Using SimplyE: Find, Read, & Listen

Search, Browse, Sort, and Filter in SimplyE

Searching
Tap the Search Icon (magnifying glass) in the upper right corner of the screen. Type an author or title of a book in the search box and tap the *Search* or *Enter* button in the bottom right corner of the screen. A list of books matching your search criteria will be displayed.

Browsing
Tap the *Catalog* tab to browse titles in the catalog. At any time, you can tap the cover of a book to read its description. Tap *Get* to download the book or tap *Reserve* to place a hold on a book if it is not available for immediate download.

In the main screen of the catalog, swipe to the right and left on the book covers to view titles for the respective category.
- Scroll up and down to view the different categories.
- Tap the category titles or *More...* to view sub-categories or a list of all books in the respective category.
- Browse *Category List* by scrolling up and down to browse the list of books.

Sorting
Navigate to a listing of books in the catalog (such as "Adventure") or in *My Books* or *Reservations*. Tap the button next to *Sort By* to switch between *Author, Title, Recently Added,* and *Random.*

Filtering
Navigate to a listing of books in the catalog (such as "Adventure"). You will see buttons that help you sort further, including *Availability, Collection,* and *Sort By*. Tapping the *Availability* button will filter by *Available Now, Yours to Keep,* or *All.* Tapping *Collection* will filter by *Everything* or *Popular Books.*

Open and Read E-Books in SimplyE

Navigation
- Tap *My Books* and tap the *Read* button to open and read a book you have checked out.
- To turn pages, tap on the right or left edges of the screen.
- To exit or navigate to a particular section, tap the center of the screen to open the Navigation Bar.
- **For Apple iOS**
  - Tap the center of the screen to open the Navigation Bar; tap the Table of Contents; then tap on the section or chapter you would like to open.
  - To use bookmarks:
    - Tap the center of the screen; tap the bookmark icon – the icon should now be filled in.
    - Navigate to another page.
    - Tap the center of the screen to open the Navigation Bar; tap the Table of Contents; open the second tab to see bookmarks.
    - Tap the bookmark you just created.
  - Tap the back arrow in the top left corner to exit the book.

- **For Android**
    - Tap the Table of Contents button in the upper right corner of the Navigation Bar to bring up the Table of Contents; tap on the section or chapter you would like to open.
    - To use bookmarks:
        - Tap the bookmark icon; the icon should now be filled in.
        - Navigate to another page.
        - Tap the Table of Contents button and open the second tab to see bookmarks.
    - Tap the bookmark you just created.
    - Tap the back button on your device to exit the book.

Manage and Return E-Books in SimplyE

E-books that you checked out will be listed under the My Books tab. Books you have already downloaded will have a Read or Return button. If you borrowed the e-book using SimplyE from another device, it should be in your My Books tab. If not, sync your device bookshelf by dragging the list downwards. Then tap the Download button.

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Adjust Fonts, Contrast, Text Size and Brightness in SimplyE

- For Apple IOS
  - Tap the center or bottom of the screen to bring up the Navigation Bar.
  - Tap the *Tt (*Reader Settings) button (second from the right of the top bar menu).
- For Android
  - Go to the Navigation Bar.
  - Tap the *Aa* (Reader Settings) button.

Adjust the font type by tapping one of three available settings:

- Serif
- Sans Serif
- Open Dyslexic
- Tap the screen outside the control to close the control

Adjust the contrast by tapping on one of the three available combinations:

- White text on Black background
- Black text on Sepia background
- Black text on White background
- Tap the screen outside the control to close the control

To adjust text size:

- Tap the large *A* to make the text bigger or the smaller *A* to make the font smaller.
- Tap the screen outside the control to close the control.

To adjust brightness:

- Drag the slide control to adjust brightness to your preferred setting.
- Tap the screen outside the control to close the control.

Troubleshooting Guide

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