Table of Contents

3 Navigation
  3 Page Forward and Backward
  3 Table of Contents
  4 Logging Out

4 Display Settings
  4 Font Options

5 Bookmarks

5 Notes, Highlights and More
  6 Highlighting
    6 View and Edit Your Saved Highlights
  7 Notes
    7 View and Edit Your Saved Notes
  9 Define a Word
  10 Look Up a Word or Phrase in Google
  10 Look Up a Word or Phrase in Wikipedia

11 Read Offline
  11 Save Your Book
  12 Access Your Book Offline

13 Keyboard Shortcuts
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.
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**.

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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.

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.
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.
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