

G-LBUG1117NA.001

cloudLibrary™ PC/ Mac app

user guide




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1 Getting started

1.1 About this guide

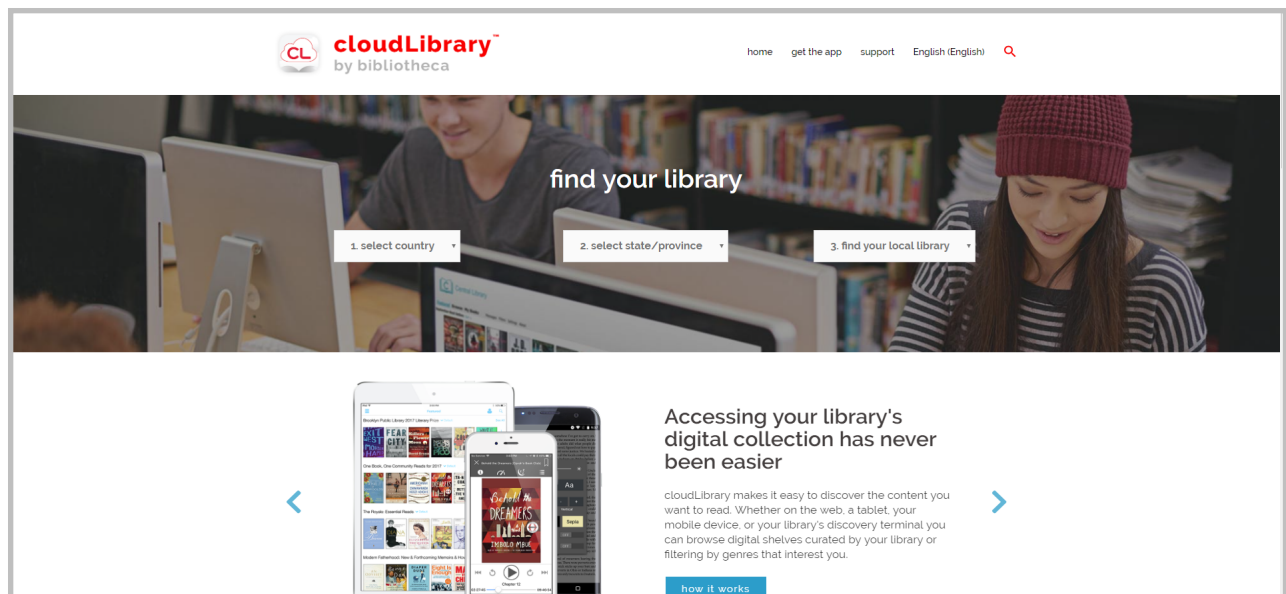
This guide provides information on using the cloudLibrary™ patron reading and audiobook listening application (app) for PC and Mac devices. This app is supported on both PC and Mac devices, with appearance and behaviour largely the same on both of them. However, the screens in this manual could differ 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

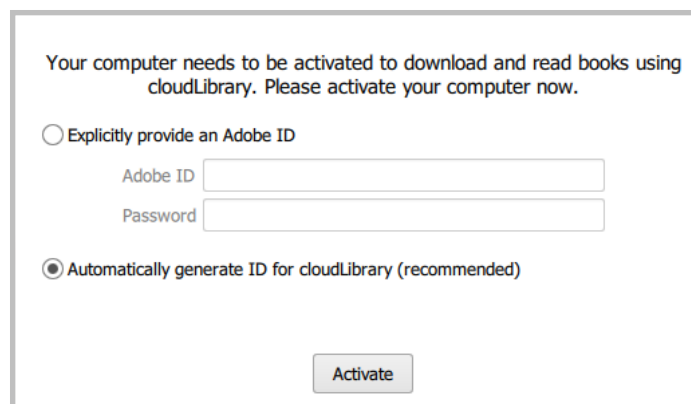
After you have downloaded and installed the cloudLibrary™ app, do the following to get started:

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**.



The login screen features a blue book icon with a white 'C' at the top center. Below it, the text 'DC - District of Columbia, US - United States' is displayed. A label 'Library Card ID' is positioned above a text input field containing the number '22043581122'. Underneath the input field, a line of text reads 'By accepting you are agreeing to the following:', followed by three blue hyperlinks: 'End User License', 'Terms of Use', and 'Privacy Policy'. A checked checkbox is followed by the text 'I accept the legal terms above'. At the bottom left is a '< Back' button, and at the bottom right is a 'Login' button.

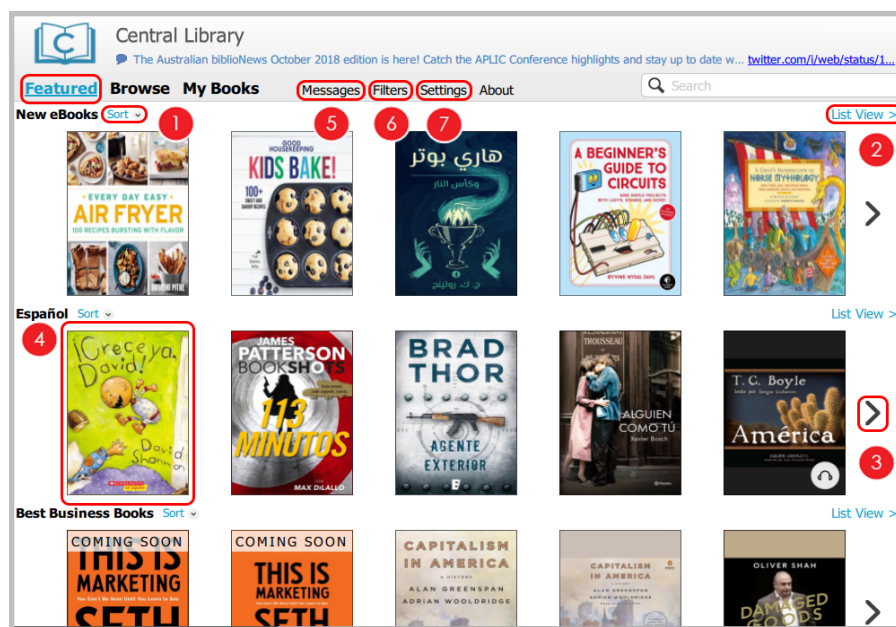
5. The below screen will display. If your computer or eReader are not currently authorized with a personal Adobe ID select the **Automatically generated ID** option. If you have an Adobe ID and your computer or eReader has already been authorized with it, choose to explicitly provide your Adobe ID and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



The activation screen has a heading: 'Your computer needs to be activated to download and read books using cloudLibrary. Please activate your computer now.' There are two radio button options. The first is 'Explicitly provide an Adobe ID', which is unselected; it is followed by 'Adobe ID' and 'Password' text labels, each with an adjacent input field. The second option is 'Automatically generate ID for cloudLibrary (recommended)', which is selected with a filled radio button. At the bottom center is an 'Activate' button.

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.

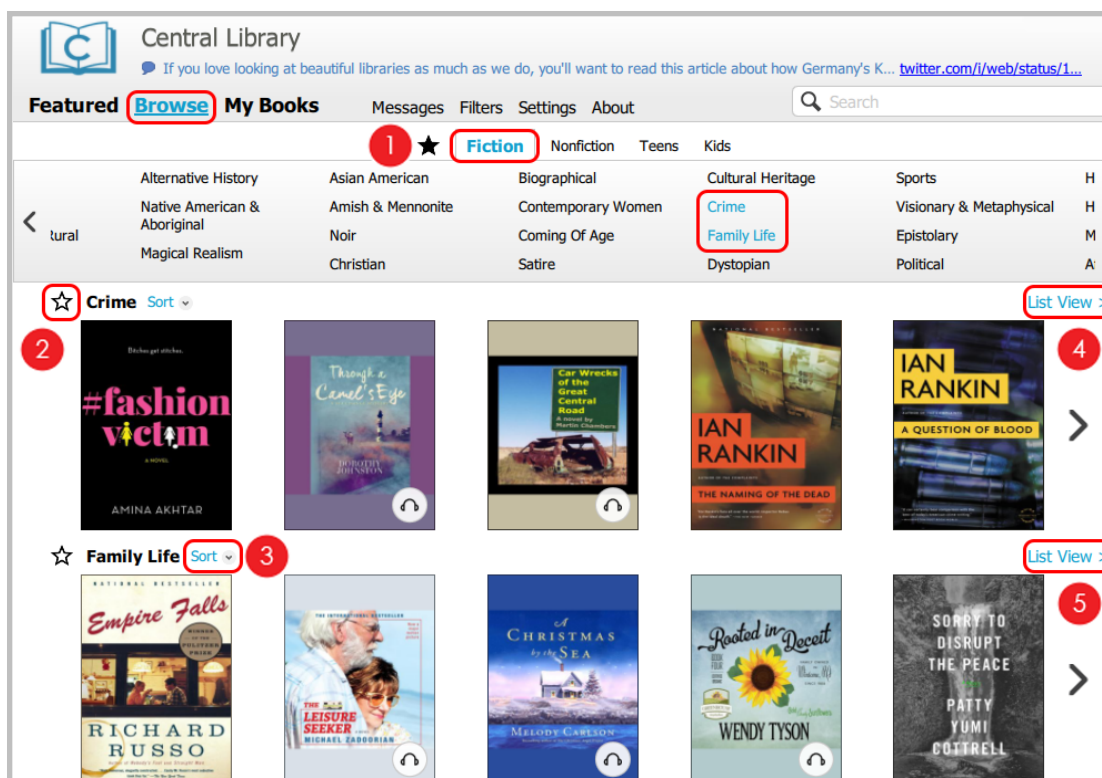


Number	Description
1	The Sort option allows users to change the display order of books. Users can sort by Title, Author, Publishing Date, Recent Additions and Ratings.
2	The List View option will display a shelf as an expanded list with more details.
3	The arrows on either side of a shelf allow users 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

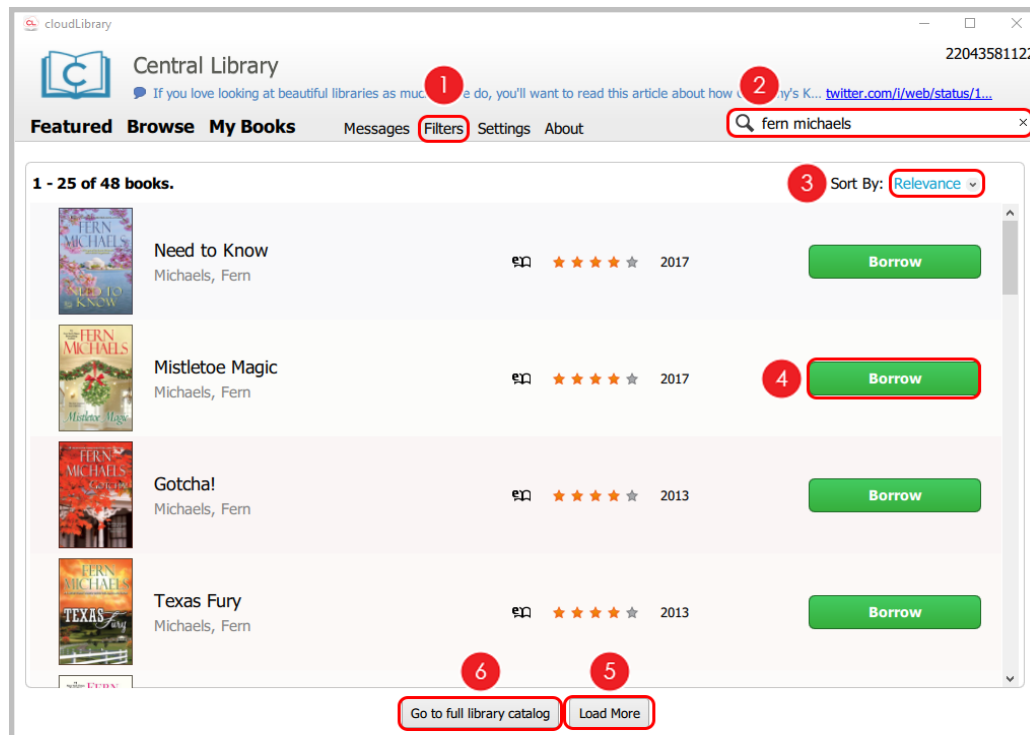
The Browse page displays your library's content grouped by category and genre. To explore a different category or genre, simply click on category tabs across the top of the page or the genre options below. Selected categories and genres will display in blue text. See below for further information on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

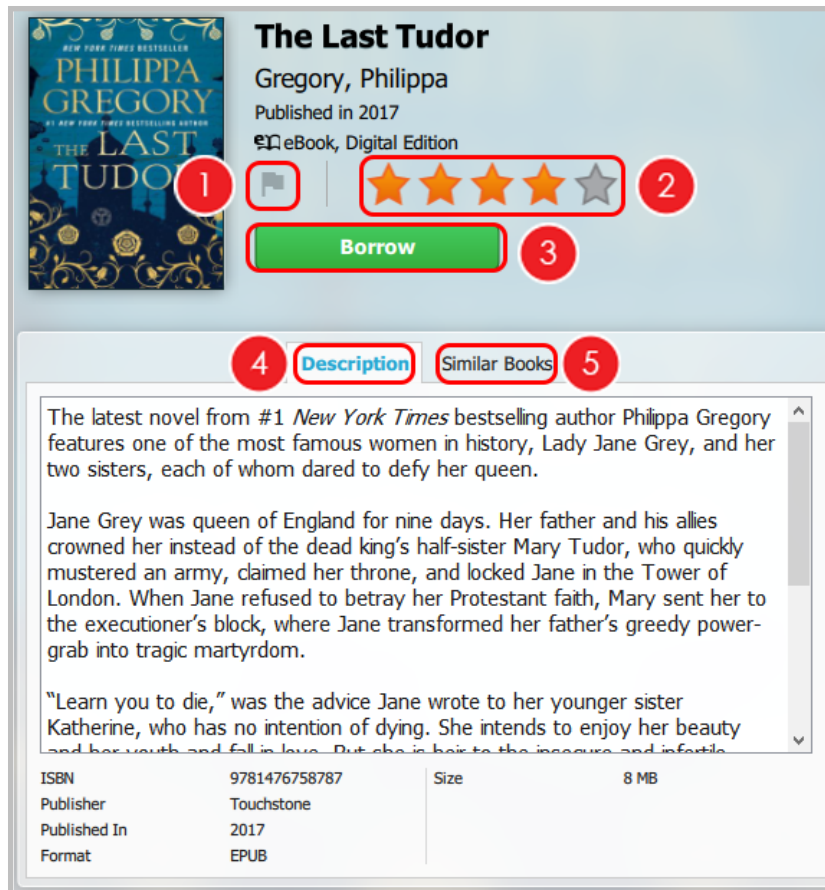
The search box allows users to search for books by author, title or keyword. See below for further information on using Search.



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.

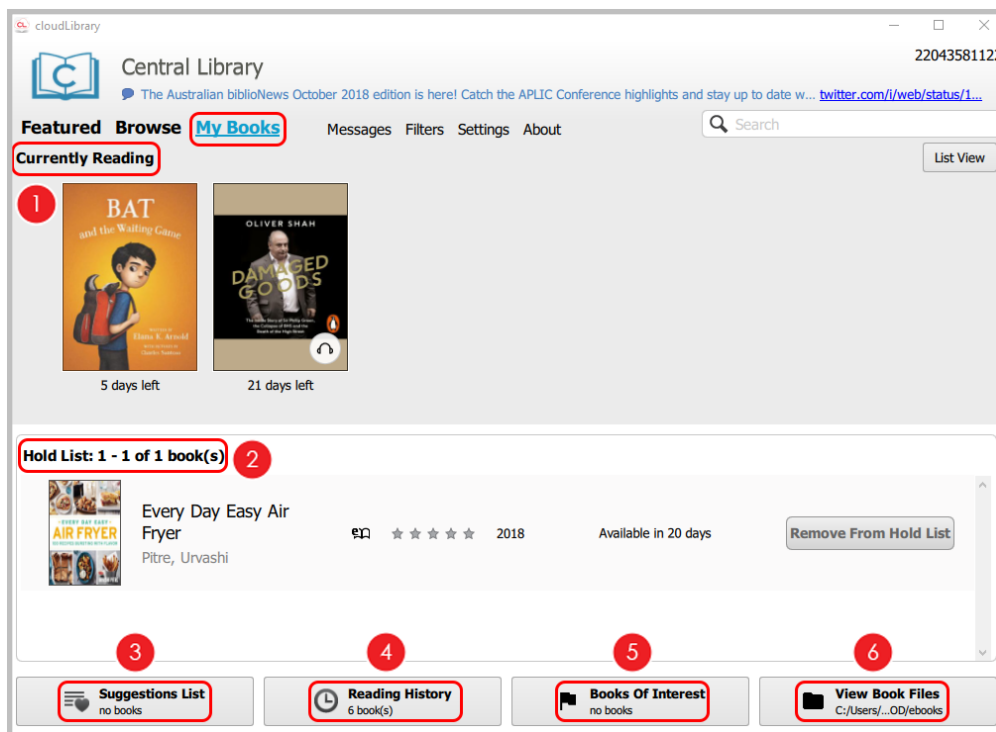


Number	Description
1	To mark a title, click on the Flag of Interest icon. For future reference see Navigating My books page
2	Displays title Rating from users in your country.
3	Displays the current Availability Status of a book. This button may also display as Add to Holds List or Suggest depending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

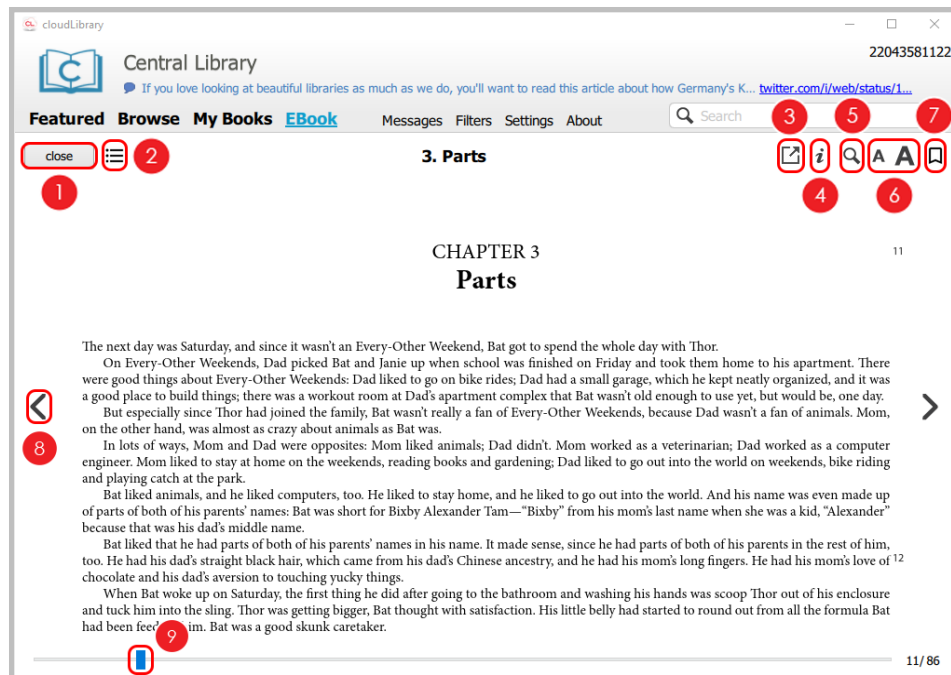
The My Books page displays titles currently on loan or on hold. See below for further information on navigating the My Books page.



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

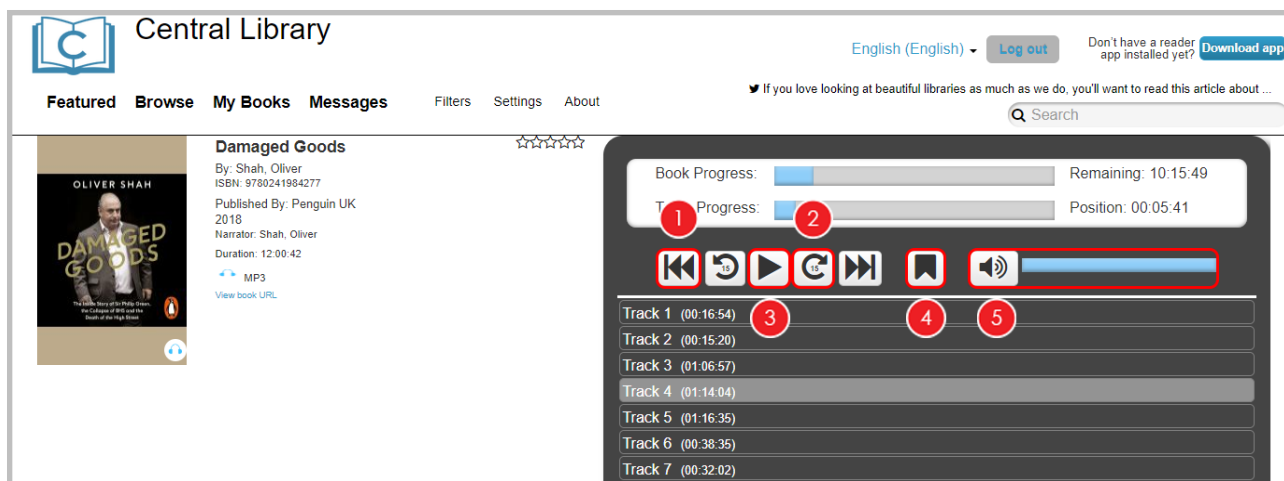
To open an eBook, while in your My Books page click on the book cover. See below for further information on using the cloudLibrary™ app reading features.



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.

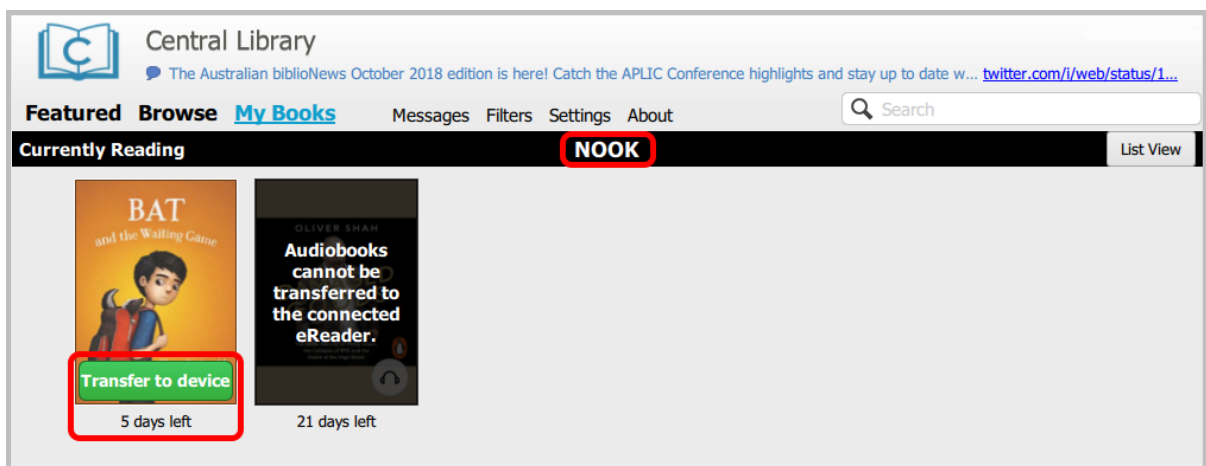


Number	Description
1	Move back or advance one track .
2	Move back or advance 15 seconds .
3	Play or pause the audio.
4	Place a bookmark in the audiobook.
5	Volume control.

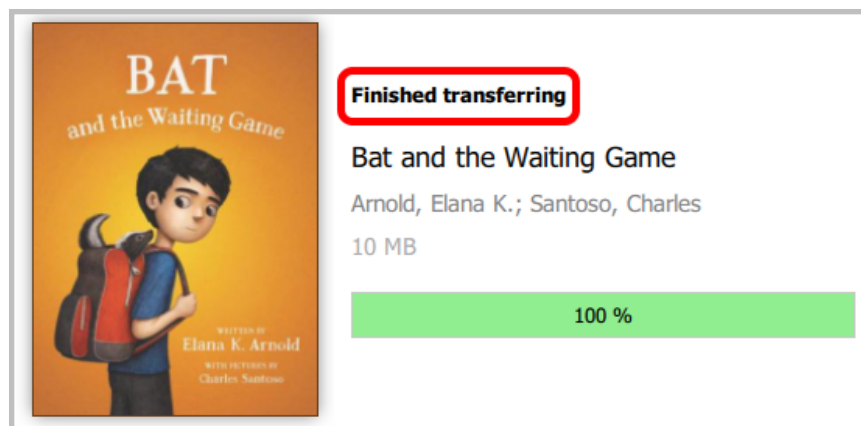
6 Transferring to an eReader

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

