bibliotheca
transforming libraries

G-LBUG1117NA.001

cloudLibrary™ PC/ Mac app

user guide

Copyrights & Trademarks

Copyright © bibliotheca 1999-2019, all rights reserved. The bibliotheca name and device is a registered trademark of bibliotheca.

bibliotheca provides this document to customers and prospective customers only. The content of this document is strictly confidential and may not to 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 bibliotheca.

All product names presented with the TM symbol within this document are trademarks of bibliotheca 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 bibliotheca or bibliotheca 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

1 Getting started **4**

1.1 About this guide 4

1.2 About the cloudLibrary™ PC/ Mac app 4

1.3 Where to download an app 4

1.4 Starting the cloudLibrary PC Mac app 5

2 Featured page **6**

3 Searching and browsing **7**

3.1 Browse page 7

3.2 Search 8

4 Borrowing a book **9**

5 My books page **10**

5.1 Navigating My books page 10

5.2 Reading an eBook 11

5.3 Listening to an audiobook 12

6 Transferring to an eReader **13**

7 FAQs **14**

1 Getting started

1.1 About this guide

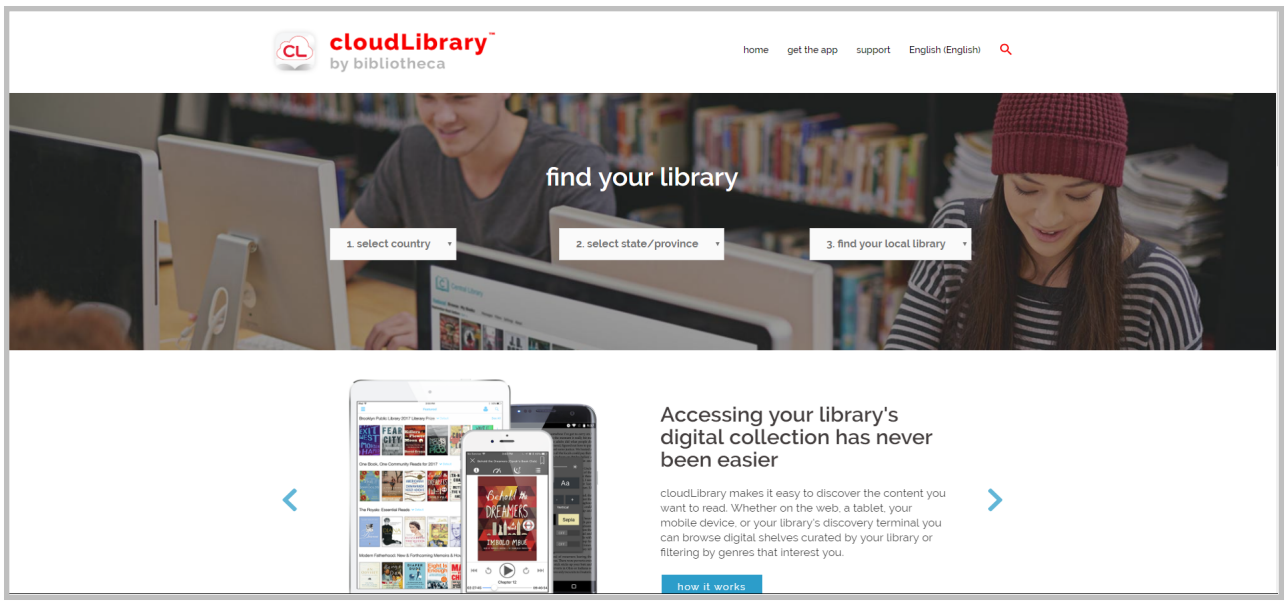
This guide provides information on using the cloudLibrary™ patron reading and audiobook listening application (app) for PC and Mac devices. This app is supported on both PC and Mac devices, with appearance and behaviour largely the same on both of them. However, the screens in this manual could differ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

1.2 About the cloudLibrary™ PC/ Mac app

The app enables you to search, borrow, and read eBooks and listen to audiobooks from the cloudLibrary™ by bibliotheca. It is available for PCs and Macs.

1.3 Where to download an app

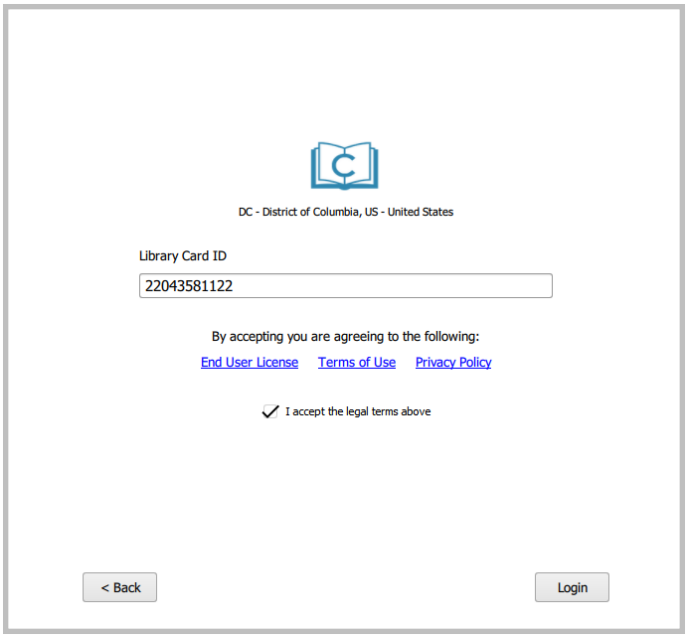
Download cloudLibrary™ apps at www.yourcloudLibrary.com under **get the app**.



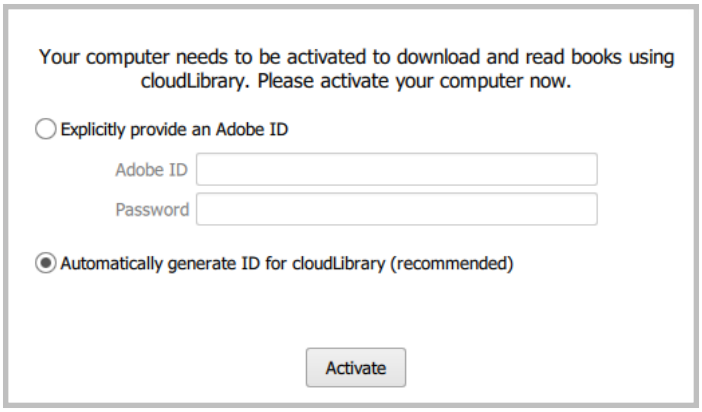
1.4 Starting the cloudLibrary PC Mac app

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

1. Double-click the app icon.
2. Click **Next**.
3. Navigate to your library by using the drop-down menus.
4. Input your library card number and PIN (if required) and then click **Login**.

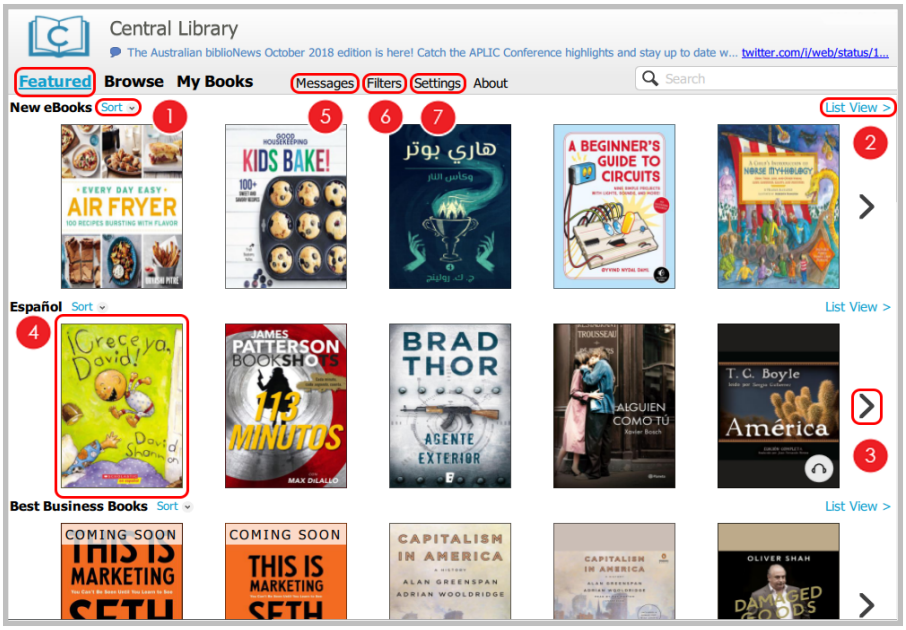


5. The below screen will display. If your computer or eReader are not currently authorized with a personal Adobe ID select the **Automatically generated ID** option. If you have an Adobe ID and your computer or eReader has already been authorized with it, choose to explicitly provide your Adobe ID and password information. Then click **Activate**.



2 Featured page

The Featured page displays shelves of books and audiobooks which are created for you by your local library. See below for further information on navigating the Featured page.

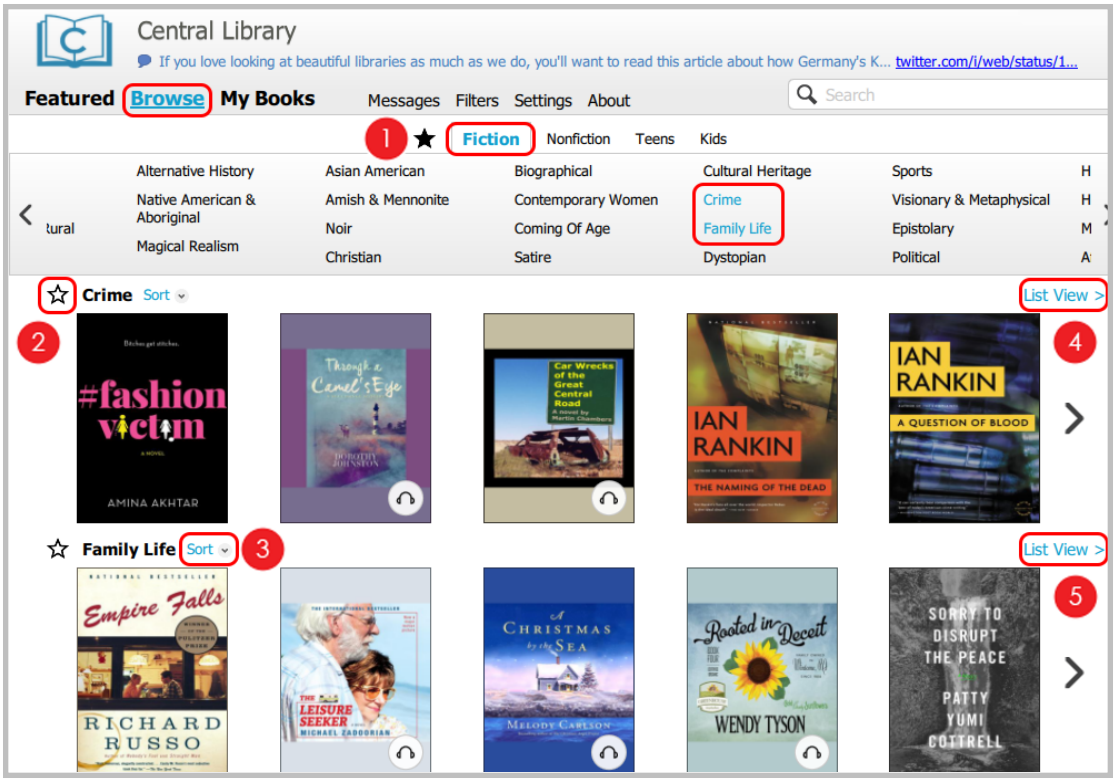


Number	Description
1	The **Sort** option allows users to change the display order of books. Users can sort by Title, Author, Publishing Date, Recent Additions and Ratings.
2	The **List View** option will display a shelf as an expanded list with more details.
3	The arrows on either side of a shelf allow users to **Scroll** through the different books on a shelf.
4	By clicking on a book cover, users can view the **Book Details** as well as a book's current availability.
5	In the **Settings** menu, you can choose to enter your email address to receive hold notifications.
6	**Filters** allow users to narrow the content displayed. For example, a filter can be applied to only display audiobooks.
7	The **Messages** tab will display any messages or tweets from your library.

3 Searching and browsing

3.1 Browse page

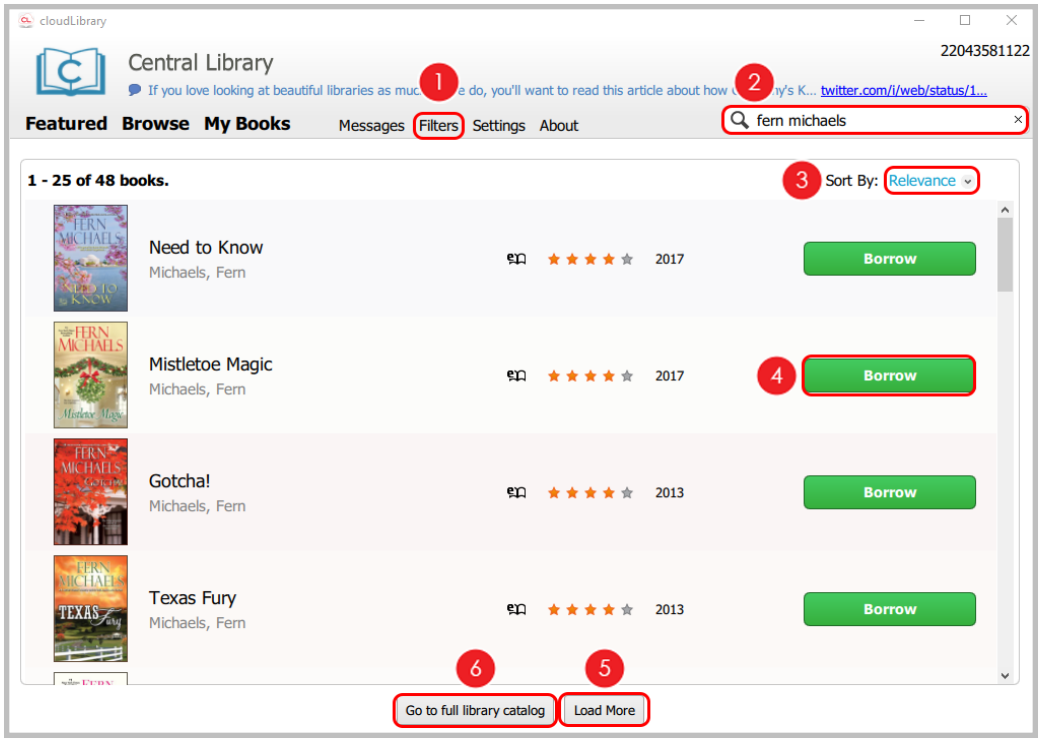
The Browse page displays your library's content grouped by category and genre. To explore a different category or genre, simply click on category tabs across the top of the page or the genre options below. Selected categories and genres will display in blue text. See below for further information on navigating the Browse page.



Number	Description
1	Genres you have starred as **Favourites** will display in this tab.
2	Click the star to mark a category as a **Favourite**.
3	The **Sort** option allows users to change the display order of books. Users can sort by Title, Author, Publishing Date, Recent Additions and Ratings.
4	The **List View** option will display a genre as an expanded list with more details.
5	The arrows on either side of a genre allow users to **Scroll** through the different books in a genre.

3.2 Search

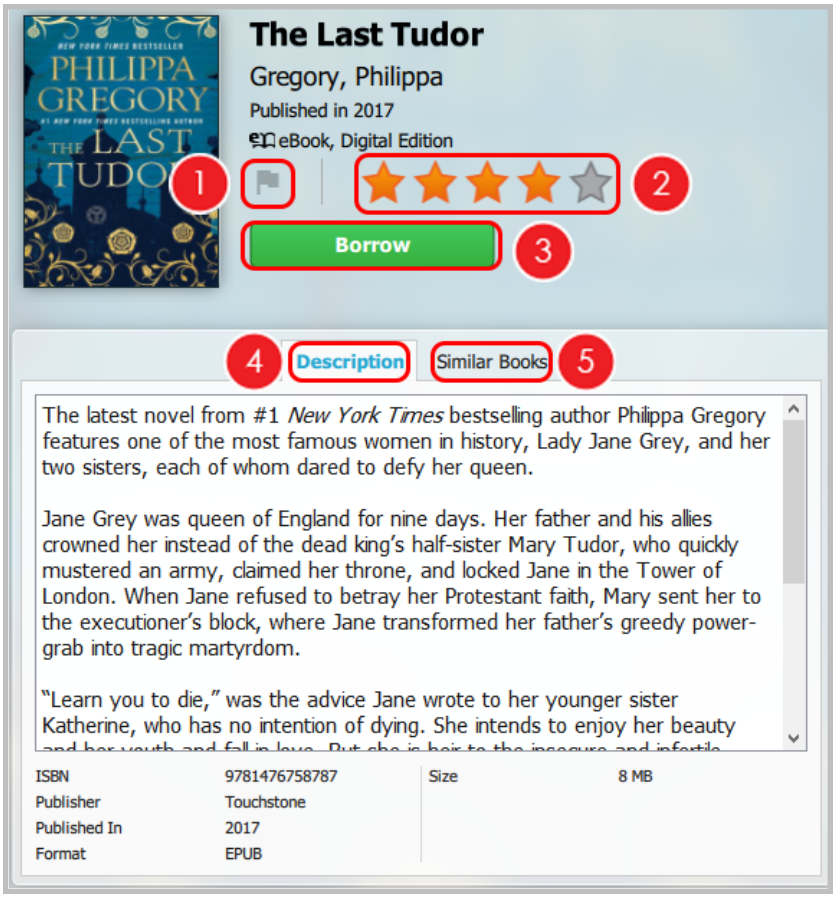
The search box allows users to search for books by author, title or keyword. See below for further information on using Search.



Number	Description
1	**Filters** allow users to narrow their search results. For example, a filter can be applied to display only audiobooks.
2	In the **Search** field, users can enter keyword search terms.
3	The **Sort** option allows users to change the display order of books. Users can sort by Title, Author, Publishing Date, Recent Additions and Ratings.
4	Displays the current **Availability Status** of a book. This button may also display as Add to Holds List or Suggest depending on its current status.
5	The **Load More** button will display additional titles matching your search terms.
6	**Filters** allow users to narrow their search results. For example, a filter can be applied to display only audiobooks.

4 Borrowing a book

To borrow or place a hold on a title, simply click on a book cover and then click **Borrow** or **Add** to Holds List. See below for further information on navigating the book's details screen.

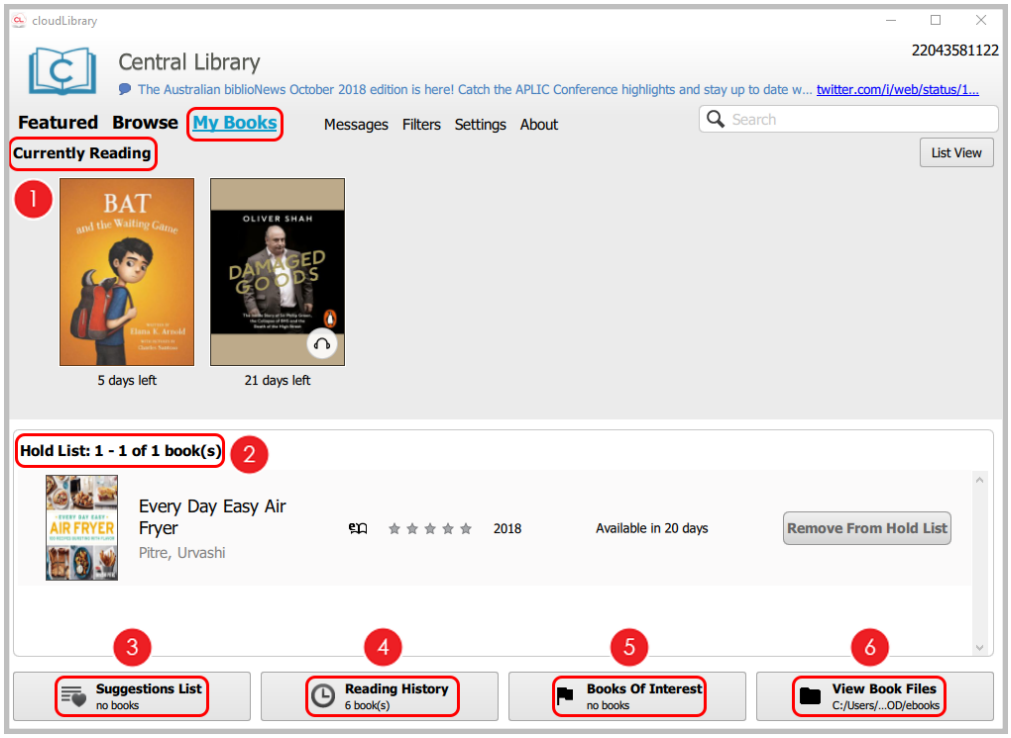


Number	Description
1	To mark a title, click on the **Flag of Interest** icon. For future reference see Navigating My books page
2	Displays title **Rating** from users in your country.
3	Displays the current **Availability Status** of a book. This button may also display as Add to Holds List or Suggest depending on its current status.
4	Displays the publisher **Description** of the book.
5	Displays **Similar Books** to this title.

5 My books page

5.1 Navigating My books page

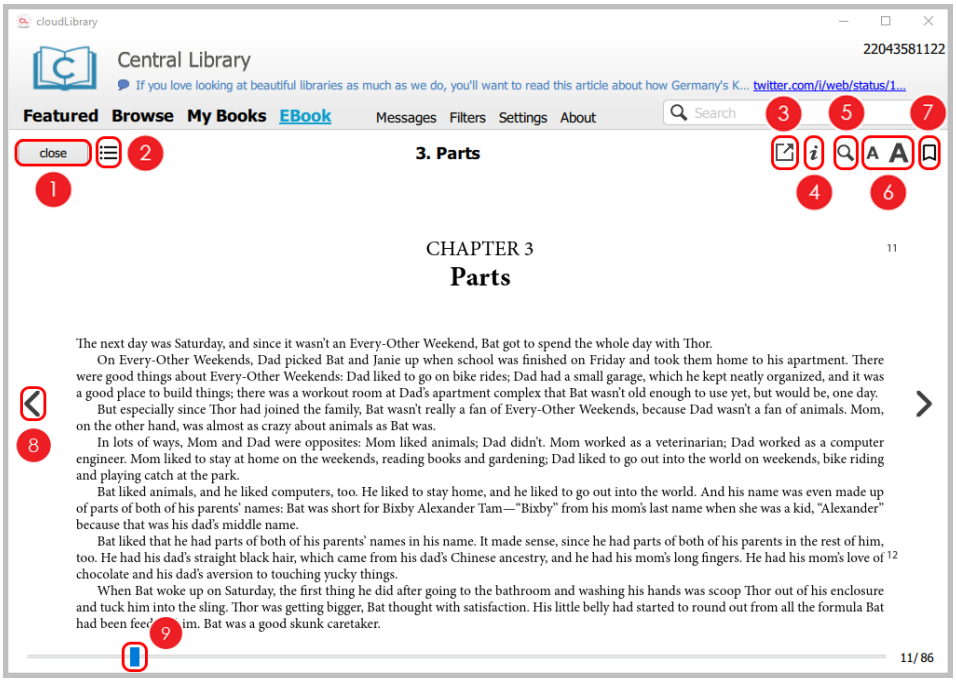
The My Books page displays titles currently on loan or on hold. See below for further information on navigating the My Books page.



Number	Description
1	Displays titles you currently have **Borrowed** as well as the days left in the loan period.
2	Displays titles you have on **Hold** as well as the days left until available.
3	Displays titles you have **Suggested** to your library for purchase (if your library has suggestions enabled).
4	Displays titles in your **Reading History** (if your library has history enabled).
5	Displays titles you have flagged (see Borrowing a book) as **Books of Interest**.
6	Displays the **location** eBooks are downloaded to on your PC or Mac (used in File Manager Transfer method for PC or Mac).

5.2 Reading an eBook

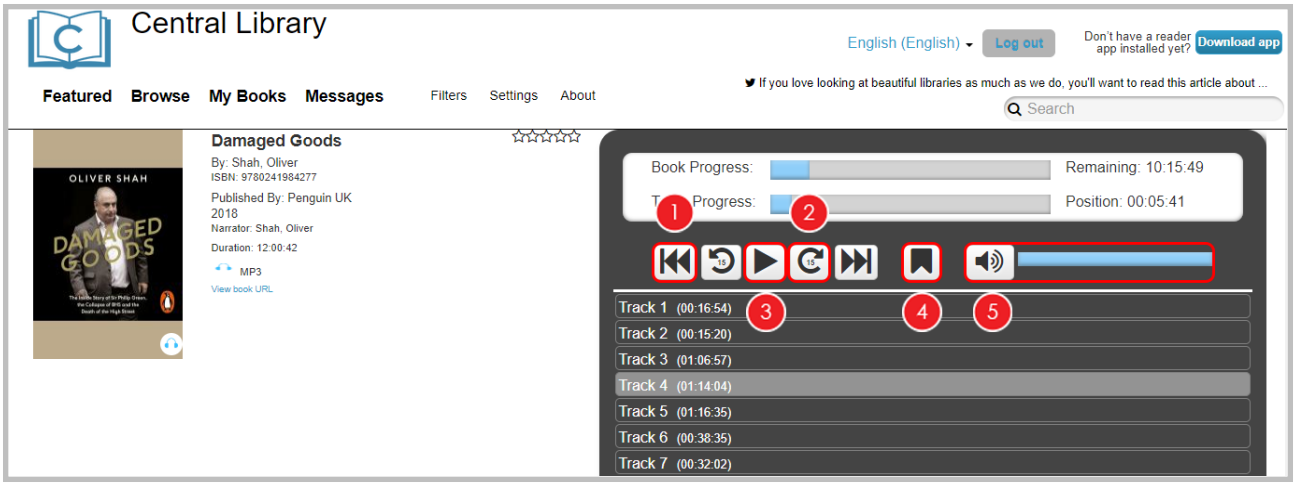
To open an eBook, while in your My Books page click on the book cover. See below for further information on using the cloudLibrary™ app reading features.



Number	Description
1	**Closes** the book and returns you to the My Books page.
2	Displays the **Table of Contents** as well as any **Bookmarks** you have placed.
3	Directs you the **web version** of the book (requires an internet connection).
4	Opens **book details**.
5	Allows users to **search** for keywords within the book.
6	**Decreases** and **increases** font size.
7	Places a **bookmark** which users can return to later.
8	Arrows on either side of the book will go **back** a page or **advance a page**.
9	The **slider bar** allows users to slide forward to a specific page in a book.

5.3 Listening to an audiobook

To open an audiobook, while in your My Books page click on the book cover. The audiobook will open in a separate web browser and an internet connection is required. See below for further information on using the cloudLibrary™ app listening features.

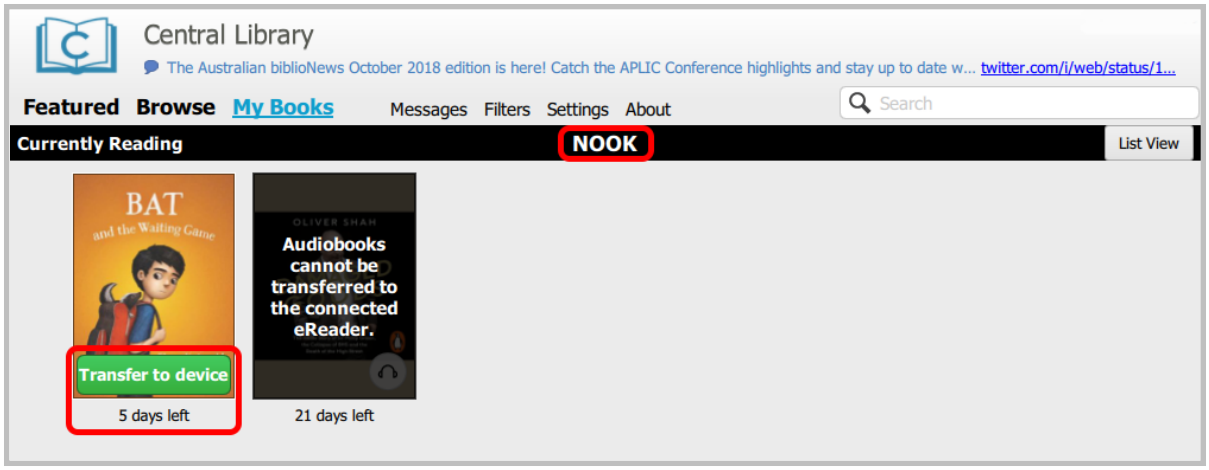


Number	Description
1	Move **back** or **advance one track**.
2	Move **back** or **advance 15 seconds**.
3	**Play** or **pause** the audio.
4	Place a **bookmark** in the audiobook.
5	**Volume** control.

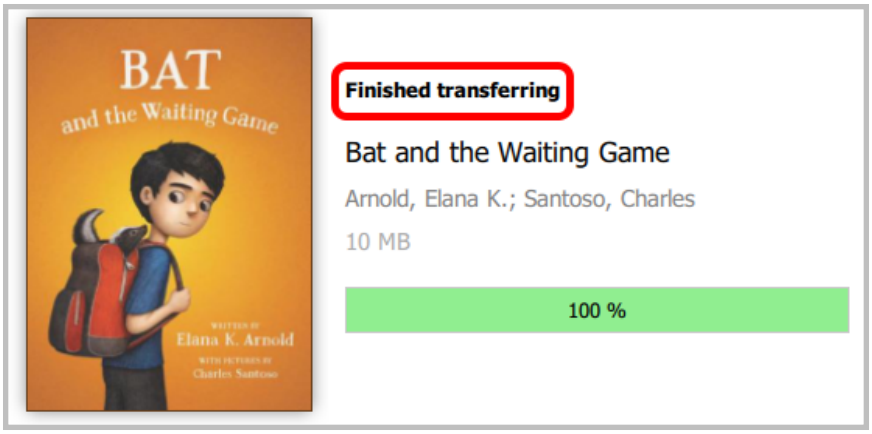
6 Transferring to an eReader

The cloudLibrary™ app is compatible with most epub-compatible eReaders. For more information on compatibility, please visit www.yourcloudlibrary.com to view supported eReaders. To transfer an ebook to your eReader from the cloudLibrary PC/ Mac app follow the below listed instructions.

1. While logged into the cloudLibrary app, **connect your eReader** to your computer using a USB cable (make sure the device is turned on and awake).
2. Once the device is recognized by your computer, you will see the device name appear in the **My Books** tab and a green **Transfer to Device** button will appear over your borrowed ebooks (audiobooks are not transferable).



3. Click on the green **Transfer to Device** button.
4. Once the transfer is completed you will see a screen indicating **Finished Transferring**. You can now enjoy your cloudLibrary books on your eReader!



7 FAQs

1. **How do I log out of the PC/ Mac app?**

   To log out of the PC/ Mac app, click on your **library card number** in the top right corner of the app and then tap **log out**.

2. **How do I return a book I finished early?**

   On the **My Books** page, click on the **List View** button to the right of the screen, then click **Return** on any books you wish to return early.

3. **What if I don't see the green Transfer to Device button?**

   If you do not see the green Transfer to Device option, your device may need to follow the File Manager Instructions. Click here for PC instructions or click here for Mac.

4. **Can I use this app to transfer audiobooks to my device?**

   No, audiobooks do not download and are not available for transfer. For offline audiobook use, please use the cloudLibrary mobile apps.

5. **I've accidentally chosen the automatically generated ID instead of providing my personal Adobe ID. How can I switch this?**

   Log out of the app, by clicking on your library card and then click Log out. Next log back into the cloudLibrary app. You will be presented with the option to change this after entering your library credentials.

6. **How do I erase the cloudLibrary's authorization on my computer?**

   Logging out of the cloudLibrary app will erase its Adobe authorization.

7. **What if I have a question not answered here?**

   For more FAQs and information please visit www.yourcloudlibrary.com/support

bibliotheca®
transforming libraries