



G-LBUG1094EN.001

## **bibliotheca cloudLibrary™ Mobile Apps**

User Guide

## Copyrights & Trademarks

Copyright © bibliothecca 1999-2017, all rights reserved. The bibliothecca name and device is a registered trademark of bibliothecca.

bibliothecca provides this document to customers and prospective customers only. The content of this document is strictly confidential and may not be reproduced in any form or transferred by any means, in whole or in part, to any third party without the explicit and prior written consent of bibliothecca.

All product names presented with the TM symbol within this document are trademarks of bibliothecca and may not be used without the express written permission. Windows is a registered trademark of the Microsoft Corporation in the United States and other countries.

## Terms & Conventions

	Text boxes containing a green circle and white "i" contain important information pertaining to the use or configuration of the product. These may also contain tips or recommendations from bibliothecca or bibliothecca customers.
	Text boxes containing a red circle with a white triangle and exclamation point contain either information critical to the successful use or configuration of the product, or a warning. It is important to read and consider the information presented in the hazard text boxes carefully.
	Text boxes containing a blue circle and question mark contain a definition or explanation of a specific term or concept that may not be immediately apparent or common knowledge to all users. The information in these text boxes should assist the reader's understanding of this document's content.

**Clickable/Writeable Fields** – Bold Text denotes a button, tab, text field, or menu that a user can select or otherwise interact with.

*Location/Reference* – Italic text denotes the location of a file or folder on a computer, or a specific section within the document or reference to a separate document

## Table Of Contents

---

<b>1 Getting started</b>	<b>5</b>
1.1 About this guide	5
1.2 About the cloudLibrary™ reading app	5
1.3 Where to download an app	5
1.4 Starting the cloudLibrary™ reading app	6
<b>2 Introduction to app menus</b>	<b>7</b>
2.1 Main menu	7
2.2 Browse menu	8
2.3 My Books menu	9
2.4 Book detail menu	10
2.5 eBook controls	11
2.6 iOS audiobook controls	12
2.7 Android audiobook controls	13
<b>3 Searching and browsing for titles</b>	<b>14</b>
3.1 How to search for a title	14
3.2 How to set up a filter	14
3.3 How to display titles in list view	15
3.4 How to add a category to the browse list	15
3.5 How to add a category to your favorite categories list	15
<b>4 Using the eBook reading aids</b>	<b>16</b>
4.1 How to change text attributes	16
4.2 How to search for text within a book	16
4.3 How to set a bookmark	16
4.4 How to locate bookmarks and table of contents entries	17
<b>5 Using the iOS audioBook aids</b>	<b>18</b>
5.1 How to change narration speed	18
5.2 How to create a bookmark	18
5.3 How to set the sleep timer	18

---

<b>6 Using Android audioBook aids</b> .....	<b><u>19</u></b>
6.1 How to post a bookmark .....	<u>19</u>
6.2 How to set the sleep timer .....	<u>19</u>
6.3 How to change the narration speed .....	<u>20</u>

# 1 Getting started

## 1.1 About this guide

This guide provides information on using the cloudLibrary™ patron reading and audiobook listening application (app). This app is supported on multiple devices, with appearance and behavior largely the same on all of them. Sometimes, though, the screens in this manual will differ slightly from what you see on your device. Whenever that might cause confusion, this guide will offer clarification.

## 1.2 About the cloudLibrary™ reading app

The app enables you to locate, check out, and read eBooks and listen to audiobooks from the bibliotheca cloudLibrary™. It is available for iOS and Android devices, Chromebooks, PCs and MACs.

## 1.3 Where to download an app

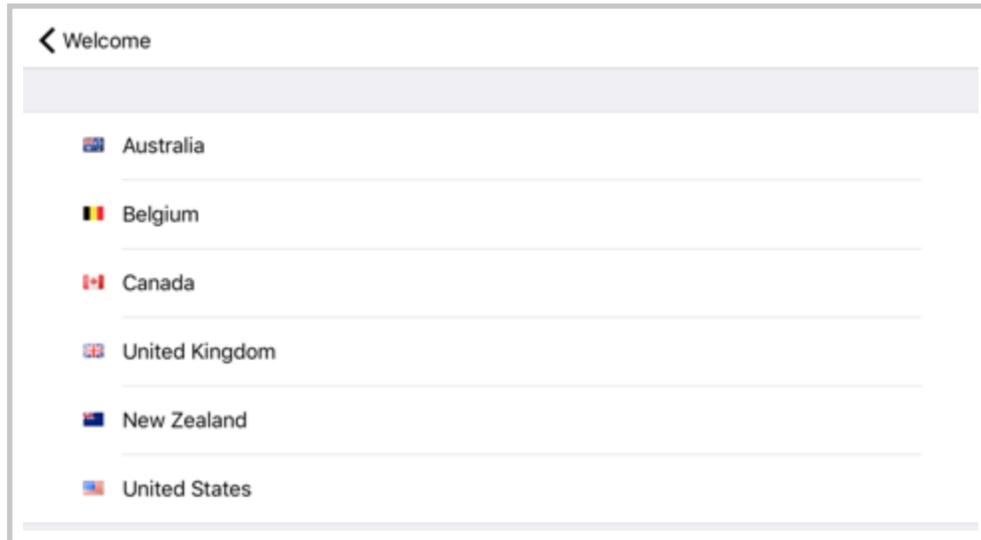
Download cloudLibrary™ apps at [www.yourcloudLibrary.com](http://www.yourcloudLibrary.com).

The screenshot shows the cloudLibrary website interface. At the top, the logo reads "cloudLibrary™ by bibliotheca". Below the logo is a search bar with the text "find your library". Underneath the search bar are three dropdown menus labeled "1. select country", "2. select state/province", and "3. find your local library". Below the search bar is a section titled "Accessing your library's digital collection has never been easier". This section features an image of a tablet and a smartphone displaying the app interface. To the right of the image is a paragraph of text: "cloudLibrary makes it easy to discover the content you want to read. Whether on the web, a tablet, your mobile device, or your library's discovery terminal you can browse digital shelves curated by your library or filtering by genres that interest you." Below this text is a blue button that says "download now". At the bottom of the page, there is a section titled "get started | choose your app" with three colored buttons: a blue button for "Apple" with a "Available for Mac OS" badge, a green button for "Android" with a "GET IT ON Google Play" badge, and a red button for "Apple iOS" with a "Download on the App Store" badge.

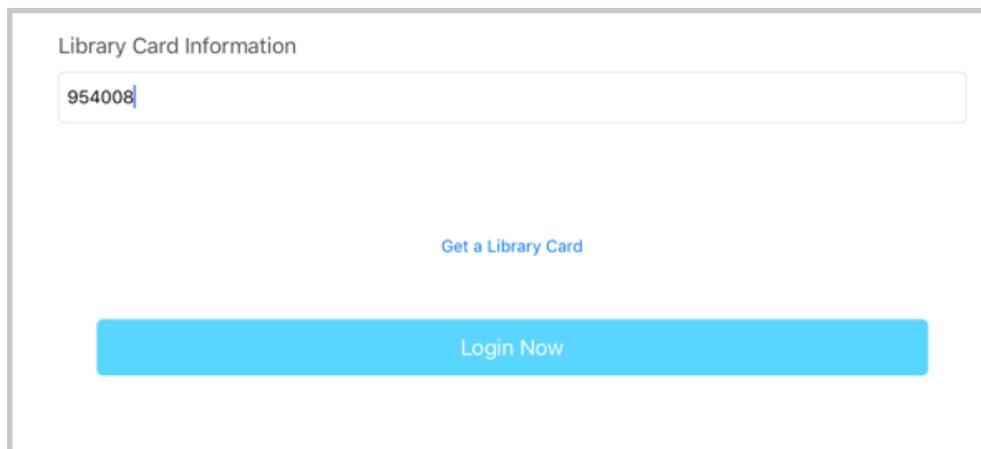
## 1.4 Starting the cloudLibrary™ reading app

After you have downloaded and installed the cloudLibrary™ app, do the following to get started:

1. Tap the app icon.
2. Select a language.
3. Navigate to your library.



4. Supply your library card number and PIN (if required) and tap **Login Now**.



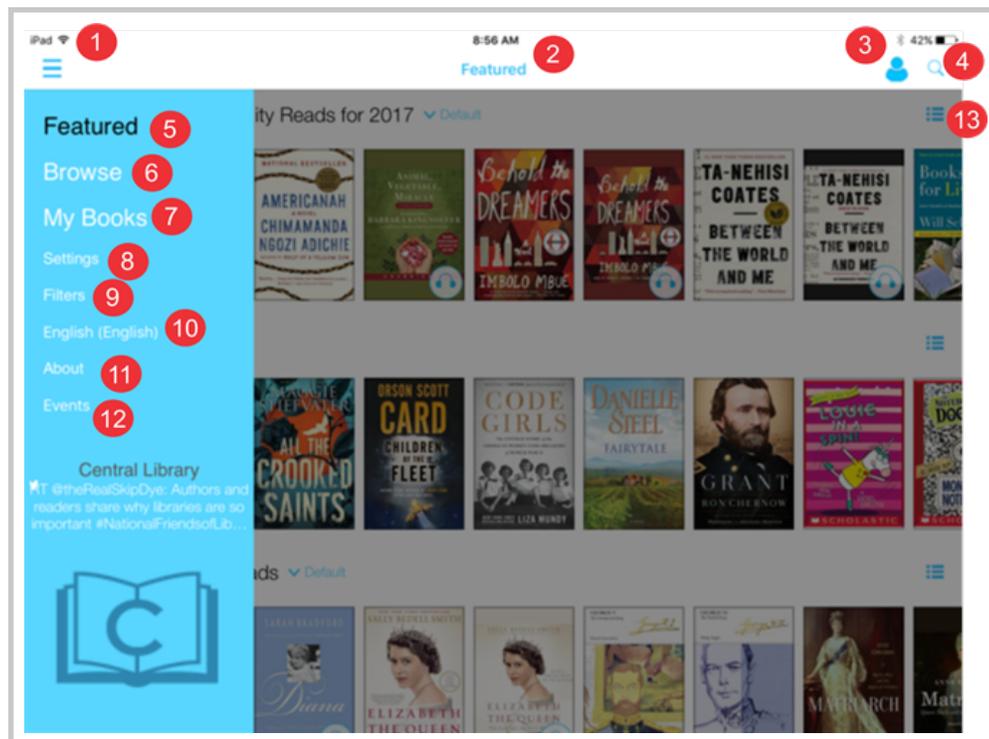
## 2 Introduction to app menus

This section provides a brief overview of key app menus.



Positioning of controls and headings on supported devices differs slightly from device to device, but the controls work similarly on all of them.

### 2.1 Main menu

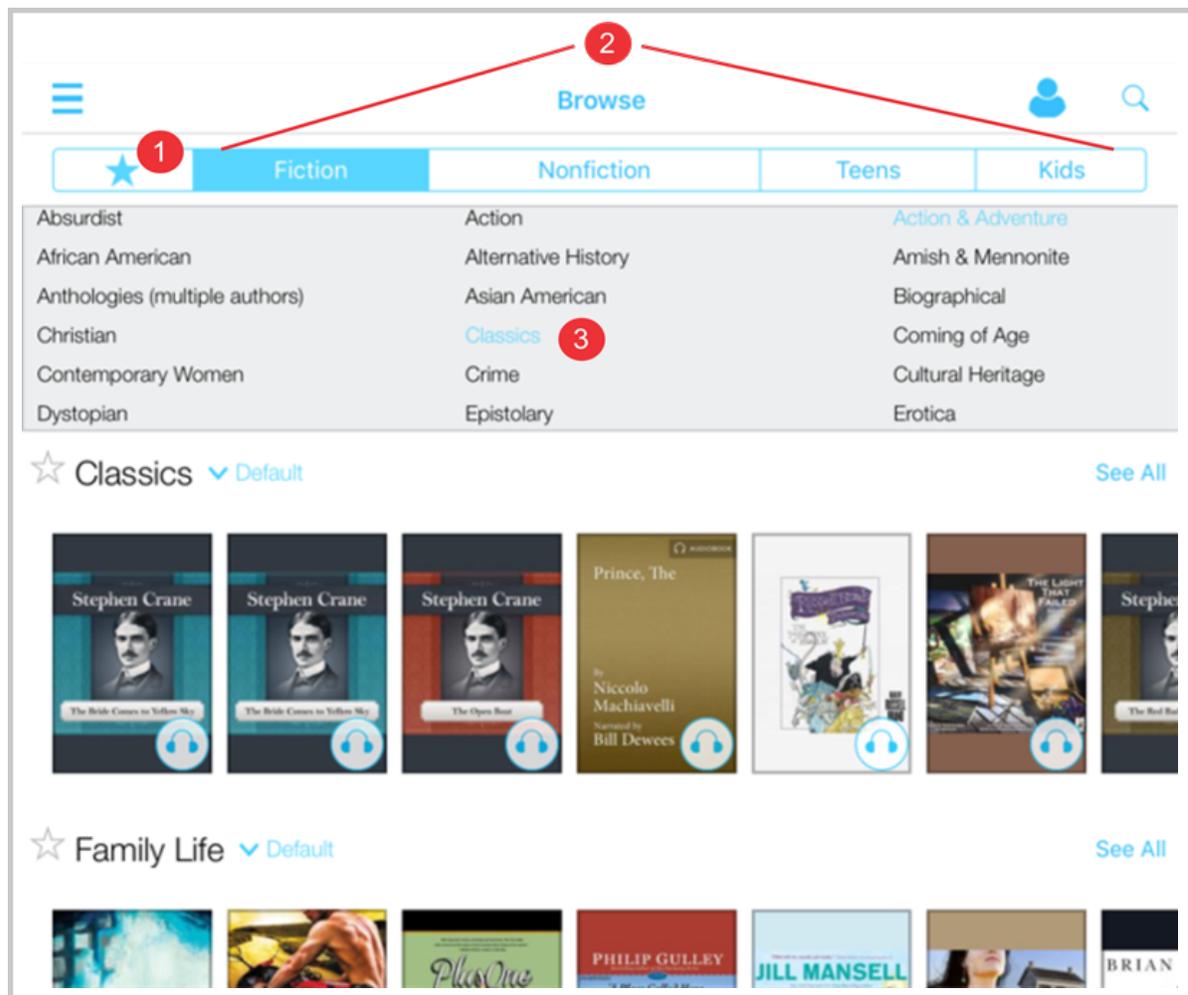


1. Toggles the blue menu on and off
2. Identifies the menu displayed on your device. In this instances, it is the featured menu.
3. Provides access to two functions: logging out and adding another library account, which can be at a different library
4. Enables searches. See ["How to search for a title" on page 14.](#)
5. Displays featured lists, which enables browsing by library-chosen titles
6. Displays titles for browsing in categories you've chosen, such as sports, health, crafts, etc. See ["How to add a category to the browse list" on page 15](#)
7. Displays titles you have checked out, put on hold, and flagged for a future reference.
8. Displays your current cloudLibrary™ settings and enables you to personalize certain app features

9. Provides access to filters, enabling you to limit the display of titles to those of a certain format, those currently available, or those you have suggested to the library. See ["How to set up a filter" on page 14.](#)
10. Enables you to change the the language the app displays
11. Provides access to cloudLibrary™ information
12. Provides access to a list of library events, if applicable to your library
13. Changes shelf to list view. See ["How to display titles in list view" on page 15.](#)

## 2.2 Browse menu

This menu enables you to browse for titles using your categories.



1. Provides access to your customized categories
2. Title types you can select to display
3. Menu from which to select categories for display

## 2.3 My Books menu

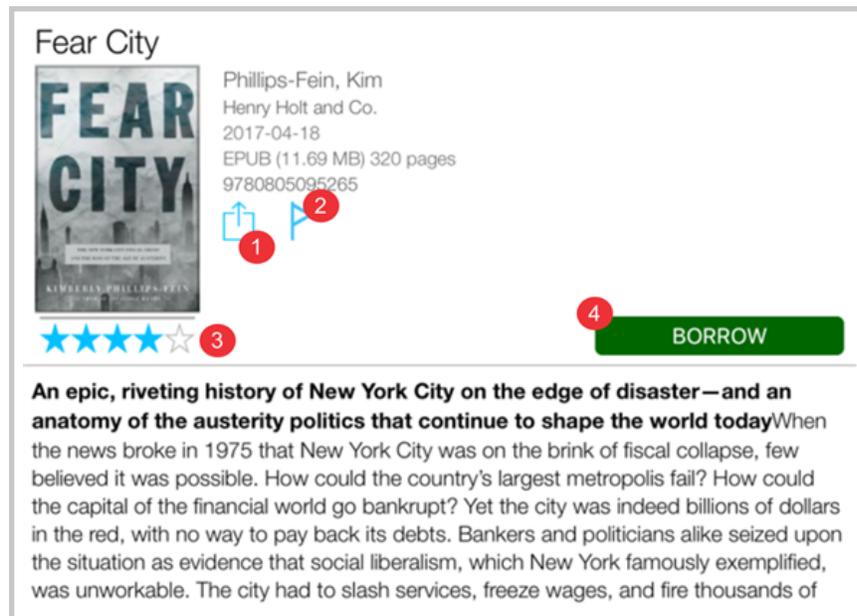
This menu displays the titles you have checked out, put on hold, or flagged.



1. Titles you currently have checked out or are available to borrow
2. Titles you have placed on hold
3. Titles you have flagged
4. Title return menu
5. Titles in your reading history (if your library has history enabled)

## 2.4 Book detail menu

Click a title from the Features or Browse menus or from a search to access the Book Detail menu.



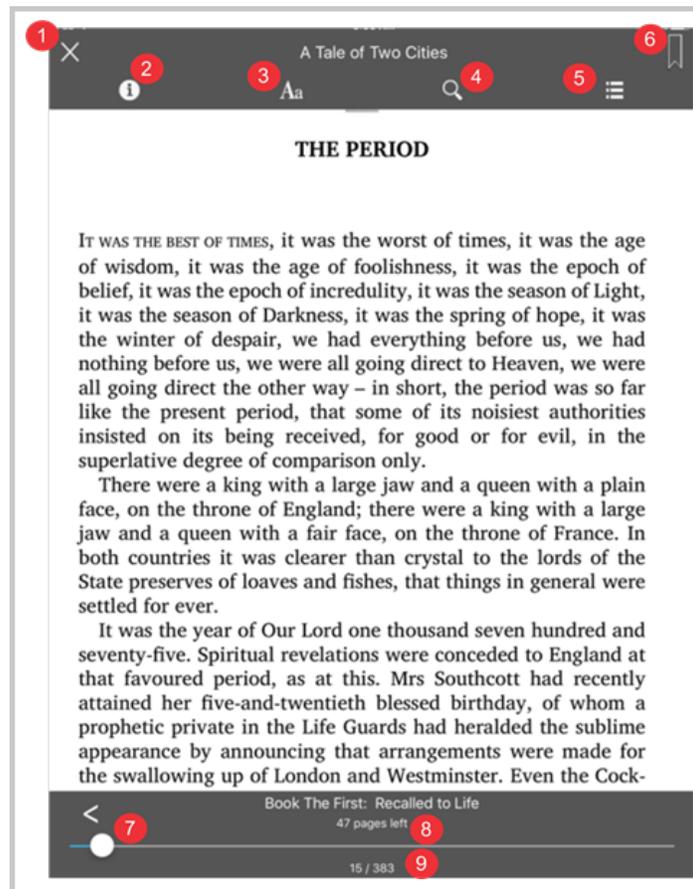
1. Share title information, which on Android devices will look like the following figure.



2. Flags the title for future reference
3. Displays title rating
4. Initiates book borrowing. This button may also display hold if it has already been borrowed.

## 2.5 eBook controls

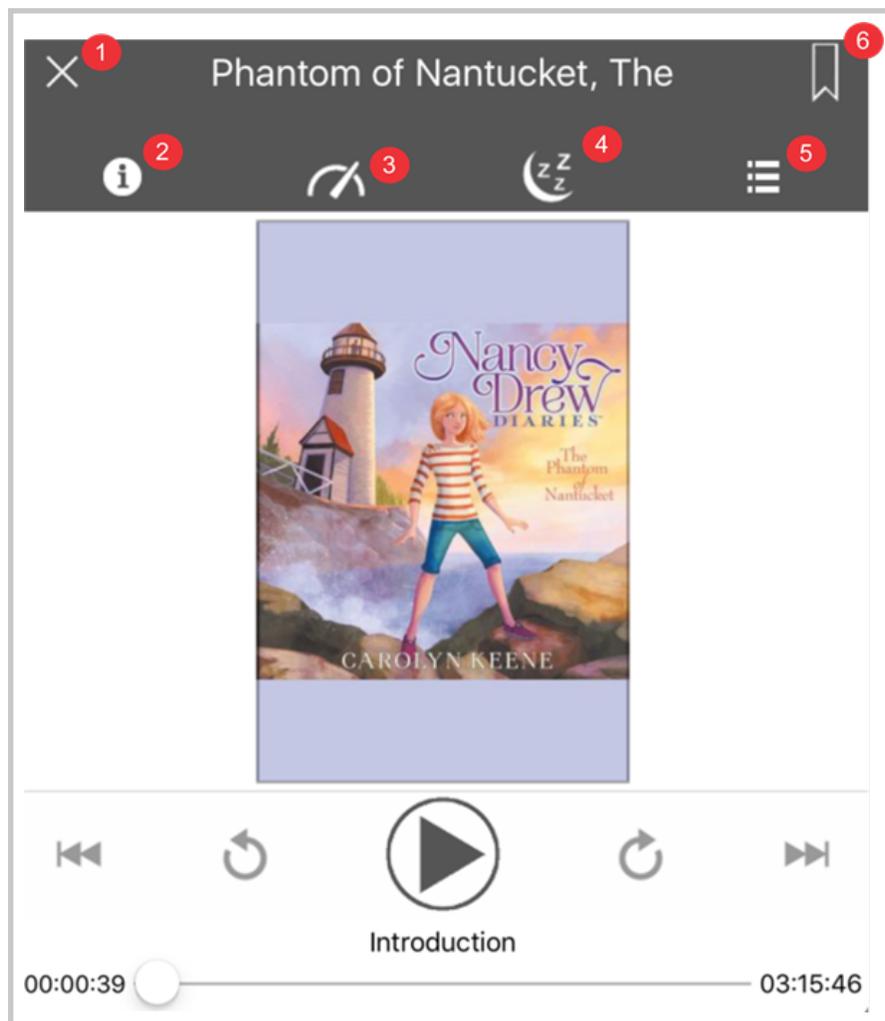
The following are eBook reading controls.



1. Closes the book. On Android devices, this control is a left-pointing arrow.
2. Provides access to book details. This feature is not available on Android devices.
3. Adjusts text attributes
4. Initiates word search within the book
5. Provides access to table of contents and bookmarks
6. Enables bookmark placement
7. Provides rapid navigation through the book
8. Lists current location within a section or chapter
9. Lists current location within the book

## 2.6 iOS audiobook controls

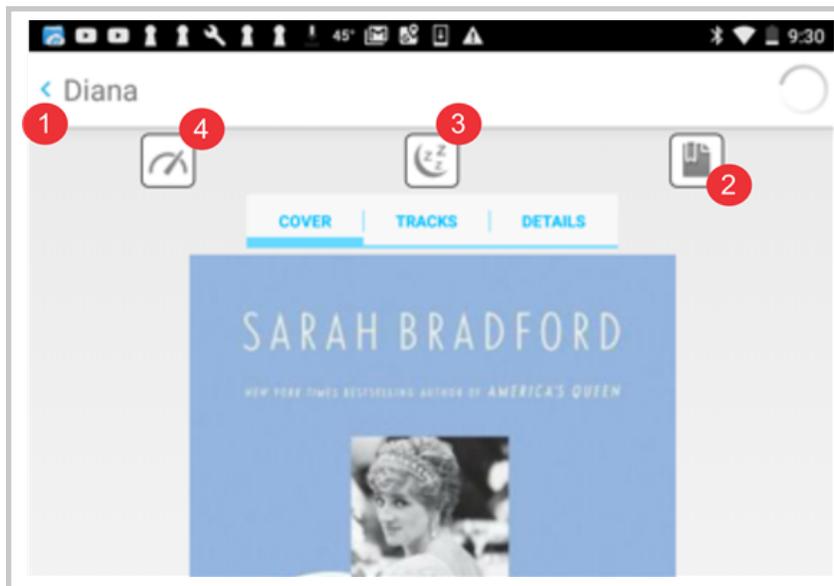
The following are audiobook controls on iOS devices.



1. Closes the audiobook from display but does not stop the audio
2. Provides access to audiobook details
3. Adjusts narration speed
4. Sets the sleep timer
5. Provides access to the table of contents and bookmarks
6. Enables placement of a bookmark

## 2.7 Android audiobook controls

The following are audiobook controls on Android devices.



1. Closes the audiobook from display but does not stop the audio
2. Places a bookmark
3. Sets the sleep timer
4. Adjusts narration speed

## 3 Searching and browsing for titles

### 3.1 How to search for a title

1. From the Featured, Browse or My Books menus, tap the magnifying glass icon.
2. Enter a term in the search field.

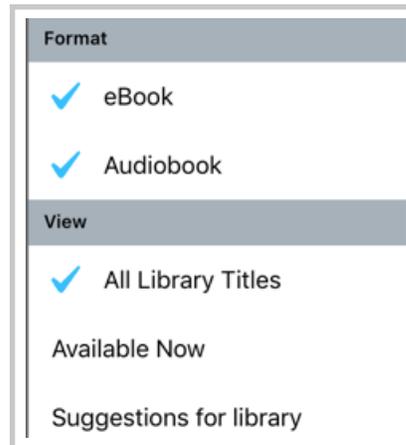


3. Tap the **Search** key on the on-screen keyboard.

### 3.2 How to set up a filter

Filters enable you to limit the titles displayed on menus and from searches.

1. Click **Filters** on the main menu or swipe the right edge of the screen.
2. Use the Format and View menu entries to limit the titles displayed.



**Suggestions for library** is available only if the library enabled the feature.

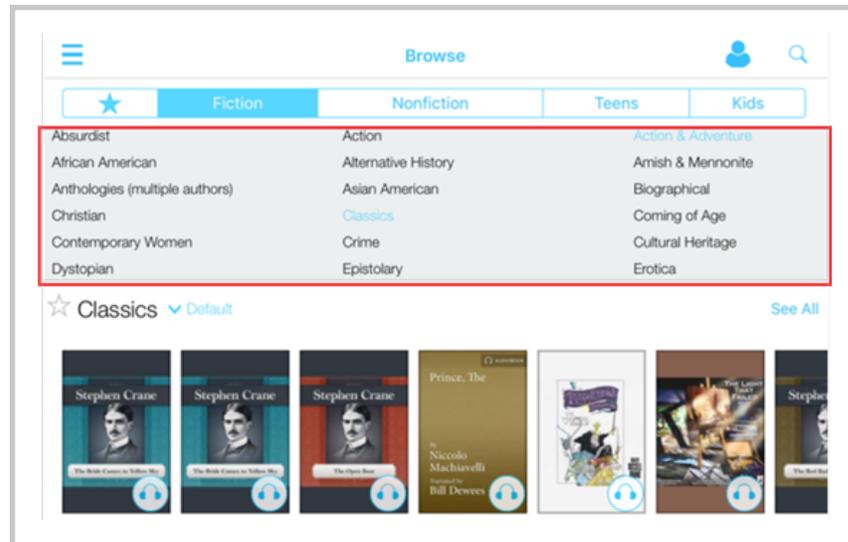
### 3.3 How to display titles in list view

List view presents titles in a vertical list, which shows more title detail.

1. Access the Featured or Browse menus.
2. Tap the blue box for the listing you would like displayed vertically.

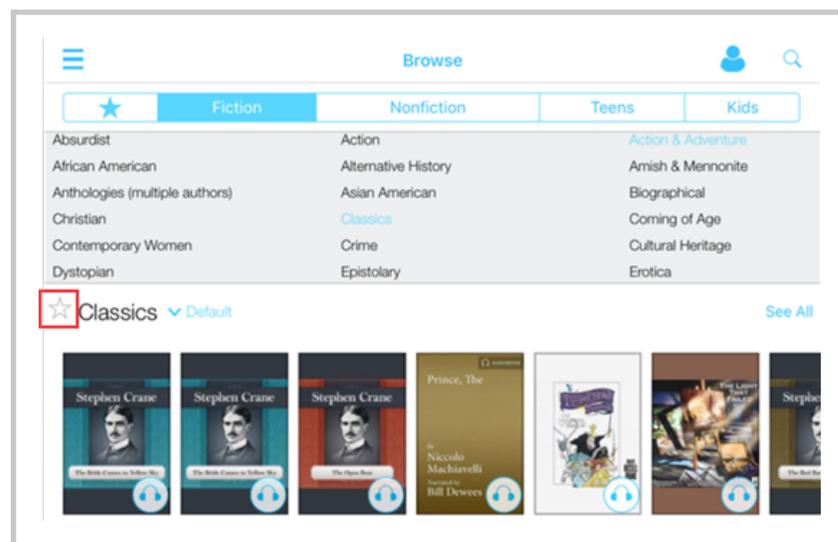
### 3.4 How to add a category to the browse list

1. Access the Browse menu.
2. Locate a category in the gray menu and then tap it.



### 3.5 How to add a category to your favorite categories list

1. From the Browse menu, locate the category you would like to add to your favorites list.
2. Tap the star next to the category name.

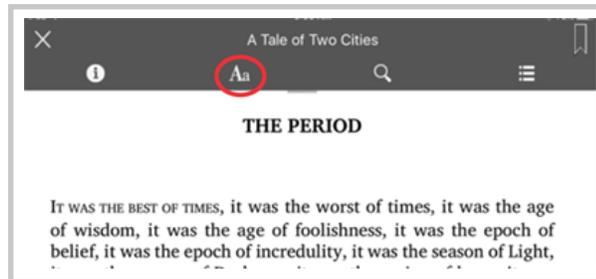


## 4 Using the eBook reading aids

This section provides information on the reading aids available with cloudLibrary™ eBooks.

### 4.1 How to change text attributes

1. Tap the text properties icon.



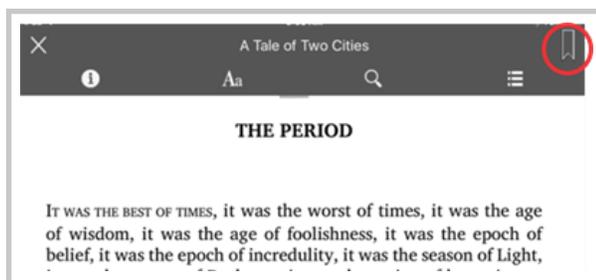
2. Adjust properties as required and then close the properties box.

### 4.2 How to search for text within a book

1. Tap the magnifying glass icon.
2. Enter text in the search box and then tap **Search** on the keyboard.

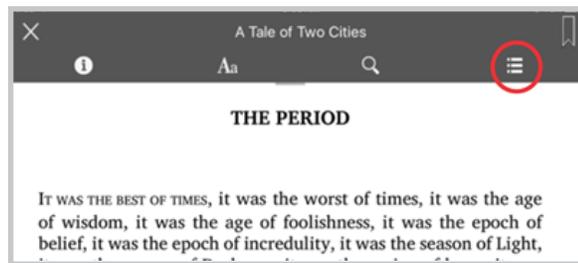
### 4.3 How to set a bookmark

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



## 4.4 How to locate bookmarks and table of contents entries

1. Tap the navigation control.

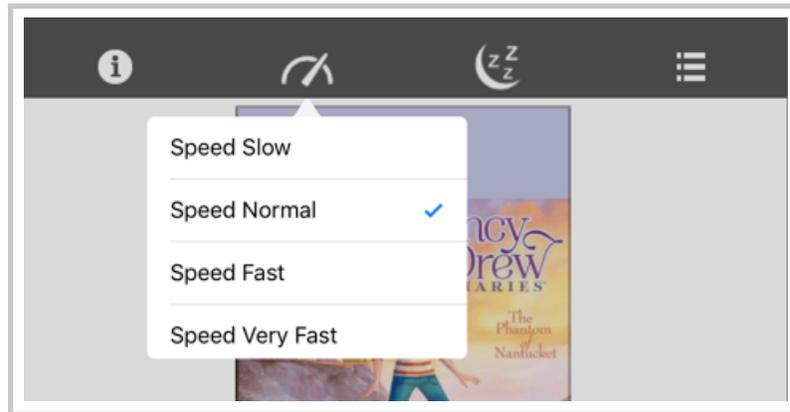


2. When the table of contents and list of bookmarks appear, tap the entry you want to locate.

## 5 Using the iOS audioBook aids

### 5.1 How to change narration speed

1. Tap the narration speed icon.
2. Set the narration speed.

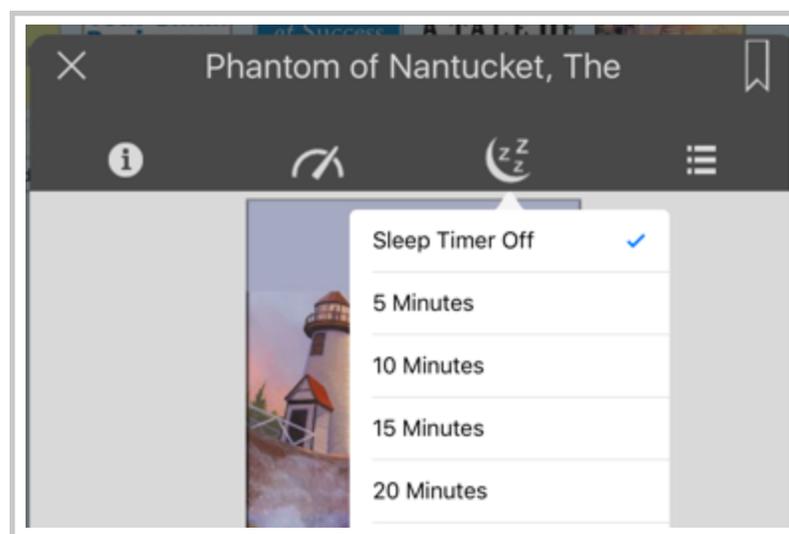


### 5.2 How to create a bookmark

1. Tap the bookmark symbol.
2. Enter bookmark text.
3. Tap **Save**.

### 5.3 How to set the sleep timer

1. Tap the sleep timer symbol.
2. Set the number of minutes until the audio should to stop.



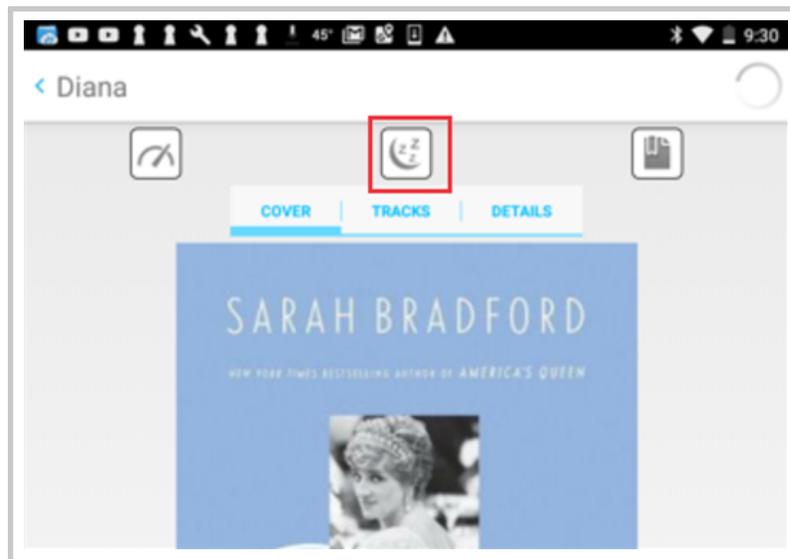
## 6 Using Android audioBook aids

### 6.1 How to post a bookmark

1. Tap the bookmark symbol.
2. Tap **Create Bookmark**.
3. Type bookmark text.
4. Tap **Save**.

### 6.2 How to set the sleep timer

1. Tap the sleep timer symbol.
2. Set the number of minutes until the audio should stop.

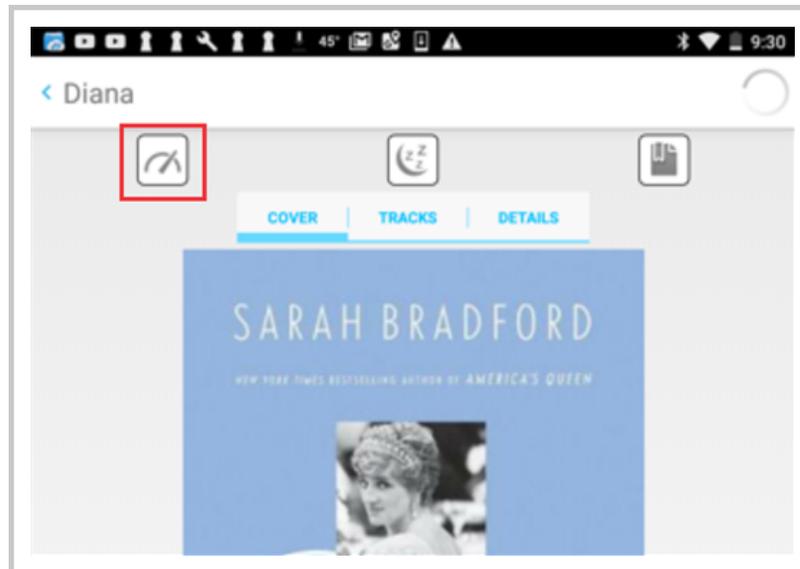


## 6.3 How to change the narration speed



This feature requires Android 6.0 or higher.

1. Tap the narration speed icon.



2. Set the narration speed.

