# TABLE OF CONTENTS

1. Introduction .......................................................................................................................... 1

2. iStudyGuide on Mobile .......................................................................................................... 3
   A. Installing SUSS Backpack ................................................................................................. 3
      i. SUSS Backpack for iOS Devices ................................................................................. 3
      ii. SUSS Backpack for Android Devices ....................................................................... 6
   B. Installation of Mobile Reader ........................................................................................... 9
      i. Install iBooks .............................................................................................................. 10
      ii. Install Gitden Reader ................................................................................................. 11
   C. Download iStudyGuide from SUSS Backpack ............................................................... 13
      i. SUSS Backpack on iOS Devices ................................................................................ 13
      ii. SUSS Backpack on Android Devices ...................................................................... 16
   D. How to View iStudyGuide ............................................................................................... 19
      i. View iStudyGuide on iBooks .................................................................................... 19
      ii. View iStudyGuide on Gitden Reader ..................................................................... 24

3. iStudyGuide on Desktop ....................................................................................................... 29
   A. Installing Adobe Digital Edition ....................................................................................... 29
   B. Downloading iStudyGuides to Desktop from Canvas .................................................. 32
   C. View iStudyGuide on Adobe Digital Editions ............................................................... 35

Appendix A: How to Toggle Between iStudyGuide to External Content and Vice Versa ......................................................... 39

Appendix B: How to delete iStudyGuide ................................................................................ 42
   A. Mobile devices ................................................................................................................. 42
      i. iBooks ...................................................................................................................... 42
      ii. Gitden Reader ........................................................................................................ 44
   B. Desktop ......................................................................................................................... 45
      i. Adobe Digital Editions ............................................................................................. 45
      ii. iBook On Mac OS .................................................................................................. 47
1. Introduction

Welcome to the SUSS User Guide on iStudyGuide!

In this manual, you’ll learn how to install and use the appropriate reader for your mobile device and desktop computers. We will also illustrate how to import the iStudyGuide to your devices.

You’ll be introduced to the different functions that enhance your reading experience – e.g., table of contents, zoom function, and how to change the font size of the iStudyGuide. In addition, you’ll learn how to use the features available on the iStudyGuide – creating notes, highlighting, search functions – to support your learning.

Do note that you must take ownership of your learning – and this means being actively involved in and taking responsibility for how you learn.

Note-taking – an effective learning habit

One useful learning habit you should make a point to cultivate is note-taking, which is crucial to your academic success at SUSS as it allows you to:

   a) capture and summarise relevant information such as concepts, processes, or formulae in a particular study unit;

   b) integrate other information you may have gathered from reading other sources that may be relevant to the particular study unit;

   c) incorporate your own reflection of what you have learnt in a particular study unit;

   d) prepare questions that you may have with regards to the content, which you can ask your instructors to clarify; and

   e) share your notes with your classmates, thereby enabling you to foster closer collaboration and learning with your peers.

Your ability to produce good notes will prove useful in the long run, as you can refer to them when writing your assignments. More importantly, they will help you in your preparation for the final examinations.
Functions in the iStudyGuide that support learning

The functions available in the current iStudyGuide will support you in your note-taking. These functions include:

1. **Highlighting** – You may want to highlight important concepts or information for easy learning retrieval.

2. **Memo or Making Notes** – You could summarise or write down your own reflection of the different sections in the iStudyGuide using this function.

3. **Copy Text** – This allows you to easily copy and transfer certain sections of your iStudyGuide to other writing platforms. This comes in handy especially when you are making your own notes, or preparing to write an assignment.

4. **Share** – With “Share”, you can send any queries you may have about certain sections of the iStudyGuide directly to your instructor or classmates via email or SMS.

5. **Define** – This provides immediate definitions of terms that you might not know, assisting you to learn more efficiently.

6. **Search Online or Within Guide** – This allows you to search for information in your iStudyGuide using keywords from your assignment or if you were to research for more information.

We wish you a fulfilling learning experience with SUSS iStudyGuide!

2. iStudyGuide on Mobile

You can download the iStudyGuide to your mobile device by navigating to the course resources in the SUSS Backpack app.

You cannot download the iStudyGuide using the Canvas Mobile app.
A. Installing SUSS Backpack

i. SUSS Backpack for iOS Devices

If SUSS Backpack is already available in your iOS Device, proceed to page 9.

1. On the iOS device, tap the App Store icon.

2. Key in “SUSS Backpack” onto the search field.

3. Tap on “Search”.

---

© 2017 Singapore University of Social Sciences. All rights reserved.
Updated on July 2017 by Learning Systems and Applications Department
4 Tap on “GET”.

5 Tap on “INSTALL”.

---

© 2017 Singapore University of Social Sciences. All rights reserved. Updated on July 2017 by Learning Systems and Applications Department
6 Tap on “OPEN” to launch the SUSS Backpack.

7 Proceed to page 9.
ii. SUSS Backpack for Android Devices

If SUSS Backpack is already available in your Android Device, proceed to page 9.

1. On the Android device, tap on the Play Store icon.

2. Search for “SUSS Backpack” from the Play Store.

3. Tap on the search icon “🔍”
4 Tap on “SUSS Backpack”.

Tap on “Install”.

Tap on “OPEN” to launch the SUSS Backpack.

Proceed to the next page.
## B. Installation of Mobile Reader

Please install one of the following readers in your mobile device.

<table>
<thead>
<tr>
<th>Devices</th>
<th>Instructions</th>
<th>Steps on Installation</th>
</tr>
</thead>
<tbody>
<tr>
<td>iOS Devices</td>
<td>Download iBooks from App Store. Operating System (OS) of your mobile device must be version 5 or above. Click <a href="#">HERE</a> on how to check your device version.</td>
<td>Please refer to page 10 of this guide.</td>
</tr>
<tr>
<td>Android Devices</td>
<td>Download Gitden Reader from Google Play. Operating System (OS) of your mobile device must be version 4.0.4 or above. Click <a href="#">HERE</a> on how to check your device version.</td>
<td>Please refer to page 11 of this guide.</td>
</tr>
</tbody>
</table>
i. iBooks

iOS

The iBooks application is required to view the iStudyGuide on iOS operating system.
The iBooks is available as a built-in app on iOS versions 5 and above.
ii. Install Gitden Reader

The Gitden Reader is required to view the iStudyGuide on Android devices. Please note that Gitden Reader is only available for Android versions 4.0.4 and above.

1. Install Gitden Reader from Play Store.

2. Click on “Play Store”

3. Search for “gitden reader” from the Play Store.

4. Tap on“.”
5 Tap on “Gitden Reader”.

6 Click on “Install”.

7 Tap on “Accept”. Gitden Reader will be installed on your device.
C. Download iStudyGuide from SUSS Backpack

i. SUSS Backpack on iOS Devices

1. Launch the SUSS Backpack app and log on using your MyMail “Username” and “Password”.

2. Tap on “LOGIN”.

![SUSS Backpack Login Screen](image-url)
3 Tap on “MY COURSES”

4 Tap on the desired course. For example: “CLS109”
5 Tap on “ISTUDYGUIDE”.

6 Tap on the “☁️” icon to download the EPUB version of the iStudyGuide.

7 Tap on “Download now”. Refer to page 19 for the steps to view your iStudyGuide on iBooks.
ii. SUSS Backpack on Android Devices

1. Launch the SUSS Backpack app and log on using your MyMail “Username” and “Password”.
2. Tap on “LOGIN”.

![SUSS Backpack app login screen](image-url)
3 Tap on “MY COURSES”.

4 Tap on a course. For example, “CLS109”.

Tap on "MY COURSES".

Tap on a course. For example, “CLS109”.

CLS109

COU155

ECO203
5. Tap on “ISTUDYGUIDE”.

6. Tap on the “↓” icon to download the EPUB version of the iStudyGuide.

7. Tap on “Download now”. Refer to page 24 for the steps to view your iStudyGuide on Gitden Reader.
D. How to View iStudyGuide

i. View iStudyGuide on iBooks

1. The “…” icon will change to “📚” Tap on “📚” to launch the iStudyGuide.

   ![Study Guide (PDF)]
   
   File: CLS109_Study Guide.pdf
   Version: 2.1
   Last updated on: 24-10-2017

   ![iStudyGuide (EPUB)]
   
   File: CLS109_Study Guide.epub
   Version: 2.1.0
   Last updated on: 10-07-2017

2. Tap on “Launch this Study Guide”.

   ![Launch this Study Guide]

   ![Download again]

   ![Cancel]
3 Tap on “Copy to iBooks”.

4 The iStudyGuide is now copied over to iBooks. Tap on the iStudyguide book cover to launch it.
Functions of iBooks

1. Return to Bookshelf
2. Display Table of Contents
3. Increase/Decrease Font Size
4. Search Keyword
5. Bookmark
6. Page Navigation
various materials and resources are organised and how they may be used, how your learning will be assessed, and how to get help if you need it.

Course Schedule

To help monitor your study progress, you should pay special attention to your Course Schedule. It contains study unit-related activities including Assignment, self-evaluations, and examinations. Please refer to the Course Timetable in the Student Portal for the updated Course Schedule.

You should always make it a point to check the Student Portal for any announcements and latest updates!

You need to ensure you fully understand the contents of each Study Unit listed in...
To help monitor your study progress, you should pay special attention to your Course Schedule. It contains study unit related activities including assignments, self-evaluations, and examinations. Please refer to the Course Timetable in the Student Portal for the updated Course Schedule.

**NOTE:**

You should always make it a point to check the Student Portal for any announcements and latest updates.

You need to ensure you fully understand the contents of each Study Unit listed in the Course Schedule. You are expected to complete the suggested activities either independently and/or in groups. It is imperative that you read through your Assignment questions and submission instructions before embarking on your Assignment. It is also important you comprehend the Overall Assessment Weighting of your course. This is listed in Section 1.4 of this Guide.

Manage your time well so you can meet given deadlines and do regular revisions after completing each unit of study. They will help you retain the knowledge garnered and prepare you for any required formal assessment. If your course requires an end-of-semester examination, do look through the Specimen or Past Year Exam Paper which is available on MyUniSIM.
ii. View iStudyGuide on Gitden Reader

1. The “枋” icon will change to “書”. Tap on “書” to launch the iStudyGuide.

2. Tap on “Launch Study Guide”.

3. Tap on “Gitden Reader”.

4. Tap on “Always”.

Tap on “Launch Study Guide”.
The iStudyGuide is now copied over to Gitden Reader. Tap on the iStudyGuide book cover to launch it.

**Note:** If you need to re-download the latest version of the iStudyGuide, please ensure that the older version of iStudyGuide is removed from Gitden Reader. Refer to page 16 for the steps to download the iStudyGuide.
Functions of Gitden Reader

1. Import/Delete/Sort
2. Help
Welcome to your study of ENG107 Intellectual Property & Patents, a 5 credit unit (CU) course.

This Study Guide is divided into two sections – the Course Guide and Study Units.

The Course Guide provides a structure for the entire course. As the phrase implies, the Course Guide aims to guide you through the learning experience. In other words, it may be seen as a roadmap through which you are introduced to the different topics within the broader subject. This Guide has been prepared to help you understand the aim[s] and learning outcomes of the course. In addition, it explains how the various materials and resources are organised and how they may be used, how your learning will be assessed, and how to get help if you need it.

Course Schedule

To help monitor your study progress, you should pay special attention to your Course Schedule. It contains study unit related activities including Assignment, self-evaluations, and examinations. Please refer to the Course Timetable in the Student Portal for the updated Course Schedule.

NOTE:

You should always make it a point to check the Student Portal for any announcements and latest updates.

You need to ensure you fully understand the contents of each Study Unit listed in the Course Schedule. You are expected to complete the suggested activities either independently and/or in groups. It is imperative that you read through your Assignment questions and submission instructions before embarking on your Assignment. It is also important you comprehend the Overall Assessment Weighting of your course. This is listed in Section 1.4 of this Guide.
Introduction

Welcome to your study of ENG107 Intellectual Property & Patent Law unit (CU) course.

This Study Guide is divided into two sections – the Course Guide and the Course Units.

The Course Guide provides a structure for the entire course. As such, it aims to guide you through the learning process. In other words, it may be seen as a roadmap through which you are directed to the different topics within the broader subject. This Guide has been designed to help you understand the aim[s] and learning outcomes of the course. In addition, it explains how the various materials and resources are used, how they may be used, how your learning will be assessed, and how feedback will be given, if you need it.

Course Schedule

To help monitor your study progress, you should pay special attention to the Course Schedule. It contains study unit related activities including self-evaluations, and examinations. Please refer to the Course Timing Student Portal for the updated Course Schedule.

NOTE:
You should always make it a point to check the Student Portal for the latest updates.

| 1 | Highlight Text          | 4 | Define (Dictionary) |
| 2 | Create Memo            | 5 | Share Text          |
| 3 | Search for Keywords    | 6 | Copy Text           |
3. iStudyGuide on Desktop

A. Installing Adobe Digital Edition

1. Launch “Google Chrome” browser.

2. Navigate to the URL to download the installers

3. Click on “Windows (8.24 MB)” to begin the installation.

   ![]([Adobe Digital Editions 4.5.6 Installers](image.png))

4. At the bottom of the screen, click on “ADE_4.5_Installer.exe” to launch the installer.

5. Click on “Run”.

   ![]([Open File - Security Warning](image.png))
Click on the Checkbox to accept the terms and agreement.

Click on “Next”.

Click on “Next” to proceed.
Click on “Install” to begin the installation.

Adobe Digital Editions has been successfully installed. Click on “Close” to complete the installation and launch the software.
B. Downloading iStudyGuides to Desktop from Canvas

1. Log on to Canvas, which is accessible at [https://canvas.suss.edu.sg]

2. Key in your user ID and password. The User ID is your MyMail address without the domain.

3. Click on “Log In”
On the left hand side of the Canvas Dashboard, you will be able to view the courses that you have been enrolled to. Click on the L Group of your course. E.g LSA123_JUL17_L01.

Click on “iBookstore”
Click on “Download” to download the ePub file.

Refer to the table below for the steps to view the iStudyGuide on iBooks, Gitden Reader or Adobe Digital Editions:

<table>
<thead>
<tr>
<th>Device</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>iBooks</td>
<td>Please proceed to [page 19].</td>
</tr>
<tr>
<td>Gitden Reader</td>
<td>Please proceed to [page 24].</td>
</tr>
<tr>
<td>Adobe Digital Editions</td>
<td>Please proceed to [page 35].</td>
</tr>
</tbody>
</table>
C. View iStudyGuide on Adobe Digital Editions

1. Click on the “Start” button.

2. Click on “Adobe Digital Editions 4.5” to launch the Adobe Digital Editions application.

3. Click on “File”.

4. Click on “Add to Library”.

![Image of Adobe Digital Editions application]

![Image of Adobe Digital Editions menu]

© 2017 Singapore University of Social Sciences. All rights reserved.
Updated on July 2017 by Learning Systems and Applications Department
Click on the epub file. For example, **AD109_Stu**dy **Guide.epub**.

Click on “Open”.

The iStudyGuide is now loaded onto the Adobe Digital Editions Bookshelves platform. Double-click on the icon below to launch and read the iStudyGuide.
The iStudyGuide will be launched as shown below.
Functions of Adobe Digital Editions

1. Return to Bookshelf
2. Create Bookmark
3. Show Table of Contents
4. Increase/Decrease Font Size
5. Search Keywords
6. Find Previous/Next Keywords
7. Toggle Full Screen View
8. Previous/Next Page
9. Scroll Backward/Forward
10. Jump to Specific Page
Appendix A: How to Toggle Between iStudyGuide to External Content and Vice Versa

Toggle on iBooks

1. Tap on the external link on the iStudyGuide.
2 The link will automatically load on Safari (default browser on iOS). To toggle back to iBooks, press the “…” button on your device.

3 It will bring you back to the iOS home screen on your device. Launch the iBooks app to continue from where you left off or read another iStudyGuide.
**Toggle on Gitden Reader**

1. Tap on the external link on the iStudyGuide.

   - The link will be opened on the default browser in Android.

2. To toggle back to Gitden Reader, tap on the " button.
Appendix B: How to delete iStudyGuide

A. Mobile devices

i. iBooks

To delete iStudyGuide from iBooks on iOS,

1. Launch iBooks and tap on “Edit”.

2. Select the iStudyGuide.
3 Tap on “Delete”.

4 Tap on “Delete”.

![Image of a mobile app interface showing the 'Delete' button selected with a red box around it.](image-url)
ii. Gitden Reader

To delete iStudyGuide from Gitden Reader in Android,

1. Tap on the "⚙️" icon.

2. Tap on “Delete”.

3. Select the iStudyGuide.

4. Tap on “Delete”.

---

**Figure:**

- Step 1: Tap on the "⚙️" icon.
- Step 2: Select the iStudyGuide.
- Step 4: Tap on “Delete”.

---
B. Desktop

i. Adobe Digital Editions

To delete iStudyGuide from Adobe Digital Editions,

1. Select the iStudyGuide.

2. Right-click on the iStudyGuide and click on “Remove from Library”.
Click on “Remove”.

![Image of Adobe Digital Editions window with a remove dialog box open.](image-url)
ii. iBook On Mac OS

To delete iStudyGuide from iBooks on a Mac,

1. Launch iBooks and select the iStudyGuide.

2. Right-click on the iStudyGuide and click on “Delete”.
Click on “Delete” to delete the iStudyGuide from your Mac.