

Digital Library: **QUICK-START GUIDE**



Tolley's Digital Library is a secure e-book platform which provides you with all the functionality permitted for the online legislation in your CTA exams.

Getting started

When you first log in you will need to open each book to download it to your 'My Books' tab. To do this, follow the instructions in your welcome email. Once the books are downloaded, they can be accessed from your 'Home' tab and the 'My books' tab. This only needs to be done once regardless of which device you use to subsequently log into your Digital Library account.

TOP TIP: the Digital Library works best when using Google Chrome or Microsoft Edge.

Tagging

Tags can be added to frequently used books so that you can group multiple books together. The easiest way to add these is via the three dots to the right of each volume cover. Once tagged, grouped books can be viewed from both the 'Home' tab and the 'My tags' tab.

TOP TIP: use the tagging function to create a group of Yellow books and a second group of Orange books for quick access.

Using on the go

The Digital Library App can be downloaded to a Windows Desktop, Android or iOS device for access on the go and will still be accessible if you lose internet access. Once you are reconnected to the internet, your annotations will synchronise across devices.

Navigation

The easiest way to navigate through pages is to use the left and right arrow keys on your keyboard, or by clicking the cursor on the right and left of your screen to move the pages forwards and backwards.

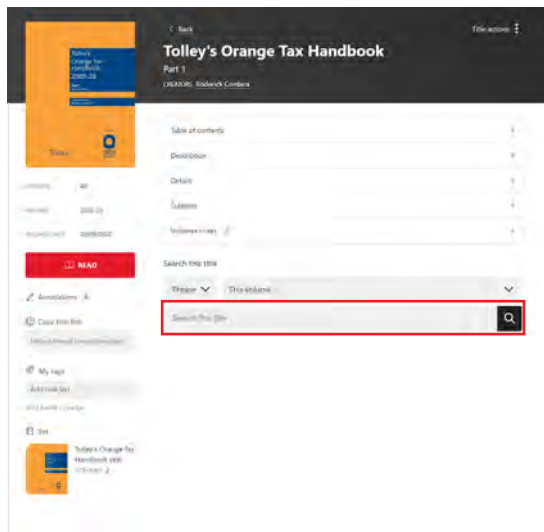
TOP TIP: in the exam you can have multiple tabs open, so you could have different parts of the legislation open on different tabs.

Accessibility

You can change the background colour, book appearance, text scale and font to suit your individual requirements via the 'settings' option at the bottom of the screen when you have any book open.

Searching

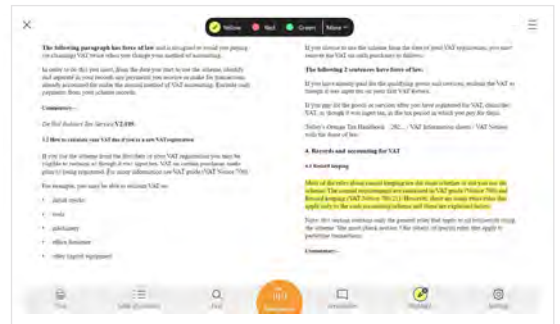
If using the search function it is best to search via the home page of each book (below) or once you are in the book itself. If using the volume homepage option we would advise you search 'this volume' rather than 'all volumes'.



TOP TIP: make your search as specific as possible to reduce the number of search hits returned, e.g. searching for 'annual maxima' is specific and will return a small number of useful results, whereas searching for 'car benefit' is too generic and will return too many results to be useful.

Highlighting

When a book is open, there is a highlight function on the bottom toolbar. To highlight text in the book, click on the highlight button on the toolbar, select your chosen text / section, and if you are happy with the default colour selected click 'done' or just click back anywhere in the book. If you want to choose a different colour just select it before clicking 'done' or clicking back into the book. There are several colours to choose from so you can use a specific colour for a particular topic. When you have finished highlighting click back on the highlight button on the bottom toolbar to close the highlighting menu.



All highlighting for a particular book can be viewed by clicking on the annotations button in the bottom toolbar when you have a book open. You can also view your highlighting from the 'My Annotations' tab or from the 'Home' tab.

TOP TIP: highlighting should be an 'aide memoire' in the exam to remind you of the detail you can't remember by picking out just the key points.

Further information

Digital Library FAQs can be found in the 'Getting Started' section of your online Academy account. This includes links to webinars which explains how to use the Digital Library and navigate the legislation in more detail.

For further help or queries contact
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