



Adroid Tablet: Finding, Trying and Reading Books (Google Play Books)

Introduction

This instruction sheet describes how you can search for and find books that you may be interested in reading, downloading them and then using an app to read them. In some cases you can do a trial download and read part of the book before purchasing it, if it is one that has a cost.

Book Apps for Android

There are several apps for reading books available for Android devices. These include *Kindle*, *Google Play Books*, *Nook*, *Aldiko Book Reader*, and *Kobo eBooks*. This instruction sheet will use *Google Play Books* as an example (referred to below just as *Google Books*).

Finding and Downloading *Google Books*

The following instructions for downloading and installing *Google Books* will also work for other book readers if you wish to try them. Just use another search name or phrase to find the app.

To find and install the *Google Books* app do the following.

1. From a home screen touch the *apps icon*  at the top, right to go to the *Apps Screen*.
2. If the *Google Books* icon  appears on any one of the Apps Screens you already have *Google Books* installed and can skip this section.
3. At the top, right of the *apps screen* are a downloading icon, a search icon and a menu icon . Touch the search icon (the magnifying glass) to cause an input box to appear at the top, left of the screen labelled *Search Google Play* as well as the keyboard.
4. Type in the name *Google Books* (capitals not needed). A new screen will appear showing the apps that should include *Google Books*. Select and touch it to see its description.
5. On the description screen find the *Install* button and touch it. The app will download and install. When it has finished installing, the *Install* button will have become an *Uninstall* button and an *Open* button will appear.
6. Touch the home button  to return to the home screen. The icon  for your *Google Books* should now appear there ready to use.



Starting *Google Books*, Finding a Book and Downloading It

Start the *Google Books* app simply by touching its icon on the home screen. It will start and a screen will appear with possible books to download and read. If you have just installed *Google Books* you will not have any books in your library and so should do the following to find and download a book.

1. At the top, right of the screen there will be a search icon and a menu icon . Touch the search icon (the magnifying glass). A place where you can type a search word or phrase will appear at the top, left and the keyboard will appear to let you type a word or phrase. Type some search phrase regarding a book you would like to find (eg, “patterson” or “free”). A new screen will appear with all the books that meet the search criteria.
2. Scroll to find the book you would like to read and touch it. A screen with the description of the book will appear. There will be a button to let you download a free sample of the book and one to let you download the book and install it in your *Google Books* library. The latter may have a charge.
3. Touch one of the buttons to download either the free trial of the book or the complete book. A screen will appear with the cover of the book showing.

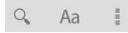
Getting a Book from Your Google Books Library

If you have one or more books already downloaded to your library then when you start *Google Books* the words *Read Now*, preceded by a book icon, will appear at the top, left of the screen . The most recent book downloaded may also appear on the screen below this. Touch that book if you wish to read it. Otherwise touch the book icon to get a menu and touch *My Library* to have the books in your library show. Touch a book from the library to read it. The cover of the book will appear on the page you were last reading.

Reading a Book

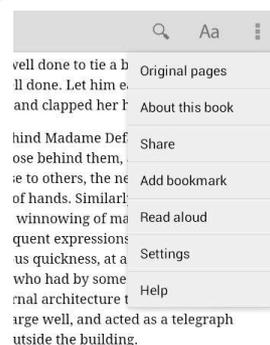
Once a book has been selected and is on the screen you can read it as follows.

1. **Turning Pages:** Swipe your finger across the screen from right to left (or touch somewhere on the right of the screen) to turn the pages forward. Swipe your finger from left to right (or touch somewhere on the left of the screen) to turn the pages backwards.
2. **Using the Dictionary:** If you find a word that you do not know the meaning of, long touch it. It will become highlighted and a dictionary box giving its meaning will appear at the bottom of the screen. Touch somewhere on the screen to cause this to disappear when you are finished with it.
3. **Showing the Top and Bottom Action Bars:** Touch somewhere on the screen near the centre to cause a menu bar to appear across the top of the screen . At the same time a bar appears across the bottom of the screen. It has a blue line with a blue circle on it, a different book icon at the left and numbers showing which page you are on out of the total number of pages at the right. (The use of these is described below.)

4. **Searching the Book:** On the top action bar will be a search icon (a magnifying glass). Touch it to cause a place to specify a word or phrase that you wish to find in the book to appear as well as a keyboard. Type the word or phrase you wish to find and touch the *find* key (the key with a magnifying glass on it). The text containing the word or phrase will appear or a notice indicating that the word or phrase cannot be found.
5. **Changing Text Characteristics:** The letters *Aa* will also appear in the menu bar . Click on them to cause a menu to appear which lets you change the way the book appears on the screen. If you touch *Type* and then the little arrow at the right, you can select whether you wish to text to appear suitable for day reading, night reading or in sepia (a light brown). You can also change the size and type of the font used in displaying text as well as the spacing of the lines of text.
6. **The Menu:** The menu icon  also appears on the menu bar . Touch it to see a new drop down menu which lets you select various things to do such as those described below.
7. **Getting Information About the Book:** Display the menu as described above, then touch the item *About this book*. The *Play Books* screen which describes the book will show. When finished touch the return icon  to return to reading the book.
8. **Add and Use a Bookmark:** Display the menu as described above, then touch the item *Add bookmark*. A bookmark to the page is saved. Later if you wish to go to a bookmarked page touch the new menu icon to the left of the bar at the bottom of the screen. In the window that appears touch *Bookmarks* and then the bookmark that you wish to use. The screen will now show the page that you selected.
9. **Moving Around the Book:** To switch to another chapter in a book, touch the screen somewhere to get the bar across the bottom of the screen. It shows a line with a blue circle on it. Touch the circle, move your finger to the left for right then remove your finger to go to a new chapter. Otherwise you can touch the little book icon at the left of this bar to have the chapters listed and then touch the one you wish to go to.
10. **Having the Book Read Aloud:** If you wish to book to be read to you display the menu as described above then touch the item *Read aloud*. The tablet will start reading the text to you, starting at the top of the page that was showing when the menu was selected. If you go somewhere else in the book, you can touch the start of a paragraph to have the reading continue from there. Notice that as the text is read, the current paragraph is highlighted.



292 / 502



11. **Stop Reading the Book Aloud:** If you no longer wish the book to be read to you, display the menu again and touch the item *Stop reading aloud*.

How to Temporarily Stop Reading a Book

If you wish to stop reading a book, simply touch the home icon  to return to show a home screen. The *Google Books* app will continue running but will not show. To return to reading the book, click on the multitasking icon  then on the *Play Books* item. The book will reappear at the same page that was showing when reading stopped.

Going to the Library While Reading

There are things that one can do only when accessing the library. Do the following to access the library while reading a book.

1. Touch the screen somewhere not near the left or right edges to show the menu bars at the top and bottom of the screen.
2. At the left side of the top menu bar will appear the name of the book that is currently showing. Touch it to show the books currently in your library.

Switching to Another Book While Reading

It is sometimes useful to switch to another book without having to turn off the tablet and restart it. This can be done as follows.

1. Go to show the library as described above.
2. At the left in the blue menu bar at the top will appear either the *Read now* or *My library* items with a book icon. If the *Read now* item appears touch the book icon to its left to get a drop down menu and click on *My library* to get the library to show.
3. Touch the book in your library that you wish to read. Its pages will appear wherever you were last reading or at the start of the book.

Removing a Book from the Library

When you have finished reading a book you may wish to remove it from the Library. Do this as follows.

1. If you are not currently reading a book, start up *Google Books*. If it starts showing a page of the current book go to show the library as described above. If you are reading a book, go to show the library as described above.
2. *My library* should show. Otherwise if *Recent books* shows touch the book part of the book icon. In the menu that appears, touch *My Library*. All the books currently in your library should show.
3. Just below the bottom, right of the picture of each book is a small menu icon . Select the book you wish to delete from your library and touch the menu icon below it.
4. A drop down menu appears with *Buy*, *Keep on device*, *Delete from library* and *About this book*. Touch the *Delete from library* to delete it.
5. A window will appear asking you to confirm that you wish to delete the book. Touch *Delete*.

Sorting the Books in Your Library

If you have many books in your library, you may wish to sort them by recently read, by author or by title. Do this as follows.

1. Go to show your library as described above.
2. Touch the menu icon at the top, right to get a drop down menu.
3. Touch *Sort* then select which sort you want by touching it. The books in the library will sort.