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Features of iPublishCentral Reader

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Introduction

The iPublishCentral Reader allows you to read the eBooks offline. This guide helps you to read, search, navigate and annotate the eBooks in the reader. When the user goes online, the files are synchronized. If the remote file has changed, it is downloaded. If the local copy has changed, it is uploaded, provided the user has permission to update its contents. For communities like developing countries and rural areas that lack adequate internet connectivity, the iPublishCentral Reader will be useful.

You can download the subscribed eBook and start reading on your iPublishCentral Reader.

Reading an eBook

To read eBook

- Click **Read** link beside the eBook title on My Bookshelf. The title appears in a reader.



Descriptions for the above labels are:-

- | | |
|--------------------------|---------------------|
| 1. Search | 10. Previous Page |
| 2. Page View | 11. First Page |
| 3. Font size | 12. Title |
| 4. Full Screen | 13. Expand/Collapse |
| 5. Slide bar | 14. Book Contents |
| 6. Total number of Pages | 15. Notes |
| 7. Current Page Number | 16. Highlights |
| 8. Last Page | 17. Bookmarks |
| 9. Next Page | 18. Bookshelf |

Click on  the upper left corner of the page *To exit from eBook*

1. Features of iPublishCentral Reader

The various features available in iPublishCentral Reader are:

1. a. Search

You can search for a word/text in the reader. The search results are highlighted within the reader.

Type the text in the **Search** field on the upper left corner of the reader.

1. Press **Enter** or **Search** icon

A list of searched results is displayed on the left side of the reader. The searched terms are highlighted for the entire title in the reader.



1. b. Page View

- Click  on the toolbar to view the single page layout in the reader



Figure 3: Single Page View



- Click  on the toolbar to view the double page layout in the reader



Figure 4: Double Page View

1. c. Font Size

You can increase/decrease the zoom percentage, to get a clear view of the text in the reader.

- Click  to decrease the zoom percentage
- Click  to increase the zoom percentage

By default the pages are displayed as a single page view and fit to width in the reader.




- Click  to view the different zoom percentage options and to have a better view in the reader.
- Click  on the toolbar, to adjust the width of a page in the reader



Figure 5: Fit to width

 The content can be zoomed to a maximum of 300% and minimum of 50%.


- Click  on the toolbar, to adjust the height of the page in the reader



Figure 6: Fit to height

1. d. Full Screen



- Click  on the toolbar to expand the size of the screen in the reader
- Press Esc key to exit from full screen mode



Figure 7: Full Screen

 In full screen mode, only Highlights and Bookmarks are visible. You cannot read notes.

2. Navigation in iPublishCentral Reader

In the reader you can navigate to any page. You can move forward, backward and steer to the required page or chapter within the reader.


2. a. Total Number of Pages

It displays the total number of pages in an eBook.


2. b. Current Page Number

It displays the current page number in an eBook.

2. c. Last Page

- Click  to navigate to the last page of an eBook

2. d. Next Page

- Click  to navigate to the next page of an eBook



2. e. Previous Page

- Click  to navigate to the previous page of an eBook

2. f. First Page

- Click  to navigate to the first page of an eBook

2. g. Expand/Collapse Buttons

- Click  to expand the panel
 - **Expanded:** User can annotate an eBook.
It helps to manage bookmarks, highlights and notes.
- Click  to collapse the panel

2. h. Name of the Title

It displays the name of the current eBook.

2. i. Table of Content

It displays the different sections of an eBook in an organized manner.



Figure 8: Table of Content




III Annotation in an eBook

You can annotate an eBook within an eBook. You can view, delete, and edit a list of annotations in your current eBook.

- Add a Bookmark
- Add a Highlight
- Add a Note

1. My BookMarks

The Bookmark which is created appears in upper left corner of the page. You can view a list of Bookmarks in your eBook, edit the description of the Bookmark and delete the Bookmarks from your eBook.

- Click  for list view  and  for thumbnail view of bookmarks along with page numbers

1. a. To Create Bookmarks

1. Click  on the toolbar. The icon appears blue and My Bookmarks pop-up is displayed.




Figure 9: Add Bookmark


2. Enter the description in the **Description** box. It is not mandatory.
3. Click the **Save** button to save the Bookmark, else, click **Cancel**.



Figure 10: An eBook with Bookmark

4. When it is saved, the bookmark  is displayed.

1. b. To view a Bookmark

1. Click  at the left side of the reader. A list of Bookmarks is displayed.
2. Type the text in **Search My Bookmarks** to find a specific Bookmark.

1. c. To modify Bookmark description





1. Click  at the left side of the reader.
2. Click **My Bookmarks**. A list of Bookmarks is displayed.



Figure 11: Edit Bookmark




3. On mouse over for a specific Bookmark,  appears.
4. Click on  to edit the bookmark.
My Bookmarks pop-up appears.
5. Place the cursor in the text box and modify the description of the bookmark.
6. Click the **Save** button. When you mouse over on the bookmark, the changed description is displayed.

1. d. To filter a Bookmark

1. Click  at the left side of the reader. A search field and a list of bookmarks are displayed.
2. Enter the text or a word in **Search My Bookmark** field.



A list of searched bookmarks is displayed.

1. e. To delete a Bookmark

1. Click  at the left side of the reader.
2. Click **My Bookmarks**.
A list of Bookmarks is displayed.
3. On mouse over for a specific Bookmark,  appears.
4. Click on  to delete the bookmark. A pop-up appears for confirmation.
5. Click the **Yes** button to delete the bookmark else click **No**.

2. My Notes

You can create Notes for a specific text in a paragraph or for the entire paragraph in the reader. You can view the list of Notes in the reader, edit the title/description of the Notes and delete the Notes. You can also show or hide the Notes in the reader.

- Click  for the list view and  for the thumbnail view of My Notes along with page numbers

2. a. To Create a Note

There are two options to Add Notes.

Option 1


1. Click  on the toolbar.
2. Place the cursor on the text in the reader. My Notes pop-up appears.



Figure 12: Add Note pop-up

3. Click on the Title box to add title for the notes.
4. Click on the Description box to add description of the notes.
5. Click on the Save button.

When the Note is saved in the eBook,  appears on the screen.


 Either title or description must be entered. It is mandatory.




Figure 13: Add Note




Option 2

1. Place the cursor on the text to create a Note and click the right mouse button. **My Notes** pop-up appears.
2. Click on the **Title** box to add title for the notes.
3. Click on the **Description** box to add description of the notes.
4. Click on the **Save** button to save the Note, else click **Cancel**.

When the Note is saved,  appears on the screen.

 Either title or description must be entered. It is mandatory.


2. b. To modify a Note

1. Click  at the left side of the reader.
2. Click **My Notes**.
A list of notes is displayed.
3. Type the text or a word in **Search My Notes** to find a specific Note.
4. On mouse over for a specific Note,  appears.
5. Click on  to edit the Note.
Pop-up appears to edit the Note.

6. Place the cursor in the text box and modify the Note details.
7. Click the **Save** button.




The changed description appears in the left side of the reader on mouse over of that specific Note.

2. d. To filter a Note


1. Click  at the left side of the reader.
2. Click **My Notes**.
A list of notes is displayed.

3. Type the text in **Search My Notes** to find a specific Note.
A list of searched results is displayed.

2. e. To delete a Note

1. Click  at the left side of the reader.
2. Click **My Notes**
A list of notes is displayed.
3. Type the text in **Search My Notes** to find a specific Note.
4. On mouse over for a specific Note,  appears.
5. Click on  to delete the Note.
A pop-up appears for confirmation.
6. Click the **Yes** button to delete the Note else click **No**.

OR



1. When you want to delete a Note, place the mouse on  and click the right mouse button.
2. Select **Delete Note**.

2. f. Show/Hide all Notes

- Click the right mouse button on the reader and select **Show All Notes** to view the Notes in the selected eBook or select **Hide All Notes** to hide the Notes in the selected eBook

3. My Highlights

The purpose of highlighting the text in an eBook is to attract attention of a user. You can view a list of highlighted text and delete them in an eBook.

- Click  for list view and  for thumbnail view of highlights along with page numbers

3. a. To Highlight the Text



1. Click  to highlight the text in an eBook.
2. Place the cursor before the paragraph or text to be highlighted in the reader.
3. Drag to select the text that needs to be highlighted.
4. Click the right mouse button and select **Save Highlight**.
The text/paragraph gets highlighted.






Figure 14: Highlighted text in an eBook

3. b. To filter the Highlighted text


1. Click  at the left side of the reader.
2. Click **My Highlights**
A list of Highlighted text is displayed.
3. Enter the text or a word in the **Search Highlight** field.
A list of searched text or word appears.

3. c. To delete the highlighted text/paragraph

1. Click  at the left side of the reader.
2. Click **My Highlights**
A list of Highlighted text is displayed.
3. On mouse over for the specific Highlighted text,  appears.
4. Click on  to delete the highlight. A pop-up appears for confirmation.
5. Click the **Yes** button to delete the highlight else click **No**.

3. d. Copy Text

You can copy the text from the reader and paste it on to any of the programs that accepts text.

1. Click  to select the text in an eBook.
2. Place the cursor before the paragraph or text that has to be copied in the reader.
3. Drag to select the text to be copied.
4. Click the right mouse button and select **Copy text**.
5. Paste the text in the program of your choice, where the text is accepted.

The content can be copied only from a single page at a time.

IV. Synching of Notes, Bookmarks and Highlights with the Online Reader and vice versa

The user's data which is added in iPublishCentral Reader such as My BookMarks, My Highlights and My Notes is automatically reflected in the Online Reader also. When the user is connected to

internet, the data is synched with iPublishCentral Reader. The same happens vice versa also.

A. Synching of Notes

When Notes are added through iPublishCentral Reader or Online Reader, the data is synched when the user logs in to any of the readers.

When the existing Notes are edited or modified in either of the readers,




Figure 15: Modified Content in iPublishCentral Reader

then a conflict arises as to which Note the changes are to be reflected in.



Figure 16: Conflict of Notes

An alert sign  is shown on the upper left corner of the reader.

- Click the alert sign
- A pop-up is displayed to resolve the conflicts manually.



Figure 17: Conflict while Synching

- Click the **OK** button
- Select the appropriate note



Figure 18: Pop-up of data to Sync

A pop-up appears which displays, the data being synched.

 *The title and description of the data can be modified.*

- Click the **Save this Note** button
- A pop-up appears when the conflict is resolved and the Note is updated in the reader.



Figure 19: Pop-up showing the Conflict is resolved

B. Synching of Bookmarks

If a Bookmark is added to iPublishCentral Reader or Online Reader, it is synched only when the user logs in to the reader.

When the existing Bookmark for the same page is edited in iPublishCentral Reader and Online Reader, the default priority is given to the Online Reader. So the Bookmark in the Online Reader is retained.

C. Synching of Highlights

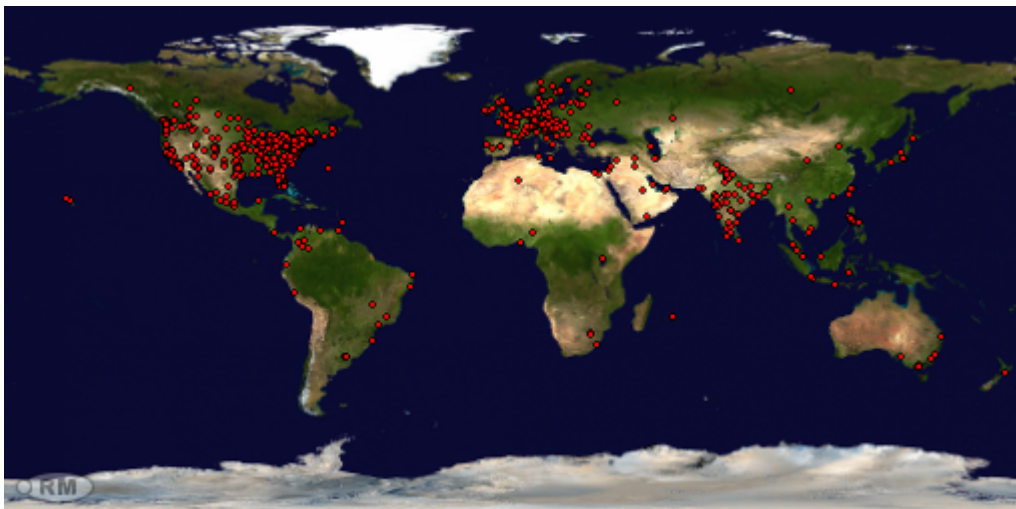
When the text is highlighted in iPublishCentral Reader and Online Reader, it is synched only when the user logs in to the reader.

V. Keyboard Shortcuts

Table 1 lists the keyboard shortcuts which can be used while reading an eBook in iPublishCentral Reader.

Steps	Keyboard Actions
To add a Bookmark	B
To add a Note	T
Fit-to-width toggle in an eBook	w
Fit-to-page toggle in an eBook	Q
Full screen / Normal screen toggle in an eBook	F
Next page	N & Right arrow key
Previous page	P & Left Arrow Key
Scroll forward a screen at a time	Space Bar
Scroll back or forward a screen at a time	Up / Down arrow
Beginning of an eBook	Home key
End of an eBook.	End key
Page Down	Scroll to next screen
Scroll to previous screen	Page Up
Zoom Out	Minus (-)
Zoom In	Plus (+)

Table 1 Keyboard shortcuts



- Tags
- [aap ebooks](#)