Reader+ User Guide for Android, iOS, Desktop, and Web

Reader+ User Guide for Android and iOS

This section of the user guide is for Android and iOS users. Desktop and Web users should refer to the section of this publication titled Reader+ User Guide for Desktop and Web.

Download and Setup the Reader+ Application - Android and iOS

The following details operating system minimums and sign in instructions for the Reader+ application.

Device Requirements

The minimum requirements to access and use the Reader+ application are listed below.

Platform	Operating System	Browser	Access
Android	Android OS 4.2+		Play Store
IOS	iOS 8.3+		App Store, iTunes
Web - Microsoft	Windows 7+	Chrome,Firefox, Internet Explorer 9,11	Portal link provided by Reader+ team
Web - Apple	OS X El Capitan+	Safari	
Web - Linux	Ubuntu 12.04+	Chrome,Firefox	

Sign In to the Reader+ Application

Once installed, the user will need an id and password to sign in and access their Reader+ Bookshelf. These credentials can be provided by the School Administrator or the Pearson Reader+ Team. The same sign in identity applies for Android, iOS, Desktop and Web applications. Existing users who already have accounts in other Pearson services (e.g. ForgeRock, Passaporte) are supported.

Rumba Integration

When a Rumba user is detected, the user is sent over to Rumba to sign-in.

Books that are provisioned for Reader+ in Rumba will then be available on the Bookshelf.

Managing Books

When a book is made available on the reader's Bookshelf, it is in the cloud and appears with the

Cloud icon overlaying the book image. When a user taps the book, the Reader+ application triggers a download of that book. After download, the content is available locally on the device.

Download a Book

Follow the steps below to download a book from the cloud:

1. Go to your Reader+ Bookshelf.

2. Tap a book with the cloud overlay to download it for local access. Download progress is displayed, and a new icon with a checkmark is placed on the book cover when the download is complete.

Note: PDF functionality is limited and some of the reading options may not work.

Book Download Stopped

If you see the stopped download overlay displayed on the selected book, your download has stopped. This could one of two issues:

- **No Connectivity**. Your download can proceed with a tap when your device reconnects.
- **Out of Space**. If you tapped the stopped overlay, and received the Out of Space message, you have less than 500MB of space on your device. You will need to do one of the following:
  - Tap CANCEL and remove other apps or files.
  - Tap OK to display the Reader+ Remove Books screen. From the Remove Books screen, select an unneeded title and tap the Remove button. The removed book will remain on the Bookshelf, and can be downloaded again at a later time, if space permits.

Open a Book

Once a book is downloaded, the cloud overlay will no longer be displayed. Follow the steps below to open a book:

1. Go to your Reader+ Bookshelf.
2. Tap the book to open it.

When opening a book, the scrolling direction is displayed:

Vertical   Horizontal

Chapter Media Download for Offline Access

Reader+ supports offline multimedia assets when these files are embedded in the content package. When multimedia assets are linked from the content package, they are not automatically kept offline on the device.

To overcome this obstacle to offline access, the user can download non-copyrighted chapter media for offline access. This feature can be used to manage the content available for use when not connected to the internet. An item's file size will count against available space on the device when downloaded. Deselecting an item will remove it from the device.

Supported content will appear with the Rich Media link in the lower right corner of a supported book.

Follow the steps below for chapter media download(s):

1. From the Bookshelf, tap or click the Rich Media link on a supported book to open the Download Manager.
2. Use the chapter checkbox to select/deselect all rich media in a chapter for download or expand ⌄ the chapter contents to select/deselect specific media.
3. When finished, tap or click APPLY.

Note that both the content and the version of Reader+ must support the chapter media download functionality.

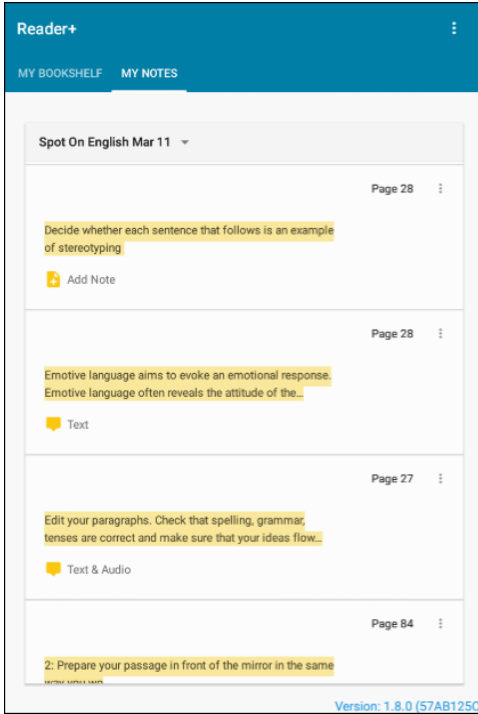# Menus - Manage and Navigate

Bookshelf Menu

The Bookshelf menu appears when you first open Reader+, or when you return to the Bookshelf from an open book. The menu options are described below.

My Bookshelf

When using other options on the Bookshelf, tap MY BOOKSHELF to return to the Bookshelf.

My Notes

This is a very handy access point for Notes and Highlights. Books that have Notes and/or Highlights are listed.

All Notes for a book are displayed with page number in chronological order by date added.

Book Picklist - Select a different book from the picklist to switch between Note files.

Books that are in the cloud may appear in the list if you have upgraded the Reader+ app and already have Notes for the book or if Notes have been added by your teacher.

Within the display of each Note listed are the following indicators:

Audio indicates that there is an existing audio Note.

Text indicates that there is an existing text Note.

Text & Audio indicates that there is an existing text and audio Note.

Add Note indicates that there is no current Note associated with the Highlight.

Within the display of each Note listed are the following options:

Tap - Anywhere in the row to open the Note Screen.

Tap [icon]. Select **Delete** to delete the selected Highlight and any associated Note.

See Using Notes for additional details about using Notes.

Search

This Search tool is used to find books on the Bookshelf. Follow the steps below to use this option. Note: this Search lists downloaded books and books that are still in the cloud. Selecting a book in the cloud will download it.

1. Tap the Search [icon] icon in the Bookshelf menu.
2. Supply a string/partial string of the desired title.
3. Tap to open the book from the list of filtered book titles.
4. When finished, tap the [icon] icon to cancel the Search.

Sign Out

To sign out of the Reader+ application, tap the Menu [icon] icon and then tap Sign out. If you Sign out, you will need to sign in again when returning to Reader+.

Reading Options Menu

Within an open book, the Reading Options menu provides access to search, study tools, and display settings. The menu is easily accessed by a tap on the screen of an open book. Another tap will close the menu. A detailed description of the menu options follows below.

[image: Reading Options menu bar showing "← Classroom Mathematics Gra..." with search, font, list, bookmark, and note icons]

After selecting Contents, Bookmarks, or Notes and Highlights from the Reading Options menu, the user can switch between these references by tapping the appropriate tab.

[image: Table of Contents panel showing "✕ Classroom Mathematics Grade 10 Learner's Book Inter..." with tabs TABLE OF CONTENTS, BOOKMARKS, NOTES & HIGHLIGHTS, and entries "Cover Page 1" and "Classroom Mathematics Grade 10 Learner's Book 2"]

Tap the [icon] icon to close the tabs and return to the book.

Return to the Bookshelf

1. Tap anywhere in your reading screen to display the Reading Options menu.
2. Tap the Arrow [icon] icon to return to your Bookshelf.

Search Text in Book

This search feature returns the search term found listed as follows:

- Bookmarks

- Notes and Highlights

- In This Book (includes Reader+ Player - search audio notes)

Follow the steps below to search text:

1. Tap anywhere in your reading screen to display the Reading Options menu.
2. Tap the Search [Q] icon to open a search dialog.
3. Enter the search term in the dialog. Use the keypad or tap the Microphone ⌕ icon to input by voice. Previous search terms are listed above the keypad.
4. Tap the Search ⊚ icon. A scrollable list of all occurrences of the search term with page number locations and contextual uses is displayed.
5. Tap the desired occurrence to navigate to the page of the selected item

Page Settings

Page settings [A] are used to set the display and navigation options described below.

Text Size

Use the % toggles to set the book text size from 70% to 130%.

Text Font

1. Tap anywhere in your reading screen to display the Reading Options overlay.
2. Tap the Settings [A] icon to display the Page Settings menu.
3. Tap the Text [T] options to select a different font: Original, Arial, Courier or Times.

Brightness of Display

1. Tap anywhere in your reading screen to display the Reading Options overlay.
2. Tap the Settings [A] icon to display the Page Settings menu.
3. Tap the Brightness [◑] options to set the display mode: Default, Night or Sepia.

Scrolling Direction

1. Tap anywhere in your reading screen to display the Reading Options menu.
2. Tap the Settings [A] icon to display the Page Settings overlay.
3. Select Page Navigation scrolling option: Horizontal or Vertical.

Contents

The Contents ☰ icon provides direct access to the Table of Contents, Bookmarks, and Notes & Highlights for the open book.

1. Tap anywhere in your reading screen to display the Reading Options menu.
2. Tap the Contents ☰ icon to open the Table of Contents.
3. Tap a Table of Contents item, Bookmarks,or Notes & Highlights. To return directly to the Bookshelf, tap the ☒ icon.

Bookmarks

Bookmarks 🔖 are electronic pointers created to facilitate quick access to a specific part of the text. See Using Bookmarks for details about setting and removing Bookmarks.

Notes and Highlights

Notes and Highlights 💬 are related. To create either one, an area of text needs to be marked. When a Highlight is created, the option to add a Note to the Highlight is always available. When a Note is created, the text is highlighted by default.

Color Highlights mark portions of your text or illustrations as important, conspicuous, and memorable. See Using Highlights for details about adding and removing Highlights.

Notes are a brief record of facts, topics, or thoughts, recorded via text or voice as an aid to memory. See Using Notes for details about adding, editing, and removing Notes.

Page Slider

The Page Slider is a convenient way to quickly navigate between pages in a book.

1. Tap anywhere in your reading screen to display the Reading Options menu and Page Slider.
2. Set the Page Slider at the bottom of the screen to the desired page destination.

Page Go To

The Page Go To is used to navigate to a specific page of the turn a single page forward/backward.

1. Tap anywhere in your reading screen to display the Reading Options menu and Page Go To.
2. Tap to set the Page Go To at the bottom of the screen to the desired page destination, or use the **< >** to move one page in either direction.

Multi-Touch Book Navigation Options

Turn pages	Depending on the [scrolling direction](#) set for your book, swipe right/left or down/up to turn pages forward/backward on the screen.
Pinch	Pinch your fingers together or move them apart on the screen while viewing your book to quickly reduce or enlarge the display.
Flick	A flick of the finger on the screen lets you quickly scroll through lists and pages. Tap the screen to stop scrolling, or wait for the scrolling to stop.
Drag	Slowly press your finger against the screen without lifting it. Drag to move the page in the drag direction.
Tap	Tap to select a menu option. Tap the screen of an open book to display the Reading Options menu.
Press	Press and hold in the text area of an open book to mark off a Highlight or Note.

Marking Reference Areas in Books

Notes and Highlights are driven by markings placed in the text of a book. The design of the marking tool depends on the type of file being marked:

ePub   PDF

Follow the steps below to mark text in an open book:

1. Press (don't tap) in the area of the screen where you want to mark the beginning of the selection. The marking tool will appear.

Everyday events can be very funny if you know how to describe them. You can turn the daily happenings around you into funny stories by looking at them from a humorous angle, also called a **viewpoint**.

When you write a humorous description, you have to find your own, individual voice. **Voice** is the individual writing style of an author.
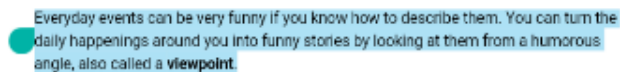
Note the following:

If the marking tool is not exactly where you want it, press the text area again to reposition the tool

If no additional touch follows, the marking tool will close.

2. Press and Drag the bottom corner(s) of the Marking Tool to enlarge/shrink the selection area.

> Everyday events can be very funny if you know how to describe them. You can turn the daily happenings around you into funny stories by looking at them from a humorous angle, also called a **viewpoint**.
>
> When you write a humorous description, you have to find your own, individual voice. **Voice** is the individual writing style of an author.

3. Tap either NOTE or HIGHLIGHT at the top of the screen. In either case, a Highlight is added to the book references. If NOTE was tapped, the Note screen is displayed for adding a Note in addition to the Highlight. Using Reader+ Study Tools

Using Bookmarks

Bookmarks facilitate quick access to a specific page of a book. The sections below describe how to add and remove bookmarks from the book.

Add a Bookmark to a Page

Tap the Add Bookmark ⬛ icon at the top of the page. The current page will be bookmarked ⬛.

Access Your Bookmarks

1. Tap anywhere in your reading screen to display the Reading Options menu.
2. Tap the Bookmarks ⬛ icon from the Reading Options menu. A scrollable list of all bookmarks with page number location and contextual use is displayed.
3. Tap the desired Bookmark to navigate to the page.

Delete a Bookmark

The following describes options for deleting Bookmarks. Note: there is no confirmation when deleting a Bookmark.

From an Open Page in the Book

Tap the Bookmark ⬛ icon at the top of a bookmarked page.

From a list of Bookmarks

1. Access the Bookmarks list.

2. Locate the desired Bookmark and tap [⋮].
3. From the popup, select **Delete** to remove the Bookmark.

Using Highlights

Highlights are used to mark portions of your text or illustrations for later reference. The following sections describe how to use the Reader+ Highlights facility.

Add a Highlight from your Reading Screen

1. Mark the area you need to Highlight.
2. Tap HIGHLIGHT to add the marked area to your list of Highlights.

Access Highlights

The following describes options for accessing Highlights.

From your Reading Screen

1. Tap anywhere to display the Reading Options menu.
2. Tap the Notes and Highlights [icon] icon. A scrollable list of all Notes and Highlights with page number locations is displayed.
3. Tap the Page Number to navigate to a specific Highlight in the book.

Note: If you tap the highlighted text, you will have the option of adding/editing/deleting a Note.

From your Bookshelf

1. From the Bookshelf menu, tap MY NOTES.
2. Tap the Page Number to navigate to a specific Highlight in the book.

Note: If you tap the highlighted text, you will have the option of adding/editing/deleting a Note.

Delete a Highlight

The following describes options for deleting Highlights.From a Page

1. Tap an existing Highlight on an open page.
2. From the Note screen, tap [⋮]. From the popup, select **Delete** to remove the Highlight (and any associated Note).

Using the Reading Options Menu

1. Tap anywhere to display the Reading Options menu.
2. Tap the Notes and Highlights [icon] icon. A scrollable list of all Notes and Highlights with page number locations and up to four lines of highlighted text is displayed.
3. Tap the page number to navigate to a specific Highlight in the book.
4. Tap the Highlight on the page you selected.

5. From the Note screen, tap [icon]. From the popup, select **Delete** to remove the Highlight (and any associated Note).

Using the Bookshelf Menu

1. Tap MY NOTES from the Bookshelf menu.
2. Tap a book to list the Notes and Highlights from the selected book. A scrollable list of all Notes and Highlights with page number locations and up to four lines of highlighted text is displayed.
3. Tap the Highlight to open the Note screen.
4. From the Note screen, tap [icon]. From the popup, select **Delete** to remove the Highlight (and any associated Note).

Using Notes

Notes are text or recordings you add to Highlights.

When accessing Notes from a list of Notes, keep in mind:

- If you tap the page number, you will navigate to the specific Highlight in the book.
- If there is a recorded voice Note only, there will be no Note text displayed and the option to add a Note will be available.
- If you tap the highlighted text, you will have the option of adding/editing/deleting a Note.

The following sections describe how to use the Reader+ Notes tools.

Note Screen

The Note screen is used to capture both text and voice Notes for future reference. From this menu, users can add, edit, and delete Notes and Highlights.

An optional audio player appears below the text. This can be used to record voice Notes instead of or in addition to text Notes.

The following describes available options:

[icon] - Close the Note

[icon] - Access the text portion of the Note.

[icon] - Add or replace a voice Note.

[icon] - From the popup, select **Delete** to remove the entire Note/Highlight. Teachers have the additional option to select **Share** to share a Note with students.

Audio Player Menu

The Reader+ audio player can be used to record voice Notes and to enhance text Notes with additional information. Voice Notes up to 30 seconds in length can be added to any Note created in the book.

To access the Audio Player menu from a new or existing Note, tap the [🎤] icon to minimize the keyboard. The following describes the use of the Audio Player:

From the Playbar:

[⊗] **Delete** the recording (only).

From the Recorder:

Time Remaining - Track the amount of time left on the 30 second limit.

[🎤] **Record** - Start/pause/continue recording mode.

[✕] **Delete** and **Restart** the current recording.

[✓] **Save** the current recording.

Note Sharing - Teacher to Students

When adding or editing a Note, teachers have the option to share Notes for their students to read. Sharing must be completed before students download books from the cloud.

When adding or editing a Note, add the following step:

From the popup, select **Share** to share a Note.

Add a Note

The following describes options for adding Notes.

From your Reading Screen

1. Mark the area where you need to add a Note.
2. Tap **Note** from the menu to open the Note screen.
3. Close the Note when finished to add the marked area to your list of Highlights/Notes.

From the Reading Options Menu - Add a Note to a Highlight

1. Tap anywhere to display the Reading Options menu.
2. Tap the Notes and Highlights icon. A scrollable list of all Notes and Highlights with page number locations is displayed.
3. Tap the desired Highlight to open the Note screen.
4. Close the Note when finished to add the marked area to your list of Highlights/Notes.

From Your Bookshelf - Add a Note to a Highlight

1. Tap MY NOTES from the Bookshelf menu.
2. Select a book from the picklist to list the Notes/Highlights from the selected book.

   Highlights without Notes are displayed with the notation **Add Note**.
3. Tap a Highlight to open the Note screen.
4. Close the Note when finished to add the marked area to your list of Highlights/Notes.

Read, Edit, or Delete a Note

The following describes options for accessing, editing and deleting Notes.

Using the Bookshelf Menu

1. Tap MY NOTES from the Bookshelf menu.
2. Select a book from the picklist to list the Highlights/Notes from the selected book. A scrollable list of all Notes and Highlights with page number locations is displayed.
3. Tap the desired Note to open the Note screen.
4. From the Note screen, you have the option to: read the Note, apply edits, or delete the Note.

From a Page with Highlighted Text

1. Tap the highlighted text to open the Note screen for an existing Note. If there is no existing Note, a new Note can be created.
2. From the Note screen, you have the option to: read the Note, apply edits, or delete ⋮ the Note.

Using the Reading Options Menu

1. Tap anywhere in your reading screen to display the Reading Options menu.
2. Tap the Notes and Highlights 💬 icon. A scrollable list of all Notes and Highlights with page number locations is displayed.
3. Tap the desired Highlight to open the Note screen.
4. From the Note screen, you have the option to: read the Note, apply edits, or delete ⋮ the Note.

Reader+ User Guide for Web and Desktop

This section of the user guide serves Web and Desktop users. Android and iOS users should refer to the section titled Reader+ User Guide for Android and iOS.
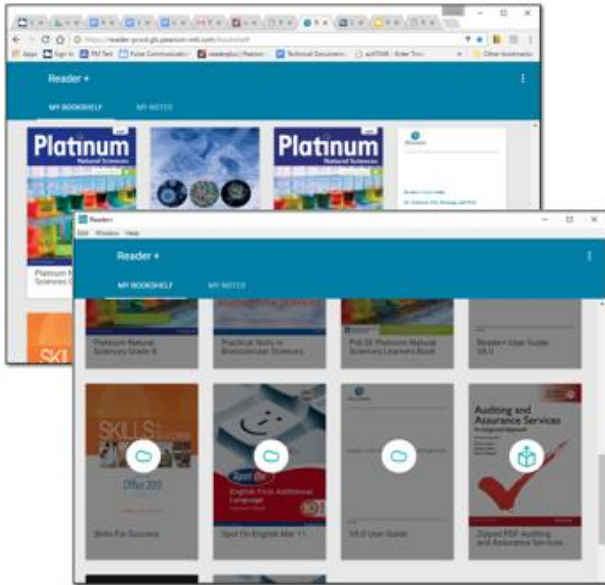
Access the Reader+ Application

The following details operating system minimums and Sign in instructions for the Reader+ application.

Device Requirements

The minimum requirements to access and use the Reader+ application are listed below. Once signed in, the user will have access to their Reader+ Bookshelf.

Desktop Operating System	Web Browser	Access
Windows 7+	Chrome,Firefox, Internet Explorer 9,11	Portal link provided by School Administrator or the Pearson Reader+ Team
OS X El Capitan+	Safari	
Ubuntu 12.04+	Chrome,Firefox	

Sign In to the Reader+ Application

A link will be provided to you by the School Administrator or the Pearson Reader+ Team. Once linked, the user will need an id and password to sign in and access their Reader+ Bookshelf. These credentials can be provided by the School Administrator or the Pearson Reader+ Team. The same sign in identity applies for Android, iOS, and Web access. Existing users who already have accounts in other Pearson services (e.g. ForgeRock, Passaporte) are supported.

Rumba Integration
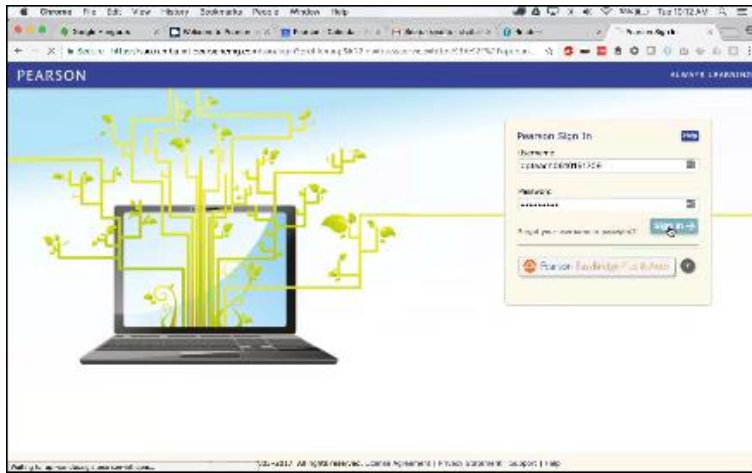
When a Rumba user is detected, the user is sent over to Rumba to sign-in.

Books that are provisioned for Reader+ in Rumba will then be available on the Bookshelf.

Open a Book

Follow the steps below to open a book:

1. Go to your Reader+ Bookshelf.
2. From the Web, click on a book to open it. From the Desktop, click the Cloud icon on a book to download. Open the book when the check mark appears.

Note: not all features are available in PDF titles.

Chapter Download for Offline Desktop Media Access

Reader+ supports offline multimedia assets when these files are embedded in the content package. If the multimedia assets are linked from the content, they are not automatically kept for offline use on the device.
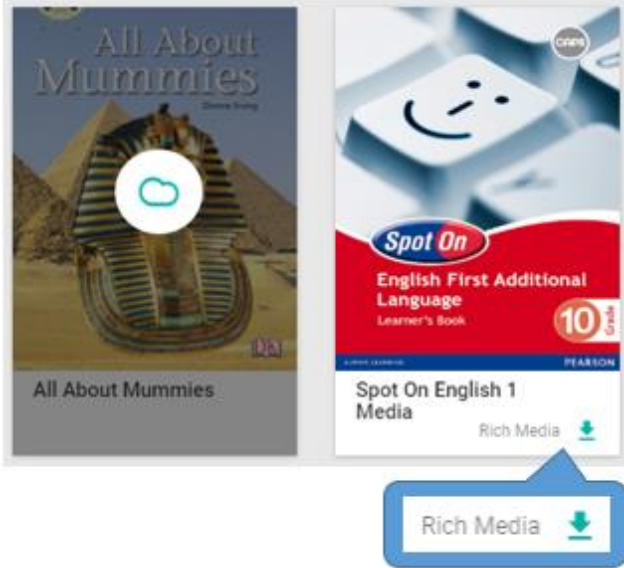
To overcome this obstacle, the user can download chapter media for offline access (desktop, not web). This feature is used to manage linked content available for use, when not connected to the internet. An item's file size will count against available space on your device when downloaded.

Supported content will appear with a link called Rich Media in the lower right corner. Follow the steps below for chapter download(s):

1. From the Bookshelf, click the Rich Media link on a supported book to open the download manager.
2. Use the chapter checkbox to select all rich media in a chapter for download or expand ⌄ the chapter contents to select specific media.
3. When finished, click APPLY.

Note that the content and the version of Reader+ must support the chapter download functionality.

Menus - Manage and Navigate

Bookshelf Menu

The Bookshelf menu appears when you first open Reader+, or when you return to the Bookshelf from an open book. The menu options are described below.

Sign Out

To sign out of the Reader+ application, follow the steps below

1. Click the menu ⬚ icon.
2. Click Sign out.

Note: If you sign out, you will need to sign in again when returning to Reader+.

Reading Options Menu

Within a book, the Reading Options menu provides access to search, study tools, and display settings. The menu is easily accessed by a tap on the screen of an open book. Another tap will close the menu. A detailed description of the menu options follows below.

Reader+ Bookshelf

Click the arrow ⬚ icon to return to the Reader+ Bookshelf.

Page Settings

Page settings ⬚ are used to set the display and navigation options described below.

Text Size

Use the % toggle to set the book text size from 70% to 130%.

Text Font

1. Click the Page Settings ⬚ icon to display the Page Settings overlay.
2. From the Page Settings menu, click the Text ⬚ options to select a different font: Original, Arial, Courier or Times.
3. Use the % toggle to set the book text size from 70% to 130%.

Brightness of Display

1. Click the Settings ▣ icon to display the Page Settings popup.
2. From the Page Settings menu, tap the Brightness ▣ options to set the display mode as Default, Night, or Sepia.

Page Slider

The page slider is a convenient way to quickly navigate between pages in a book. Set the page slider at the bottom of the screen to the desired page destination.

Page 48 / 143

Page Go To

Web only, not Desktop. The Page Go To is used to navigate to a specific page. Key in the page number or use the **< >** to move one page in either direction.

65

Table of Contents

Click the Contents ▣ icon to open the table of contents.

Bookmarks

Bookmarks ▣ are electronic pointers created for a user to move quickly to a different part of the text. See Using Bookmarks for details about setting and removing bookmarks.

Notes and Highlights

Notes and Highlights ▣ are related. To create either one, an area of text needs to be marked. When a Highlight is created, the option to add a Note to the Highlight is always available. When a Note is created, the text is highlighted by default.

Color Highlights mark portions of your text or illustrations as important, conspicuous, and memorable. See Using Highlights for details about adding and removing Highlights.

Notes are a brief record of facts, topics, or thoughts, recorded via text or voice as an aid to memory. See Using Notes for details about adding, editing, and removing Notes.

Marking Reference Areas in Books

Notes and Highlights are driven by markings placed in the text of a book. Follow the steps below to mark text in an open book:

1. Use your mouse or trackpad to mark the area of text to be referenced.
2. Click either the Note ![icon] icon or the Highlight ![icon] icon from the popup. In either case, a Highlight is added to the book references. If Note was selected, the Note screen is displayed for adding a Note in addition to the Highlight.

Using Reader+ Study Tools

Using Bookmarks

Bookmarks facilitate quick access to a specific part of a book. The sections below describe how to add and remove bookmarks from the book.

Add a Bookmark to a Page

1. Click the Add Bookmark ![icon] icon at the top of the page. The current page will be bookmarked.

Access Bookmarks

1. Click the Bookmarks ![icon] icon from the Reading Options menu. A scrollable list of all bookmarks with page number location and contextual use is displayed.
2. Click the page number to navigate to the selected page.

Delete a Bookmark

The following describes options for deleting bookmarks.

From a Page

1. Click the Bookmark ![icon] icon at the top of a bookmarked page.

From a list of Bookmarks

1. Open the Bookmarks list.
2. Click ![icon]. From the popup, select **Delete** to remove the bookmark.
Note: there is no confirmation when deleting the bookmark.

Using Highlights

Highlights are used to mark portions of your text or illustrations for later reference. The following sections describe how to use the Reader+ Highlights tool.

Add a Highlight from your Reading Screen

1. Mark the area you need to Highlight.
2. Click the Highlight icon to add the marked area to your list of Highlights.

Access Highlights from your Reading Screen

1. Click the Notes and Highlights icon. A scrollable list of all Notes and Highlights with page number locations is displayed.
2. Click the page number to navigate to a specific Highlight in the book.

Note: If you click the highlighted text, you will have the option of adding/editing/deleting a Highlight/Note.

Delete a Highlight

The following describes options for deleting Highlights.

From a List

1. Click the Notes and Highlights icon. A scrollable list of all Notes and Highlights with page number locations is displayed.
2. Click the Note to be deleted.
3. Click . From the popup, select **Delete** to remove the bookmark.

Note: If there is a Note associated with the Highlight, it will also be deleted.

From a Page

1. Click the Highlight on the page where you want to delete a Highlight.
2. Click . From the popup, select **Delete** to remove the bookmark.

Note: If there is a Note associated with the Highlight, it will also be deleted.

Using Notes

Notes are supplemental entries you make to highlighted areas, added for clarification.
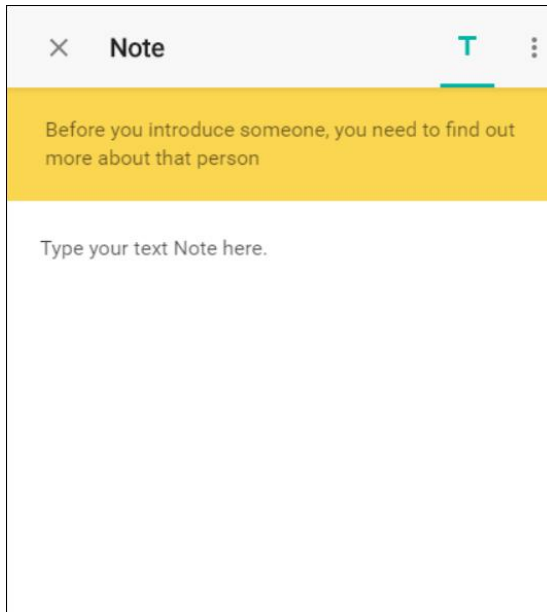
When accessing Notes from a list of Notes, the following should be kept in mind:

- If you click the page number, you will navigate to the specific Highlight in the book
- If you click the highlighted text, you will have the option of adding/editing/deleting a Highlight/Note

The following sections describe how to use the Reader+ Notes tool.

Note Screen

The Note screen is used to capture text Notes for future reference. It is used to add, edit, and delete Notes and Highlights.

Below the text, displayed from the Highlight in your book, is the text box used to store the Note.

Add a Note

The following describes options for adding Notes.

From your Reading Screen

1. Click the highlighted area of a page or mark the area where you need to add a Note.
2. If a new marking, click the Note [+] icon to open the Note screen.
3. Click the [×] icon to add the Note and add the marked area to your list of Highlights/Notes.

From the Reading Options menu - Add a Note to a Highlight

1. From the Reading Options menu, click the Notes and Highlights [icon] icon. A scrollable list of all Notes and Highlights with page number locations is displayed.

2. From the desired Highlight, Click a Note with the ⬛ **Add Note** option to open the Note screen.

3. Click the ⬛ icon to add the Note and add the marked area to your list of Highlights/Notes.

Read, Edit, or Delete a Note

The following describes options for accessing, editing, and deleting Notes.

From a Page in the Book with Highlighted Text

1. Click the highlighted text to open the Note screen for an existing Note. If there is no existing Note, a new Note can be created.

2. From the Note screen, you have the option to read the Note, apply edits, and save ⬛, or delete ⬛ the Note.

Using the Reading Options Menu

1. Click the Notes and Highlights ⬛ icon. A scrollable list of all Notes and Highlights with page number locations and up to four lines of highlighted text is displayed.

2. Click the text or the Note text or the empty area to access the Note screen.

3. From the Note screen, you have the option to read the Note, apply edits, and save ⬛, or delete ⬛ the Note.