

Read Any Good eBooks Lately?

1. The 800-pound gorilla and Apple

- 1.1. Amazon started with traditional books and added eBooks
- 1.2. Apple has only sold eBooks
- 1.3. Each has an app that's used to read books
 - 1.3.1. Apple: Books
 - 1.3.2. Amazon: Kindle
- 1.4. They're both also into audiobooks
 - 1.4.1. Apple: Books
 - 1.4.2. Amazon: Audible

2. Apple's Books app

- 2.1. Three things in one
 - 2.1.1. Read books (also PDFs)
 - 2.1.2. Listen to audiobooks
 - 2.1.3. Buy books and audiobooks in a book store

3. Set it Up

- 3.1. Settings > *[your name]* > iCloud
 - 3.1.1. Turn on iCloud Drive and Books
 - 3.1.1.1. Reading position, bookmarks, notes, highlights, Reading Now, Library, and Collections will all sync among your devices
- 3.2. Settings > Books

- 3.2.1. Allow Books to Access
 - 3.2.1.1. Siri & Search
 - 3.2.1.2. Notifications
 - 3.2.1.3. Background App Refresh
 - 3.2.1.4. Cellular Data
- 3.2.2. Preferred Language
- 3.2.3. Automatic Downloads
- 3.2.4. Cellular Data
 - 3.2.4.1. Automatic Downloads
 - 3.2.4.2. Downloads (pick a size)
- 3.2.5. Syncing
 - 3.2.5.1. Turn on both Reading Now and iCloud Drive
- 3.2.6. Reading Menu Position
 - 3.2.6.1. Pick a corner
- 3.2.7. Reading
 - 3.2.7.1. Auto-Hyphenation affects the display of the text on the page
 - 3.2.7.2. Tap on the right side of the screen to go to the next page; tap on the left side of the screen to go back to the previous page. Both Margins Advance goes to the next page regardless of which side of the screen you tap
 - 3.2.7.3. Status Bar and Page Turn Animation
- 3.2.8. Reading Goals
 - 3.2.8.1. Turn on a daily reading goal (adjustable in the Books app) and choose whether or not to include PDFs
- 3.2.9. Searching

- 3.2.9.1. Allow searches to include the Book Store as well as your Library
- 3.2.10. Audiobooks and External Controls
 - 3.2.10.1. Set skip forward and skip back times, use head-phone controls and car controls to move between chapters of an audiobook
- 3.2.11. Online Content & Privacy options

4. Reading Now

- 4.1. Current and Recent books
 - 4.1.1. Symbols beneath the cover
 - 4.1.1.1. Cloud icon: Book is available for download; tap to download and open it
 - 4.1.1.2. More button: Many choices, including sharing information about it, removing it, adding to a collection, rate and review, etc.
 - 4.1.2. Tap the book to open it
 - 4.1.2.1. iPad portrait orientation: Shows one page
 - 4.1.2.2. iPad landscape orientation: Shows two pages
 - 4.1.2.3. Tap in the right or left margins to turn the page forward or back. Or swipe the screen.
 - 4.1.2.4. Tap the screen to see the Reading Menu; tap again to it
 - 4.1.2.5. Tap ⊗ to close the book and return to Reading Now
 - 4.1.2.5.1. Your place is saved automatically (no need for a bookmark) and synced through iCloud
 - 4.1.3. Reading Menu
 - 4.1.3.1. Tap the Contents button to see a Table of Contents

- 4.1.3.1.1. Drag the slider to move quickly through the book
- 4.1.3.2. Tap the Bookmarks & Highlights button see list of bookmarks you've set and content you've highlighted
 - 4.1.3.2.1. Tap a Bookmark or Highlight to go to it.
 - 4.1.3.2.2. Swipe left on a Bookmark or Highlight to delete it or share it
- 4.1.3.3. Tap the Search button to search for a word or page number
- 4.1.3.4. Tap the Themes and Settings button to change the look and feel of the book you are reading
 - 4.1.3.4.1. Pick a theme from among the six choices (Original, Quiet, Paper, Bold, Calm, and Focus)
 - 4.1.3.4.1.1. Tap Options to change the font and its style; to customize the line, character, and word spacing; apply Full Justification; and enable Multiple Columns.
 - 4.1.3.4.2. Tap the Font Size buttons to make the font larger or smaller
 - 4.1.3.4.3. Tap the Scrolling Pages button to read the book by scrolling vertically
 - 4.1.3.4.4. Tap the Page Animation button to switch between Slide, Curl, and None
 - 4.1.3.4.5. Tap the Dark Mode button to choose between Light, Dark, Match Device, or Match Surroundings
- 4.1.3.5. Tap the Share button to share details about the book
- 4.1.3.6. Tap the Bookmark button to set a bookmark

- 4.1.4. Touch and hold a word or and drag across text to select it and show a menu
 - 4.1.4.1. Look Up a definition
 - 4.1.4.2. Translate text
 - 4.1.4.3. Share the highlighted content
 - 4.1.4.4. Highlight
 - 4.1.4.4.1. Select a color or underline for the highlighted content
 - 4.1.4.5. Add Note will highlight the selected content and open a window for a note
 - 4.1.4.5.1. A marker will appear in the book's margin; tap it to read the note
 - 4.1.4.6. Also highlight text and add a note later
 - 4.1.4.7. Tap highlighted text and tap Remove to remove it
- 4.1.5. Tap an image to see a larger view
- 4.2. Want to Read
 - 4.2.1. Add items here that you find in Book Store or in Library
- 4.3. My Samples
 - 4.3.1. Downloadable from the Book Store
- 4.4. For You
 - 4.4.1. Suggestions based on prior downloads and browsing history
- 4.5. Current Bestsellers
- 4.6. Reading Goals and Books Read This Year
- 4.7. Account button
 - 4.7.1. Download updates
 - 4.7.2. Review purchases and re-download them
 - 4.7.3. Receive notifications

- 4.7.4. Manage Hidden Purchases
- 4.7.5. Redeem Gift Cards or Code
- 4.7.6. View Account Settings

5. Library

- 5.1. All your books and audiobooks, whether on your device or not
 - 5.1.1. Audiobooks
 - 5.1.1.1. Tap Play button on cover to play the audiobook (if you've already listened to at least a portion of the audiobook)
 - 5.1.1.2. Symbols beneath the cover
 - 5.1.1.2.1. Download or stream
 - 5.1.1.2.2. Sound meter
 - 5.1.1.2.3. Time remaining in the chapter
 - 5.1.1.2.4. More button: Many choices, including removing it, adding to a collection, rate and review, etc.
 - 5.1.1.3. Tap the audiobook to open an expanded view
 - 5.1.1.3.1. Scrub through the audio
 - 5.1.1.3.2. Play/Pause button
 - 5.1.1.3.3. Skip forward or back 15 seconds
 - 5.1.1.3.4. Volume control
 - 5.1.1.3.5. Speed up or slow down the audio
 - 5.1.1.3.6. Sleep timer
 - 5.1.1.3.7. AirPlay audio to other devices
 - 5.1.1.3.8. Chapter list

- 5.2. Sort Library by Recent, Title, Author, or Manually (drag items to different locations)
- 5.3. Display a grid view or a list view
- 5.4. Collections
 - 5.4.1. Books are organized by various categories
 - 5.4.2. Tap a collection to see its contents
 - 5.4.3. Swipe left on a collection to delete it
 - 5.4.4. Tap Edit to delete or rearrange a collection
 - 5.4.5. Tap New Collection to create a new collection
 - 5.4.6. To add an item to a collection...
 - 5.4.6.1. Tap the More button beneath the item
 - 5.4.6.2. Tap Add to Collection
 - 5.4.6.3. Tap a collection
- 5.5. Edit
 - 5.5.1. Tap items to select them
 - 5.5.2. Tap Share for various options
 - 5.5.3. Tap Add to... to add to a collection
 - 5.5.4. Tap Delete to remove the item from the collection, remove the download, or hide the item on all devices

6. Book Store/Audiobooks

- 6.1. Browse Sections
- 6.2. Highlighted books
- 6.3. For You
- 6.4. New and Trending
- 6.5. Top Charts

- 6.6. ...and more
- 6.7. Tap an item for more detail
 - 6.7.1. Gift the book
 - 6.7.2. More button (Read a free sample, Add to Collection, Rate and Review, etc.)
 - 6.7.3. Add to Want to Read list
 - 6.7.4. Get a Sample or Preview
 - 6.7.5. Description
 - 6.7.6. Reviews
 - 6.7.7. Suggested items
 - 6.7.8. Tap Buy
 - 6.7.8.1. Authenticate with Apple ID password, Touch ID, or Face ID
 - 6.7.8.2. Item is added to your Library

7. Search

- 7.1. Books, audiobooks, and authors
- 7.2. Results from the Book Store and your Library

8. PDF files

- 8.1. Do one of the following:
 - 8.2. Touch and hold a PDF file you receive as an attachment to Mail or in Messages
 - 8.3. Open a PDF file and tap the Share button
- 8.4. Tap Books (may need to tap More button to see this choice)
- 8.5. Mark up a PDF

9. Help!

- 9.1. <http://www.apple.com/support/>
- 9.2. Free Apple User Guides in Book Store within Books app
- 9.3. Mike Matthews: mamatthews@mac.com; 925-876-4098

mm
6/25/2023