USB DIGITAL LIBRARY

User Guide

NOTES:

****Power on your computer before plugging in the USB device. Allow 30-90 seconds to load all 3000 titles. Loading time depends on the speed of your computer hardware. Also allow 30 seconds for closing this program before unplugging the stick from USB slot.***

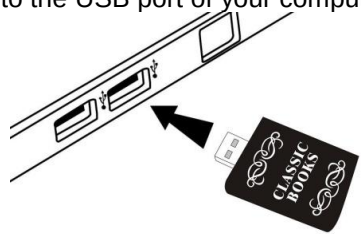
**** Any modifications done by the user are done at the user's own risk. The content & software provided on this item could be damaged by any modification. We are not responsible for the result caused by any external downloads or modifications done to this item.***

System Requirements

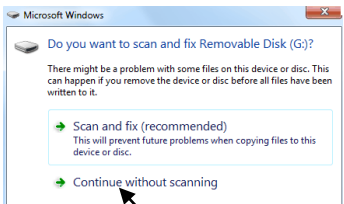
Operating System	Windows XP SP2 or above Windows Vista Windows 7 (32bit or 64bit) Windows 8
CPU	2GHz or above
Memory	1GB or above
Interface	USB 2.0 is recommended for best performance

Installation:

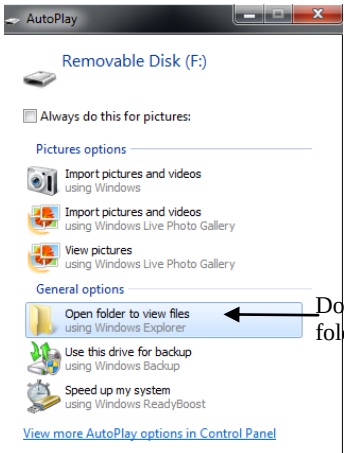
1. Plug the USB stick into the USB port of your computer.



2. An autoplay window will pop up (below right side), double click "**Open folder to view files**". A pop-up window (below left side) may appear before the autoplay window asking you to scan the USB stick. Choose **"Continue without scanning"**.



Click Continue without scanning.



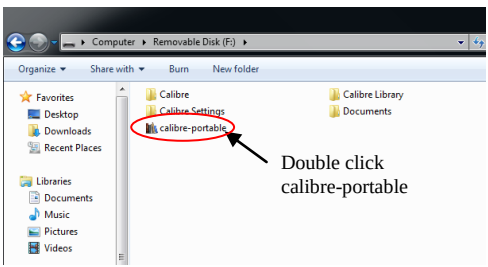
Double Click Open folder to view files

If the autoplay window does not pop up, please click on the start menu

or , then my computer

and look for the **Removable Disk icon.** Double click the icon to open files.

3. Once the file is opened, double click on the application "**calibre-portable"** to open the program. Please allow 30-90 seconds to load all 3000 titles for selection. Loading time depends on the speed of your computer hardware.



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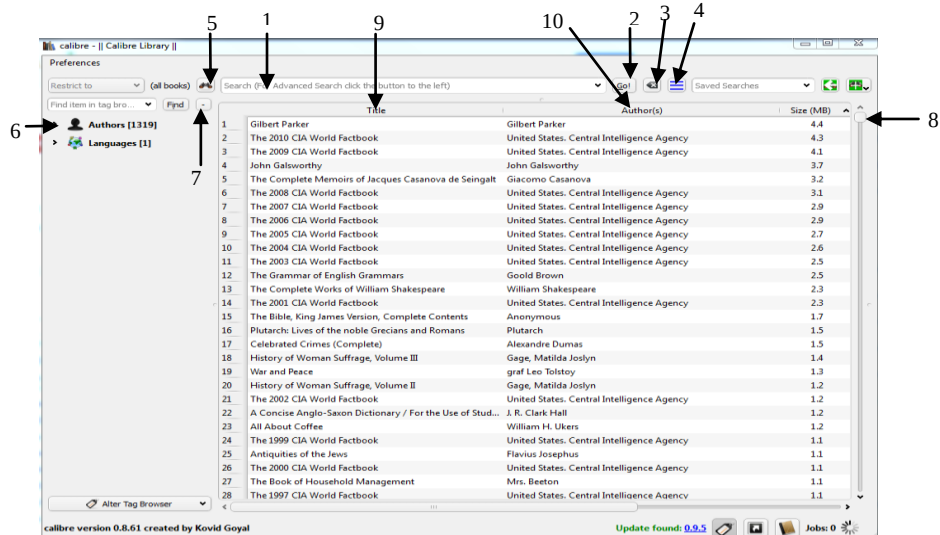
Quick Start Guide:

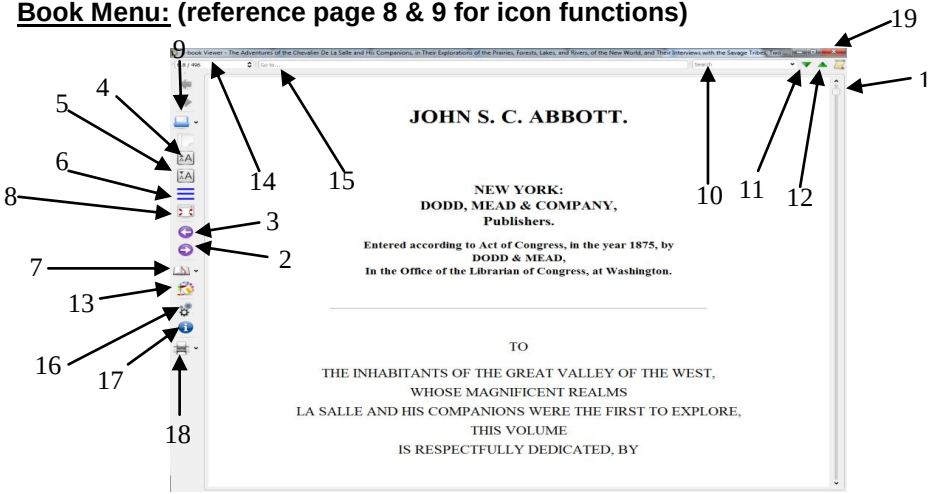
Once the program is opened the main interface will be displayed with a list of book titles and their authors.



1. Quick Search Bar - Instantly search for keywords, titles, authors, etc.
2. Go! – Once the search box (1) is populated click to search.
3. Reset – Clears the quick search bar.
4. Enable/Disable Highlighting – Click to “highlight” or “list” results. If highlight results is chosen scroll down the list of titles to find each highlighted title. If “list results is chosen only the search results will appear in the title box. Double click the title to open book.
5. Advanced Search – Provides a more advanced way to search for titles, authors, and keywords. Search results will displayed as chosen on point 4.
6. Authors – Click the arrow on the left to show dropdown menu in alphabetical order. Choose a letter and click the arrow to the left to display the list of authors. Click on the desired author to display their titles. Titles will display as chosen on point 4.
7. Collapse – Click to collapse author dropdown menu.
8. Scroll Bar – Scroll though the list of titles.
9. Title Box – Displays titles. Click to change list into alphabetical order by title.
10. Author Section–Displays authors. Click to change into alphabetical order by author.

Once a book is chosen double click on the title to open it.

Book Menu: **(reference page 8 & 9 for icon functions)**



Reading Functions:

1. **Scroll Bar** – Scroll up and down the book text to read.
2. **Next Page** – Click to turn to the next page.
3. **Previous Page** – Click to return to the previous page.
4. **Increase Font Size**
5. **Decrease Font Size**

Advanced Reading Functions:

6. **Table of Contents –** Toggles table of contents to the left of text. Click the arrow on the left side to view dropdown menu. Click on your selection to read.
7. **Bookmark –** To add bookmark click on bookmark icon and enter the title in the small pop window, click OK to save. To retrieve bookmarks click the downward arrow next to the icon. A list of saved bookmarks will appear. Click on desired bookmark. You may click manage bookmarks to edit, delete, reset, export or import bookmarks.
8. **Toggle Full Screen –** Click “Esc” on your keyboard to exit full screen.
9. **Recently Viewed Books –** Click on the downward arrow next to the folder icon. Click on a recently viewed book to open. You may also choose “Clear list of recently viewed books” to delete the list.

10. **Search Text –** Enter phrases, keywords, etc. and press enter on your keyboard. Results will be highlighted use point 11 & 12 to view results.
11. **Find Next Occurrence –** Click for next occurrence of “Search Text”
12. **Find Previous Occurrence –** Click for previous occurrence of “Search Text”
13. **Paragraphs Reference –** Click and hover the mouse cursors over the paragraph. A square box will appear with the reference number.
14. **Position in Book –** You may use the downward & upward arrows to jump to different parts of the book. Press enter on your keyboard to bring up position.
15. **Go to Reference –** Enter reference numbers and press enter on your keyboard. Reference number can be found using the instructions from point 13.
16. **Preferences –** Change the settings (for advanced users only.)
17. **Meta Data –** Click to view book information.
18. **Print Book –** Click printer icon to print book. You may click on the downward arrow to choose print preview.
19. **Close Book Window –** Click to close down book window.

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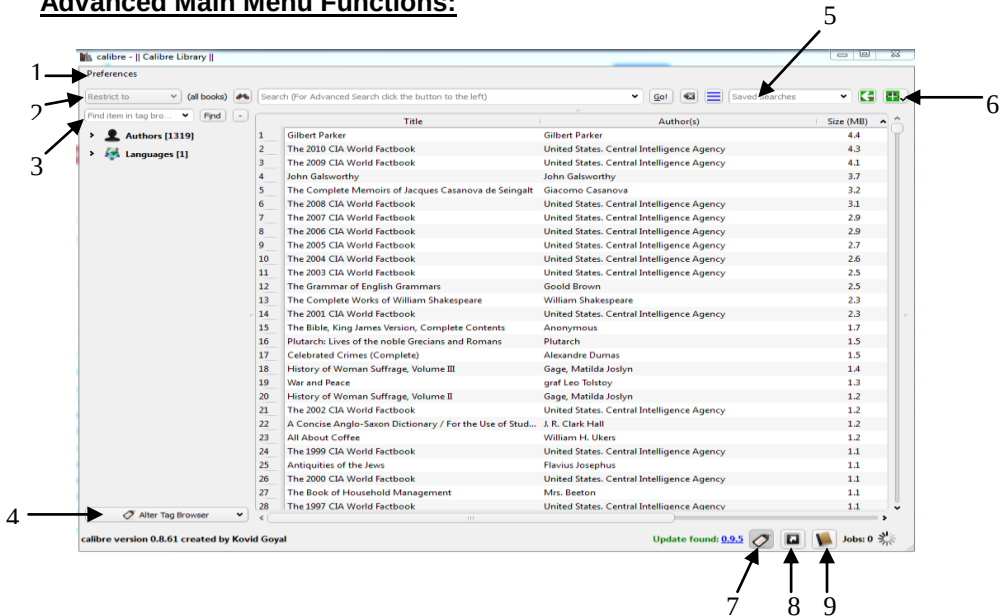
Advanced Main Menu Functions:

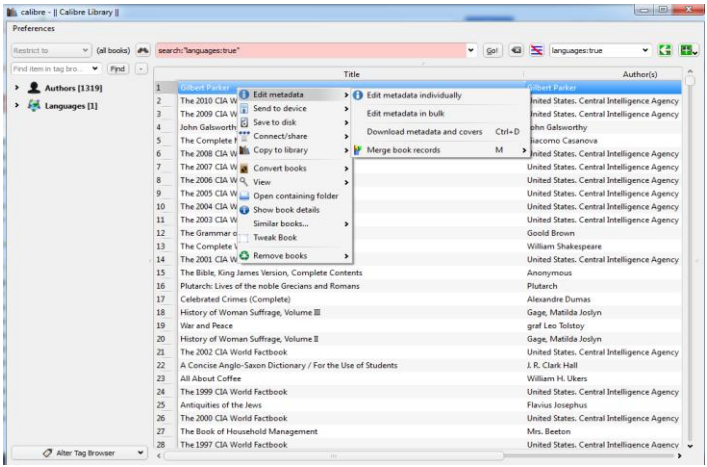


For Advanced Users Only:

1. **Preferences –** Allows changes to settings.
2. **Restrict To –** Restricts titles to those that match selected saved search.
3. **Find Item in Tag Browser –** Search for items. This is a "contains" search; items containing the text anywhere in the name will be found.
4. **Alter Tag Browser** – Allows changes to the tag browser
5. **Saved Searches –** Look Up saved searches
6. **Save Current Search –** Saves current search under the name in the search box (point 5). Press and hold for pop-up menu options to manage, delete or create saved searches
7. **Hide Tag Browser –** Click to hide column located on the left side.
8. **Show Cover Browser** – Click to display available book cover illustrations.
9. **Book Details** – Click to hide/display book details column on the right side.

<u>Right Click Functions:</u> (For advanced users only)

You may right click on a title of a book to bring up more options. (***Some options require an internet connection***) *Please reference page13 for function description.



1. **Edit Meta Data –**
    a. Edit Metadata Individually – Allows you to edit the data of the book.
    b. Edit Metadata in Bulk
    c. Download Metadata/Covers – Download metadata/book covers
    d. Merge Book Records
2. **Send to Device –** Allows you to send a copy to an external memory device
3. **Save to Disk**
4. **Connect/Share –** Allows you to connect to media platforms.
5. **Copy to Library**
6. **Convert to Books –** Convert how the book appears to the viewer.
7. **View –** View specific format of book, read random book or view recently read books.
8. **Open Containing Folder**
9. **Show Book Details**
10. **Similar Books –** Choose to read similar books by authors, series or publishers.
11. **Tweak Books**
12. **Remove books**