



## **User Guidelines for Downloading Calibre Books on Android with Talkback Enabled**

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### **Before you start - Things you need to know**

- You can register two devices (i.e. a phone and a tablet) to use for downloading your books.
- A device cannot be shared between members unless the app is uninstalled and then reinstalled. This is because you register your membership number on the device when you use it for the first time.
- You will need to be online to download, search or return a book. However, you can listen to your books offline.
- The maximum books allowed 'on loan' (downloaded) is 4.
- The 'loan' period is 28 days after which a book will be overdue and you cannot download any more books until it is returned. If you have not finished the book please call our Membership Services team who will renew the loan period.
- Equally, if you have a book from your CD or memory stick allocation which is overdue you will not be allowed to download another book until it is returned and renewed.
- An X rated profile is required to download an X rated book. If you wish to change your profile to include X rated books please call our Membership Services team.
- All the books in our library are listed within the categories, however we do not have permission for some commercial audio books to be downloaded. If you select one of these your device will voice "The requested book is unavailable." We are negotiating with publishers for permission to make more books available.

## **Logging In**

When you open the Calibre App (CAL Download) on your device for the first time the MEMBERSHIP NUMBER screen will appear.

You will be asked to enter your 6 digit membership number. If your existing membership number is shorter than 6 figures, please add preceding zeros to ensure you enter all 6 characters (e.g. If your membership number is 1234, please enter 001234). To input the digits of your membership number move two fingers around the screen to find each digit. The app will voice the digit as it is found. Once you have located the correct digit you will then need to double tap the screen with two fingers to enter the number. If you make a mistake, to delete a single character from any search screen, locate the delete (<) button at the bottom right corner. To delete that character, double tap this button with two fingers.

If you are unsure of the numbers you have entered touch the screen towards the top and it will voice the numbers you have entered.

Once you have entered your membership number you will then see the PIN screen. Enter your PIN using the number keypad. You will automatically be directed to the Main Menu and told that your login is successful.

After you have entered your membership number for the first time your device will remember it and you won't need to enter it again unless you uninstall/reinstall the app. You will only need to enter your pin on subsequent logins.

## **After Logging In**

The Main Menu allows you to: play your book; search by category, author, reader or title; return a book; view the history of books you have read; adjust the settings for your screen and keyboard to your personal choice and logout when you have finished.

To choose from the Main Menu you scroll up and down single menu items by slowly moving two fingers up or down the screen of your device, as you do so the app will voice the menu options. You can also flick two fingers up or down to move up or down a menu item.

The Main Menu within the Calibre Audio Library download app has:

1. My Books
2. Categories
3. Authors Search
4. Readers Search
5. Book Search
6. Return Book
7. History
8. Settings
9. Logout

## **My Books**

To enter 'My Books' swipe left to right with two fingers. The books that you have borrowed will be listed. Select the book you wish to listen to by either using two fingers to scroll up or down the list or two fingers to flick up or down. The name of the book will be voiced to you. When you have selected the book you wish to listen to, swipe left to right with two fingers. The book will start from the beginning or where you last stopped.

Tap once anywhere on the screen with two fingers to photo the book and tap once with two fingers to resume play. Flick up with two fingers to skip backwards one track or flick down with two fingers to skip forwards one track. When the book is finished it will voice "End of book" and return to your 'My Books' list. At any time to return to the 'My Books' swipe right to left with two fingers and to return to the Main Menu swipe right to left with two fingers again.

## **Categories**

To search the categories select 'Categories' in the Main Menu and then swipe left to right with two fingers. The categories are listed alphabetically and will voice your selection.

Flicking with two fingers up or down will move the category 1 up or 1 down. You can also place two fingers on the screen and slowly move up and down and the selection will be voiced to you.

Swiping with three fingers up or down the screen will move the selection to the top or bottom of the list depending on which way you swipe on the screen. Where there are more than 100 items within the category the swipe will move by 100 items each time.

At the first or last category you can wrap back to the beginning or end using a two finger flick up or down as appropriate.

To choose the category swipe with two fingers from the left side of the screen to the right. This will then list all the books within that category. You can move up or down the books using the two fingers movement until you find the one you want.

To borrow the book swipe left to right with two fingers. This provides the 1 minute Sample Audio Clip for you to listen to. If you wish to skip the sample swipe left to right again with two fingers for three options:

1. Borrow the book
2. Return to the category
3. Return to Main Menu

Select the option you wish using a two finger flick up or down and a two finger swipe left to right.

To exit or go back a single menu swipe with two fingers right to left.

## **Authors, Readers and Book Search Menus**

Any search must contain at least 3 characters, however 4 will produce better results.

Enter your search letters by moving two fingers around the keyboard. When you have the correct letter double tap the screen with two fingers. To hear what you have entered at any point touch the top of the screen with two fingers.

When you have entered your search move two fingers to the “Go” button in the bottom right corner and double tap with two fingers to search. For authors and readers it produces a list of books, written or read by those authors or readers, for you to select. The more information entered the more accurate the result i.e. enter “Dick Francis” rather than just “Francis”. Swiping with two fingers will move the book list up or down for 10 entries in the list depending which way you swipe the screen. Swiping with three fingers will move by 100 entries. An individual book search will find that book.

If you make a mistake, to delete a single character from any search screen, locate the delete (<) button at the bottom right corner. To delete that character, double tap this button with two fingers.

Swipe left to right with two fingers to select the book and listen to the 1 minute Sample Audio Clip. To skip the sample swipe left to right with two fingers again for three options:

1. Borrow the book
2. Return to the search results
3. Return to Main Menu

Select the option you wish using a two finger flick up or down and swipe left to right with two fingers.

To exit or go back a single menu, swipe with two fingers right to left. If you return back to the author/reader/book search menu the previous text is automatically deleted.

## **Return Book**

From the Main Menu, flick down with two fingers until you hear ‘Return Book’. Then swipe left to right with two fingers. This will provide you with a list of books which you currently have on loan. You can either scroll up or down the list with two fingers or flick up or down; the name of the book will be voiced to you. When you have selected the book you wish to return, swipe left to right with two fingers. The book is returned, removed from your loans and added to your history.

## **History**

This is a list of all the books you have borrowed. If you wish to borrow the same book again, select the book by moving up or down using two fingers and it will voice the book title. Once you have the book you want, swipe two fingers left to right and it will add the book to your 'My Books' list. Please note that selecting to re-read a book you did not finish from your History will mean the book resumes play from where you last stopped listening. To exit, swipe two fingers right to left.

## **Settings**

To enter, swipe two fingers left to right. You have the option of four colour settings: default, full colour, white with black font and black with yellow font. You can also choose between two keyboards (QWERTY or ABCD). Move two fingers up or down the screen to make a selection, then a two finger swipe left to right will save that setting. To exit settings swipe right to left with two fingers and you will return to the main menu.

## **Logging Out**

When you have finished listening to a book swipe right to left with two fingers back to the Main Menu. Using two fingers scroll down until you get to Logout. Use a two finger swipe left to right to log out. This takes you back to the main membership number screen. You will then need to enter your pin number next time you log in.

## Calibre Download Application Main Menu List

My Books	Where you will find the books you are currently listening to. You can continue to listen to them from this menu.
Categories	A list of all our book categories. You can select any title from any category and borrow it so that it will be added to the 'My Books' menu.
Author Search	Search for authors and see which of their books we have in our library. You can borrow a title from this menu.
Reader Search	Allows you to search for book narrators and shows you the books in our library they have narrated. You are also able to borrow a book from here.
Book Search	Search for a specific word or words in a book title. You can then borrow the book.
Return Book	When you have finished listening to a book, you return it to the library from this menu. It will be removed from 'My Books' and added to 'History'.
History	Any books that you have read using the download app will appear in this menu. If you returned a book in by accident, you can borrow it again and the book will continue playing from where you left off.
Settings	This menu allows you to change some options. You can choose the colour scheme (theme) of the app and also whether you want a QWERTY or ABCD keyboard.
Logout	This menu logs you out of the application by a two finger swipe left to right.

## **Your feedback is welcome**

We would welcome your views on these instructions. If you have any suggestions or additions to improve them you can phone us on 01296 432339, or email: [membershipservices@calibre.org.uk](mailto:membershipservices@calibre.org.uk)

13 July 2018v5

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