

G-LBUG1119EN.004

# cloudLibrary™ content mobile apps

User Guide




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# 1 Overview

## 1.1 About this guide

This guide provides information on using the cloudLibrary™ mobile reading and audiobook listening application. This app is supported on multiple devices, with appearance and behaviour largely the same on all versions. Sometimes the screen shots in this manual will differ slightly from what you see on your device. Whenever this might cause confusion, this guide will offer clarification.

## 1.2 About the cloudLibrary™ mobile app

This app enables you to locate, borrow, and read eBooks and listen to audiobooks from the bibliotheca cloudLibrary™. It is available for iOS and Android devices.

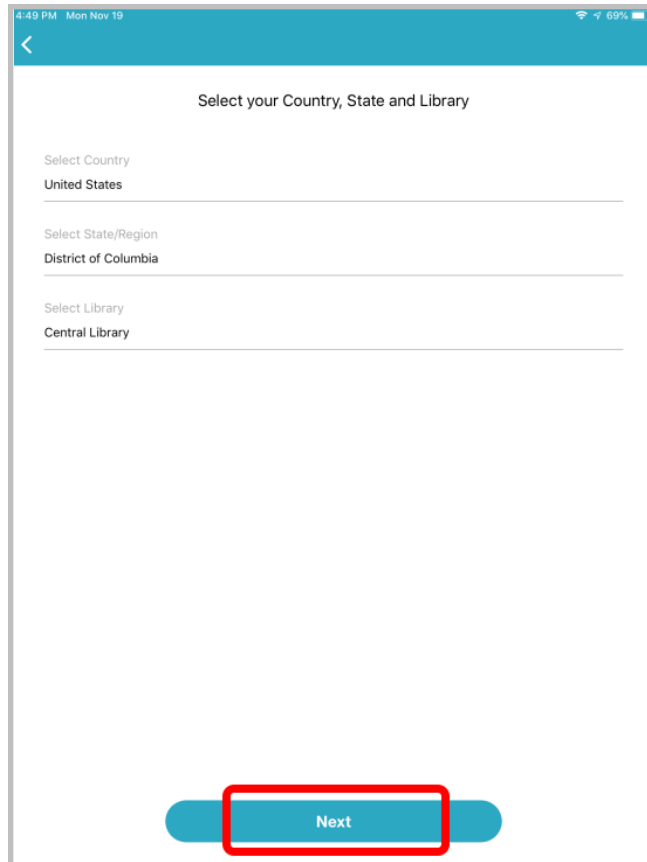
## 1.3 Where to download the app

Download the cloudLibrary™ app by navigating to your device's app store.

## 1.4 Starting the cloudLibrary™ mobile app

After you have downloaded and installed the cloudLibrary™ app, complete the following steps.

1. Tap the cloudLibrary™ app icon.
2. Select your country, region and library, then tap **Next**.



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Select your Country, State and Library

Select Country  
United States

Select State/Region  
District of Columbia

Select Library  
Central Library

Next

3. **Accept** the Terms and Conditions.
4. Enter your library barcode number and PIN (if required), then tap **Login**.

## 2 Introduction to screens

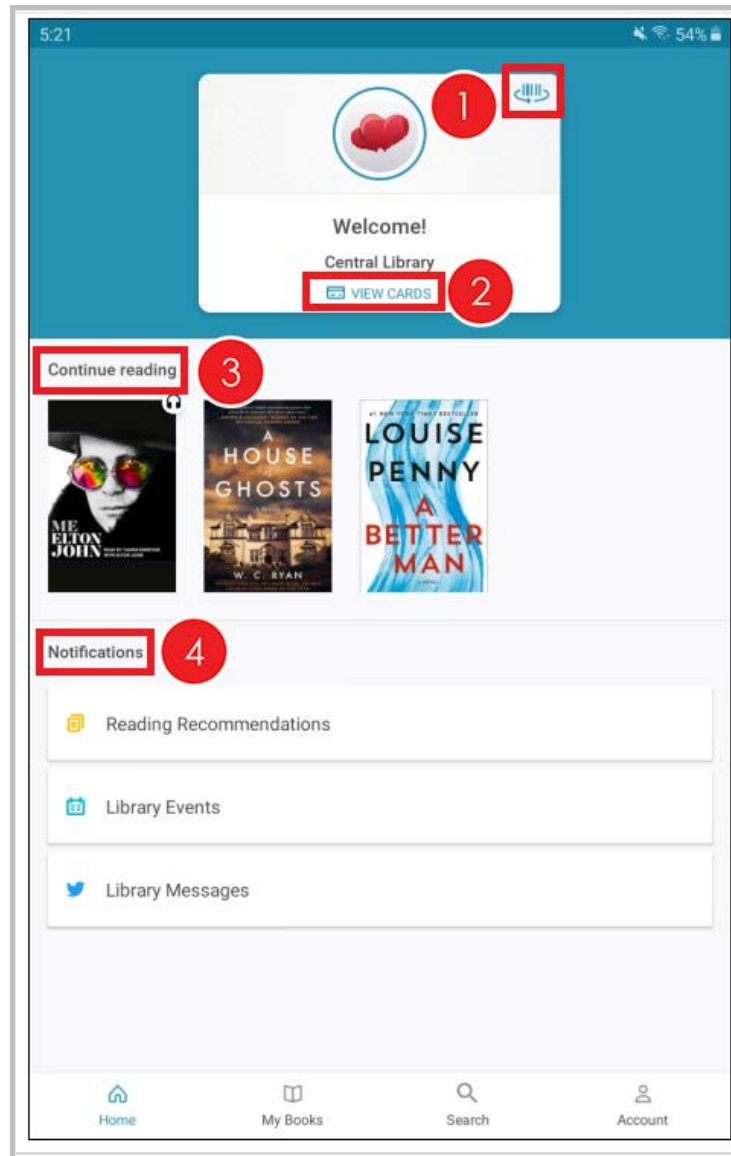
This section provides a brief overview of the cloudLibrary™ app screens.



Positioning of controls and headings, and the appearance of some icons on supported devices differs slightly from device to device, however, the controls work similarly on all devices.

## 2.1 Home screen

The Home screen provides access to your virtual library card, content you currently have on loan, important messages from your library and notifications.



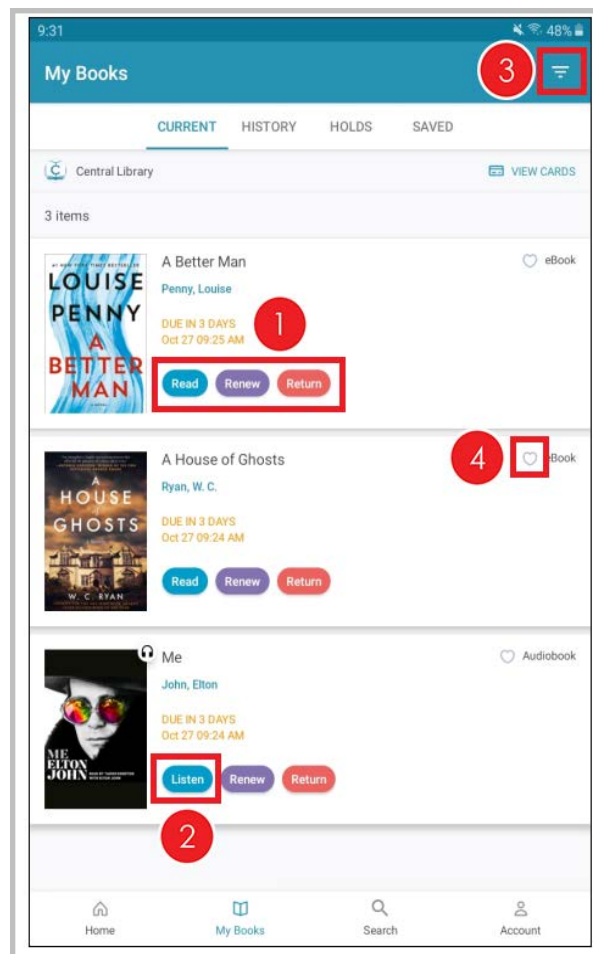
1. View virtual library card barcode.
2. Displays all library accounts currently logged into on device.
3. Displays titles currently on loan.
4. Displays library messages and notifications.

## 2.2 My Books screen

The My Books screen displays borrowed titles, patron history, holds placed and saved titles.

### 2.2.1 Current Tab

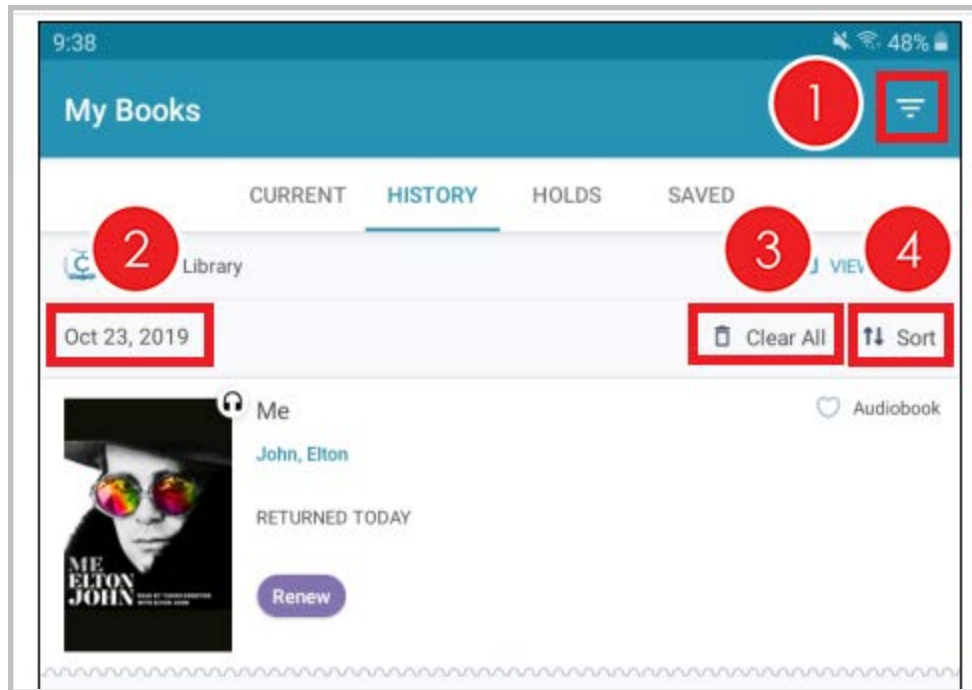
Select the **Current** tab to read, renew, or return titles you currently have checked out.



1. Tap the appropriate button to **Read**, **Renew** or **Return** your eBook.
2. Tap **Listen** to listen to your audiobook.
3. Filter the titles in this tab by content type.
4. Tap the heart icon to favourite a title.

## 2.2.2 History Tab

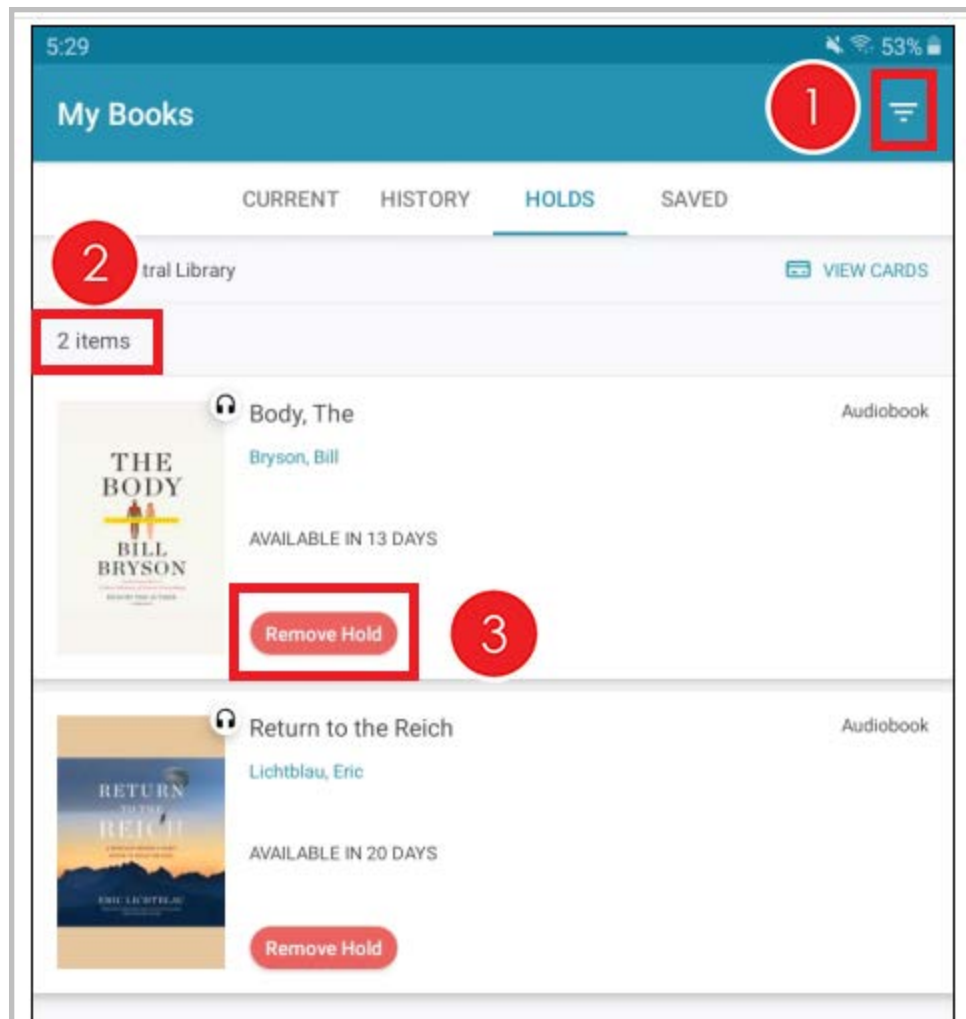
The **History** tab shows your loan history, including current loans and returns. Individual items can be removed from the **History** tab by pressing and holding the item in Android, or swiping left in iOS.



1. Filter history by item type or status.
2. Date the item was returned.
3. Clear all patron history.
4. Sort history by borrow date, due date, book title and author.

## 2.2.3 Holds Tab

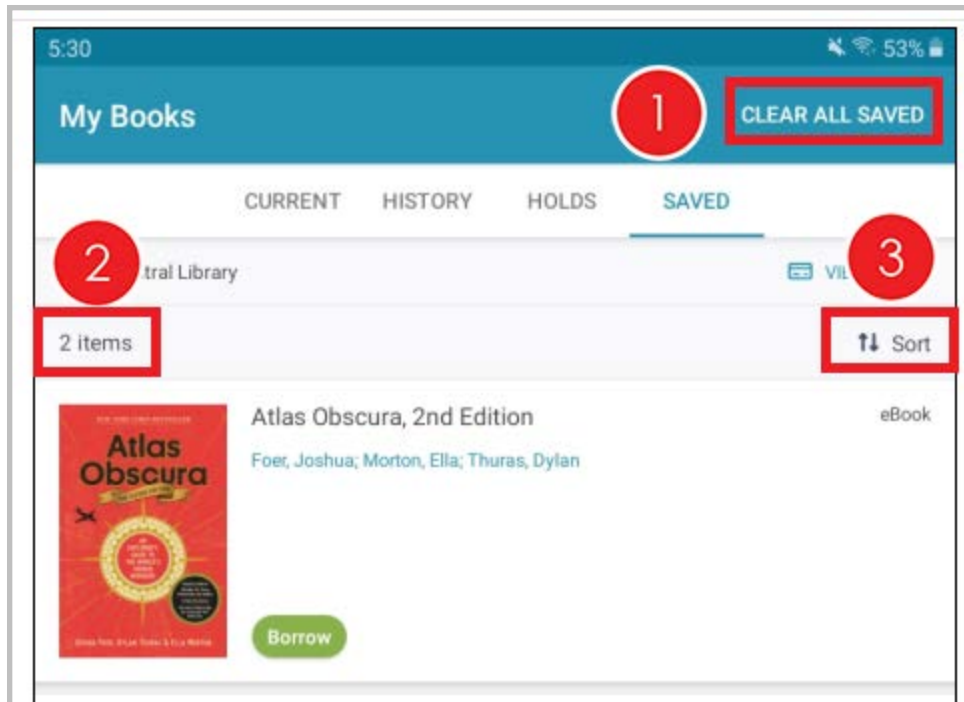
The **Holds** tab displays titles on hold, as well as the number of days until it will be available again.



1. Filter the titles in the holds list by item type.
2. Number of items currently on hold.
3. **Remove Hold** on item.

## 2.2.4 Saved Tab

The **Saved** tab displays titles you saved by tapping **Save for Later** within the book details. To remove a title from your Saved for Later list, press and hold on Android, or swipe the title to the left on iOS.



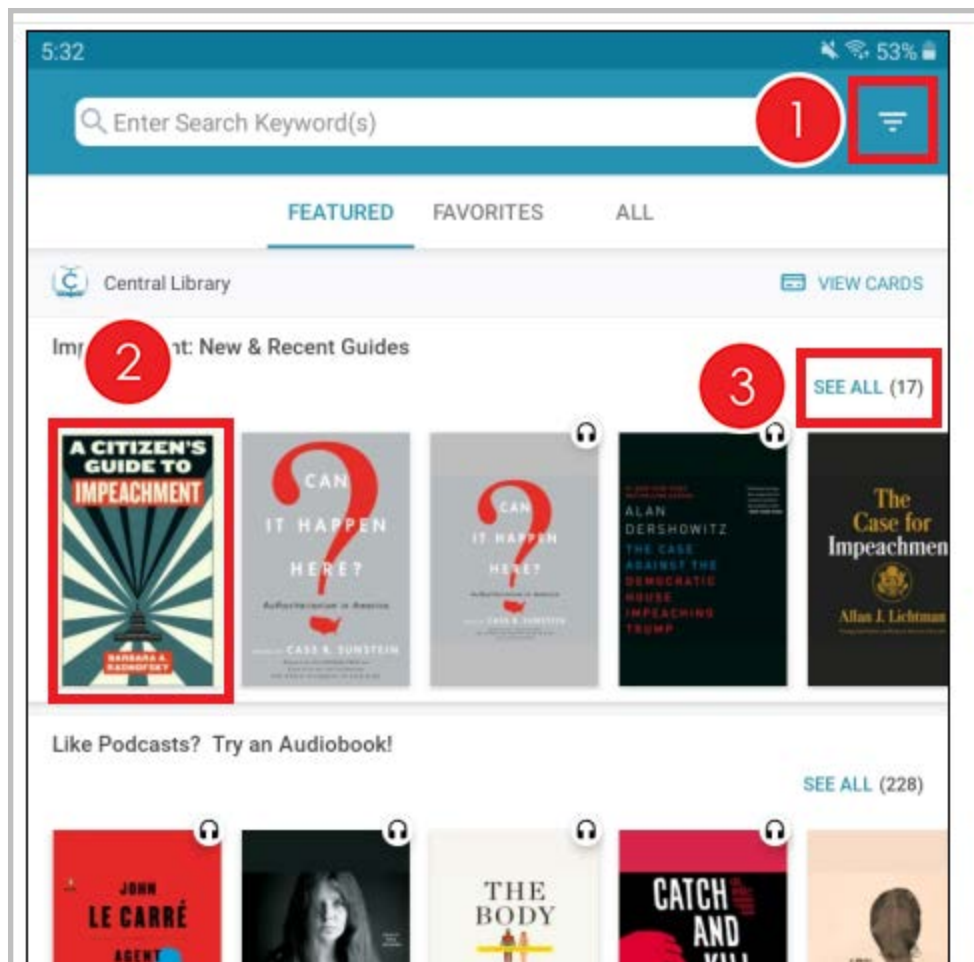
1. **Clear All Saved** items from the saved list.
2. Number of items in the saved list.
3. **Sort** the saved items list by title and author.

## 2.3 Search screen

Select the **Search** tab to search your library's collection. The Search screen allows you to view the cloudLibrary™ collection within Featured or Favourite shelves. Use the **All** tab to view the library's entire collection.

### 2.3.1 Featured Tab

The **Featured** tab displays shelves created by the library to highlight titles in their collection.

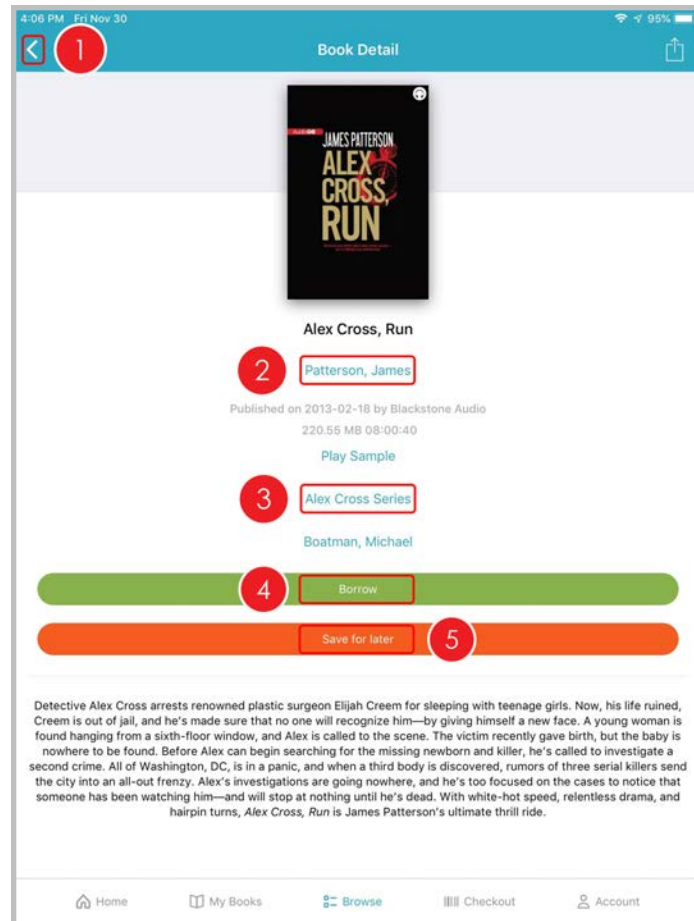


1. Filter the collection by item type, availability, and language.
2. Tap on any book cover to display the book details.
3. **See All** displays the list view for the featured shelf.

## 2.3.2 Book Details

Tapping a book displays the book details, including a description of the title.

Patrons can borrow the title from the Book Detail screen. When available, you can tap the author name or series details to discover more titles by the author, or in a series.

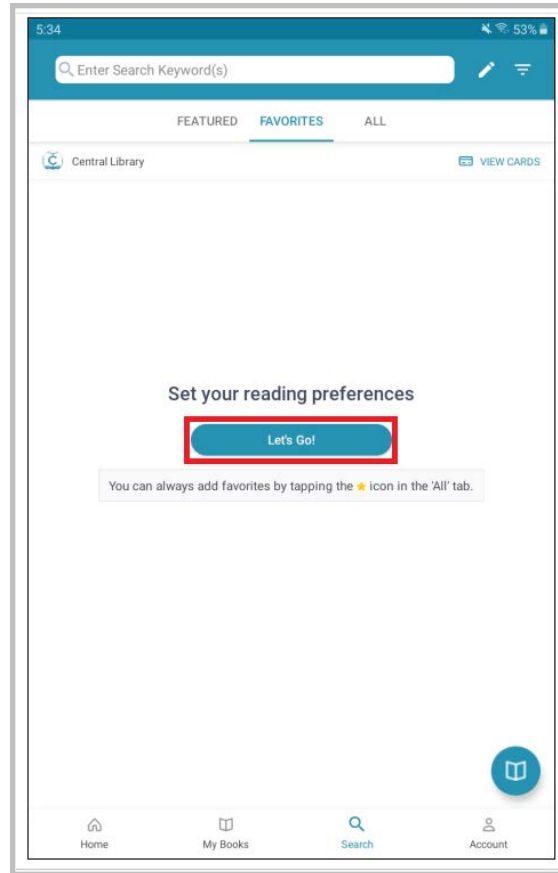


1. Exit Book Details.
2. Tap the author name to find more titles by this author.
3. View other titles in this series.
4. **Borrow** the title.
5. Adds the title to your **Save for Later** list.

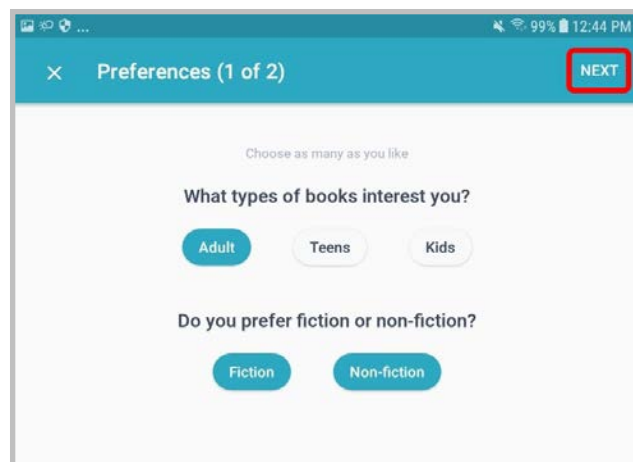
### 2.3.3 Setting up the Favourites Tab

The first time you tap the **Favourites** tab, you are prompted to set up your preferences.

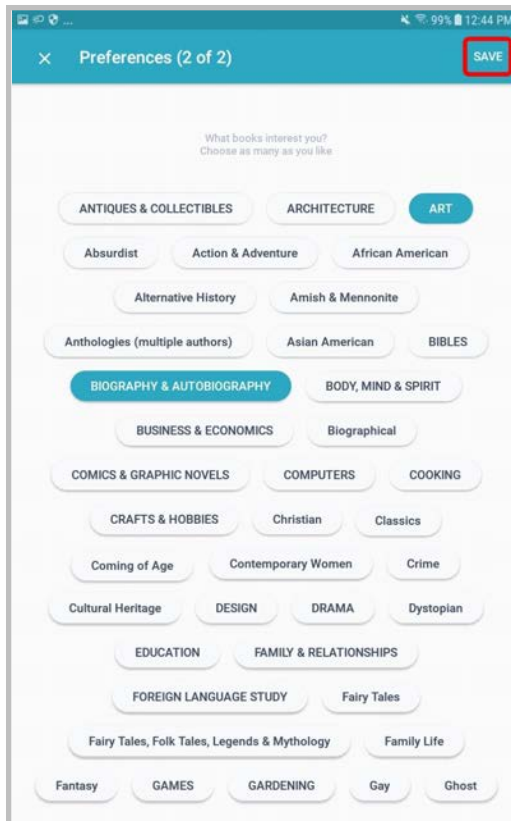
1. Tap **Let's Go** to start the reading preferences selection process.



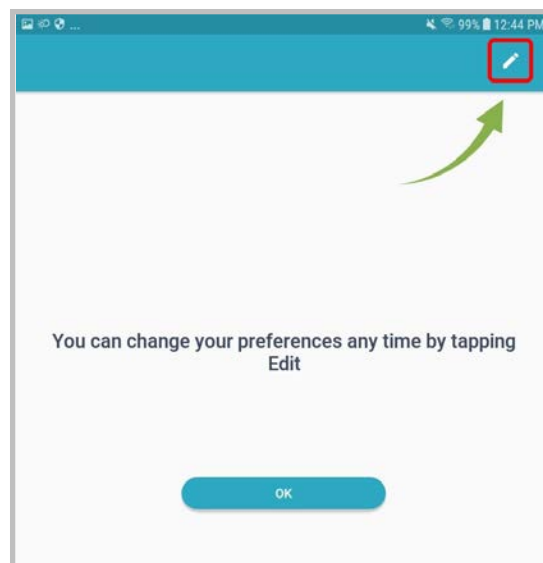
2. Select your audience level and genres, then tap **Next**.



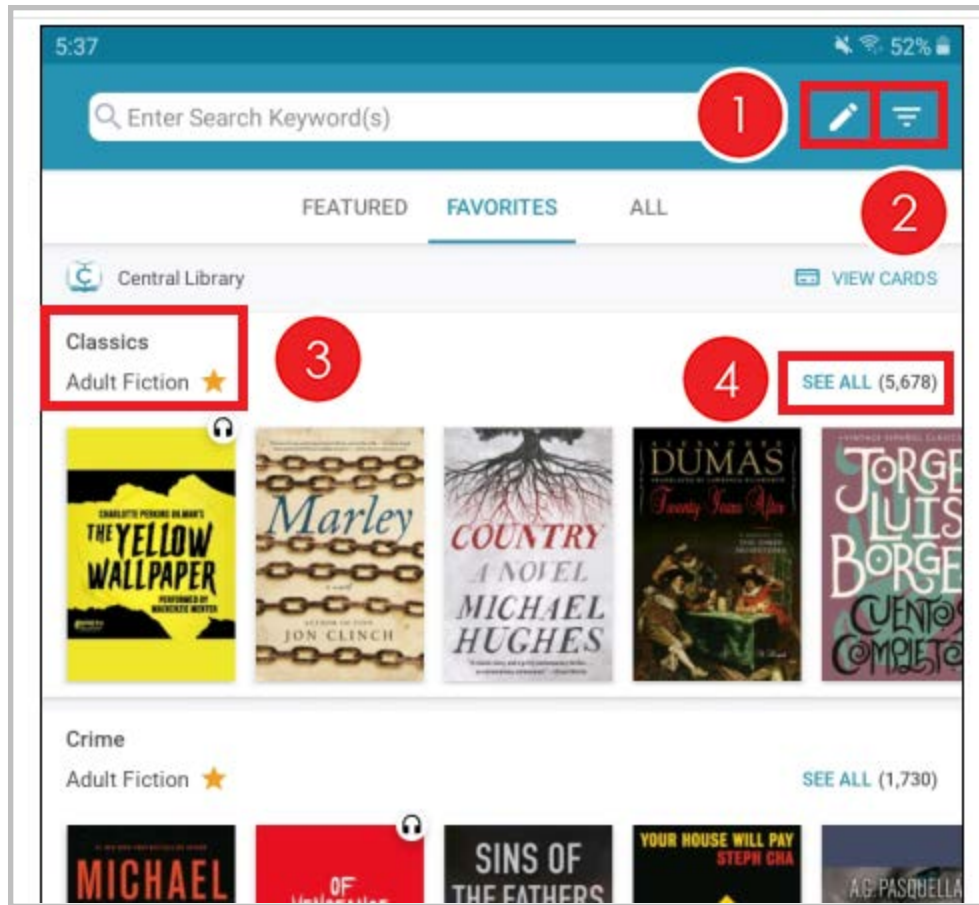
3. Select your preferred categories, then tap **Save**.



4. Your favourite browsing categories are saved and can be edited at any time by tapping the pencil icon.



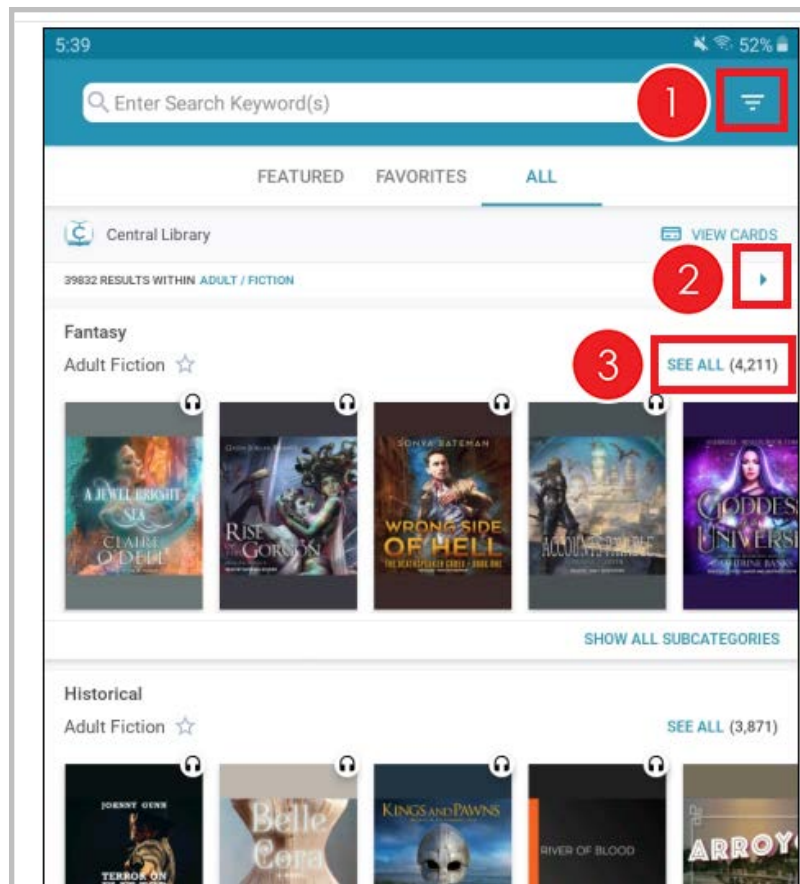
### 2.3.3.1 Favourites tab



1. Edit your favourite browsing categories.
2. Filter the collection by item type, availability, and language.
3. Tap the star to remove the shelf from the favourites tab.
4. Tap **See All** for a list view of the Favourites Shelf.

## 2.3.4 All Tab

The **All** tab displays all titles available in the collection, and is sorted by genre.



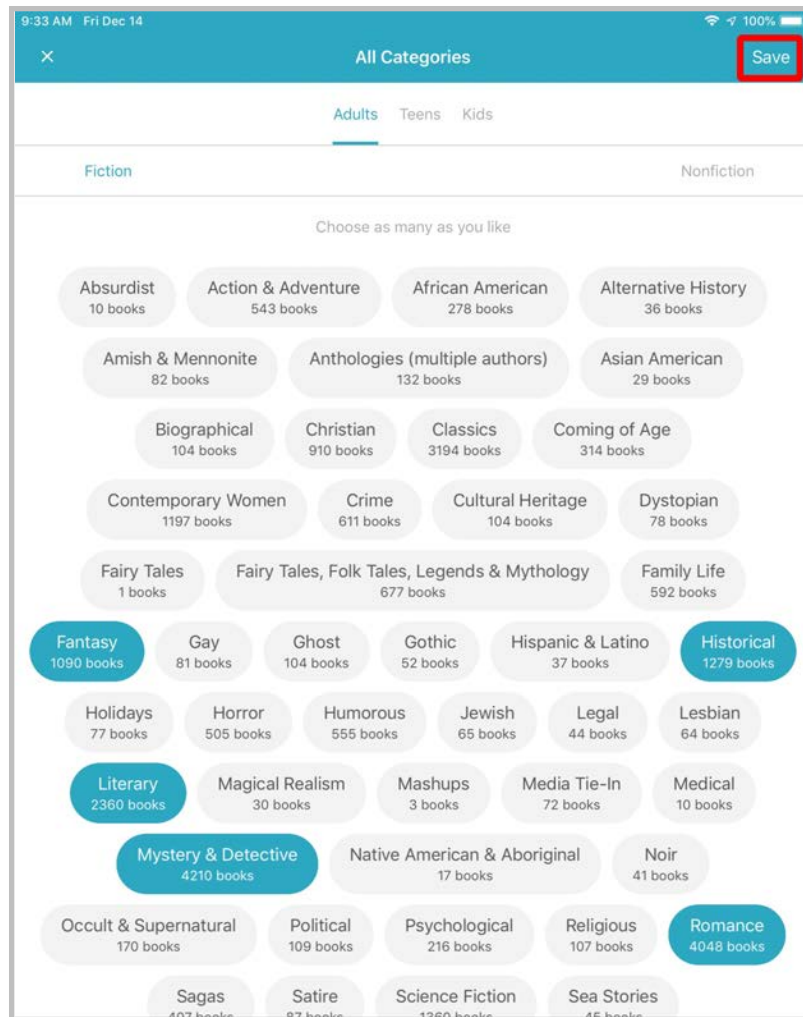
1. Tap to filter the collection by item type, availability, and language.
2. Tap the blue arrow to change categories.
3. Tap **See All** to see the list view of the shelf.

## 2.3.4.1 Categories

Patrons can change the displayed genre category by tapping the blue arrow.

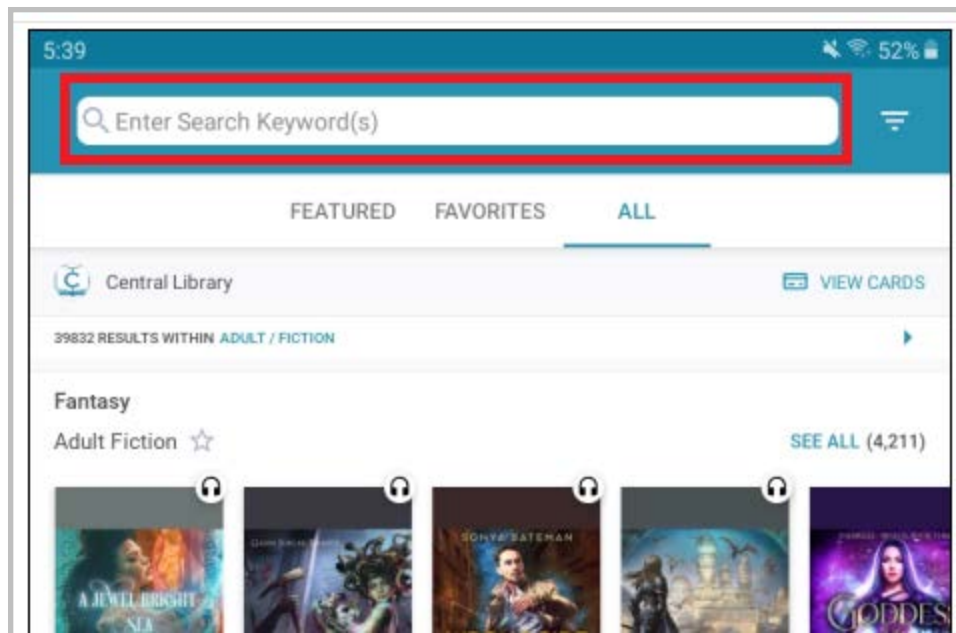
Once the All Categories screen appears, patrons can select the genres and categories they would like to browse.

Tap **Save** to save any changes.

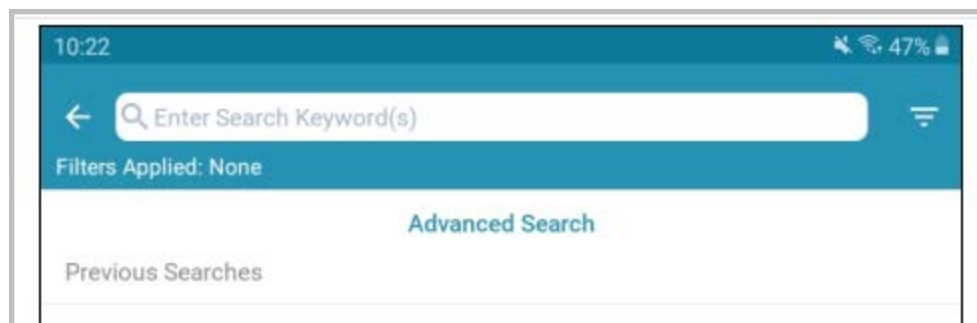


### 2.3.5 Search Feature

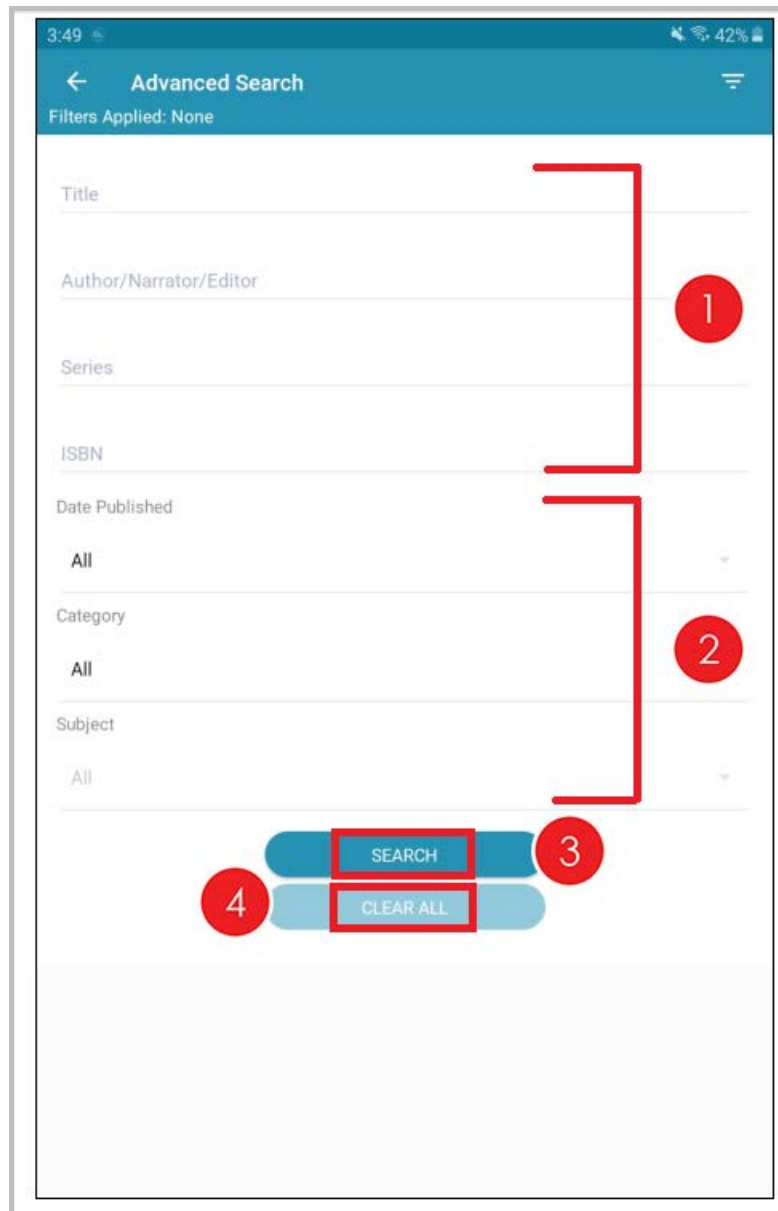
Access the Search feature by tapping the magnifying glass at the top of any browse tab.



The search feature finds titles using a keyword search.



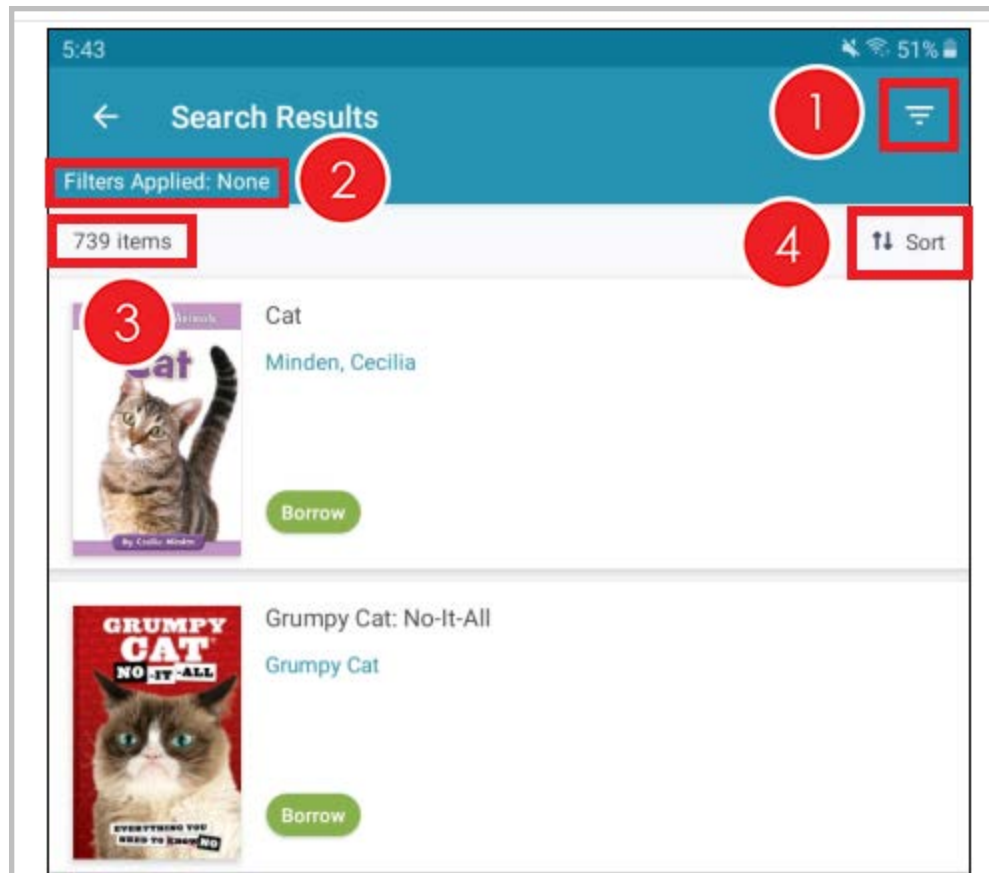
Tap **Advanced Search** to access advanced search features. **Advanced Search** allows patrons to search the library's collection using various filters and search criteria.



1. **Advanced Search** criteria fields.
2. **Advanced Search** filters.
3. Tap **Search** to begin the search.
4. Tap **Clear All** to clear all entered advanced search criteria.

### 2.3.5.1 Search Results

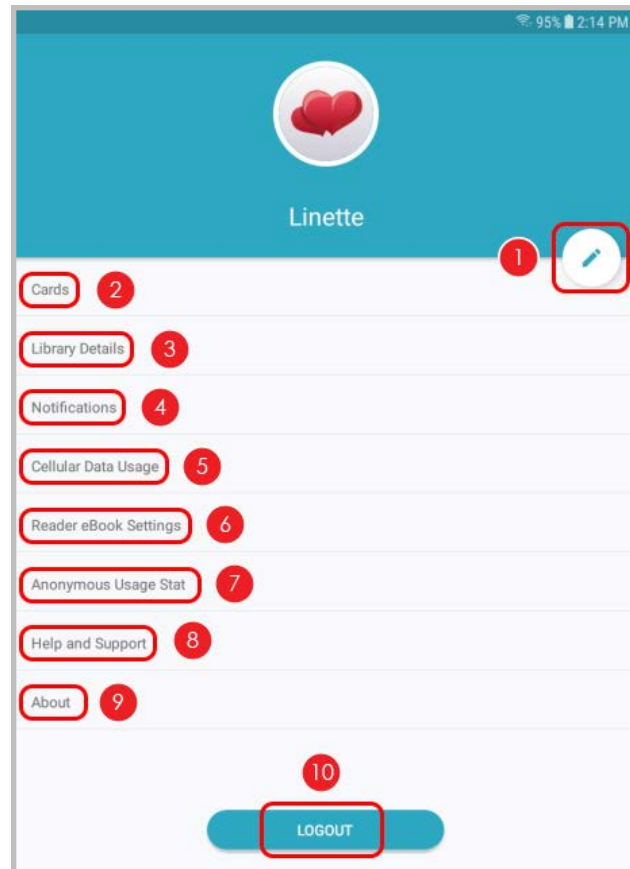
**Search Results** appear after a search is complete. Results can be further sorted and filtered.



1. Filter the search results.
2. Displays any filters applied to the search results.
3. Number of items in the search results.
4. Sort the search results.

## 2.4 Account screen

The Account screen allows patrons to customise settings for the cloudLibrary™ app. Information about the cloudLibrary™ app, including the app version, appears on this screen. Patrons can also logout of the app using this screen.



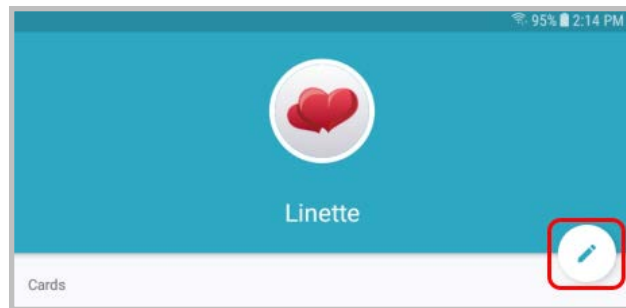
1. Edit the account nickname, avatar icon, and colour theme.
2. View your virtual library cards.
3. Details about your library.
4. Configure notification settings.
5. Configure cloudLibrary™ cellular data usage settings.
6. Configure reader eBook settings.
7. Configure anonymous usage statistic settings.
8. Access help and support resources.
9. Information about the cloudLibrary™ app installed on the device.
10. **Logout** of the cloudLibrary™ app.

## 2.4.1 Managing your cards

Use the Accounts screen to edit, add or remove a card, or switch between accounts.

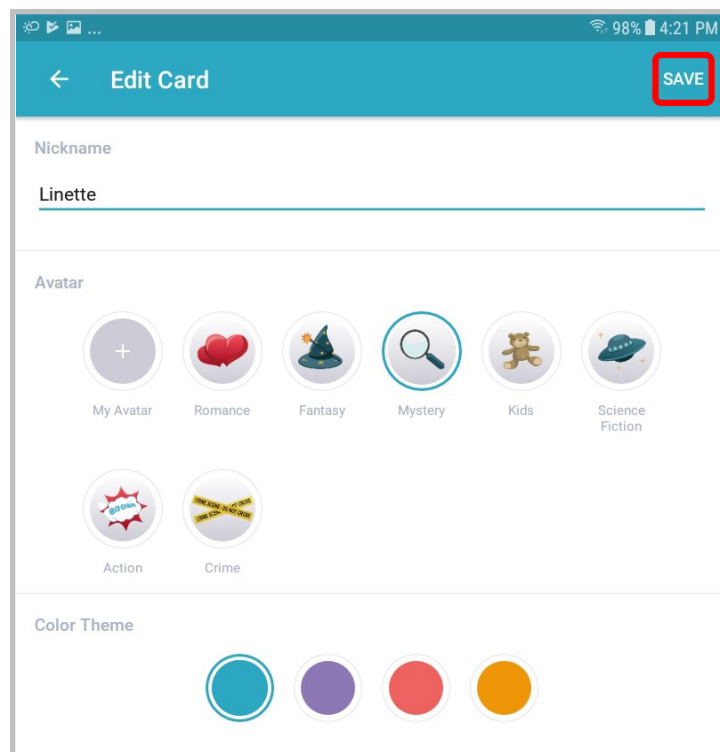
## 2.4.2 Editing a card

Tap the pencil icon in the **Accounts** tab to personalise the cloudLibrary™ experience on your device.



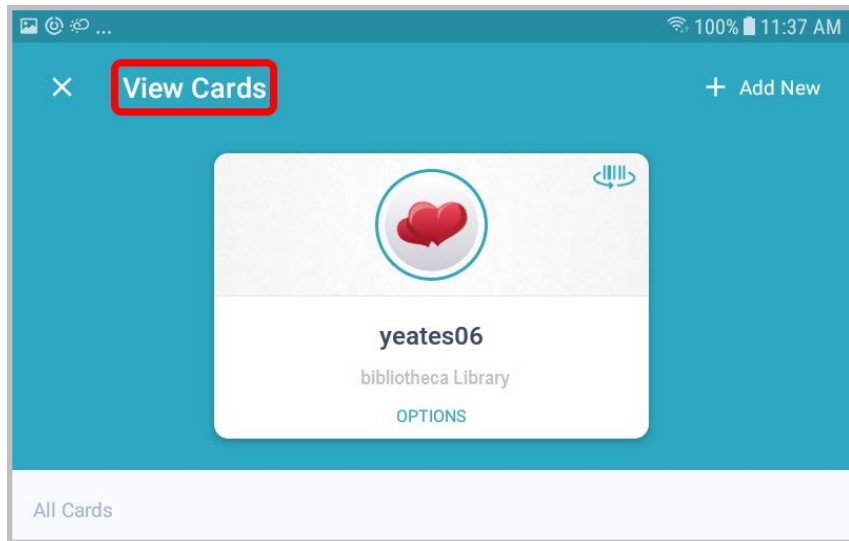
Patrons are able to add a **Nickname**, create or choose an **Avatar**, and select a **Colour Theme** for the app.

Tap **Save** when finished to save your preferences.



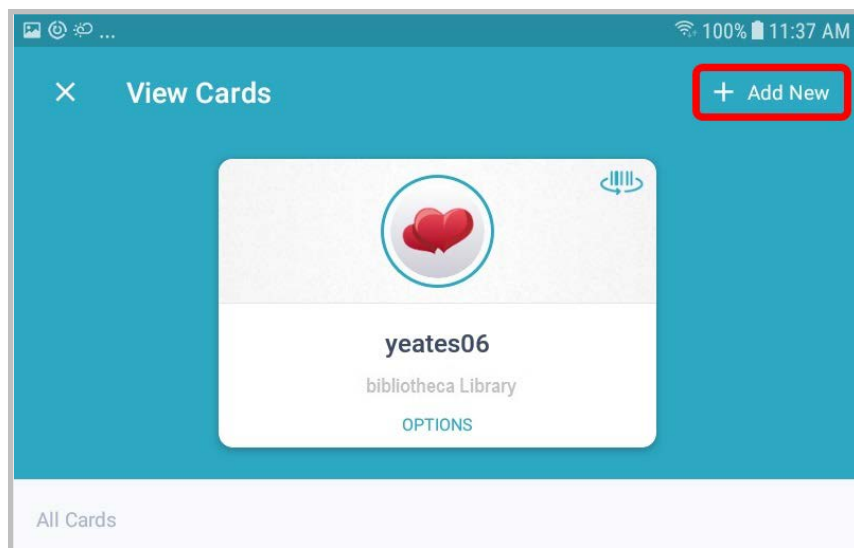
### 2.4.3 Viewing a card

Patrons can view and manage cards currently logged in with their device by tapping **View Cards** on the Account menu. The Cards tab appears.



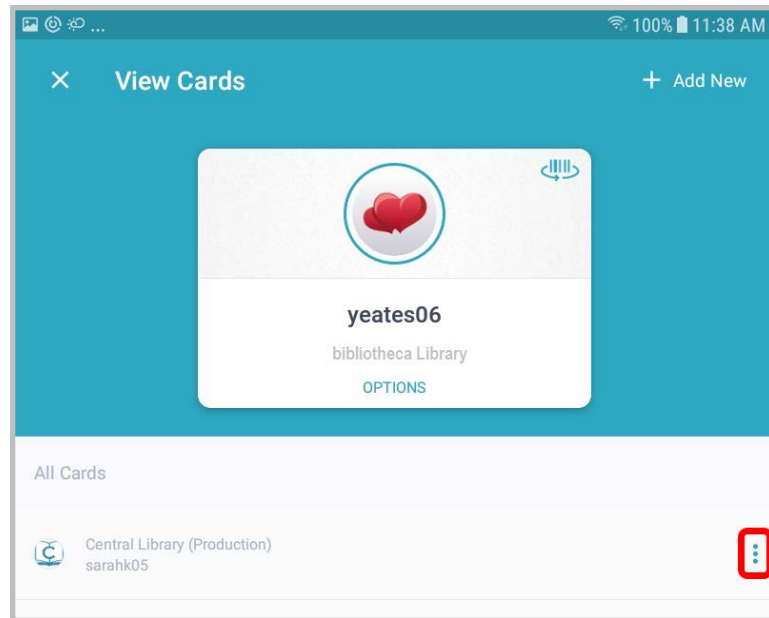
### 2.4.4 Adding a card

Patrons can add multiple library cards to the cloudLibrary™ app. Tap **Add New** and log into another cloudLibrary account.

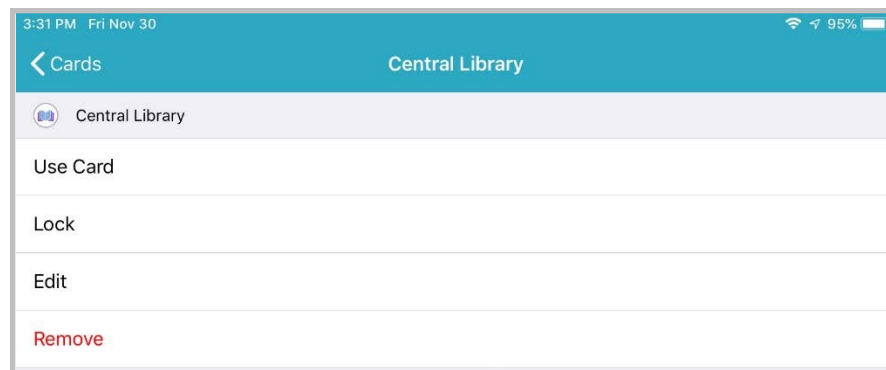


## 2.4.5 Switching accounts

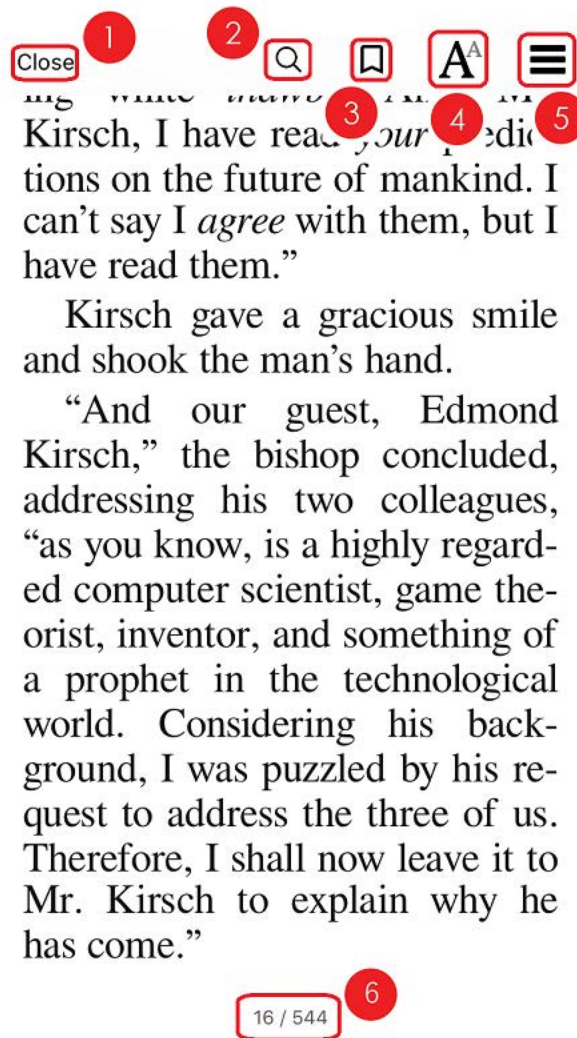
Patrons can switch between library accounts by tapping the vertical ellipsis next to the account they would like to use.



From this menu you can switch accounts by tapping **Use Card**. You can also lock your account with a password, edit the account, or remove the account from your device.



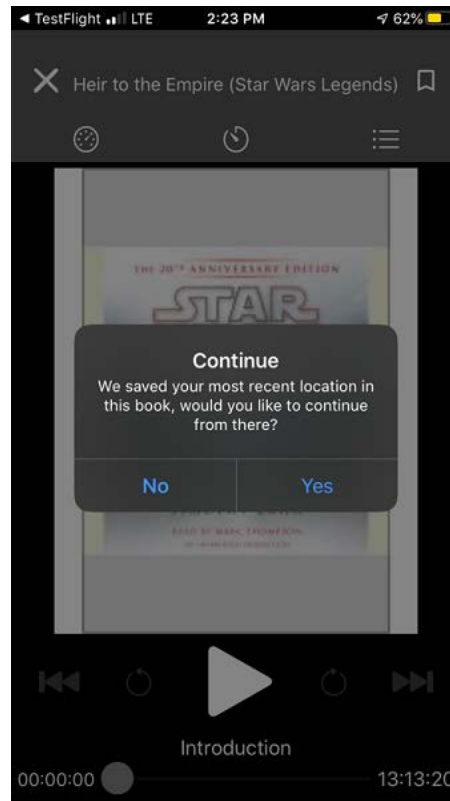
### 3 Using eBook controls



1. **Close** the book. (On Android devices, this is a left arrow symbol.)
2. Search within the book.
3. Bookmarks the current page.
4. Adjusts page and text attributes.
5. Provides access to table of contents and bookmarks.
6. Lists current location within the book.

## 3.1 Opening an eBook

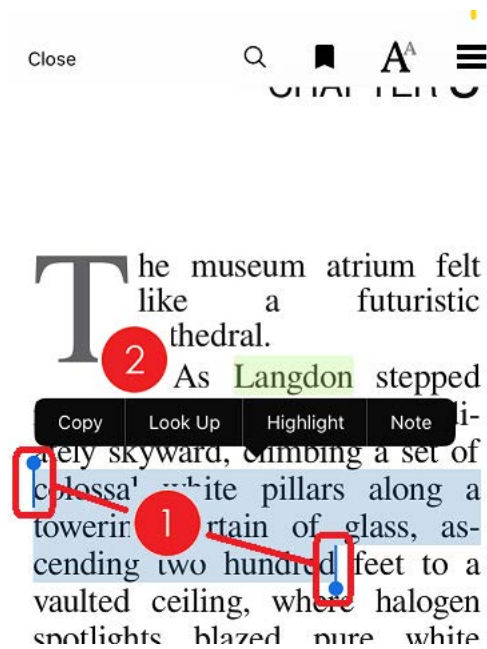
When you open an eBook in the reader, the reader checks to see if there is a "last known reading position" for that eBook (across all known devices for the user), then asks if you want to return to that position.



Tap **Yes** to return to the most recent position, or **No** to continue from the current displayed page.

## 3.2 Using the Popup Menu

Touch and hold the reader screen to highlight text. The popup menu appears.



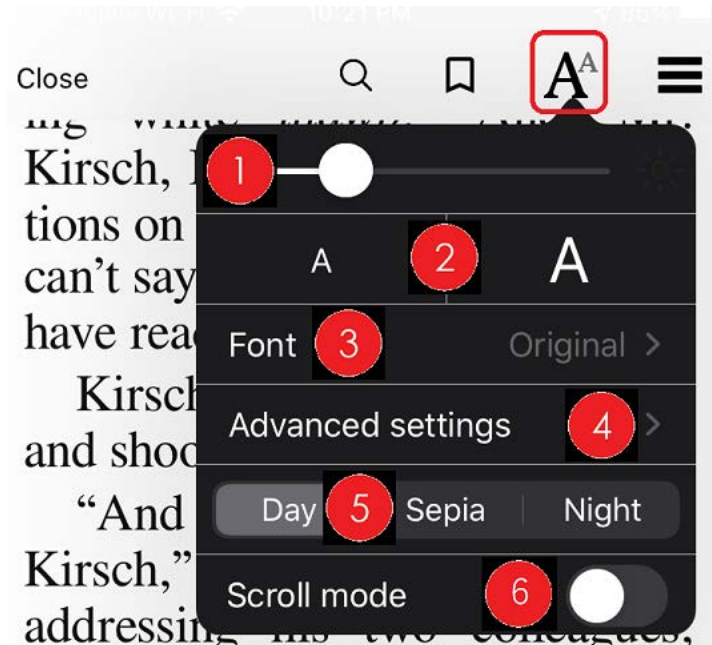
1. Use the sliders to expand or contract the highlight.
2. Tap the desired function on the popup menu.




Depending upon your reader, the options that appear on the popup menu may be labelled differently. However, the options will function the same way.

### 3.3 Changing Page and Text Attributes - Normal Book Layout

Tap the Page and Text Properties icon.



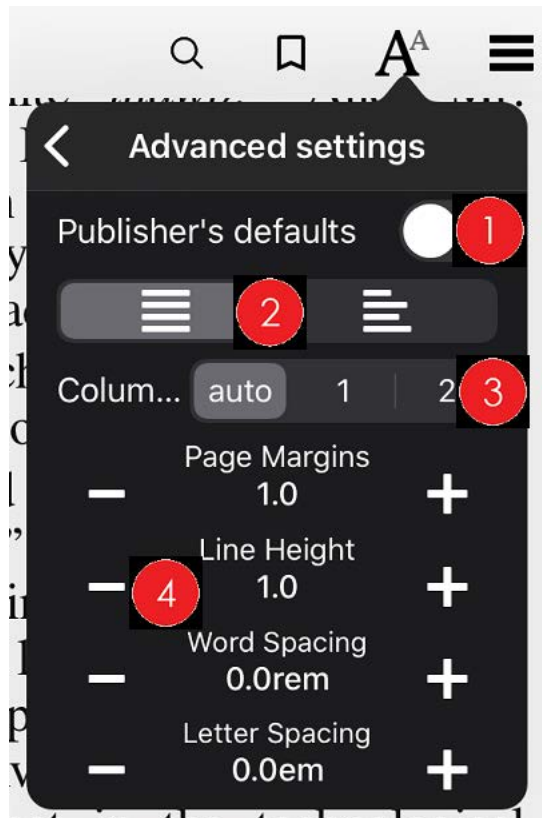
1. Use the slider to adjust screen brightness.
2. Tap the smaller or larger "A" to adjust the font size.
3. Tap **Font** to select an available font.  
**Note:** OpenDyslexic is a font designed to increase readability for readers with dyslexia.
4. Tap **Advanced settings** to access the Advanced Settings screen.
5. Change the page background by tapping **Day**, **Sepia** or **Night**.
6. Enable **Scroll mode**.

	<p><b>Scroll mode</b> sets scrolling behaviour so that vertical scrolling moves through page content normally, while horizontal scrolling (swiping left or right) moves between the next or previous chapter.</p>
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Any changes you made are saved when you exit the screen.

### 3.3.1 Page and Text Advanced Settings - Normal Book Layout

After you tap **Advanced settings**, the following screen appears.

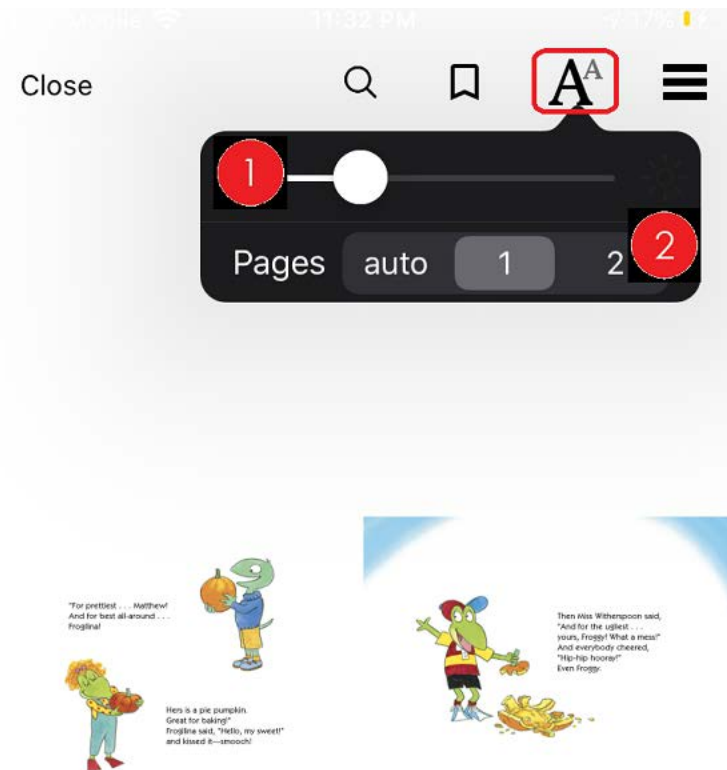


1. Restore the **Publisher's defaults**.
2. Select centered or left aligned text.
3. Select a column layout.
4. Set your preferred values for **Page Margins**, Line Height, Word Spacing and **Letter Spacing**.

Any changes you make are saved when you exit the screen.

### 3.4 Changing Page and Text Attributes - Picture Book Layout

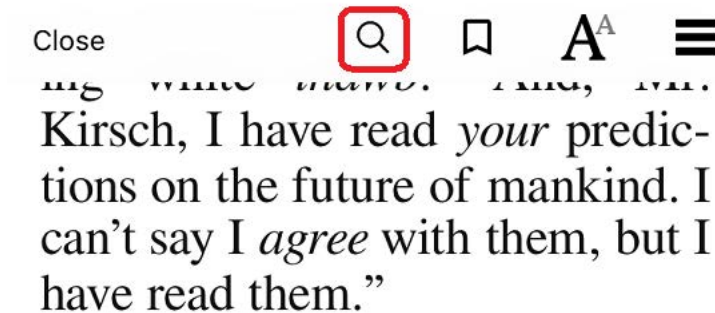
Tap the Page and Text Properties icon.



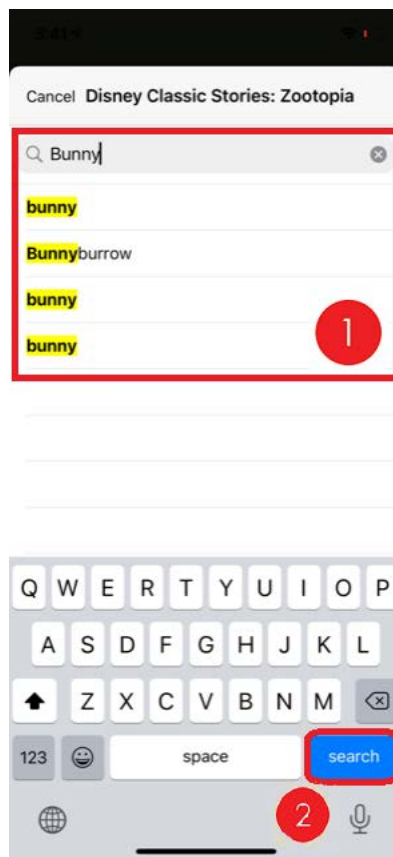
1. Use the slider to adjust screen brightness.
2. Select whether to display a single **Page**, or two pages. The **auto** setting is the manufacturer's default setting for the reader.

### 3.5 Searching for text within a book

Tap the search icon.



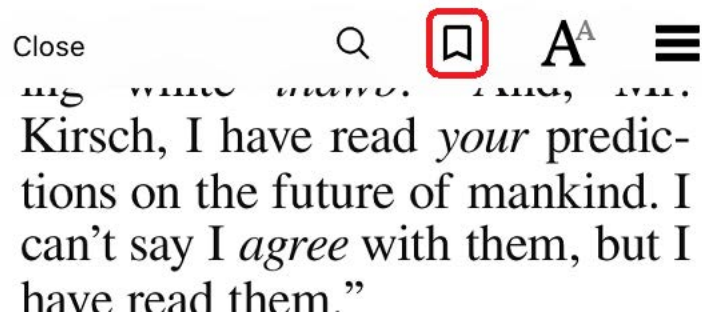
A screen similar to the following appears.



1. Enter the text you want to search for in the search box.  
Alternately, tap the microphone icon to utilize voice input.
2. Tap **Search** on the keyboard to begin the search.

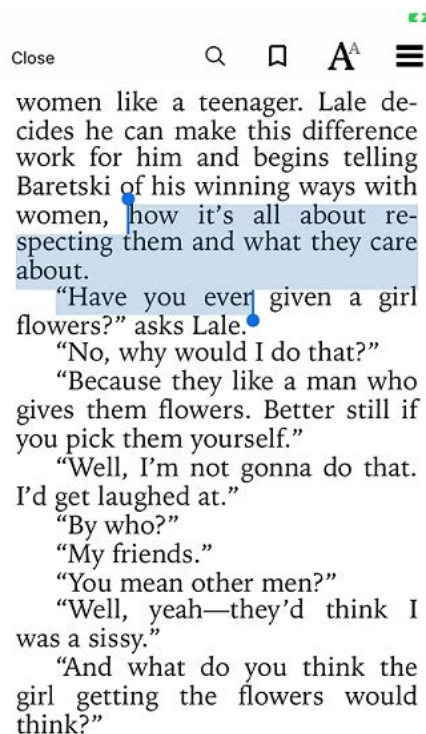
## 3.6 Setting a bookmark

1. Locate the page you want to bookmark.
2. Tap the bookmark icon.



## 3.7 Setting Highlights

To highlight a selection, press and hold on the reader screen, then drag the selectors to highlight the desired information.



Once the highlight is set, choose **Highlight** from the menu.

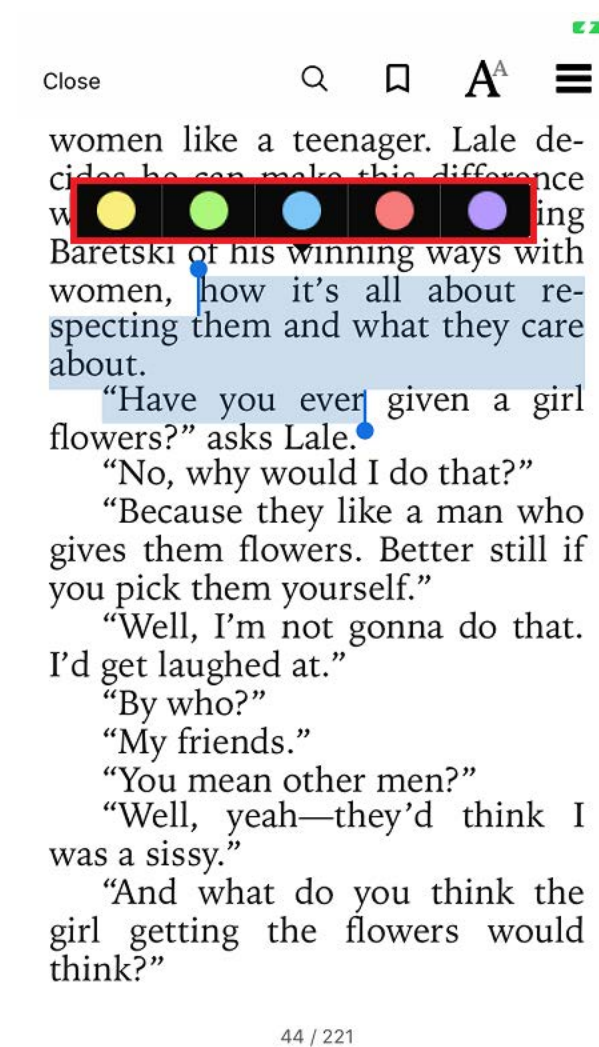


The museum atrium felt like a futuristic cathedral.

As Langdon stepped

ately skyward, climbing a set of colossal white pillars along a towering curtain of glass, ascending two hundred feet to a vaulted ceiling, where halogen spotlights blazed pure white light. Suspended in the air, a network of catwalks and balconies traversed the heavens, dotted with black-and-white-clad visitors who moved in and out of the upper galleries and stood at high windows admiring

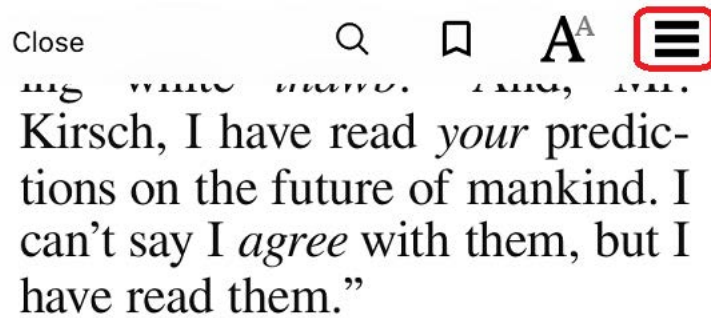
Next, choose a colour for the highlight.



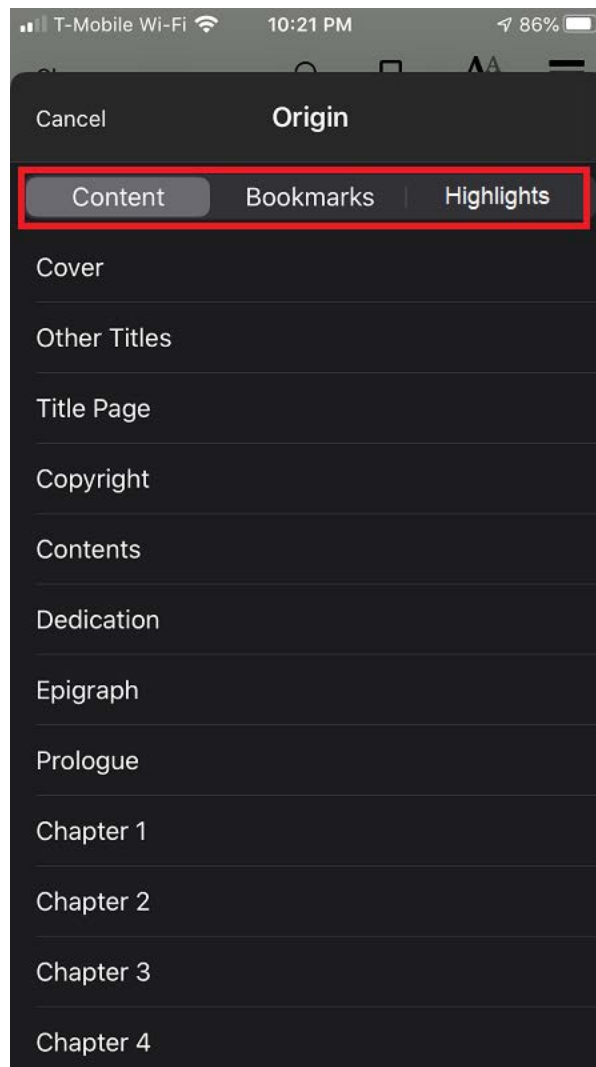
The defined selection is saved to **Highlights**.

### 3.8 Locating Bookmarks, Highlights and Table of Contents

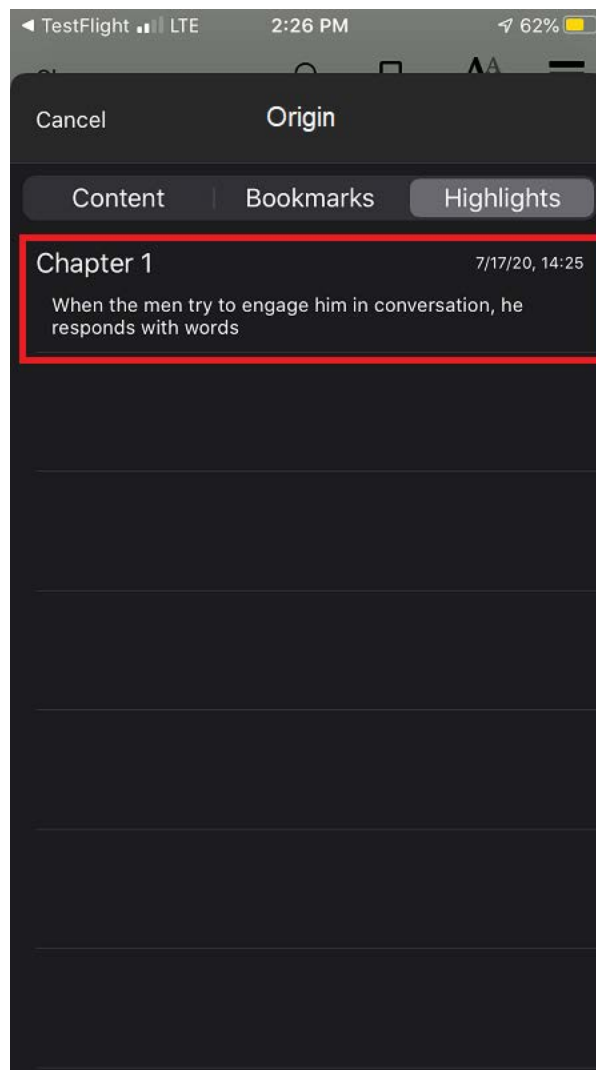
Tap the vertical ellipsis icon.



Tap **Content**, **Bookmarks** or **Highlights** to access the appropriate menu.

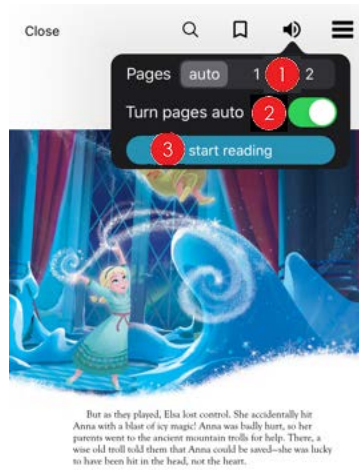


Tap a **Content**, **Bookmarks** or **Highlights** item to display the desired content.

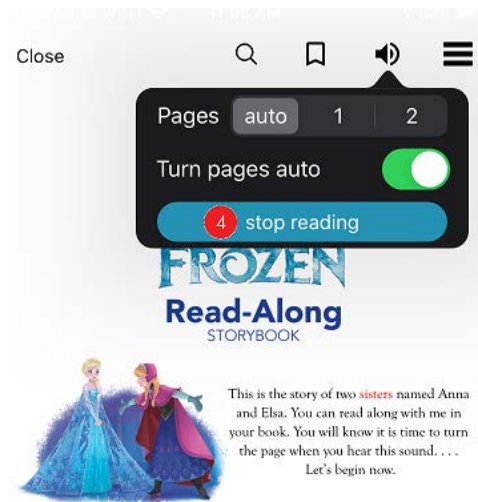


### 3.9 Using Read Along eBooks

Read Along eBooks use an audio voice to read the book to the user.



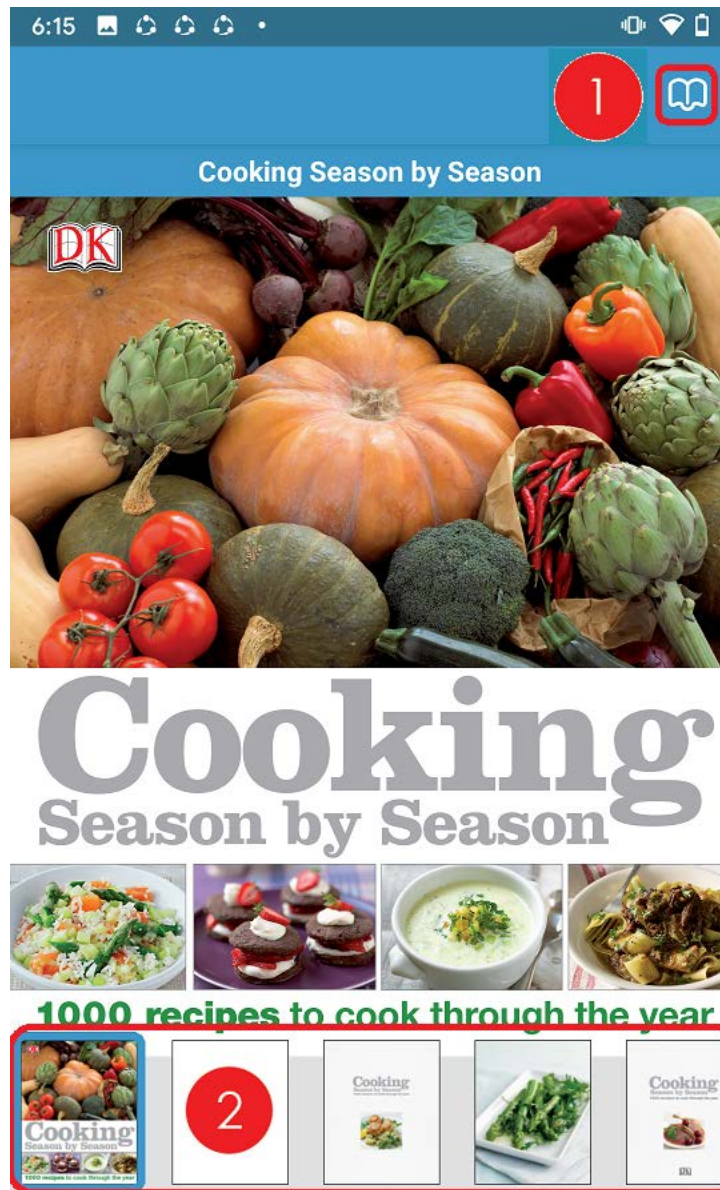
1. Select whether to display a single **Page**, or two pages. The **auto** setting is the manufacturer's default setting for the reader.
2. Enable **Turn Pages Auto** to instruct the reader to automatically turn the eBook page whenever the audio reaches the end of a page.
3. Tap **start reading** to instruct the audio to begin.
4. Tap **stop reading** to end the audio.



## 4 Viewing PDFs

### 4.1 PDF screens

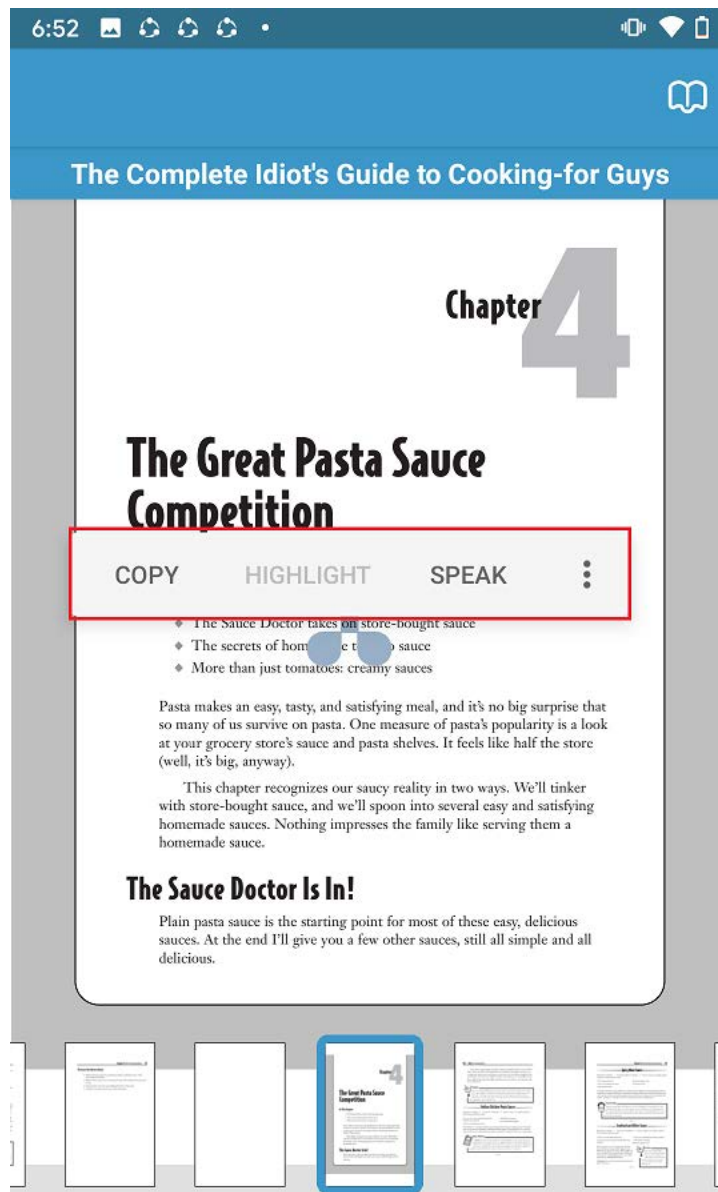
When a patron uses their device to download a PDF, the cloudLibrary™ mobile app automatically renders the PDF content.



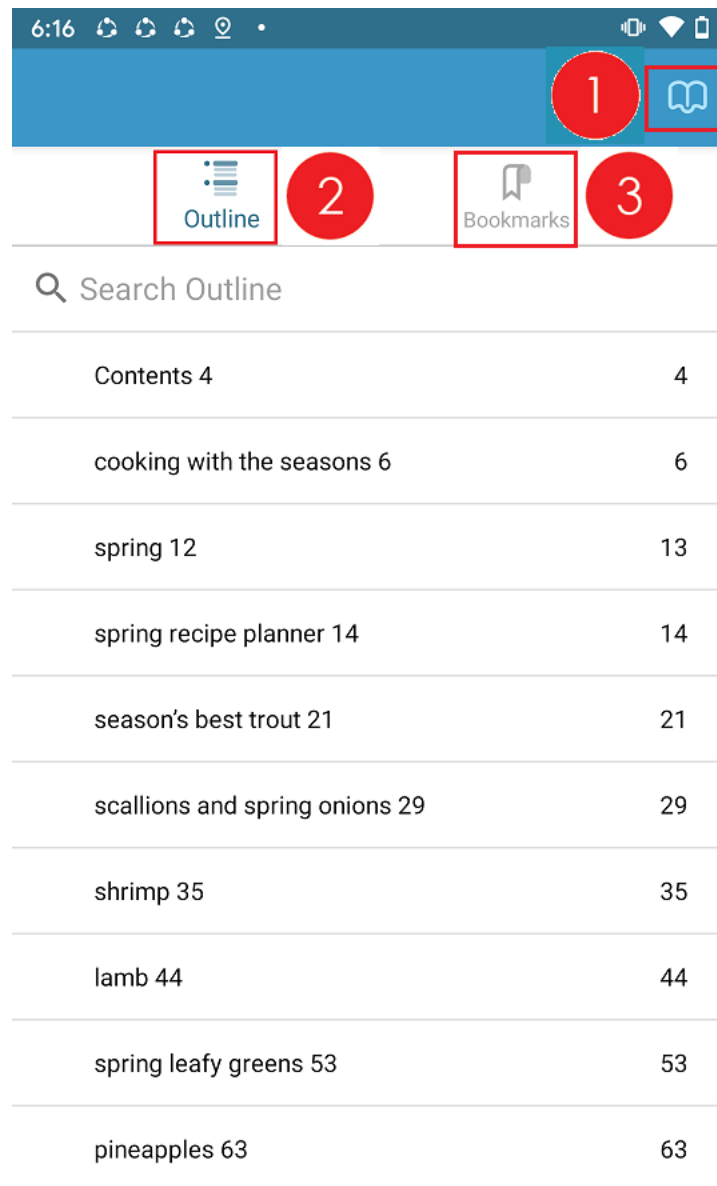
1. Enter Outline view or access bookmarks, for the currently selected PDF.
2. Select a page within the current PDF.

## 4.1.1 PDF Advanced Options

Touch and hold on a PDF screen to access Advanced Options.



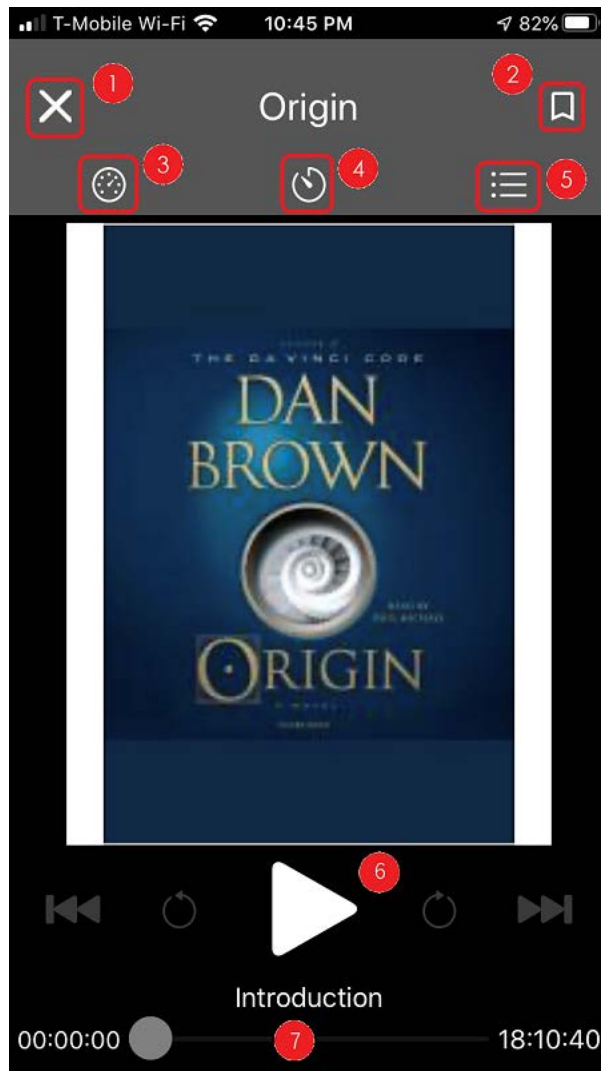
## 4.1.2 PDF Outline View and Bookmarks



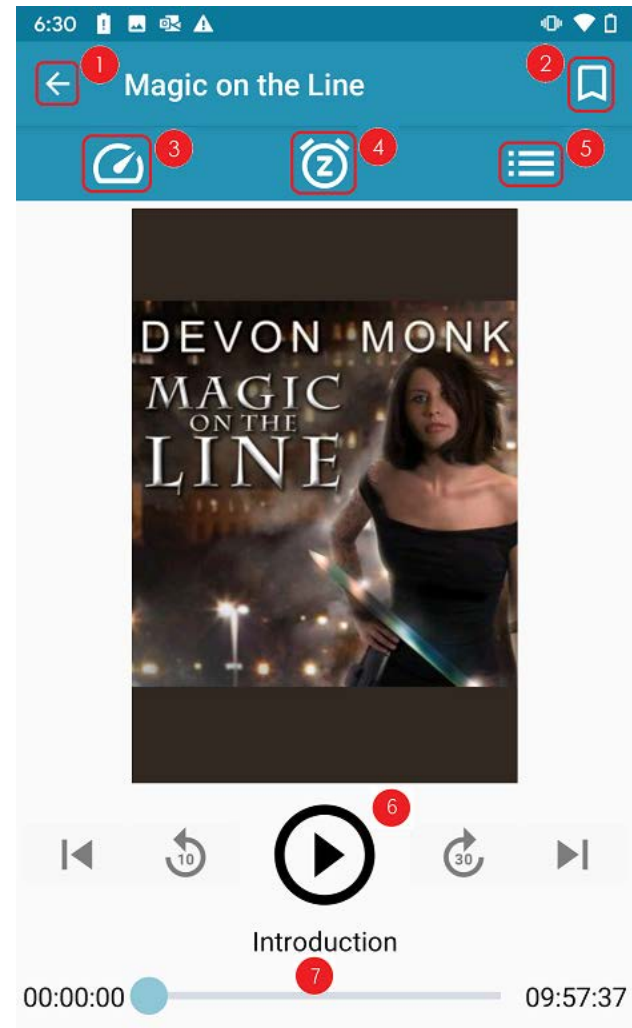
1. Enter Outline view or access bookmarks, for the currently selected PDF.
2. Tap to see an Outline view of the current PDF (shown in the preceding example).
3. Tap to add or view bookmarks.

## 5 Using the audiobook controls

### iOS Controls



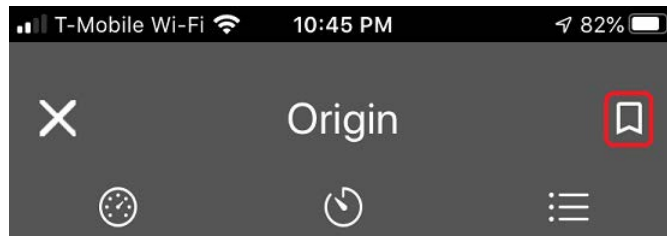
### Android Controls



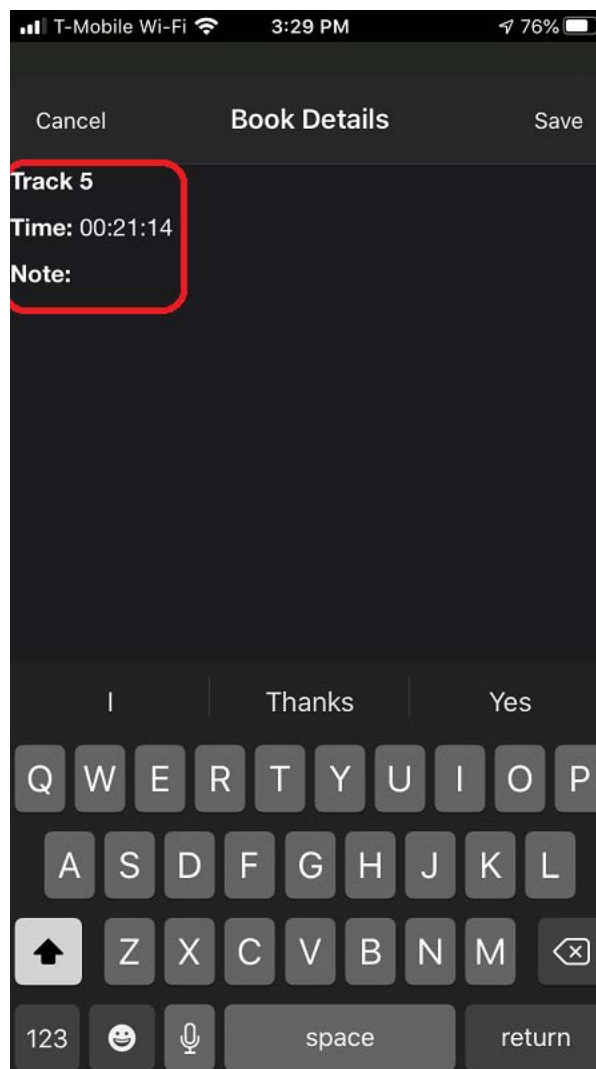
1. Closes the audiobook from display but does not stop the audio.
2. Places a bookmark.
3. Adjusts narration speed.
4. Sets the sleep timer.
5. Accesses the Table of Contents, and Bookmarks and Notes.
6. Play, rewind and fast forward buttons.
7. Displays the current chapter and timing mark within the audiobook. Drag the slider to move around within the audiobook.

## 5.1 How to Place a Bookmark

Tap the bookmark icon to place a new bookmark.



The Book Details screen appears showing your new bookmark.

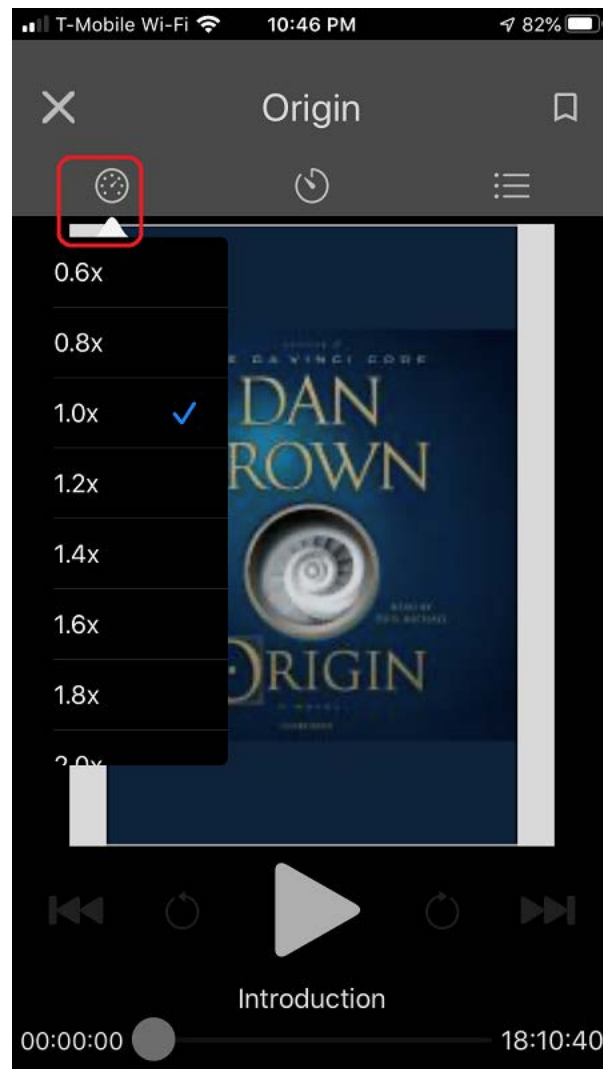


You may use the keyboard to add a note to your bookmark.

Tap **Save** to save your bookmark/note.

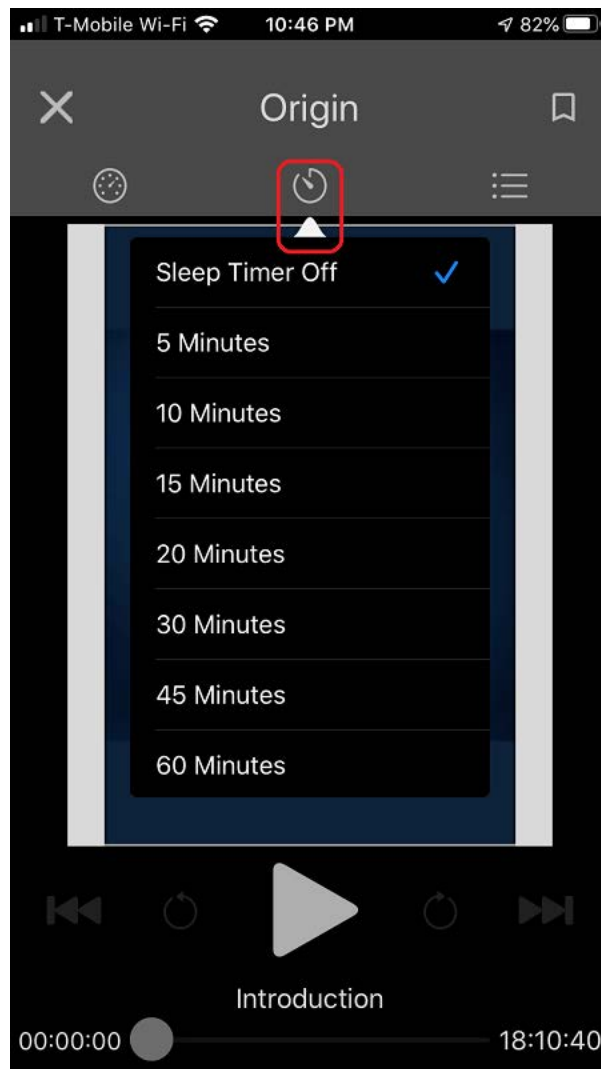
## 5.2 How to change the narration speed

Tap the narration speed icon, then tap the desired speed.



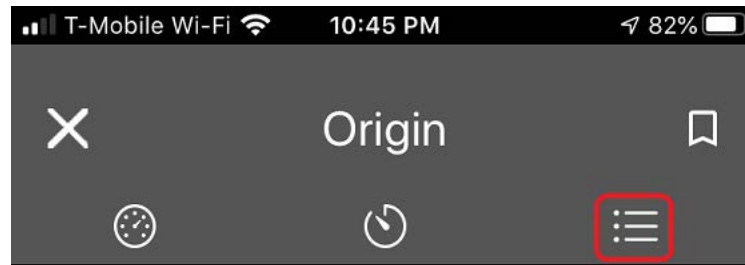
### 5.3 How to set the sleep timer

Tap the sleep timer icon, then tap the desired setting.

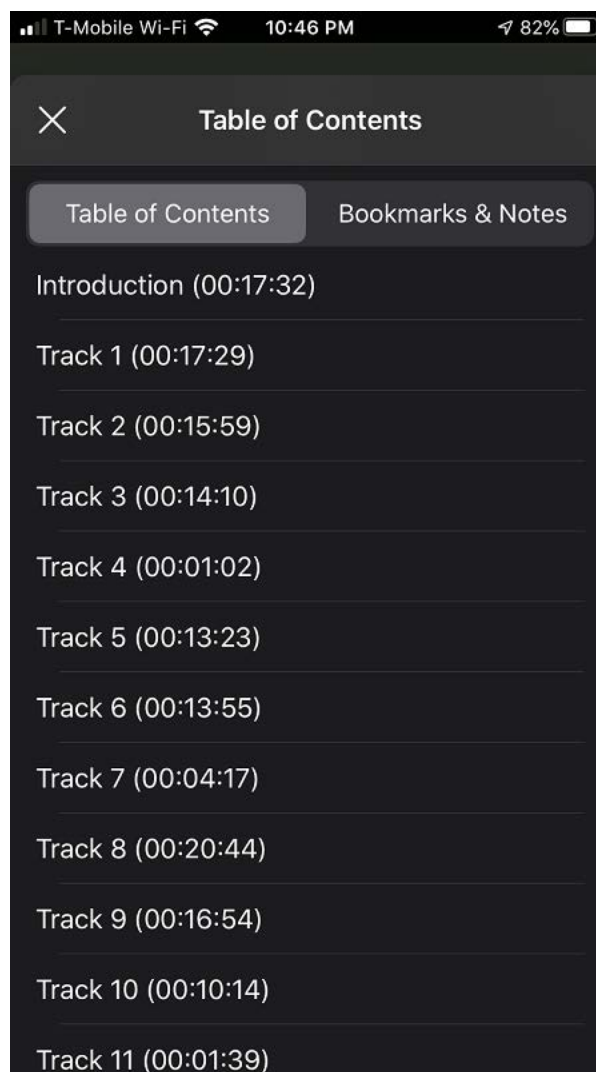


## 5.4 How to access the Table of Contents, Bookmarks and Notes

Tap the Table of Contents/Bookmarks/Notes icon.



The Table of Contents screen appears.




Use the **Table of Contents** and **Bookmarks & Notes** tabs to access the desired information.

## 6 Contact bibliotheca Support

Please be ready with your library's customer number, case number, any applicable error messages or conditions, and the product version or serial number.

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