



PBDBEYONDPRINT

BeyondPrint Reader User Guide
(iPad, iPhone, iPod Users)

BeyondPrint Reader User Guide

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Once you have one or more eBooks loaded in your BeyondPrint Reader, simply tap on the title or cover image, depending on the view that you are using, to open the eBook for reading.

There are several ways to go forward, backward, and otherwise navigate through the pages of your eBook.

1. You may tap the far-right or far-left edge of the page to go forward, or backward, respectively.
2. You may also swipe your finger across the screen of your iPad to turn the pages of your eBook. Swipe your finger from right to left to go to the next page, or left to right to go to the previous page. The numbers between the arrows represent the current page number and the total number of pages in the eBook.
3. You can also bring up a navigation menu by tapping on the center of the screen. The navigation menu will present you with two arrows, left and right, which may be tapped to move forward and backward through the eBook pages. You can also tap the “Contents” icon to move to the table of contents. From the table of contents you can move directly to any chapter or subsection that is present by tapping on it.
4. Finally, in the navigation menu there is a “slider bar” that runs the width of the screen at the bottom. The white circle in the slider bar shows your current location in the eBook relative to the total number of pages. The blue area to the left of the white button represents all of the pages prior to your current page, while the white area to the right of the button indicates the pages remaining beyond the current page. You may advance forward and backward by pressing and holding the white button and dragging it to your left (to go back) or right (to advance). As you drag the white button along the slider bar, you will see the page numbers increase or decrease, depending on the direction that you are moving it.

Selecting Text and Adding Bookmarks

To select a section of text for copying or bookmarking, press down on the first word of the section that you wish to select, and hold your finger in place until a magnifying glass appears on the screen. Place your finger back on the screen at the initial word and drag it to the end of the section that you are selecting. When you pull your finger off of the screen, you will see that the entire section of text you selected is now highlighted. Above the section of highlighted text will be two menu options: “Add Bookmark” and

“Copy.” Choosing “Copy” will allow you to copy and paste the selected area into other apps, such as the Notes app which comes standard on all iPads.

Choosing the “Bookmark” option will bring up a “notes” text box into which you may type any notes relative to the passage that you have highlighted. Then tap the “save” icon to save the bookmark.

Accessing, Editing and Removing Bookmarks

To access all of the bookmarks you have created for your eBook, tap the center of your screen to bring up the navigation menu, then tap the “Bookmarks” icon. This will produce a list of all bookmarks which have been created for this title. The bookmarks can be sorted by date or by title, using the corresponding icons at the top of the bookmarks screen.

To edit the notes or annotations associated with a bookmark, tap on the blue arrow circle to the far right of the bookmark that you wish to alter.

To remove a bookmark completely: tap the “Edit” button in the upper-right corner of the bookmark screen. This will place a red circle to the left of each bookmark. Tap the red circle which is next to the bookmark(s) that you wish to remove, and then tap the “Delete” icon.

The BeyondPrint Search Feature

If you are looking for a particular word or words within your eBook, you can locate all instances of those words throughout the text by using the search feature. To access the search feature, tap the center of your screen to bring up the navigation menu. Tap on the “Search” icon at the bottom of your screen. This will bring up the iPad’s virtual keyboard. Type the word or words that you are looking for, then tap the “Search” key. The next occurrence of those words will be highlighted in your text. To move to the next or previous occurrence, tap the appropriate directional icons in the upper-right corner of your screen. When you have finished using the search feature, tap the “Done” icon in the upper-left corner of the screen. This will return you to the navigation menu.

Changing the Default Settings of Your BeyondPrint Reader

You may alter the look and behavior of your BeyondPrint Reader by changing the default settings. To access these settings tap the center of the screen to launch the navigation menu. Tap the “Settings” button at the bottom of your screen. This will bring up the setting menu. From here you can increase or decrease the text size, the page brightness, choose whether or not to have page numbers appear in your margins, and alter the way in which pages “turn” when you move to the next (or previous) page while reading. You can also switch your BeyondPrint Reader to “Night Mode” from this screen, which will reverse the way text is displayed from black text on a white background, to white text on a black background.

There is a second tab in your setting menu called “Formatting.” By tapping on the Formatting icon in the setting menu, you can choose to disable the publisher’s

formatting. This will allow you to change to a different font, font color, background color, or text formatting scheme (i.e., justification). You can also choose from several pre-set text and background color themes.

Press the “Save” icon to keep any changes that you have made. To restore the original formatting, turn the “Use Publisher’s Formatting” icon back to “ON”.