

Easy User Guide - Osborne Books App interactive features

If you have downloaded Osborne Books App, you can use a number of interactive study features in your eBooks. We have created this easy user guide to help you make the most of them - it provides instructions for Apple and Android users.

A contents list is provided below so you can find what you need quickly:

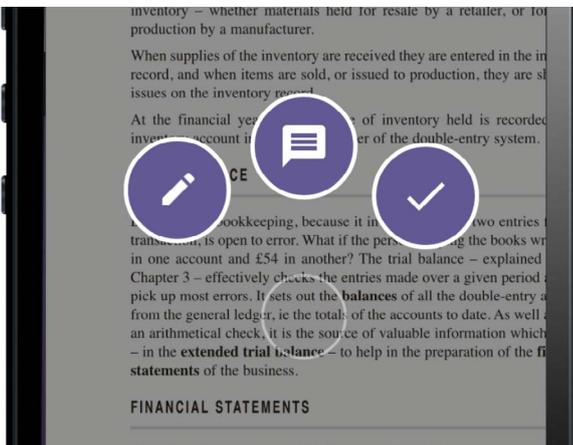
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If you have any further queries, please call us on 01905 748071 or email books@osbornebooks.co.uk, we'll be happy to help.

NOTE: For highlighting, note-taking or adding ticks, you will need to 'select a tool' first (see below):

SELECTING A TOOL

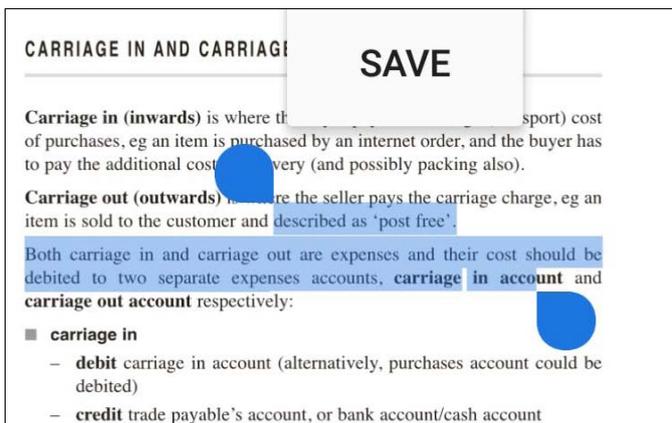
- Find the page you want to edit
- Hold your finger on the screen in the exact position you want to begin a highlight, make a note or add a tick. The following three icons will appear:



- Select the icon on the LEFT (pencil) to highlight text
- Select the icon in the MIDDLE (speech bubble) to add a study note
- Select the icon on the RIGHT (tick) to add a tick

HIGHLIGHTING TEXT

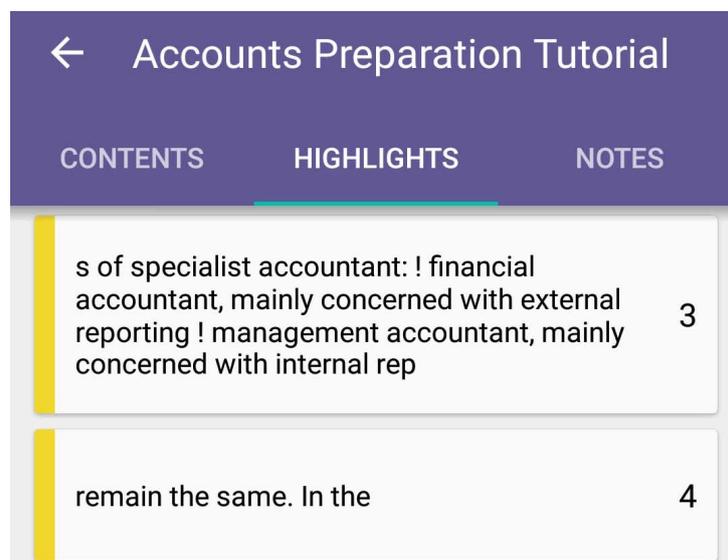
- Find the page you want to edit
- Hold your finger on the screen at the point where you want the highlight to begin until the tool menu appears (see page 1 for image of tool menu)
- Select the highlight tool: 
- Run your finger along the text you would like to highlight
- Use the blue marks either side of the highlight to change its position until you are satisfied (see image below)



- Select 'SAVE'
- To delete a highlight simply tap it and select 'DELETE'

Finding your highlights

- Whilst in your eBook, select the menu button  in the bottom left corner of your screen
- Select the 'Highlights' tab at the top of the screen and you will see your highlights listed by page number:

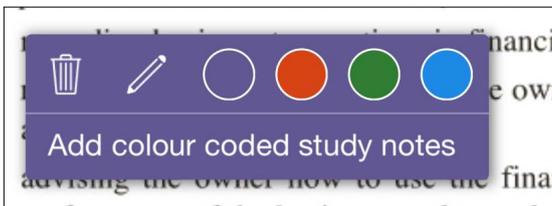


- To delete a highlight from list view, swipe left on an Apple device, tap and hold on an Android device

MAKING A NOTE

On an Apple device

- Find the page you want to add a note to
- Hold your finger on the screen at the point where you want the note to appear (usually in a margin) until the tool menu appears (see page 1 for image of tool menu)
- Select the study note tool: 
- Type in your note
- Select 'Done' to save the note
- A toolbox will now appear allowing you to colour code, edit or delete your note. Tap outside of this box to remove it when you are finished



On an Android device

- Find the page you want to add a note to
- Hold your finger on the screen at the point where you want the note to appear (usually in a margin) until the tool menu appears (see page 1 for image of tool menu)
- Select the study note tool: 
- Type in your note
- You can colour code your notes by tapping on the coloured circles shown in the image below:



- To save a note, select the tick icon. If you are editing an existing note, you may need to tap the note to expand it. To delete a note, tap the note to expand it and select the trash icon

Finding your notes

- Whilst in your eBook, select the menu button  in the bottom left corner of your screen
- Select the 'Notes' tab at the top of the screen and you will see your notes listed by page number
- To delete a note from list view, swipe left on an Apple device, tap and hold on an Android device

ADDING A TICK

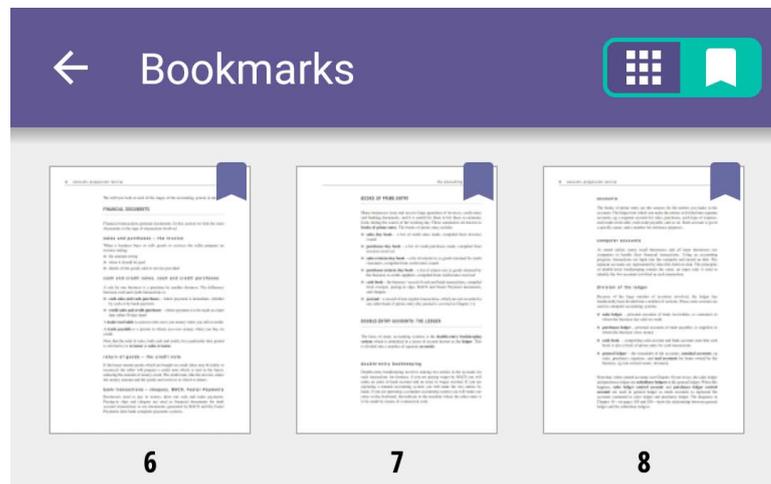
- Find the option you want to tick
- Hold your finger on the screen at the point where you want the tick to appear until the tool menu appears (see page 1 for image of tool menu)
- Select the tick tool: 
- The tick will automatically appear in the spot where you are touching the screen
- To delete a tick, tap it and select 'DELETE'

PLACING A BOOKMARK

- Find the page you want to bookmark
- Select the bookmark icon in the bottom right corner of your screen: 

Finding your bookmarks

- Whilst in your eBook, select the pages overview button  in the bottom left corner of your screen
- Select the bookmark icon in the top right corner of your screen and you will see your bookmarks listed by page number:



- To remove a bookmark, select the page and tap the bookmark icon in the bottom right corner of your screen