EasyReader app Help

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# Finding and managing books

Choose a topic:

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* [Open a book from ‘My Books’](#_Opening_a_book)
* [Sign in to your talking book library](#_How_to_sign)
* [Find and download a new book](#_How_to_find_1)
* [Delete a book](#_How_to_delete)
* [Log out from a book library](#_How_to_log)

## My books overview:

Below is an image of the Reader with a description of each of the buttons.



**1. Book cover - located to the left of each book**

Tap to open the book

**2. Side menu - located at the top left of the screen**

Find a new book or newspaper to read from a library or open a clipboard text to read.

**3. Search - located above the list of books**

Search your My Books list for a title you have already downloaded.

**4. List/Tile view - located at the top towards the right of the screen**

Choose to display your My Books list as either a list or as tiles.

**5. Sort - located at the top right of the screen**

Sort your My Books list by title, author or most recently read.

**6. Book information - located to the right of each book**

Find information about the book, such as the title, author, format, size and a synopsis where available.

## Open a book from ‘My Books’

When you open EasyReader, you will go straight to the ‘My Books’ list. This contains a list of all the books available for you to read. If you have not added any books to your list, EasyReader will provide instructions for adding a new title.

To open a book in the Reader:

1. Find the book in the ‘My Books’ list
2. Tap on the book cover image for your chosen title. EasyReader will open the book in the Reader

For more information about the book:

1. Find the book in the ‘My Books’ list
2. Tap the ‘book information’ button  to the right of the title. This will open the ‘Book Information’ screen which includes a description of the book along with further options to open or delete the book.

You can return to the ‘My Books’ list at any time. To do this:

1. Select the ‘side menu’ button  at the top left of the screen
2. Choose ‘My Books’

Whilst using the ‘My Books’ list, you can also:

* Use the search box  to find a specific title or author from your ‘My Books’ list
* Use the Sort button to sort your ‘My Books’ list by title, author or date
* Use the List / tile view  button to switch between viewing ‘My Books’ as a list or a grid

## Sign in to your talking book library

EasyReader includes direct access to 16 talking book library services from around the world. A full list of libraries is available at <https://www.yourdolphin.com/product/libraries?pid=23>. To sign in to your talking book library:

1. Select the ‘side menu’ button  at the top left of the screen
2. Choose your library from the list libraries
3. Enter your log in credentials

If your library is not included in the side menu, you first need to set the library to ‘on’ in EasyReader. To do this:

1. Select the ‘side menu’ button  at the top left of the screen
2. Select ‘manage libraries’
3. Find your talking book library from the list, then tap the on / off button to the right of your library to set your library ‘on’ in EasyReader. Your library will now be added to the side menu

## Find and download a new book

To find a new book to read:

1. Select the ‘side menu’ button  at the top left of the screen
2. Select your library from the list. If you are not logged in to the library, you will be asked to enter your login credentials
3. Find a book using the options provided by the library service
4. Once you have found a book, tap on the book cover for more information about the book, including a synopsis (where available) and the option to download.
5. Choose the ‘download’ button to download the book to your device. Whilst the book is downloading, the download progress will be displayed
6. Once the download has completed, the book will be available in the ‘My Books’ list. Tap the book cover to open the book.

## Delete a book

To delete a book from your device:

1. Find the book you want to delete in your ‘My Books’ list, then tap the ‘book information’ button   to the right of the book title. EasyReader will open the book information screen
2. Choose the ‘delete’ button at the top right of the screen
3. Choose ‘Yes’ when asked to confirm if you would like to remove the book from the device

Alternatively, you can also delete a book by finding the book in your ‘My Books; list, and then sliding your finger across the book title starting at the ‘book information’ button on the right. An option to delete the book will be displayed in place of the ‘book information’ button.

NOTE: This method for deleting a book does not work if the My Books list is in tile view

## Log out from a book library

To log out from a library:

1. Open the library you wish to log out from. Help for opening a library is available in the [How to find and download a new book](#_How_to_find_1) topic.
2. Choose the logout button  at the top right of the screen

# Finding newspapers and magazines

Choose a topic:

* [Subscribe to a new newspaper or magazine](#_Subscribe_to_a)
* [Download the latest edition of a newspaper or magazine](#_How_to_download)
* [Unsubscribe from a newspaper or magazine](#_How_to_unsubscribe)

## Subscribe to a new newspaper or magazine

To subscribe to a newspaper or magazine

1. Select the ‘side menu’ button  at the top left of the screen
2. Choose ‘My Newspapers’
3. Select the ‘add’ button  at the top right of the screen
4. Choose your newspaper provider from the list. If you have not logged in to the service, you will be asked to enter your login credentials. You can also find more information about the service by tapping the ‘Information’ button at the top right of the log in screen
5. Find a publication using the options provided by the newspaper and magazine service
6. Choose ‘subscribe’. The newspaper or magazine will now be available in your ‘My Newspapers’ list

## Download the latest edition of a newspaper or magazine

To download the latest edition of a newspaper or magazine you have already subscribed to:

1. Select the ‘side menu’ button  at the top left of the screen
2. Choose ‘My Newspapers’, then choose the publication from the list
3. Choose the edition you would like to download. The edition will download and then automatically open in the Reader.

## Unsubscribe from a newspaper or magazine

To unsubscribe from a newspaper or magazine:

1. Select the ‘side menu’ button  at the top left of the screen
2. Choose ‘My Newspapers’, then choose the publication from the list
3. Sliding your finger across the newspaper title starting at the orange arrow on the right. An option to ‘unsubscribe’ will be displayed in place of the ‘orange arrow.
4. Select the ‘unsubscribe’. The publication will now be removed from your ‘My Newspapers’ list

# Open text from the clipboard

To open text from the clipboard, you first need to copy the text you would like to read. To do this:

1. Find the text you would like to read from a website or other application
2. Hold your finger on the screen, then drag it over the text to select it, taking your finger off the screen once you have selected the text
3. Choose ‘Copy text’ from the options provided

To open this text in EasyReader:

1. Open EasyReader
2. Select the ‘side menu’ button  at the top left of the screen
3. Choose ‘My Clipboard Texts’, then choose the ‘add’ button  at the top right of the screen. EasyReader will add the text you copied to your list of clipboard texts
4. Choose the text from the ‘My Clipboard Text’ list. EasyReader will load the text into the Reader

# Using the Reader

Choose a topic:

* [Reader overview](#_Reader_overview:)
* [Play and pause](#_How_to_play)
* [Skip forward and backward](#_How_to_skip)
* [Search in book](#_Search_in_the)
* [Add a bookmark](#_How_to_add)
* [Add a sleep timer](#_How_to_set)
* [Look-up the meaning of a word](#_How_to_look-up)

## Reader overview:

Below is an image of the Reader followed by a description of each of the buttons.



**1. Side menu - located at the top left of the screen**

Find a different book or newspaper to read from a library or open a clipboard text to read.

**2. Search - located at the top towards the left of the screen**

Search for a word or phrase in the book.

**3. Text settings - located at the top towards the right of the screen**

Change text settings, including the font, text size, spacing, colours, and more.

**4. Audio settings - located at the top right of the screen**

Change audio settings, including the voice, reading speed, pronunciation and more.

**5. Book navigation - located at the bottom left of the screen**

Open a list of headings, page numbers and bookmarks.

**6. Navigation mode - located at the bottom towards the left of the screen**

Choose how far the previous and next buttons skip in the book.

**7. Play - located at the bottom middle of the screen**

Play and pause the reading voice. Use the Next and Previous buttons either side to skip forward and backwards.

**8. Sleep timer - located at the bottom towards the right of the screen**

Set a timer for 15, 30, 45 or 60 minutes.

**9. Add bookmark - located at the bottom right of the screen**

Add text or recorded notes to remind you about particular sections of the book.

## Play and pause

To start reading a book:

1. Open a book in the Reader
2. Use the ‘Play’ button at the bottom centre of the Reader to start reading
3. Whilst EasyReader is reading, the play button will turn into a ‘Pause’ button . Use the ‘Pause’ button to pause the playback.

Whilst EasyReader is reading, you can lock the screen and continue to listen to with headphones.

Gesture tip: You can also Play / pause using a two finger double tap

## Skip forward and backward

There are a number of ways to skip forward and backward through your book with EasyReader:

### Navigate using a single tap

If you are reading a book containing text, you can single tap anywhere in the book to move the highlight to that part of the book.

### Navigate using the next and previous buttons

You can use the ‘Next’ and ‘Previous’ buttons (located either side of the ‘Play’ button) to skip forward and backward in your book.

By default, EasyReader will skip by sentence in books containing text, or by 30 seconds in audio books.

You can choose how far EasyReader skips forward and backward each time by selecting the ‘Navigation mode’  button near the bottom left of the screen and choosing a value.

Gesture tip: Swipe to the right with two fingers to skip forward. Swipe to the left with two fingers to skip backward

### Navigate to a specific heading, page or bookmark

To skip to a specific heading, page or bookmark

1. In the Reader, tap the ‘Book navigation’ button at the bottom left of the screen
2. EasyReader will open a list of all the headings in a book. Using the tabs across the top of the screen, you can also switch to view:
	1. A list of all of the pages in the book
	2. A list of all of the bookmarks which you have added to the book
3. Choose a heading, page or bookmark. EasyReader will skip straight to that section in the book

### Navigate using the progress slider

You can also navigate your book using the progress slider. To do this:

1. Tap on the progress bar at the top centre of the Reader. A slider will open
2. Move the slider left or right to navigate through your book.

## Search in the book

1. In the Reader, tap the search button  near the top left of the screen. EasyReader will open a search bar
2. Type a search term in the search bar at the top of the Reader. EasyReader will list all the instances of your search term. Tap on any of these instances to jump straight to that section in the book

## Add a bookmark

Bookmarks are useful for highlighting particular areas of the book which you want to return to. You can add multiple bookmarks to each book. To add a bookmark:

1. In the Reader, tap on the part of the book which you would like to set as a bookmark
2. Tap the ‘Bookmark’ button  at the bottom left of the screen
3. Use the options to write a text note about the section which you have bookmarked, or use the microphone button to record an audio note.
4. Once you are happy with your bookmark, choose ‘Save’ to return to the Reader
5. The section of the book where you added a bookmark will now include a bookmark symbol. You can find your bookmark at any time by tapping the ‘Book Navigation’ button  and choosing ‘Bookmarks’.

## Set a sleep timer

You can set a sleep timer to stop EasyReader’s playback after a set amount of time. To do this:

1. In the Reader, select the ‘Sleep’ button  near the bottom right of the screen
2. Set the sleep timer duration using the options provided.
3. Once you have set a timer, you will be returned to the Reader. The sleep icon will now be coloured orange indicating that a timer has been set . Once the timer has counted down to zero, EasyReader will stop playing the book.

## Look-up the meaning of a word

To look up a meaning of a word:

1. Tap and hold your finger on the word which you want to look up. When you remove your finger, EasyReader will open a pop-up toolbar
2. Select the ‘look-up’ button from the pop-up toolbar. EasyReader will open the iOS dictionary and display a definition where one is available
3. When you have finished reading the word definition, select the ‘done’ button at the top right of the screen. EasyReader will return to the Reader.

# Text settings

EasyReader’s ‘Text settings’ includes lots of options to ensure the text in the Reader is clear for you to view.

Tip: You can use the ‘Reset to Defaults’ option at any time to reset your text settings.

Choose a topic:

* [Change the text size](#_Changing_the_text)
* [Change text font](#_Changing_text_font)
* [Change margins, line spacing and letter spacing](#_Changing_margins,_line)
* [Change text, background and highlight colours](#_Changing_text,_background)

## Change the text size

To change the size of the text in the Reader:

1. In the Reader, tap the ‘Text settings’  button near the top right of the screen
2. Use the ‘Text size’ slider to increase and decrease the size of the text. The text in the Reader will wrap when the size is increased
3. Choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

Gesture tip: Increase and decrease the size of the text in the Reader using the pinch to zoom gesture

## Change text font

To change the text font used in the Reader:

1. In the Reader, tap the ‘Text settings’  button near the top right of the screen
2. Select the ‘Font’ drop down to choose a font
3. Once you are happy with your font selection, choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

## Change margins, line spacing and letter spacing

To change the text spacing in the Reader:

1. In the Reader, tap the ‘Text settings’  button near the top right of the screen
2. Use the sliders to change the margins, line spacing and letter spacing
3. Choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

## Change text, background and highlight colours

There are two ways to change the colours in the Reader:

1. Choosing from the pre-set list of colour themes
2. Choosing your own text, background and highlight colours

To choose a colour theme:

1. In the Reader, tap the ‘Text settings’  button near the top right of the screen
2. Select the ‘Colour theme’ drop down to choose from a list of available colour themes
3. Once you’re happy with your chosen theme, choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

To choose your own text, background and highlight colours:

1. In the Reader, tap the ‘Text settings’  button near the top right of the screen
2. Tap on the colour pickers at the bottom of the settings to choose specific colours for:
	1. The text
	2. The background
	3. The sentence highlight
	4. The word highlight
3. Once you are happy with your chosen colours, choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

# Audio settings

EasyReader’s ‘Audio settings’ includes lots of options to ensure the audio from the Reader is clear for you to listen to.

Tip: You can use the ‘Reset to Defaults’ option at any time to reset your audio settings.

Choose a topic:

* [Change the speed of the voice](#_Changing_the_speed)
* [Change the pitch, volume and adding pauses](#_Changing_the_pitch,)
* [Choose a different voice](#_Choosing_a_different)
* [Change the pronunciation of specific words](#_Changing_the_pronunciation)

## Change the speed of the audio

1. In the Reader, tap the ‘Audio settings’ button  at the top right of the screen
2. Tap the ‘Voice settings’ button
3. Adjust the voice speed using the ‘rate’ slider. Use the play button at the bottom right of the screen to test the speed of the voice
4. Once you are happy with the voice speed, choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

Gesture tip: You can quickly change the speed of the audio with a two finger swipe up / down in the reader. A swipe up will increase the speed of the audio. A swipe down will slow down the speed of the audio

## Change the pitch, volume and add pauses to the speech

1. In the Reader, tap the ‘Audio settings’ button  at the top right of the screen
2. Select the ‘voice settings’ button
3. Use the sliders to adjust the voice pitch, volume and pause length. Use the play button at the bottom right of the screen to test your new voice settings
4. Once you are happy with the audio settings, choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

## Choose a different voice

To choose a different voice:

1. In the Reader, tap the ‘Audio settings’ button  at the top right of the screen
2. Select the ‘Voice’ drop down and choose from a list of available voices
3. Once you are happy with your chosen voice, choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

To buy a new voice:

1. In the Reader, tap the ‘Audio settings’ button  at the top right of the screen
2. Choose ‘Add voices’ for a list of available voices
3. To add a voice to EasyReader, choose ‘buy’. The price of each voice is displayed on the ‘buy’ button.
4. Sign into iTunes using your Apple-ID to complete the purchase
5. The voice will be downloaded and added to the ‘Voice’ drop down in the audio settings

## Change the pronunciation of specific words

You can change the way that certain words are pronounced by EasyReader’s voices using the ‘Pronunciation’ option in EasyReader’s audio settings:

1. In the Reader, tap the ‘Audio settings’ button  at the top right of the screen
2. Choose your list of mispronounced words from the ‘Pronunciation’ drop down, or choose the ‘Add pronunciation list’ button to create a new list
3. Use the ‘Edit pronunciation list’  button to add a new entry to into your list.
4. Type the word that EasyReader is not reading correctly into the ‘original word’ field
5. Type the way that you want EasyReader to read the word in the ‘should sound like’ field. Use the test button to check the word is pronounced correctly.
6. Once you are happy with the pronunciation of the word, choose ‘save to list’ then choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

Once you have created a pronunciation list, you can quickly add specific words to it using the pop-up toolbar. To do this:

1. Tap and hold your finger on the word which is mispronounced. When you remove your finger, EasyReader will open a pop-up toolbar
2. Select the ‘add correction’ button from the pop-up toolbar. EasyReader will open the pronunciation list screen and insert the mispronounced word in the ‘original word’ field
3. Type the way that you want EasyReader to read the word in the ‘should sound like’ field. Use the test button to check the word is pronounced correctly.
4. Once you are happy with the pronunciation of the word, choose ‘save to list’ then choose ‘back’ or ‘close’ at the top left of the screen to return to the Reader

# List of gestures

You can use gestures to play and pause EasyReader’s audio, skip forward and backward, increase and decrease the reading speed and much more. Here is a complete list of gestures. Please note - these gestures can only be used when you are reading a book or newspaper in the Reader:

|  |  |
| --- | --- |
| **Gesture** | **Action**  |
| Single tap  | Moves the highlight to the specific text |
| Long tap | Selects the current word and opens the pop-up toolbar |
| One finger swipe up / down | Scrolls the text in the Reader up / down |
| Two finger pinch / stretch | Decreases / increases the size of the text |
| Two finger double tap | Start / pause playback |
| Two finger swipe left / right | Skip backward / forward |
| Two finger swipe up / down | Increases / decreases the audio speed |

# Supported file formats

The following file formats will open in the Reader

* DAISY 2
* DAISY 3
* EPUB 2 (unprotected)
* EPUB 3 (unprotected)
* Clipboard text

The following file formats will not open in the Reader, but will open in their default app instead:

* PDF
* Word