

# Get Started With Kitaboo 6.0

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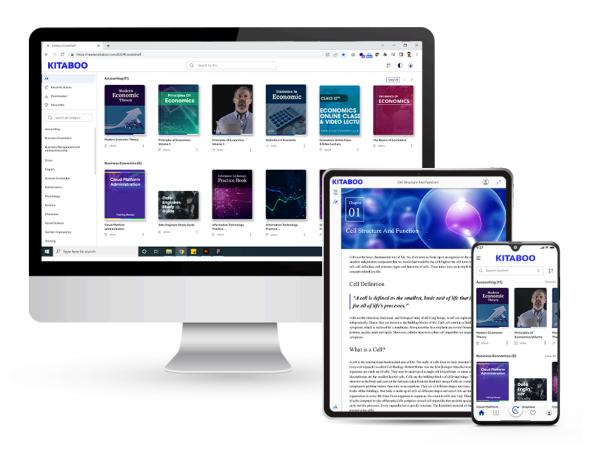
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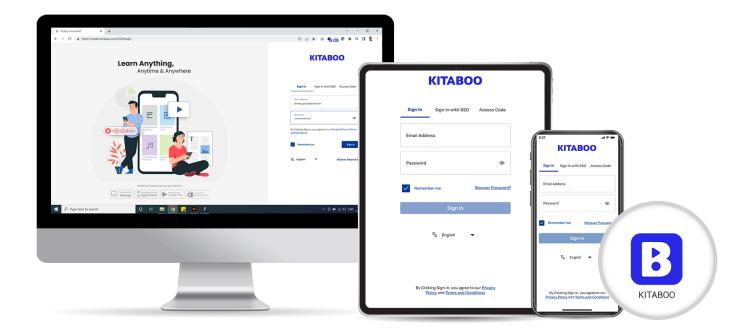
# Welcome to the

# Kitaboo Player

We would like to introduce you to the Next Generation Player by providing a brief overview of key controls.



# 1. Sign in to the Kitaboo Reader App



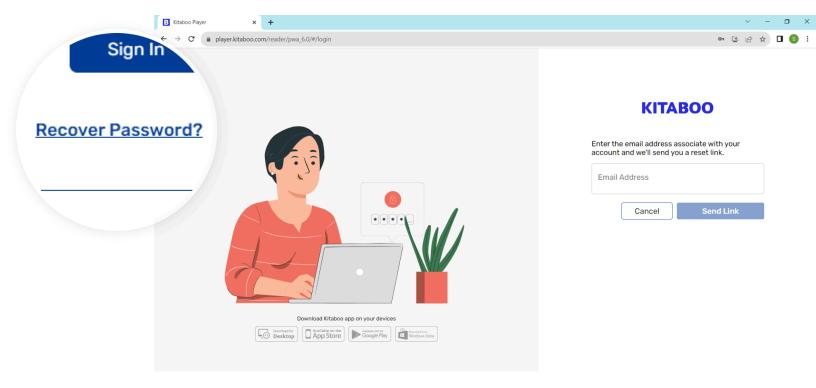
# 1.1 How to Sign in with Your Unique ID

Allows users to experience the digital content hosted on the Kitaboo platform with the help of their unique username and password.

- Navigate to the URL: https://player.kitaboo.com/ This displays the login screen.
- 2. Enter your login details to sign in to the app.
- 3. Verify your password, if needed, by selecting the Show/Hide icon.
- 4. Select the Sign in button to view the Kitaboo bookshelf.
- 5. Select a language from the language drop-down menu.

**NOTE:** To enable the Sign In button, the username should consist of a minimum of six characters and the password should consist of a minimum of eight characters.

# 1.2 Manage Password

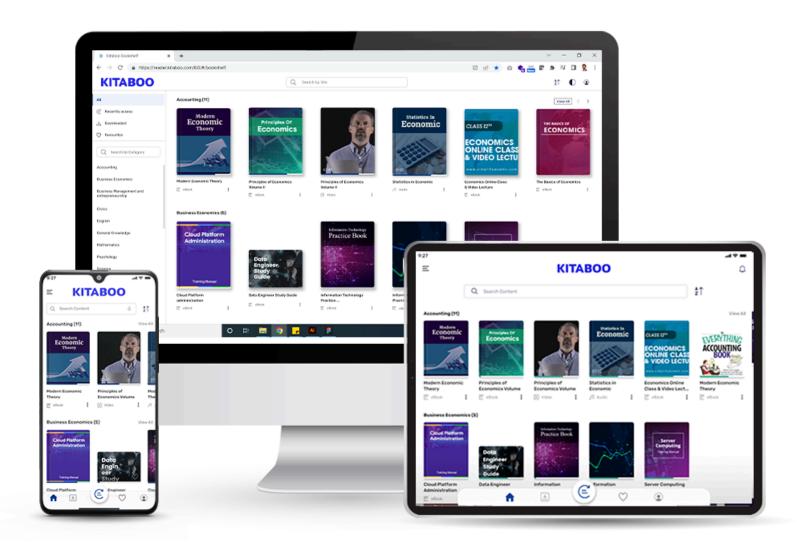


# 1.3 How to Retrieve Your Lost Password

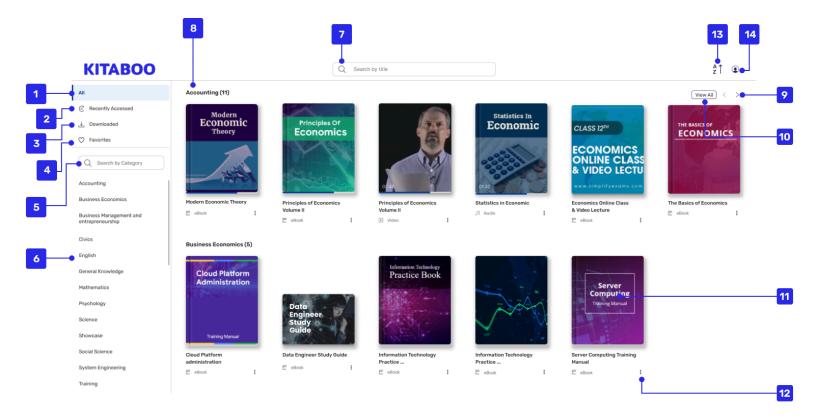
In case you have forgotten your password, you can retrieve it from the Sign in screen itself.

- 1. Navigate to <a href="https://player.kitaboo.com/">https://player.kitaboo.com/</a> This displays the login screen.
- 2. Select the **Recover Password** link to go to the **Reset Password** screen.
- 3. Enter your registered email address. An email to reset your password will be sent to this email address.

# 2. Bookshelf



#### 2.1 How to View Bookshelf



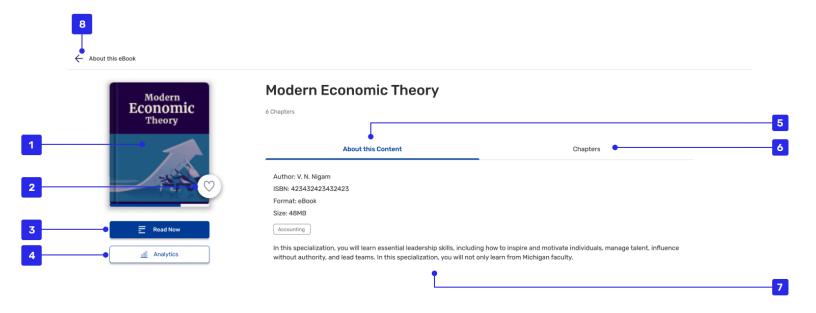
The Kitaboo Shelf displays a repository of content available for reading/downloading to specific categories.

- 1. All: Display all categories along with their associated contents on the shelf.
- 2. Recently Accessed :Display all the recently accessed content.
- 3. Download: Display all the downloaded content.
- 4. Favorite: Lets you add content to your favorites tab for easy access.
- 5. Search: you can search for the available categories.
- 6. Categories: Displays vertical list of all the categories.
- 7. Search: Opens a search panel to search content on the shelf.
- 8. Category: Displays a category name, along with the number of content in the

category.

- 9. Next: Lets you swipe back and forth the tabs, and also view more content in a particular category.
- 10. View All: Displays the entire repository of content in a vertical, categorical view.
- 11. Thumbnail: Displays the cover image of a content . You can click on it to open or view the content.
- 12. More Info: Lets you obtain more information about a content.
- 13. Sort by: You can sort content on the shelf by Title, Author, and Published Date.
- 14. Profile: opens a profile menu that contains user's information

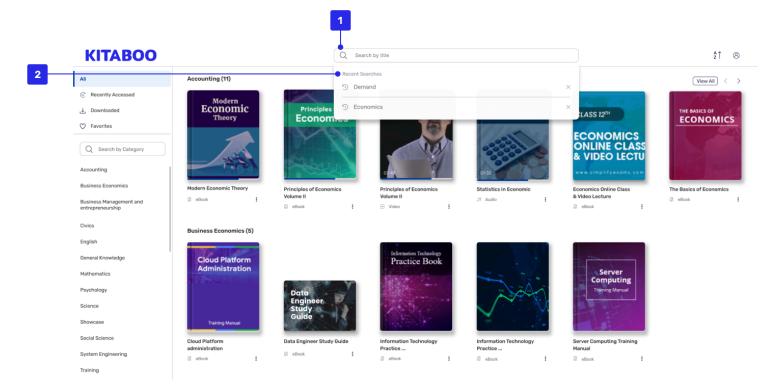
#### 2.2 More Info



A click on the "**More Info**" icon opens a section containing information about a particular resource. The content launches directly when the "Read Now" button is clicked.

- 1. Cover Image: Displays the cover image of a content
- 2. Favorite: Allow you to mark content as favorite
- 3. Read now: You can click on it to open or view the content.
- 4. Analytics: Lets users view and analyze data related to a specific content by clicking or tapping this button.
- 5. About this content: This section will show all the information of the particular content like Author, ISBN, Size etc.
- 6. Chapters: This section displays the table of contents, showcasing all the chapters present in the content.
- 7. Description: shows the available information regarding the content

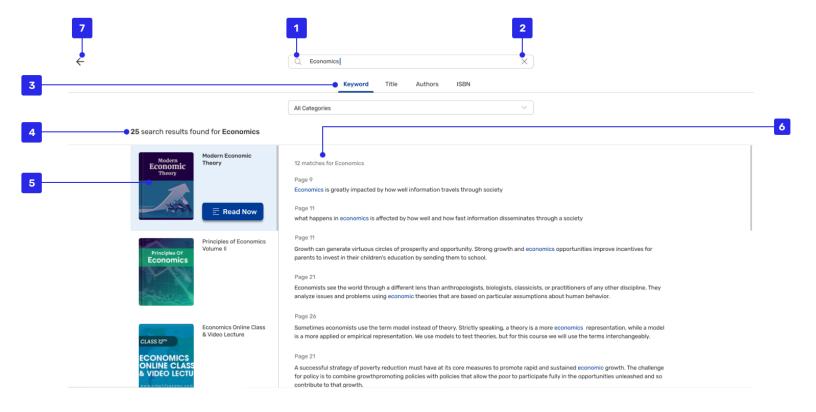
# 2.3 Searching a Book on the Shelf



Search: Lets users search content on the shelf. A click on the **Search** icon opens an input field. Users can search for content by typing in a title or an author name, ISBN code, or a brief description.

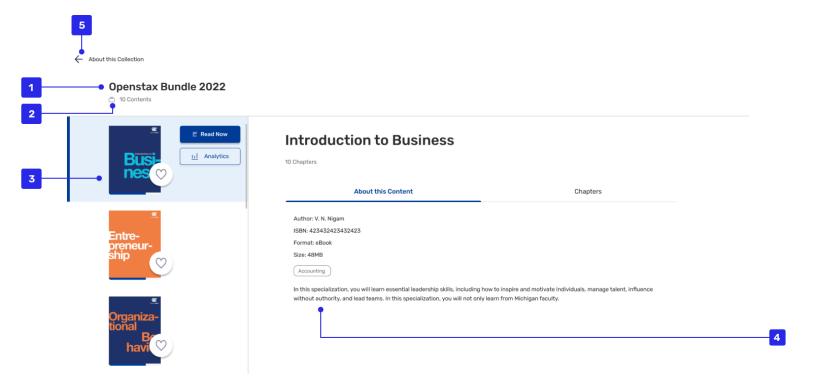
- 1. Search: Lets you search content.
- 2. Recent Search: Shows last 5 recent searches.

#### 3. Search-results



- 1. Search Text: Lets you search content.
- 2. Clear: Clears the typed text in the **Search** field.
- 3. Metadata tabs: Search results will be viewed based on metadata categories such as All, Keyword, Author, Title, or ISBN. You can change these at any time to obtain specific results.
- 4. Matches: Displays the number of search results matching the search text.
- 5. Content Thumbnail: All the content having the result will be appeared here.
- 6. Content search: This section will show detailed search results for the selected content.

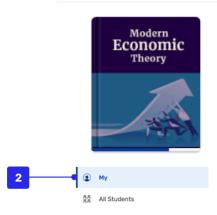
# 2.4 Collection

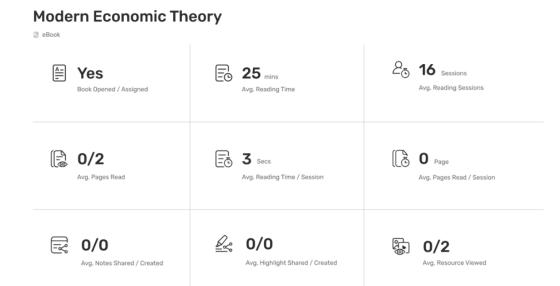


- 1. Collection Title: Displays the name of a collection.
- 2. Collection Items: Displays the number of items or content in a collection.
- 3. Content: Display the selected content having options to read or open analytics of the particular content.
- 4. Book Info: Displays more information about a book, like author name, ISBN code, size etc.
- 5. Back to Shelf: Lets users go back to the shelf.

# 2.5 Statistics

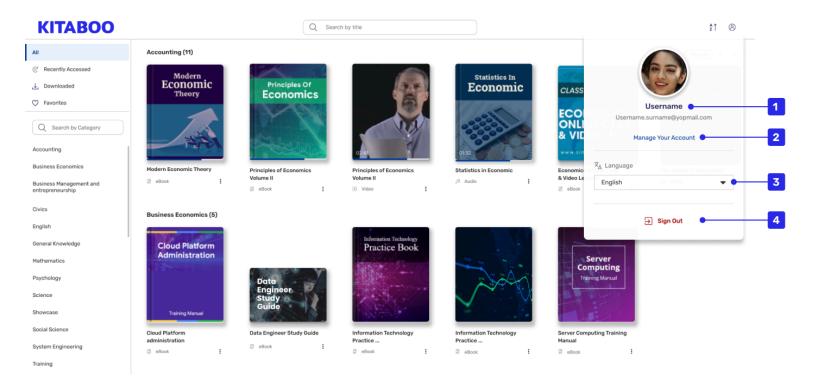






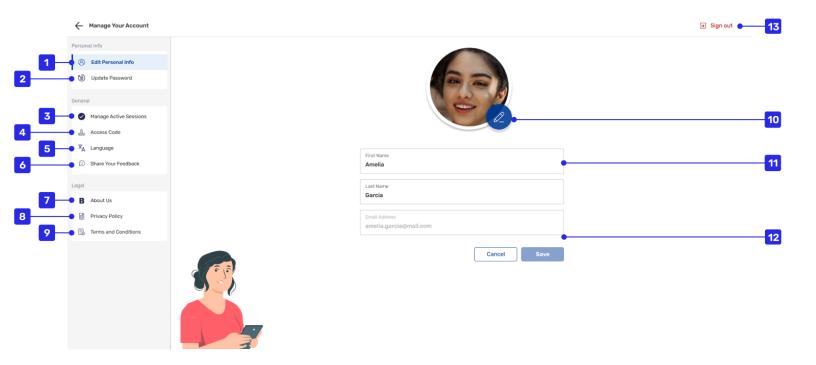
- 1. Back to Shelf: Lets users go back to the shelf.
- 2. Select: Lets users select a class or a student from the drop-down menu for viewing a book's usage data of learners within a specific class. You can view this data if you are using the book for multiple classes.

# 2.6 Profile



- 1. User name: Shows the user name and email address of the signed in user.
- 2. Manage account: This will open the profile section of the user.
- 3. Select Language: Displays a list of languages to select from.
- 4. Sign Out: Lets you sign out from the reader.

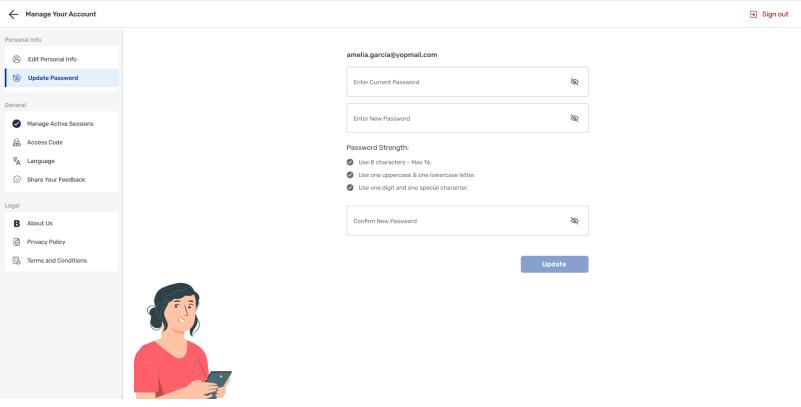
# 2.6.1 Profile Settings



- Edit personal Info: You can edit your personal information like first name last name and profile picture.
- 2. Update Password: Change your password by entering your current and new password from the profile settings.
- 3. Manage Active session: you can manage your active session on all devices.
- 4. Access Code: Lets you add content by using an access code.
- 5. Language: Displays a list of languages to select from.
- 6. Share your feedback: You can add your feedback for the application in this section.
- 7. About us: This will show the application version information.
- 8. Privacy Policy: all the policies regarding our application will be visible.
- 9. Terms and condition: In this section all the terms and conditions regarding the application will visible.

- 10. Edit: Lets you change your profile picture by clicking or tapping the icon.
- 11. First & Last Name: Edit your first or/and last name, if required.
- 12. Email address: Email address associated with the account will be visible.
- 13. Sign Out: Lets you sign out from the reader.

# 2.6.2 Change Password

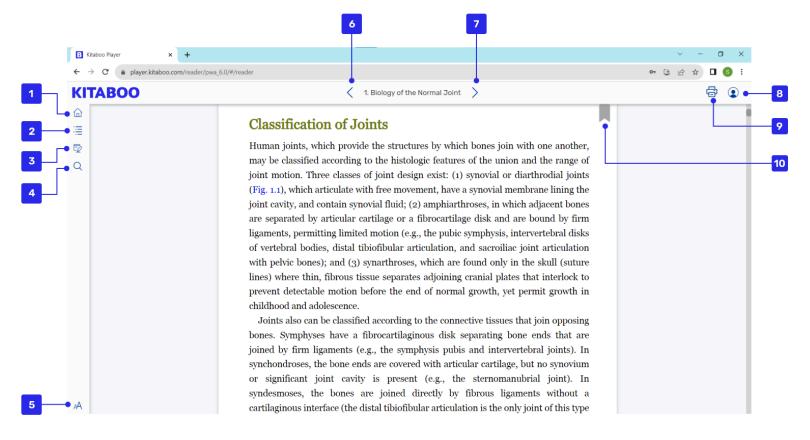


Change Password: Enables you to change your password by entering your current and new password in respective fields on the **Profile Settings** pop-up.

# 3. Responsive Content User Manual



# 3.1 Responsive Reader: Overview

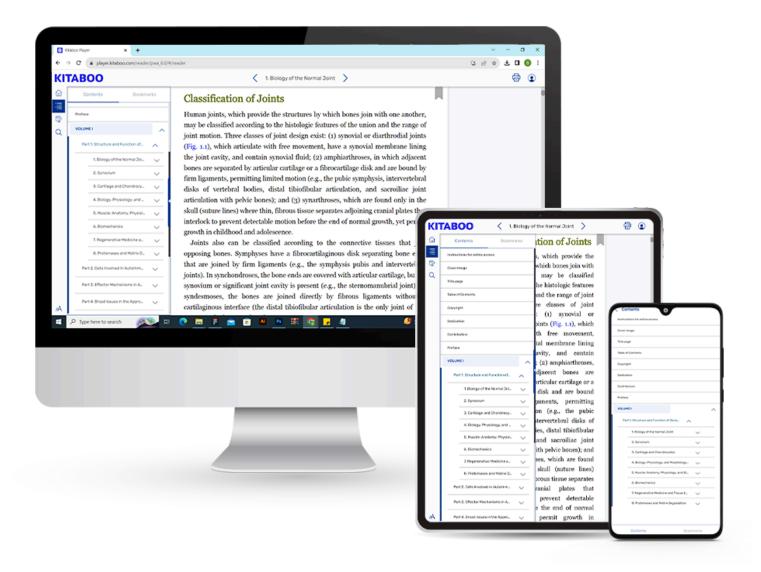


- Back to Shelf: Takes you to the bookshelf where you can read or add ebooks and other resources.
- 2. Table of Content: Opens the table of content, which enables you to quickly navigate to any part of an ebook.
- 3. My Data: Lists notes and highlights both yours, as well as those shared with you.
- 4. Search: Lets you search for and find content in an ebook.
- Content Setting Panel: Opens the **Setting** panel, which enables you to select the content setting options.
- 6. Back: Lets you go back to the previous chapter.
- 7. Next: Lets you go to the next chapter.

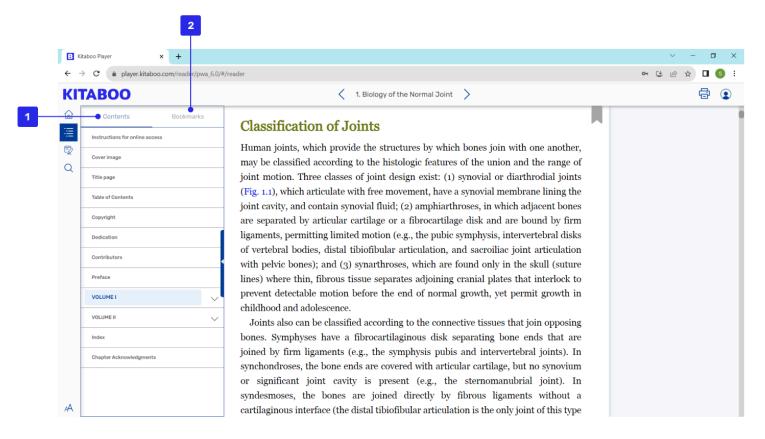
- 8. Profile: opens a profile menu that contains user's information.
- 9. Print: Allows you to print a content page or an entire range of pages.
- 10. Bookmark: Enables you to bookmark a page in an ebook.

# 3.2 Table of Contents

A Table of Content (TOC) groups the content and resources used in a book hierarchically so that you can access them easily. You can also navigate to the desired content via index terms and bookmarks.



#### 3.2.1 Contents



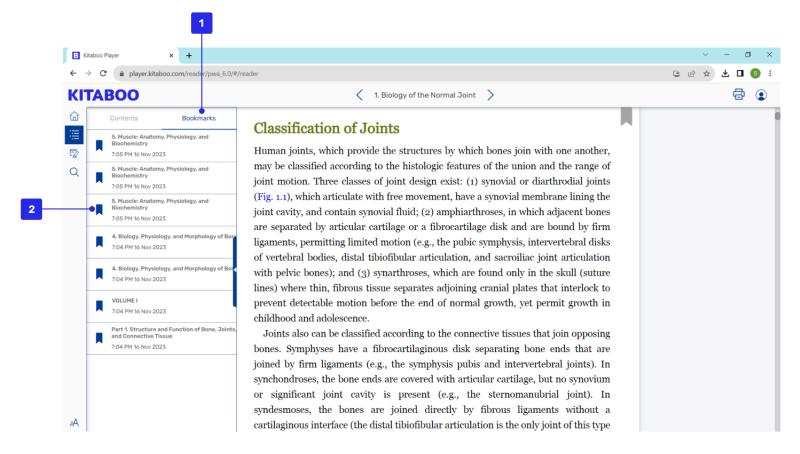
- Contents: Lists contents in a tabular form, with three to four levels of sections.
- 2. Bookmark: Groups all bookmarks by the TOC. You need to select it to list bookmarks for a TOC element. It will take a user to the starting page of the content section.

#### 3.2.1.1 How to Use Contents

- 1. Selecting the TOC displays a list of content and its various levels, if there is any. The **Contents** tab is opened by default once you select the TOC.
- 2. Select a TOC element, e.g. chapter/topic/subtopic to jump to that section.

**Note**: To return to the TOC from the page, select **Table of Content**.

#### 3.2.2 Bookmark



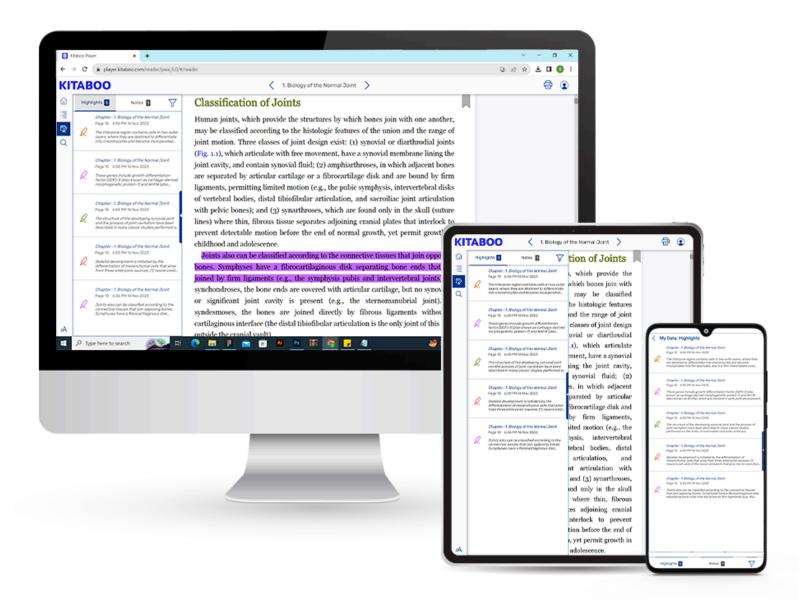
- 1. Bookmark: Groups all bookmarks by the TOC. You need to select it to list bookmarks for a TOC element.
- 2. Selecting a Bookmark: Takes users to a bookmarked page once they select a bookmark.

#### 3.2.2.1 How to Use Bookmarks

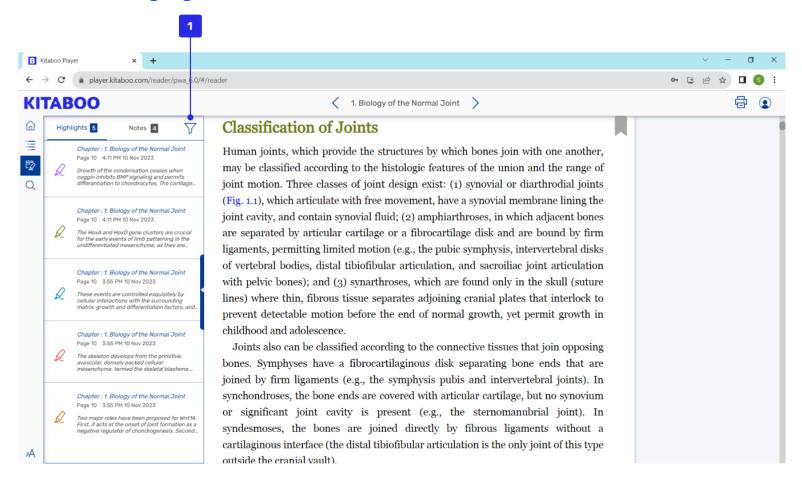
- 1. Selecting Bookmarks displays bookmarks grouped by Table of Content.
- To view a bookmarked page:
   Select a TOC element, e.g. chapter/topic/subtopic to list its bookmarked pages, and select a bookmark to jump to that page.

# 4. Responsive Content: My Data

The Kitaboo Reader allows you to do more than just creating notes and highlights. Sharing and organizing your data like notes, highlights etc. as well as the conversation threads becomes much easier with the help of Kitaboo Reader. They are always only a tap away. You can also collaborate with others by using the Kitaboo Share function.

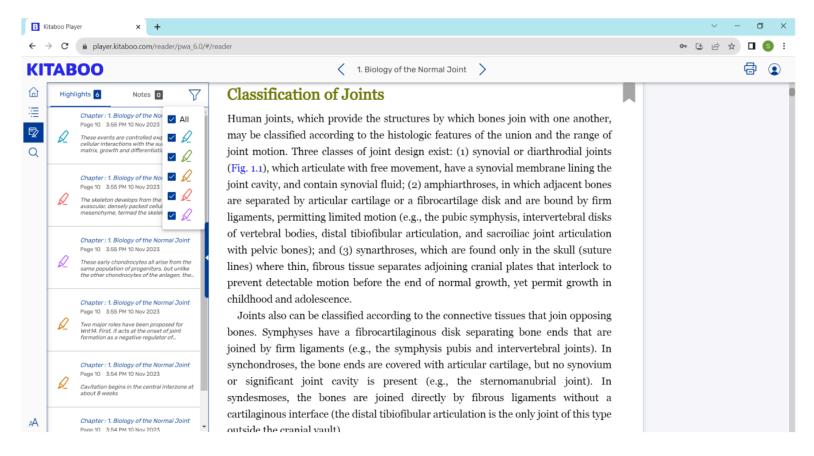


#### 4.1 Highlights



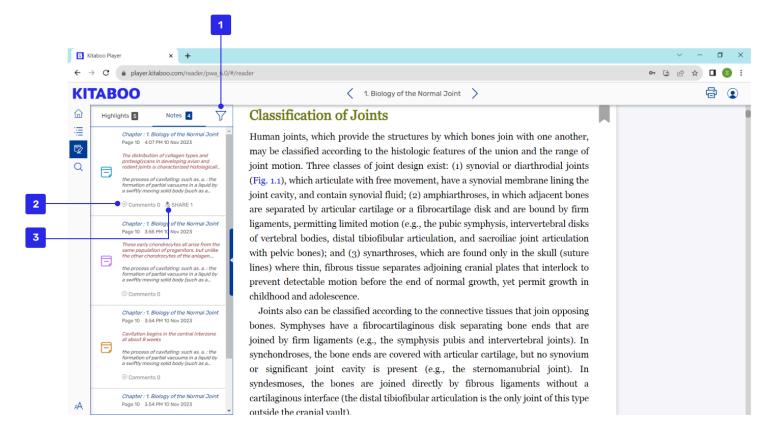
1. Filter: Filter data based on the color of notes and highlights.

#### 4.2 Highlights Filter



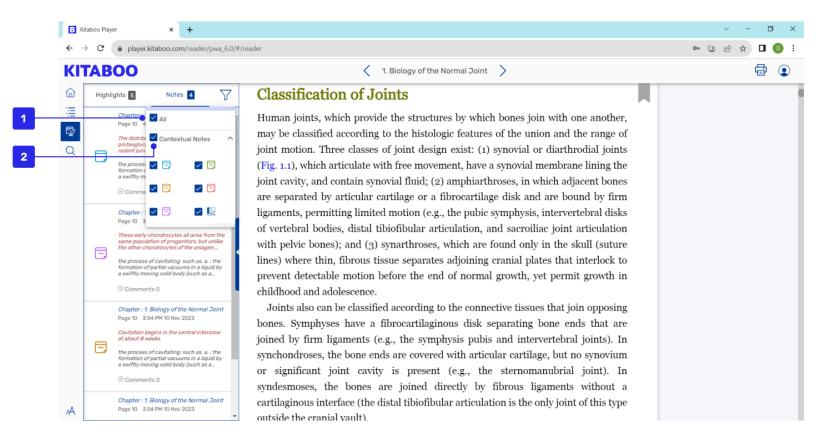
Filter: Filter data based on the color of notes and highlights.

#### 4.4 Notes



- 1. Filter: Shows who the note has been shared with. Once you select the desired users, you can share the note with them.
- 2. Comments: Enables you to insert comments into the shared notes.
- 3. Share: Lets you share a note within a group.

#### 4.5 Notes Filter



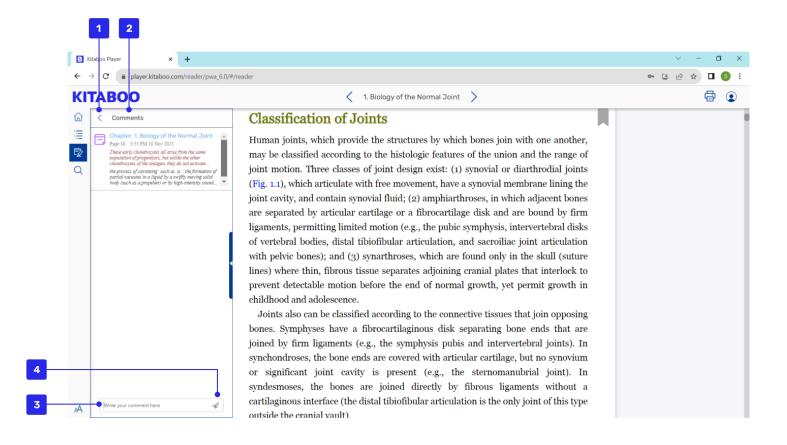
- 1. All: Displays all types of notes.
- 2. Contextual Note: Filters only contextual notes all or of a specific color once you check the box.

# 4.6 Notes Sharing



- 1. Share: Displays who the note has been shared with. Once you select specific users from the displayed list, it will list the users you can share the note with.
- 2. The pop-up then lists down the number of users the note can be shared with.
- 3. An instructor can select which class he or she would still like to share the note with.
- 4. After selecting a class, the user will be able to see the list of students in that class, who have already been shared with and with whom the note can still be shared. Click or tap the **Done** button to share the note with the selected list of students on the pop-up.
- 5. Click **Cancel** if you want to revert your selection.

#### 4.7 Notes Comments



- Backward Arrow: Click the backward arrow if you need to revert your selection.
- 2. Comments: Shows comments, if any, related to a note.
- 3. Comment box: An instructor can respond to a comment by typing in the input field at the end of the pop-up.
- 4. Send Button: On click or tap of the **Send** button, the instructor's comment will be visible to the user the next time he/she opens the ebook.

# 4.8 How to Use Highlights

- 1. Select the **Highlights** tab in **My Data** pop-up if you want to view highlights.
- 2. Go to **Create Highlights** if you want to create a highlight in your ebook.

# 4.9 How to Use Settings

Selecting **Settings** displays a list of users. You can manage sharing and receiving of notes and highlights with the help of settings.

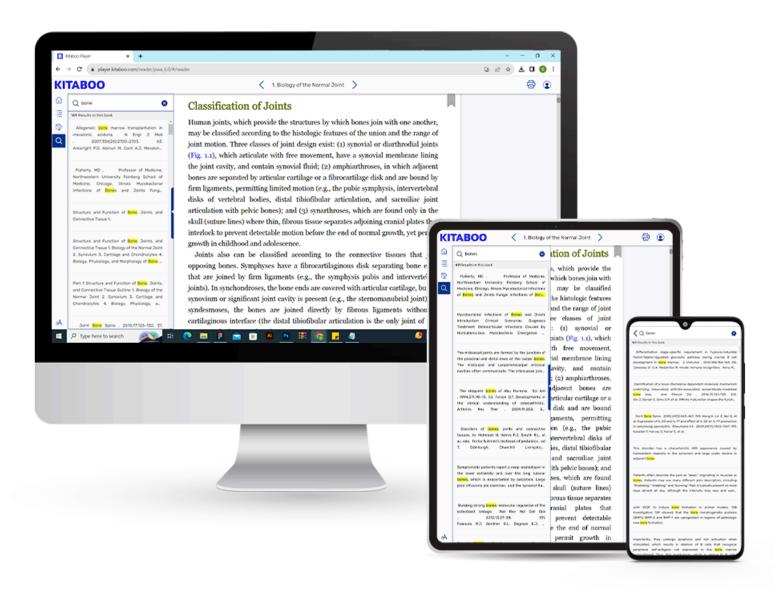
- 1. Select a class to list the users assigned to it.
- 2. Select users who can see your highlights/notes.
- 3. Select users whose highlights/notes you can see.
- 4. Select **Done** to save your data.

#### 4.10 How to Use Notes

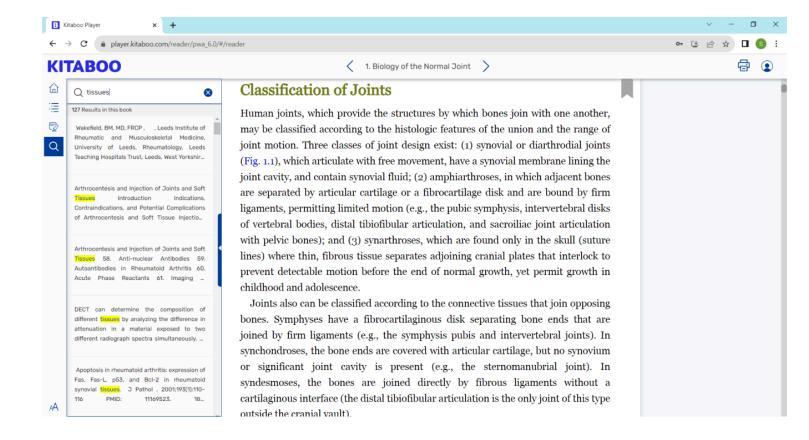
- 1. Selecting **My Data** displays notes and highlights in an ebook. Notes will be the default selected tab that will open on selecting My Data.
- 2. To view comments on a note, tap the **Comments** icon under the note. Users can also reply to a comment by providing feedback in the **Comments** section at the end of the pop-up.
- 3. To share or view the users with whom the note has been shared, tap the **Share** icon under the note.
- 4. Select the list of users you would like to share the note with, and select **Done**.

#### 5. Search Panel

You need to use keywords to search book(s) for matching instances.



#### 5.1 Search



#### 5.2 How to Use Search

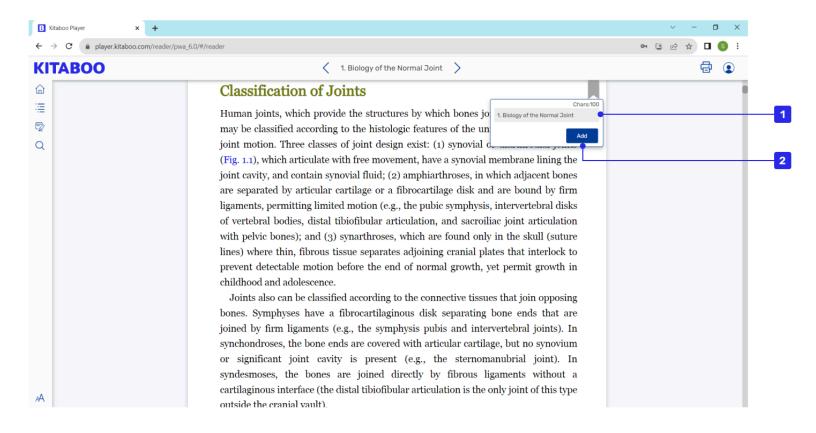
- 1. Select the **Search** icons to enable the input field and the keyboard.
- 2. Enter keywords, which consequently display instances in the **Search** pop-up.
- 3. Next, enter a keyword and press **Enter**. The Reader will display the search instances in return.
- If any of the search results match the page content you are looking for, you
  can straightaway select it, and navigate to the page without completing the
  search string.
- 5. Select a result from the search results listing that best matches what you are looking for. You can thus navigate to the page(s).

#### 6. Bookmark

Bookmarks make it easy for you to remember pages you want to return to later. You can access bookmarked pages in the Table of Contents in the **Bookmark** section.



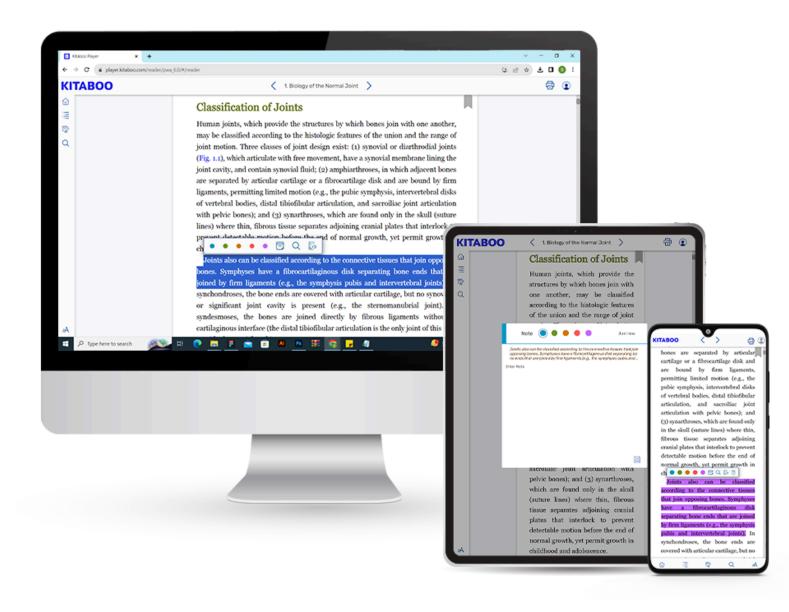
# 6.1 Adding a Bookmark



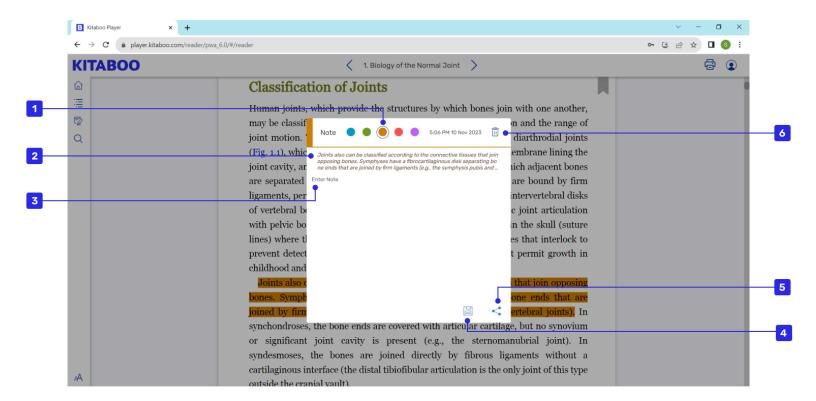
- 1. Name your Bookmark so that you can easily identify it later in the **Bookmark** section of the TOC.
- 2. Click or tap **Add** to save changes.

### 7. Notes

Notes help you create useful references while you read. The Kitaboo system allows you to create any number of notes anywhere in the book for your own use, and share them with others. You can also associate your note with a word, a phrase, a sentence, a paragraph, or with multiple paragraphs to retain context and make the best use of a note to aid your learning and comprehension.



# 7.1 Adding a Note



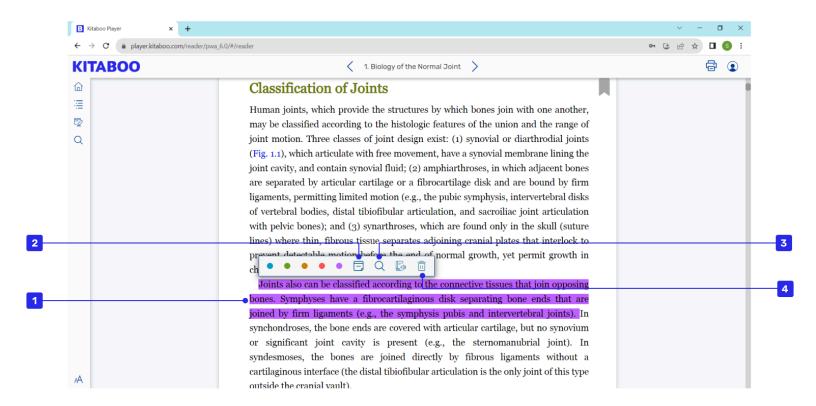
- 1. Color Options: Indicate how important a note is. The yellow color indicates a normal note. Clicking on the **Important** icon would change the color button to red, and convert a non-important note to an important one.
- 2. Context: Displays the highlighted text while creating a contextual note.
- 3. Input Panel: Allows you to enter a note you would like to associate with the highlight.
- 4. Save: Lets you save the note along with the highlight.
- 5. Share: Lets you share your note with other users of the ebook.
- 6. Delete: Cancels the note associated with the text.

# 7.2 Sharing a Note



- 1. Displays this screen on tapping the **Share** button along with the option to select a class and students with whom you want to share a note.
- 2. Share the note once you click the **Done** button.
- 3. Lets you exit the pop-up once you click the **Cancel** button.
- 4. Allows a user to go back to the note anytime on clicking the **Back** button.

#### 7.3 Contextual Menu



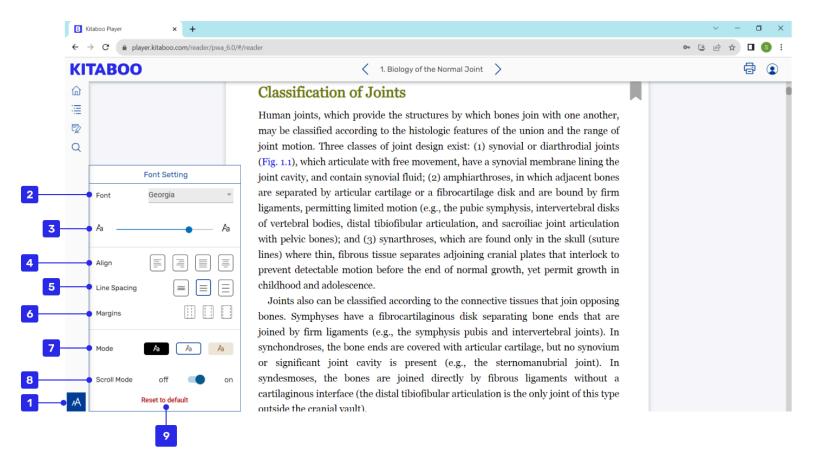
- 1. Long press and drag to highlight text with a color of your choice. The red color should be used if you want to mark a highlight as important.
- 2. Note: Enables a user to create a note that can be associated with a contextual text, once you click or tap the **Note** icon.
- Search: Lets you search the highlighted text across the ebook for other instances.
- 4. Delete: Cancels the Highlight associated with the text.

# 8. Content Setting Panel

Let's explore the Content Setting panel of the Kitaboo Reader and see the different setting options available there.



# 8.1 Content Setting Panel: An Overview

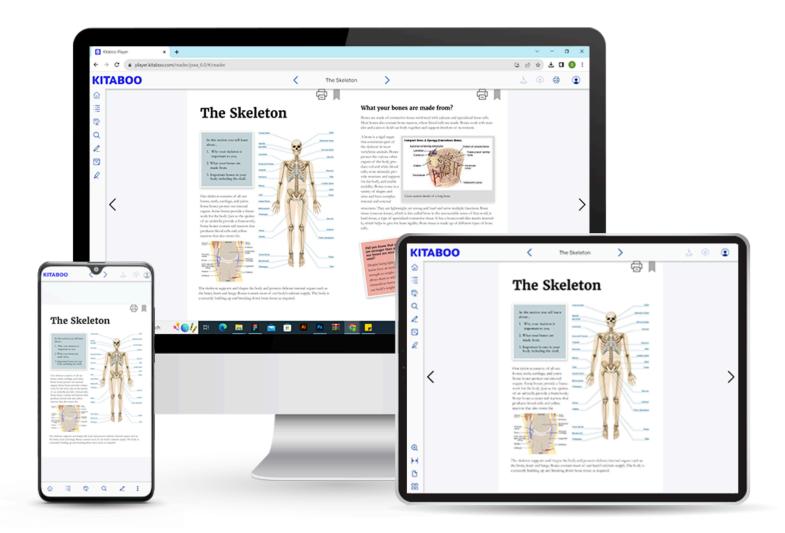


- Content Setting: Displays the available content setting options on selecting the Content Setting icon.
- 2. Font Family: Allows you to select a font, which you want to apply to your content.
- 3. Font Size: Enables you to drag the slider to increase or decrease the font size of your content.
- 4. Alignment: Helps you align your content by selecting one of the available options.
- 5. Line Spacing: Lets you adjust space between content lines by selecting one of

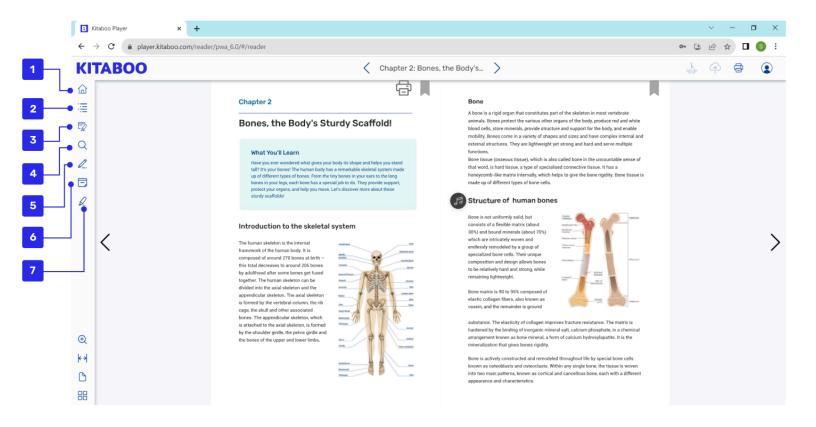
the available options.

- 6. Margins: Enables you to adjust margin for your content by selecting one of the available options.
- 7. Mode: Lets you select reading-mode from the options day, night, and sepia for a better reading experience.
- 8. Scroll mode: Enables the **Scroll** mode that lets you apply the Continues Scroll mode.disables the **Scroll** mode that lets you apply the swipe and read facility. You can also view one page or two pages in horizontal mode.
- 9. Reset: Allows you to revert back to the default settings.

# 9. Fixed Content User Manual

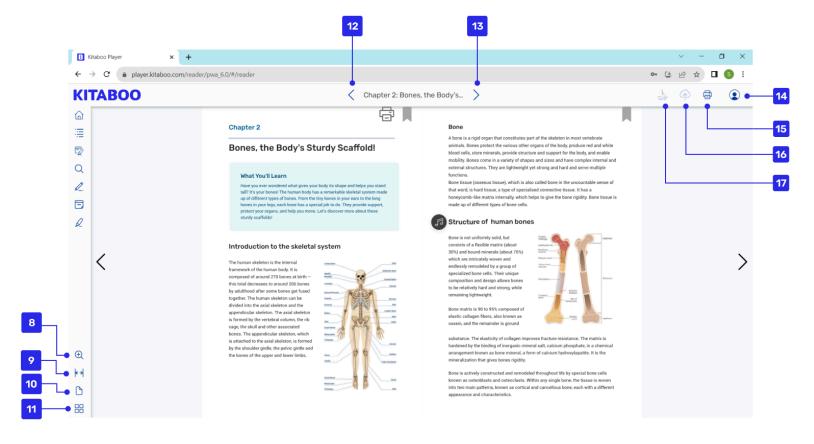


## 9.1 Kitaboo Reader: Overview



- 1. Back to Shelf: Takes you back to the shelf where you can read and add ebooks and other resources.
- 2. Table of Content: Opens the **Table of Content** by which you can quickly navigate to any part of the ebook.
- 3. My Data: Lists notes and highlights both yours, as well as those shared with you.
- 4. Search: Lets you search for and find content in the ebook.
- 5. Pen Tool: Allows you to annotate while reading, and also to answer assessments in the book.
- 6. Add Note: Enables you to add a note by clicking/tapping on the **Note** icon.
- 7. Highlight: Allows you to highlight text over the content

# 9.2 Kitaboo Reader: Overview (Continued)



- 8. Zoom Tool: Lets you zoom in or out while reading an ebook.
- 9. Fit to Height/Width: Enables you to toggle the page as per your preference.
- 10. Two Page View: Allows you to toggle between a single-page mode or a two-page mode for viewing your content.
- 11. Thumbnail View: Lets you browse the book by using the large thumbnails that help you easily identify and navigate to the desired page.
- 12. Back: Lets you go back to the previous chapter.
- 13. Next: Lets you go to the next chapter.

14. Profile: opens a profile menu that contains user's information.

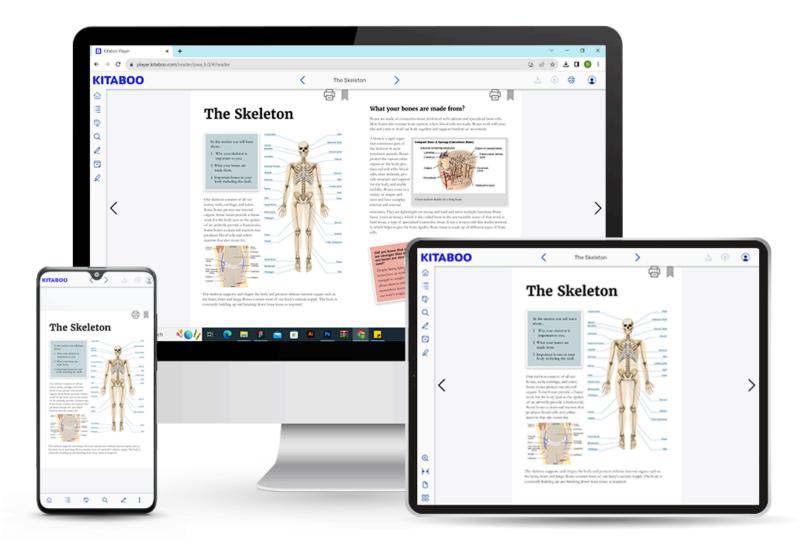
15. Print: Allows you to print a content page or an entire range of pages.

16. Submit: Allows you to submit the UGC data.

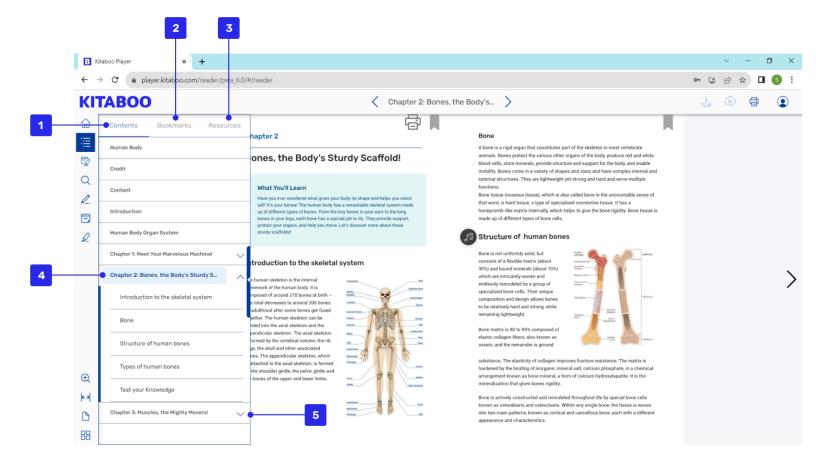
17. Clear: Lets you clear the applied UGC data.

# 10. Table of Contents

A Table of Content (TOC) groups the content and resources used in a book hierarchically so that you can access them easily. Alternatively, you can also navigate to the desired content via index terms and bookmarks.

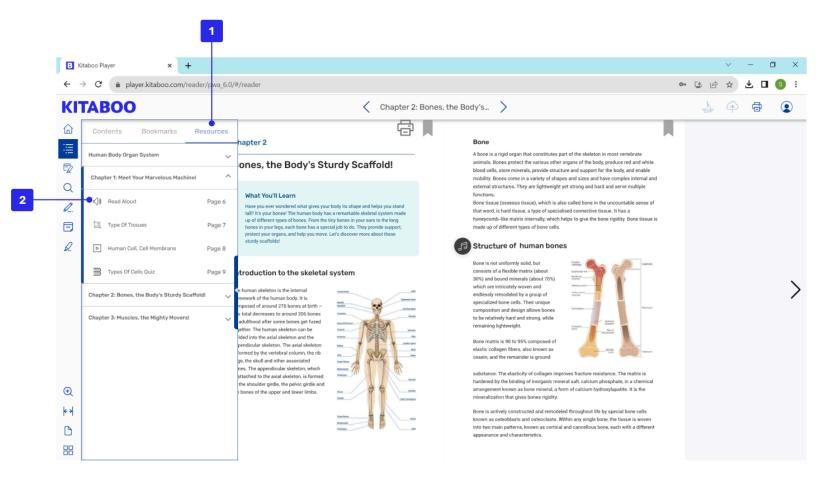


# 10.1 Table of Contents: An Overview



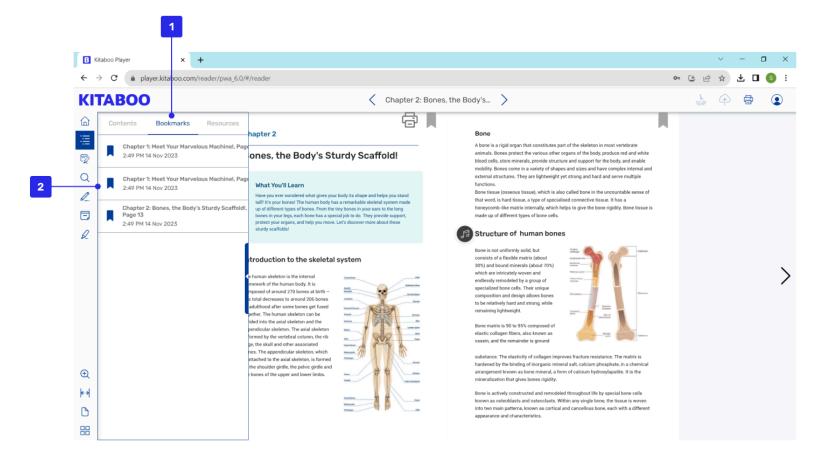
- 1. Content: Lists contents in a tabular format with three to four levels of sections.
- 2. Bookmark: Groups all bookmarks by Table of Contents. To list bookmarks for a TOC element, you need to select the **Bookmarks** icon.
- 3. Resources: Groups all resources, e.g. interactivity, video, audio, and image by the TOC. To view a resource, navigate to the page containing it.
- 4. Takes a user to the starting page of the Content section.
- 5. Upward Arrow: Displays the next level of contents.

#### 10.2 Resources



- 1. Resources: Groups all resources like interactivity, video, audio and image by the TOC. To see a resource, navigate to the **Resources** tab that contains it.
- 2. Audio: Takes you to the page containing the audio clip. You can start the clip to listen to it.

### 10.3 Bookmarks



- 1. Bookmarks: Groups all bookmarks by the TOC. To list bookmarks for a TOC element, you need to select the **Bookmarks** tab.
- 2. Selecting a bookmarked page takes a user to that page.

### 10.4 How to Use Content

- Content is the default selected tab that opens when you select the Table of Contents.
- 2. Selecting the Table of Content displays a repository of content and its various levels, if there are any.
- 3. Next, you need to select a TOC element, e.g. chapter, topic, or sub-topic to jump to that section.

**Note**: To return to the Table of Content from the page, select Table of Content.

#### 10.5 How to Use Resources

Selecting the **Resources** tab displays resources like interactivity, video, audio, image etc. grouped by the Table of Contents.

#### To view a resource:

- 1. Select a Table of Contents item, e.g. chapter, topic, or sub-topic to list the resources related to the content.
- 2. Select a resource you want to view. This navigates you to the page containing the resource items.
- 3. Select a resource to view it.

# 10.6 How to Use Bookmarks

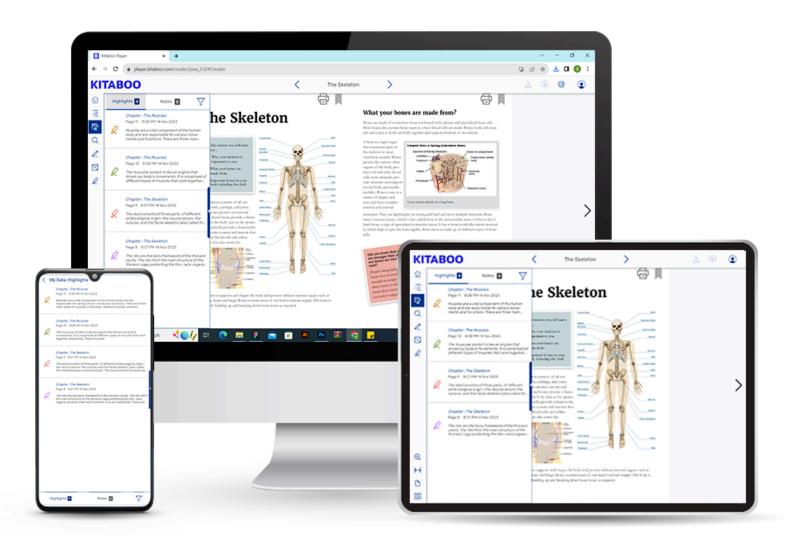
Selecting the **Bookmarks** tab displays bookmarks grouped by Table of Contents.

To view a bookmarked page:

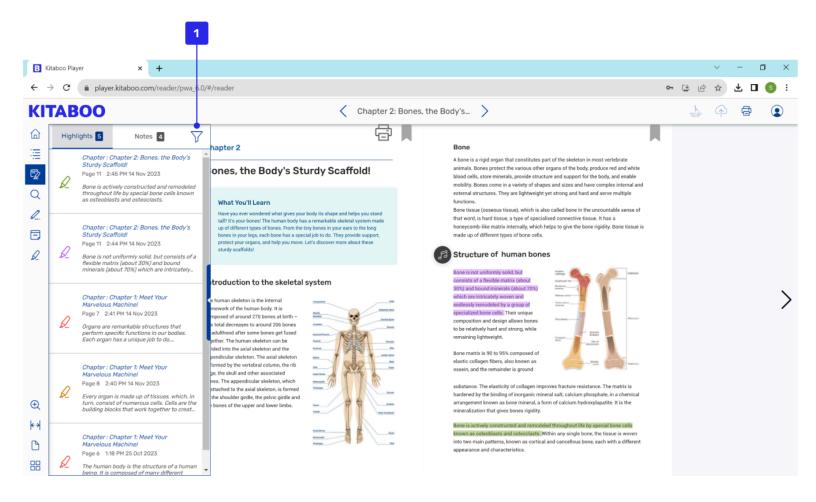
- 1. Select a Table of Contents element, e.g. chapter, topic, or sub-topic to list its bookmarked pages.
- 2. Select a bookmark to jump to that page.

# 11. Fixed Content: My Data

Kitaboo Reader allows you to do more than just create notes and highlights. With Kitaboo Reader, sharing and organizing your data (notes, highlights) and conversation threads is easy. They are always only a tap away. You can collaborate with others using the Kitaboo Share function.

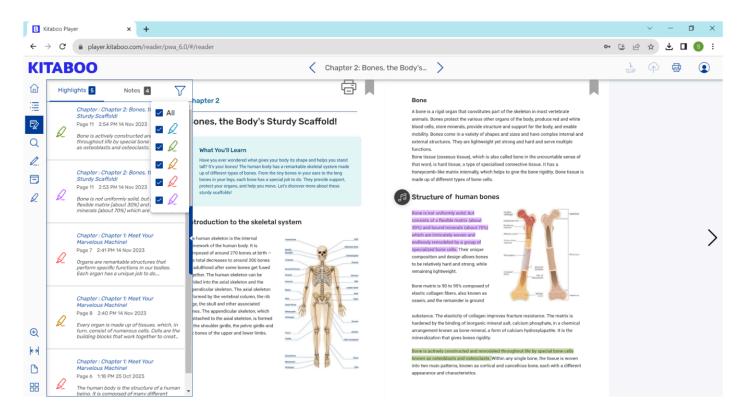


# 11.1 My Data: Highlight



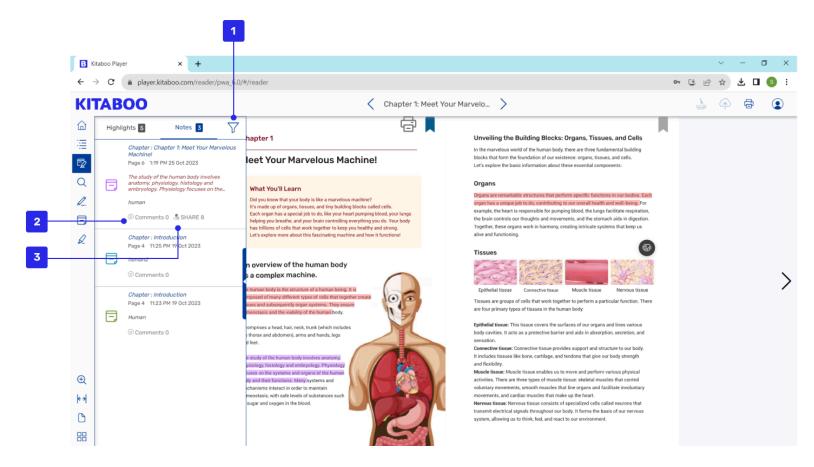
1. Filter: Filters data based on the color of notes and highlights.

# 11.2 My Data: Highlight Filter



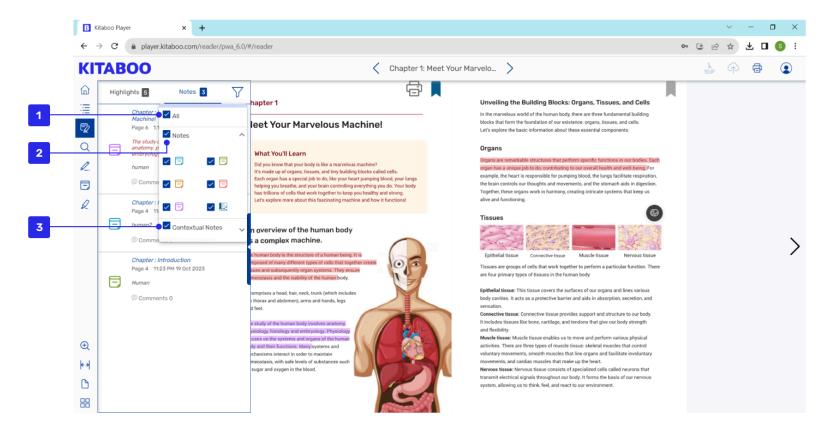
Filter: Filters data based on the color of notes and highlights.

### 11.4 My Data: Notes



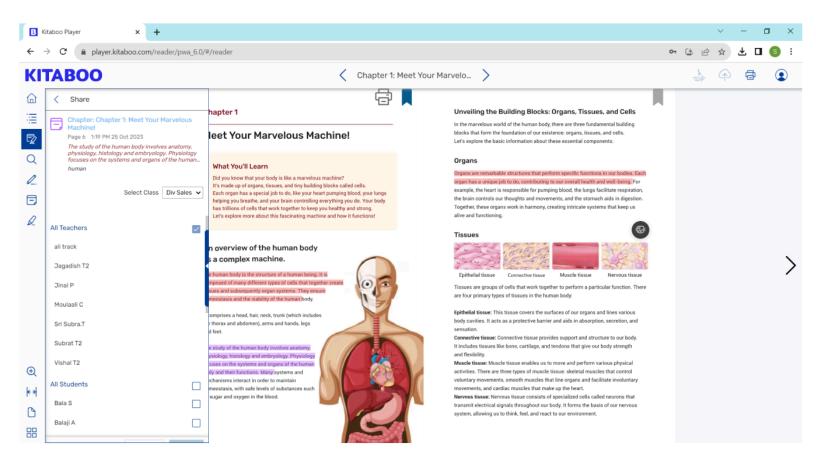
- 1. Filter: Shows who the note has been shared with, and lists the users you can share the note with.
- 2. Comments: Lets you insert comments to the shared notes.
- 3. Share: Enables you to share a note within a group.

# 11.5 My Data: Notes Filter



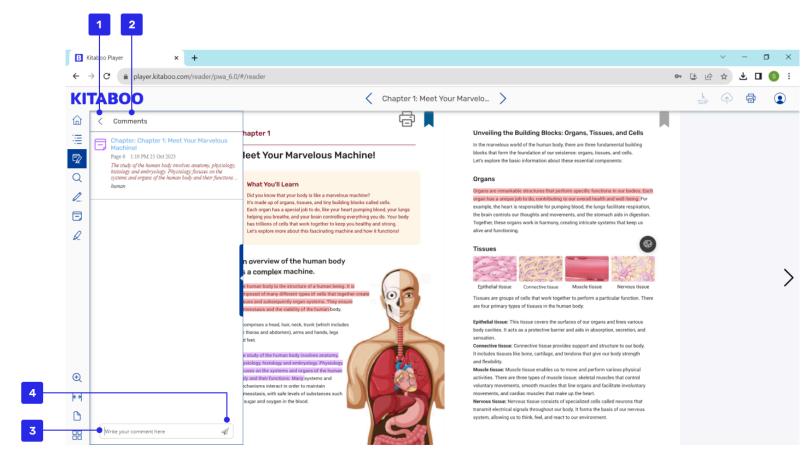
- 1. All: Displays all types of notes.
- 2. Notes: Filters plain notes all or of a specific color once you check the box.
- 3. Contextual Note: Filters only contextual notes all or of a specific color once you check the box.

## 11.6 My Data: Notes Sharing



- 1. Share: Displays who the note has already been shared with. Once you select specific users from the displayed list, it will list the users you can share the note with.
- 2. The pop-up then lists down the number of users the note can be shared with.
- 3. An instructor can select which class he or she would still like to share the note with.
- 4. After selecting a class, the user will be able to see the list of students in that class, who have already been shared with and with whom the note can still be shared. Click or tap the **Done** button to share the note with the selected list of students on the pop-up.
- 5. Click **Cancel** if you want to revert your selection.

### 11.7 My Data: Notes Comments



- 1. Comments: Shows comments, if any, related to a note.
- 2. Backward Arrow: Click the backward arrow if you need to revert your selection.
- 3. Pop-up: The pop-up lists down comments related to a note. An instructor can respond to a comment by typing in the input field at the end of the pop-up.
- 4. Send Button: On click or tap of the **Send** button, the instructor's comment will be visible to the user the next time he/she opens the ebook.

## 11.8 How to Use Highlights

- 1. Select the **Highlights** tab in **My Data** pop-up if you want to view highlights.
- 2. Go to **Create Highlights** if you want to create a highlight in your ebook.

# 11.9 How to Use Settings

Selecting **Settings** displays a list of users. You can manage sharing and receiving of notes and highlights with the help of settings.

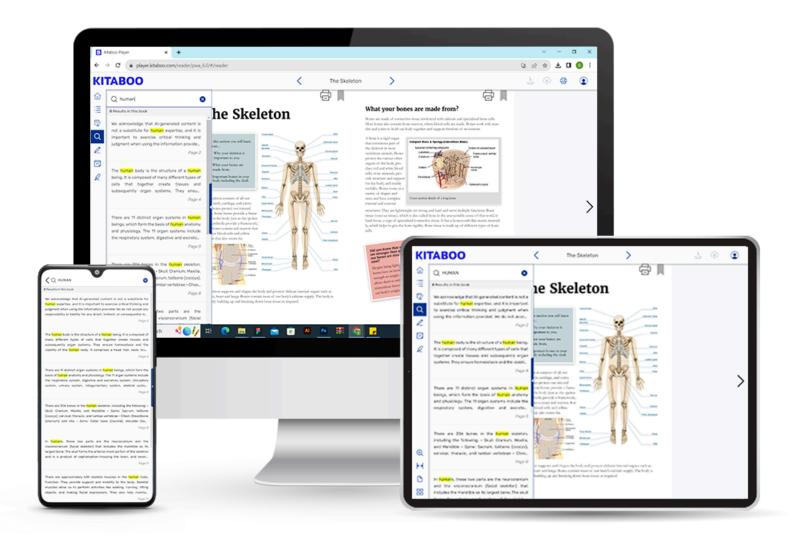
- 1. Select a class to list the users assigned to it.
- 2. Select users who can see your highlights/notes.
- 3. Select users whose highlights/notes you can see.
- 4. Select **Done** to save your data.

#### 11.10 How to Use Notes

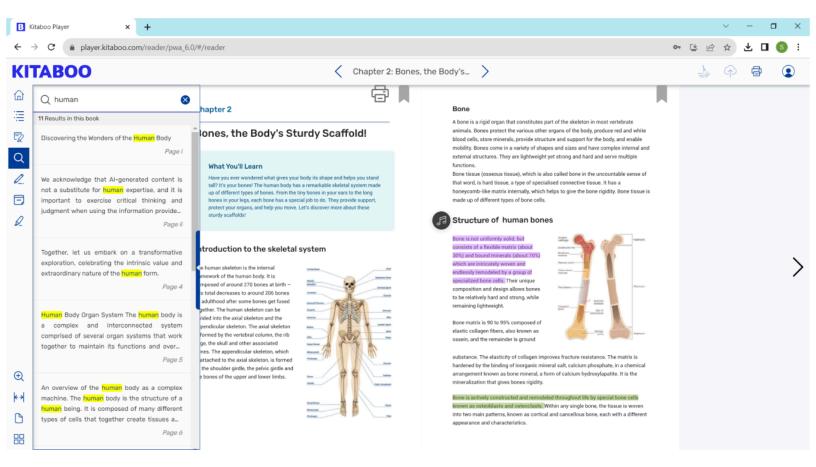
- 1. Selecting **My Data** displays notes and highlights in an ebook. Notes will be the default selected tab that will open on selecting My Data.
- 2. To view comments on a note, tap the **Comments** icon under the note. Users can also reply to a comment by providing feedback in the **Comments** section at the end of the pop-up.
- 3. To share or view the users with whom the note has been shared, tap the **Share** icon under the note.
- 4. Select the list of users you would like to share the note with, and select **Done**.

# 12. Search Panel

You need to use keywords to search book(s) for matching instances.



### 12.1 Search



- Enter your search string in the **Search** field..
   Kitaboo returns and refines results as you continue to type the search string.
- 2. If any of the search results match the page content you are looking for, you can straightaway select it, and navigate to the page without completing the search string.

### 12.2 How to Use Search

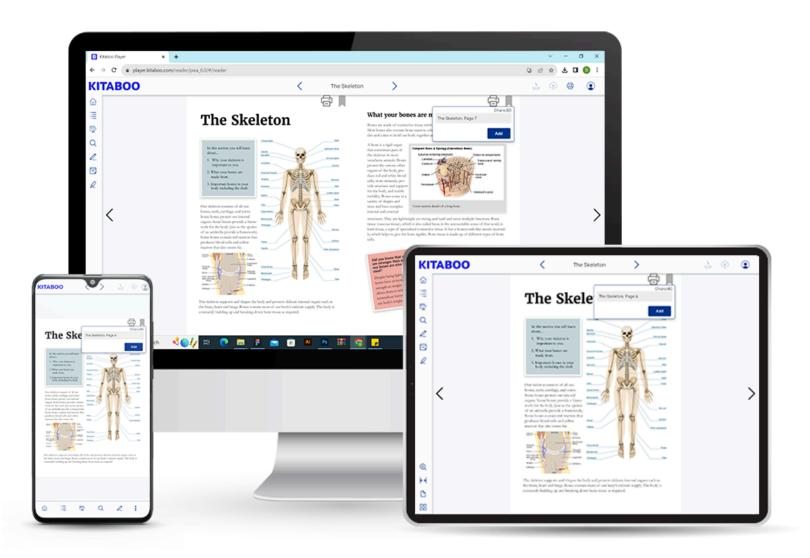
- 1. Select the **Search** icons to enable the input field and the keyboard.
- 2. Enter keywords, which consequently display instances in the **Search** pop-up.
- 3. As you type in the keywords, the Reader matches your input on the go, and continues to return search results as you type along.
- 4. Select a result from the search results listing that best matches what you are looking for. You can thus navigate to the page(s).

#### **Tips**

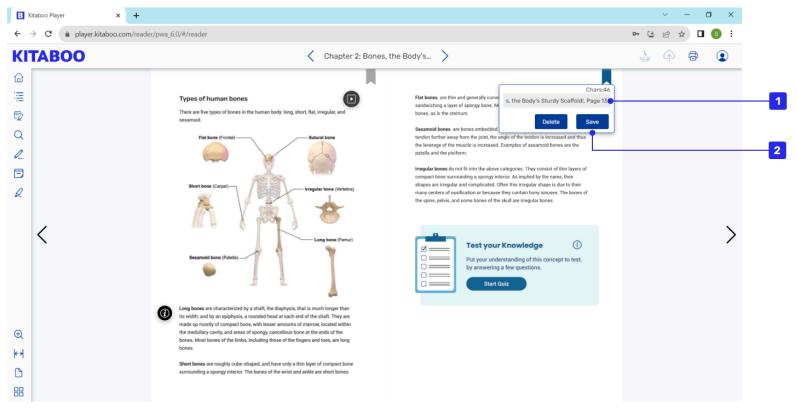
- Watch the search results being updated as you keep typing. If you find what
  you are looking for in the results, you don't need to type the entire search
  string.
- Users can search even when selecting a word or context via the contextual pop-up.

# 13. Bookmark

Bookmarks make it easy for you to remember pages you want to return to later. You can access bookmarked pages in the Table of Contents in the **Bookmark** section.



# 13.1 Adding a Bookmark

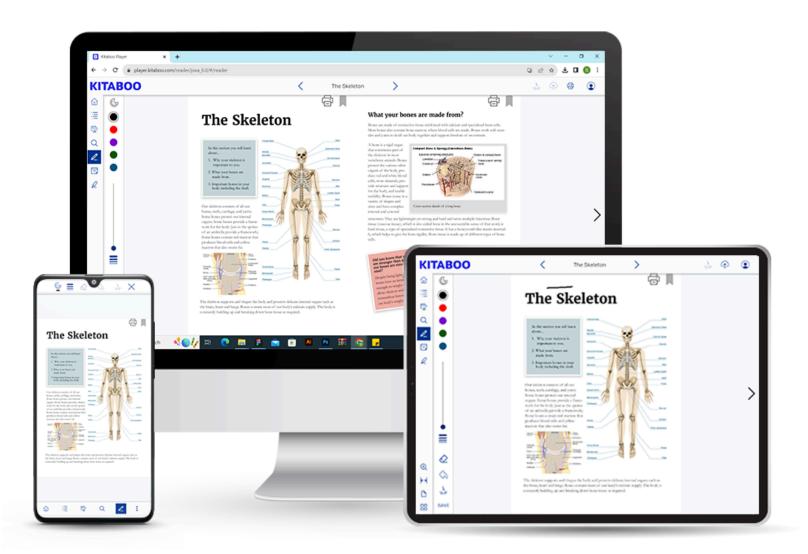


Name your bookmark so that you can easily identify it later in the **Bookmark** section of the Table of Contents. Click or tap **Add** to save changes.

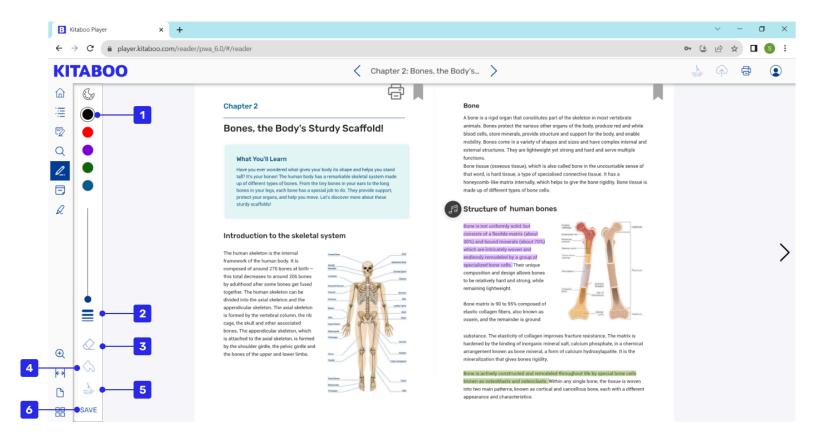
- 3. Name your Bookmark so that you can easily identify it later in the **Bookmark** section of the TOC.
- 4. Click or tap **Add** to save changes.

# 14. Pen Tool

You can use the Pen tool for inserting on-page annotations. As a student, you can submit your annotations to your instructor, and the latter can annotate on students' ebooks for them to review.



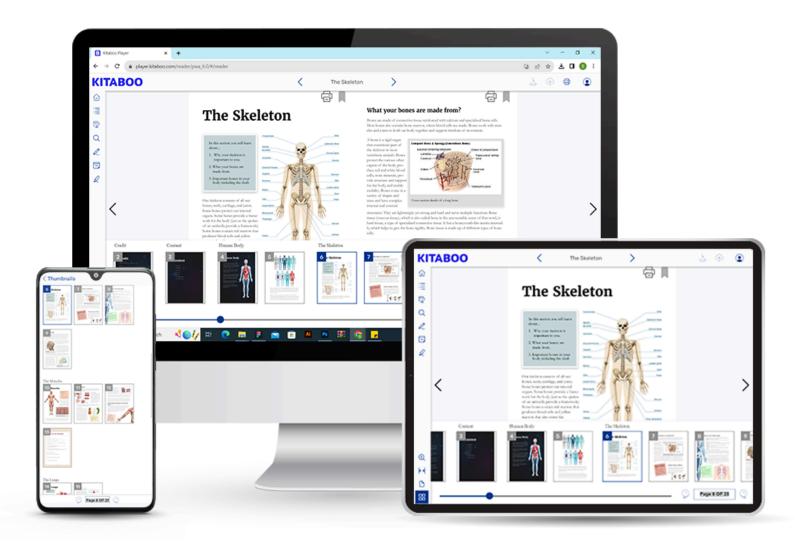
#### 14.1 Pen Tool: Features



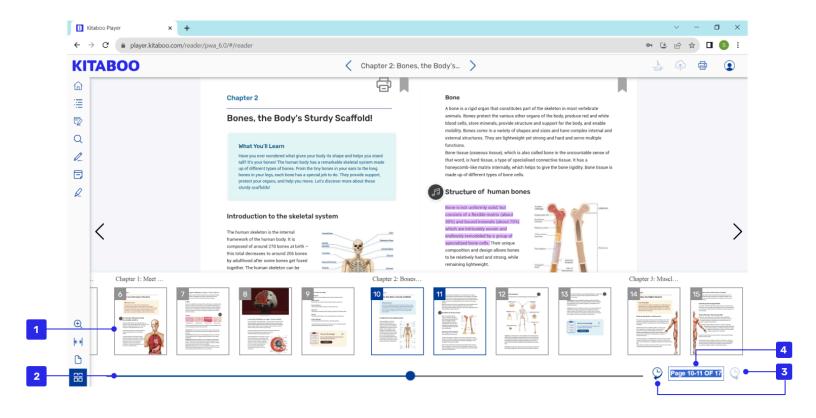
- 1. Use your hand or mouse to draw something on a page.
- 2. Click on the **Thickness** icon lets you choose the desired thickness for the pen.
- 3. Click on the **Eraser** icon enables you to erase the content drawn on the page.
- 4. Click on the **Undo** icon lets you go one step backward.
- 5. Click on the **Clear All** icon enables you to reset all data that has been entered on the page.
- 6. Click on **save** button to save the added data.

# 15. Thumbnails

A thumbnail view makes it easy for you to browse a book via page visuals. It is convenient to search a page of a book quickly once you identify it visually through the thumbnails.



## 15.1 Thumbnails View

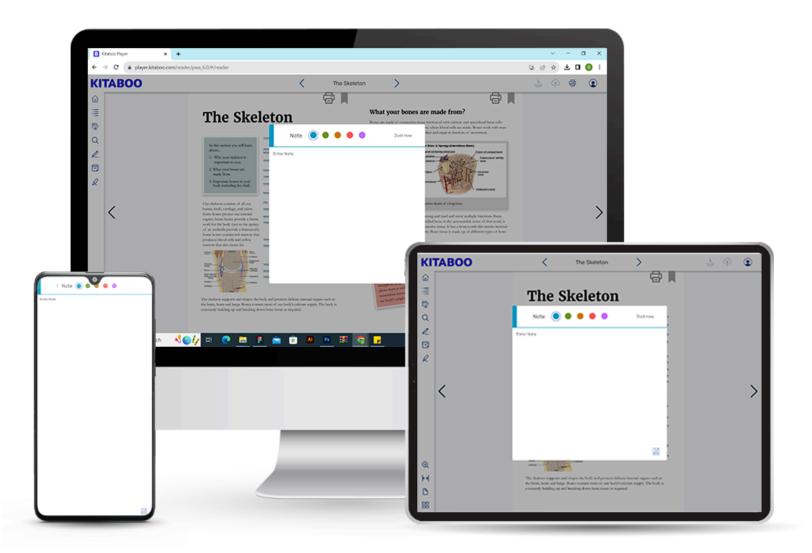


- 1. Thumbnail View: Enables you to browse a book using large thumbnails that helps you easily identify and navigate to the desired page.
- 2. Slider: Lets you quickly scroll and navigate to the desired page. The page thumbnails slide along with the slider.
- 3. Go to Page: Navigates you to a page number you have in your mind.
- 4. History: Enables you to return to the previously visited page with the help of the **History** icons. Your surfing history gets saved post navigation to a page.

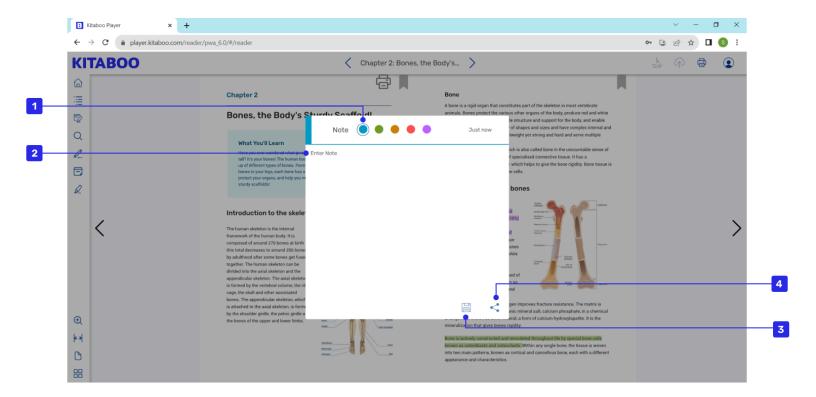
# 16. Notes

Notes help you create useful references while reading. You can create any number of notes anywhere in a book for your own use, and also share them with others.

You can also associate your note with a word, a phrase, a sentence, a paragraph, or multiple paragraphs to retain context and make the best use of it.

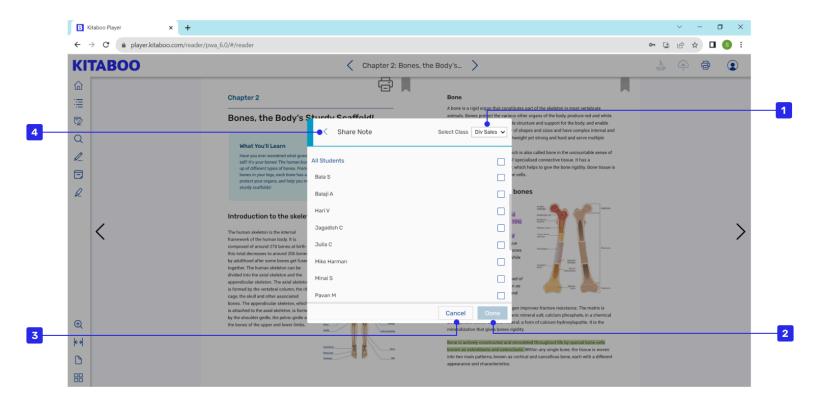


### 16.1 Adding a Note



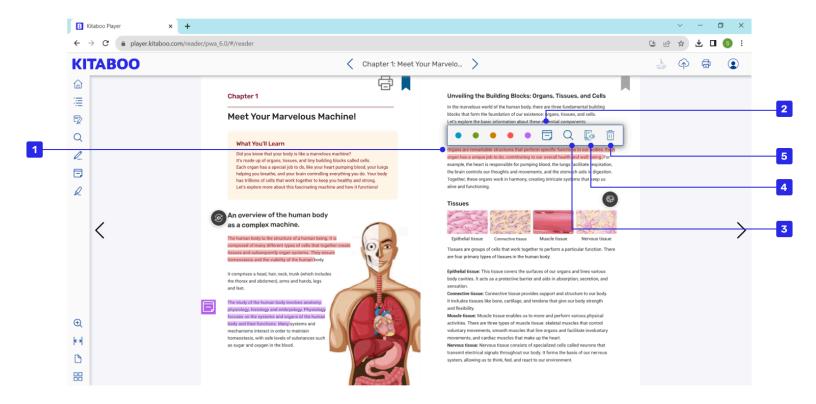
- 1. Color Options: Indicate how important a note is. The yellow color indicates a normal note. Clicking on the **Important** icon would change the color button to red and mark it as an important note.
- 2. Input Panel: Allows you to enter a note you would like to associate with the highlight.
- 3. Save: Lets you save the note along with the highlight.
- 4. Share: Lets you share your note with other users of an ebook.

### 16.2 Sharing a Note



- 1. Share Note Pop-up: This screen appears on tapping the **Share** button along with the option to select a class and students with whom you want to share a note.
- 2. Done: Lets you share a note once you click the **Done** button.
- 3. Cancel: Lets you exit the pop-up once you click the **Cancel** button.
- 4. Backward Arrow: Allows a user to go back to a note anytime by clicking on it.

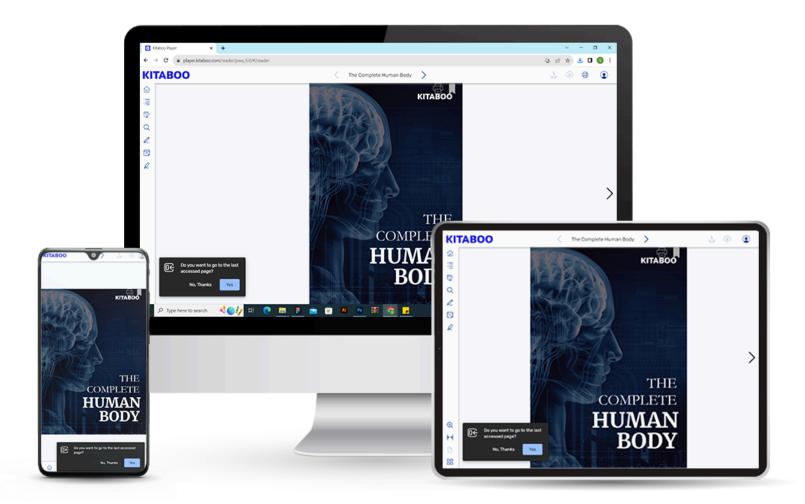
#### 16.3 Contextual Note



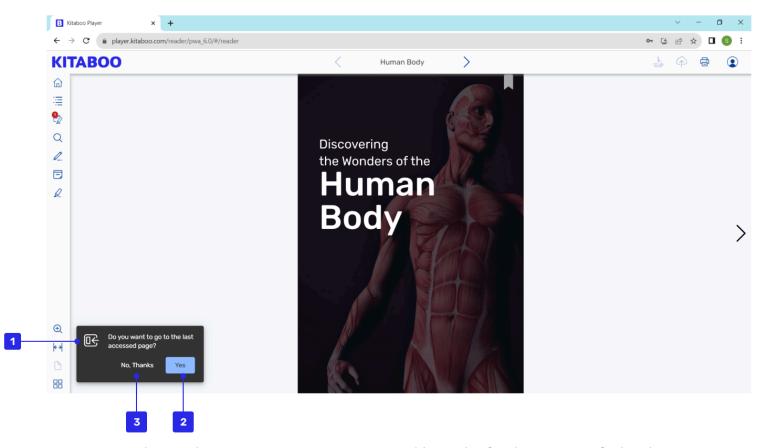
- 1. Long press and drag to highlight a section of text with a color of your choice. The red color should be used if you want to mark a highlight as important.
- 2. Note: Enables a user to create a note that can be associated with the contextual text. You need to click or tap the **Note** icon for this.
- 3. Search: Lets you search the highlighted text across an ebook for other instances.
- 4. Immersive reader: This will open Microsoft immersive reader in the next browser tab.
- 5. Delete: Clears a highlighted text.

# 17. Sync to the Furthest Page

Sync to the furthest page helps you to navigate directly on the furthest page viewed by you.



### 17.1 Sync to the Furthest Page Icon

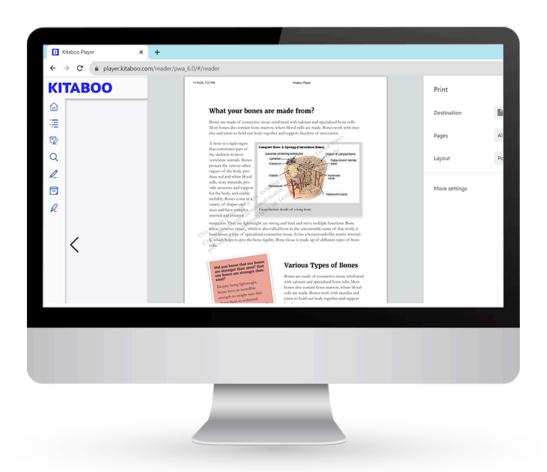


Sync to the Furthest Page Icon: Navigates quickly to the furthest page of a book viewed previously by a user.

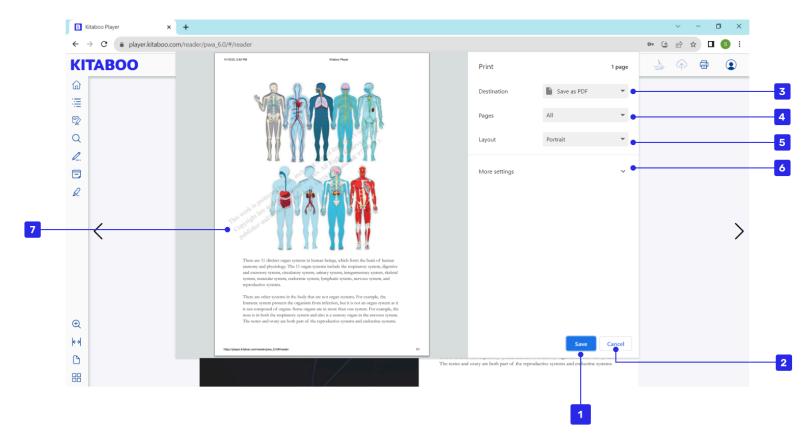
- 1. Pop up: If you have already accessed this content, a popup will appear on the first page, asking you to resume from the last accessed page.
- 2. Yes: This will take you to the last accessed page of the content.
- 3. No: Popup will close and you can access content from the first page.

### 18. Text Watermark

You can use the text watermark to restrict an unauthorized distribution of content, and also to reserve the copyrights.



### 18.1 Text Watermark Page



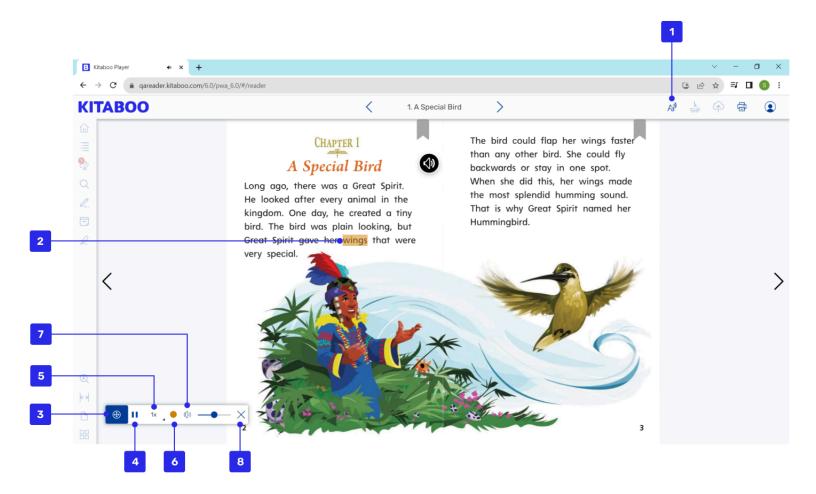
- 1. Save: Saves and lets you print the selected number of pages along with the watermark text.
- 2. Cancel: Closes the **Print** window.
- 3. Destination: Lets you save the selected pages in a desired location and file format.
- 4. Pages: Allows you to print all the pages or the selected number of pages as per your preference.
- 5. Layout: Set page orientation (portrait or landscape) for precise printing layout.
- 6. More setting: Print customization with advanced settings.
- 7. Watermark: Gets printed on each page, and is also customizable.

# 19. Sentence/Word Level Highlight

You can use either the word level or the sentence level highlight while dictating text in audio sync and read aloud.



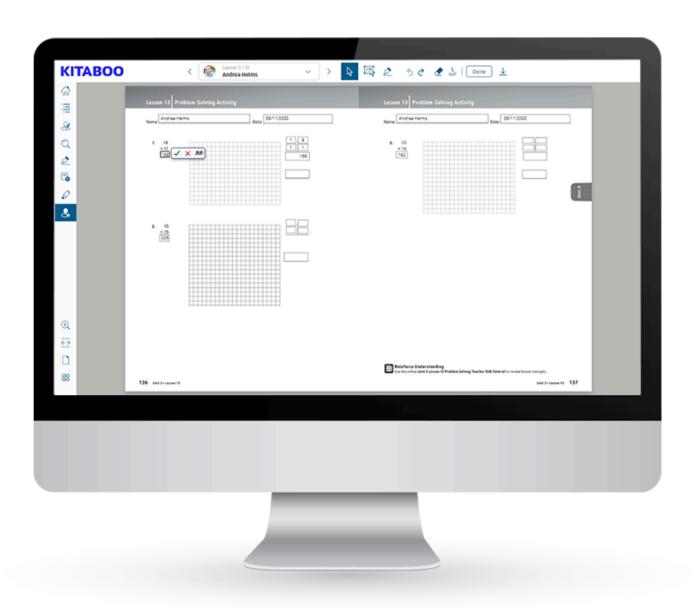
#### 19.1 Read Aloud



- 1. Read aloud: Starts the read aloud process along with highlights.
- 2. Highlight: Emphasizes selected words for easy reference and focus.
- 3. Drag and Drop: Enables relocation of the audio player anywhere on the page.
- 4. Pause/Play: Pauses or plays the ongoing dictation.
- 5. Speed: Allows control over the playback speed of the dictation.
- 6. Highlight Color Picker: Offers color options for highlighting words.
- 7. Volume: Increases, decreases, or mutes the volume of a dictation.
- 8. Close: Closes the audio player.

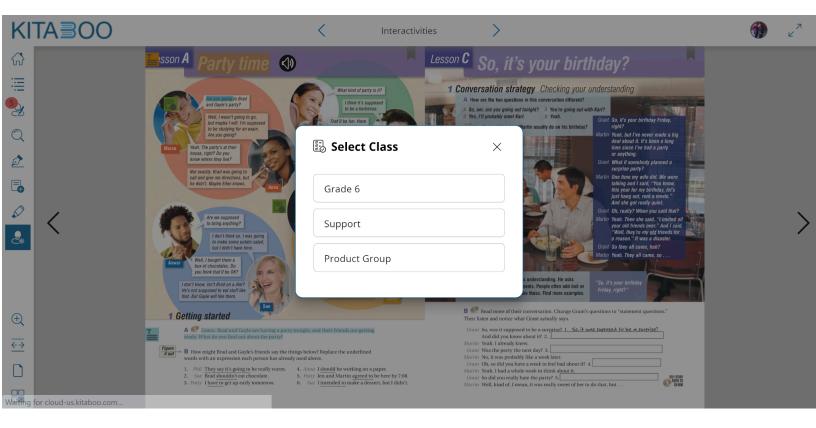
### 20. Teacher Review (Upcoming feature)

You can review the student submitted, fill in the blanks and annotation marking using the review feature and provide instant feedback to the student.



### 20.1 Class Selection (Upcoming feature)

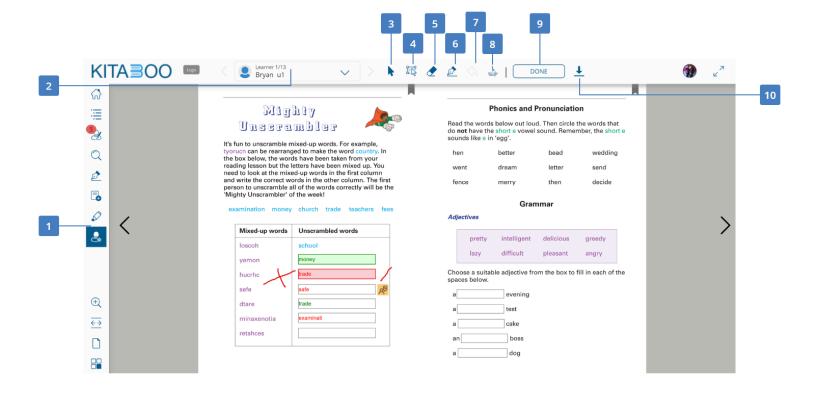
On clicking the teacher review icon, a class selection screen will be launched which will show a consolidated view of all the available classes with which that specific teacher is associated.



#### 20.2 Student Selection (Upcoming feature)



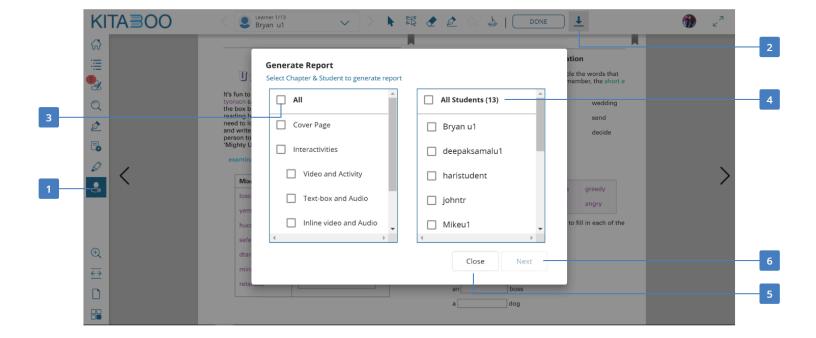
- 1. **Change**: Users can also change the class if they want to switch to some other class by clicking the change button.
- 2. **Annotation**: So if the user enables the annotation option and selects any student then all teachers will be able to view both annotations and submitted FIB for that student.
- 3.**Search**: User can also search for a specific student by typing the name of that student in the search box.
- 4.**Student selection area**: Here users can see a list of all available students within that selected class with students with data submission marked in enable/dark mode and students with no data submission marked in disabled/gray mode.



- 1. **Next student**: Teacher can navigate to next student
- 2. Previous student: Teacher can navigate to previous student.
- 3. **Student profile**: Teacher can view list of students and select desired student for review.
- 4. **Provide Group Feedback**: Teacher can select multiple FIB submitted by the student using this option.
- 5. **Pen tool**: Teacher can annotate and Doodle in different colours
- 6. **Eraser**: icon enables you to erase the content drawn on the page.
- 7. **Undo**: Teacher can revert back active session changes.
- 8. **Clear**: Teacher can clear the student submitted answer and give another chance to resubmitted the data again for review.
- 9. **Thumbnail view**: Teachers can easily check the submitted pages using the thumbnail view option and jump to a specific page which is submitted for review.

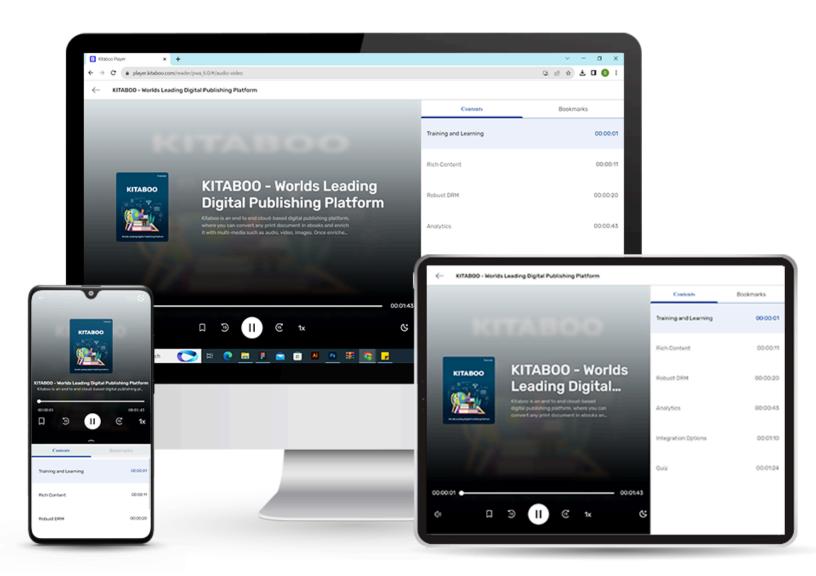
- 10. **Done**: The done button will be enabled once the teacher has provided any review and on clicking it teacher review will be saved and submitted, which can be viewed by the student.
- 11. **Download**: The teacher can also download the FIB report by clicking on the download button.

#### 20.3 Downloading Report (Upcoming feature)

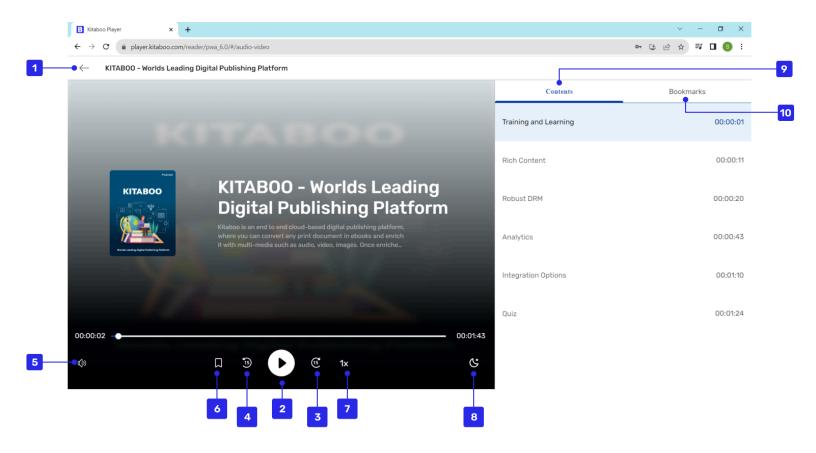


- 1. Teacher Review: Displays the list of students associated with a class.
- 2. Generate Report Link: Displays the **Generate Report** window with the chapters and students list.
- 3. Chapter Selection: Generates the FIB submission report for the selected chapter.
- 4. Student Selection: Generates the FIB submission report for the selected student.
- 5. Close: Closes the **Generate Report** window.
- 6. Next: Takes you to the email confirmation window, and sends the FIB submission report to the added email IDs.

### 21. Kitaboo Audio Book



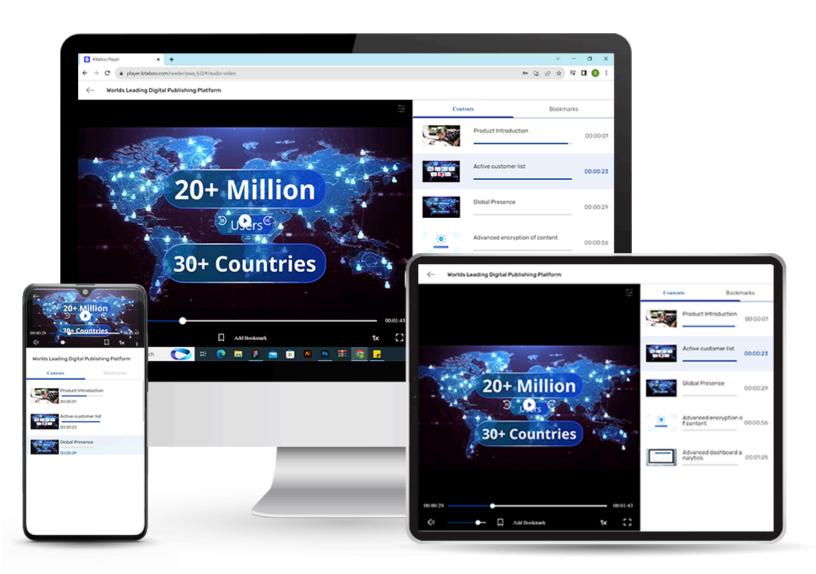
#### 21.1 Audio Book Overview



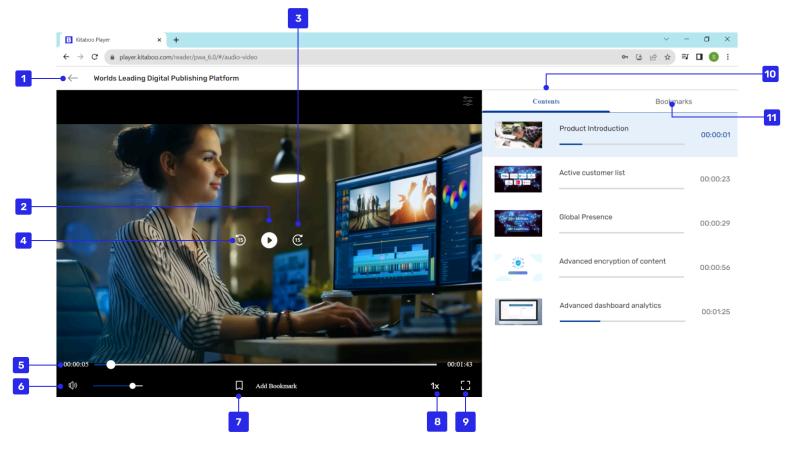
- 1. Back to Shelf: Takes you to the bookshelf where you can read, and add ebooks and other resources.
- 2. Play/Pause: Plays or pauses the ongoing audio.
- 3. 15 Seconds Forward: Takes you 15 seconds forward for the ongoing audio.
- 4. 15 Seconds Backward: Takes you 15 seconds backward for the ongoing audio.
- 5. Volume: Increases, decreases, or mutes the audio
- 6. Bookmark: Adds a bookmark.
- 7. Speed Controller: Sets the speed of audio narration.

- 8. Sleep Timer: Adds the sleep timer.
- 9. Content Tab: Displays the chapters.
- 10. Bookmarks Tab: Displays the added bookmarks.
- 11. Seek Bar: Helps to navigate to anywhere on the progress bar.

# 22. Kitaboo Video Book



#### 22.1 Video Book Overview



- 1. Back to Shelf: Takes you to the shelf where you can read, and add ebooks and other resources.
- 2. Play/Pause: Plays or pauses the ongoing audio.
- 3. 15 Seconds Forward: Takes you 15 seconds forward for the ongoing audio.
- 4. 15 Seconds Backward: Takes you 15 seconds backward for the ongoing audio.
- 5. Seek Bar: Helps to navigate anywhere on the progress bar.
- 6. Volume Controller: Helps increase or decrease volume or mute the volume.
- 7. Bookmark: Adds a bookmark.
- 8. Speed Controller: Sets speed of the audio narration.
- 9. Full screen: make video full screen.

10. Bookmarks: Displays the added bookmarks.

11. Seek Bar: Helps to navigate anywhere on the progress bar.



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