Books Unbound

Online. Onpoint. Unlimited.

Quick Access Guide & Overview

STATE BAR OF WISCONSIN

Your Practice. Our Purpose.®

TABLE OF CONTENTS

Welcome to this guide on the new Books Unbound eReader. Books Unbound has been an essential resource for many members over the years, but it is only as good as it's eReader. Now, Books Unbound is powered by Lexum™ which brings a myriad of new features while retaining much of the same functionality of the classic eReader.

This document is designed as a quick access guide for a basic overview of the new Books Unbound application.

HOW TO ACCESS THE eREADER

Books Unbound can be found on the State Bar webpage at:

https://booksunbound.wisbar.org

Typically, when you login to WISBAR.org you will be automatically logged in to your Books Unbound library.

However, you may need to login to your Books Unbound account. Click on the login link in the upper right-hand corner.
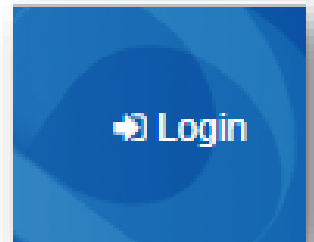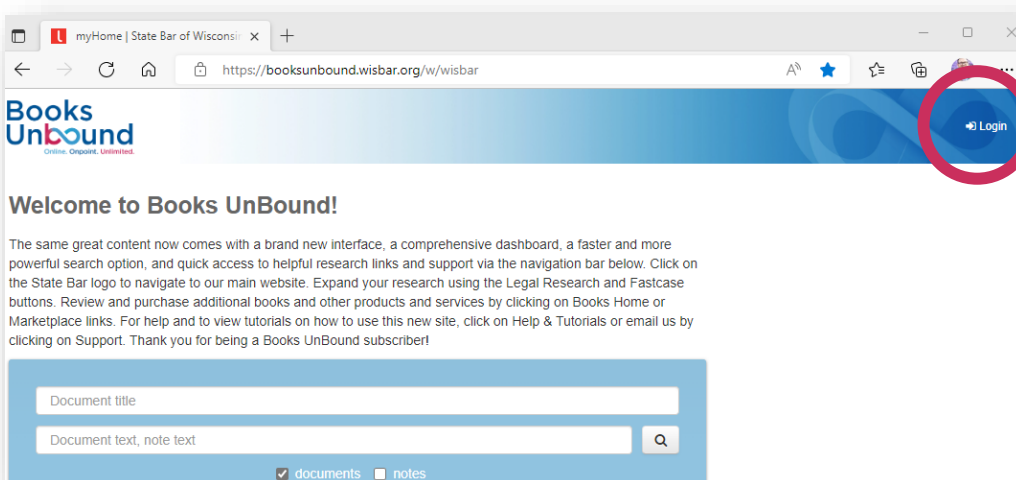
You will then be redirected by a third-party authentication application **auth0** to confirm your login details.

The first time you see this screen you will need to click on the **"Don't remember your Password?"** link. This will allow you create a password into the third-party authentication application **auth0.**

To reset your password simply enter your email address and then clcik on the SEND EMAIL button.

An email will be sent to the email address you used to login and from there you can confirm the password update.

Your login will be good for **10 hours**, after that you will need to log back in, however you will not need to change or update your password unless you forget what it is.

NOTE: Changing this password for the third-party authenticator will not change your password credentials for WISBAR.

1

STATE BAR OF WISCONSIN
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State Bar of Wisconsin

yours@example.com

your password

Don't remember your password?

LOG IN >

Protected with Auth0

2

STATE BAR OF WISCONSIN
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Reset your password

Please enter your email address. We will send you an email to reset your password.

yours@example.com

SEND EMAIL >

Once you have opened the new Books Unbound eReader you will first land on the dashboard page. This dashboard is your gateway to all the same content as in the classic Books Unbound eReader. See the numbered steps below to learn a bit more about the parts of the dashboard.

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1

👤 Dan Sitzler ▾

Documents recently viewed

Contract Law in Wisconsin, Vol 1

Advising Older Clients and Their Families II

Advising Older Clients and Their Families I

Advising Older Clients and Their Families II - SAMPLE

CC test Advising Older Clients with FC links

Welcome to Books UnBound!

The same great content now comes with a brand new interface, a comprehensive dashboard, a faster and more powerful search option, and quick access to helpful research links and support via the navigation bar below. Click on the State Bar logo to navigate to our main website. Expand your research using the Legal Research and Fastcase buttons. Review and purchase additional books and other products and services by clicking on Books Home or Marketplace links. For help and to view tutorials on how to use this new site, click on Help & Tutorials or email us by clicking on Support. Thank you for being a Books UnBound subscriber!

2

Document title

Document text, note text   🔍

☑ documents   ☐ notes

Filters   135 results   **3**

Versions
☐ Full volume
☐ Single chapter

Multi-volume Search

📄 Advising Older Clients and Their Families I

📄 Advising Older Clients and Their Families II

📄 Advising Older Clients and Their Families II - SAMPLE

📄 Advising Older Clients and Their Families I - SAMPLE

NOTE
All first chapters of all the content in Books Unbound is available for search and previewing. If you find content that you do not currently own, you will be prompted to purchase it in the marketplace. Once purchased that content becomes instantly available to you in your Books Unbound library.

STATE BAR OF WISCONSIN   Legal Research | Fastcase | Marketplace | Books Home | Help & Tutorials | Support   **qweri** by lexum

1 At the top left corner of the page, you will see the new logo for Books Unbound. If you click this logo, you will be directed back to the dashboard at any time. Think of this as your home button when in the eReader.

2 Past the welcome title and description paragraph you will come to a large blue box with two form fields. This is the basic document search fields. Here you can search by document title, text or by any notes that may have been created on the document (more on notes a little later). As you type in your words, the eReader basic search will begin to show your search of keywords. You can search by documents or by notes or by both by checking the corresponding boxes. Click the **magnifying glass icon** to begin the search.

3 Below the blue search box, you will see your results. To the left of the results are **additional filters** that you can use to further narrow your search. You can filter by viewing only full volumes or the first chapters of any books you may own in the Books Unbound library. Once you have found the content title you wish to view, click on the result link listed. This will open the document in the reader where further search and other features can be performed.

Now that you have made your selection on the dashboard the content will open in the eReader's reading interface. Here you will find some new features that were not previously available in the classic Books Unbound application.

1 You will notice that each document opens with the table of contents on the left and the document on the right.

2 By clicking on each chapter or subchapter in the table of contents the document will move to that page. Previously, the classic Books Unbound eReader you could open the sub chapters, but never close them back up. With the new Books Unbound eReader you can now close your subchapter by selecting the little arrow to the let of the title.

3 If at anytime you wish to return to the top of the document, you are reading click on the blue link **BACK TO THE TOP** this will take you back to the top of the document.

In the table of contents pane, you will see the search tab. Clicking this tab will bring up the document search engine.

This search engine is a much more powerful tool than that of the previous Books Unbound classic application. You can search by much more than just a single word. The new search engine allows for Boolean searches to better refine your search. A list of syntax can be found below the search bar in the search pane. By adding the syntax to your search, you can narrow down you results in the document. To add the syntax simply type in the operator (middle row) into your search bar. An example is shown to the right in the table. *Please note that the operator is case sensitive in order to properly work.*

Find	Operator (case sensitive)	Example
This PHRASE	""	"R. v. Douglas"
ALL of these words	AND	permit AND hunting
ANY of these words	OR, no operator	city municipality
Words within the same PARAGRAPH	/p	levy /p probate
Words within the same SENTENCE	/s	tax /s income
Words within *n* words	/n	letter /5 credit
Exclude PLURALS and DERIVATIVES	EXACT()	EXACT(translator)
ALL possible ENDINGS	*	constitu*

If you need to resize your viewing window for the document, you can click and drag the **red slider** left or right. By double clicking the red slider you can hide the table of contents. Single clicking it again will bring the table of contents back.

In the Notes tab you can search any notes that you have created, or a colleague has shared with you in the document. If any notes do exist in the document the number of notes will be indicated by a little blue number above the tab.

Results of the search are below the search bar and by clicking on the note it will take you to the highlighted word or section the note was added to in the document.

Also, you can edit the note created by clicking on the grey **EDIT** button or remove the note by clicking on the red **REMOVE** button.

You can print all notes by clicking on the blue, **PRINT NOTES** link just below the search bar

To create a note in the document simply click and drag to highlight a word or section of words in the document. This will bring up the **ADD NOTE** box. Here you can choose a color for your note, add a comment to the note including video and images, or create a link to a website for this note. Once the note is created it is then added to the document.

Insert link, image or video

Choose a color

Add a hyperlink
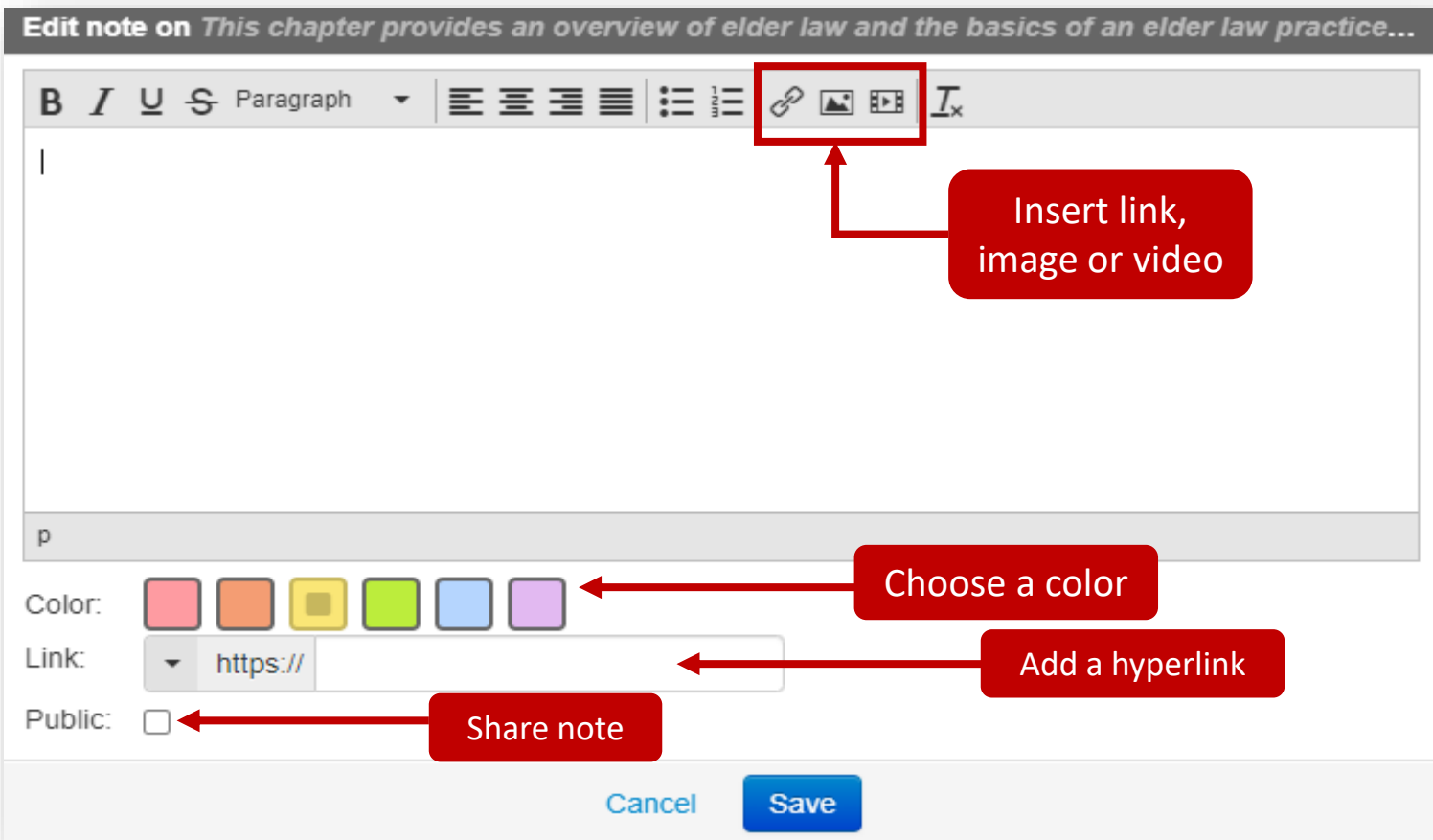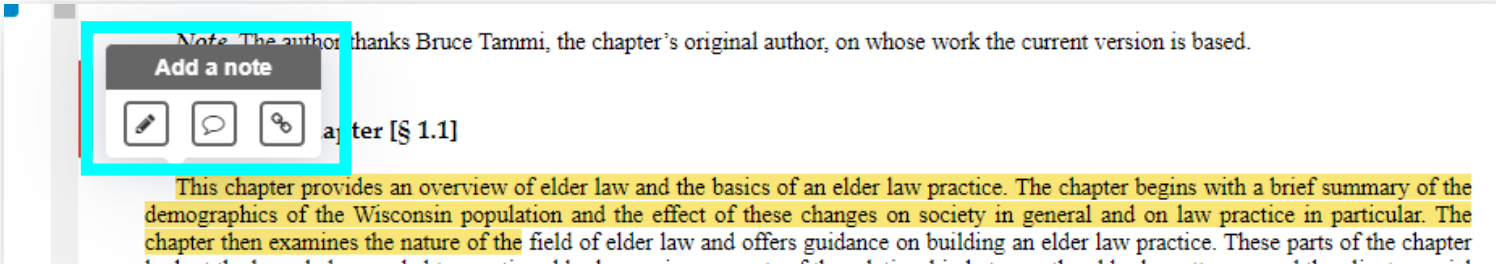
Share note

Notes are by default private to each user in Books Unbound, however they can be shared with other users across the platform. Administrator notes or those notes left by the State bar Authors will be visible to all who have access to that content.

Navigating through the document you will also find links that when clicked will open a new tab to that referenced document or webpage.

If that link is to another Books Unbound title that you do not currently own, a pop-up box will be shown that can take you directly to the title in the marketplace to purchase.

Along the bottom of the page, you will see several links to other research tools and resources such as Legal Research, Fastcase, the Marketplace, the Books home page, Help and tutorials, and support..

One great part of the new Books Unbound is the direct linking to Fastcase. You can Review the actual opinion cited with a simple click. To conduct some research in Fastcase, click the link in the navigation bar at the bottom of your screen and you will be able to launch Fastcase and activate all the tools in your free subscription in a separate tab in your browser.

PRO TIP

Login to FastCase in a separate tab prior running Books Unbound for ease of use .