

Read Now In-Browser Reader Guide

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Navigation

Page Forward and Backward

To page forward within Read Now, press the **right arrow key** on your keyboard. To go backward, press the **left arrow key** on your keyboard. Alternatively, you can also **hover** over the right or left side of your browser and select the associated **arrow** to go forward and backward within your book.

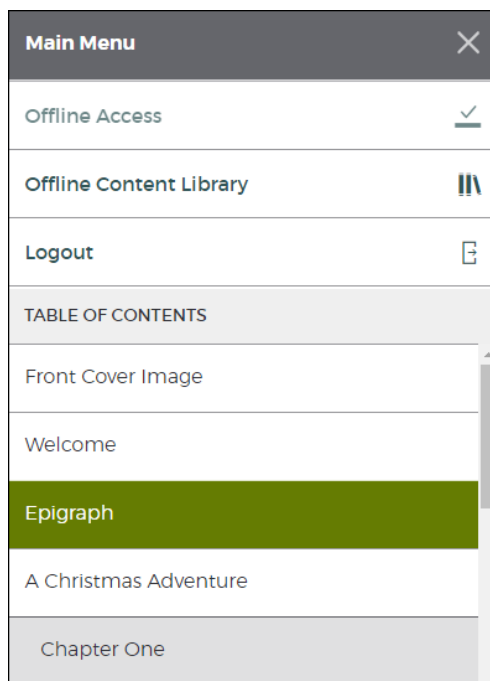


Table of Contents

Access your book's Table of Contents (TOC) by hovering over the upper left side of your browser and then clicking the **Menu** icon.

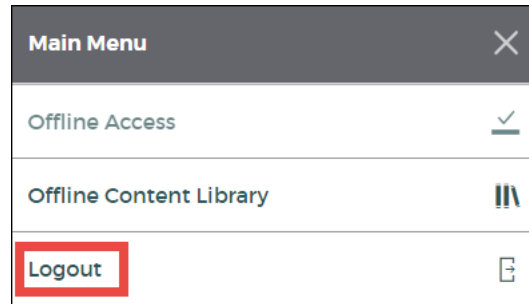


The menu will expand. If your book contains a linkable TOC, it will display here. You can scroll up and down the TOC to find what you need. Click on the **chapter name** to go directly to that place in your book.



Logging Out

If you share your device with others, you can log out of Read Now when you end your session to ensure that the other users cannot see your checked out items. Just select **Logout** from the main menu. Remember, if you log out, you will not be able to access any of your content offline unless you have downloaded it for offline access.



The next time other users access Read Now, they will need to log in to their own respective accounts in order to see their checked out items. This will require an active internet connection.

Display Settings

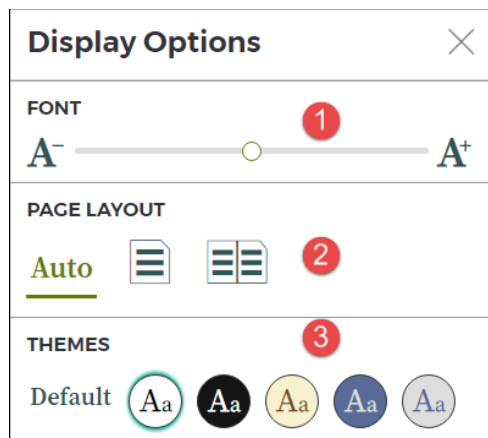
Font Options

Click on the double A icon in the upper right corner of your browser window to open the **Display Options** area.



You can make changes to your font size, the background color, and the layout. Changes you make here will display and save immediately in the background, so you can instantly view your changes.

- **Font (1)** – Use the **slider** to increase or decrease the size of your font. Alternatively, you can click on either **A icon** to increase or decrease the size of your font. Please note that if text is embedded within an image, the text size will not change. When text is embedded in an image (as is the case in large, coffee table books), the text is set by the publisher and cannot be changed.
- **Page Layout (2)** – If you want to display one or two pages at a time, click on the associated **icon** in this section. Select **Auto** to view pages as designated by the publisher.
- **Themes (3)** – Click on a **color swatch** to change the background and font color to something you find more legible.

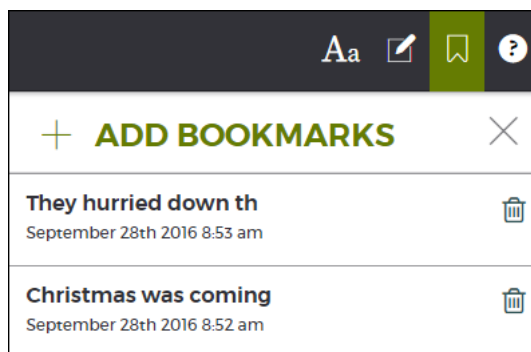


Bookmarks

To create a bookmark, click on the **Bookmark icon** in the upper right corner of your screen.



The **Add Bookmark** panel will display. Click the **plus icon** to add your bookmark. You can delete an existing bookmark by clicking on the **trash can icon**.

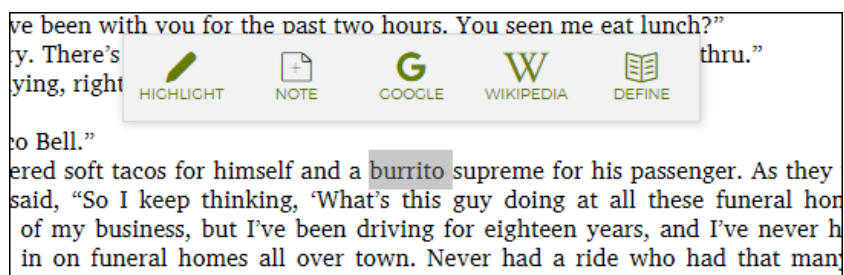


Notes, Highlights, and More

To highlight a portion of text, just select that text with your mouse. When you release your mouse button, a pop-up window will display. From here, you can select one of the following options:

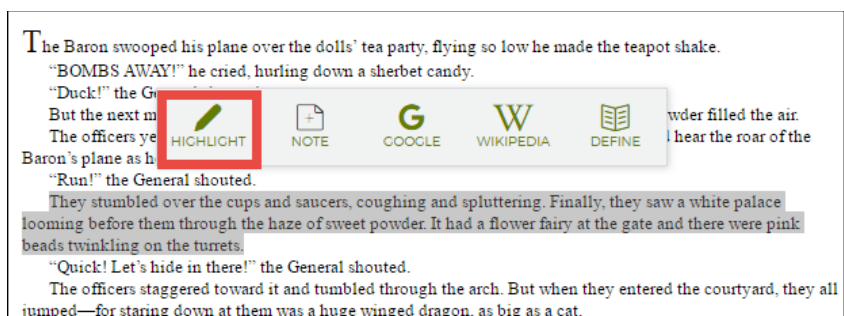
- Highlight the text
- Take a note
- Search for the text within Google
- Search for the text within Wikipedia

- Look up the definition for a selected word

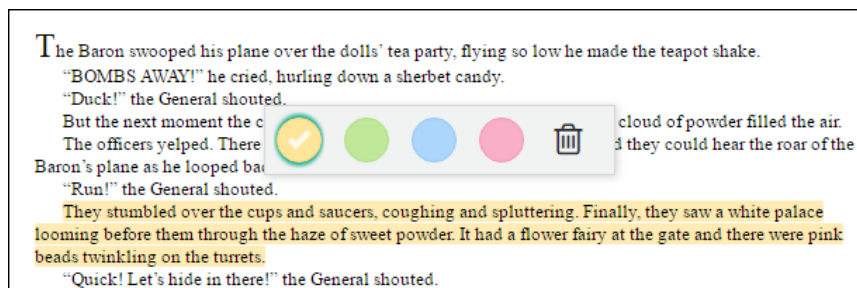


Highlighting

Select **Highlight** to display the highlight colors menu.



Click on the color you wish to associate with the selected text. The color will change immediately. If you want to remove the highlight entirely, click on the **trash can icon**.

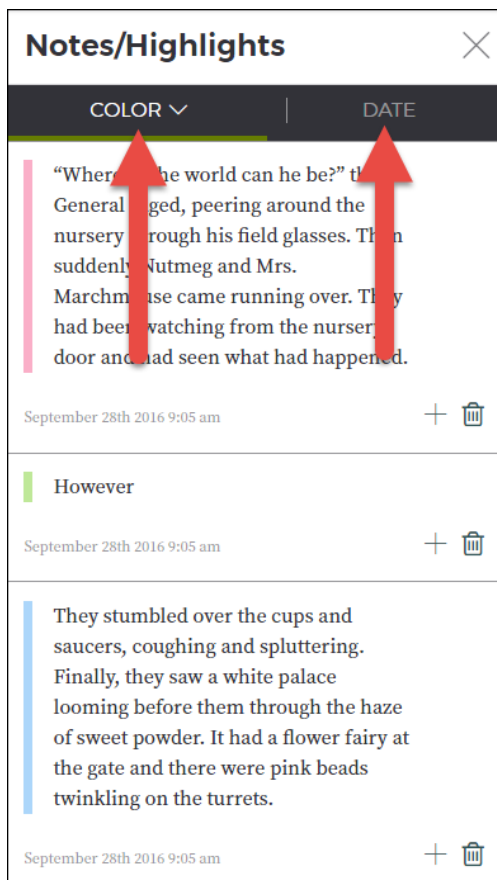


View and Edit Your Saved Highlights

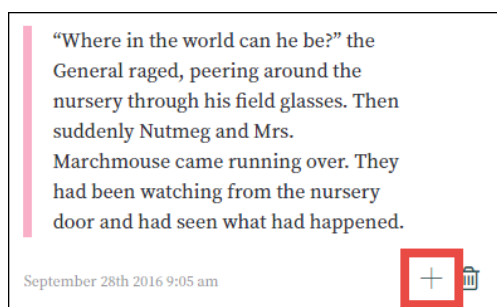
You can view a list of all your saved highlights and notes by clicking on the **Highlight and Notes icon** in the upper right corner of your browser window.



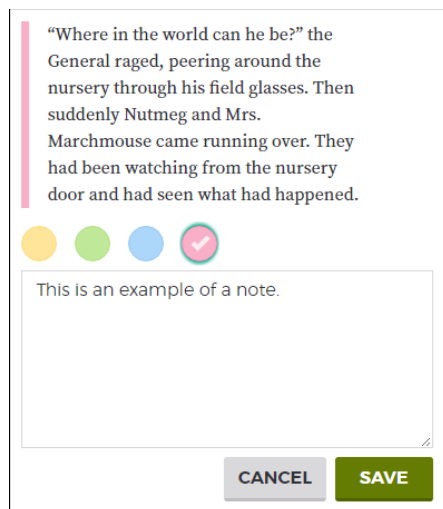
Sort your highlights and notes by **Color** or by **Date**. Click on a highlight to go directly to that place in your book. Click on the **trash can icon** to delete that highlight or note.



If you want to create a note with a saved highlight, or change the color of the highlight, click the **plus icon** next to the associated highlight.



A text field will display. You can enter text within this field to create a note. Additionally, if you want to change the color of your highlight, just click on another **color swatch**. Click **Save** once you are done to save your changes.



You can view a list of all your saved highlights and notes by clicking on the **Highlight and Notes icon** in the upper right corner of your browser window.

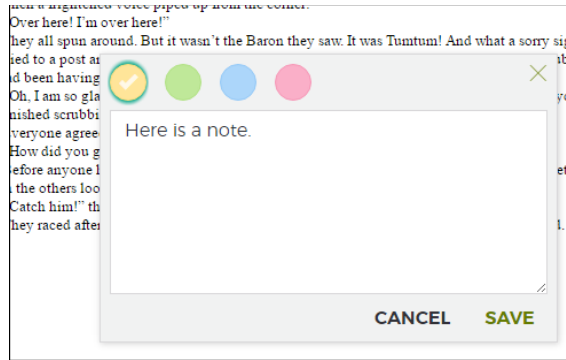


Notes

Select **Note** to create a note.

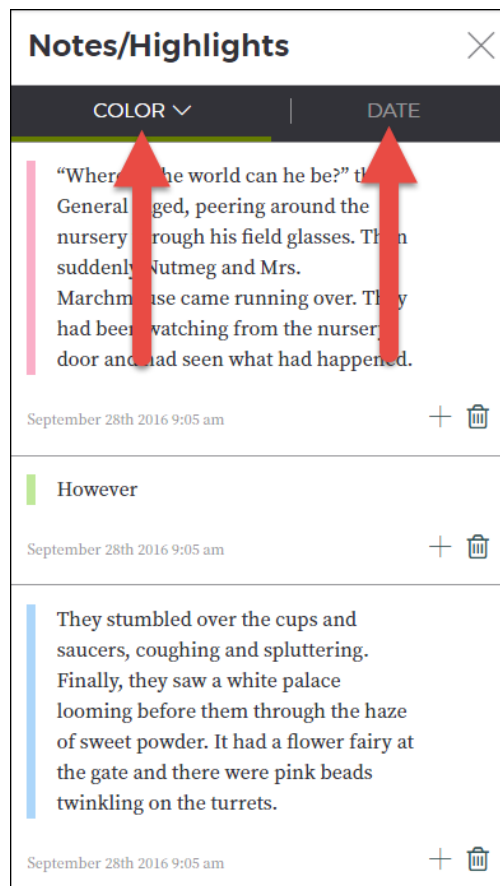


A text window will display. From here, enter the text for your note. If you want to save the note as a highlight, select the **color swatch** you desire from the pop-up window. Click **Save** to save your changes.

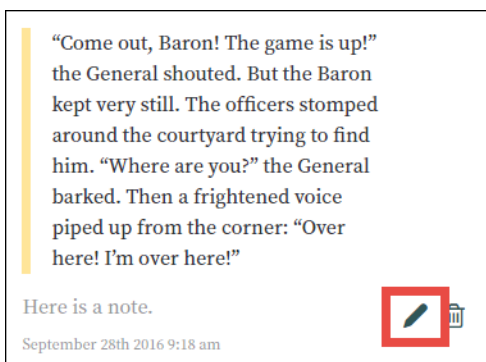


[View and Edit Your Saved Notes](#)

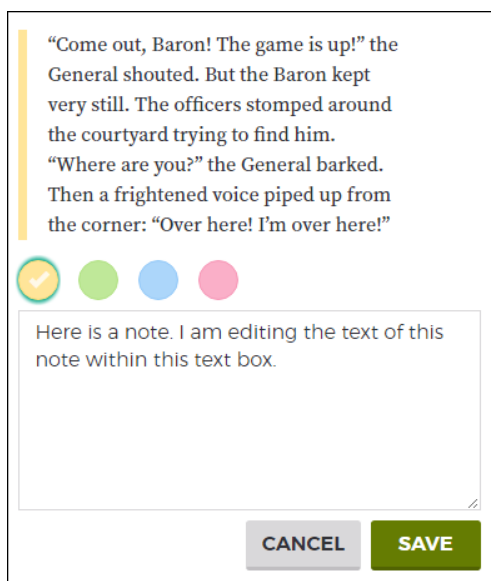
Sort your highlights and notes by **Color** or by **Date**. Click on a note to go directly to that place in your book. Click on the **trash can icon** to delete that highlight or note.



If you need to edit a note, click on the **pencil icon**.

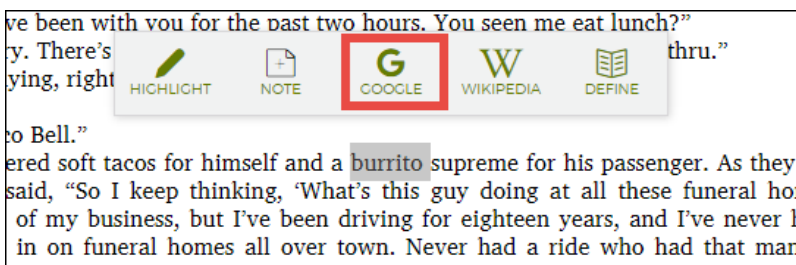


The notes text field will display for editing. In addition to changing your text, you can also create a highlight or change the color of the existing highlight associated with your note. Once you make your changes, click **Save**.

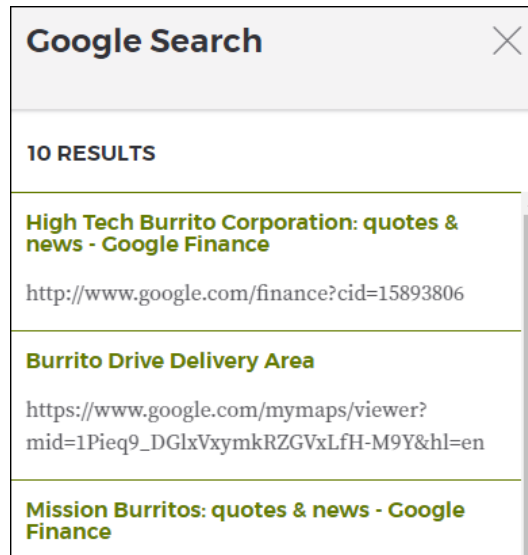


Look Up a Word or Phrase in Google

Select **Google** to look up your selected text in Google.

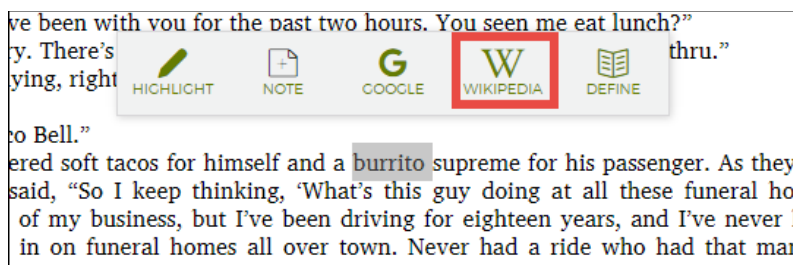


A list of ten results from Google will display. Click one of the results to open up a new browser tab with that link. Click on the **X icon** to close the search results portion of the page.

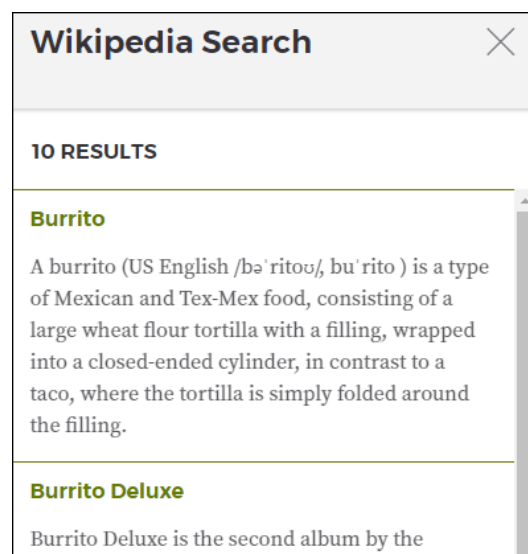


Look Up a Word or Phrase in Wikipedia

Select **Wikipedia** to look up your selected text in Wikipedia.

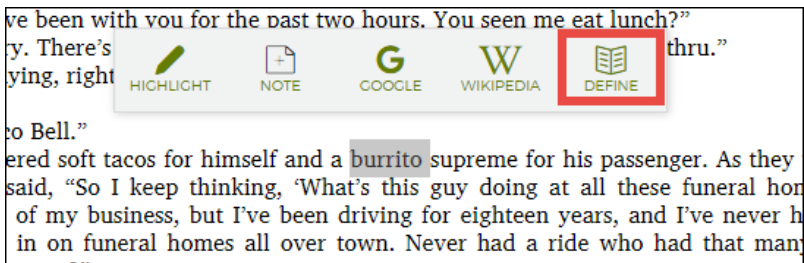


A list of ten results from Wikipedia will display. Click one of the results to open up a new browser tab with that link. Click on the **X** icon to close the search results portion of the page.

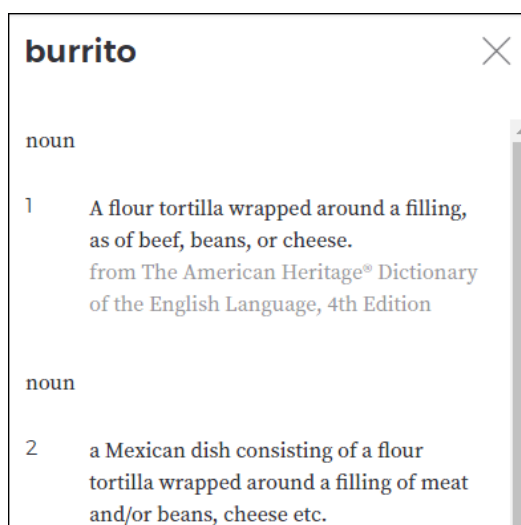


Define a Word

Select **Define** to look up the definition of your selected text.



A list of definitions will display, along with the source for the definition. Click on the **X icon** to close the definition portion of the page.



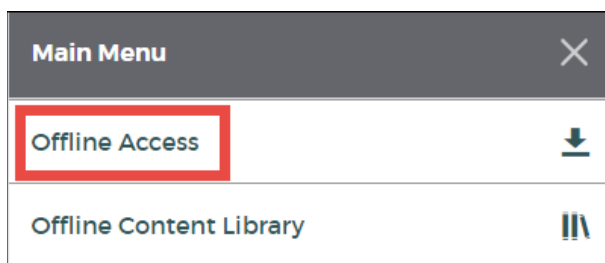
Read Offline

Save Your Book

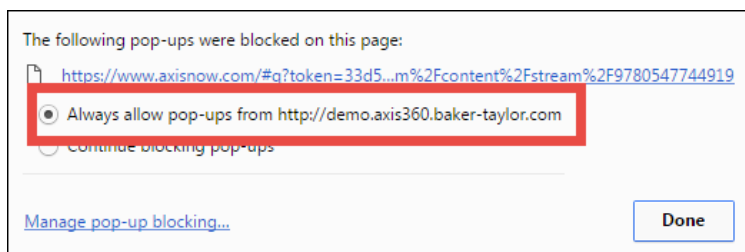
You can save your book to read offline by hovering over the left side of your browser and clicking on the **Menu** icon.



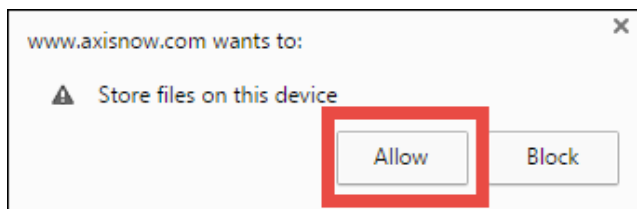
The menu will expand. Click **Offline Access**.



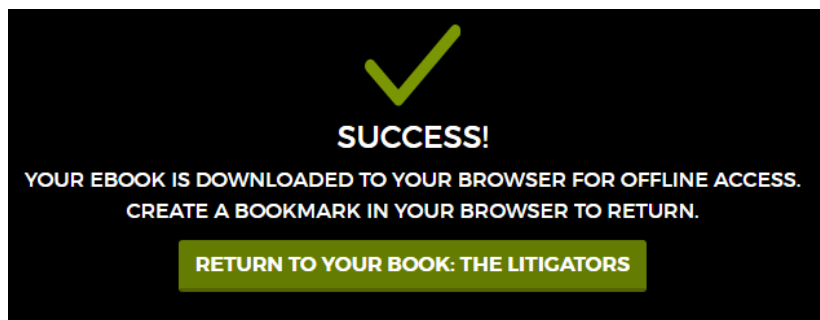
You must allow pop-ups to display on Read Now in order to save your book for offline access. If you have a pop-up blocker, you'll need to manually enable pop-ups to successfully save your book. Below is an example of what this will look like on a Chrome browser.



In addition, with some browsers, you will be asked to confirm that Read Now can store the offline book on your device. You will need to allow this in order to save your book.



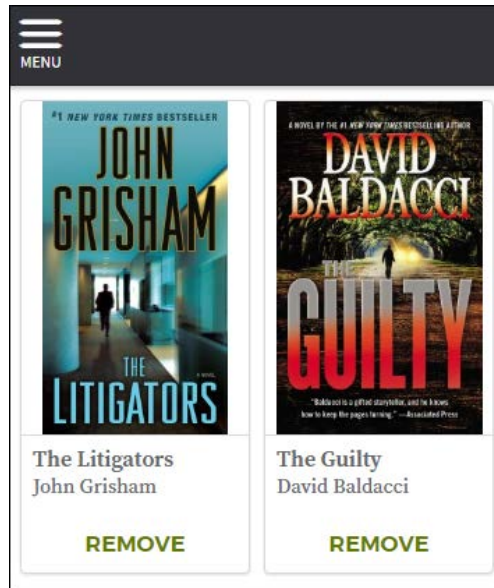
The browser will save your book for offline reading. You will receive the below success message when the book has been saved successfully. Make sure you bookmark the page you're on so you can easily return to your book when you are offline.



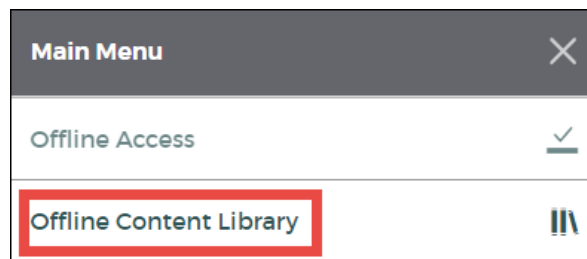
Click **Return to Your Book** to go back to your book and continue where you left off.

Access Your Book Offline

To access the books you've saved for offline reading, click on your **saved bookmark** to go to your **Offline Content Library**. A list of the books you've saved for offline reading will display. Click on a book jacket to open your book and immediately begin reading!



You can view your Offline Content Library at any time by going to the main **Menu** and then selecting **Offline Content Library**.



Keyboard Shortcuts

Use the following keyboard shortcuts within Read Now to navigate throughout the site without using your mouse.

- **Toggle the Help Menu – H**
- **Toggle the Font Display Options – O**
- **Toggle the Notes/Highlights Menu – N**
- **Toggle the Bookmark Menu – B**
- **Show Navigation – V**
- **Hide Navigation – X**
- **Show the Table of Contents and Main Menu – M**
- **Previous Page – Left Arrow or Page Up**
- **Next Page – Right Arrow or Page Down**