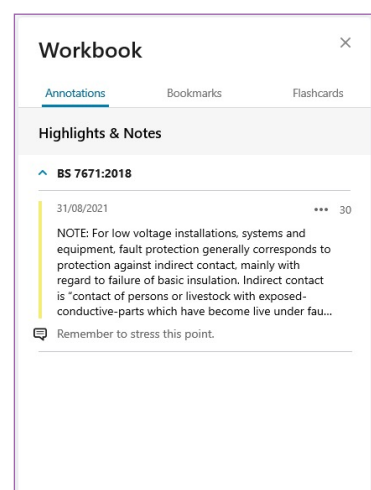
Online view



Mobile view



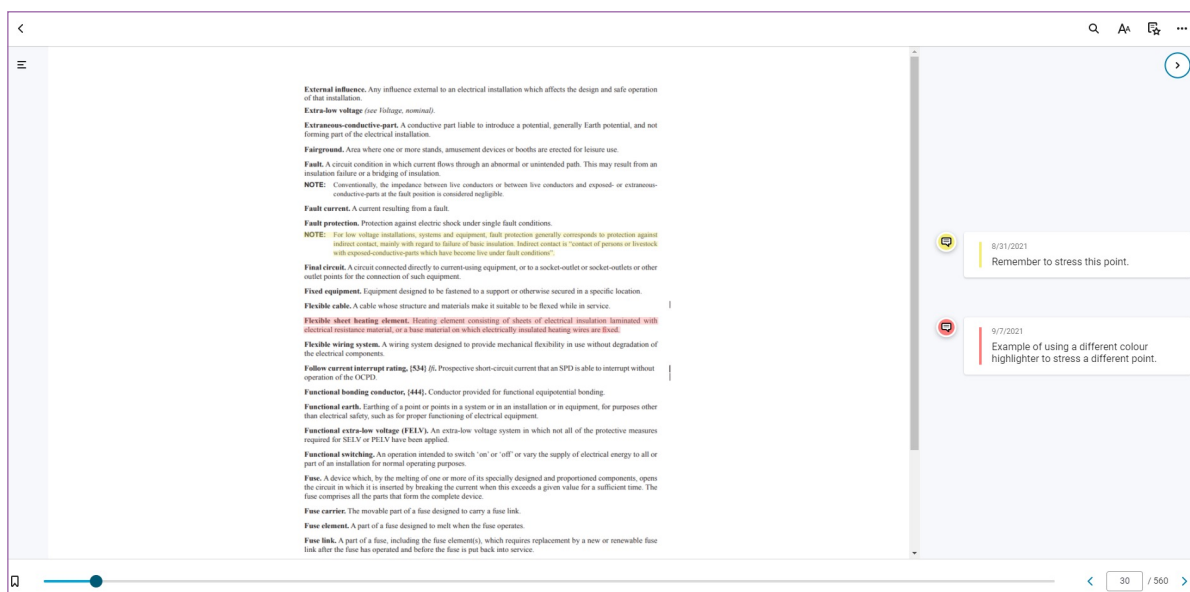
Desktop view



7.5. Margin notes

Margin notes are notes you make when highlighting specific content within a book. You will only see notes for the current section of the book you are in. When there are no notes created for the section of the book you are in, the margin notes will be empty.

Online page view with margin notes



7.5.1. How to open margin notes

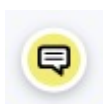
Selecting the icon below will open the margin notes section. This section contains the notes you make when highlighting a piece of text in a book.



This icon is only available when using Bookshelf online. See section 7.5.2 for information on how to access margin notes in the desktop and mobile Bookshelf apps.

7.5.2. How do I know whether the current section of a book contains margin notes?

When using Bookshelf online, you will see the following icon to the right of the text in your book. The colour of the icon will depend on the colour of the highlight used to create the note. Selecting this icon will open the margin notes section.

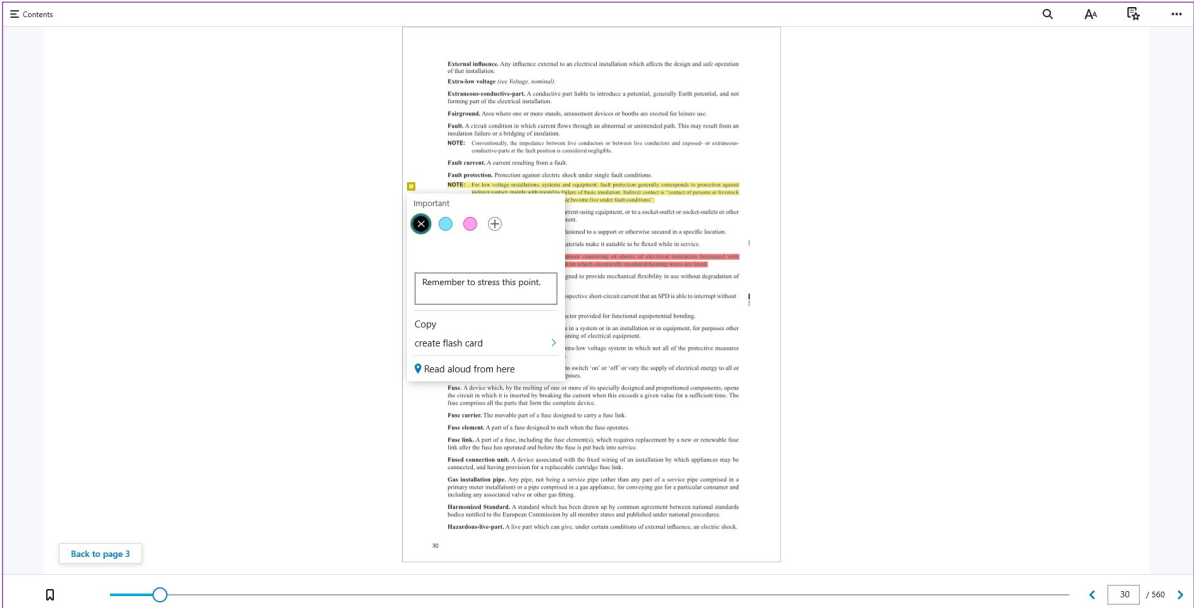


When using Bookshelf via the desktop or mobile apps, you will see the following icon to the left of the text in your book. Again, the colour of the icon will depend on the colour of the highlight used to create the note.

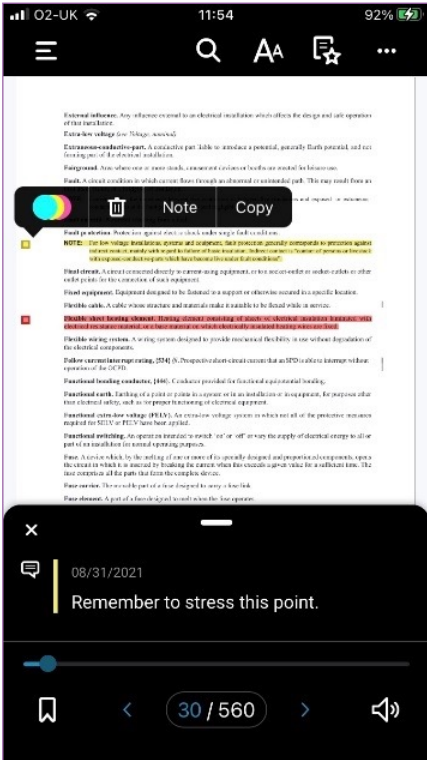


Selecting this icon will open the margin notes in a popup window.

Popup window for desktop app view



Popup window for mobile app view



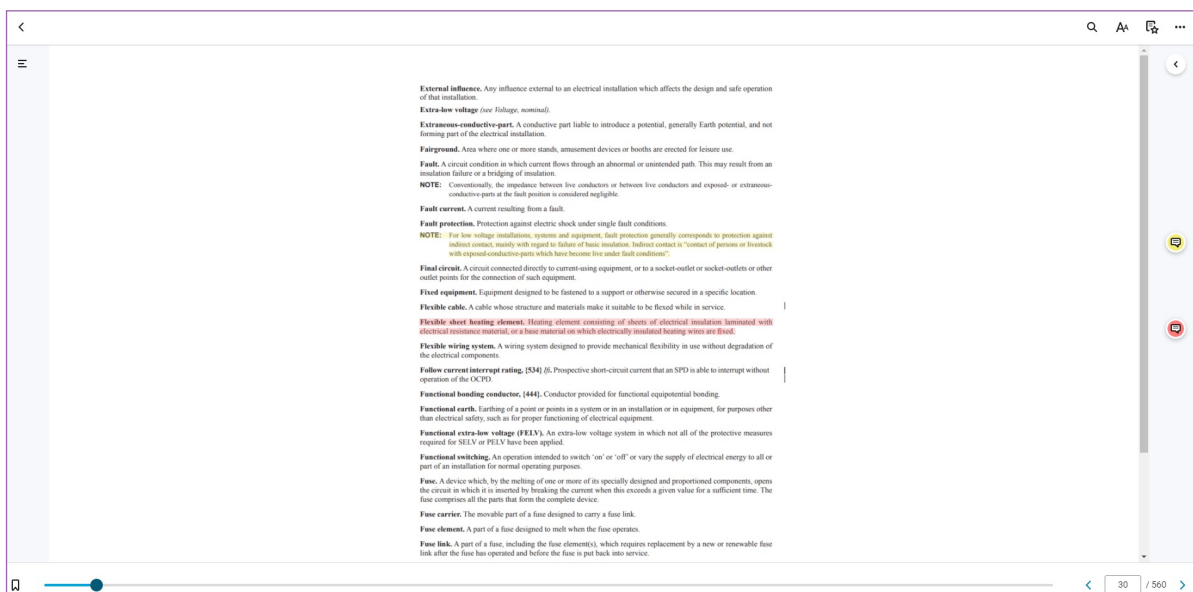
7.5.3. How to close margin notes

To close the margin notes section of your book, reverse the steps outlined in section 7.5.1 by selecting the icon below.



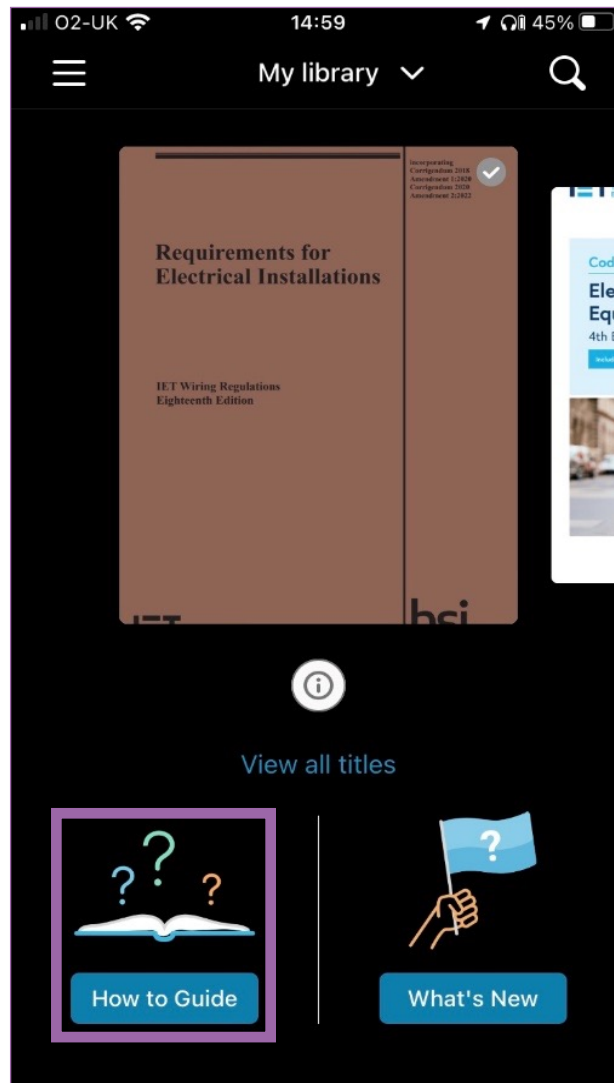
If using the Bookshelf desktop or mobile app, click out of the margin notes popup window.

Bookshelf online closed margin notes view



7.6. More options

In the more options menu within Bookshelf online, you will find the read aloud, print, beta features, help and my account functions. The beta features function is not available for the Bookshelf desktop app. The mobile app has a slightly different more options menu. More information can be found on this within the "How to Guide" section of the mobile app.

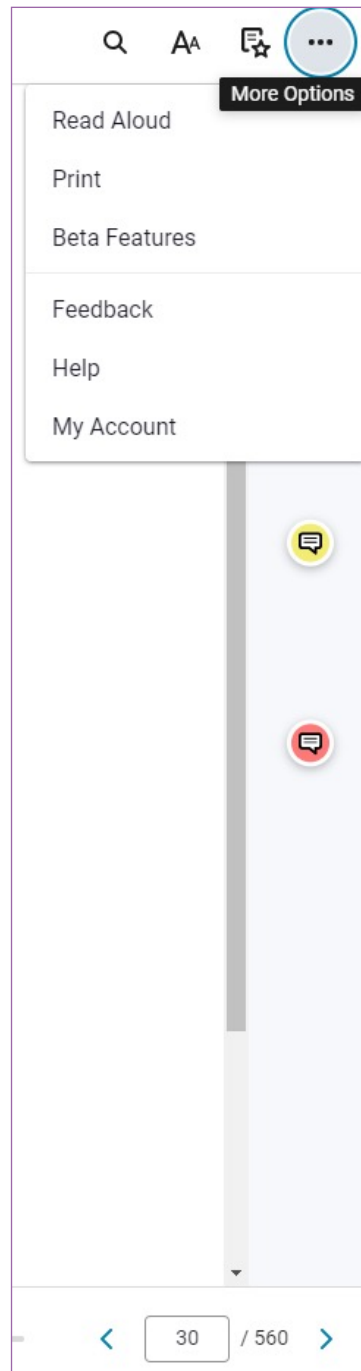


7.6.1. How to open the more options menu

Select the following icon to open the more options menu.

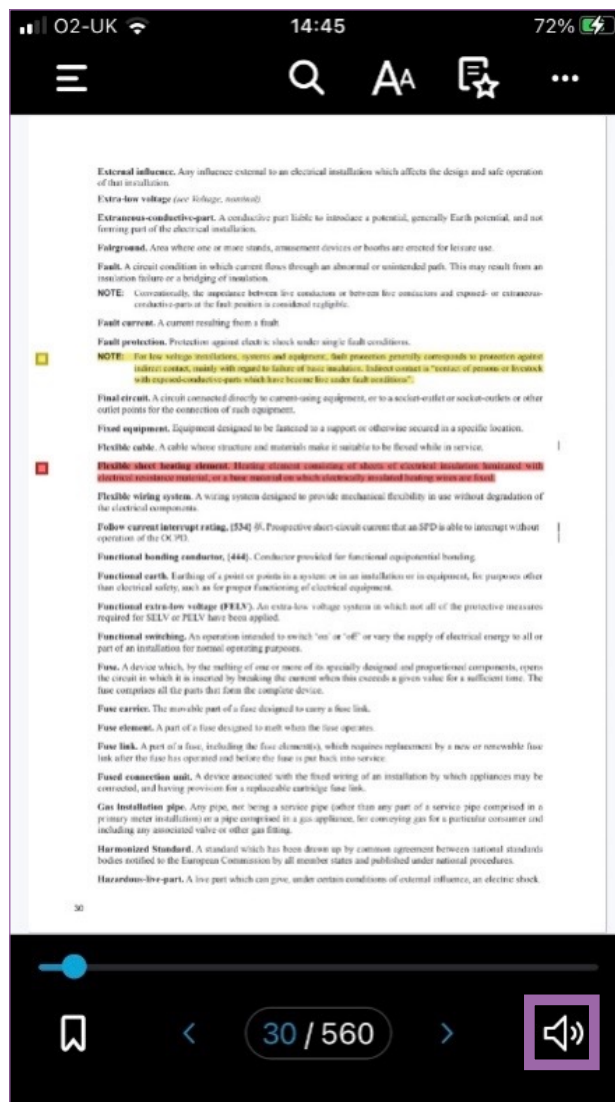
...

This is located at the top right corner of the Bookshelf online book view.



7.6.2. Read aloud function

The read aloud function for Bookshelf online and the desktop app is in the more options menu described in section 7.6. In the mobile app it is in the bottom right corner of the book view.



7.6.3. How to use the read aloud function

Once you have opened the read aloud function through the more options menu of the book, you can have the book read aloud to you under the default settings by using the play icon as shown below.

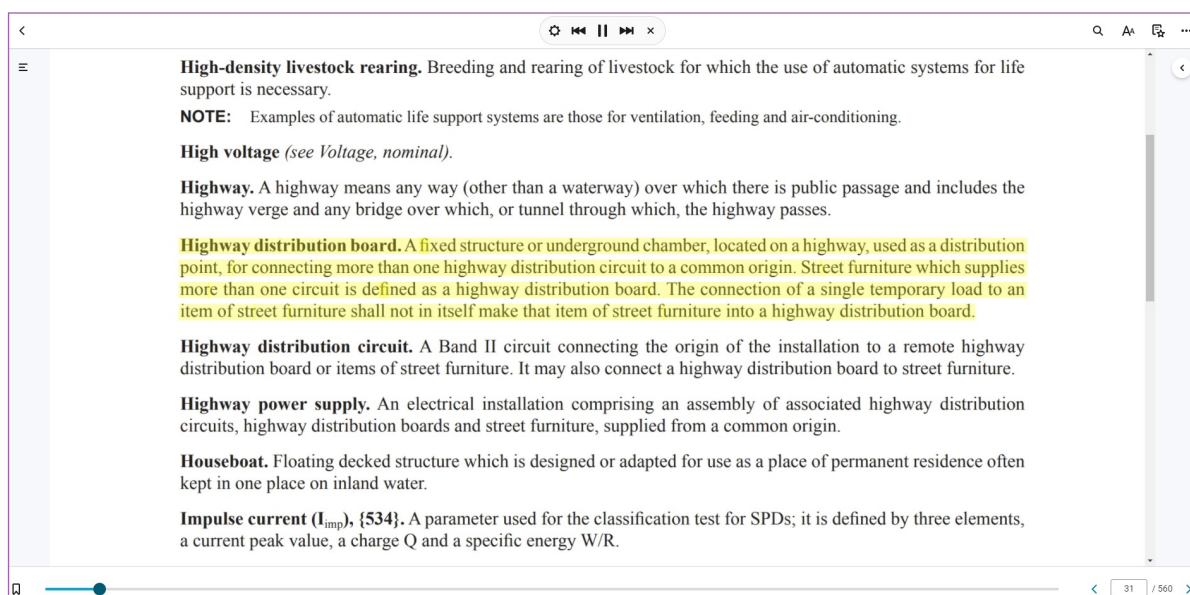
Bookshelf online play icon



Desktop and mobile app play icon








Once you have selected the play icon, you will see the text being read aloud in yellow, and the icon will become a pause icon.



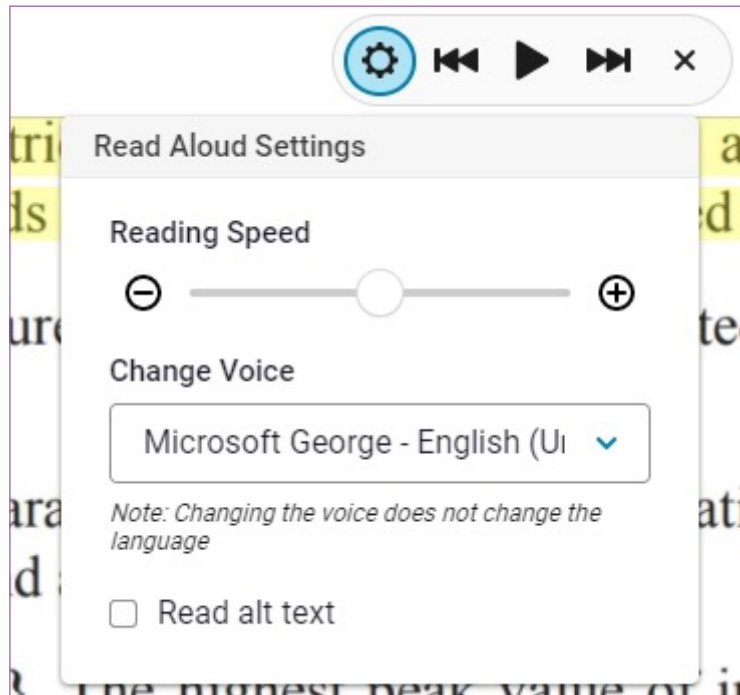
7.6.4. Read aloud options menu

The following is the read aloud menu and it includes the following options: settings, skip back, play/pause, skip forward, and close.



				
Settings	Skip Back	Play/Pause	Skip Forward	Close
Change the Reading Speed, the voice of the Narrator, and read alternative text.	Skip back to "replay" a section of the text, or go back to a section that was not read aloud.	Play or Pause the text being read aloud.	Skip forward to skip text not needing to hear read aloud to text that you are wanting to be read aloud.	Closes the Read Aloud function.

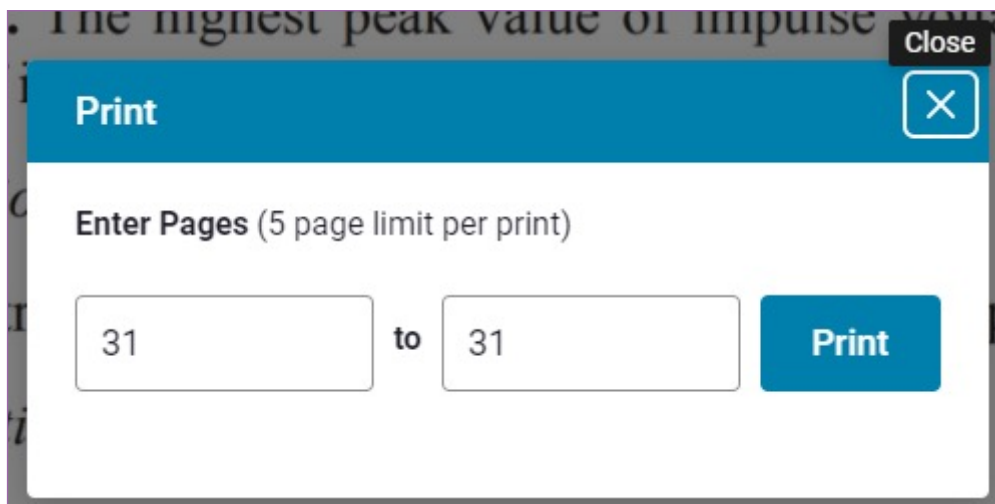
In settings, the reading speed can be changed on a sliding scale, you can select the "-" or "+" icons to slow or speed up the reading speed of the narrator or use the icon that allows you to manipulate the sliding scale control of the reading speed.



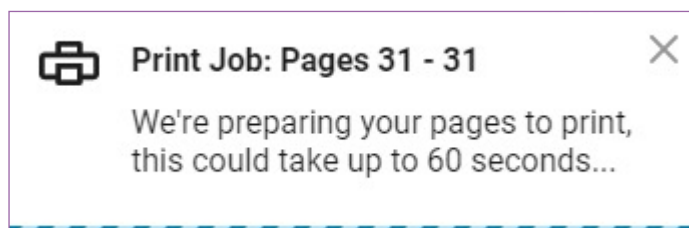
7.6.5. How to use the print function

Please note, Bookshelf is designed to print small, "on the go" sized print jobs for personal use only. Printing a book cover to cover is not permitted and the IET restricts the number of pages that can be printed in any print job to five for each reading session.

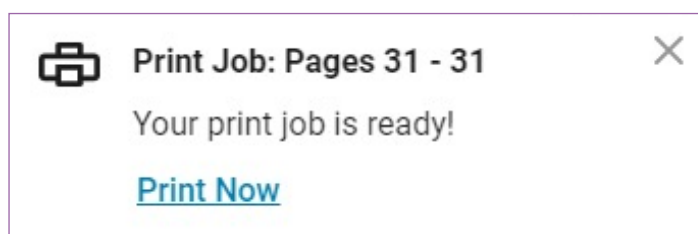
To print, select the print function from the more options menu. This will bring up the following options.



After inputting the page number range and selecting "**Print**", you will see the following message at the top right corner of the page.



After the print job has been prepared, you will see the following message, again at the top right corner of the page.

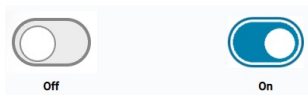


When you select "**Print Now**", a window will popup to allow you to choose the printer you want to print the page(s) to or save the page(s) to PDF. All pages printed or saved to PDF will contain a "**DO NOT COPY**" watermark and your email address. This protects publisher content and reduces piracy. It is important to note that printing in Bookshelf is for personal, private use only. No part of any of the books on Bookshelf can be reproduced or transmitted without the publisher's prior permission.

7.6.6. How to use beta features

The Beta features section of Bookshelf online is where features in progress are placed. Beta features are accessed via the [more options menu](#).

There are toggle switches associated with each beta feature so they can be turned on or off.



Beta Features ✕

Beta features are features in progress. We're working out the imperfections, and features may be removed without warning.

Emoji Reactions 😊 🔘

Select text in the book then choose an emoji reaction from the context menu


Define 🔘

Select a term in the book, then choose 'Define' from the context menu.

Make an impact!

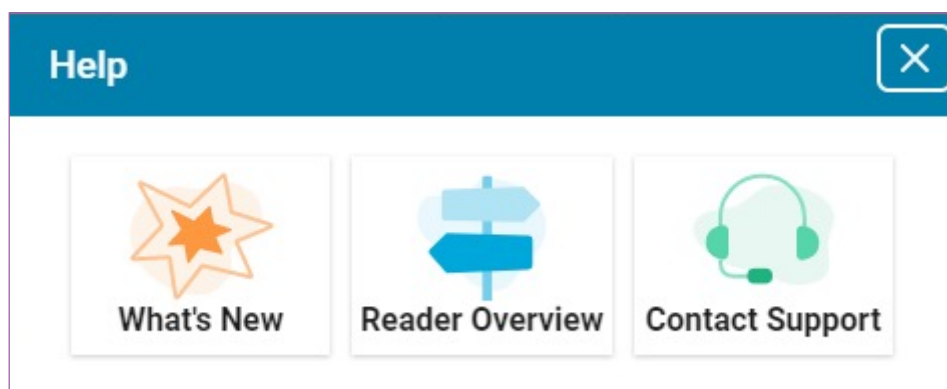
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7.6.7. How to use the help function

Selecting help from the **more options menu** will provide you with the following options.



Clicking on one of these options will take you to the relevant page for that option.

7.6.8. How to use my account function

Selecting the my account function from the **more options menu** will allow you to edit your profile (first/last name, security information); reset your password; download the Bookshelf App; manage the devices being used for Bookshelf (you are allowed to have two computers and two mobile/tablet devices activated at any given time) and select the language you want to use with Bookshelf.

You can also sign out of your current session of Bookshelf from my account. Please note that selecting the **"my account"** link will redirect you to a webpage or open up a new webpage where you can access your account information.

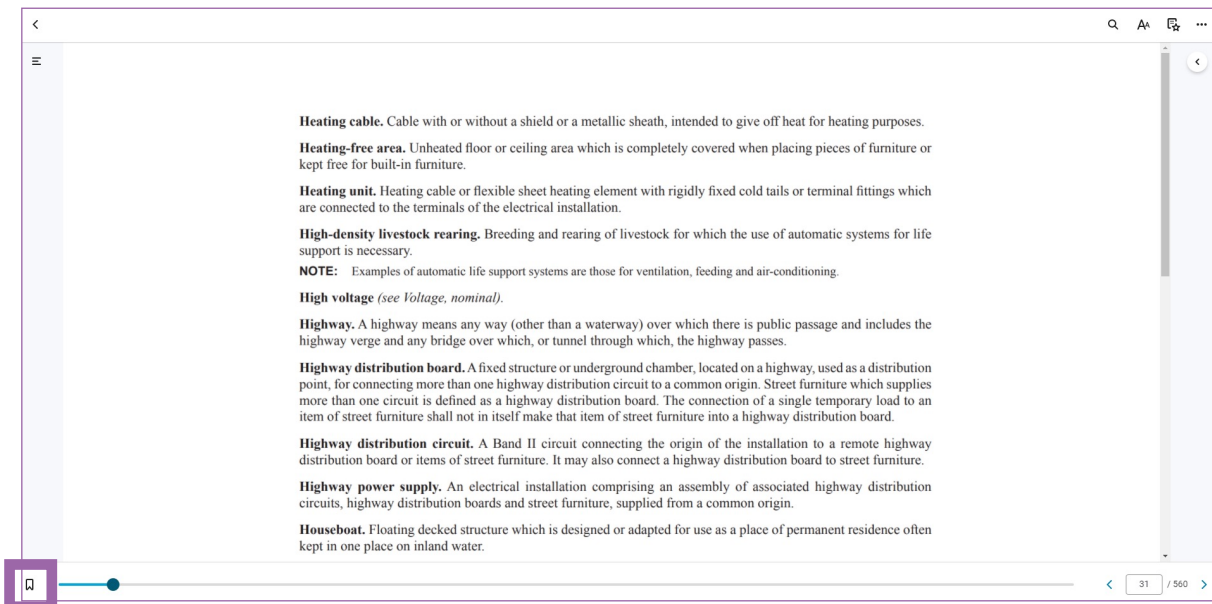
7.7. Bookmarking

You can add a bookmark to your book from Bookshelf online or the desktop or mobile apps. A bookmark added on for example the mobile app will also be saved on your Bookshelf online view and on your desktop app.

7.7.1. How to add a bookmark

Use the following icon located on the bottom left of your screen to bookmark a page. The icon will appear as a white symbol against a black background when using the mobile app.

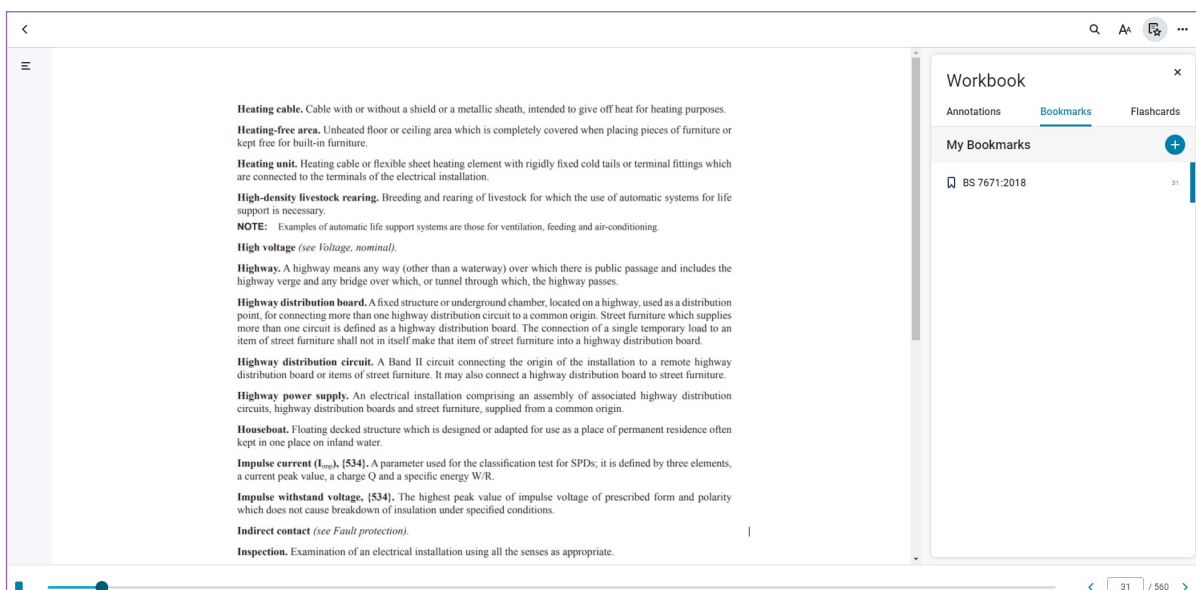




You can also bookmark a page by using the "+" icon in the **Bookmarks Workbook** section of a book.

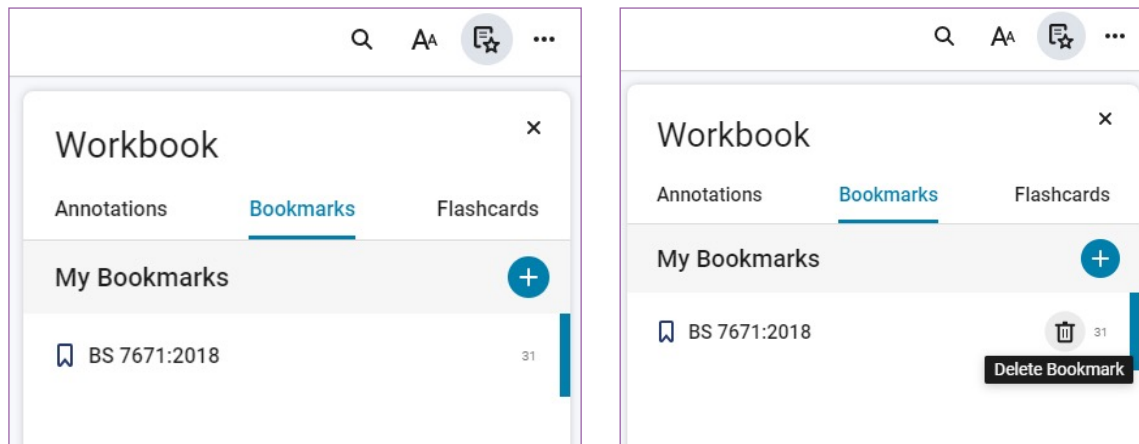
7.7.2. How to view your bookmarks

To view your bookmarks, use the following icon to open the Workbook. The icon will appear as a white symbol against a black background when using the mobile app. Then select the bookmark tab to see the page or pages you have bookmarked in your My Bookmarks section of a book. Selecting a bookmark will take you to the page that has been bookmarked.



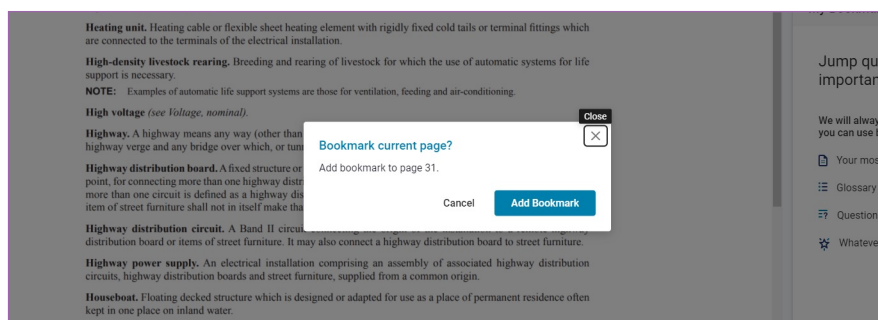
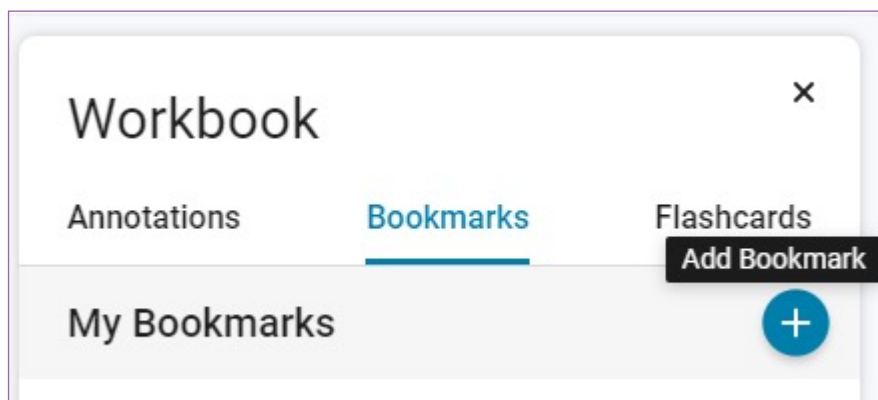
7.7.3. How to remove a bookmark

To remove a bookmark, you will need to be in the Bookmarks Workbook section of your book. Locate the bookmark you would like to remove in the My Bookmarks section, and hover over the bookmark. A delete icon (a dustbin) will appear. Click on the delete icon to remove the bookmark.



7.7.4. How to add a bookmark from your Workbook

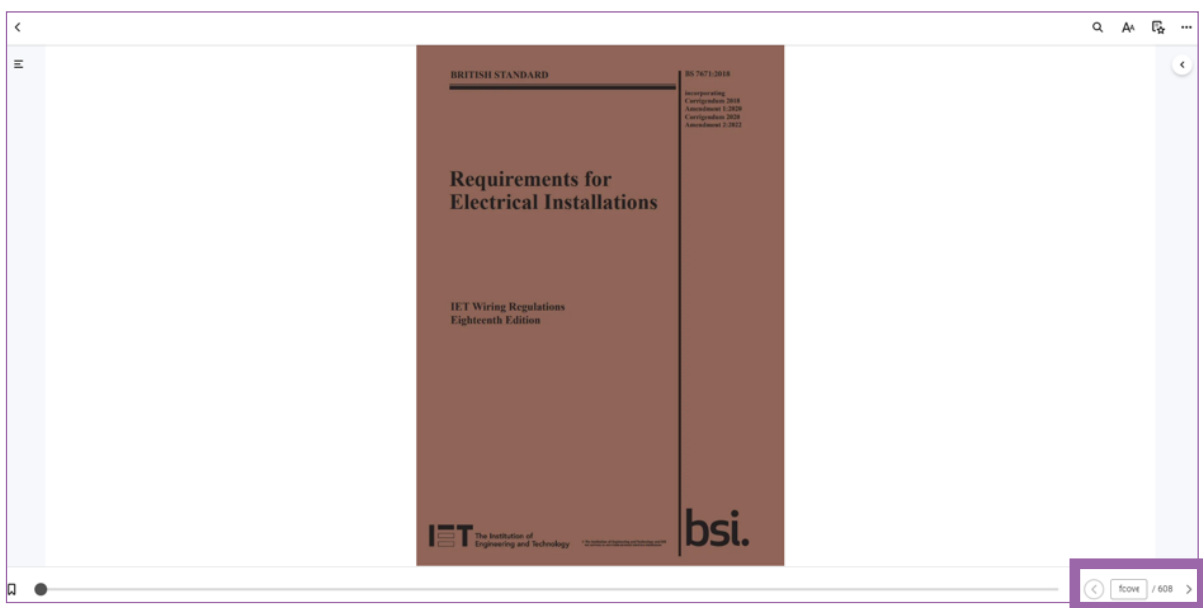
You can use the "+" icon to the right of the My Bookmarks heading to add a bookmark to the page you are currently on. A window will appear asking you to confirm that you want to bookmark the current page. Select "Add Bookmark" and the page will be bookmarked. The bookmark icon will turn blue.



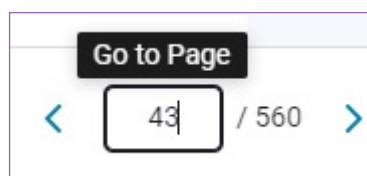
7.8. Page navigation

Turning the page or navigating to a particular page in a book can be accomplished in a few ways.

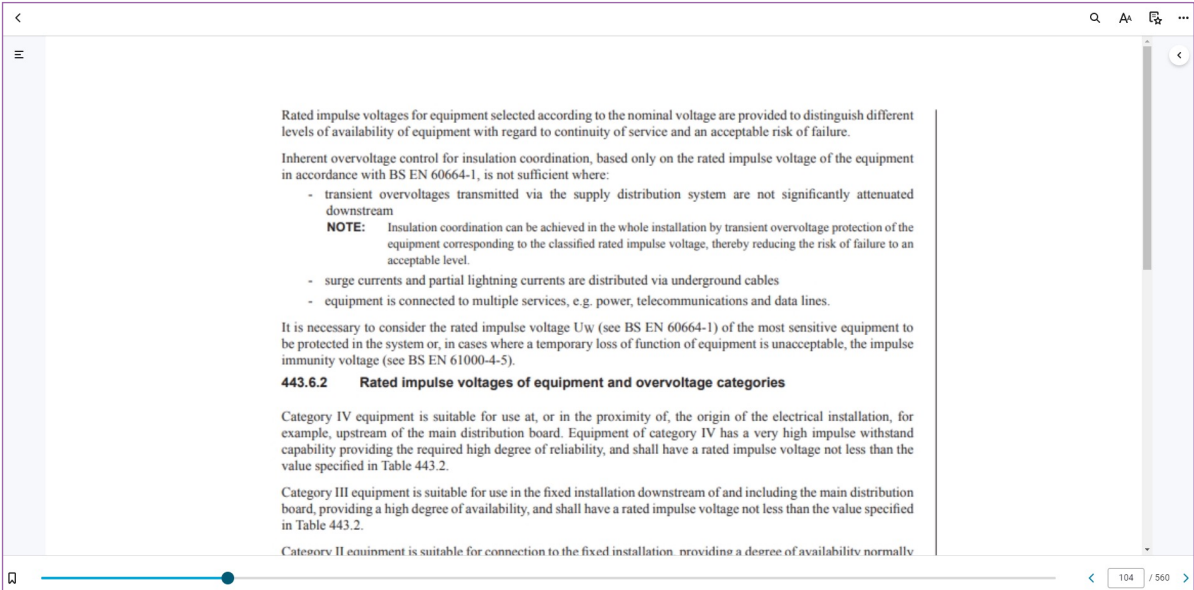
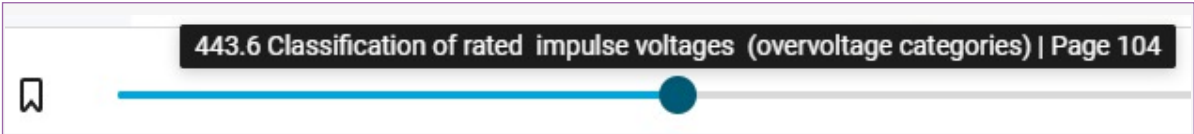
You can turn the pages of a book as you would a paper version by clicking or tapping on the Previous and Next icons located at the bottom right of the book view.



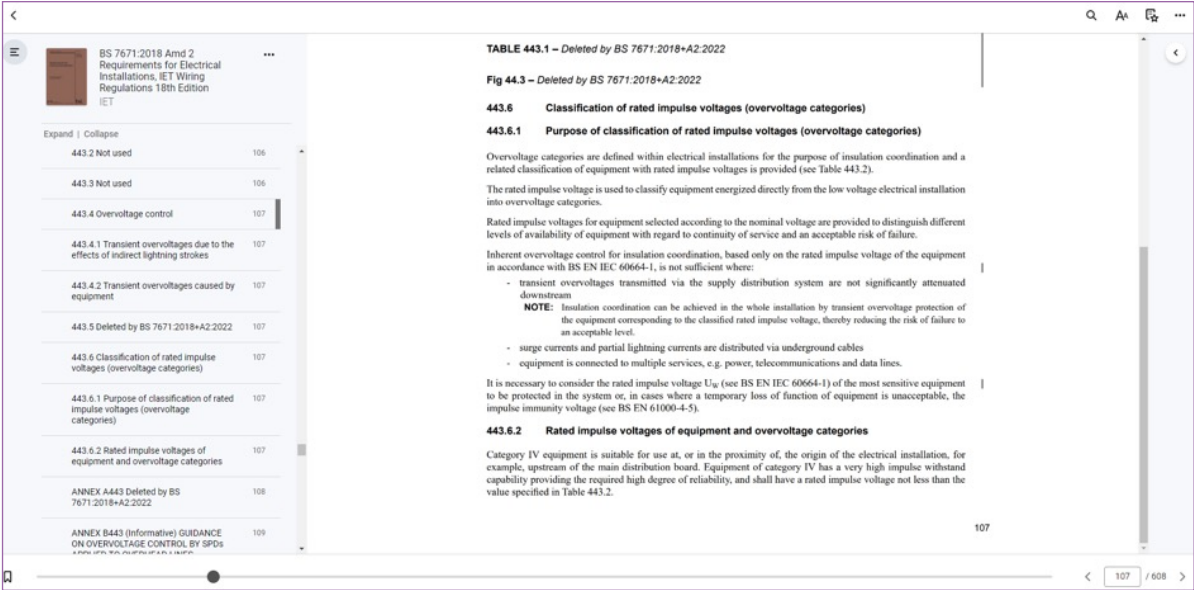
You can also type the page number you need to navigate to into the Go to Page section of the page navigation area and press enter.



Page navigation can also be controlled through the movement of the Page navigation icon located at the bottom right corner of the book view page.



The table of contents view also gives you the ability to navigate by page, please visit the [table of contents section](#) for more details.



If you have any queries or issues after reading this guide, please contact digitalwiringregs@theiet.org.

Contact us at
digitalwiringregs@theiet.org
or see
theiet.org/digital-regs