



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


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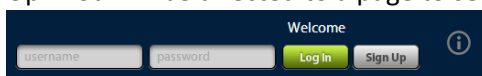


1. Create a My Bookshelf Account: *Skip this step if you have already created a My Bookshelf account.*

A My Bookshelf account is a personalised account which saves your edits to eBooks. You need a My Bookshelf account to use the World Book eBook App.

Quick guide to setting up a My Bookshelf account:

1. Go to www.worldbookonline.com
2. Enter your school or library's login details
3. Click/tap the eBook icon 
4. Once the eBook platform opens, note the login field in the top right-hand corner. Click 'Sign Up'. You will be directed to a page to set up your account.



5. Enter in your details – choose a unique username such as an email address. All other usernames have to be 6-10 characters long
6. When your account has been successfully created a message will appear on your screen. Close this tab and return to the eBooks platform.
7. Now you're back in the eBook platform, enter your unique username and password that you just created, into the Log in fields and click/tap 'Log in'.
8. Once you have entered in your login details correctly a customised "Welcome" message will appear in the top right hand corner indicating you have successfully logged in.
9. You have successfully created an account and are now able to begin editing, saving and downloading eBooks to your My Bookshelf account.
10. Every time you want to edit any eBooks, remember to login to your My Bookshelf account for these to be saved. A message will appear each time to remind you.

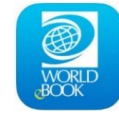
For more support in setting up a My Bookshelf Account please see 'How to create a My Bookshelf account' at <http://www.worldbook.com.au/support-ebooks>

NOTE: Your My Bookshelf account details are what you use to login to the App. Remember these details.



2. Downloading the World Book eBook App: Skip this step if you have already downloaded the App.

As part of your subscription to World Book eBooks you have free access to the World eBook App. The App allows you to create a virtual and interactive bookshelf enabling you to download the book onto your iPad/Tablet to then view offline.



In order to access the App you require a My Bookshelf account. YOUR MY BOOKSHELF ACCOUNT 'USERNAME AND 'PASSWORD LOGIN DETAILS ARE THE ONES REQUESTED TO ACCESS THE APP. To learn how to set up a My Bookshelf Account see 'How to create a My Bookshelf account' at <http://www.worldbook.com.au/support-ebooks>

There are 2 ways to get the App:

1. Go to your web browser and access the eBook platform through www.worldbookonline.com
 - Select a book you wish to download by either searching for it or tapping on the book image
 - An option to Open Book or Download will appear
 - Tap 'Download'
 - If you do not have the App already installed, you will be automatically taken to your App store.
 - The World Book eBook App icon will appear – tap download.
 - Once downloaded, the App will appear on your iPad or Tablet.
2. Download your World Book eBooks App from either your iTunes store (if using an iPad) or from Google Play (if using an Android).



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>

- Search "World Book"
- Select the World Book eBook icon and Download
- When finished downloading, the App will appear on your iPad/Tablet
- Before continuing, close the App. If using an iPad you can close the App by Double-clicking the Home button to reveal the multitasking screen. Swipe left or right to see the App. Drag an app up to close it or simply press the 'x', depending on your software.

Things to know:

- The eBooks saved on "My Bookshelf" will remain on the bookshelf for 3 weeks, after which time they will disappear. You can download the book again at any time. Your notes, highlights and bookmarks will be saved from your last use and will appear again.
- 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 is available i.e. 3 weeks.



3. Accessing the App

Logging in:



Tap on the App icon on your iPad/Tablet's screen.



Welcome page: you will be prompted to enter your log in details. Use the log in details for your My Bookshelf account.

For support in setting up a My Bookshelf Account see above or go to "How to create a My Bookshelf account": <http://www.worldbook.com.au/support-ebooks>


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.



4. Downloading an eBook to your iPad/Tablet

There are 2 ways to download an eBook:

a. Through your browser

- i) Open your browser on either your computer or iPad/Tablet and go to www.worldbookonline.com. Log in using your World Book Online account details.
- ii) Enter eBooks 
- iii) Log in to your My Bookshelf using your My Bookshelf login. If you don't have a My Bookshelf account you can set one up by tapping 'Sign Up'. Please note, My Bookshelf is a personalised account that enables you to save edits to eBooks.
- 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 where it will begin downloading.

→ 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.

b. Through the App

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.

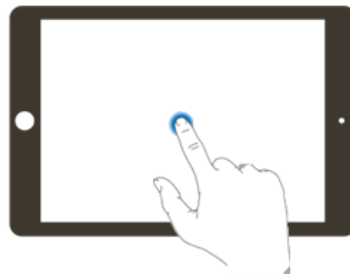
- i) Open your App and log in using your My Bookshelf details
- ii) Your bookshelf will appear with all the titles you have either viewed or downloaded.
- iii) If the title has a grey icon with an arrow located in the top left corner of the book image it means the book has not been downloaded to your device.
- iv) To download the title to the device you are currently using, simply tap on the book cover. It will begin to download to your device.





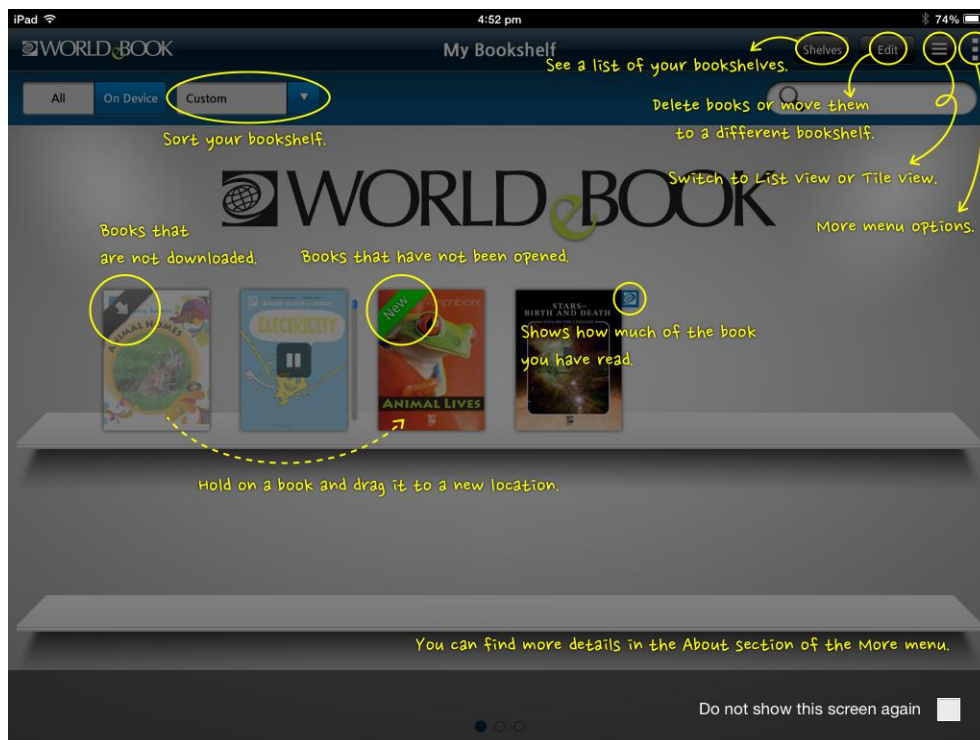
5. Using the App:

When you using the World Book eBook App the primary action required is a 'tap'.



Quick Review Overlay

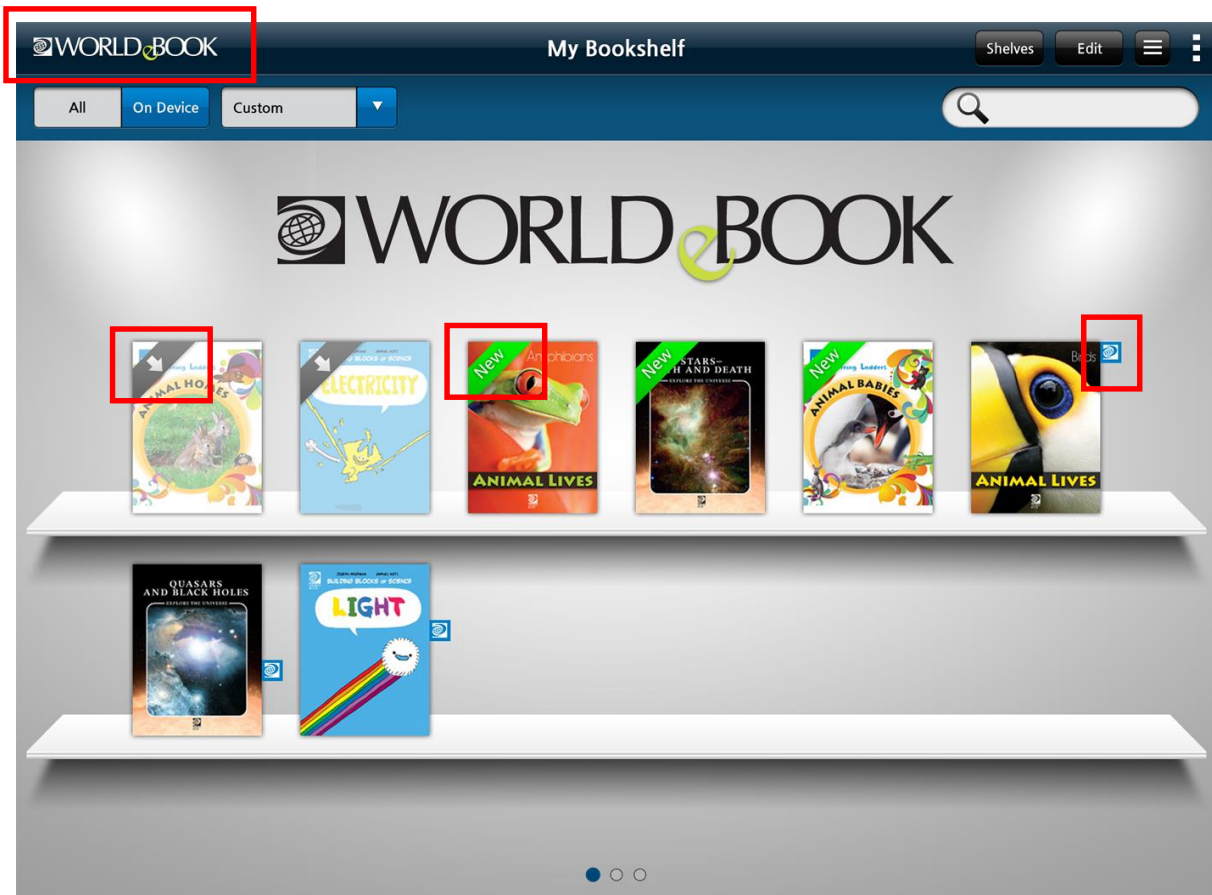
This overlay will appear each time you access the eBooks app unless you tick the "Do not show this screen again" box. It will help you become familiar with the different icons on your bookshelf.





Quick guide:

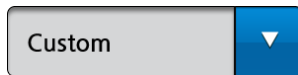
The following is a quick guide to the different icons you might see on your bookshelf:



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.
4. Tap on this banner to return to the *World Book eBook* web browser to search for more titles to download.

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).



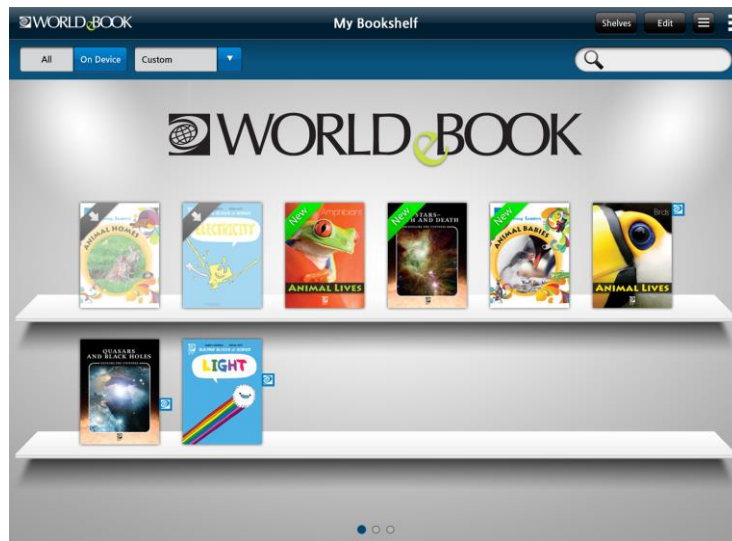
Tap on this icon to see more menu options, including:

- **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

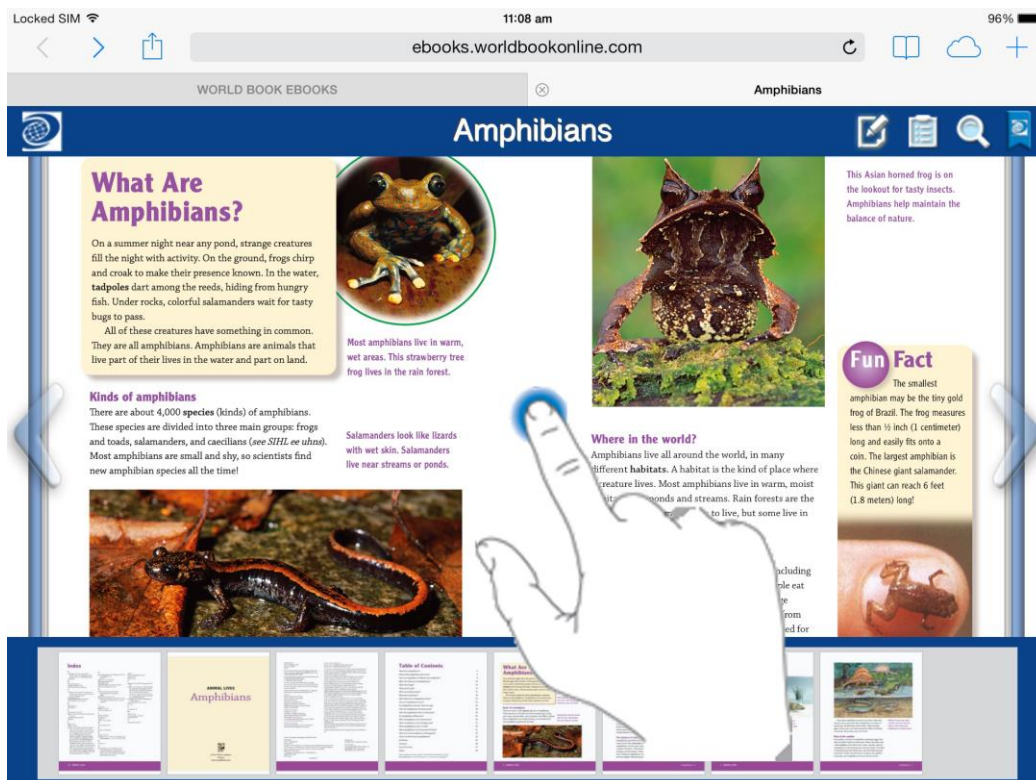


6. Reading a Book – navigating the features

To open a book, tap once on its cover.



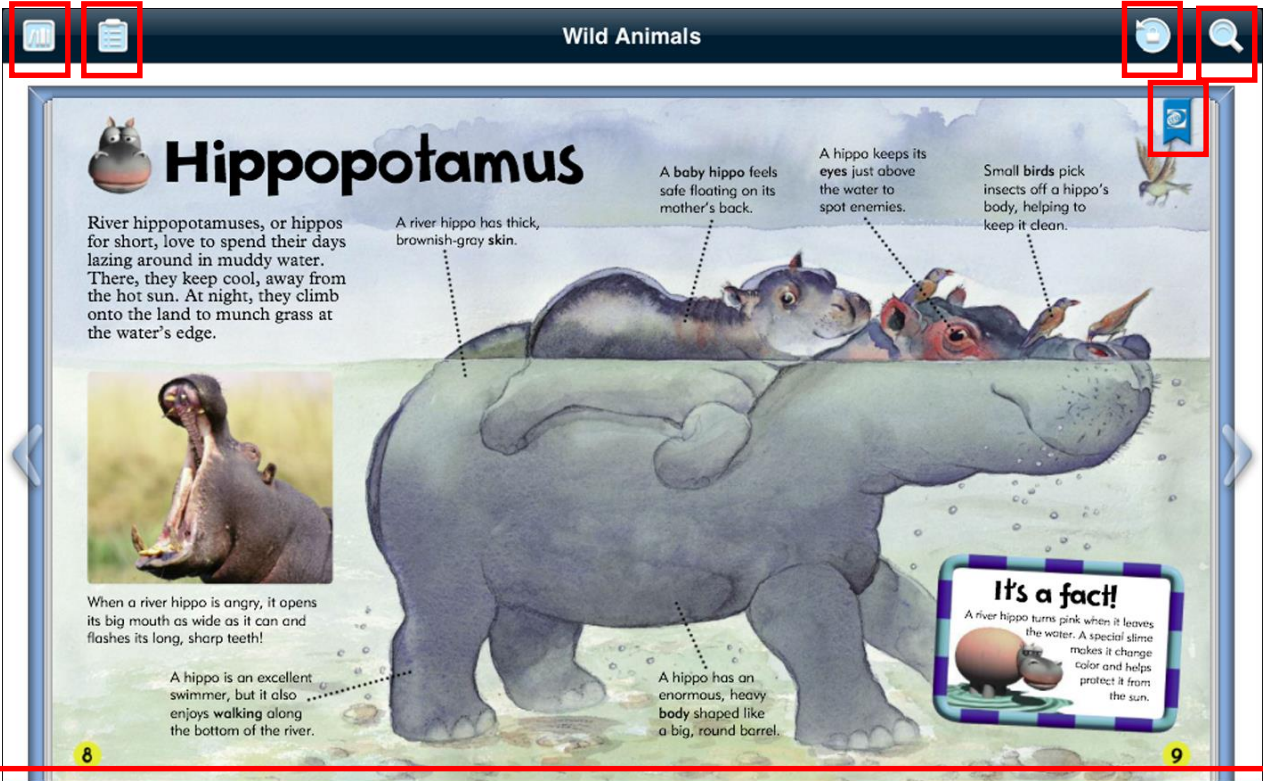
Once inside the book you will be taken to the front page if you are reading the title for the first time, or to the page you have last read. To activate the toolbar within the app viewer, tap once on the **centre** of the screen.



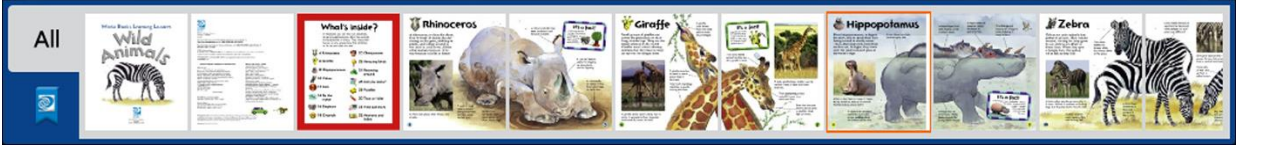
i) **When viewing a World Book eBook**

The following describes the functionality of each toolbar icon in a World Book eBook:

Toolbar Functions

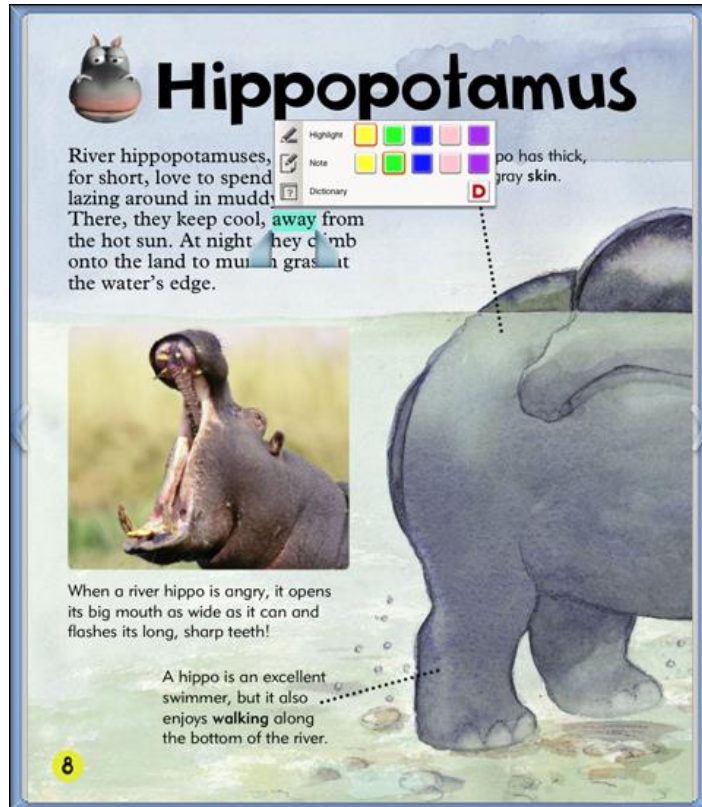


1. Return to your bookshelf.
2. View the table of contents, as well as your collection of notes and bookmarks for this title.
3. Lock the screen orientation to portrait or landscape.
4. Search the book for a word or phrase.
5. Bookmark a page.
6. To navigate to a different page.



Quick Menu

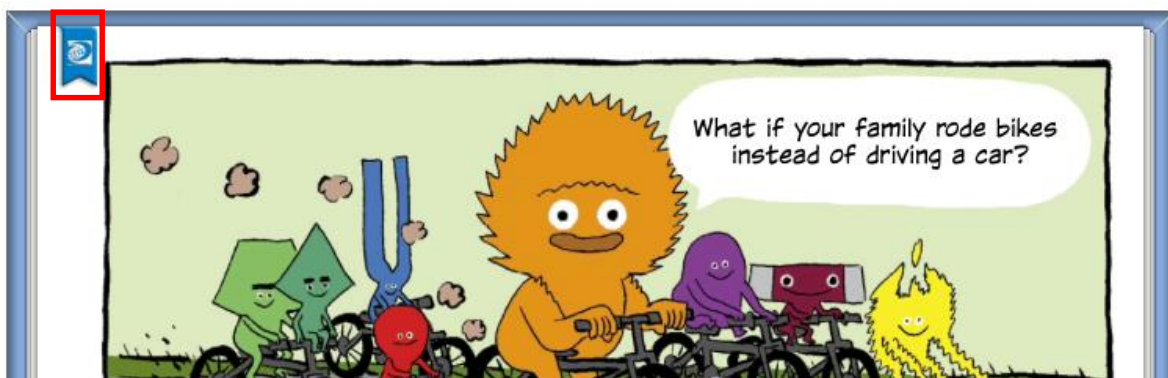
The Quick Menu allows users to view menus for **highlights and notes, conduct word or phrase searches, and search the online dictionary.** (Note: The dictionary feature can only be activated when a user is connected to the Internet.) To view the Quick Menu, tap and hold on the selected word(s).



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.

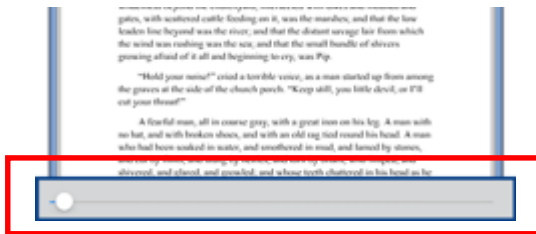
Bookmarking:

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



ii) **When viewing a Public Domain eBook**

When viewing a **public domain eBook** you are presented some different features and icons to those found in the World Book eBooks:



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.

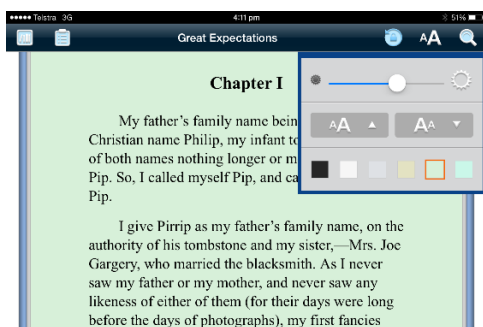


2. This icon enables you to **modify the page** for easier reading.

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

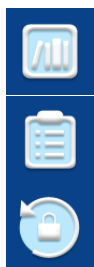


- The **swatch icons** allows you to change the colour of the page to make it easier to read. To change the page colour to suit your reading needs, simply tap the colour swatch and the page will change to that colour.



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

Similar features:



Return to your **bookshelf**.

View the table of **contents**, as well as your collection of notes and bookmarks for this title.

Lock the screen orientation to portrait or landscape.




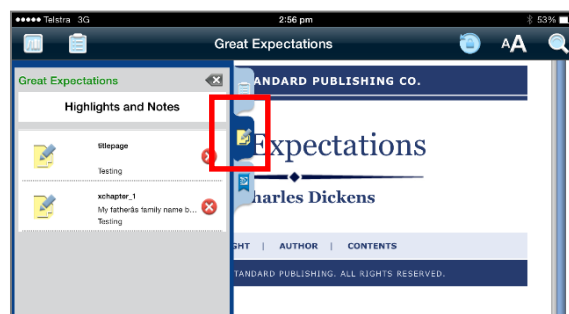
Quick menu: To view the Quick Menu, tap and hold on the selected word(s). This allows users to view menus for **highlights and notes, conduct word or phrase searches, and search the online dictionary**. (Note: The dictionary feature can only be activated when a user is connected to the Internet.)

Making notes:

- Tap and hold on the selected word(s) and bring up the Quick Menu.
- Highlight the desired area by manoeuvring the arrows
- Then tap the Note section and a text box will appear
- Type in note
- Then tap the 'tick' to save and close.

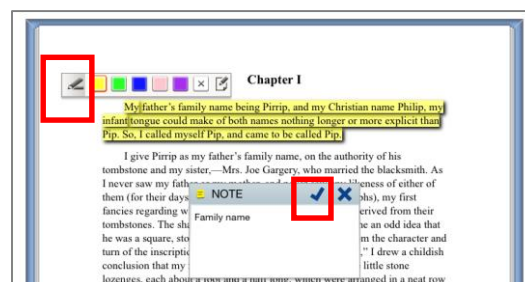


When making notes you MUST highlight the text for it to be visible in the eBook when browsing the pages. Alternatively, you can find the sections where you have taken notes without highlighting by going to the MENU Item with the Clipboard  (see point 2. page 5.) and viewing the tab with the pencil icon.



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.



NOTE: 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.