



HOW TO USE WORLD BOOK'S eBooks *free* APP:

1. Downloading the App:

As part of your subscription to World Book eBooks you have free access to World Book's eBooks App which allows you to create a virtual and interactive bookshelf. By downloading the book onto your iPad/Tablet you can then view the book while offline (not connected to the internet).

How to get the App onto your iPad or Tablet:

- i) Download World Book eBooks App from either your iTunes store (if using an iPad) or from Google Play (if using an Android).
Alternatively, you can click on the links below to go directly to the World Book eBook App download page:



iTunes (iPad)

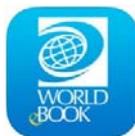
<https://itunes.apple.com/us/app/world-book-ebooks/id778446110?mt=8>



Google Play (Android)

<https://play.google.com/store/apps/details?id=com.rhk.ebook&hl=en>

- ii) Alternatively, you can go to your relevant App store and search "World Book". The icon to download looks like this:



Things to know:

- Although you are viewing your eBook offline, your highlights, notes and bookmarks will be saved and accessible again once your iPad or Tablet is connected to the Internet and "My Bookshelf" is "synced". This has to be done within the space of time that the book has been "borrowed" which is 3 weeks.
- The eBooks saved on "My Bookshelf" will remain on the bookshelf for 3 weeks, after which time they will be removed. It's like loaning a book from your library, and as with your library book, you can "borrow" the book again whenever you like by simply downloading it again. Your notes, highlights and bookmarks will be saved from your last use and will appear again.

2. Using the App

Logging in:



Welcome page: you will be prompted to enter your log in details

Use the same log in details for your My Bookshelf account in the app as you set up in your browser.*



*If you haven't yet set up a My Bookshelf account you can set up an account by going to www.worldbookonline.com and click on the eBook icon.



Click on the "Sign Up" tab located at the top right hand side of your page in your browser to setup an account.

Once you have logged into the app, you can access your bookshelf. Your bookshelf displays books that you have downloaded to your device as well as books that you have read online (but have not yet downloaded) via the World Book eBook platform. When you are connected to the Internet, your bookshelf will automatically sync with your eBook account so that all of your notes, highlights, and other information is saved.

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 - i) Open your browser on either your computer or iPad/Tablet and go to www.worldbookonline.com. Log in.
 - ii) Enter eBooks 
 - iii) Log in to your My Bookshelf – to set up account, *see above*.
 - iv) Open the eBook you would like to view on your App
 - v) You will see there are two options:
Open Book OR Download



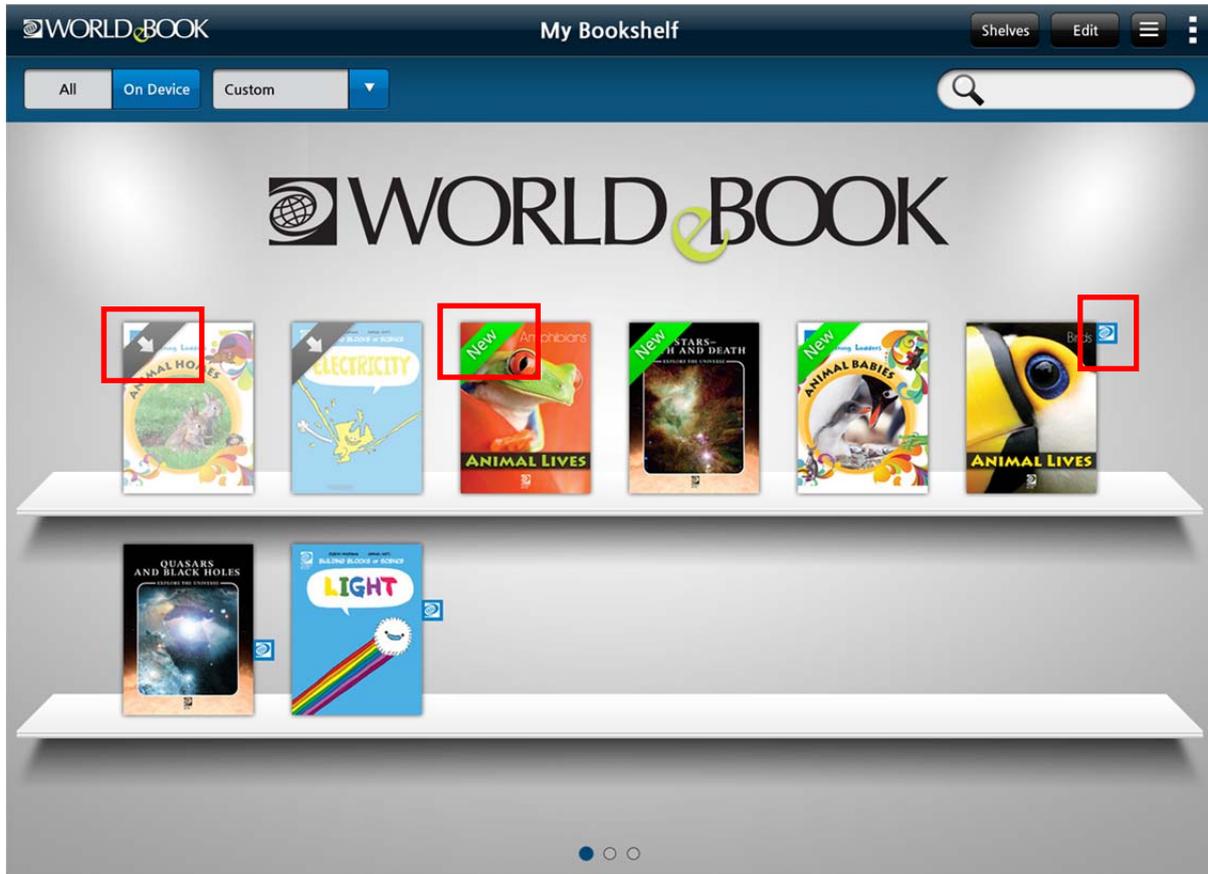
Tap 'Download'– you will then automatically be taken into the World Book eBooks App.

→ If you do not have the App loaded to your iPad/Tablet then you will be automatically directed to your App store to download the App. The App is free.

Note: If you open a book and view it through your browser when logged into My Bookshelf, that book will then appear on the App under "All" waiting to be downloaded to your device. You can then go in and download the book from the App by tapping on the thumbnail of the book. (*See Icon Guide .1 on page 3 of this guide*).

- Icon Guide - App

The following is a quick guide to the different icons you might see on your bookshelf:



1. This banner identifies books that have not been downloaded to this device. You may have read these books via a Web browser, or you may have downloaded them to a different tablet device. To download them to the device you are currently using, simply tap on the book cover.
2. This banner identifies books that have been downloaded but not yet opened.
3. This icon shows how much of the book you have read. The bookmark moves down the side of the book the further you progress in the text.

Bookshelf Toolbar

The toolbar at the top of your screen allows you to perform many functions, such as adding new bookshelves, editing existing bookshelves, and sorting your bookshelves according to your personal preference. The following is a description of each menu and icon that appears in the toolbar.



Sort your bookshelf by title, author, expiration date, or download date, or arrange the books yourself using the Custom setting. When you are in the Custom setting, you can move a book by tapping and holding on the selected book and dragging it to a new location.



View a list of your bookshelves, edit your bookshelves, or switch to a different shelf.



Delete books or move them to a different bookshelf.



Switch to List View or Tile View (default view).



Tap on this icon to see more menu options, including:

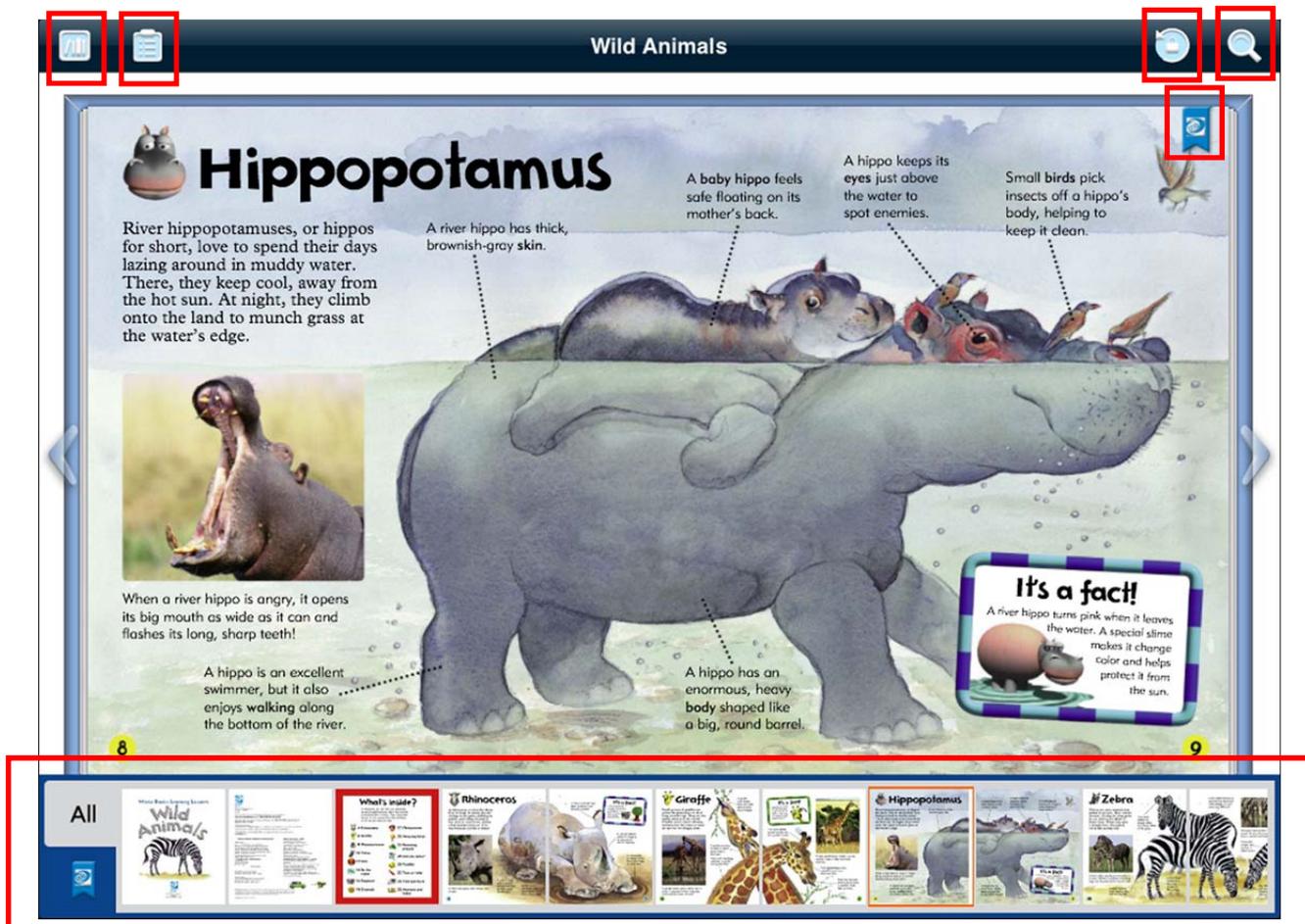
- **Continue Reading:** Continue reading from the most recently viewed page
- **Help:** Read helpful information about the features of this app
- **Terms and Conditions:** Review the Terms and Conditions for World Book eBooks
- **Logout:** Switch to a different user

Reading a Book

To open a book, tap once on its cover.

- **Toolbar**

To activate the toolbar within the app viewer, tap once on the centre of the screen. The following describes the functionality of each toolbar icon.



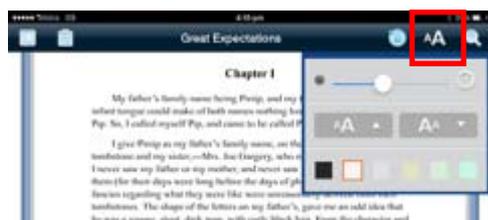
1. Return to your bookshelf.
2. View the table of contents, as well as your collection of notes and bookmarks for this title.
3. Lock the screen orientation to portrait or landscape.
4. Search the book for a word or phrase.
5. Bookmark a page.
6. To navigate to a different page.



When viewing a **public domain eBook** you are presented with a number of different features and icons:



1. A scroll bar at the bottom of the page enables you to scroll through the pages of the book by sliding the tab from left to right.

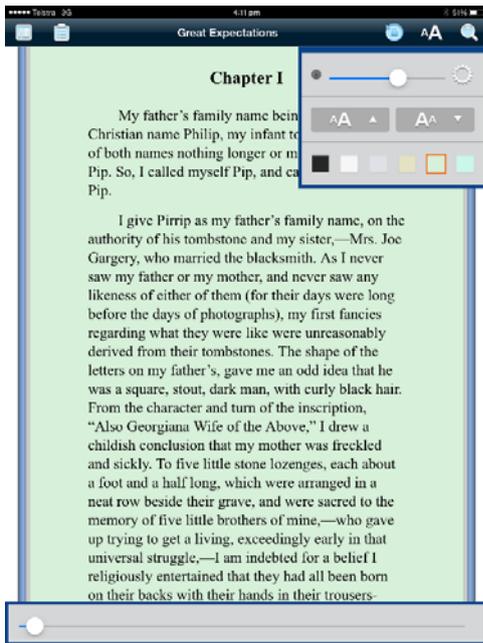


2. This icon enables you to modify the page for easier reading.

- The scroll bar enables you to adjust the brightness of the page to suit your lighting conditions.



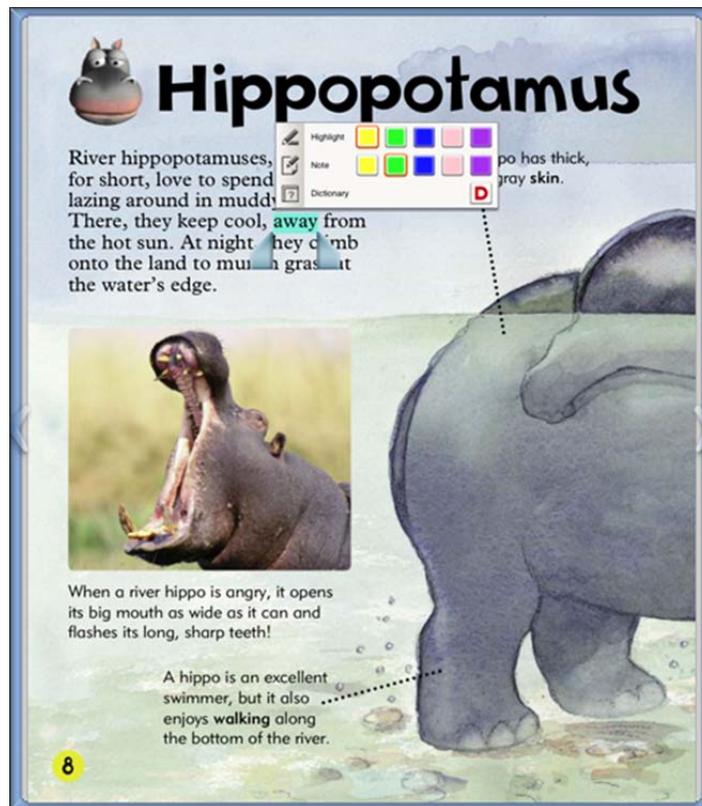
- The swatch icons allows you to change the colour of the page to make it easier to read. To change the page colour to suit your reading needs, simply tap the colour swatch and the page will change to that colour.



- The icons with the letter 'A' allows you to adjust the text size. The icon with the arrow facing up enlarges the text and the arrow facing down minimises the text.

- Quick Menu

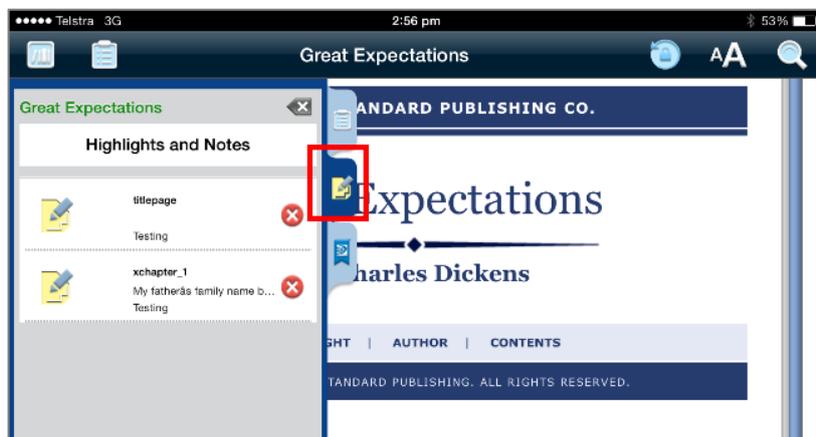
The Quick Menu allows users to view menus for **highlights and notes, conduct word or phrase searches, and search the online dictionary.** (Note: The dictionary feature can only be activated when a user is connected to the Internet.) To view the Quick Menu, tap and hold on the selected word(s).



When you are connected to the Internet, bookmarks, highlights, and notes that you add while using the app will automatically sync with your eBook account. If viewing offline, once you have reconnected to the internet your edits will sync with your eBook account.

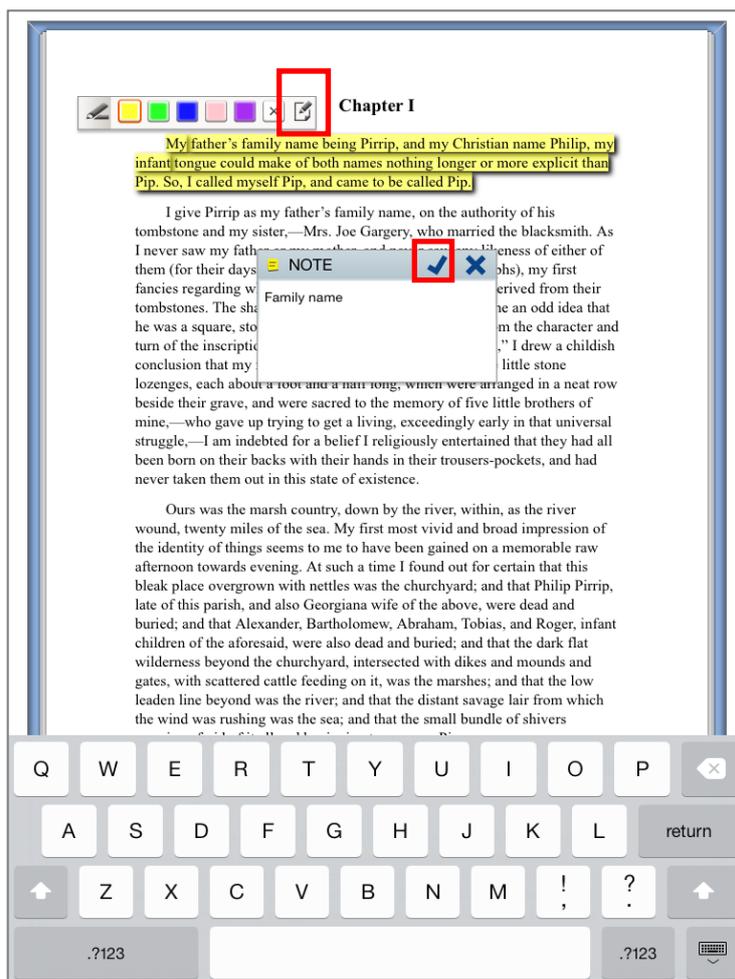
Making notes:

When making notes you MUST highlight the text for it to be visible in the eBook when browsing the pages. Alternatively, you can find the sections where you have taken notes without highlighting by going to the MENU Item with the Clipboard  (see point 2, page 5.) and viewing the tab with the pencil icon.



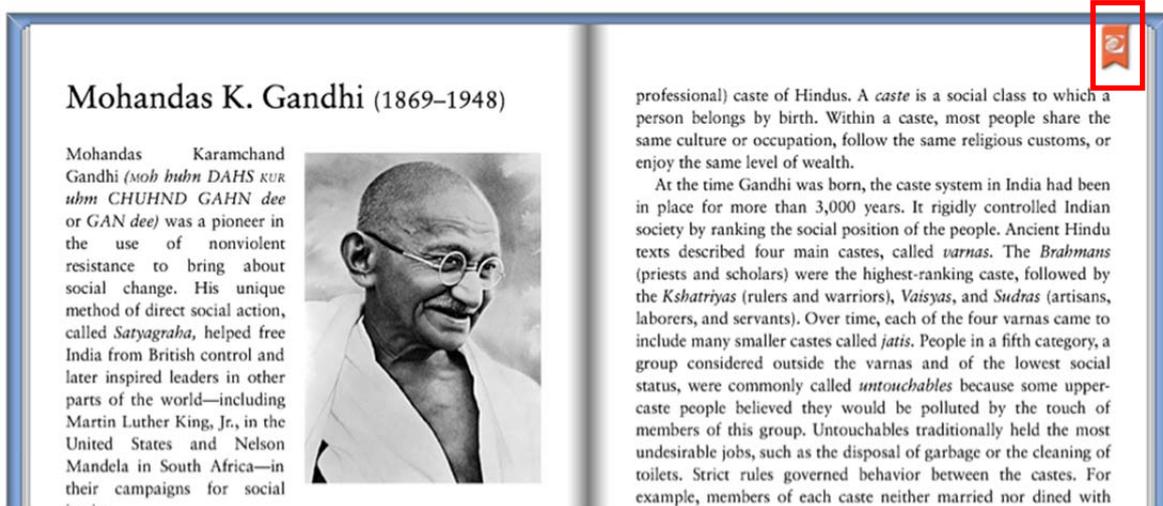
To view a note made:

When viewing a note you need to tap on the area in which the note was made. A toolbar will appear, tap the pencil icon and the note will appear. Tap the *tick* when done.



Bookmarking:

To bookmark a page *tap* the top corner of the page. To delete the bookmark *tap* the bookmark icon.



- Quick Review

This overlay will appear each time you access the eBooks app unless you tick the “Do not show this screen again” box. It will help you become familiar with the different icons on your bookshelf.

