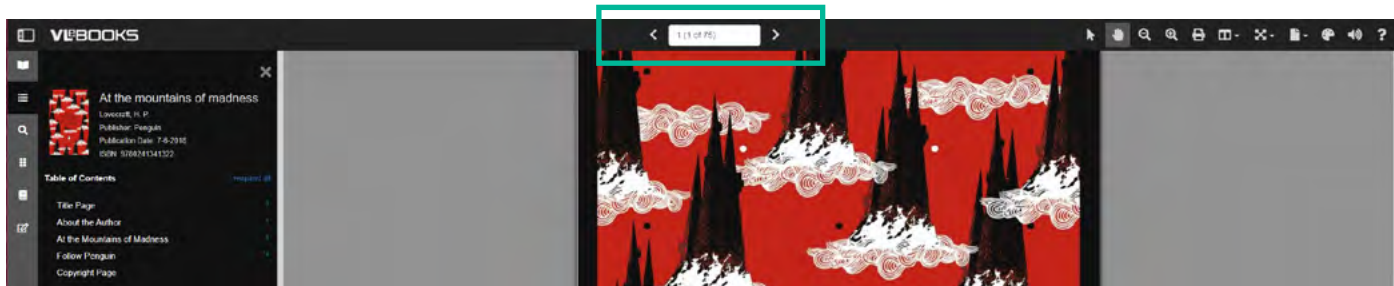


# PDF Reader GUIDE

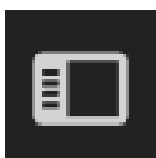
**VLeBOOKS**

# Homepage and Page Navigation

From the Homepage all features of the Reader can be accessed by selecting the appropriate icon; presented across the top of the page and down the left side. Selecting the forward and back < > icons will navigate the user through the book a page at a time.

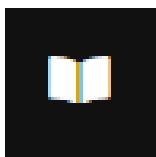


## Sidebar Navigation



### Show/hide sidebar

Select this icon to remove or include the sidebar in order to expand the reading area.



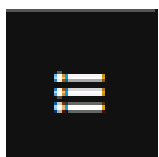
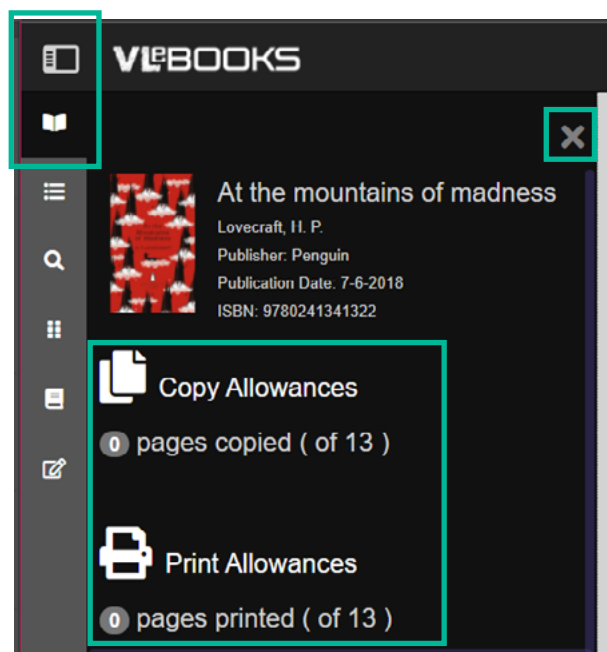
### Book details

Use this icon to view details of the book, including title, author, publisher, publication date and ISBN.

Copy and print allowances of the book are also displayed

Select the book icon to open/ close the feature.

Select X to close in full.

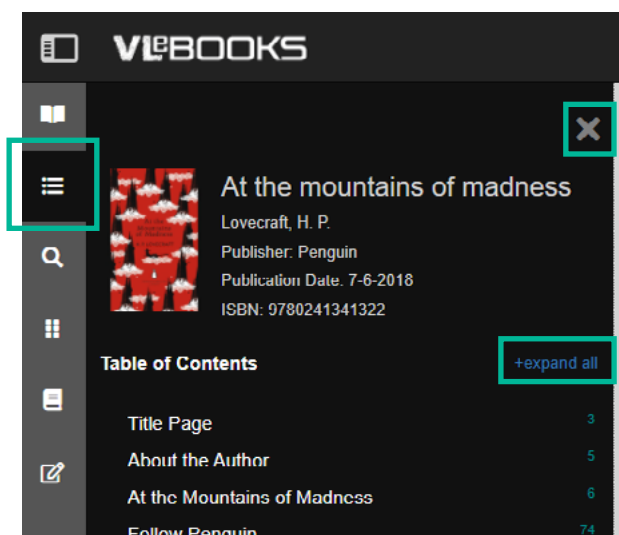


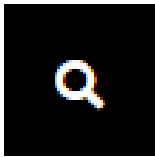
### Table of contents

In addition to a summary of the book, quick navigation by page or chapter can be accessed through this area.

+ Expand all: Select & close to access sub-chapters and pages.

Select & close to access section sub-chapters.





### Search

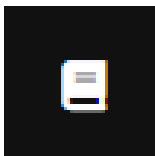
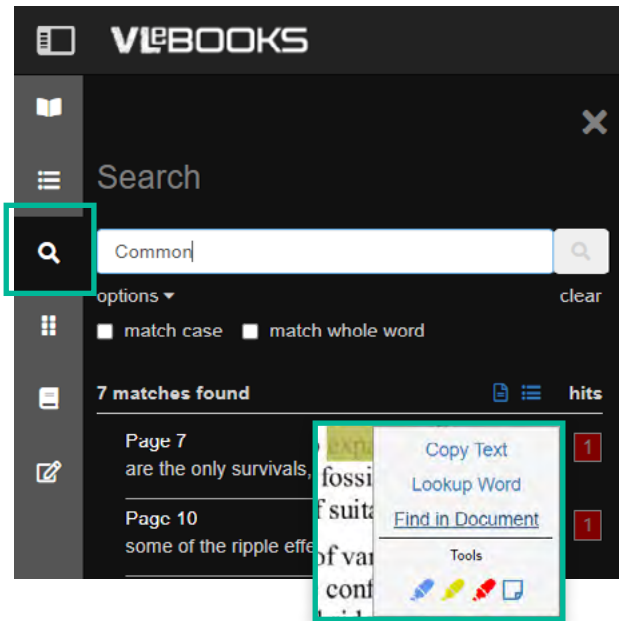
This feature enables a book search on single or multiple words.

Matches (hits) are shown with the facility to navigate to the book page, where the matching text will be highlighted.

Words can also be selection with the selection tool and right clicked, this will open a pop with a 'Find in Document' feature.

The option to match case or whole word is available. Otherwise, the search will be flexible on case and words.

The page and chapter icons expand or reduce the search results list.



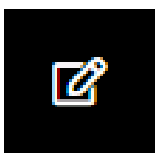
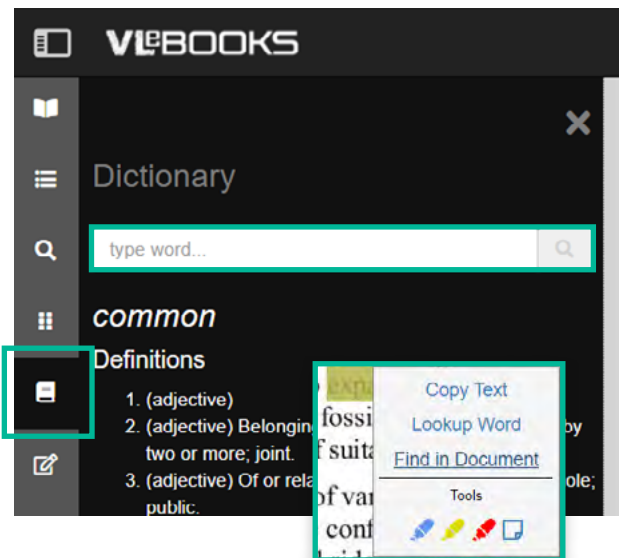
### Dictionary

Enter a word to search the dictionary meaning.

The definition, meaning and phrases of the the word will be highlighted in the sidebar underneath the search.

In conjunction to this the searched word will be highlighted within the text of the book for all. occurrences of the word.

Words can also be selection with the selection tool and right clicked, this will open a pop with a 'Lookup Word' feature.

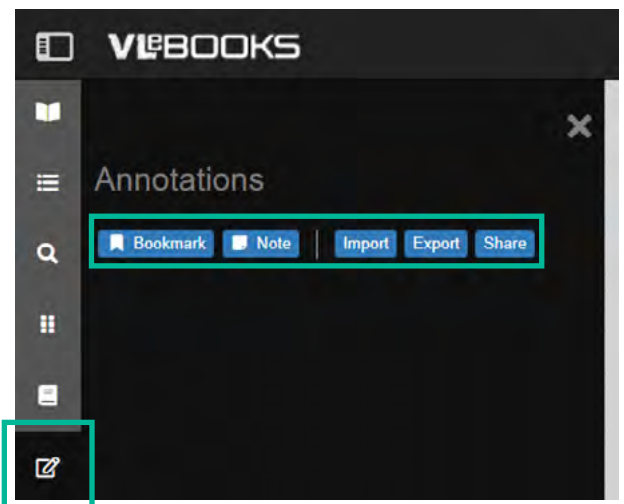


### Annotations

The platform offers bookmarks, notes, and highlights.

Any previously added annotations can be navigated to through this menu.

In addition, bookmarks and notes can be managed through here by clicking on the icon.



## Bookmark

### Adding a bookmark

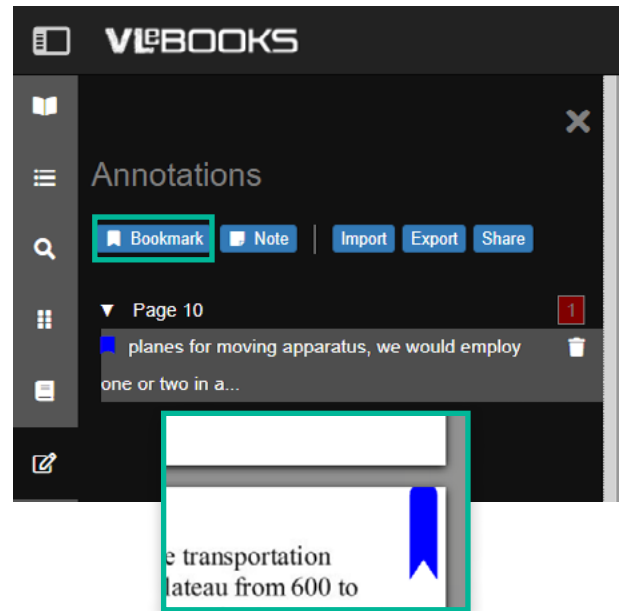
Select the bookmark icon from the top bar navigation. Once activated, select the bookmark icon at the appropriate page. This will add a blue bookmark to the top right of the page.

### Removing a bookmark

Select the trash icon next to the bookmark annotation or click the blue bookmark itself to delete the item.

### Bookmark navigation

If you have added multiple bookmarks, click into the annotation to jump to the page.



## Note

### Notes

Multiple notes can be added throughout the book. Users can import notes from other VLeBooks, share their notes with other VLeBooks users or export these for future reference. A flag will appear next to the text to indicate a note is present and the note will appear in the annotation list, in page order, alongside the bookmark or any highlights made.

### Adding a note

Using the cursor to highlight text will prompt a pop-up window to appear with the option to add a note.

After selecting opting to add a note, you will see an interactive text box appear to add the note.

Select save to store and exit.

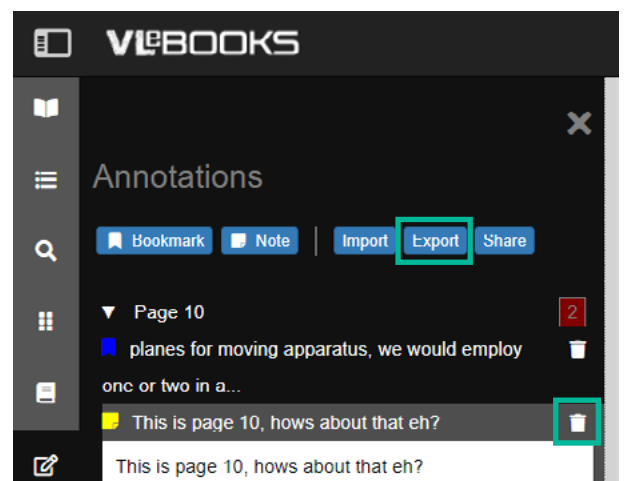
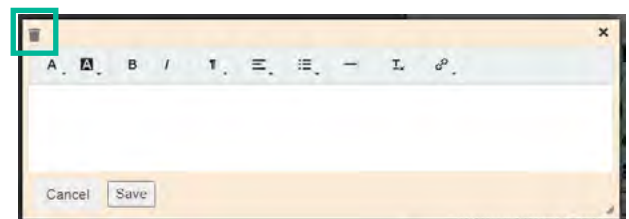
### Removing a note

In order to delete a note click on the icon of the trash can and this will remove the note. You can also click the trash can icon in the top right corner of the notes pop-up box.

### Exporting notes

Select the **Export** icon and choose save when the pop-up presents at the bottom of the page. Then choose either 'open' to store as an html page or 'open with Microsoft Office Word' to save as a Word document.

Select 'allow' pop ups if prompted.



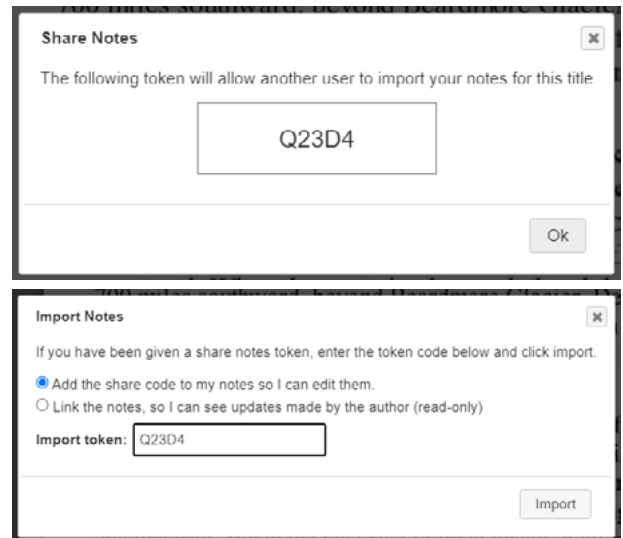
## Sharing and importing notes

Select the **Share** icon to retrieve a token and pass this to the chosen recipient. The recipient or recipients will use the **Import** note feature to append their notes.

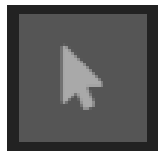
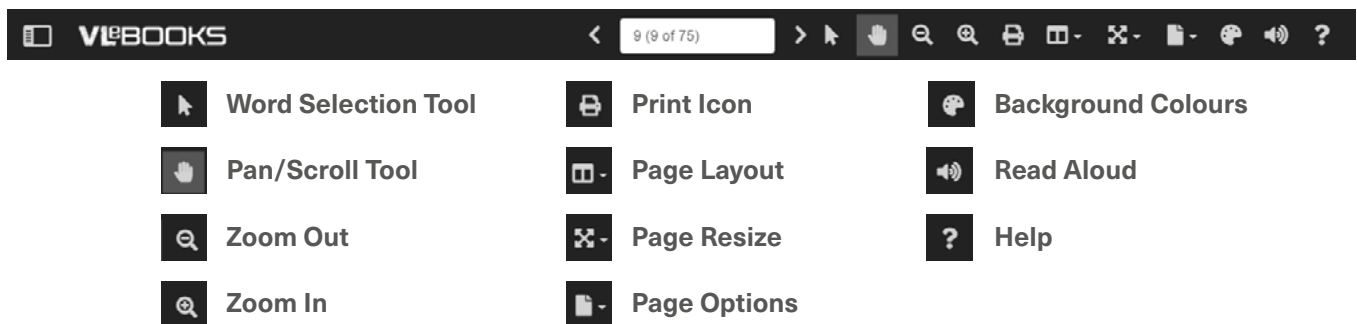
Selecting the 'import' note icon will present a token and the option to

- Add the share code to my notes so that I can edit them
- Link the notes, so I can see updates made by the author (read only)

The token should be entered, and **Import** selected to integrate the notes.



## Top Bar Navigation



### Word Selection Tool

The word selection tool gives you the ability to right click and choose various actions.

#### Copy Text

You can copy text to paste in notes up to the allowance of the ebook.

#### Lookup Word

Opens the word up in the sidebar dictionary.

#### Find in Document

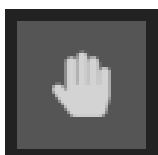
Highlights selected word across the whole eBook.

#### (Tools) Coloured Pens

Highlight words in 3 specific colours blue, yellow or red.

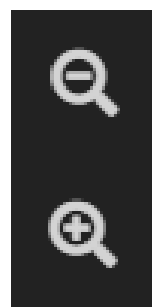
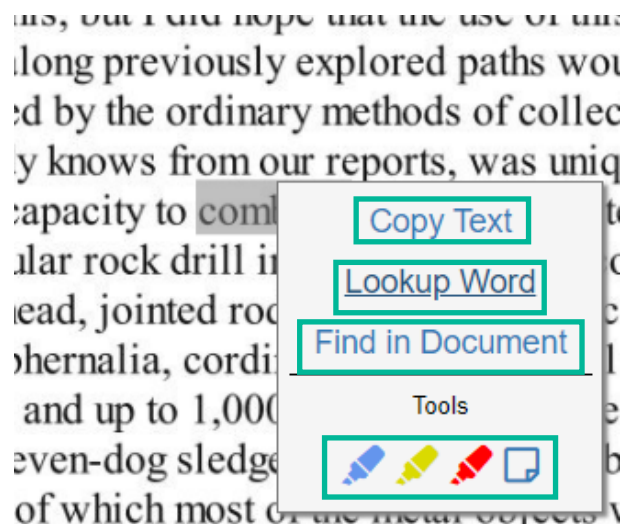
#### (Tools) Note Pad

Opens new notes pop-up.



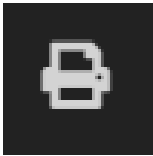
### Pan / Scroll Tool

Enables to use to move freely around the eBook. Simple hold the left or right mouse buttons at the same time as moving the mouse to navigate the eBook.



### Zoom in / zoom out

Select to increase/decrease the size of the page on the reader. This will also reduce or increase the size of the reading font.



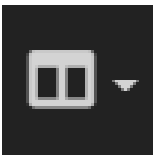
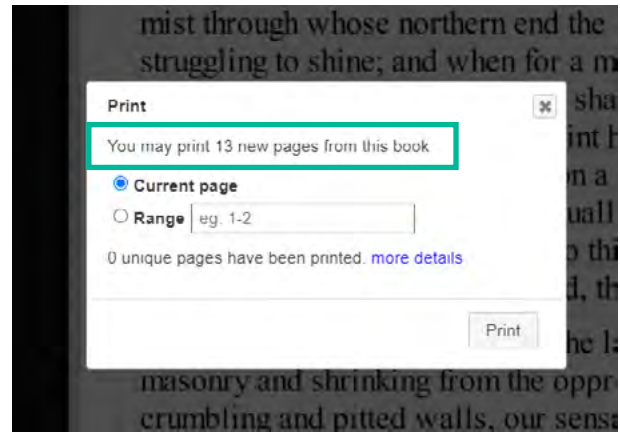
### Print

Selecting the print icon will present a pop up showing the print options and limits. DRM restricted VLeBooks will display the number of pages that can be printed and selecting the 'more details' feature will present the number of pages/page numbers that have already been printed.

NB previously printed pages can be reprinted.

The Print icon should be selected to start the print process.

Remaining print allowance can be viewed in the book details tab.

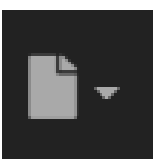
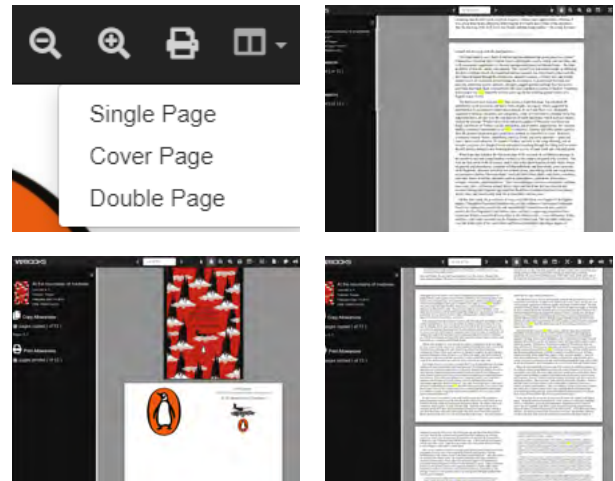


### Page layout

The page layout options will vary depending on the title being read.

For reflowable books, the user will have the option to switch between vertical and horizontal scrolling.

For fixed format books, the user will be able to choose to read the title in a single or double page layout.

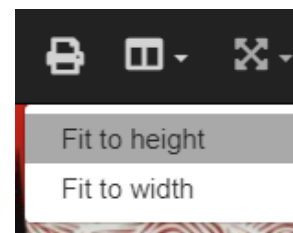


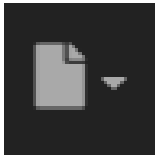
### Page Resize

Page resize has a couple of options available.

Fit to Height - This makes the page and reader fit to the vertical axis of the eBook.

Fit to Width - This makes the page and reader fir to the horizontal axis of the eBook, a very handy options for eBooks in landscape format.

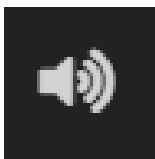
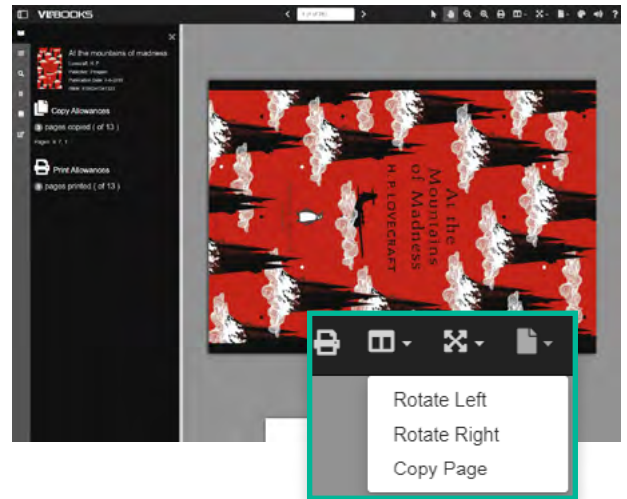




### Page Options

This tool allows you to manipulate the eBook format even further as well as giving you the function of copying a full page too.

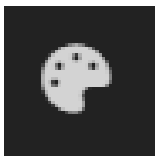
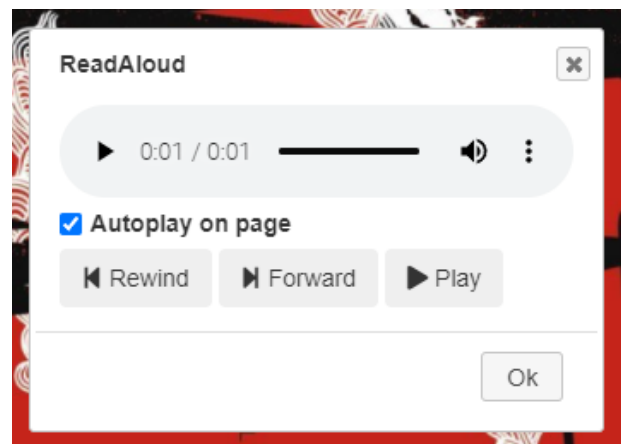
Rotate left/right - This allows you to rotate the page you are on either left or right.



### Accessibility - Read Aloud

Select the read aloud icon to enable the page you are on to be read out loud.

Advanced Settings will allow the user to change the voice, speed and pitch at which the text is read



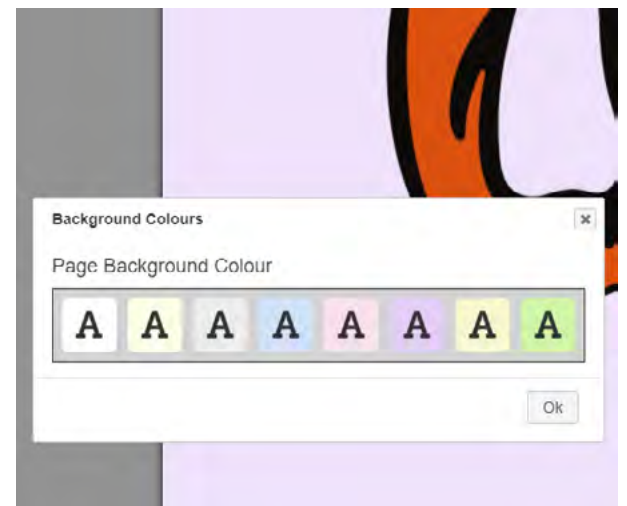
### Accessibility - Page Colours

The colours tab provides the user with advanced options to change the book colours, including font, page, and hyperlinks.

Select custom colours and either drag and slide the colour bars to the desired colour or type in the Hex colour code.

Select apply to save changes.

NB Pre-set page colours can be found in the accessibility menu.



### HELP!

Firstly don't panic, help is always available at Browns Books, if you click the question you will be re-directed to a digital version of this handy little guide.

If you still require help then you can call (0)1482 384660 and speak to our customer care or alternately email; vlebooks@brownsbfs.co.uk.

# Shortcuts

ctrl+shift+3	Cycle through single page, double page, cover page view	ctrl+shift+f	Toggle sidebar
ctrl+shift+4	Bookmark this page	ctrl+shift+q	Cycle page background colour
ctrl+shift+5	Go to next bookmark	f1	Link to Help document
ctrl+shift+6	Zoom to fit to page	ctrl+shift+f1	Allowance summary
ctrl+shift+7	Zoom to fit to width	ctrl+shift+f2	Table of contents. Use the arrow keys to navigate chapters sub-headings and sections.
ctrl+shift+8	Rotate current page	ctrl+shift+f3	Search
ctrl+shift+p	Print dialog	ctrl+shift+f4	Thumbs
ctrl+shift+k	Copy text from current page	ctrl+shift+f5	Dictionary
ctrl+shift+e	Export annotations	ctrl+shift+f6	Annotations menu
ctrl+shift+s	Show annotation share code popup	ctrl+shift+[	Readaloud start / pause
ctrl+shift+y	Import annotation share code	ctrl+shift+]	Readaloud restart current page
ctrl+shift+z	Zoom in	ctrl+shift+@	Readaloud dialogue popup
ctrl+shift+x	Zoom out		







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