



## **User Guidelines for Downloading Calibre Books on iOS and Android without Talkback enabled Devices**

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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 or 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.
- Not all the books in our library are listed within the categories as we do not have permission for some commercial books to be downloaded. 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 a single finger 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 a single finger 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 a single finger.

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 a single finger up or down the screen of your device, as you do so the app will voice the menu options. You can also flick a single finger up or down to move up or down a menu item.

The Main Menu items within the Calibre Audio Library download app are:

- My Books
- Categories
- Authors Search
- Readers Search
- Book Search
- Return Book
- History
- Settings
- Logout

## **My Books**

To enter 'My Books' swipe left to right with a single finger. The books that you have borrowed will be listed. Select the book you wish to listen to by either using a single finger to scroll up or down the list or 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 a single finger. The book will start from the beginning or where you last stopped.

On first listening to a book it plays at normal (1) speed. A three finger swipe from top to bottom increases the speed to 1.5 and a further three finger swipe increases it to 2. The speed is reversed by a three finger swipe from bottom to top. The app voices the speed setting. The speed setting can be individually set for each book and the app will remember your setting for each book.

Tap once anywhere on the screen with a single finger to pause the book and tap once with a single finger to resume play. Flick up with a single finger to skip backwards one track or flick down with a single finger to skip forwards one track. To fast forward 10 seconds use a two finger swipe to the right and to rewind 10 seconds use a two finger swipe to the left. Each time you two finger swipe left to right or right to left you move approximately another 10 seconds forward or back. To stop listening, tap the screen to pause the book, then swipe right to left with a single finger to return to the My Books menu.

To exit back to the Main Menu, swipe a single finger right to left. When the book is finished it will voice 'End of book' and return to your 'My Books' list.

## **Use of the Apple device ‘stop timer’**

If you are using an Apple device you may wish to use the ‘stop timer’ function. To set the timer press and hold the home button until you hear a double beep and then set the timer, for example for 15 minutes. When the voiceover confirms the timer has been set press the home button once to return to the Calibre app. The book will stop playing after the number of minutes set, 15 in this case, and automatically create a bookmark.

## **Categories**

To search the categories select ‘Categories’ in the Main Menu and swipe left to right with a single finger. The categories are listed alphabetically and will voice your selection and the number of books in the category.

Flicking one finger up or down will move the category 1 up or 1 down. You can also place your finger on the screen and slowly move it up or down and the selection will be voiced to you.

Swiping with two fingers will move the category selection up or down for 10 entries in the list depending which way you swipe on the screen.

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 single finger flick up or down as appropriate.

To choose the category swipe with a single finger 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 single finger movement until you find the one you want.

To borrow the book swipe left to right with a single finger. The next screen has the following options:

- Borrow the book
- Play sample
- Listen to synopsis
- Return to the category
- Return to Main Menu

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

To exit or go back a single menu, swipe with a single finger 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 your finger around the keyboard. When you have the correct letter double tap the screen with a single finger. To hear what you have entered at any point touch the top of the screen.

When you have entered your search move your finger to the 'Go' button in the bottom right corner and double tap to search. For authors and readers it produces a list of books, written or read by those authors or readers, and the number of their books in the library. 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 direction 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 just above the 'Go' button. To delete that character, double tap the delete button with a single finger.

When swiping down search results to select a book, the app voices the author, narrator, running time and where applicable if it is X rated.

Swipe left to right with a single finger to select the book and choose from the options using a single finger flick up or down and swipe left to right:

- Borrow the book
- Play sample
- Listen to synopsis
- Return to the category
- Return to Main Menu

To exit or go back a single menu, swipe with a single finger 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, select the 'Return Book' option and swipe left to right with a single finger. This will give you a list of books which you currently have on loan. You can either scroll up or down the list with a single finger 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 a single finger. 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, or if you have returned one by mistake, select the book by moving up or down using a single finger and it will voice the book title. Once you have the book you want, swipe a single finger left to right and you will be moved to the same screen as borrowing a book for the first time. You then have to select 'Borrow the book', swiping left to right to confirm. 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 a single finger right to left.

## **Settings**

To enter, swipe single finger 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 a single finger up or down the screen to make a selection, then single finger swipe left to right to save that setting. To exit settings swipe right to left with a single finger and you will return to the main menu.

## **Logging Out**

When you have finished listening to a book swipe right to left with a single finger back to the Main Menu. Either flick down or single finger scroll down until you get to Logout. Use a single finger swipe left to right to log out. This takes you back to the main 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 book from here.
Reader Search	Search for book narrators and see all 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 here. If you returned a book by accident, you can borrow it again and the book will continue playing from where you left off.
Settings	Here 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 single finger swipe left to right.

## Calibre Download Application Operation and Gesture List

Operation	Gesture
Enter Text	Single finger; move around to select letter/number, when selected double tap with a single finger
Delete Text	Single finger; move around to select delete (<). When selected double tap single finger. This will delete one character
Hear Entered Text or Number	Single finger; tap at top of screen
Move a Single Menu Item	Single finger; slide up or down
Move Ten Menu Items	Two finger; swipe up or down
Move to Bottom or Top of List	Three finger; swipe up or down
Enter Menu Item	Single finger; swipe left to right
Exit Menu Item	Single finger; swipe right to left
Play or Pause a Track	Single finger; tap anywhere
Move Forwards Ten Seconds Within a Track	Two fingers; swipe left to right
Move Backwards Ten Seconds Within a Track	Two fingers; swipe right to left

### 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)

23 October 2018v8

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