

# How to use the Apple iPad User Guide in **iBooks**



*Using iBooks*

## Basic Functionality

Designed for iPad.

Specific to iOS9 but applicable to other versions of iOS

Revised and Updated December 2016

## How to use the iPad User Guide (iOS 9) in iBooks

Download the user guide from within the **iBooks** app (it's more direct this way). By storing the user guide (PDF) within iBooks it will be available for offline viewing (you will not need to download it again from the Internet each time you want to use it).



iBooks touch icon



*iBooks dock  
(bottom of screen)*

You will need to be in **Featured** view

Use the **Search** input box to search for the user guide. Type **iPad User Guide iOS 9** (or whichever version you require) in the search input box. Tap to select. It will download to iBooks (providing you are connected to the internet).



*Tap and type*

Once downloaded, you should see the **iPad User Guide** within **Library** view

*Tap to open*



## Table of Contents

At first you will see the table of contents page.



← *Table of Contents*

The subject headings are **'hyperlinked'**, meaning you can tap on a subject of choice and it will open up the relevant subject within the user guide.

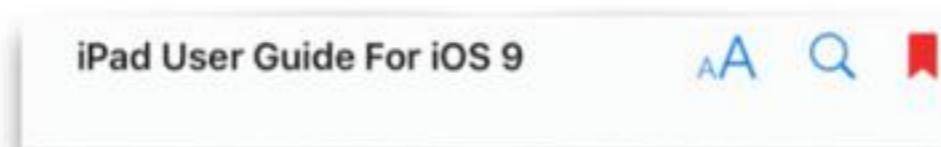
To get back to the table of contents, tap on the **menu** icon (if it is not visible just tap the screen anywhere and it should appear).



← *Menu icon*

## Bookmarks

You can bookmark a page that you are on by tapping the **bookmarks** icon (just once). It will turn red, meaning the page has been bookmarked.



← *bookmark*



To utilize bookmarks you need to be on the table of contents page with the **Bookmarks** tab open.



← Tap a bookmark to open page

## Notes

You can add notes for your own personal assistance.

Select **Note** from the 'options bubble'. A highlighted text input box will appear. Type in your note or comment. It will be saved into **Notes** automatically.



'options bubble'



← type your note here

From the table of contents page your notes can be accessed whenever you need them.



← Index of notes

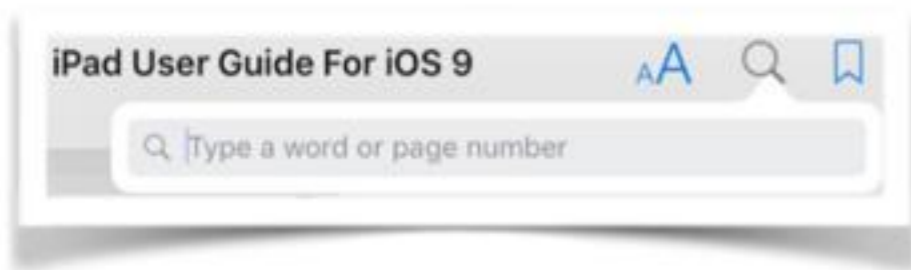
You can also access the note by clicking on the highlighted word, or the note indicator at the edge of the page where the note was made



← Notes and highlighting options

## Search

To search for a particular topic not listed in the table of contents, you should use the **Search** function. It is normally located in the top right hand corner (look for the **magnifying glass** symbol). If it is not showing, tap the screen. As soon as you type in your query, the search engine will search for relevant information within the user guide. A drop down list of links and associated page numbers will appear. Click on a link and the relevant page will open.



← Tap and type to search



← *List of suggested references*

You may notice two additional links at the bottom of the drop down list, **Search Web** and **Search Wikipedia**. Using either of these will require Internet access.

## Highlighting Options



When you highlight text within the iPad User Guide (or any 'ebook' within iBooks for that matter) an 'options bubble' appears. These are **Define**, **Highlight**, **Note** and **Search**. We have already covered Note and Search.

### Define

Gives a dictionary definition of the highlighted word if available.

Other options are available such as Manage (for searching other dictionaries) and Search Web (for online resources such as Wikipedia)

### Highlight

Provides options for highlighting and tagging text



# Summary



## iBooks - a few brief points

- **iBooks** is an pre-installed Apple app for viewing and reading 'e-books'
- Originally capable of storing and opening **ePub**, **PDF** file types
- As of 2016 support for **MP3 audiobooks**, and **AAC audiobooks** also
- Textbooks created using **iBooks Author** are viewable within later versions of iBooks
- Many file types can be converted to **PDF files** and stored within the iBooks library for reading **offline**
- **Bookmarks** are useful for finding one's way around in an e-book or PDF
- **Notes** can be utilised for annotation and providing additional information specific to the reader
- **Highlight** can be used for tagging useful information



ePub

PDF