

NOOK w/MEDIA

Tecumseh District library



CLASS OUTLINE:

- Overview
- Sideloading Files
- Organizing Personal Files
- Photos
- Documents
- Music
- Video
- Overdrive Media Console

OVERVIEW

(Stuff You Can Do)

- Transfer files from your Personal Computer to your NOOK, including books, Microsoft Offices files, PDFs, pictures, music and videos.
- Play music using the Music Player app or Pandora
- Play videos you have loaded on your NOOK or use Netflix to watch Movies or TV Shows
- Read files, including PDFs and Microsoft Office documents
- Download EPUB and audio (MP3) books from the Woodlands Downloadable Library using the new Overdrive Media Console app for the NOOK.

SIDELOADING FILES

Transferring Files from Your Personal Computer to Your NOOK

You can transfer files, including EPUB files, Microsoft Office files, photos, and music files from your PC to your NOOK. Transferring files this way is sometimes called “sideloading.” To transfer files, do this:

1. Using the custom microUSB cable provided with your NOOK, connect your NOOK to your PC. (NOTE: If you connect your NOOK to a Windows PC, it may display a dialog box asking if you want to install a driver for a “Nook.” Click *Cancel* to close this dialog box; a special driver is not needed.)
2. Open Windows Explorer. (Right click on the Start button in the lower left corner of the screen, then click on Windows Explorer.)

3. In Windows Explorer your NOOK will appear as a removable disk drive called “MyNOOK” on your PC. Drag the files you want to transfer from your PC onto the “MyNOOK” drive.
4. To organize the files, open the “MyNOOK” drive. You’ll see several folders on your NOOK. Open the *My Files* folder. Within this folder, you can sort files into these folders:
 - Books
 - Documents
 - Magazines
 - Music
 - Newspapers
 - Photos
 - Videos
 - Wallpapers
5. To move your personal files from the “MyNOOK” drive, drag and drop them to the appropriate folders. For example put MP3 files into the Music folder, videos into the Videos folder, PDFs, MS Office files into the Documents folder, etc.
6. You can further organize your files by creating sub-folders within folders so that you can store documents related to a specific topic, for example Recipes or Events. To do this, working in Windows Explorer on your PC, open the “MyNOOK” drive, and then open the folder you wish to organize. Click on *New Folder* and type in a name for your folder and press enter. Your folder is created and you can now add files to it.
7. When you have finished arranging files, eject the “MyNOOK” drive from your PC to unmount the NOOK file system.

8. Disconnect the microUSB cable. You are now ready to access your files on your NOOK.

Using an SD Memory Card

You can install an SD Memory Card in your NOOK to add up to 32 GB of memory to your NOOK – enough for many thousand more books, along with periodicals, music, and personal files. Your NOOK works with two types of SD Memory cards: a microSD or microSDHC card. For specifications of these cards, refer to the NOOK Color User Guide.

To access the files on the microSD card:

1. On your NOOK – go to *Library, My Stuff, My Files*. In *My Files* you will have the option to choose *My Nook* or *Memory Card*.
2. On your PC – Follow the steps above to connect your NOOK to your PC. Open Windows Explorer on your PC and go to *Computer*. The microSD card will show up as a removable disc drive in addition to the “MyNOOK” drive.

ACCESSING PERSONAL FILES ON YOUR NOOK

Files

On your NOOK – go to *Library, My Stuff, My Files*. Tap on the My Files folder, and then tap on the folder you want to view. Your NOOK will display all files that are stored in this folder. If you created additional folders to further organize your files, you will see those as well.

Documents

- On your NOOK – go to *Library, My Stuff, My Files*. Tap on the My Files folder, and then tap on the Documents folder.

- To view a file, simply tap on it. If you have downloaded an app for viewing documents, such as Quickoffice Lite, the “Complete action using” menu will pop up. Here you can choose which app to use for viewing the document. You can also check the box to use this app as the default for this type of file.

Pictures

There are two ways to access your pictures on your NOOK:

1. On your NOOK – go to *Library, My Stuff, My Files*. Tap on the My Files folder, and then tap on the Pictures folder. All of your picture files will be displayed. Tap on a file, and your picture will be displayed using the My Media app that came pre-loaded on your NOOK.
2. On your NOOK – go to Apps and tap on the My Media app.

Using the My Media App

Once the My Media app is opened, the Gallery screen is displayed. Press the button on the upper right hand corner of the Gallery screen to change the display mode:

1. Grid – Displays all of your pictures in a grid. You can scroll vertically through all of the pictures. When you find the picture you wish to view tap on it and it will be displayed.
2. Picture – Displays one picture at a time. You can scroll horizontally through the individual pictures.
3. Gallery Menu – Tap the center of the Gallery screen and a menu will appear at the bottom of the screen with the following options:
 - Slideshow – activates Slideshow mode. To stop the Slideshow, tap the center of the screen.
 - Wallpaper – allows you to save the selected picture as the wallpaper on your home screen.

- Crop – allows you to crop the picture. To do this, drag the sides of the picture until it is how you want it, then save.
- Left – Rotates the picture to the left.
- Right – Rotates the picture to the right.
- Delete – Deletes the selected picture.

Playing Music

Your NOOK features two music players:

- Music Player – plays MP3s and other standard audio formats. Use this app to play music and other audio files that you have sideloaded from your computer. It also offers the ability to sort your music and create playlists.
- Pandora Internet Radio – a music-streaming service that lets you create “channels” based on songs, artists, comedians, or genres that you like. You must be connected to a Wi-Fi network to use Pandora Internet Radio.

You can play music, podcasts, and other audio content on your NOOK, even while doing other activities such as reading. Once you have started playing music on Music Player or Pandora, use the NOOK button or the Quick Nav Bar to move to the other activity you want to do. While the music is playing, you will see red musical notes for Music Player or a small P for Pandora on the left side of the Status Bar. Tap this icon to return to the application.

Music Player

You can launch the Music Player app from the Library or from Apps.

1. To play an audio file from the Library, do this:
 - On your NOOK – go to *Library, My Stuff, My Files*. Tap on the My Files folder, and then tap on the Music folder.
 - Tap on the audio file you want to play. Your NOOK launches the Music player application and plays the file.

2. To launch the Music player application, do this:

- Press the NOOK button => tap on Apps => tap on Music Player. The Music Player app has two modes: Browse and Now Playing. A title in a red band running across the screen identifies the current mode. You can switch to the other mode by tapping its icon in the upper right hand corner of the screen.
- When the Music Player is in Now Playing mode, you will see the following icons at the bottom of the screen:
 - Shuffle (two crossed arrows) – play songs or tracks in random order
 - Repeat (two arrows forming a loop) – tap once to repeat all your songs and tracks; tap twice to repeat the current song or track
 - Album art (a box) – lists the songs on the album and displays the albums artwork
 - Browse (a stack of horizontal lines) – see a list of songs or tracks
 - Search (a magnifying glass) – search the list of songs or tracks for a particular title or artist
 - When the Music Player is in Browse mode, you will see the following icons toward the bottom of the screen:
 - List (musical notes) – list tracks and times
 - Artist (microphone) – sort tracks by the artist’s name
 - Album (disc) – lists the songs on the album and displays the album’s artwork

- Playlist (stack of horizontal lines) – see a list of playlists, including a default playlist (songs that have been recently added) as well as any playlists you have created.
- Search (a magnifying glass) – search the list of songs or tracks for a particular title or artist

3. To create a Playlist, do this:

- Press and hold on a track that you want to include in the playlist. A pop-up menu opens.
- Tap on the menu choice *Add to playlist*. A new pop-up menu appears, offering you a choice of playlists.
- Tap the menu choice *New*. A dialog box opens for entering a name for the playlist.
- Tap in the text field for the playlist name. A keyboard appears at the bottom of the screen.
- Enter the name you want to give the playlist.
- Tap *Save*.

Pandora Internet Radio

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.

- **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.
- **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. The word appears highlighted with two vertical bars on either side of it, defining the start and end of the selected text. At the same time the *Text Selection Toolbar* appears.



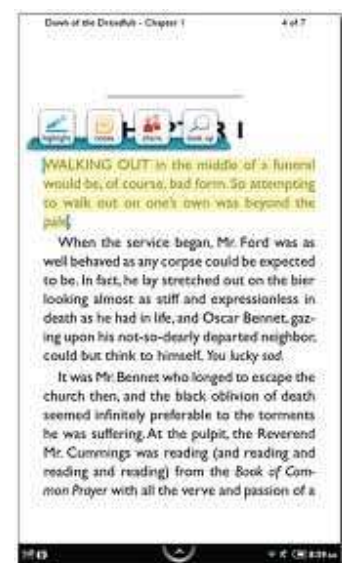
- **Highlight** – Lets you highlight the selected text with a colored background
- **Notes** – Opens a dialog box for writing a note about the word or passage selected
- **Share** – Lets you share quotes with friends through Facebook, Twitter, and email
- **Look Up** – Displays a dictionary definition 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



APPS

Your NOOK came with several applications pre-installed, including music players, a photo gallery, a contact management app for storing addresses and phone numbers, and games such as Chess and Sudoku.

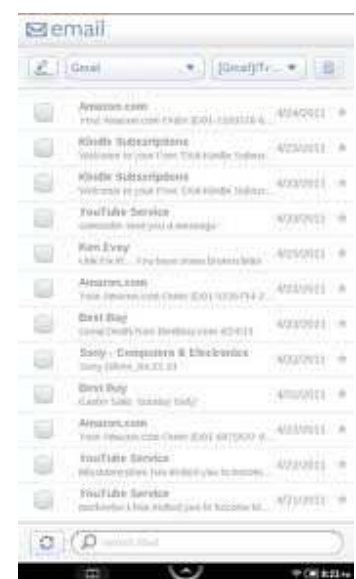
The apps include: Chess, Contacts, Crosswords, Email, Music Player, My Media, NOOK Friends, Pandora



Internet Radio, and Sudoku. You can also purchase additional apps through the NOOK Store.

To access the apps installed on your NOOK, tap the NOOK button to open the *Quick Nav Bar*, tap the *Apps* icon.

- Email – Your NOOK lets you send and receive email from one or more of your email accounts. You must be connected to a Wi-Fi network in order to send and receive email. To launch the application from the *Apps* window, tap on the *Email* icon. If you have not already set up an email account, the Email application displays a screen for setting up an account. If you have already set up an email account, the Email application displays.
 - On the email account set-up screen, enter your email address and password, and check the box labeled *Set as default account* to make this the default email account for your NOOK. Tap *Next* and your NOOK will connect to the email account and set up the connection.
 - If you would like to give this account a name (such as Gmail) so you can distinguish it from another email account, enter the name in the field labeled *Give this account a name*.
 - In the field labeled *Your name*, enter your name as you would like it to appear in email messages.
 - To add another email address, tap the button that has the email account name to display the *Accounts* menu. Select *Accounts* and the menu for configuring your email accounts is displayed. Tap *Add Account* to add another account.
 - To change your email settings, access the *Accounts* menu, then tap the *Settings* icon (which looks like a gear) next to the account name you wish to change. The *Settings*



menu will be displayed where you can make the desired changes.

- **Contacts** – This application allows you to manage your email and Facebook contacts for sharing book recommendations, quotes and so on. From the Apps menu, tap on the *Contacts* icon and the app will be displayed. The contacts that you save here are used in the NOOK Friends and Lend Me apps, as well as when you choose to share a quote or a recommendation from a book you are reading.



- At the top of the screen there are options for which contacts you wish to display, adding new contacts and for searching contacts. The screen defaults to displaying all contacts. To display a subset of your contacts, tap the button to display a drop-down menu where you can choose between *All Contacts*, *NOOK Friends*, *Google Contacts*, and *Facebook Contacts*.
 - To add a new contact, tap the *Add Contact* button and add your contact's name and email address. You can also check the box labeled *Invite as NOOK Friend* and add an additional email for this contact by tapping the *Add New Email* button. Be sure to tap *Save* when you are finished.
- **NOOK Friends** – This is an application that lets you connect to friends, lend and borrow books, share comments and recommendations, and more. A NOOK Friend is a friend who has a Barnes & Noble account and an email address in your contacts list, and who has accepted your invitation to connect as a NOOK Friend. If you have linked your NOOK to your Facebook account, the NOOK Friends app automatically adds Facebook friends who have BN.com accounts into your NOOK Friends. From the *Apps* menu, tap on *NOOK Friends* and the application will be displayed.

- The *NOOK Friends Navbar*, located at the top of the screen, allows you to call up the app's three main features.
 - **Friends' Activities** – continuously updated news stream about the recent activities, such as shared quotes and book recommendations, of your NOOK Friends. To learn more about a book, periodical, or app mentioned in these activities, tap its cover or icon. To purchase an item tap the green button listing the item's price and then tap *Confirm* to complete the purchase.
 - **About Me** – your NOOK Friends profile, which shows your name, your photo, the number of books you own, and other information relevant to the NOOK Friends app.
 - **LendMe** – Barnes & Noble's exclusive LendMe technology for borrowing and lending eBooks. With this you can share lendable NOOK Books with any NOOK Friend or any friend who has a Barnes & Noble account with a valid credit card number. Your NOOK Friend or friend can read the book on any NOOK or NOOK eReader or on any NOOK application such as NOOK for iPhone, NOOK for iPod touch and NOOK for PC.

You may lend each of your lendable books once. You cannot read a book while it is on loan or while a lending offer is pending, but you always get the book back once it has been returned or when 14 days have passed.
- In addition to the *NOOK Friends Navbar*, the app features buttons for issuing *NOOK Friend invitations* and for listing all your NOOK Friends.

SHOP

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*.

- **Managing your BN.com account** – To configure your BN.com account, tap the *My Account* button on the Shop home screen. A drop-down menu is displayed listing these choices:
 - **My Credit Cards** – this is where you specify the default credit card for purchases on your NOOK
 - **My Gift Cards** – here you enter gift card information that will be applied to your purchases. Note that your gift card will be charged before your credit card.
 - **My Wishlist** – view and edit the Wishlist on your NOOK
 - **Recently Viewed** – view a list of the Shop items you have recently viewed. Your Wishlist is like a shopping cart on your NOOK. You can add items to your wishlist so you can buy them later. Note that the Wishlist on your NOOK is separate from the Wishlist on the BN.com site.
- **Browsing** – The Home screen of the Shop page displays icons for different categories of items such as books, magazines, etc. To browse a category such as books, tap on that icon. Beneath the icons for the categories, the Shop home screen displays a scrollable list of other lists, such as the B&N Top 100 and Picked Just for You. Tap on a list to see its contents. To learn more about any book, periodical, or app, tap on its cover. Once you have downloaded a purchase, it will appear in your



Library and on your Daily Shelf. You can also download a free sample of a book, or add an item to your Wishlist.

- **Making a Purchase** – Tap on the book cover to display purchase options. To purchase an item, tap on the green button displaying the item's price. Whenever you tap on a price to buy an item, your NOOK replaces the price button with a button labeled *Confirm*. Tap this button to confirm the purchase. When you buy an item in the Shop, Barnes & Noble charges the credit card associated with your Barnes & Noble account.

If you wish to read a sample of the book before purchasing it, tap on the *Free Sample* button. The first chapter or so of the book will be downloaded to your NOOK free of charge

- **Periodicals** – You can buy a single issue of a magazine or newspaper, or you can purchase a subscription. Tap on the magazine (or newspaper) cover to display purchase options. To buy a single issue of a magazine or newspaper, tap on the *Buy Current Issue* button, then *Confirm*.

When you purchase a subscription, your NOOK offers free 14-day trials; you are eligible for one free trial for each magazine and newspaper. To start your free trial, tap on the *Free Trial* button, then *Start My Free Trial*. If you cancel your subscription within 14 days, you will not be charged. If you do not cancel within 14 days, deliveries will continue and your default credit card will be charged.

NOOK COLOR USER GUIDE

For more detailed information about how to do all of the things covered in this handout and more, consult your *NOOK Color User Guide* which came pre-loaded on your NOOK. Select *Library* from the *Quick Nav Bar*, then *Books* to find it. You can use the Reading Tools to search for the topics you are interested in just as you would for any NOOK Book.

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.