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User's Guide



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User's Guide

iBooks™ User's Guide

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Getting Started

iBooks™ User's Guide will direct you through reading digital books on your iPhone or iPad as well as making notes, highlighting, obtaining word definitions, searching, adjusting aesthetics, and even listening to the books audibly.

Note: This user guide assumes you already have an iPad or iPhone and a current iTunes account.

Determining System Requirements

To ensure that your device is up to date with the most recent iOS software:

1. Go to *Settings*.
2. Select *General*.
3. Select *Software Update*. If you see *Your Software is up to date* then your software is updated and you can skip to **Installing iBooks**. If not, proceed to step 4.
4. Update your iOS software by selecting *Update Now* and follow the prompts for updating software.

Installing iBooks

To install iBooks:

1. Go to your *App Store* icon.
2. Select *Search*.
3. Type in *iBooks* .
4. Select the iBooks icon as seen in Figure 1.
5. Select *Get*.
6. When prompted, enter your iTunes password and begin download. iBooks will automatically be available to you upon completed download.



Figure 1. *iBooks icon*.

Obtaining Books

The iBooks application gives your device a library of sorts, but to read books, you will have to manually download books from iTunes into your library.

Purchasing Books

The first option for obtaining a digital book is by purchasing through iTunes. To purchase a book, with iBooks open on your device:

1. Select *Top Charts* or *Search*.
 - If you select *Top Charts*, you will be taken to a list of charted books to choose from.
 - If you select *Search* you can type in the title of a book or an author to access a specific book or author.
2. Once you have found your book of choice, select the given price for that book as seen in Figure 2 on Page 9.

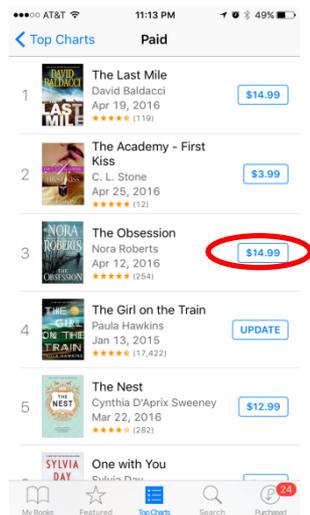


Figure 2. Purchasing an iBook™.

3. Select *Buy Book*.
4. Enter your iTunes password and the download will automatically begin.
5. After download is complete, select *My Books* on the bottom of your screen to access your library. Your book is now available to read!

Downloading Free Books

Another option for obtaining a digital book is by downloading free books. To download a free book, with iBooks open on your device:

1. Select *Top Charts*.
2. Select *See All* to the right of the word **Free** as shown in Figure 3.

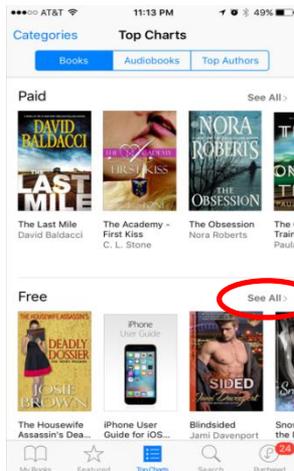


Figure 3. *Free iBooks™*.

3. Find the book you want to download and select *Get*.
4. Select *Get Book*.
5. Enter your iTunes password and download will begin automatically.

6. After download is complete, select *My Books* on the bottom of your screen to access your library. Your book is now available to read!

Operating Books

iBooks™ allows you to not only read books, but to actively make notes, find definitions, place bookmarks, and other options.

Reading Books

The main goal of iBooks is to provide user with a digital book to read, to do so:

1. Choose a book to read by selecting a book from your library.
2. To turn pages simply drag from the right of your screen to the left.

Note: We will later access a scrolling view in which page turning will be done differently.

Bookmarking

While you are reading, you may find yourself needing to mark your place, define a word, or search the contents of the book. Each action is described below:

- To find a definition, double-tap on a word to display a menu and choose *Define*.

- To mark your place, tap your text once for a menu to be displayed at the top of your screen as seen in Figure 4.

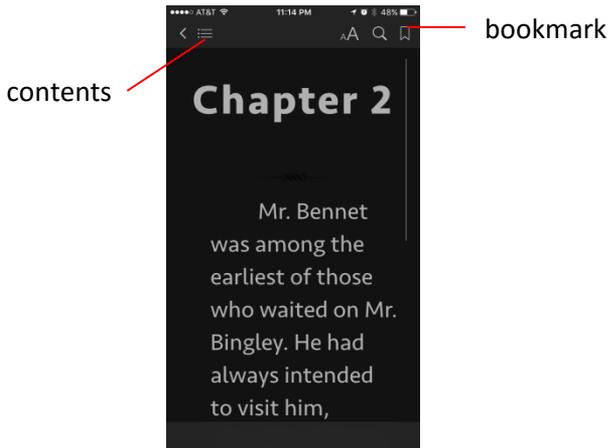


Figure 4. *Bookmark.*

Tap on the bookmark as shown above and when you return to your book, you can resume at your bookmark by selecting bookmarks in the contents menu as describe below.

- To access a table of contents, tap your text once for a menu to be displayed at the top of your screen and select the contents icon as seen in Figure 4. From here you can select any chapter you choose and be sent directly to that chapter.

Annotation

While reading your iBook, you may decide to make notes or highlight important sections, all of which can be done in iBooks.

Making Notes

While reading you will be able to make your own notes in reference to any text in the book. To make and retrieve notes:

1. Select the area of text you would like to reference and double tap to retrieve a menu.
2. Select *Note* from the menu and a screen will populate showing the text you selected.
3. Below the selected text you will have the ability to type in notes.
4. When you have completed your notes, select *Done*.

Retrieving Notes

After making notes, you may want go back and refer to your notes later. To retrieve your notes:

1. Select the contents icon as illustrated on page 13.
2. Choose the *Notes* option and a list of notes made will populate for your selection.
Note: Notes can be edited and saved at this point as well.

Highlighting

When no notes are needed but you want to refer back to a specific selection, choose to highlight a section for easy reference. To highlight:

1. Double tap the first word of the section you wish to highlight.
2. Drag the blue dot in bottom right of this selection to cover all of the text you want included in your highlight as seen in Figure 5.
3. After dragging your selection, a menu will populate and offer a *Highlight* option, select *Highlight*. Your highlight section will appear as is shown in Figure 6.

Book Aesthetics

Reading in iBooks can be modified to your personal aesthetic preference by changing fonts, brightness, backlighting, and page turn options.

Changing Fonts

Changing fonts can be aesthetically pleasing or changed simply for your style preferences. To change the font in which you read in iBooks:

1. Tap the text you are currently reading to populate a menu at the top of your screen.
2. Select the font icon as shown in Figure 7.
3. Choose a font by selecting the name of the font you prefer.
4. Tap into the text of the book, outside of the menu, to resume reading in your newly selected font.

Changing Brightness

Changing brightness can also be aesthetically pleasing or helpful in reading in different lighting. To change the brightness of your text:

1. Tap the text you are currently reading to populate a menu at the top of your screen.

2. Select the *Font* icon as shown in Figure 7.
3. Select the sliding dot between the two sunshine icons as shown in Figure 7 to increase and decrease the brightness of your screen.
4. Tap into the text of the book, outside of the menu, to resume reading in your newly selected level of brightness.

Changing Backlighting

Changing backlighting, or page color, can also be aesthetically pleasing or helpful in reading in different lighting. To change the backlighting of your text:

1. Tap the text you are currently reading to populate a menu at the top of your screen.
2. Select the *Font* icon as shown in Figure 7.
3. Select the backlight option you prefer as shown in Figure 7.
Note: The backlight options are circles of the offered color; white, tan, gray, and black.
4. Tap into the text of the book, outside of the menu, to resume reading in your newly selected backlighting.

Scrolling View

Scrolling view will allow you to change between turn pages horizontally as you would in a printed book and scrolling vertically as you would on a computer screen. To change to and from scrolling view:

1. Tap the text you are currently reading to populate a menu at the top of your screen.
2. Select the *Font* icon as shown in Figure 7.
3. Select the *Scrolling View* option to on or off as is your preference.
4. Tap into the text of the book, outside of the menu, to resume reading in your newly selected page turn option.

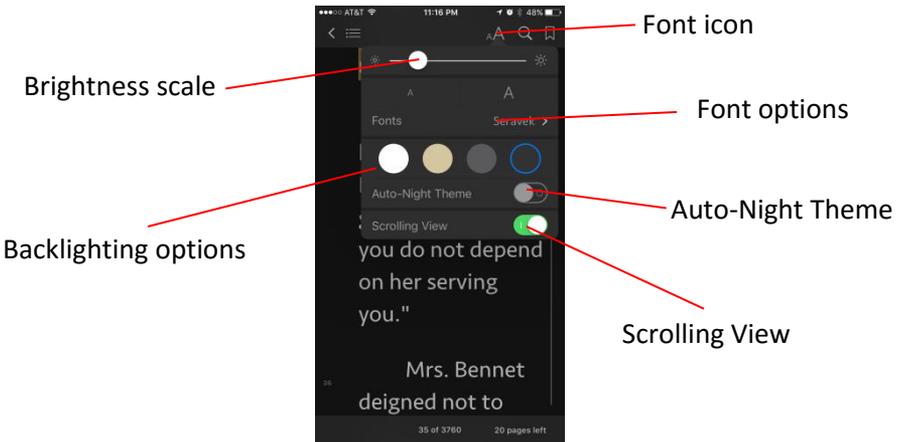


Figure 7. Aesthetic menu.

Listening to Books

While there are Audiobook options available in iTunes, there is a trick to listening to your iBooks.

Scrolling View

To have the option to listen to your iBooks, your settings must be in *Scrolling View*. To enable this option:

1. Tap the text you are currently reading to populate a menu at the top of your screen.
2. Select the *Font* icon as shown in Figure 7.
3. Select the *Scrolling View* option to on.

Speak

With *Scrolling View* enabled you can choose a *Speak* option for the text to be read aloud.

Note: Listening to iBooks with the *Speak* option will allow Siri to read to you but this will not be the same as a pre-recorded audiobook.

1. Double tap the section of text you would like to be read aloud.
2. Tap the selection section to populate a menu.

3. Select the *Speak* option. The text will now be read to you aloud.

Note: Check that your volume is turned up before trying to listen to your text aloud.

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