

# **NOOK FOR BEGINNERS**

## **Tecumseh District library**



### **CLASS OUTLINE:**

- **Basic Navigation**
- **Downloading e-Books**
- **Reading Tools**
- **Support**

# BASIC NAVIGATION

## NOOK Button

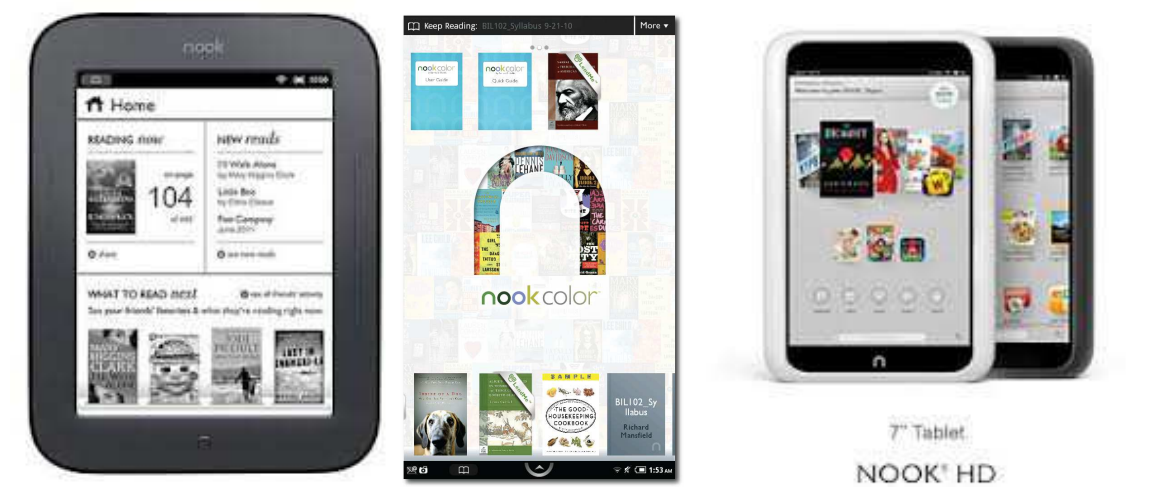
The NOOK Button is the raised NOOK symbol located on the lower front panel of your NOOK. Depending on the model of NOOK you have this button has different functions.

## Unlocking your NOOK

- *NOOK Simple Touch/NOOK Simple Touch w/Glowlight:* Press the NOOK button. Swipe your finger across rightward pointing arrows between the closed lock symbol and the open lock symbol on the screen.
- *NOOK Color/NOOK Tablet:* Press the NOOK button. Press the green circle with the NOOK symbol in it and drag it to the right. Your NOOK unlocks and displays the last screen you were viewing.
- *NOOK HD/NOOK HD+:* Slide your profile to the center of the circle to unlock your NOOK.

## Home Screen

The Home Screen is the default display on your NOOK and gives you easy access to the things you've been doing most recently.



## **Touch Navigation**

- **Tap** – A tap on the screen is a quick touch of your fingertip.
- **Double Tap** – Tapping twice quickly on the screen is a useful shortcut for many features. For example, in the Library or the Shop double tapping on the cover of a book or periodical opens a window with details about the item (on *NOOK Simple Touch* and *NOOK HD/HD+*). Double tapping on the Home Screen cleans up the screen and arranges all the books and periodicals in a grid (*NOOK Color/Tablet*).
- **Press and Hold** – Pressing and holding means touching your finger to the screen and holding it there for 2 seconds. In many situations, pressing and holding causes your NOOK to open a menu that offers you choices of things you can do related to that item.
- **Swipe** – To swipe is to slide your finger across the screen, left or right. You will typically swipe to scroll through a collection of things, such as a row of books and other items on the Active Shelf (*NOOK HD/HD+*) or Daily Shelf (*NOOK Color/Tablet*), or to turn the pages in a book you are reading.
- **Scroll** – Slide your finger up or down on the screen to scroll through a vertical list.
- **Drag** (*NOOK Color/Tablet/HD/HD+*) – To drag is to touch an object and pull it to another location while keeping your fingertip on the screen. Once you have moved the object to where you want it, lift your finger, leaving the object in its new location.
- **Pinch and zoom** (*NOOK Color/Tablet/HD/HD+*) – You can use two fingers to shrink or enlarge an image.
  - Pinch your fingers together to shrink an image and zoom out.
  - Pull your fingers apart to enlarge an image and zoom in.

## **The Status Bar**

The Status Bar runs across the top of the screen on the *NOOK Simple Touch* and *NOOK HD/HD+*. On the *NOOK Color/Tablet*, the Status Bar runs across the bottom of the screen.

The left side of the Status Bar displays icons for recently used applications, updates, or notifications. For example the open book icon will take you back to the most recent thing you were reading

The right side of the Status Bar displays indicators for wireless connection, battery charge, and a digital clock. You can also access the Quick Settings Menu by tapping the right-hand corner of the Status Bar.

## **The Quick Nav Bar**

Tapping the NOOK button on the lower front panel of your NOOK displays the Quick Nav Bar, if it is not already visible. The Quick Nav Bar displays icons that lead you to major features of your NOOK, such as the Library, Shop, and Web.

# DOWNLOADING e-BOOKS

## Purchasing Books From Barnes & Noble

You can buy books, magazines, apps, newspapers and comics on your NOOK. To access the Shop on your NOOK, you must be connected to a Wi-Fi network. To begin shopping, tap on the *Shop* icon in the *Quick Nav Bar*.

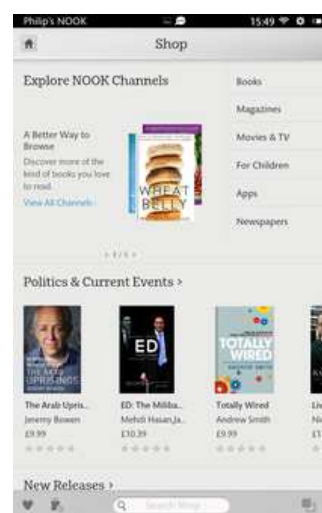
NOOK Simple Touch



NOOK Tablet/Color



NOOK HD/HD+



Once you are in the shop, you can browse the lists or search for a specific title. To purchase a book, tap on its cover then tap on the price. Tap on the *Confirm* button to confirm your purchase and the book will be downloaded and your default credit card will be charged. Depending on how you have set up your NOOK, you may be asked to enter a passcode to complete the purchase. If you change your mind, *DO NOT* tap the *Confirm* button. Instead, tap the *Close* button (on Simple Touch/Color/Tablet), or the *Back* button (on HD/HD+) and your purchase will be cancelled.

**Gift Card Purchase:** On the NOOK Color/Tablet/HD/HD+ you can enter the gift card information in the shop settings. For a NOOK Simple Touch, you must enter the gift card on your Barnes & Noble NOOK account online. When making a purchase, your gift card will be debited before your credit card.

## **Borrowing e-Books from the Library**

To download e-Books and Audiobooks from the library you will need the following:

- NOOK Simple Touch –
  - A current TDL library card
  - Computer
  - **Adobe Digital Editions** installed on your computer. Download this free software at <http://www.adobe.com/products/digitaleditions>
  - A free **Adobe ID**
  - Your NOOK's USB cable
- NOOK Color/Tablet/HD/HD+ -
  - A current TDL library card
  - **Overdrive Media Console** app for NOOK – this is a free app available in the NOOK app store.
  - A free **Adobe ID**
  - Access to a wireless network
- TDL Handout for downloading library books to your NOOK

## READING TOOLS

While you are reading, you can customize the look of your page. You can switch fonts, make type bigger or smaller, and change the background colors. You can switch between page designs whenever you like. Reading Tools make it easy to move through a book, search for content, share content, adjust the display of text and adjust the brightness of the screen.

To call up the Reading Tools menu simply tap anywhere in the center of the page. Depending on the model of your NOOK, the Reading Tools menu will have most of the following options:

- **Content** – Opens a table of contents for the book. The current chapter is highlighted. It also gives you access to Notes & Highlights and Bookmarks.
  - **Notes & Highlights** – a list of all the passages you have highlighted or written notes about
  - **Bookmarks** – a list of all the bookmarks you have placed in this book
- **Find (Search)** – Lets you search the book you are reading
- **Share** – Lets you share comments, highlighted text, recommendations, and ratings. To use these features, you must first link your NOOK to your Facebook and/or Twitter accounts, and you must add some email accounts to your NOOK Contacts.
  - **Recommend** – recommend the book to your friends via email, Facebook, or Twitter
  - **Rate and Review** – rate the book and post a short review on BN.com; optionally post the review to Facebook or Twitter
  - **Post Reading Status** – post a message on Facebook or Twitter telling how far you have read in the book
  - **Like this on Facebook** – use the Facebook Like feature to post a statement in your Facebook Newsfeed

- **Text** – Opens a window for adjusting the font size, line spacing, margin size, and the background color of the screen
- **Brightness** – Opens a slider for adjusting the brightness of your screen. When you have finished dragging the slider, tap anywhere on the page to close the slider window.
- **Discover** – Lets you discover other titles by this author or by similar authors.

Additional reading tools (not accessed on the Reading Tools Menu):

- **Bookmarks** – You can use bookmarks to jump to specific places in a NOOK book. You can bookmark as many pages as you like. Tap the upper right corner of the page and a blue ribbon appears in the corner of the page. To remove a bookmark, simply tap the upper right corner of the bookmarked page. To clear all bookmarks, display the list of bookmarks in the *Contents* icon, then tap the *Bookmarks* tab followed by the *Clear All* button in the lower left corner of the bookmarks list.
- **Selecting Text** – Allows you to select a word or phrase which you can then look up, search, highlight, make notes or share. To select a word or phrase, press and hold on a word and then lift your finger and the *Text Selection Toolbar* appears.
  - **Highlight** – Lets you highlight the selected text with a colored background
  - **Notes** – Opens a dialog box for writing a note about the word or passage selected
  - **Share** – Lets you share quotes with friends through Facebook, Twitter, and email
  - **Look Up** – Displays a dictionary definition of a selected word. Also includes buttons to search Wikipedia or Google
  - **Find** – Automatically searches the book for other appearances of the word you selected



## **SUPPORT**

- For more detailed information about how to do all of the things covered in this handout and more, consult your official *NOOK User Guide* which came pre-loaded on your NOOK.
- Additional assistance can be found at BN.com. Simply click on *My NOOK* and sign in to your account. Click on *Manage My NOOK* and you will have the option to chat online with a NOOK Expert or to access the support site.
- Call the Tecumseh District Library at (517)423-2238 to schedule a one-on-one tutoring session. Ask for Debbie Gilbey.