Using the uLibrary app

uLibrary

uLibrary has been developed to be easy to use for any library member. To help with the training process we're pleased to provide this presentation which will teach you all how to use the **uLibrary** app.

Contents

1.0

Getting started
Installing the app and logging in

How to download and install the app

The **uLibrary** app is available to download for on-the-go listening and reading of your favourite digital titles.

For iOS devices the platform can be downloaded from the **App Store** and for Android users you can find it on the **Google Play Store**.

Please note for the purposes of this training document, we will predominantly be featuring screenshots taken on an Apple iPhone device, however, differences between the uLibrary app on iOS and Android platforms are minimal.
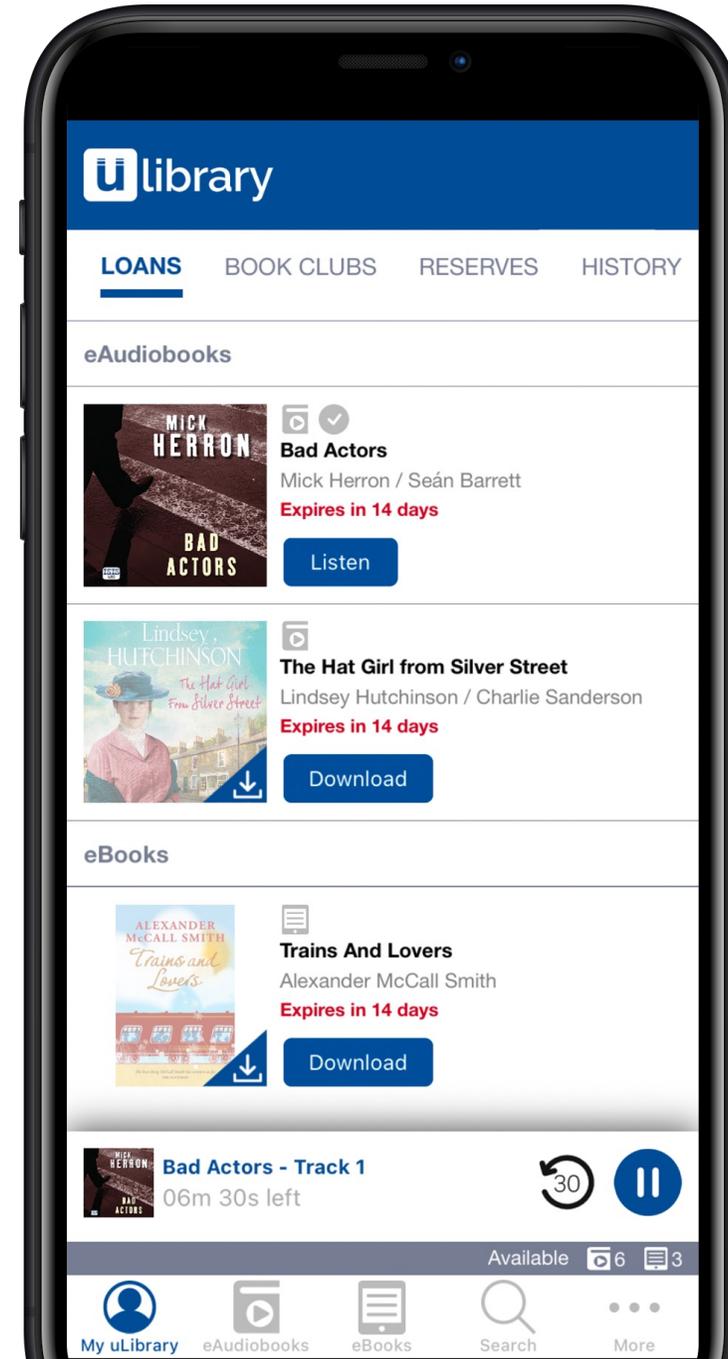
1.2 Downloading and installing the app on the Apple App Store

1. Open the App Store app.
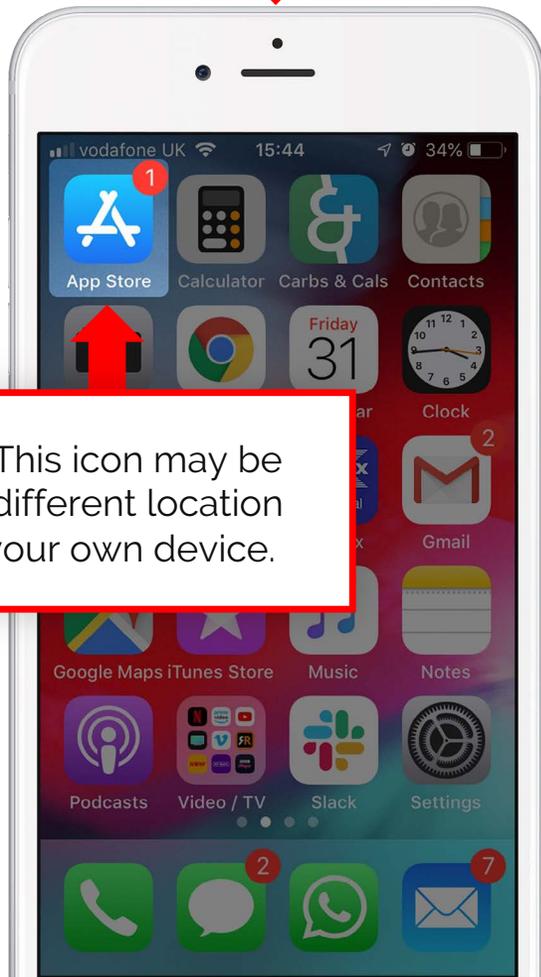
2. Search for **uLibrary**.
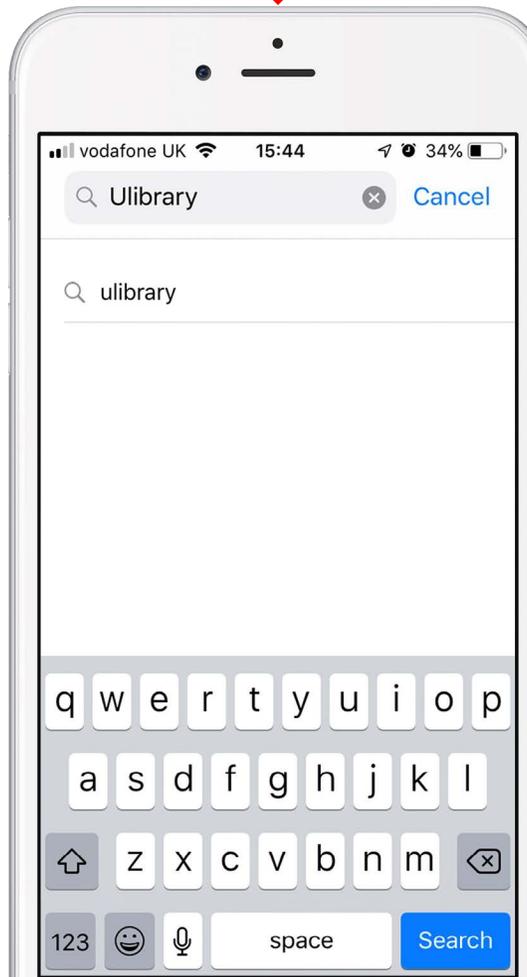
3. Tap the cloud icon to install.

NB: This icon may be in a different location on your own device.

6
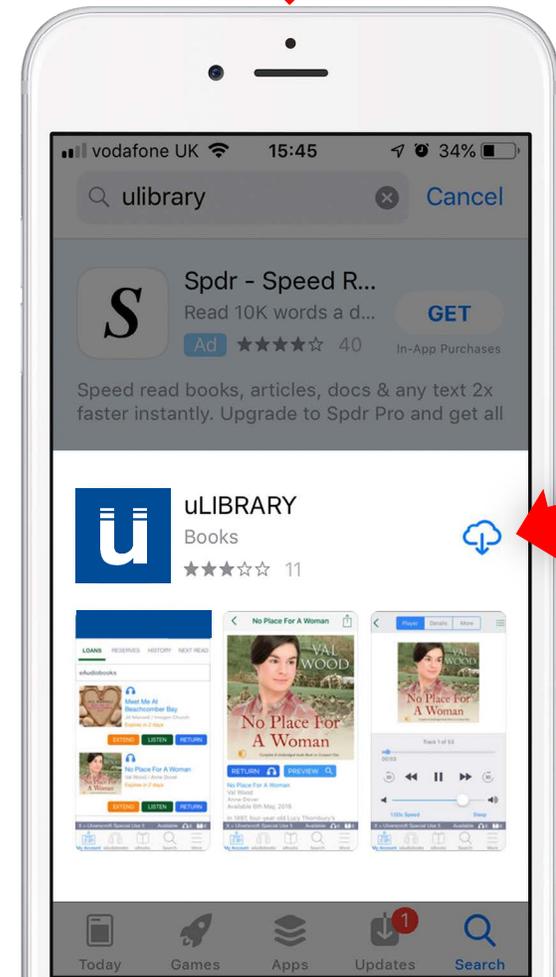
1.3 Downloading and installing the app on Google Play

1. Open the Google Play app.
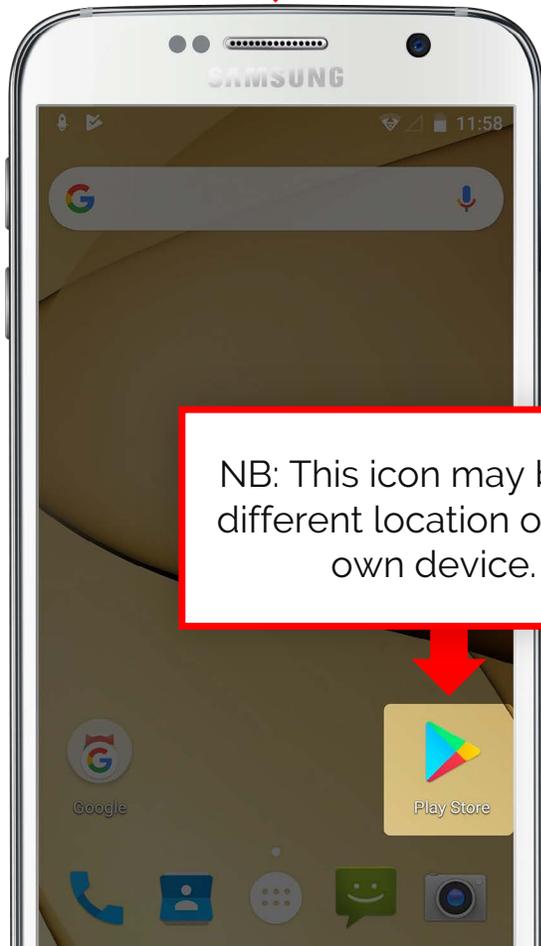
2. Search for **uLibrary**.
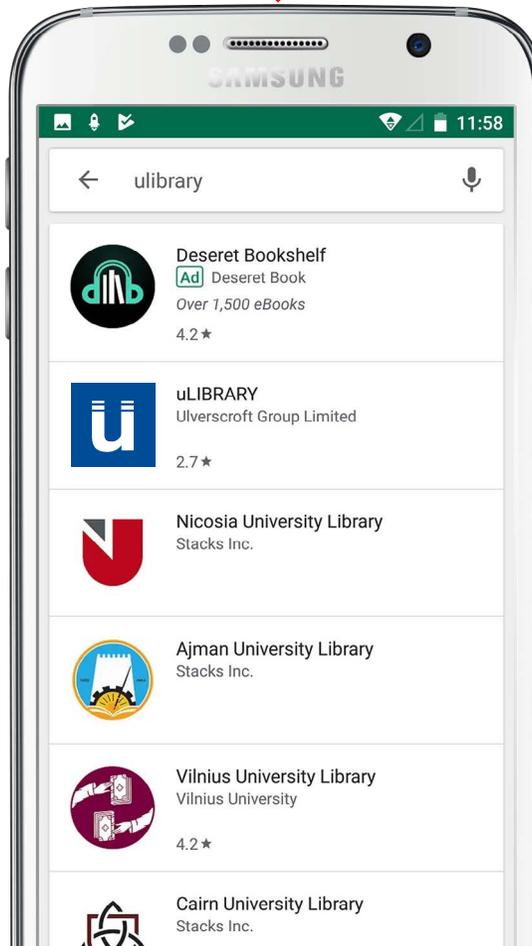
3. Select **uLibrary** and tap install.

NB: This icon may be in a different location on your own device.

Apple iPhone   Android Smartphone
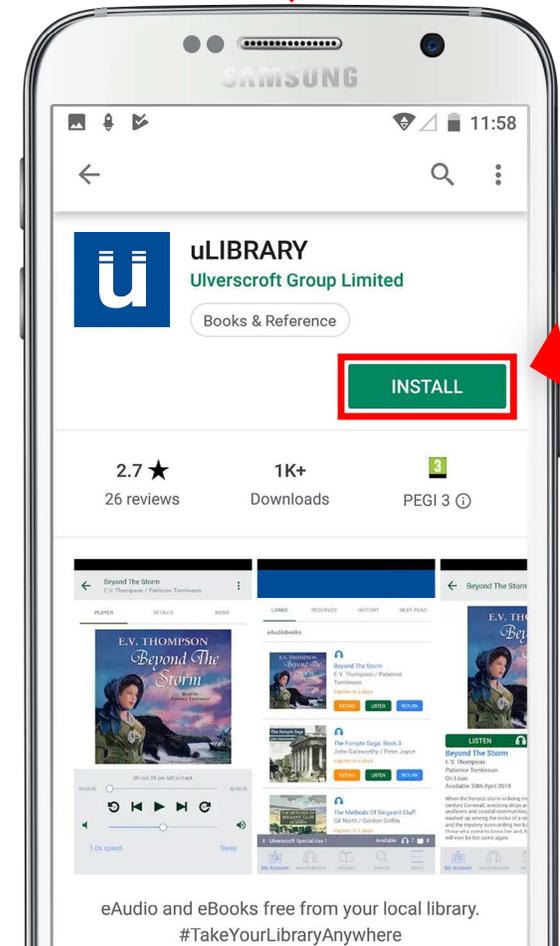
Logging into uLibrary

To log into **uLibrary** you will first have to find your local library, either by typing in the library or scrolling through the A-Z list.

Once selected you will then need to enter your **Barcode Number** and **Pin**.
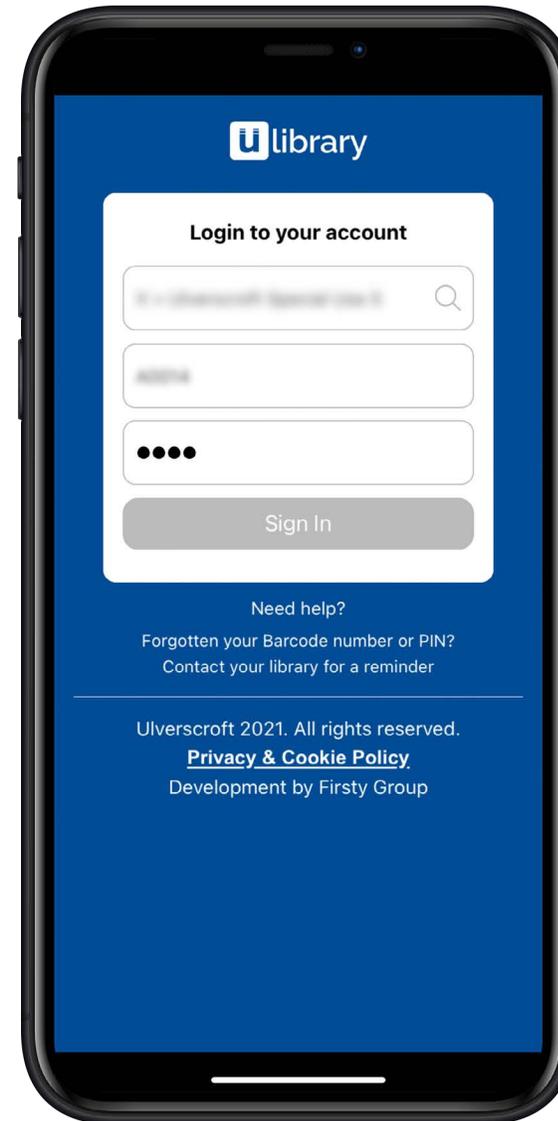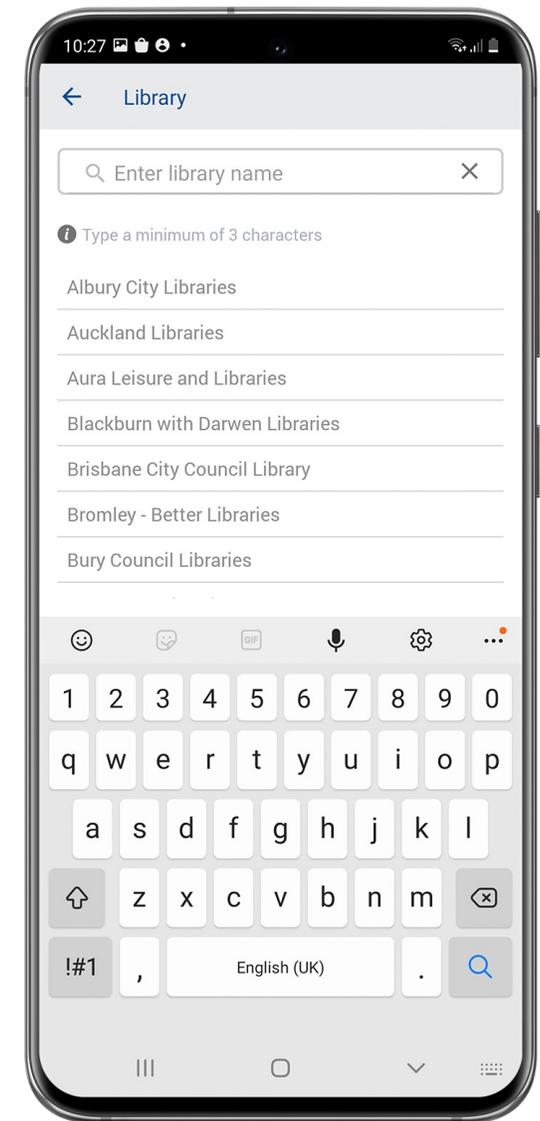
2.0

Searching
How to search for a title, author and more

2.1 How to Search

To find a title click the search icon at the bottom of the screen.

From here you can use the search bar to find a specific title, author or narrator. You can also specify format, audience, genre and availability.
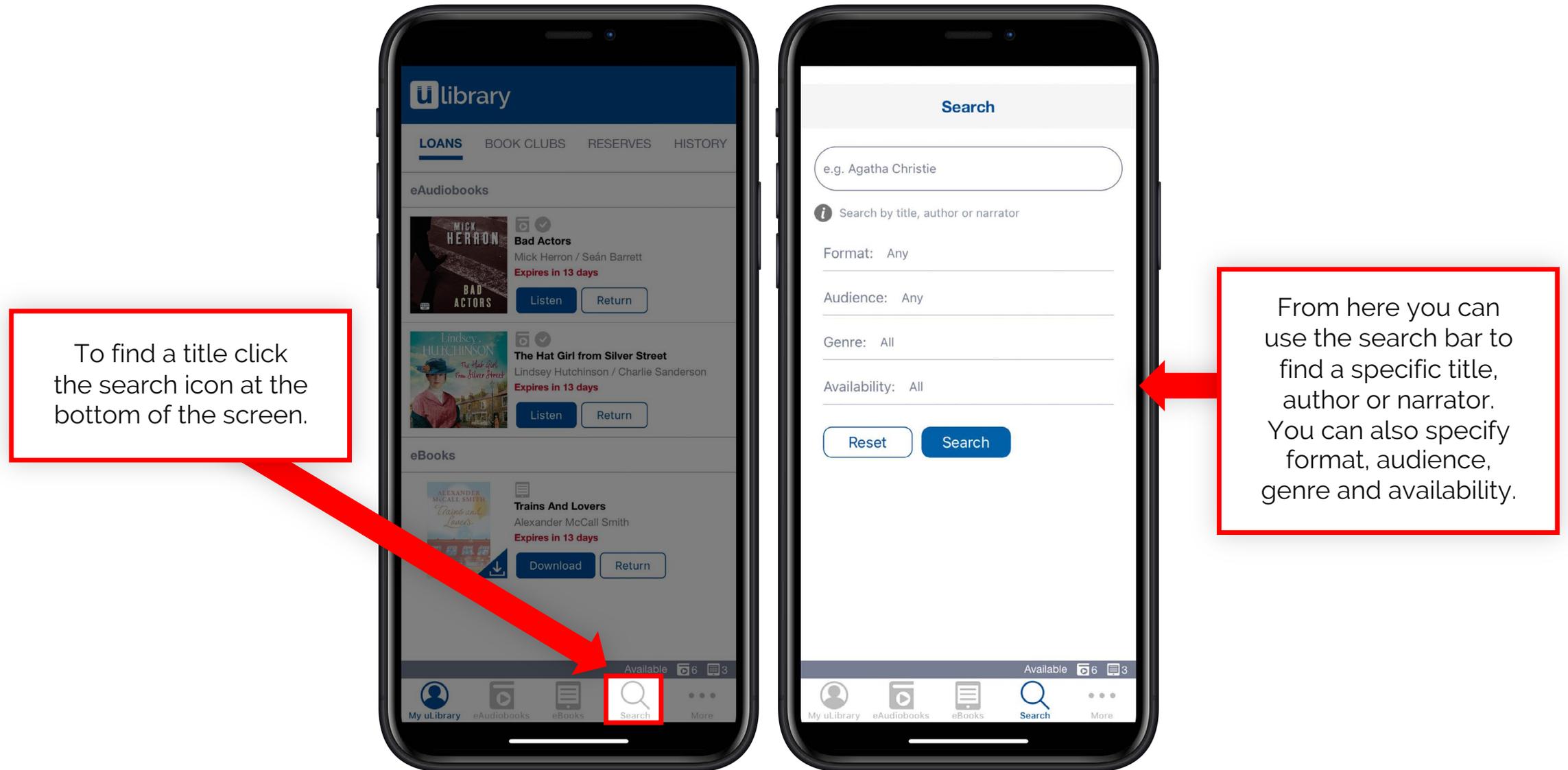
3.0

Downloading eAudiobooks

3.1 Browsing and selecting eAudiobooks

From the eAudiobooks tab you can find and select an audio title from your **uLibrary** collection.

1. Select the **eAudiobooks** tab.
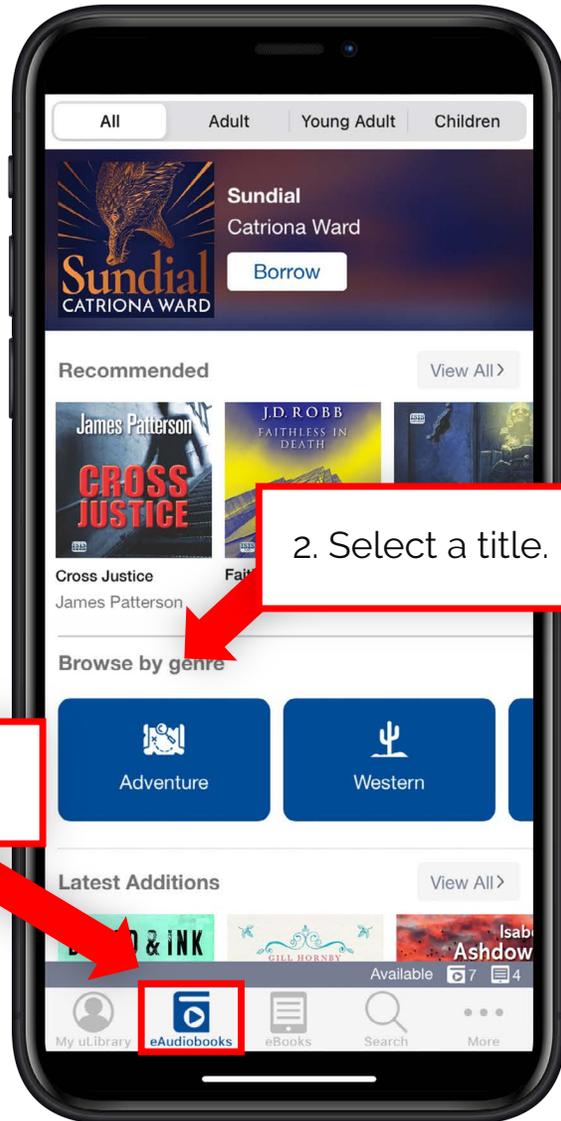
2. Select a title.
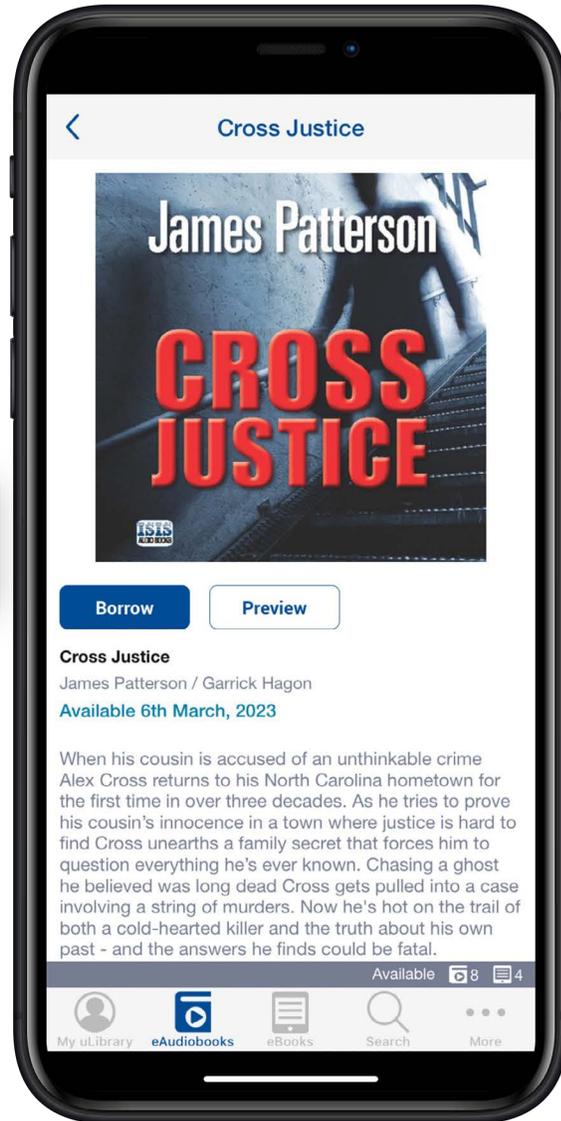
3. Once you've selected a title you can read the synopsis, preview the audiobook or borrow and reserve the title dependant on the availability.

3.2 Borrowing eAudiobooks

Once you've clicked **Borrow** and confirmed the loan, the title will be added to the **My Account** screen.

1. Click **Borrow**.

2. Confirm the loan.

3. The title is added to the **My Account** screen.
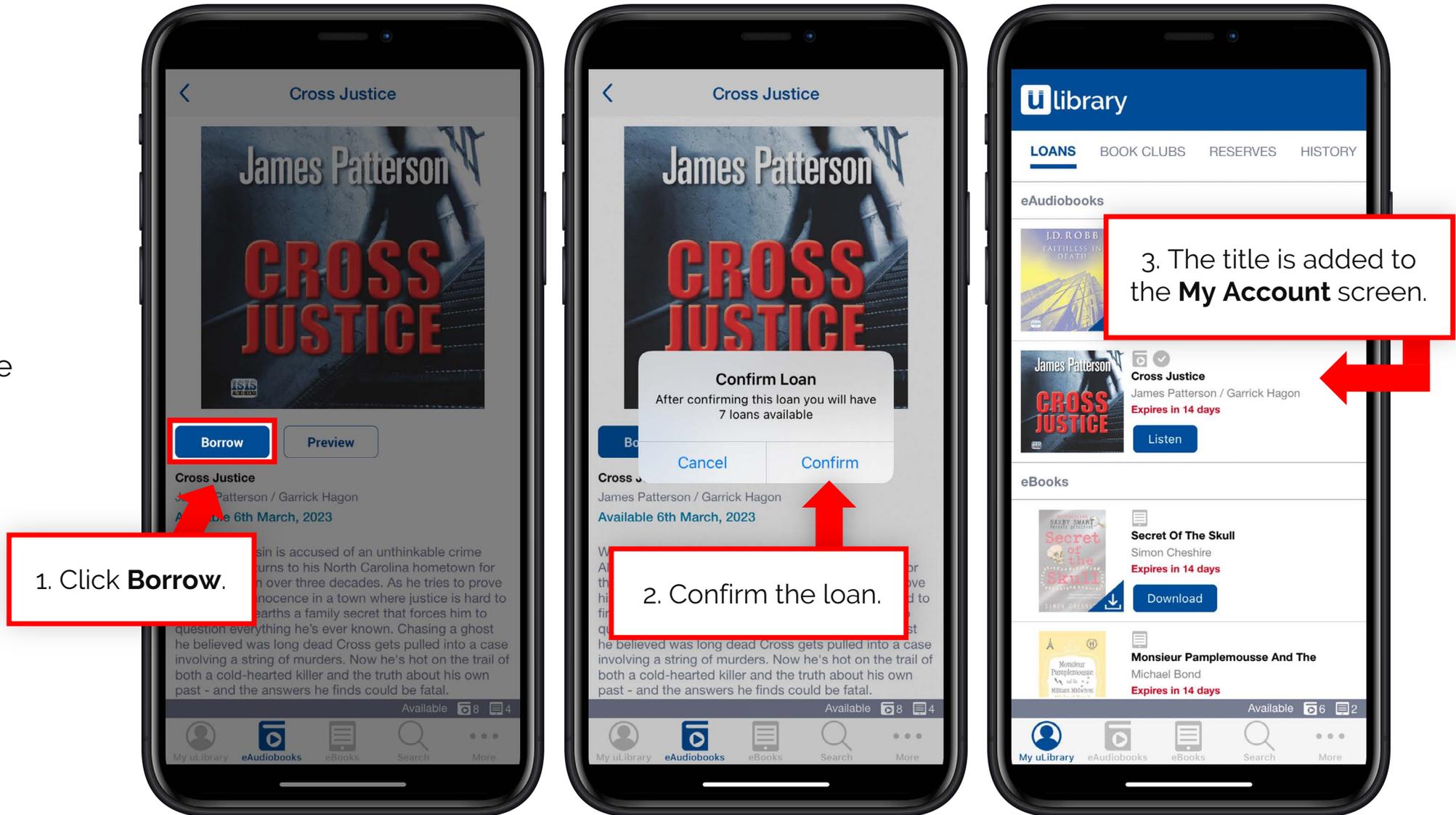
3.3 Listening to and downloading eAudiobooks

Upon clicking **Download** the full eAudiobook will begin downloading. The eAudiobook will be streamed while it is downloading.

Once the eAudiobook has fully downloaded, the button will change to **Listen**, the cover will become full coloured, and a grey tick will appear above the title.

Once you have finished with the title it can be returned from the **My Account** screen using the **Return** button.
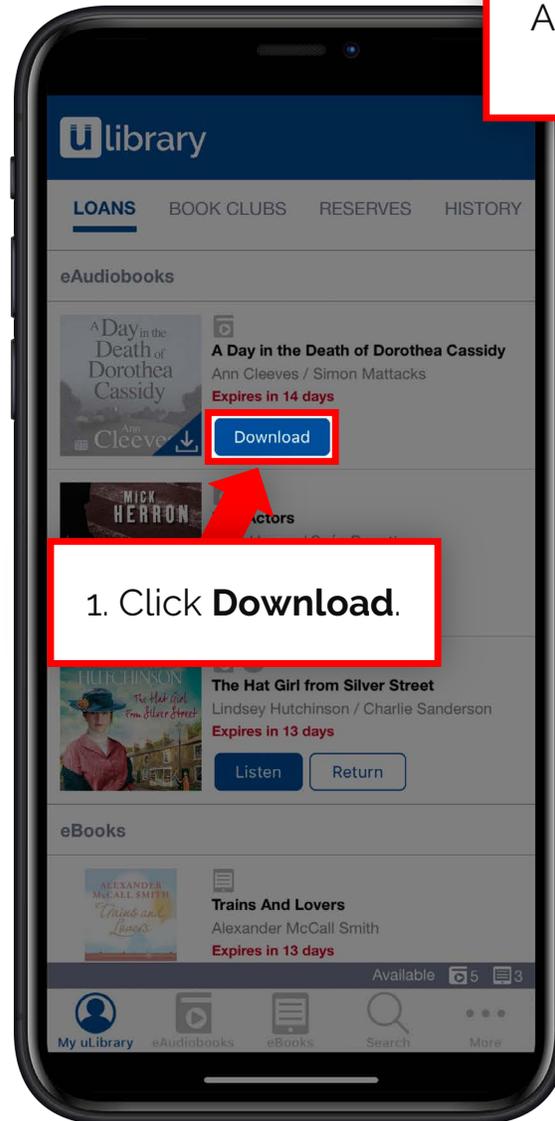
A progress bar shows download status.

1. Click **Download**.
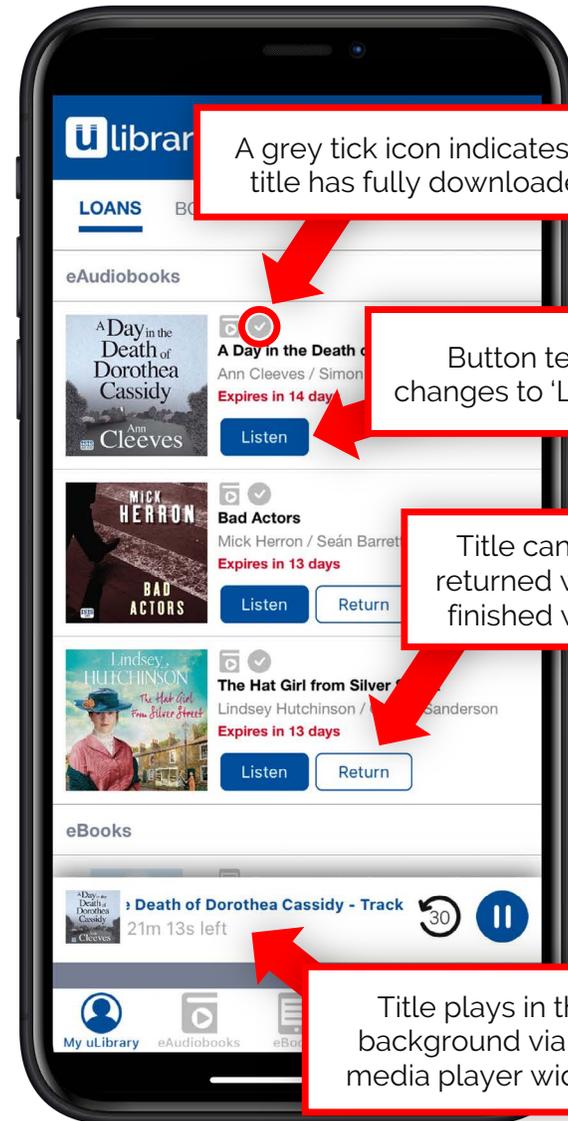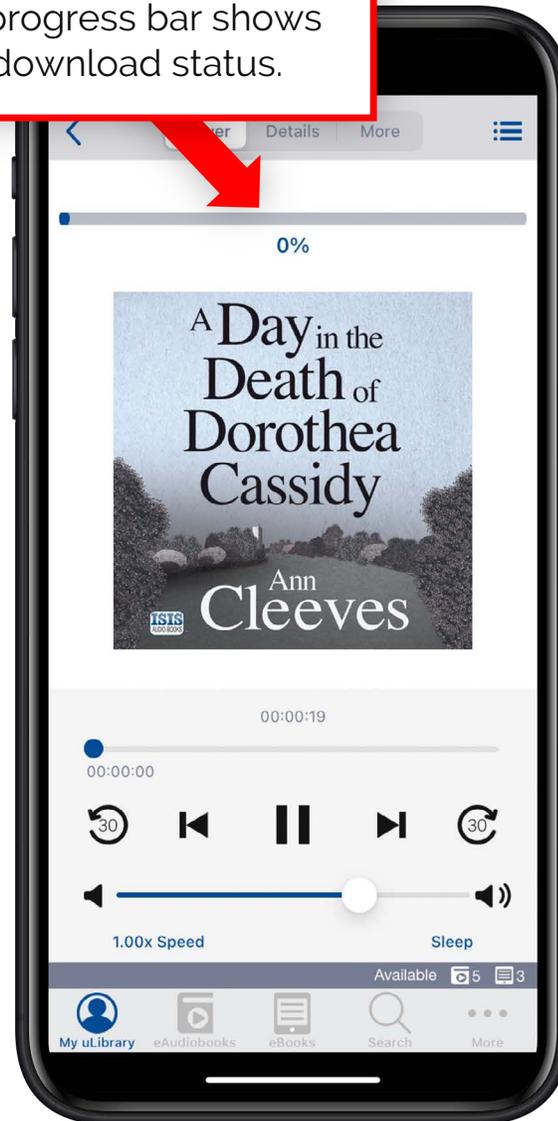
A grey tick icon indicates the title has fully downloaded.

Button text changes to 'Listen.'

Title can be returned when finished with.

Title plays in the background via the media player widget.

3.4 Reserving an eAudiobook

If the eAudiobook is currently in use by another user, the **Borrow** button will be replaced with **Reserve**.

Once pressed and confirmed, the title will be added to the **Reserves** screen tab on the **My Account** page.

From here you can see when the title will be available.* Once it's available it will be added to the **Loans** screen.

*Please note, the available date is GMT.
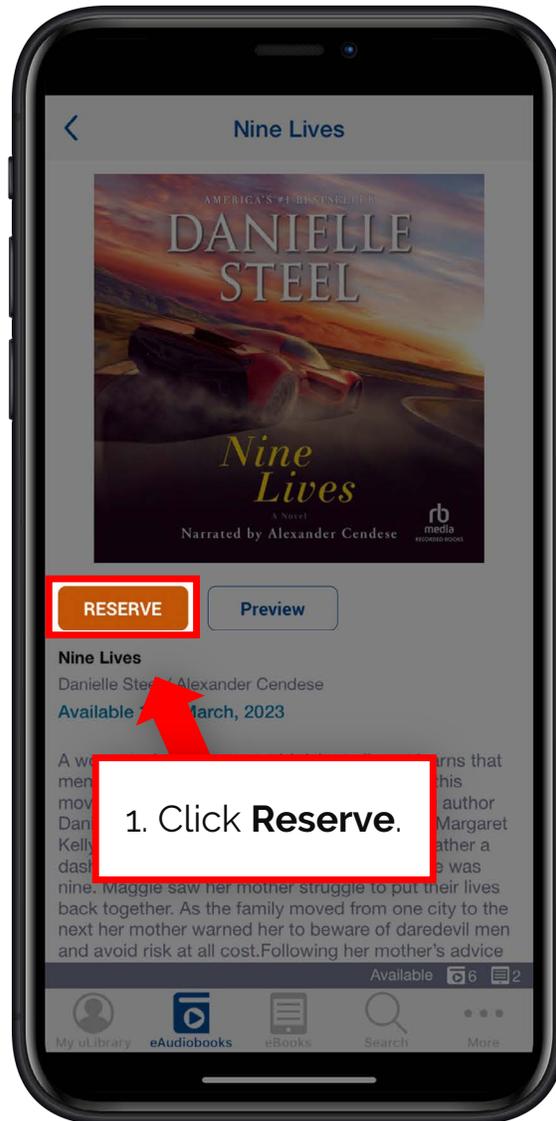
1. Click **Reserve**.
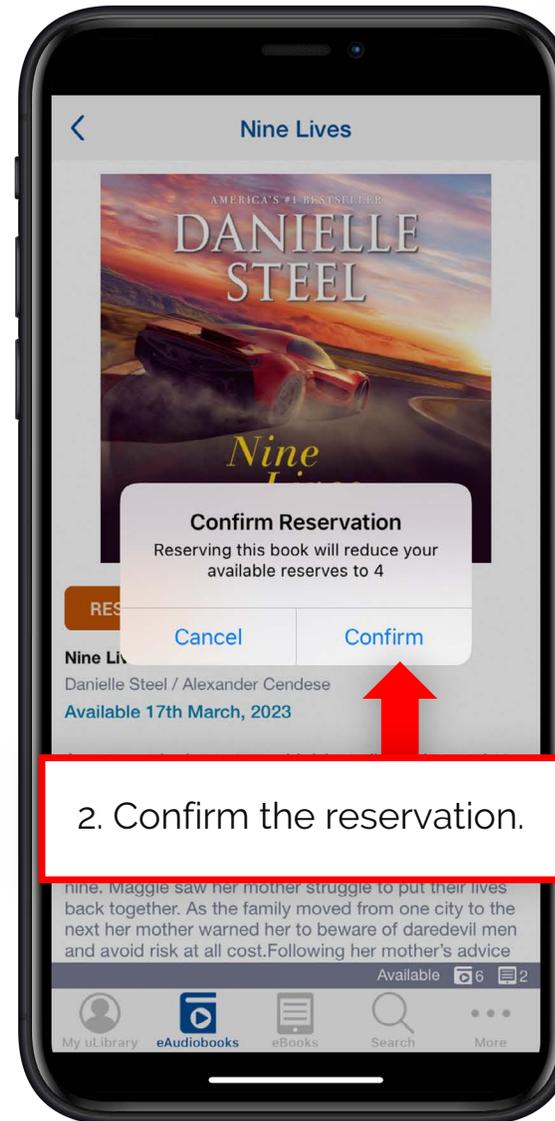
2. Confirm the reservation.
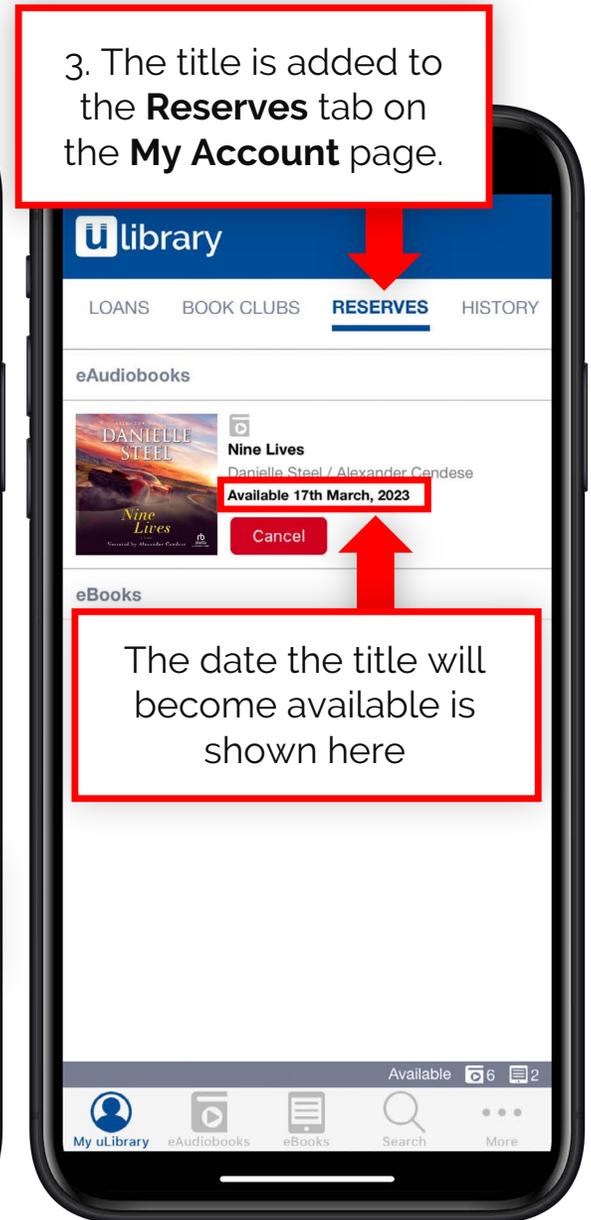
3. The title is added to the **Reserves** tab on the **My Account** page.

The date the title will become available is shown here

3.5 Extending an eAudiobook

When an eAudiobook loan is close to expiring the **Extend** button will appear.

Once clicked you will be asked to confirm the extension and then confirm whether you would like to receive a notification when the loan is about to expire.

Click **Extend**.
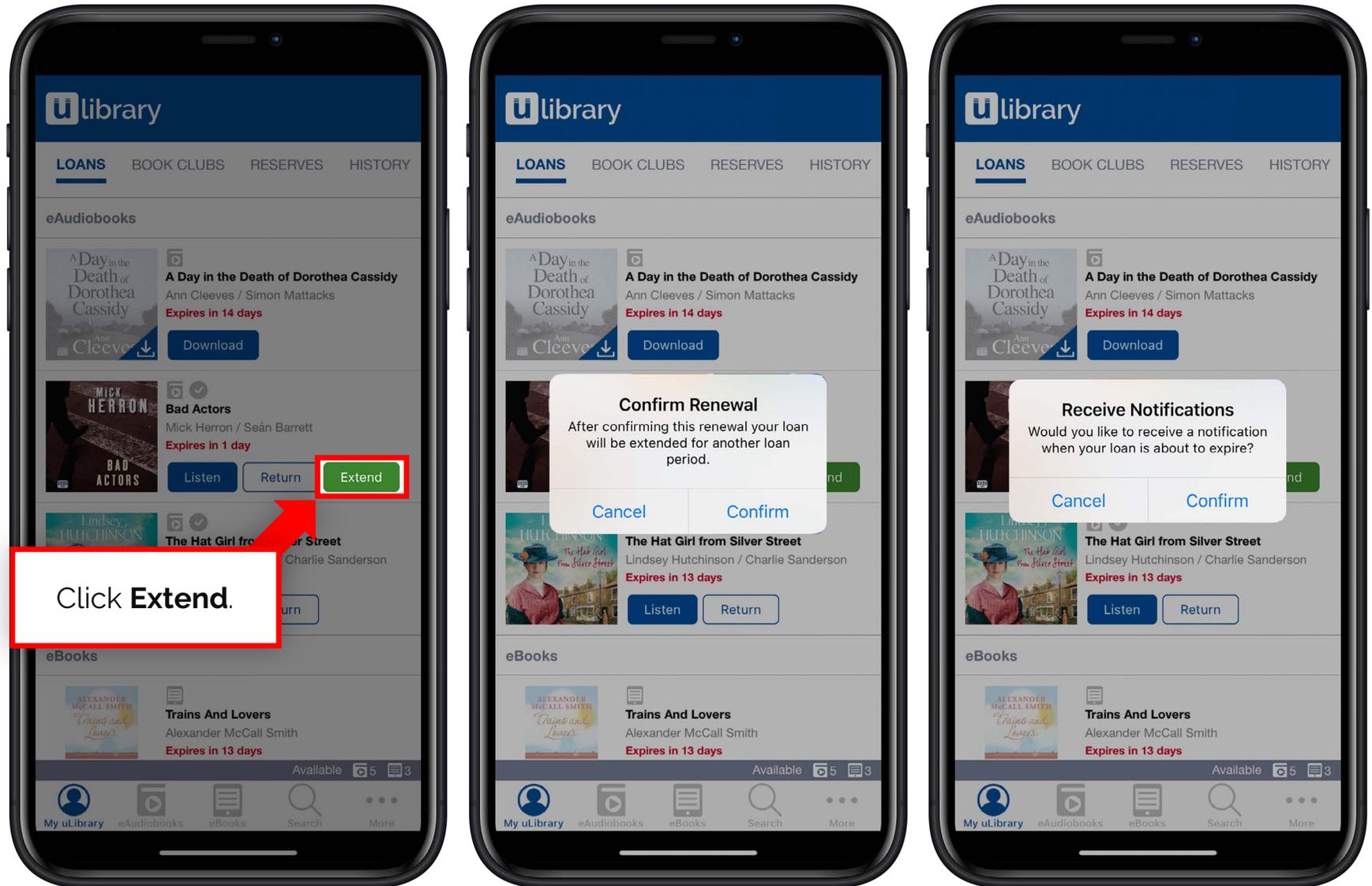
4.0

Listening to eAudiobooks

Listen at your own pace

Once the title has downloaded you can listen to it in your own way. From the play screen you can change your listening point in a variety of ways.

You can select a specific chapter by tapping the icon in the top right hand corner (1), move to a specific moment within the track by using the slider (2), move between chapters using the rewind (3) and fast forward (4) buttons as well as move the recording backwards by 30 seconds (5) or forwards by 30 seconds (6).
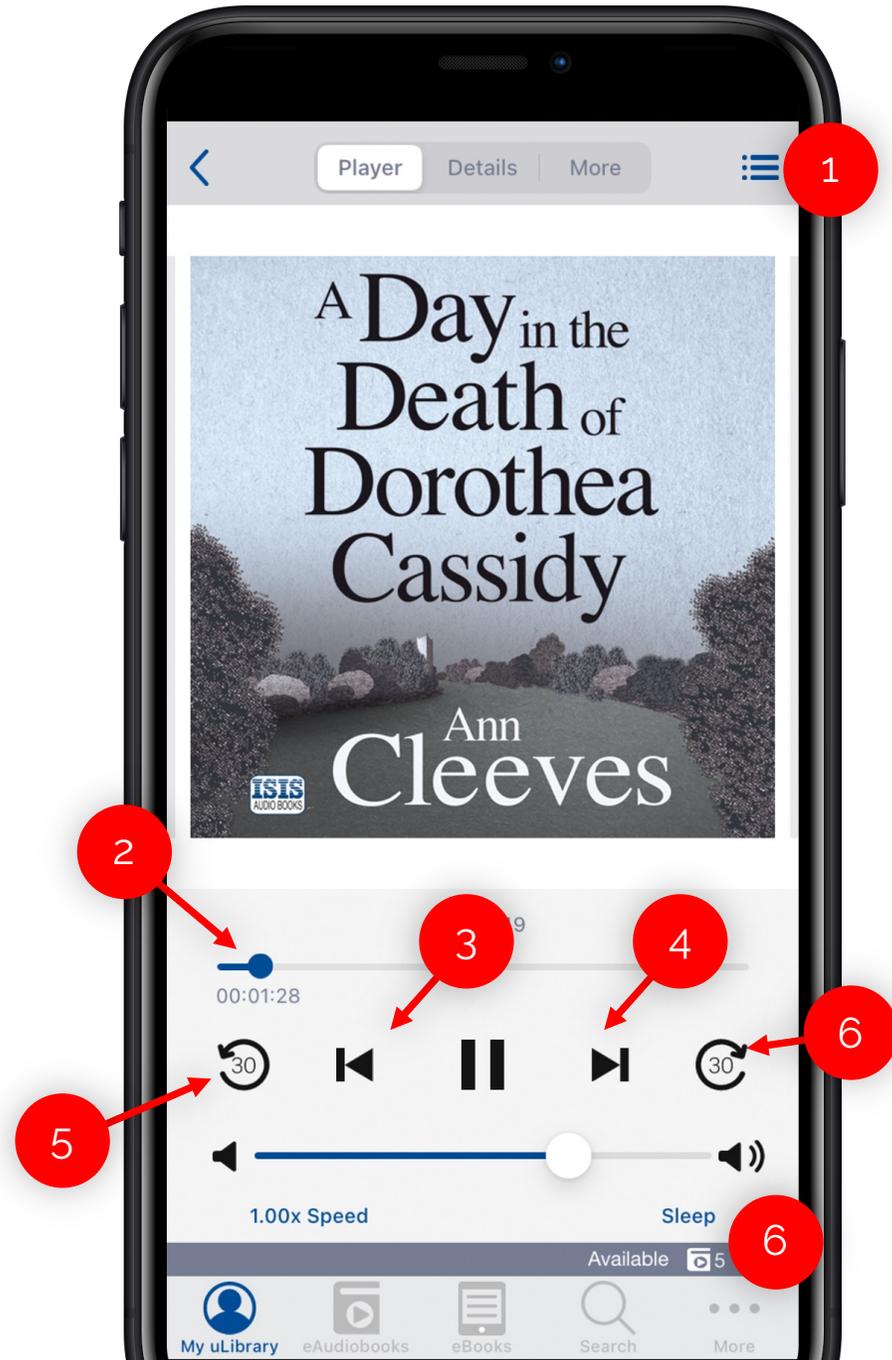
4.2 Media play screen continued

You can also amend the way you listen to the title.

You can change the volume via the volume slider (1) or your phone's volume controls.

Below the volume slider you can find the Speed function (2). From here you can change the speed of the audio to one that is more comfortable for you.

Another exciting feature is the Sleep function (3). This allows users to set a timer for when the audiobook will stop playing.
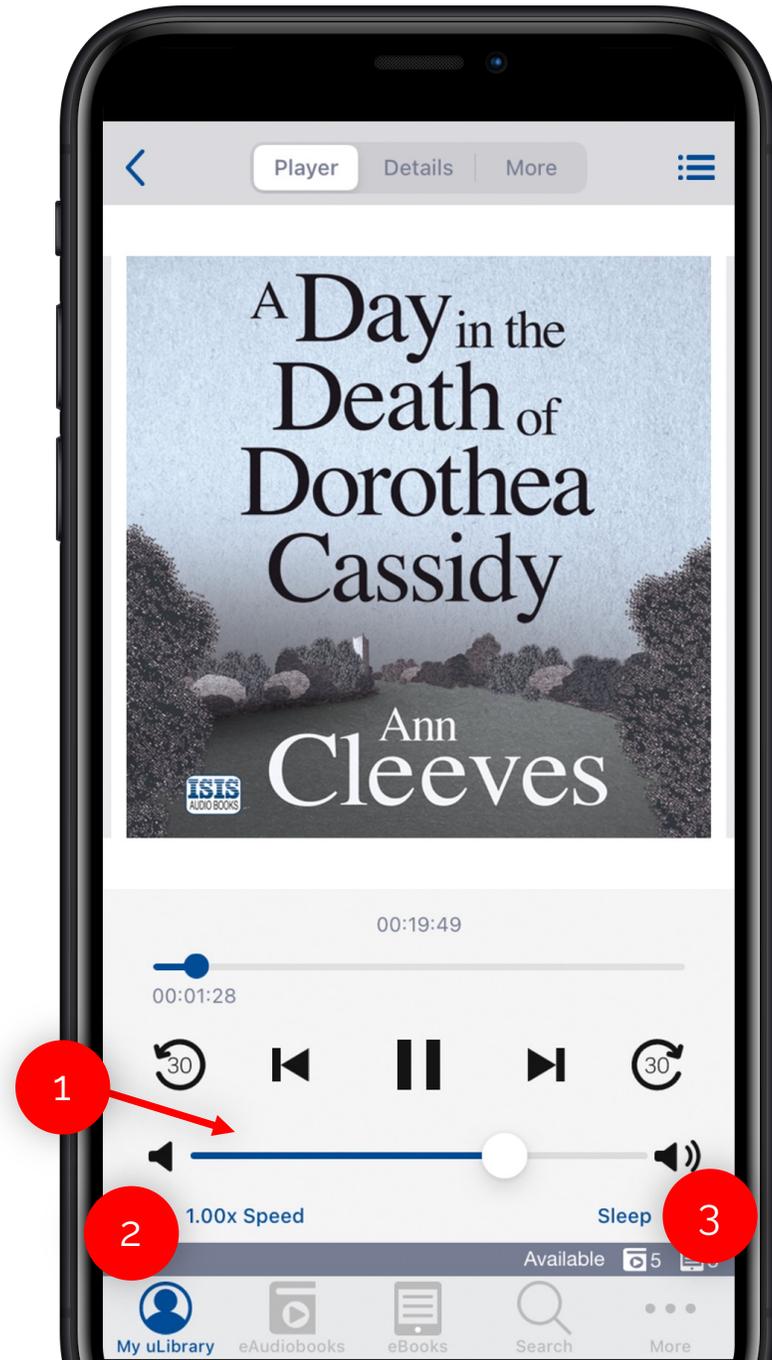
Media player widget

If you click outside of the media player screen and enter another section of the app the media player widget will appear.

From here you can rewind 30 seconds (1), pause and resume (2) the eAudiobook or return to the media play screen by clicking the widget.
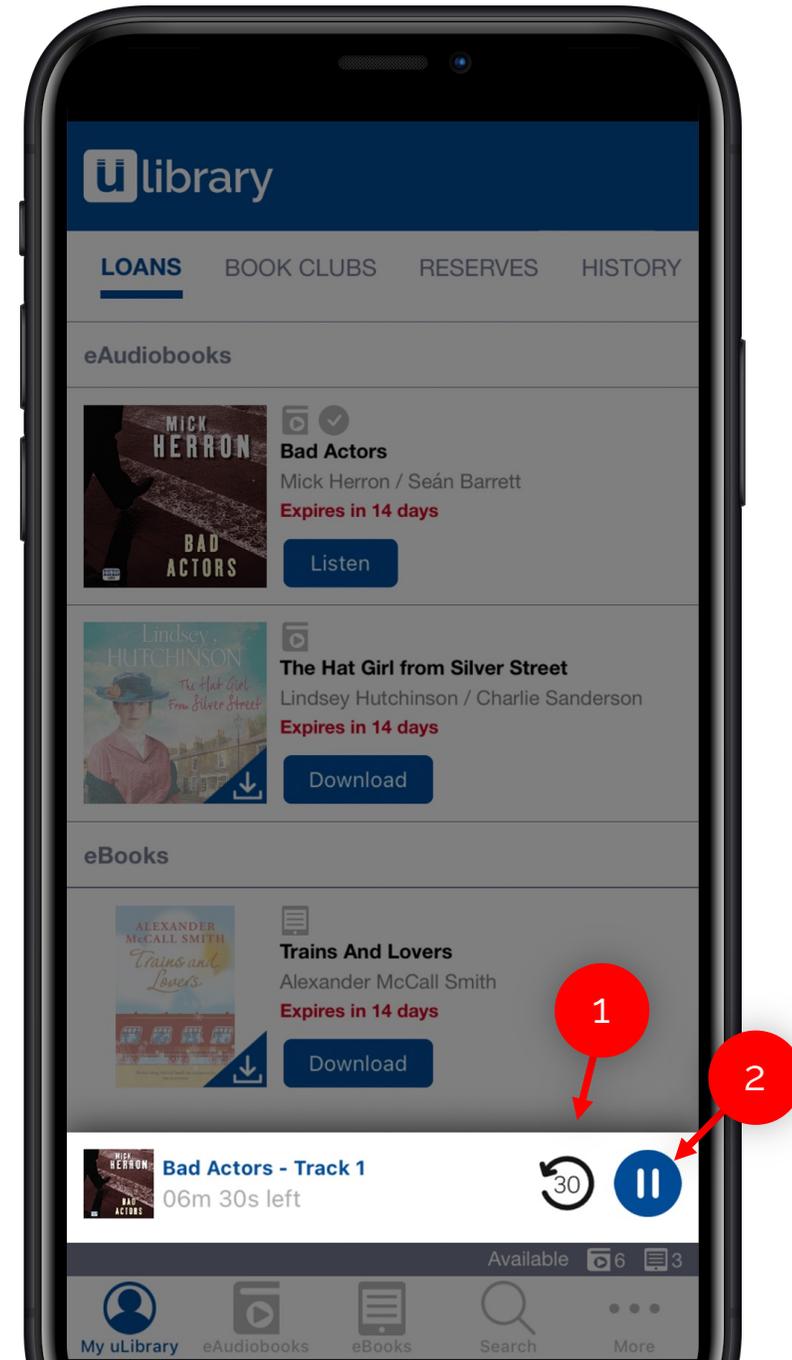
5.0

Downloading eBooks

5.1 Browsing and selecting eBooks

From the eBooks tab you can find and select an eBook title from your **uLibrary** collection.

2. Select a title.

1. Select the **eBooks** tab.

3. Once you've selected a title you can read the synopsis, preview the eBook or borrow and reserve the title dependant on the availability
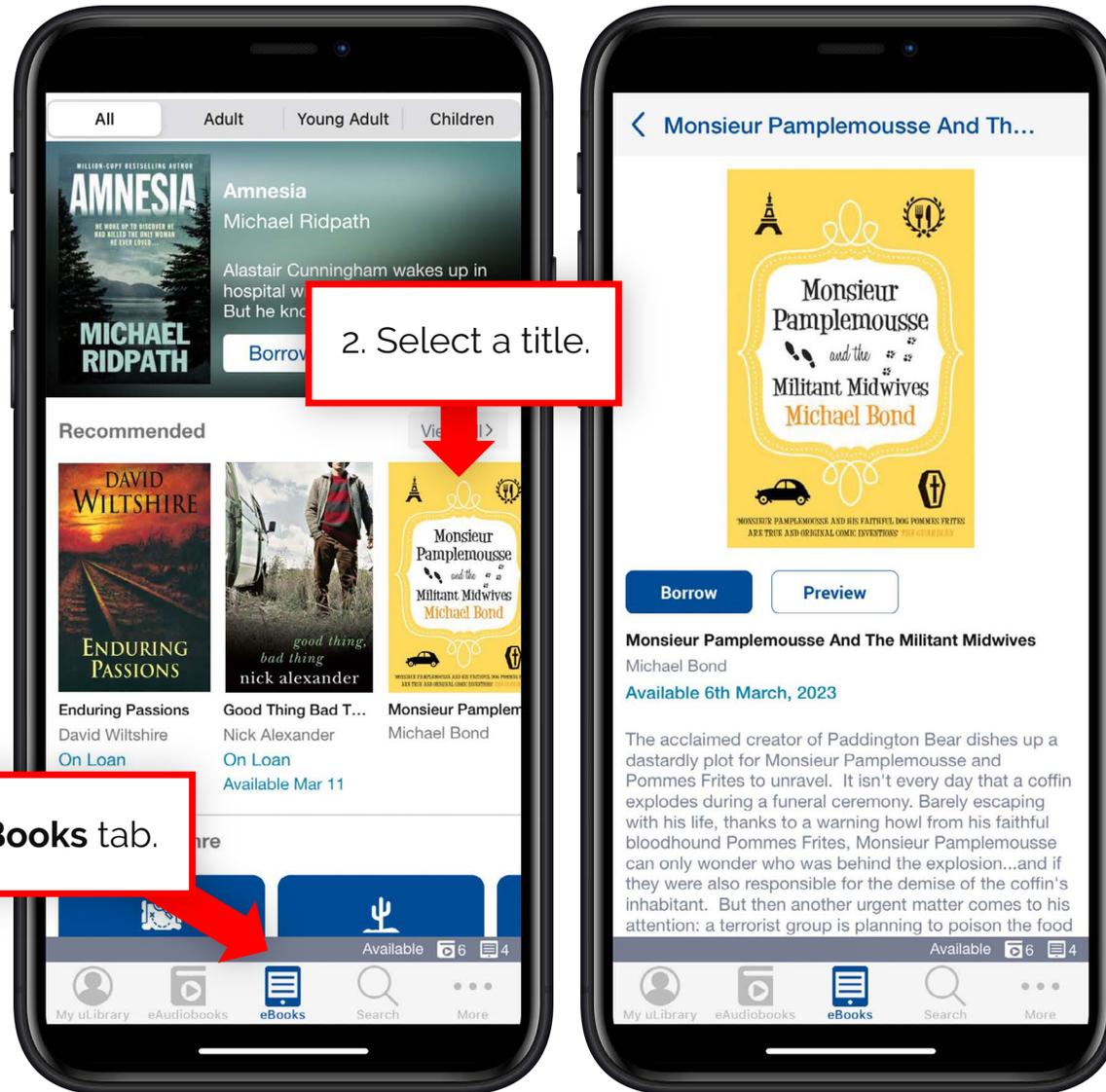
Once you've clicked **Borrow** and confirmed the loan, the title will be added to the **My Account** screen.

1. Click **Borrow**.
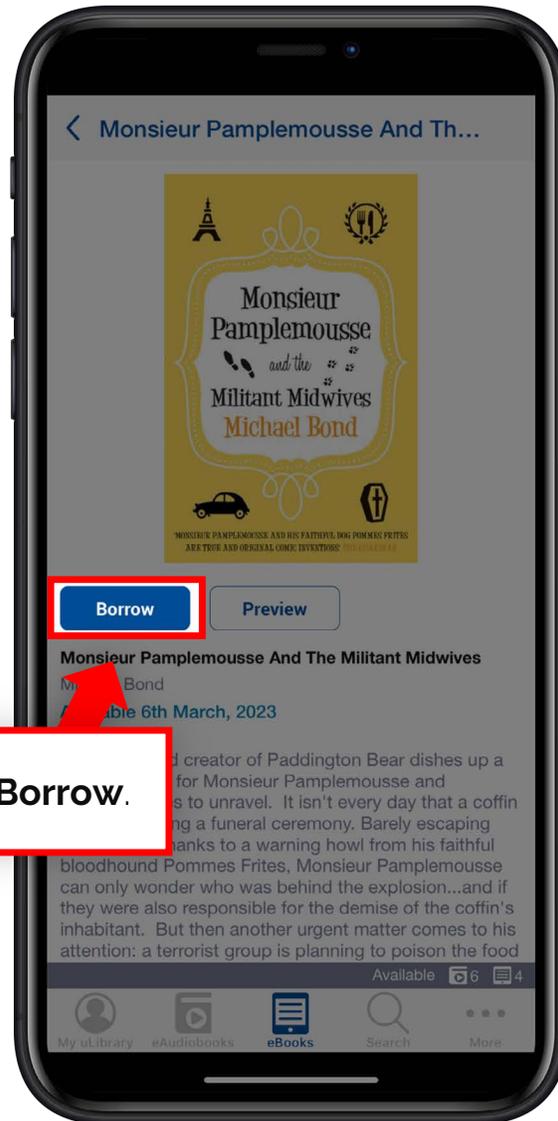
2. Confirm the loan.
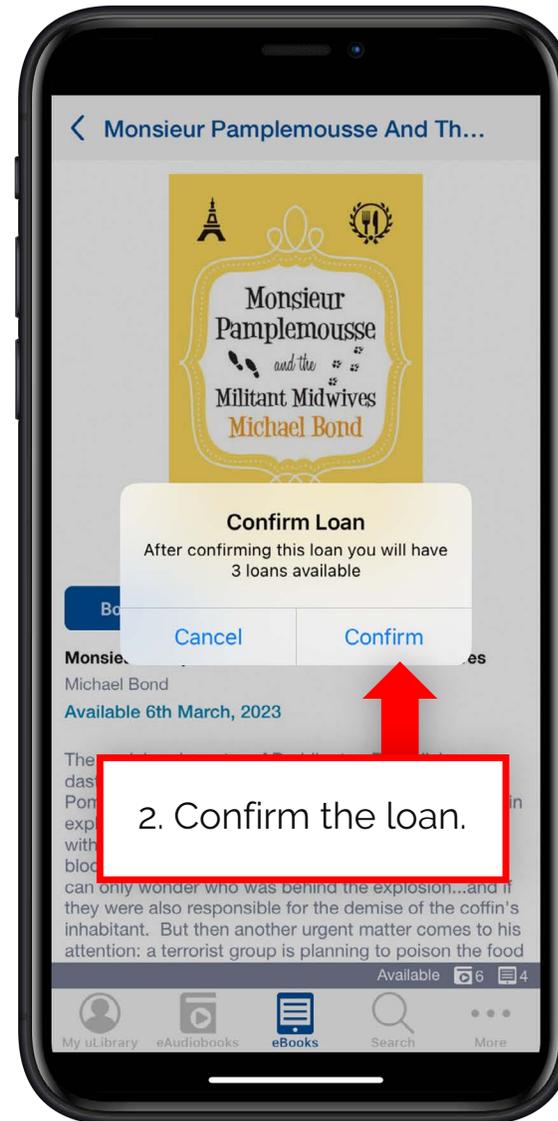
3. The title is added to the **My Account** screen.
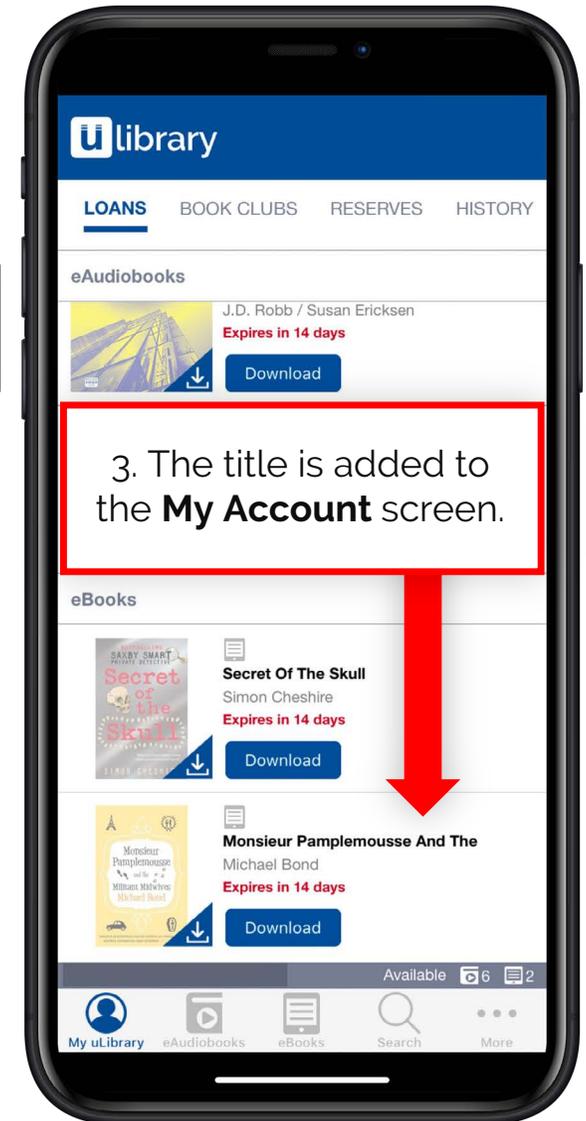
5.3 Reading and downloading eBooks

Upon clicking **Download** the full eBook will download.

You will receive a notification once the title has downloaded and then you will be able to read the title.

Once you have finished with the title it can be returned from the **My Account** screen using the **Return** button.

Click **Download**.

You will receive a notification once the title has downloaded.

Alert
You appear to have read this ebook before. Would you like to resume from the place reached previously?

Yes   No

If you have read the title before, you will be prompted to pick up where you left off.

Click the **Return** button to return the title.
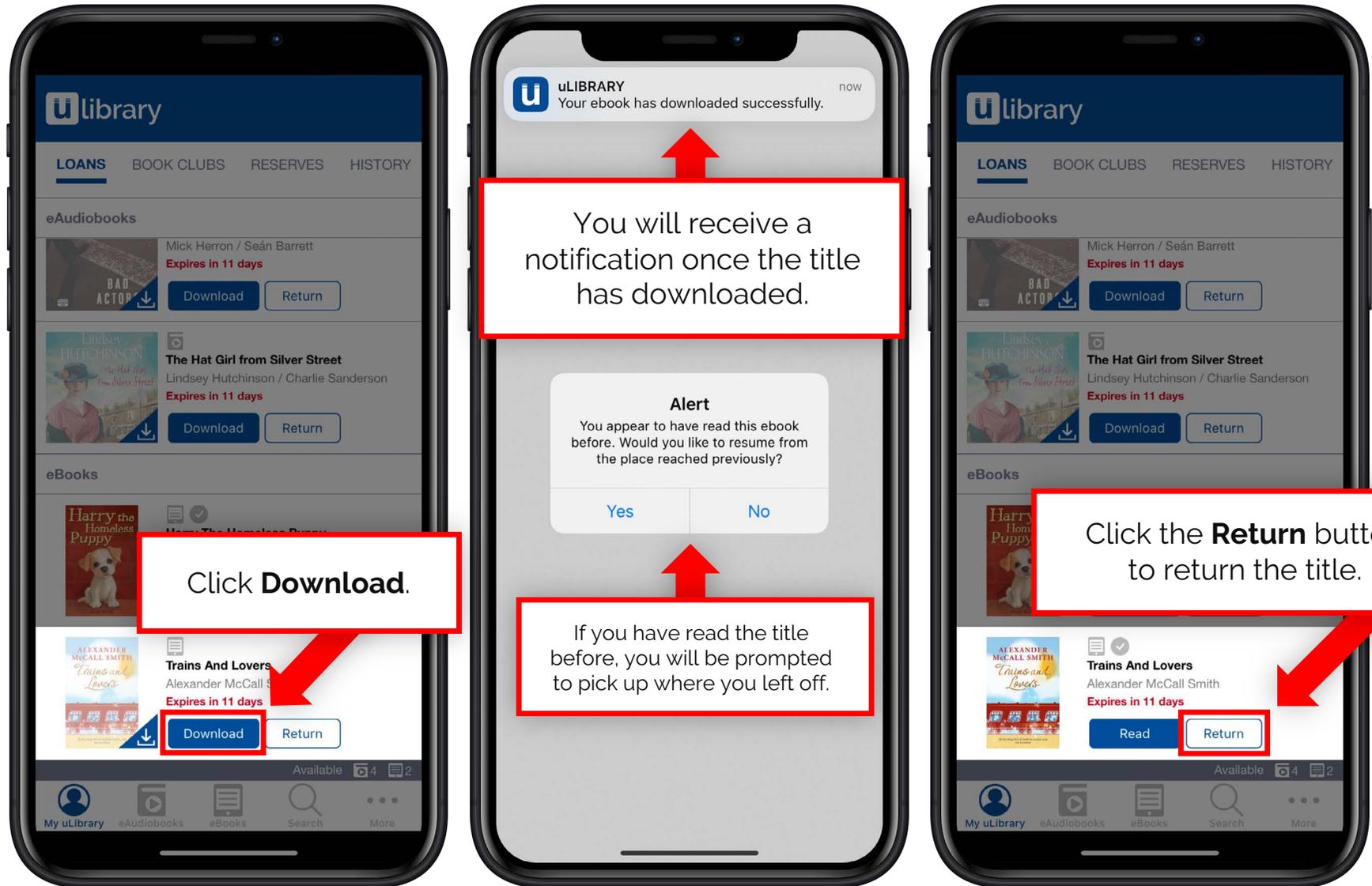
5.4 Reserving eBooks

If the eBook is currently in use by another user, the **Borrow** button will be replaced with **Reserve**.

Once pressed and confirmed, the title will be added to the **Reserves** screen tab on the **My Account** page.

From here you can see when the title will become available. Once it's available it will be added to the **Loans** screen.

*Please note, the available date is GMT.

1. Click **Reserve**.

2. Confirm the reservation.

Confirm Reservation
Reserving this book will reduce your available reserves to 3

Cancel | Confirm

3. The title is added to the **Reserves** tab on the **My Account** page.

The date the title will become available is shown here
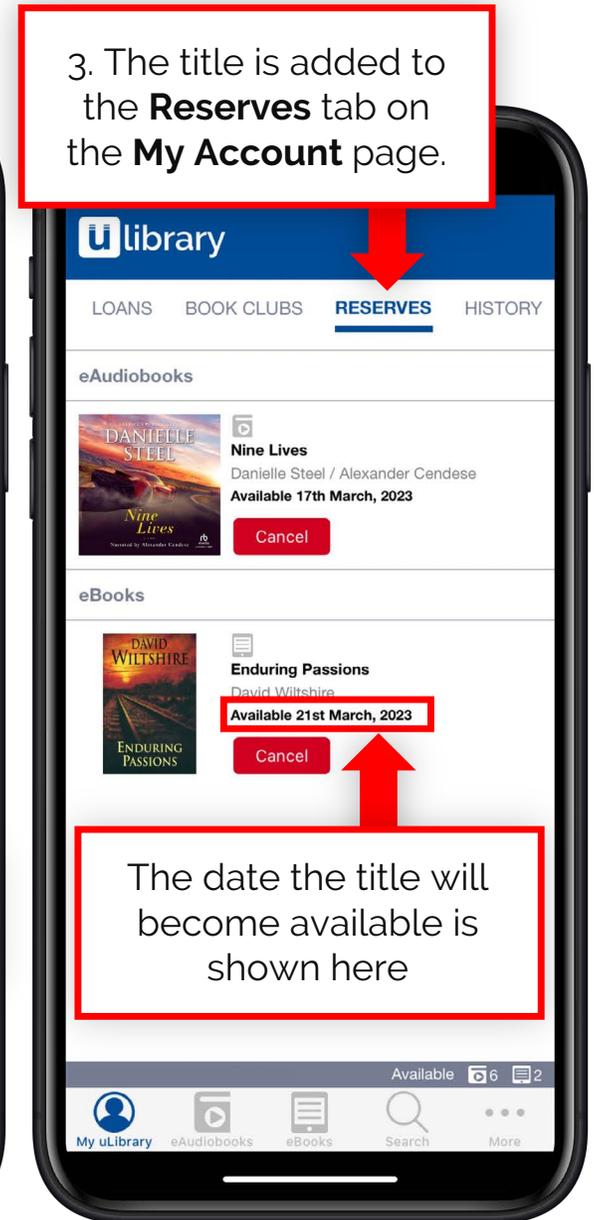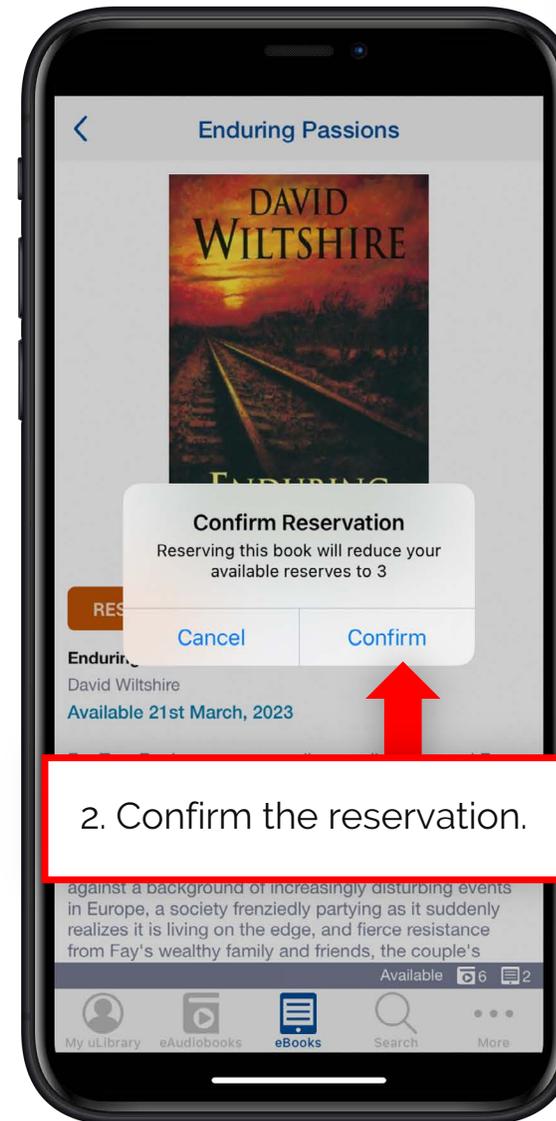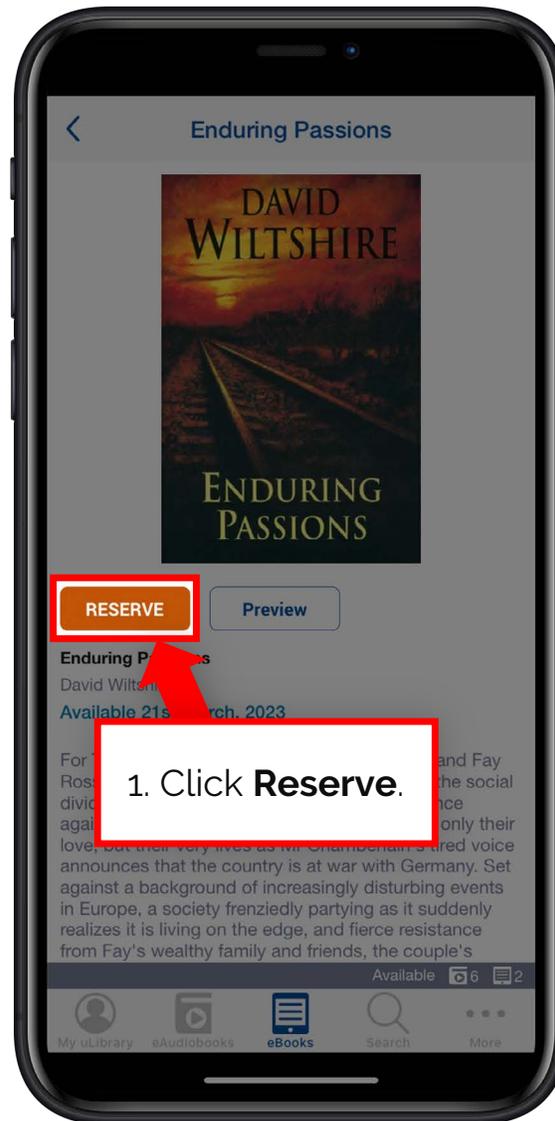
5.5 Extending an eBook

When an eBook loan is close to expiring the **Extend** button will appear.

Once clicked, you will be asked to confirm the extension and then confirm whether you would like to receive a notification when the loan is about to expire.

Click **Extend**.

6.0

Reading eBooks

6.1 Accessing the top navigation menu

Once the eBook has downloaded you can adapt the title to your own requirements using the **top navigation menu**.

Tap the eBook's page once and the **top navigation menu** will appear.

The **uLibrary Screen Reader** makes eBooks more accessible, with the text being spoken aloud.

You can initiate the **Screen Reader** by tapping the speaker icon in the **top navigation**.

CHAPTER ONE

Once tapped you have the option to skip back, pause, stop and skip forward the narration.

By tapping the cog you can access the **Speech Settings**.

Speech settings

Language   English (United Kingdom)

Voice   Daniel

From **Speech Settings** you can amend the narrators accent (by tapping **Language**) and the voice (by tapping **Voice**.

Please note, the number of available voices is affected by the language).

Swipe down to close the **Speech Settings** screen.

6.3 Using the search function

You can find a specific word or phrase in the eBook by tapping the **magnifying glass** icon in the **top navigation menu**.

Once tapped you'll be able to enter your word. The results will update as you type more.

Scroll through the results to the one you wish to select.

Once the result is tapped, your screen will update to the chosen selection with the word or phrase highlighted.

CHAPTER ONE

That October was much as usual – blowy, damp, mild, the leaves still green on the boughs, the sheep fat-bottomed and clean with their new fleece, complacent from the attentions of the tup. Odd, I suppose, that most people imagine the mating season to be the spring when in fact that's the time of birth, which is quite another matter. Conception can be any time from high summer to dark November for most mammals left to their own devices.

October, for me, was the dyeing season. Dahlia heads, sloes, the seeds of the golden rod and lichens pulled from the boles of old trees – they all have to be gathered and stored in the days of the first frosts or just before, and then steeped in pans with the raw fleece, mixing colours and trying in vain to get anything near a decent blue without resorting to indigo yet again.

* * *

I had known Phil Hollis since he was in his teens and I a clamouring infant of four and five, following him through the village, encouraged by his kindness. And here he was, finally due back that Friday afternoon to tackle his dead aunt's possessions at last.

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Search

Death in the Cotswolds REBECCA TOPE

For everyone in the letter group: Anita, Carol, Jo, Madelon, Margaret, Martha, Quenda and Sheila

CHAPTER SIXTEEN CHAPTER SEVENTEEN CHAPTER EIGHTEEN CHAPTER NINETEEN CHAPTER TWENTY About the Author By Rebecca Tope Copyright

AUTHOR'S NOTE As with the other stories in this series, the towns and villages are real, but the houses, businesses and people have all been invented. Any resemblances are coincidental.

The

Done

6.4 Using Bookmarks

Our eBooks use automated bookmarking so you won't lose your place, but if you've reached a part in your eBook that you wish to return to then you can add manual bookmarks.

To initiate this, tap the **bookmark** icon in the **top navigation menu**.

Type a bookmark title and tap **Save**.

Once saved, you can access your bookmark(s) by clicking the hamburger icon in the top navigation menu and selecting the **Bookmarks** tab.
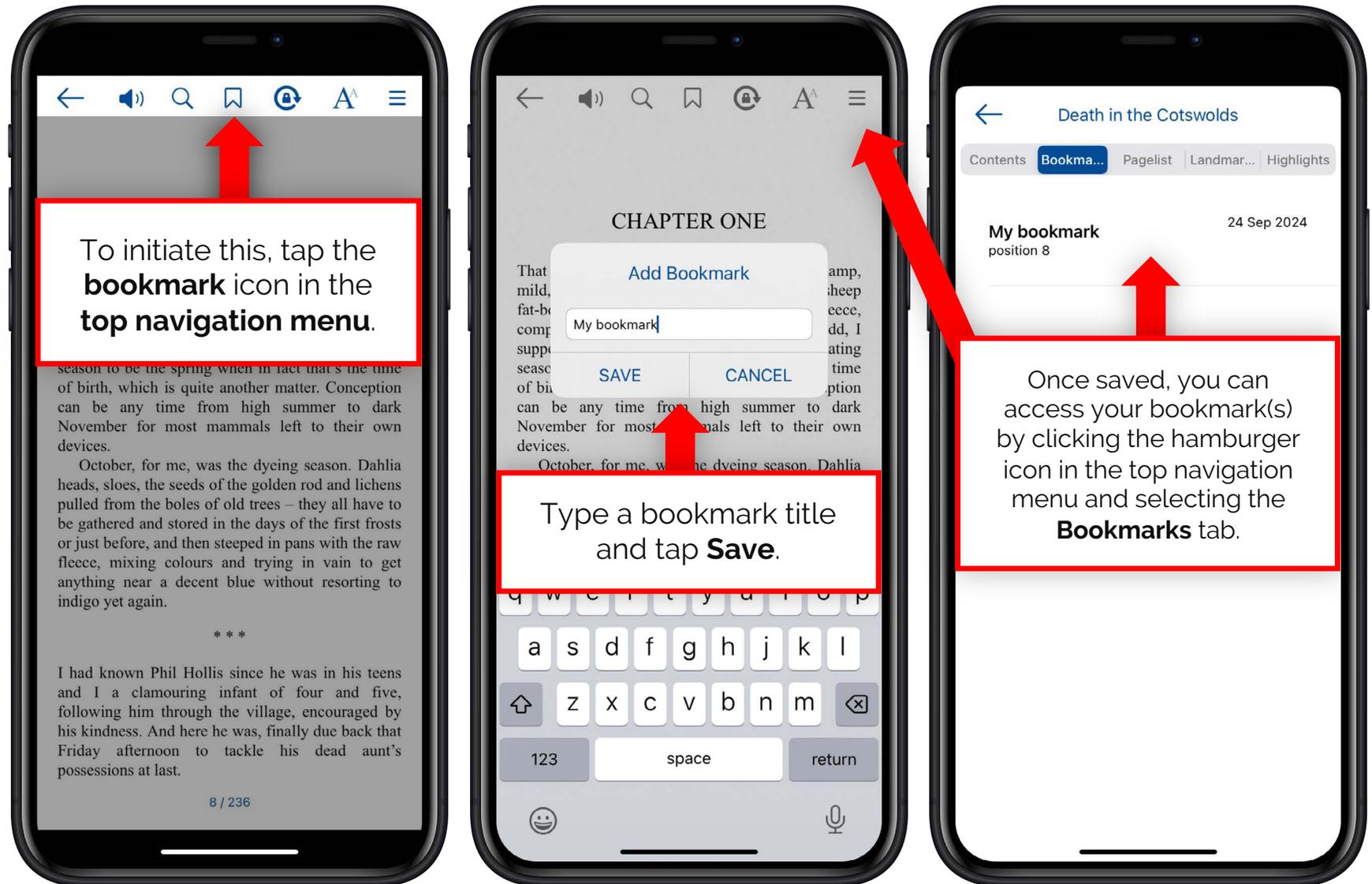
6.5 Changing User Preferences - Style

You can read your selected eBook your own way via the **User Preferences** screen. To initiate this tap the **A^A** icon in the top navigation menu.

CHAPTER ONE

That October was much as usual – blowy, damp, mild, the leaves still green on the boughs, the sheep fat-bottomed and clean with their new fleece, complacent from the attentions of the tup. Odd, I suppose, that most people imagine the mating season to be the spring when in fact that's the time of birth, which is quite another matter. Conception can be any time from high summer to dark November for most mammals left to their own devices.

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1. You can unselect a change by tapping **X** or reset any changes to the publishers original by tapping **Reset**.

2. By changing the language, it will amend the text to the reading pattern of the language.

3. You can amend the reading pattern manually by selecting **LTR (left-to-right)** or **RTL (right-to-left)** on the **Reading Progression**.

4. You can make the screen landscape by tapping **Vertical text**.

eBook page layout can also be manipulated from the **User Preferences**.

User Preferences   Reset

Language	Original
Reading progression	LTR
Vertical text	

Scroll		1
Columns	Auto	2
Page margins	− + 1	3

| Theme | Light |
| Image filter | None |
| Text color | |
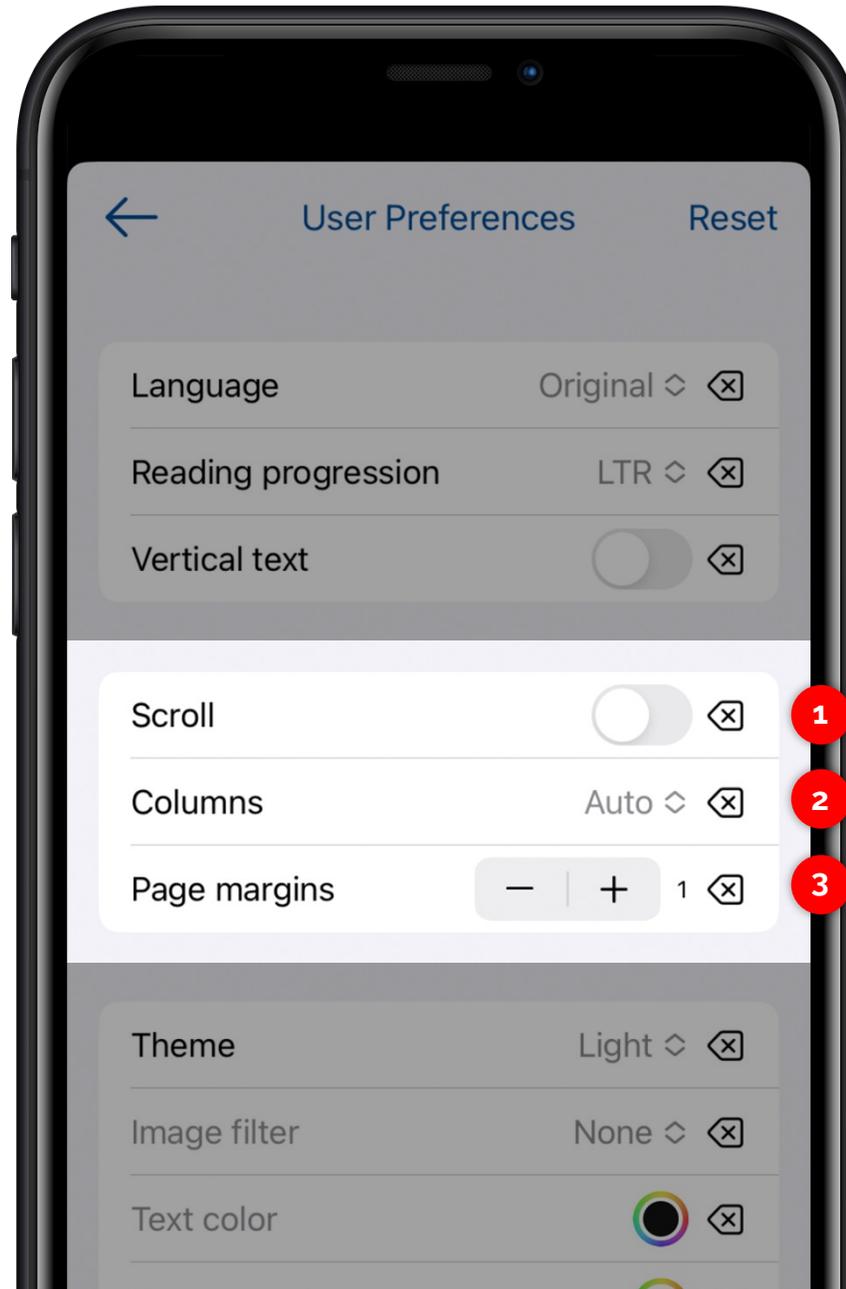
1. As standard you will turn the page by swiping. You can change to an unlimited scroll by tapping the **Scroll** button.

2. You can amend the number of columns from 1 to 2 via the **Columns** drop down.

3. You can also increase or decrease the eBook's page margins by tapping the plus or minus alongside the **Page margins** option.

6.7 Changing User Preferences - Theme

An eBook's overall appearance can also be customised from the **User Preferences** via the **Theme** section.
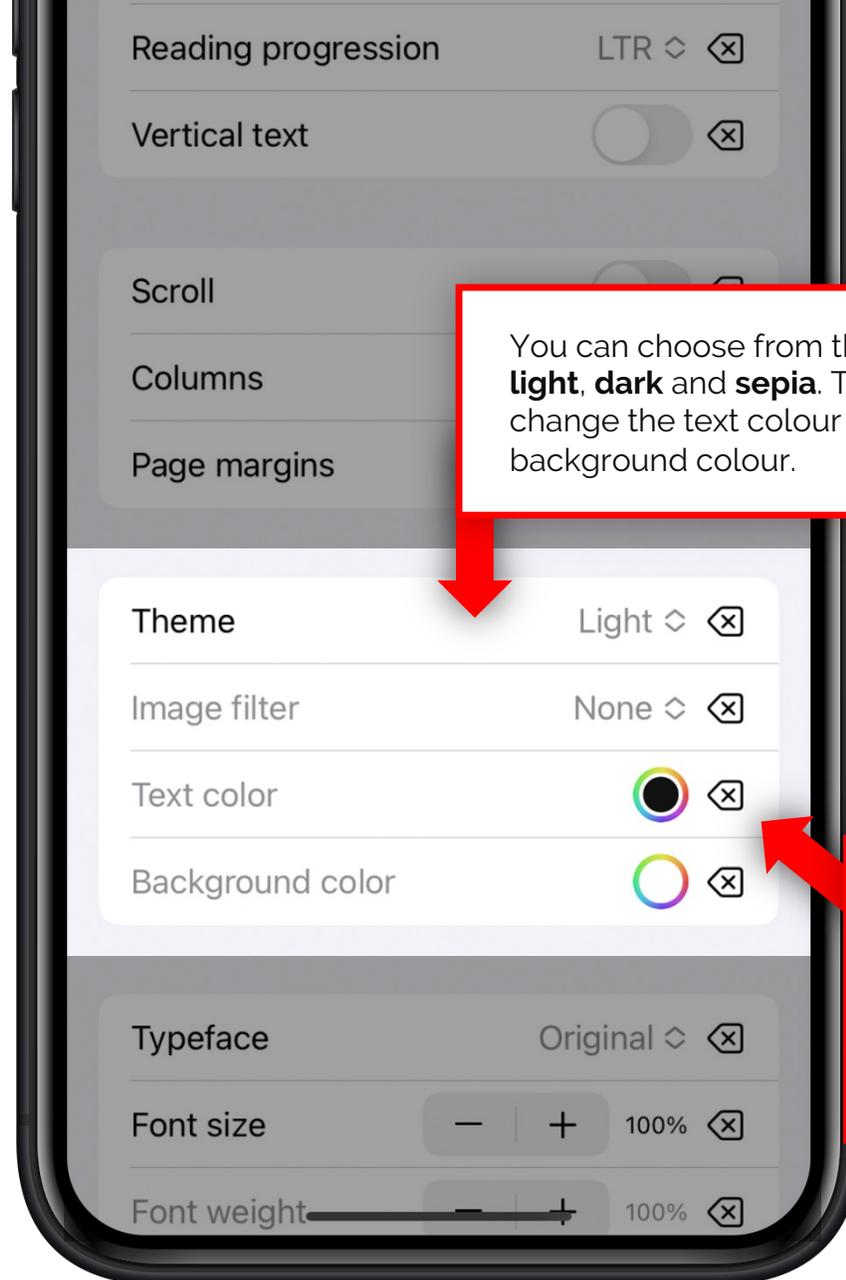
You can choose from three themes, **light**, **dark** and **sepia**. This will change the text colour and background colour.

You can have greater control over this by clicking the colour, and selecting your choice from the **Grid**, **Spectrum** and **Sliders**. You can save your desired colour for future use by tapping the plus.

1. You can select your chosen font from the **Typeface** dropdown as well as increase or decrease the font size and font weight via the plus and minus buttons.

Typeface may also be changed alongside font size and weight settings.
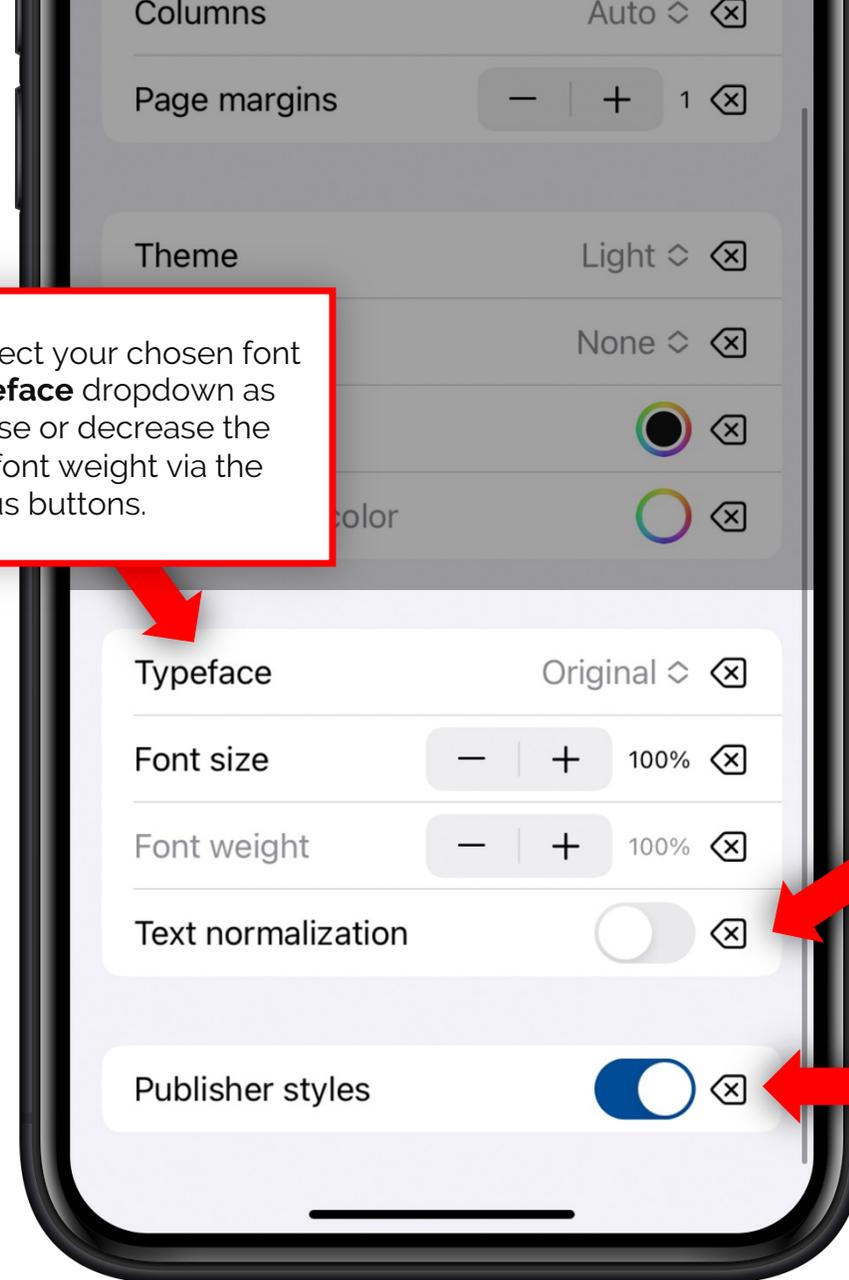
By tapping **Text normalization**, it will make the text consistent, converting italicised and bolded words to standard text.

The eBook text will as standard be shown as the publisher intended. If you switch **Publisher styles** off you can amend the text to your preference, from text alignment to line height and letter spacing.

6.9 Additional features

By clicking the hamburger icon in the top navigation menu you can access additional features including **Contents**, **Bookmarks** and **Highlights**.
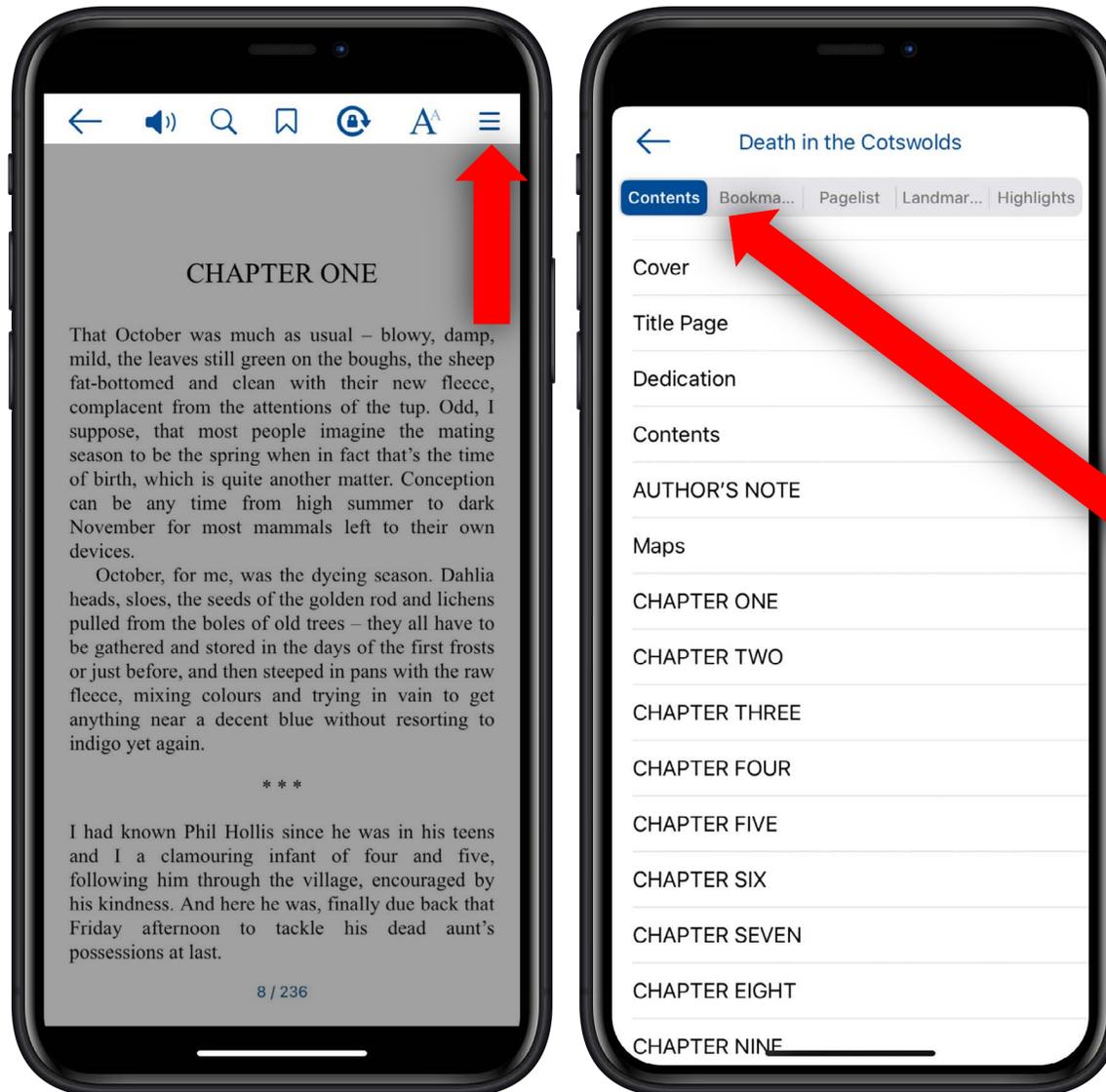
By clicking **Contents** you will be able to access a list of the title's chapters, allowing you to switch between with ease.

*Further information about **Bookmarks** is available in **6.4**.*

6.10 Additional features - Highlights

To create a highlight, press the text you wish to focus on, drag the left and right circle to cover the text you wish to include and tap **Highlight**.

Created highlights will appear in the Highlights section.
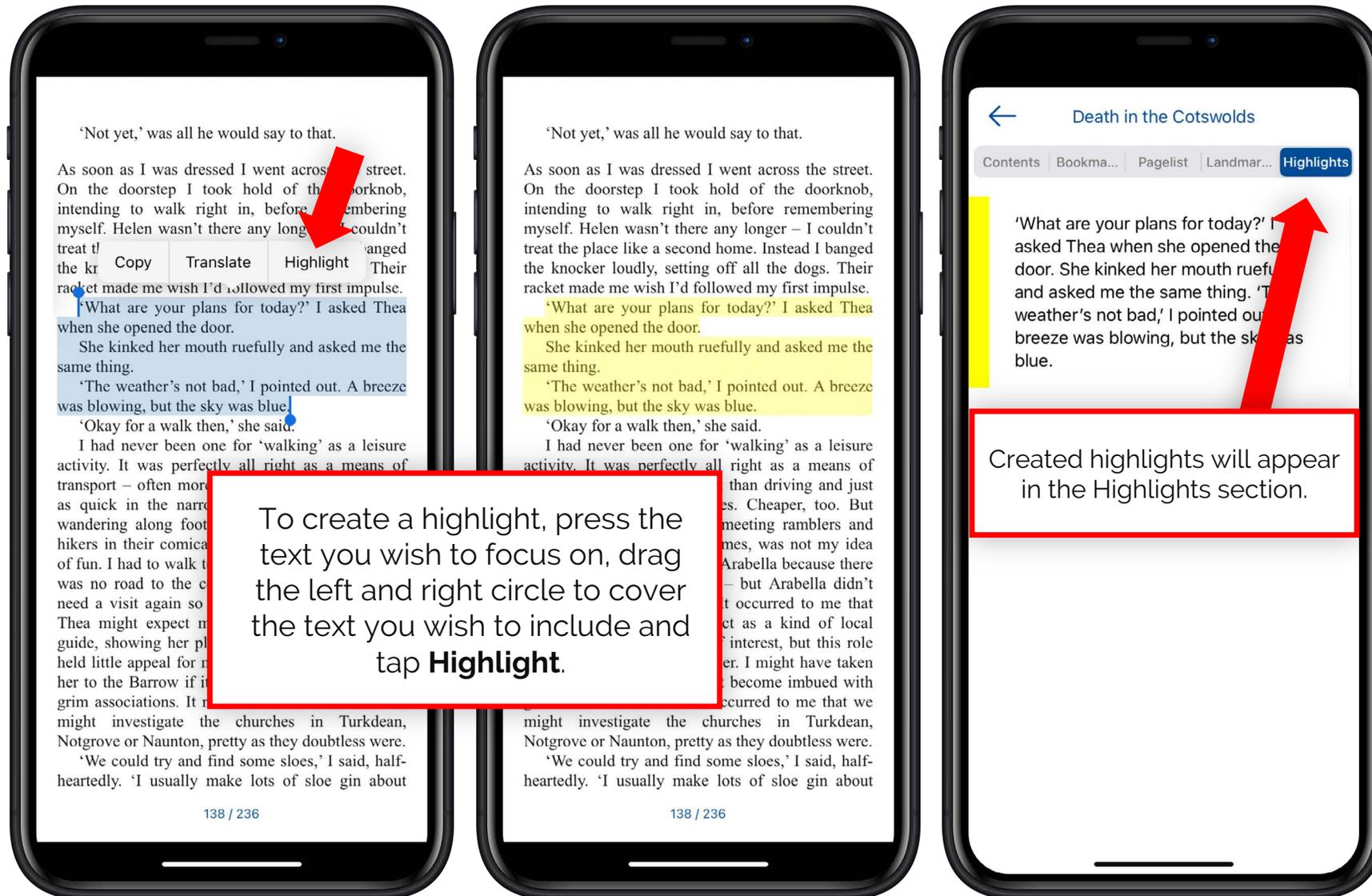
7.0

Hints & Tips

7.1 Making the most of uLibrary

We're always happy to help new and existing users and so have implemented a number of different ways to learn how to use the app:

- **uLibrary** hints can be accessed from the **More** tab on the **uLibrary** app.

- The **uLibrary** platform includes automatic synchronisation, which allows users to switch between using the browser and app version without losing your place.

- With our automatic bookmarking function you'll never lose your place again.

- Get further help by clicking **Send feedback** within the app to directly email the **uLibrary Technical Support Team** at **digital@ulverscroft.co.uk**.
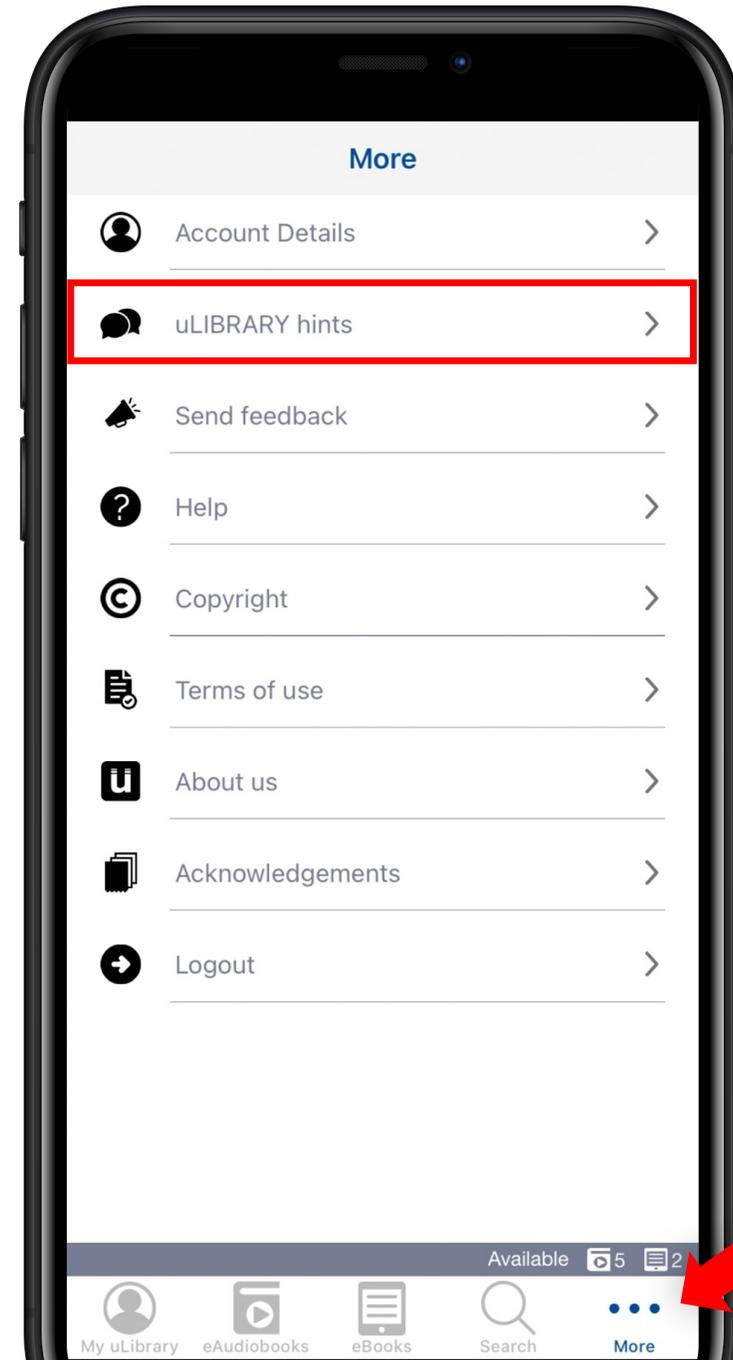
How to access Book Clubs

You can listen to each month's **Bookworms Book Club** and **Talking Books Book Club** within the **Book Clubs** tab on the **My uLibrary** screen.

Click **Download** to launch the player for that month's selection and begin listening to the title. The title will only be active within the **Book Club** tab for that month.

Please note, listening to a Book Club title will not reduce the user's number of available loans.

Using the **uLibrary** app
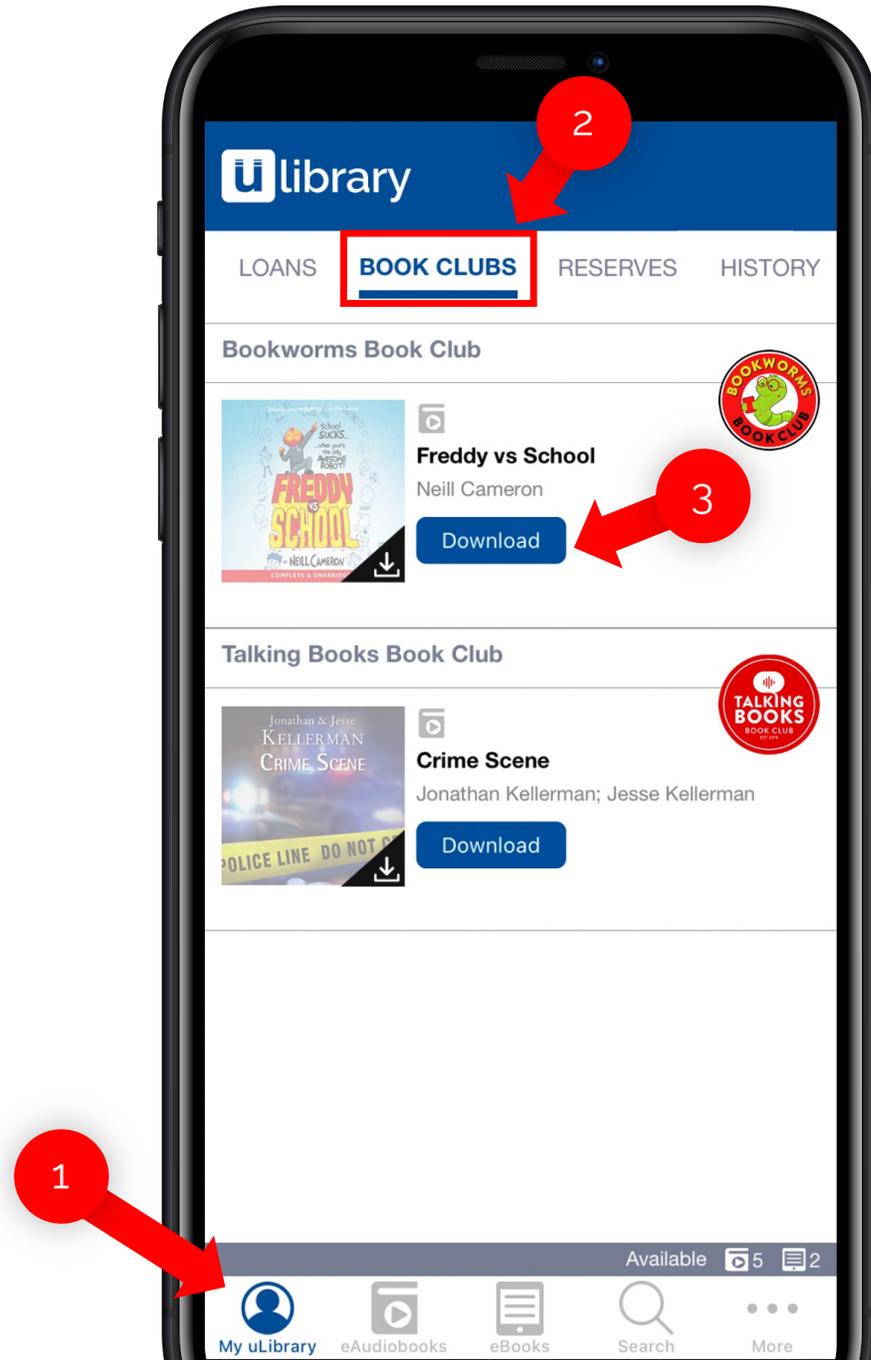
Receive our email updates

You can keep up-to-date on your loans by entering your email into the **Account Details** screen within the **More** tab.

Any email address used for this goes into a secure database, with all emails sent automatically to ensure no data can be misused. In compliance with GDPR rules in Europe, data may be removed from our system upon request.